



University
of Dundee

Agent Portal

A user guide for agents

Version 2 (March 2022)

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Using Agent Portal

Introduction

We are very pleased to give you access to our Agent Portal. From our Agent Portal dashboard you will be able to:

- view the contact details we hold for your agency
- create Agent Portal accounts for other members of staff from your agency
- create and submit multiple new applications from the Agent Portal
- check the status of all applications submitted to us via the Agent Portal by staff in your agency
- log in to My Applications on behalf of any of your applicants to upload documentation and complete tasks

Once they have an account we strongly encourage all agency staff to submit new applications through our Agent Portal so that they can view and check the status of these applications in the portal. Any new applications submitted through our Direct Application system without using the Agent Portal will not immediately be visible in Agent Portal.

Please follow the instructions and next steps below. If you have any general questions, please contact your Senior International Officer (www.dundee.ac.uk/external-relations/people?f%5B0%5D=group%3A646) who will be able to support you.

Logging in to Agent Portal

1. You can access our Agent Portal from the link on www.dundee.ac.uk/agents.
2. The screen shown below is the portal log in screen. You may recognise this if you have ever logged into My Applications on eVision on behalf of one of your students.



Log in to SITS e:Vision Portal

This page is the SITS e:Vision Portal login screen. Please use the form below to supply your login details and click the "Log in" button to access the system.

The image is a screenshot of a web form titled "Authentication Required". It features a blue header bar with the text "Authentication Required" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field is a simple text box, while the "Password" field is a text box with a small eye icon on the right side, indicating it can be toggled between visible and hidden. Below the password field, there is a blue button with the text "Log in" in white. The entire form is enclosed in a thin grey border.

3. When your account was created, you will have received an email from us which included your Agent Portal username and a temporary password. Your Agent Portal username is the agent staff code which has been generated for you in our system.
4. When you log in for the first time you will be asked to change your temporary password to something memorable and secure that only you know. Your password should be a minimum of 8 characters long and must contain: at least one upper case (A-Z), one lower case (a-z), one number (0-9), one special character (! ? * % () @ # \$ ^ & + - =).

Password Change

Use this screen to input and confirm your new password.

Password Change

Use the fields below to change/confirm your password.

New Password

Confirm Password

Go

5. As a security measure, **your temporary password will expire after 60 days**, so please ensure you log in to your Agent Portal account and change your password before then. The exact date it will expire will be shown in the email you receive. If your temporary password expires, please contact our team at app-support@dundee.ac.uk.
6. Once you have changed your temporary password you will be taken directly to the Agent Portal Dashboard. This is the main screen from which you can access all other portal screens.


University of Dundee
Agent Portal Dashboard

Q

.ogged In: Dory Nemo

Agent Portal Dashboard

Information

Your Details

Agent Code	TEST01_09
Forename	Dory
Surname	Nemo
Job Title	Test Counsellor

Welcome to our new Agent Portal

Using the agent portal will make managing your applications to the University of Dundee easier – by giving you access to the up-to-date status of each one, and for tracking matriculations when you calculate commission invoices.

The Agent Portal Dashboard is your homepage, and from here you can access all parts of the portal. You can return here from the link at the top of each page.

You can also download our Agent Portal User Guide from [here](#).

We hope you enjoy using our agent portal. If you have any general questions about using the portal, please contact your [Senior International Officer](#).



Submit a New Application



Continue Unsubmitted Applications



View Status of Submitted Applications



Login to Applicant Portal



Add/Edit Agency Staff/Counsellor Details



View Agency Details



Contact Us

The Agent Portal Dashboard

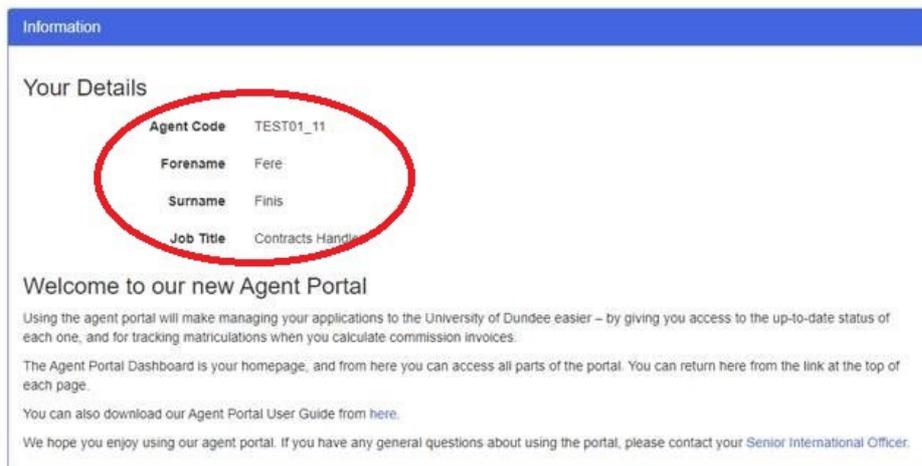
We're going to look at the three sections on the Agent Portal Dashboard in turn.



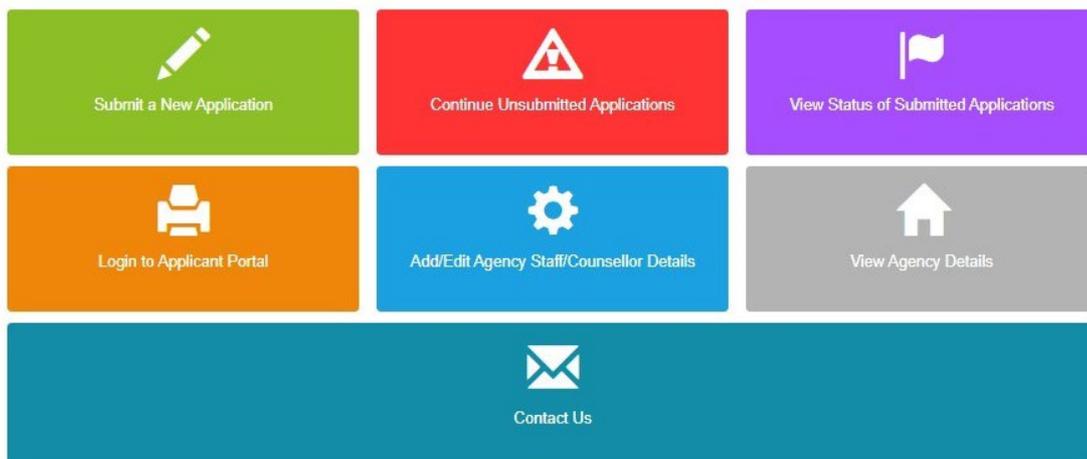
Agent Portal Dashboard

1. In the blue banner at the top of every screen in the Agent Portal you will see a button with **Agent Portal Dashboard**. Clicking this will take you to this main dashboard from any other screen in the Agent Portal.
2. The search icon (the magnifying glass) in the top right corner should be ignored as it doesn't have any function in Agent Portal.

Agent Portal Dashboard



3. The details of the member of agency staff/counsellor logged in is shown in the **Your details** part of the screen.
4. Immediately below the Agent Details section is a text area we will use to share information for all agents and partners. A link to this user guide will also be added here.



5. Clicking any of the seven coloured tiles (or buttons) will take you to a different part of the Agent Portal. The functionality of each of the seven tiles is explained in more detail over the following pages.

Submit a new application

Using the Agent Portal you can create new applications on behalf of your students. You can save your progress for each application and return to complete and submit it later.

1. Click the **Submit a new application** tile on the Agent Portal Dashboard.



2. This will take you to the course selection screen.



Agent Portal - Choose a Course

Please use any/all of the fields below to find the course.

We strongly recommend choosing the 'Type of course' first and then click **APPLY FILTER** to narrow your search before you type the name of the course you are looking for in the 'Course' field.

A screenshot of the "Choose a course" form. At the top, it says "Choose a course" in a blue bar. Below that, a light blue box indicates "Current filter: All". The "Type of Course" section has radio buttons for "All" (selected), "Undergraduate", "Taught Postgraduate", "Research Postgraduate", "Pre-sessional English Language", and "Exchange, Study Abroad, Work Placement, Articulation or Elective". The "Apply filter" button is circled in red. Below this are input fields for "Course (start typing and select from the list)" and "Mode". At the bottom are "Exit" and "Continue" buttons.

[Return to Agent Portal Dashboard](#)

3. To narrow your search, we strongly recommend you choose the **Type of course** first (e.g. Undergraduate or Taught postgraduate) and then click **Apply filter** before you type the name of the course you are looking for in the **Course** field. This will help to narrow down the list of courses as only 30 courses can appear in the drop-down list.
4. As you type the name of the course, the course names which match will appear in the drop-down list. In the example shown you can see options appearing when 'Taught postgraduate' is applied as a filter, and 'business' is typed in the Course field.

Course selection for application

Current filter: Taught Postgraduate

Type of Course

- All
- Undergraduate
- Taught Postgraduate
- Research Postgraduate
- Pre-sessional English Language
- Exchange, Study Abroad, Work Placement, Articulation or Elective

Apply filter

Course (start typing and select from the list)

Mode

business

- TFMLLMBICJH LLM Business & Human Rights
- TFMRESDAACF- MRes Business Research Methods
- TFMSC-DABIMB MSc Biomedical and Molecular Sciences with Business
- TFMSC-DACOIB MSc Computing with International Business
- TFMSC-DADESB MSc Design for Business
- TFMSC-DAIB-- MSc International Business

Return to Agent Portal Dashboard

Continue

5. If there are a few courses which match you can scroll through the options in the drop-down list. A maximum of 30 courses can appear in the drop-down list, so you may have to type more details to focus the search results. Choose the course you are looking for from this list. The course code and the course name will show in the **Course** field. Now click **Continue**.

Course (start typing and select from the list) TFMLLMBICJH LLM Business & Human Rights

Mode

Exit Continue

6. The next screen shows you all the options available for this course. You can also click **Back** to return to the course search.

Course search results

Agent Portal - Submit a New Application

Please select which course and intake you are submitting an application for.

Select a course

Search:

Course Name	Academic Year	Level of Entry	Mode of Attendance	Start Date	Select Course
LLM Business & Human Rights	2021/2	1	Full Time	1 September 2021	Select
LLM Business & Human Rights	2021/2	1	Full Time	1 January 2022	Select

Next Back

7. If you don't type anything in the **Course** field and then click **Continue** you will see all courses which match the filter you applied, e.g. all Taught Postgraduate courses. You can then use the page buttons in the bottom right of the screen to navigate through longer course lists.



9. For some courses, and at different times of year, it may be possible to choose from more than one academic year and/or intake. Please ensure you have chosen the course with the correct academic year and intake, then click **Select**.
10. The next screen confirms the details of the course you have just selected.
11. If the details are correct, click **Continue**. If the details are not correct, click **Return to Agent Portal dashboard** to search for the course again.

Agent Portal - Submit a New Application

Please confirm your course and intake selection

Confirmation

The below information confirms the course and intake you have selected, please check that this is correct.

You have selected the following:

- Course: **LLM Business & Human Rights**
- Start Date: **1 September 2021**

If this is correct click on the **Continue** button below.

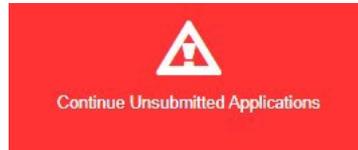
If this is not correct, click **Return to Agent Portal Dashboard** and then choose **Submit a New Application** to search for the course again.

12. After you click **Continue** a new browser tab will open and you will be taken into our Direct Application system and logged out of Agent Portal for security reasons.
13. From here on you should complete the applicant's details, create a temporary password for the Direct Application System and then submit the application once it's complete. You will be able to save an incomplete application and then return to complete it from the **Continue unsubmitted applications** tile in the Agent Portal Dashboard. If you haven't used our Direct Application system before there are some instructions for completing the application on our website at www.dundee.ac.uk/agents.
14. When you reach the part of the application which asks for details of the agent, your agency details will be automatically populated.

Continue unsubmitted applications

If you are unable to complete an application in the same session your progress will be saved and you can return to it at any time.

1. Click the **Continue unsubmitted applications** tile on the Agent Portal Dashboard.



2. On the next screen you will be able to search for the application you would like to complete and submit.

Agent Portal - Unsubmitted Applications

All fields marked with * are mandatory.

Search unsubmitted applications

Please indicate whether you want to include all of the applications for your agency that are yet to be submitted or just your own.

Retrieve all agency applications or just your applications?*

You can then enter a combination of search criteria below to search for the applicant you want to continue an application for. Alternatively, you can leave all fields blank to retrieve all your pending applications.

Student ID

Forename

Surname

Continue

[Return to Agent Portal Dashboard](#)

3. You can choose to either retrieve all applications in progress from your agency, or only retrieve the applications you have been working on.
4. You can also search using the student's University of Dundee Student ID or their name. When searching you can use the * (asterisk) to substitute for missing information, e.g. if you enter W*ng in the surname field, this might produce results for students with the name of Wang, Weng, Wing, Wong, Wung etc. Click **Continue**.

Agent Portal - Unsubmitted Applications

The following is a list of applications which have not yet been submitted for courses starting between 2020/21 and 2024/5. Find the application you want to continue in the table below and click the **Select** button to continue.

Applicant ID	Student ID	Surname	Forename	Date of Birth	Course Title	Course Start Date	Application Started	Started By	Select
2467517		MARINA	MOLLY	01/Jan/2000	Pre-sessional English for International Students - 4 weeks (online)	1 August 2021	12 March 2021	Fere Ester Promo Finis	Select

[Back](#) [Return to Agent Portal Dashboard](#)

5. In this example there is only one unsubmitted application, but if you have more than one you will see them all on this screen. You can sort the applications shown in the table by clicking the arrow in the column heading.
6. Once you have clicked **Select** against the correct student's record you will have the opportunity to double check you have the correct student before clicking **Continue Application**.
7. If you click **Back** you will return to the previous screen and clicking **Exit** takes you to the Agent Portal Dashboard.

Agent Portal - Unsubmitted Applications

Continue Application

Click the **Continue Application** button below to login as **Molly Marina (2467517)** and continue their application.
The **Back** button will take you back to the previous screen and the **Exit** button will take you back to the main Agent Portal dashboard.

Continue Application

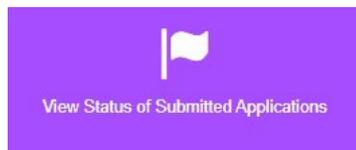
Back Exit

8. After you click **Continue Application** you will be taken directly into our Direct Application system to complete and submit the application.

View status of submitted applications

You can view the status of all the applications you have completed and submitted to us at any time.

1. Click the **View status of submitted applications** tile on the Agent Portal Dashboard.



2. On the next screen you can either retrieve all applications your agency has submitted to us, or you can search for one application.

All Agency Submitted Applications

This screen can be used to search for the submitted applications of an individual applicant or can provide a full list of all submitted applications for your agency.

Search all agency submitted applications

You can enter a combination of search criteria below to search for a submitted application. Alternatively, you can leave all fields blank to retrieve all submitted applications.

Student ID

Surname

Date of Birth

Date	Month
<input type="text"/>	<input type="text"/>
Year	
<input type="text"/>	

[Return to Agent Portal Dashboard](#)

9. You can choose to either retrieve all applications submitted by your agency, or you can search using the student's University of Dundee Student ID, their name, or their date of birth.
10. When searching you can use the * (asterisk) to substitute for missing information, e.g. if you enter W*ng in the surname field, this might produce results for students with the name of Wang, Weng, Wing, Wong, Wung etc. Click **Search**.
11. A list of all applications submitted by your agency which matches the criteria you used to search will be shown. The list is shown in alphabetical order of the students' surnames, but you can change this to any other column by clicking the column heading.
12. You can see an example (with test applications) of what the list of submitted applications looks like on the next page.

Agent Portal - Submitted Applications

The submitted applications matching the criteria entered are shown below.

View submitted application results								
Student ID	Surname	Forename	Date of Birth	Course Title	Application Status	Course Start Date	Application Received Date	Contact Us
2448136	TEST	EXPERIENCE	05/Nov/1995	BSc Oral Health Sciences	Attending interview	13 September 2021	16 November 2020	Contact us
2448138	TEST	EXPERIENCE	11/May/1989	Professional Graduate Diploma in Education (PGDE) in Primary Education	Attending interview	16 August 2021	16 November 2020	Contact us
2465106	TEST	KIRSTY	30/Aug/1997	BEng (Hons) Biomedical Engineering	Pending - no decision	9 September 2020	9 February 2021	Contact us
2398950	TEST	SUPER TEST	16/Jul/1991	BSc Nursing (Child)	Withdrawn	9 September 2020	20 August 2019	Contact us
170021815	TEST	TEST	01/Jan/1980	BSc (Hons) Business Management - accelerated	Conditional Offer - waiting for response	11 January 2020	16 January 2020	Contact us
070011650	TEST DATA	THIS	19/Jan/1980	Medicine PhD	Cond firm accept to uncond offer - accepted firmly	2 August 2020	27 July 2012	Contact us
2434307	TESTING	TEST	18/Jan/1993	PGCert Family and Local History	Unconditional Offer - waiting for response	11 May 2021	7 October 2020	Contact us

[Back](#) [Return to Agent Portal Dashboard](#)

13. If you need to ask us a question about any of the applications, you can click **Contact us** next to the application record and a short online form will appear on the next screen.

Contact us

You may use this form to send an email to the Admissions Team. Please include the applicant's full name and Student ID as that will help us respond more quickly.

Agent Staff code:

Subject:

Message:

[Return to Agent Portal Dashboard](#) [Confirm](#)

14. Your Agent Portal agent staff code will be pre-populated in the form so we will know who the enquiry is from.

15. Please type in a suitable subject line in the **Subject** field and include the detail of your enquiry in the **Message** field. Then click **Confirm**.

Check message

Please check your message before submitting

If you need to edit your message please click on the 'back' button to return to the previous screen.

Subject Test

Message This is a test

Back Confirm

16. On the next screen you will be asked to check your message before you send it. If you need to edit the message, please click **Back** to return to the previous screen. Otherwise please click **Confirm** to send the message to us.

Thank you for your message

Thank you for contacting the Admissions Team. We aim to reply to you within 2 business days of receiving your message.

Please click Return to Agent Portal Dashboard below to return to the Agent Portal dashboard..

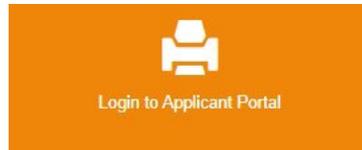
Return to Agent Portal Dashboard

17. Our team will aim to reply to your message within 2 business days. You can now click the **Return to Agent Portal Dashboard** button.

Log in to Applicant Portal

If required, you can log in to your student's account on My Applications (our Applicant Portal) and complete any tasks we have requested, such as upload any outstanding documents or review and submit their CAS checklist.

1. Click the **Log in to applicant portal** tile on the Agent Portal Dashboard.



2. The first thing you will do is search for the application record for the student.

Agent Portal - Applications

Search submitted applications

Please indicate whether you want to include all of the applications for your agency that have been submitted, or just your own. All fields marked with * are mandatory.

Retrieve all agency applications?* Yes No

[Continue](#)

[Return to Agent Portal Dashboard](#)

3. You can choose to either only show the applications you have submitted or search all the applications submitted by your agency. Click **Continue**.

Agent Portal - My Applications

The following is a list of applications submitted by your agency.

Please select an application from the table below. By clicking **Continue** you will be able to access **My Applications** as if you were the applicant. You will be able to complete any tasks on behalf of the applicant, such as upload any documents we have requested.

Press the **Continue** button to access **My Applications**.

Select application							
Select	Student ID	Surname & Forename	Date of Birth	Date Received	Title	Start Date	Home Country
<input type="radio"/>	070011650	TEST DATA, THIS	19/Jan/1980	27/Jul/2012	IPP_CODE=	2 August 2020	Malaysia
<input type="radio"/>	170021815	TEST, TEST	01/Jan/1980	16/Jan/2020	IPP_CODE=	11 January 2020	Dundee
<input type="radio"/>	2398950	TEST, SUPER TEST	16/Jul/1991	20/Aug/2019	BSc Nursing (Child)	9 September 2020	Italy
<input type="radio"/>	2434307	TESTING, TEST	18/Jan/1993	07/Oct/2020	PGCert Family and Local History	11 May 2021	Herefordshire
<input type="radio"/>	2448136	TEST, EXPERIENCE	05/Nov/1995	16/Nov/2020	IPP_CODE=	13 September 2021	
<input type="radio"/>	2448138	TEST, EXPERIENCE	11/May/1989	16/Nov/2020	IPP_CODE=	16 August 2021	
<input type="radio"/>	2465106	TEST, KIRSTY	30/Aug/1997	09/Feb/2021	IPP_CODE=	9 September 2020	

[Back](#) [Return to Agent Portal Dashboard](#) [Continue](#)

4. On the next screen you can check you have chosen the correct application and then click **Open My Applications** to take you into My Applications. The **Back** button will take you back to the previous screen and the **Return to Agent Portal Dashboard** button will take you back to the Agent Portal dashboard.

Agent Portal - Applications

Access My Applications as an Applicant

Click the **Open My Applications** button below to login as **Super Test Test (2398950)** and access his Applicant Portal. You will be able complete any tasks on behalf of the applicant, such as upload any documents that have been requested.

The **Back** button will take you back to the previous screen and the **Return to Agent Portal Dashboard** button will take you back to the Agent Portal dashboard.

Open My Applications

Back

Return to Agent Portal Dashboard

5. In **My Applications** you can complete any tasks on behalf of the applicant, such as upload any documents that we have requested.

View agency details

You can view the details we hold for your agency.

1. Click the **View agency details** tile on the Agent Portal Dashboard.



2. If you would like to update any of the information on this screen, please contact your Senior International Officer (www.dundee.ac.uk/external-relations/people?f%5B0%5D=group%3A646) and let them know what changes you would like to make. You can see an example (using a test agency) of the type of details we may hold for your agency.

Agency/Partner Institution Details

This screen can be used to view your Agency/Partner Institution contact information.

Agency details

If you would like to update any of the information on this screen, please contact us and let us know what changes you would like to make.
Please click the Return to Agent Portal Dashboard button to return to the home screen.

Agency code *	TEST01	
Full name	Wonder Agent Head Office#	
Organisation Name	Wonder Agent Head Office	
Address Line 1	WONDER INTERNATIONAL PLAZA	
Address Line 2	TEST TESTY ROAD	
Address Line 3	TESTVILLE	
Town/City	TAI PO	
Country	HONG KONG	
Postcode (UK only)	UK ONLY	
Country of Office	623	BURUNDI
Email address *	head@wonderintl.com	
Alternative email address	aptest@aptest.com	
Telephone 1	0123456789	
Telephone 2	15978923	
Mobile/cell number	456132333333	
Fax Number	78948965512	
Agency Group code	A15016	AMBER
Description	Agent Portal Test Agent	
URL/Web address	www.dundee.ac.uk	

3. Please click **Return to Agent Portal dashboard**.

Add/Edit agency staff/counsellor details

You can view the details of all staff in your agency who have access to Agent Portal. You can update details for any staff member, add a new staff member and deactivate a staff member's account.

1. Click the **Add/Edit agency staff/counsellor details** tile.



2. The screen will open to show the members of staff ordered by the Agency staff code we use in our system. To view the details of other staff members who have access to the Agent Portal, click through each of the pages from the links in the bottom right corner.

Agency Staff/Counsellor Maintenance

This screen can be used to view, maintain or add details of your staff who will use the Agent Portal. Mandatory fields (*) must contain a value.

Agency staff/counsellor details

Details of staff with access to the Agent Portal are shown below. If any information is missing or incorrect, please update the fields below.
Click ADD to create an account for new staff.
Please click the Return to Agent Portal Dashboard button to return to the home screen.

Agency staff code *	TEST01-01	
Agency code	TEST01	WONDER AGENT HD
Email address (amending this will not amend the username of the account) *	judy@wonderintl.com	
Date of birth *	Day	Month
	16	06
	Year	2030
	<input checked="" type="checkbox"/> Active Account	
Access Level (user must log out and log back in to activate change) *	Manager Level	
Title *	Miss	Miss
Surname/Family name *	LIU	
Forename 1	JUDY	
Forename 2	LEE	
Forename 3	LYLE	
Gender	Female	Female
Job title *	Senior Agent	
Telephone	123456/125487	

Showing page 1 of 10

First Previous **1** 2 3 4 5 Next Last

Add Store & Next Step

Return to Agent Portal Dashboard

3. You can edit the details of an agency staff member on this screen and then click **Store & Next Step**. This will update the details we hold in our system for that staff member.

- On the next screen you will see confirmation that you have edited and stored the new information. Click **Exit** to return to the Agent Portal Dashboard.

Agency Staff/Counsellor Maintenance

This screen is confirmation that a new Agent Portal user account has been created or an amendment has been made to an existing account.

Confirmation

If you added details of a new member of staff, a new user account has successfully been created and new staff will be issued with login details to the Agent Portal shortly.

Please use reference TEST01_09_23075035 for all further correspondence relating to this record.

Click the Exit button to return to the home screen

- If a staff member no longer works for you or no longer needs access to the Agent Portal, please uncheck the **Active Account** box to deactivate their account. Since we do not keep track of all the staff changes in your agency, it is very important that someone in your agency takes responsibility for deactivating the accounts of staff who leave.
- Click **Add** to create an account for any new staff.
- The fields shown in pink and with a * are mandatory and must be completed before you can save a new staff account.

Agency Staff/Counsellor Maintenance

This screen can be used to view, maintain or add details of your staff who will use the Agent Portal. Mandatory fields (*) must contain a value.

Agency staff/counsellor details

Details of your staff with access to the Agent Portal are shown below. If any information is missing or incorrect, please update the fields below.

Click **Add** to create an account for any new staff.

Please click the Return to Agent Portal Dashboard button to return to the home screen.

Agency staff code *	<input type="text" value="TEST01_14"/>	
Agency code	<input type="text" value="TEST01"/>	WONDER AGENT HD
Email address (this will be the username) *	<input style="background-color: #ffe6e6;" type="text"/>	
Date of birth *	Day <input style="background-color: #ffe6e6;" type="text"/>	Month <input style="background-color: #ffe6e6;" type="text"/> Year <input style="background-color: #ffe6e6;" type="text"/>
Access Level *	<input style="background-color: #ffe6e6;" type="text"/>	
Title *	<input style="background-color: #ffe6e6;" type="text"/>	
Surname/Family name *	<input style="background-color: #ffe6e6;" type="text"/>	
Forename 1	<input type="text"/>	
Forename 2	<input type="text"/>	
Forename 3	<input type="text"/>	
Gender	<input type="text"/>	
Job title *	<input style="background-color: #ffe6e6;" type="text"/>	
Telephone	<input type="text"/>	

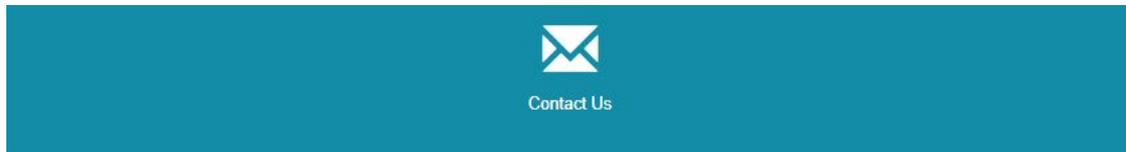
- When adding a new staff member it is important to choose 'Manager Level' in the **Access level** field. If you choose 'Standard Level' the staff member will not be able to view any submitted applications.

9. Click **Store & Next Step** to save the new record.
10. On the next screen you will see confirmation that you have edited and stored the new information. Click **Exit** to return to the Agent Portal Dashboard.
11. Once the new account is created the staff member will automatically receive an email from our system which confirms their username and password and explains how to log in to the Agent Portal.

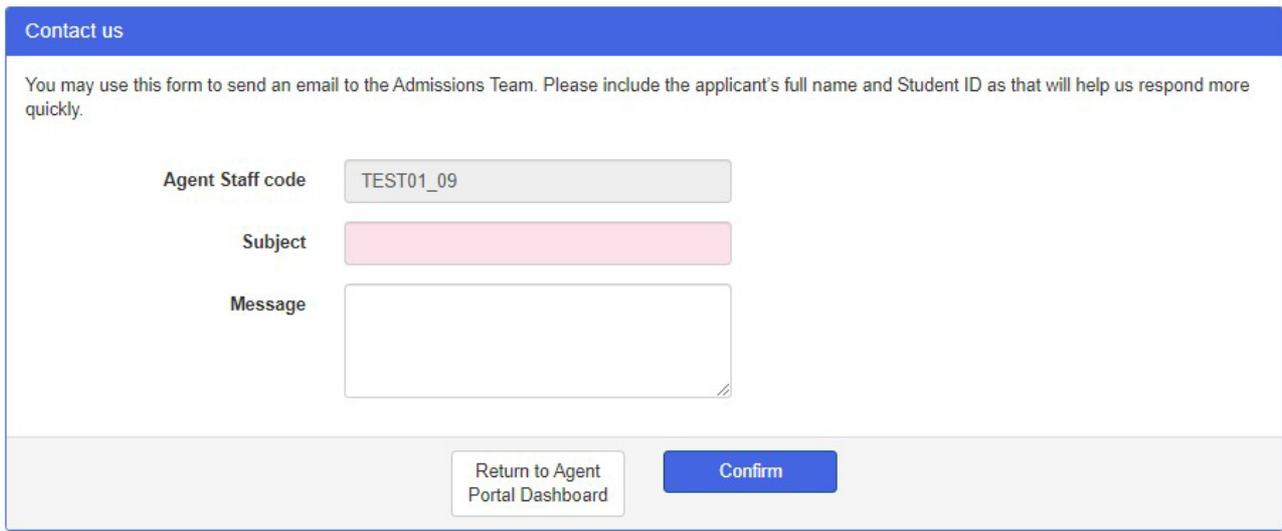
Contact us

You can contact us about any applications from within the Agent Portal.

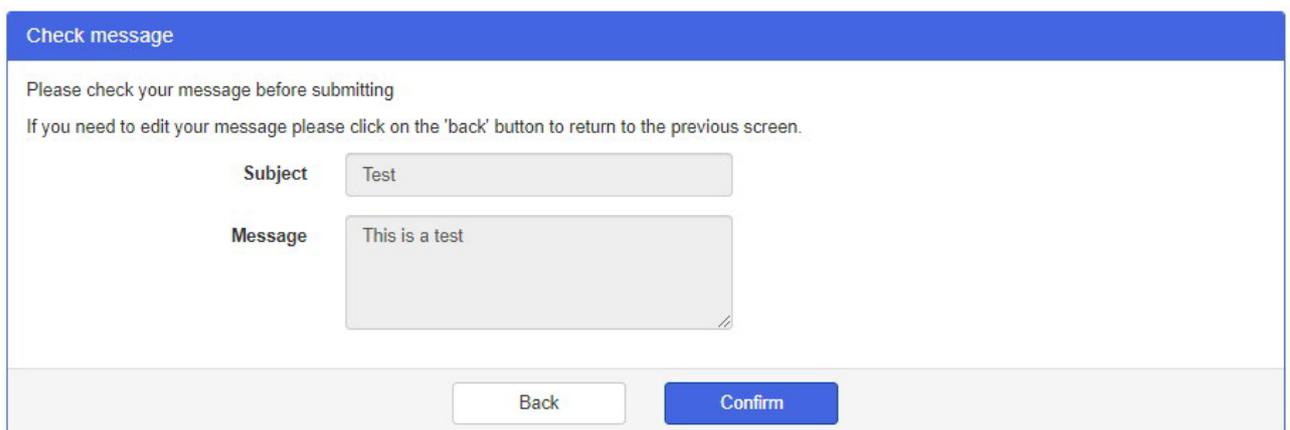
1. Click the **Contact us** tile on the Agent Portal Dashboard.



2. Please include the student's full name and University of Dundee Student ID as that will help us respond more quickly.

A screenshot of the "Contact us" form. The form has a blue header with the text "Contact us". Below the header, there is a paragraph of text: "You may use this form to send an email to the Admissions Team. Please include the applicant's full name and Student ID as that will help us respond more quickly." The form contains three input fields: "Agent Staff code" with the value "TEST01_09", "Subject" (empty), and "Message" (empty). At the bottom of the form, there are two buttons: "Return to Agent Portal Dashboard" and "Confirm".

3. Your Agent Portal agent staff code will be pre-populated in the form so we will know who the enquiry is from.
4. Please type in a suitable subject line in the **Subject** field and include the detail of your enquiry in the **Message** field. Then click **Confirm**.

A screenshot of the "Check message" form. The form has a blue header with the text "Check message". Below the header, there is a paragraph of text: "Please check your message before submitting" and "If you need to edit your message please click on the 'back' button to return to the previous screen." The form contains two input fields: "Subject" with the value "Test" and "Message" with the value "This is a test". At the bottom of the form, there are two buttons: "Back" and "Confirm".

5. On the next screen you will be asked to check your message before you send it. If you need to edit the message, please click **Back** to return to the previous screen. Otherwise please click **Confirm** to send the message to us.

Thank you for your message

Thank you for contacting the Admissions Team. We aim to reply to you within 2 business days of receiving your message.
Please click Return to Agent Portal Dashboard below to return to the Agent Portal dashboard..

[Return to Agent Portal Dashboard](#)

6. Our team will aim to reply to your message within 2 business days. You can now click the **Return to Agent Portal Dashboard** button.



University
of Dundee

University of Dundee
Nethergate
Dundee
DD1 4HN

t: +44 (0)1382 383838
e: contactus@dundee.ac.uk