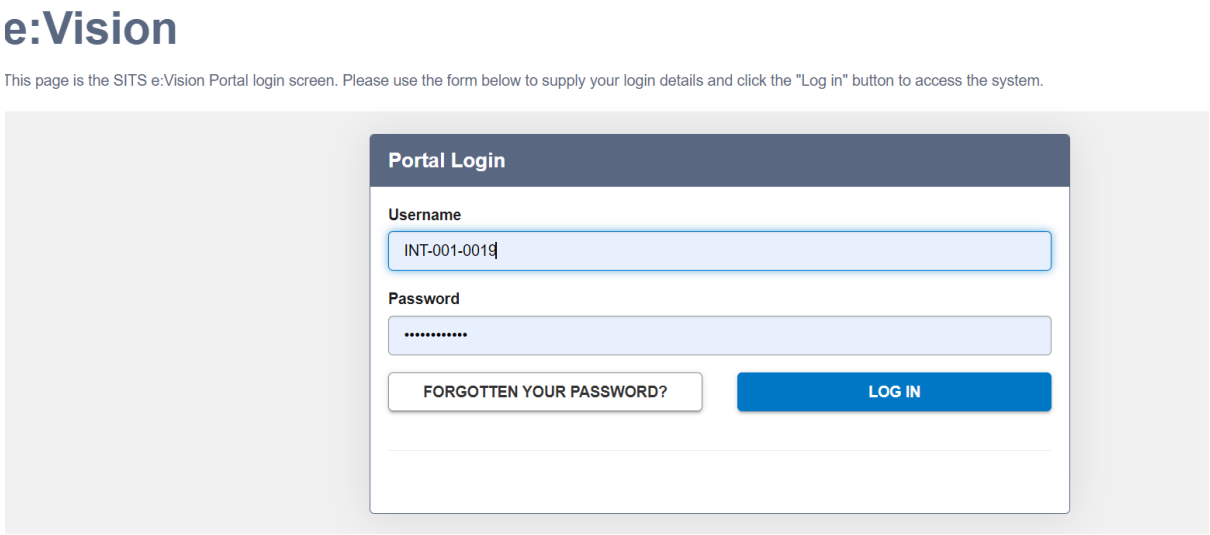
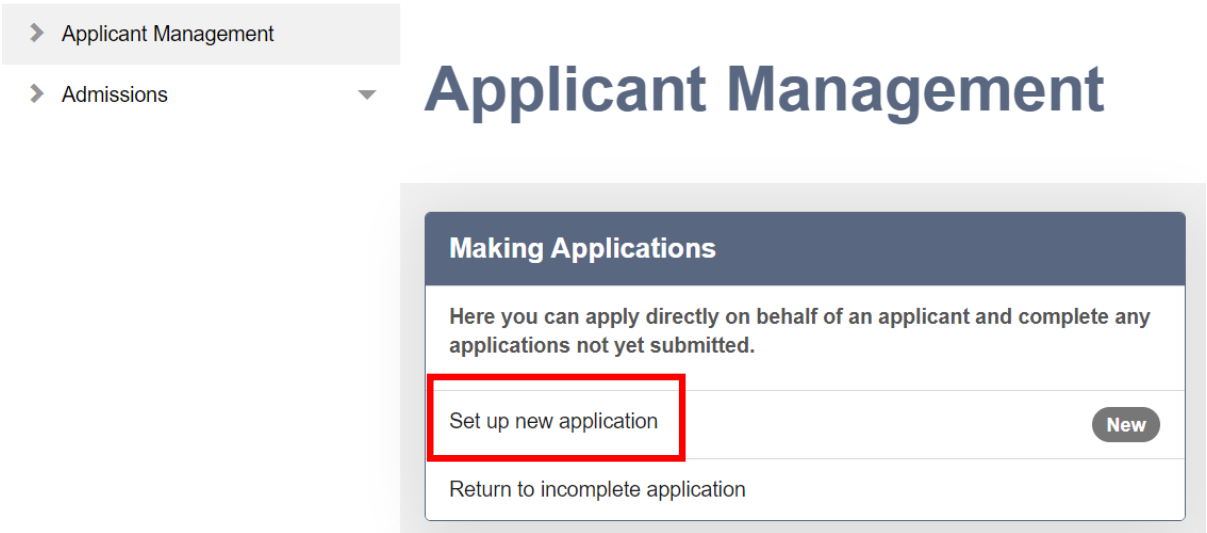
# e:Vision: How to submit an agent application

1) Login in into your agency e:Vision account by using the link https://smsweb.wlv.ac.uk/urd/sits.urd/run/siw_lgn
2) Insert your agency credentials and wait.




3) A new dashboard will come up on your screen
4) Under the section *Application Management*, click on *Set up new application* on the right-hand side.




5) On Choose Subject Areas drop down menu select the relevant subject area.

6) Click Next

# Report Parameters

Report Parameters are entered on this page.

Please select a course from the subject areas below.

**Set up New Application by Agent Online**

Please complete the report options and click the 'Run Report' button.

**Choose Subject Areas** Chestnut Applications

CLEAR NEXT

**7)** Choose the designated programme and click *Select.*

Now showing records 1 - 6 of 6

| Course Code | Course Title | Mode | Select |
|---|---|---|---|
| BU075H01UCA | BA (Hons) Business Management with Chestnut Education TBV | Undergraduate | SELECT |
| CS039P06UCA | Master by Research in Cyber Security with Chestnut Education (Blended) TBV | Postgraduate | SELECT |
| CS040P06UCA | Master by Research in Artificial Intelligence with Chestnut Education (Blended) TBV | Postgraduate | SELECT |
| HW061P01UCA | Master by Research Public Health with Chestnut Education | Postgraduate | SELECT |
| IR005P06UCA | MSc International Relations with Chestnut Education (Blended) TBV | Postgraduate | SELECT |
| IR006P01UCA | Master by Research in International Relations with Chestnut Education TBV | Postgraduate | SELECT |

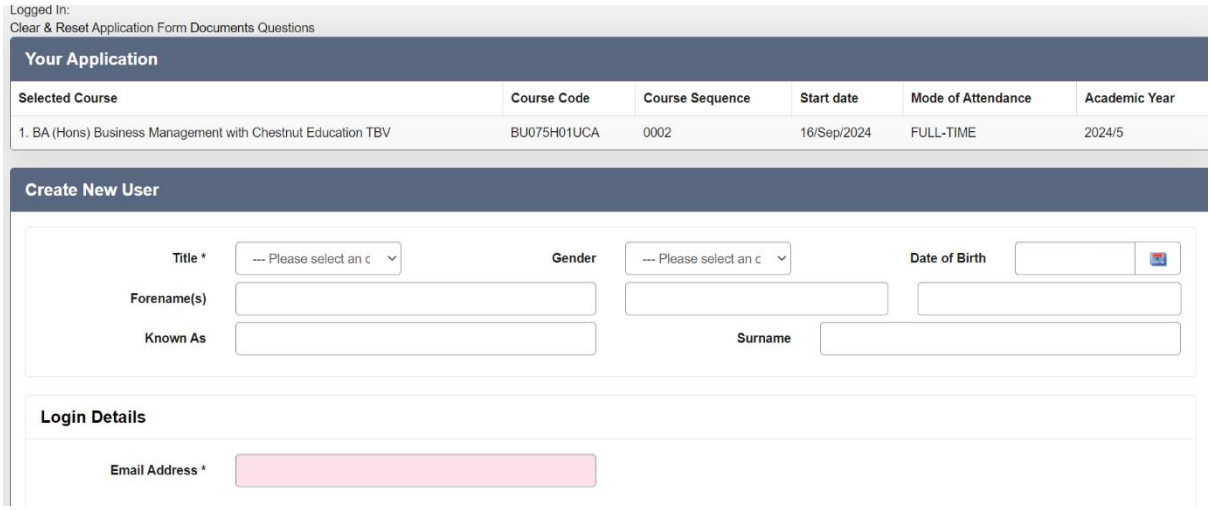
**8)** When the programme is chosen, the following screen will appear. Click *Apply Now* to be directed to the next step.

BA (Hons) Business Management with Chestnut Education TBV

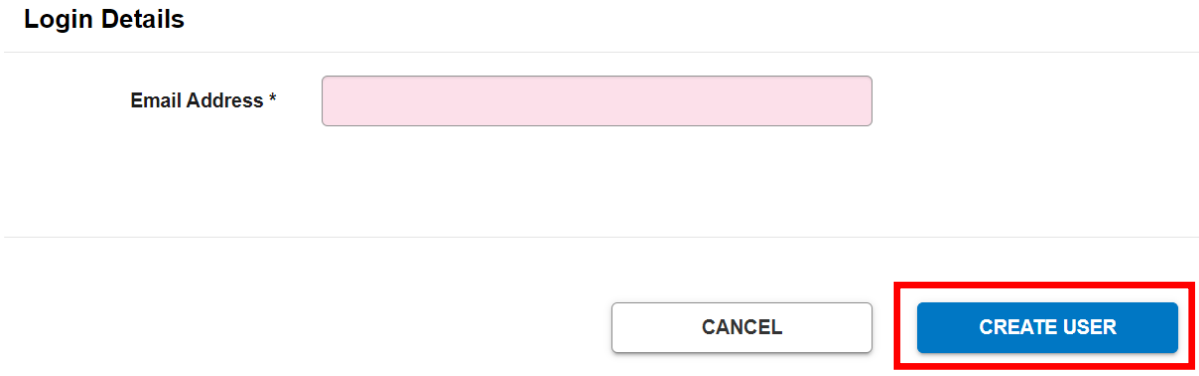
| | |
|---|---|
| **School** | Wolverhampton Business School |
| **Length of Course** | 1 Years |
| **Mode of Study** | Full-time |

| Location | Start Date | Entry Year | Apply |
|---|---|---|---|
| University and Blended Learning | 16/Sep/2024 | 3 | Apply Now |

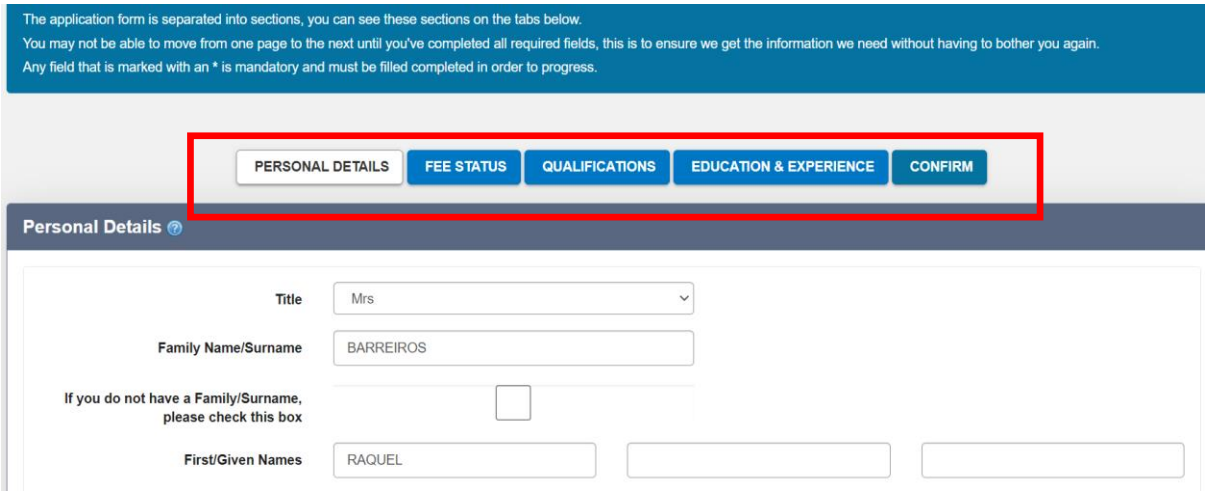
**9)** Input **applicant details,** including **<u>their personal email (not agency)</u>** to create a new user.



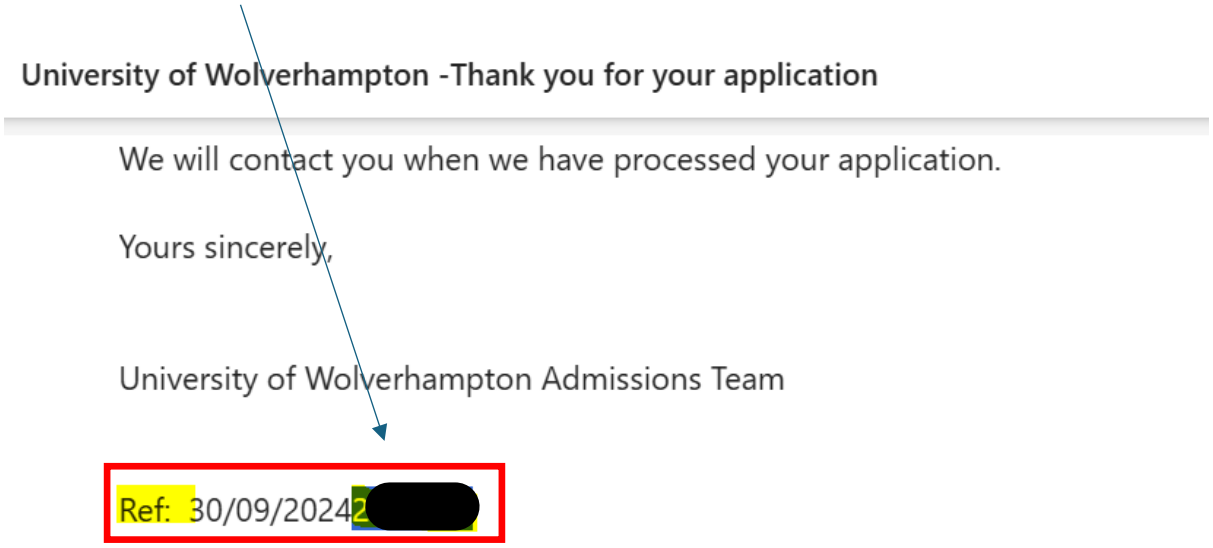

**10)** Click *<u>Create User</u>* at the bottom of the page



**11)** Complete all the sections (Personal Details, Fee Status, Qualifications…) as required. Complete sections will show as green.




**12)** When ready, you can submit the application. Once it has been submitted, a confirmation email will be sent to the applicant with their University Student ID which is a **7 digits long number starting with 2XXXXXX after the date (e.g. 30/09/2024XXXXXXX).**



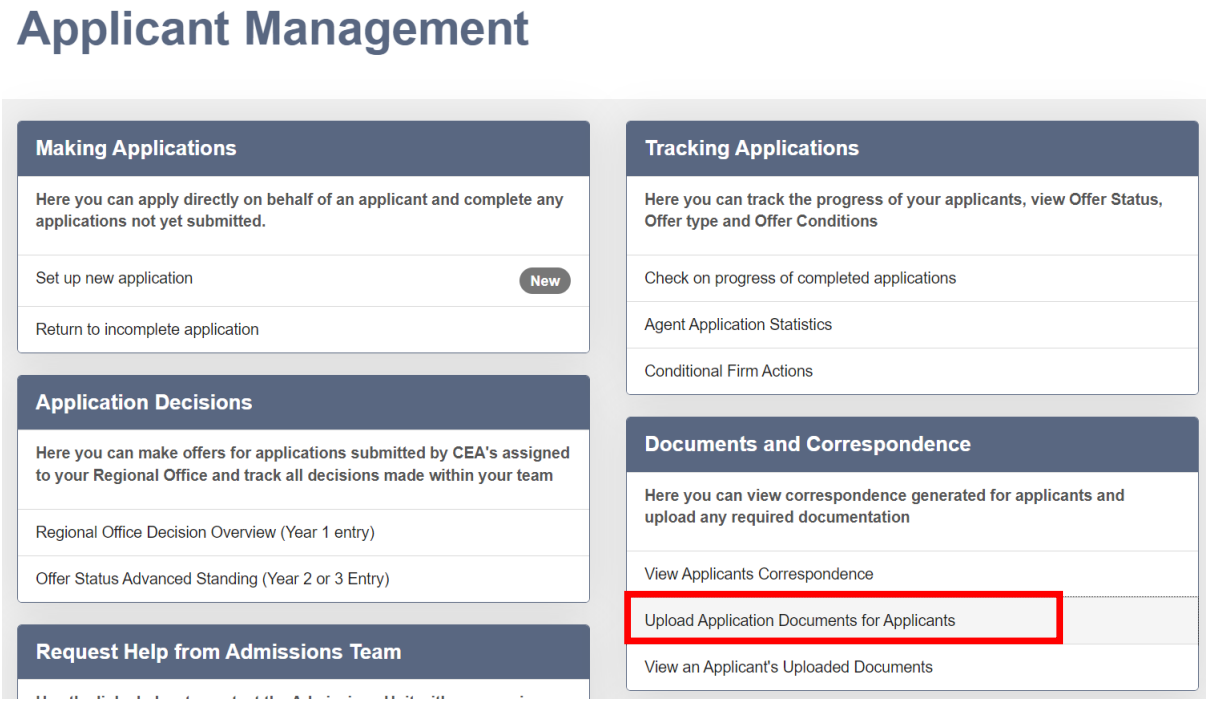

Supporting application documents can now be uploaded onto e:Vision.

## How to upload application documents for applicants

**13)** Login in into your agency e:Vision account by using the link https://smsweb.wlv.ac.uk/urd/sits.urd/run/siw_lgn

**14)** Insert your agency credentials and wait.

**15)** Under the section Documents and Correspondence, click on *Upload Application Documents for Applicants* and fill in all the mandatory fields.

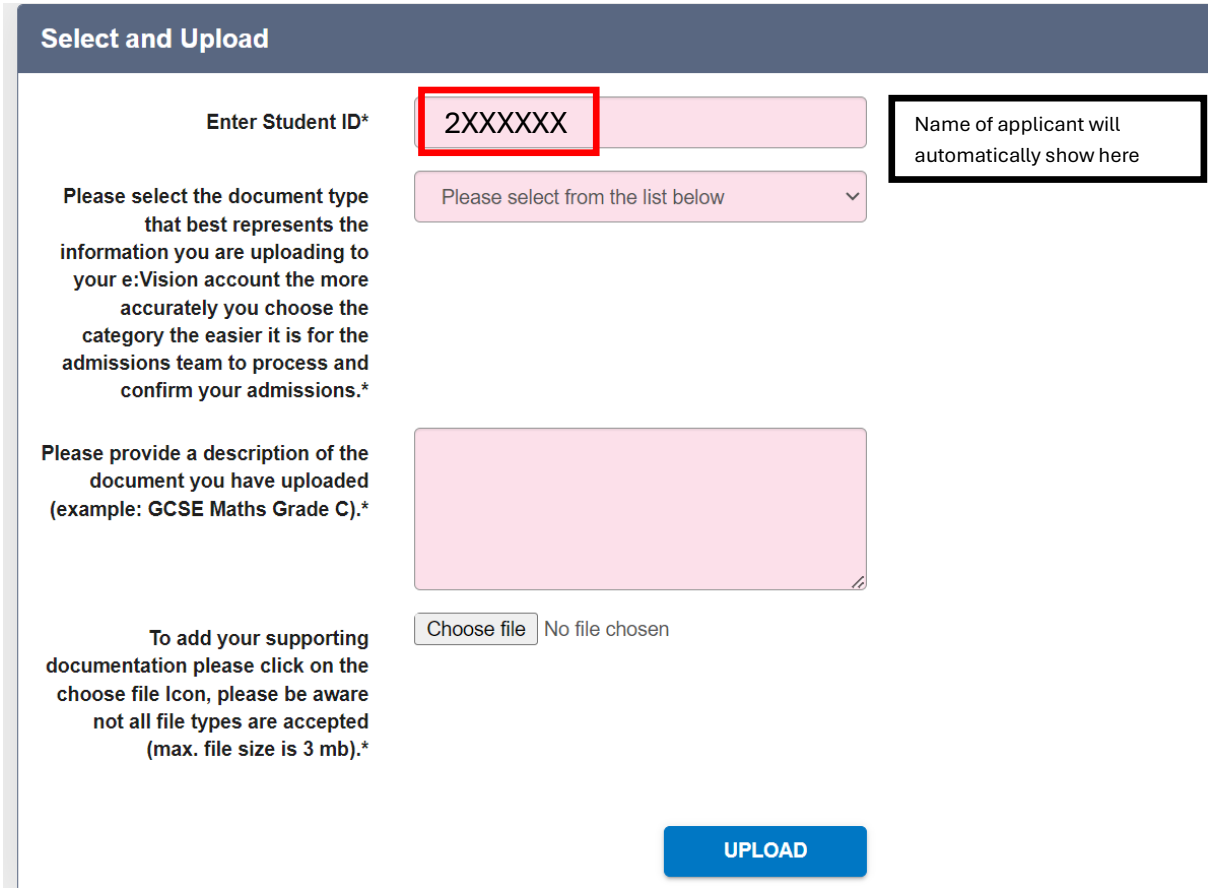



**16)** Input student ID (2XXXXXX) and wait until the applicant record is found

**17)** Select from the drop-down menu the type of file you wish to upload

**18)** Provide brief description of the document

**19)** Choose file and click *Upload*



**20)** Continue uploading to repeat the above process OR Confirm & Exit

