



## Agent Portal User Guide

# Table of Contents

Overview .....3

Registration .....3

Manage applications .....5

Manage invoices .....6

Documents & Materials .....8

Notifications / Alerts .....9

## OVERVIEW

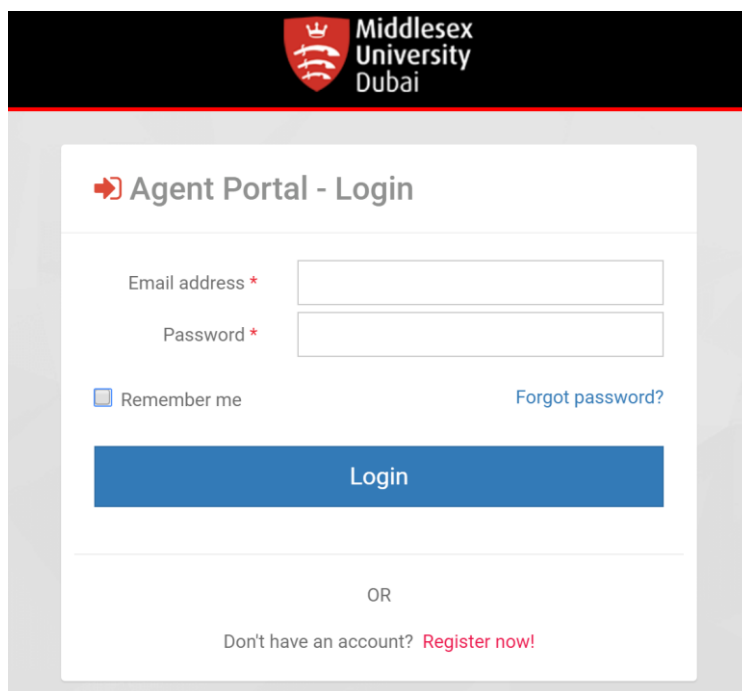
This document contains instructions and information on the features available on the agents portal.

Access url:

<https://www.mdx.ac.ae/agents-portal>

## REGISTRATION

1. If you don't already have a login, click on register now on the login page and follow the below steps:



The screenshot shows the login interface for the Middlesex University Dubai Agent Portal. At the top, there is a black header with the university's crest and name. Below this, the page title "Agent Portal - Login" is displayed with a red icon. The login form includes fields for "Email address \*" and "Password \*", both marked with a red asterisk. There is a "Remember me" checkbox and a "Forgot password?" link. A blue "Login" button is positioned below the form. Below the login button, the text "OR" is centered, followed by a link that says "Don't have an account? Register now!".

2. Populate the fields on the registration page and click next.  
All required fields are indicated by a star.

### Agent Registration - Step 1

Agency name *	<input type="text"/>	
Contact title *	<input type="text" value="Please select"/>	
Contact first name *	<input type="text"/>	
Contact last name *	<input type="text"/>	
Contact email address *	<input type="text"/>	
Password *	<input type="password"/>	
Confirm password *	<input type="password"/>	
Work phone	<input type="text" value="Please select"/>	<input type="text" value="Phone number"/>
Mobile phone	<input type="text" value="Please select"/>	<input type="text" value="Mobile phone number"/>
Address *	<input type="text"/>	
	<input type="text"/>	
City *	<input type="text"/>	
Country *	<input type="text" value="Please select"/>	
State	<input type="text"/>	
Postal code	<input type="text"/>	
	<input type="button" value="Next"/>	

- On step 2, please download and accept the agreement.

### Agent Registration - Step 2

Agreement	<a href="#">Download agreement</a>
Declaration	<p>Some terms and conditions specific to agent registration. This can be edited via Sitefinity-&gt;Content blocks-&gt;Agent register terms</p>
<input type="checkbox"/> I accept	
<input type="button" value="Back"/> <input type="button" value="Submit"/>	
OR	
Already have an account? <a href="#">Login now!</a>	

- You have now registered successfully. You should have received an email along with the agreement as PDF attachment.

## MANAGE APPLICATIONS

On the agents portal, all your applications are available via the “My applications” menu.

The screenshot shows the Middlesex University Dubai Agent Connect portal. On the left is a dark sidebar with a search bar and a menu containing 'Dashboard', 'My applications' (highlighted with a red circle), 'Invoices', 'My documents', and 'Marketing materials'. The main content area is titled 'My applications' and features a 'Criteria' filter section with an 'Intake' dropdown set to '2018 - September' and a 'Search' button. Below this is an 'Applications (0)' section with a 'New application' button. At the bottom is a table with columns: Id, Applicant, Course, Date created, Date submitted, Status, and Actions.

Id	Applicant	Course	Date created	Date submitted	Status	Actions
----	-----------	--------	--------------	----------------	--------	---------

1. You can either edit an existing “Un-submitted” application or create a new one.
2. You can also use the criteria filter to look at past applications.
3. To create a new application, click on “New application”
4. A step by step wizard will appear allowing you to submit an application on a student’s behalf.
5. All email communication for the application will be sent to the logged in agent’s email address.

Middlesex  
University  
Dubai

sdf sdf sdf sdf df

Search...

Dashboard
My applications
Invoices
My documents
Marketing materials

1
2
3
4
5

Personal details
Programme selection
Academic history
Confirm & Submit
Confirmation

0%

### Step 1 - Personal details

Are you a resident of the UAE? \*

☒ Yes  
☐ No

Title \*

First name \*

Surname / Family name \*

Email address \*

Gender \*

Date of birth \*

Country of birth \*

Nationality \*

Emirates ID

Passport number

Upload official documents (Ex: passport, visa, residency copy, etc.)

Do you require any of the following Support Services?

☐ No disability  
☐ Blind/Partially Sighted  
☐ Wheelchair User/Mobility Issues  
☐ Mental Health Difficulties

## MANAGE INVOICES

Invoices can be raised at any time provided initial down payments have been made.

To raise an invoice, please follow the below steps:

- Click on Invoices on the left hand menu in agents portal.
- If this is the first time an invoice is being raised, You will be asked to complete some pre-requisites such as uploading a company logo and providing bank account and address details.

**Middlesex University Dubai**

Search..

- Dashboard
- My applications
- Invoices**
- My documents
- Marketing materials

## Raise an Invoice

Prior to raising an invoice, please [update your profile](#) and ensure the following information has been provided:

- Bank account number
- Bank name
- Bank address
- Company logo
- Company address

- Once the pre-requisites are completed, you will be able to Raise an invoice.

**Agent Connect**

sdfsddf df  
Invoice

Invoice date: 25 Jun 2018

Invoice to  
Middlesex University Dubai  
Dubai Knowledge Park  
Blocks 4, 16, 17 & 18  
Dubai United Arab Emirates

#	Item	Amount	Tax	Total (USD)
1	MD1802-25749 (vlfqdfg dfg dfg sdfsdf@middlesex.com 56989)	2500.00	0.00	2500.00
			<b>Total</b>	<b>2500.00</b>

Declaration: This content block can be edited via Sitefinity>Content>Agent invoice terms.

☐ I accept

- Eligible applications will already be listed as part of the invoice.
- Accept the terms and conditions and click submit.
- This will raise an invoice to the Finance team at Middlesex University Dubai.
- You will be able to view and print the invoices from the invoice list page.
- Once an invoice has been paid by finance, the invoice status will be displayed as Completed.

**Invoices**

Criteria

✓ Invoice Id 35 submitted successfully.

Intake: 2018 - September

Applicant name:

App reference:

Email:

Search

Invoices

Raise an Invoice

Id	Invoice date	Description	Amount (USD)	Status	Actions
35	25 Jun 2018	MD1802-25749 (vbfgdfg dfg sdfdfg@sdfdsf.com 56989 )	2500.00	Issued	Print

## DOCUMENTS & MATERIALS

1. Agency specific documents are available via My documents menu on the left hand side. Documents such as agreement, logo and anything else created specifically for your agency will be available here.

**My documents**

Title	Actions
logo-icon	Download
Agent_Agreement	Download

2. Generic documents such as marketing materials will be available via Marketing materials menu on the left hand side.

**Marketing materials**

Social (1)

Events (1)

Digital (1)

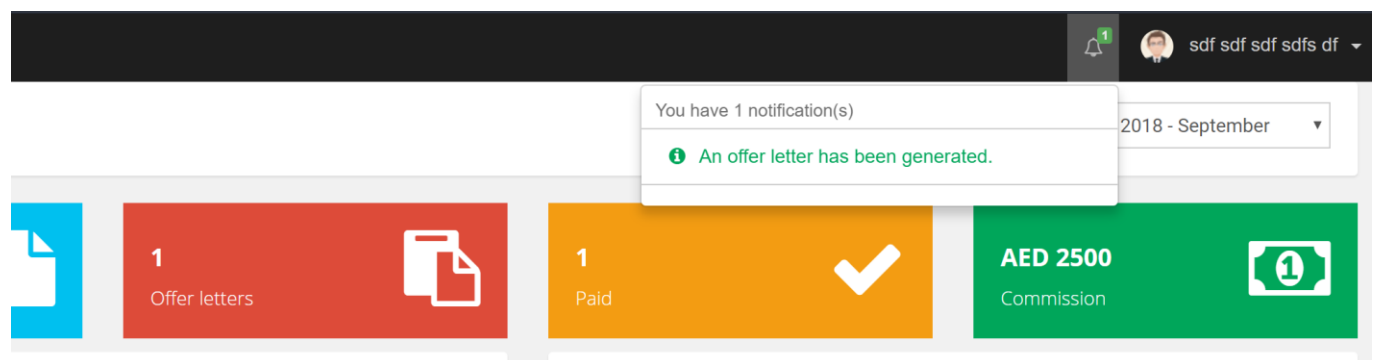
Print (1)

Title	Type	Size
New template - April&#39;18	docx	93 KB



## NOTIFICATIONS / ALERTS

Notifications and alerts will be available from the header menu on the agents portal.



The following types of alerts and notifications will be displayed:

1. Offer letter notifications
2. Payment notifications
3. General notifications