



# Applicant Portal Guide

January 2012

# Applicant Portal Guide

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\*not applicable to all students

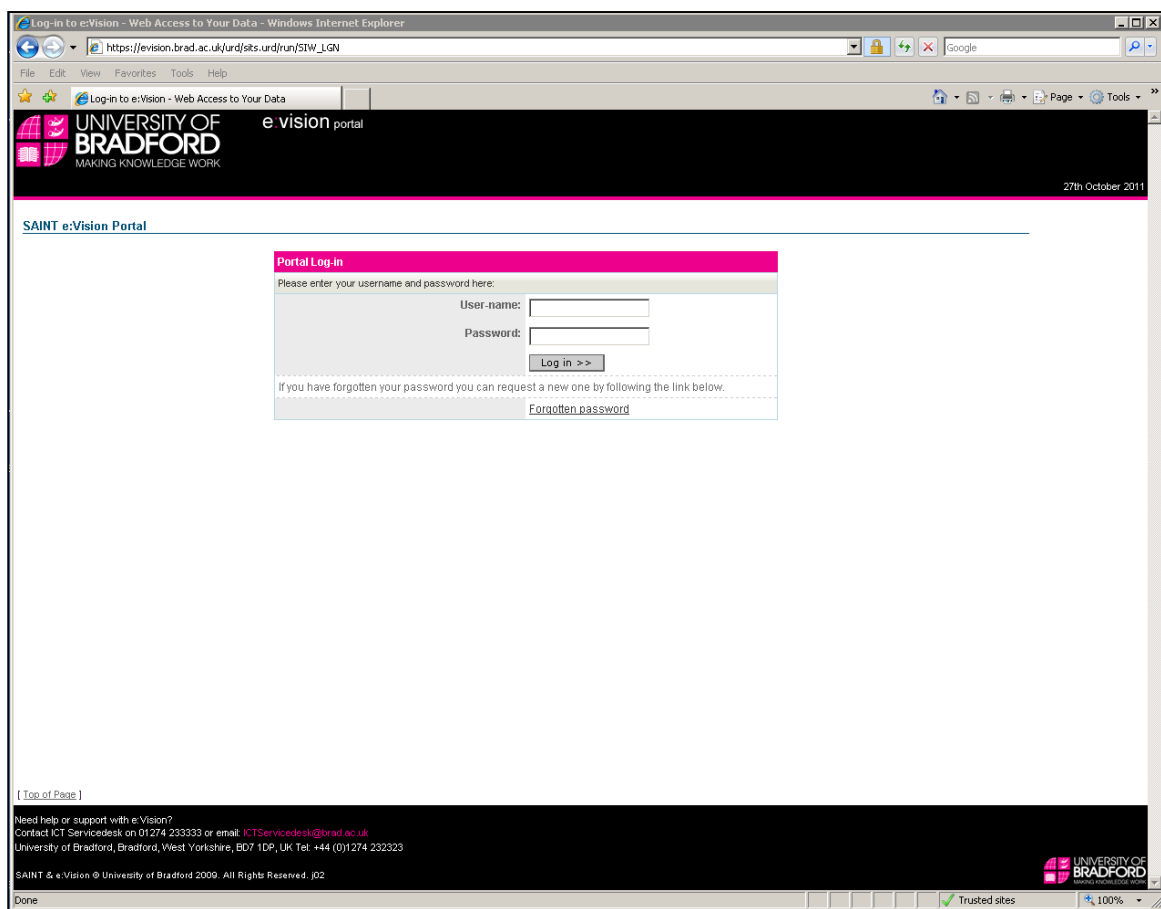
The Applicant Portal is a new web based system to enable you to check the status of your application with the University of Bradford, amend some of your personal details and respond to an invitation to an Applicant Visit Day or Interview and in some cases respond to our offer of place.

**In order to access the Applicant Portal you will need to login here: <https://evision.brad.ac.uk>**

# 1. Logging In

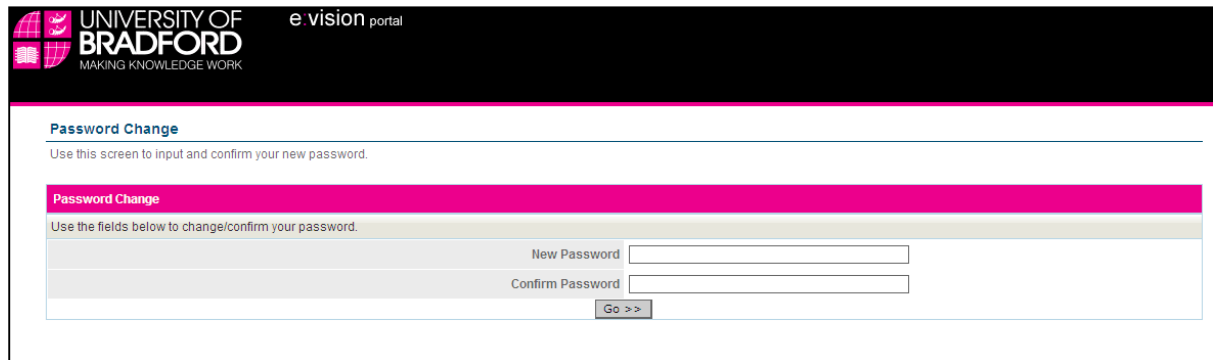
If you have applied via the University of Bradford online application form your username and password is the same as the one you created for the application form. If you have forgotten your password please click on the forgotten password button for this to be re-set.

If you have **not** applied via the University's online form then your username is your UB number (student ID number) – you should have been given this number along with your password in the email informing you of the Applicant Portal. When you first log in you will be required to create a new password so that your log in is secure. If you have forgotten your password please click on the forgotten password button for this to be re-set.



Click on 'Log in >>>' to proceed.

If it is the first time you have logged in you will see the following screen for you to create a secure password. Type the new password in both the 'New Password' and 'Confirm Password' and then click 'Go':



The screenshot shows the 'e vision portal' header with the University of Bradford logo and tagline 'MAKING KNOWLEDGE WORK'. Below the header, the page title is 'Password Change' with a subtitle 'Use this screen to input and confirm your new password.' A pink bar highlights the 'Password Change' section, which contains the instruction 'Use the fields below to change/confirm your password.' There are two input fields: 'New Password' and 'Confirm Password', followed by a 'Go >>' button.

## 2. Applicant Portal Home Page

The Home Page has links to your course applications, Applicant Visit Day/Interview invitations (if applicable), and personal details. The Home Page also has links to websites that you might find useful within the University and externally and also specific School/course links.

The Intraday Message container is available for the University to keep in touch with you. You should check this regularly for messages.

**UNIVERSITY OF BRADFORD**  
e vision portal  
MAKING KNOWLEDGE WORK  
Logged In: Barney Rubble (12000237) 15th January 2012

**Applicant home page**  
Welcome to the University of Bradford Applicant Portal page. Please check back here regularly to keep up to date with the progress of your application.

**My Applications**  
Courses applied for  
Applicant Visit Days / Interviews

**My Personal Details**  
View Personal Details  
Update Home Address  
Update Contact Address  
Update 'Known As' Name

**Intray**  
**Intray - Messages for BARNEY RUBBLE**

Status	From	Received	Subject	Action
You have no new/unread messages				

Open intray in full screen mode

**Useful Links**  
International Office  
Tuition Fees  
Accommodation Office  
Courses  
UCAS  
Twitter - University of Bradford  
YouTube - University of Bradford  
Facebook - University of Bradford

**Useful Links for my Application**  
School of Health Studies  
School of Management  
School of Engineering, Design & Technology  
Facebook - School of Health Studies  
Twitter - School of Health Studies

### 3. My Applications sections

#### 3.1 Course Details Page

This page contains information about the status of your applications. There will be a record for each course you have applied for and the status of each of these.

For direct applications (ie those not through UCAS) details of the supporting documents required and the status of the documents will be shown. Once a decision has been made details of the decision will also be available including any offer conditions. If you have any queries regarding the status of your application you should use the contact details shown under UoB Contact Details.

Application Ref No. 12000237/02/01				
Applicant Details: RUBBLE B				
Course Title	Start Date	Mode of Study	Created Date	
MSc Electrical and Electronic Engineering	24/Sep/2012	Full Time	10/Jan/2012	
UoB Contact Details		Applicant Status		
<a href="mailto:pg-eng-enquiries@bradford.ac.uk">pg-eng-enquiries@bradford.ac.uk</a>		Applicant		
Supporting Documents				
Document	Status	Notes		
Academic reference	Received			
Application form	Received			
Evidence of meeting English language requirements	Received			
Passport	Not Received			
Personal statement	Received			
Evidence of meeting all academic requirements	Pending (not complete)	Awaiting confirmation of award of degree		
Second reference	Not Received	Awaiting reference from Professor F Flintstone		
Decision Information				
#	Academic Decision	Response	Decision Date	
1	Conditional		13/Jan/2012	<input type="button" value="Respond to Offer"/>
<b>Academic Conditions</b>	Subject to award of the BA with at least Class II/2 Honours			
	Subject to the receipt of a second satisfactory reference.			
<b>Status of Application</b>	Decision made (see above)			

##### 3.1.1 UCAS applicants' decisions

Under the Decision Information section, any UCAS applications will show three decision boxes. These are used as follows:

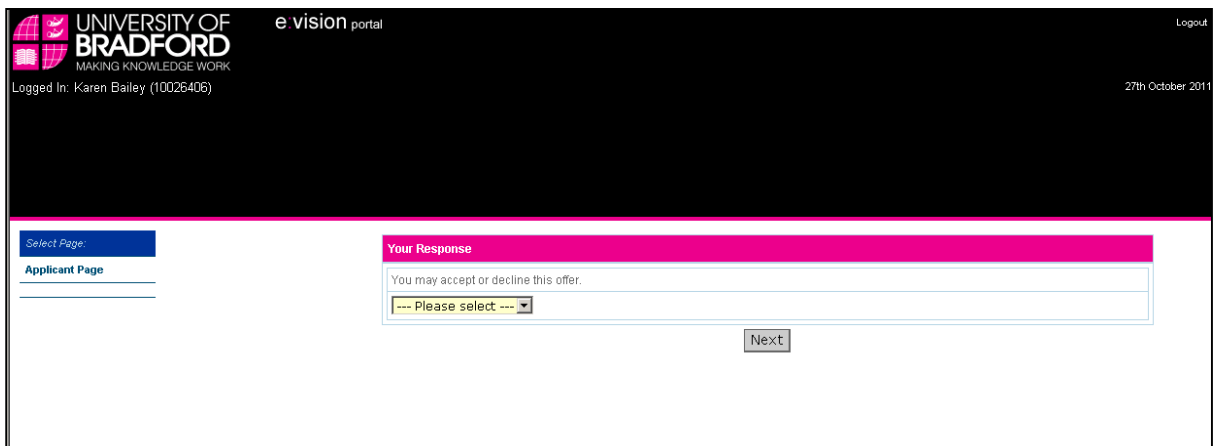
- Decision 1: The initial decision (quite often this is conditional upon qualification results)
- Decision 2: The confirmation decision (this will be completed when all results have been received for those applicants whose initial decision was conditional)
- Decision 3: Clearing decision (this is only used for Clearing applicants in the summer)

### 3.1.2 Responding to your offer (where applicable)

If you have made an application directly to the University of Bradford (not via UCAS) for one of our courses, you will be able to respond to the offer using the portal.

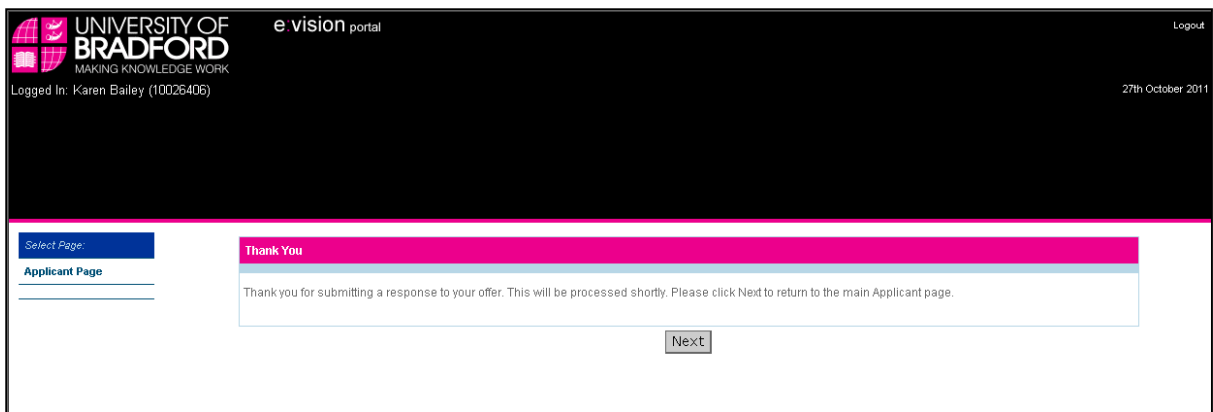
Click on 'Respond to Offer' button

At the next screen click on the drop down box 'please select' and choose either 'Accept offer' or 'Decline offer' and then click 'Next':



The screenshot shows the 'Your Response' page in the e:vision portal. The header includes the University of Bradford logo, the text 'e:vision portal', and 'Logout'. It also shows 'Logged In: Karen Bailey (10026406)' and the date '27th October 2011'. On the left, there is a 'Select Page:' menu with 'Applicant Page' selected. The main content area has a pink header 'Your Response' and a text box containing 'You may accept or decline this offer.' Below this is a dropdown menu with the text '--- Please select ---'. A 'Next' button is located at the bottom right of the form area.

The next screen confirms your response. To return to the Home Page click 'Next':



The screenshot shows the 'Thank You' page in the e:vision portal. The header is identical to the previous screen. The main content area has a pink header 'Thank You' and a text box containing 'Thank you for submitting a response to your offer. This will be processed shortly. Please click Next to return to the main Applicant page.' A 'Next' button is located at the bottom right of the form area.

## 3.2 Applicant Visit Days (AVDs)/Interviews Page

This page contains details of the AVDs and/or interviews you have been invited to. You can manage your bookings via this page including accepting or declining invitations and viewing other available dates.

To view the days you have been invited to click the Applicant Visit Days/Interviews link

Select Page:  
Applicant Page

If you have not already accepted or declined your invitation, you should do so by clicking 'Manage Booking'. If you wish to amend your booking, this can be done via 'Manage Booking'.

Please note, if you have been invited to the same event on the same day for different courses, you only need to accept/decline one invitation.

**You are invited to attend the following:**

Course	Event	Event Date	Booking Status	Action
MSc International Business and Management 01 01	School of Engineering, Design & Technology <b>Applicant Visit Day</b>	19 September 2019	Accepted Invitation	<a href="#">Manage Booking</a>
MSc Midwifery 03 01	Division of Nursing <b>Interview</b>	1 February 2012	Awaiting Reply	<a href="#">Manage Booking</a>
MSc Manufacturing Management 02 02	Development and Economic Studies <b>Interview</b>	18 April 2017	Awaiting Reply	<a href="#">Manage Booking</a>
MSc Electrical and Electronic Engineering 02 01	School of Engineering, Design & Technology <b>Applicant Visit Day</b>	19 September 2019	Awaiting Reply	<a href="#">Manage Booking</a>

The Booking Status will show whether you have accepted or declined an invitation or whether we are awaiting your reply.

If you have not replied to the invitation or wish to amend the status of your booking, click on the Manage Booking button.

Select Page:  
Applicant Page

**Invitation**

You are invited to attend an Interview on the following date and time:

Name	School of Engineering, Design & Technology Interview
Date	Tuesday 18 April 2017
Time	
Venue	Richmond Building

If you would like to Accept or Decline the above invitation please select from the dropdown below. If you select 'Decline', you will be given a list of alternative dates. **You may wish to first check if there are other dates available by clicking [here](#).**  
Please select Exit Task to return to the home page if you are undecided.

---Please select---

Click **Next** to continue

[Next](#)

Select your response from the drop down box and then click 'Next':

Accept invitation: To accept the invitation to AVD or interview

Decline invitation: To decline the invitation if you are unable to attend the date that you have been invited to

Resend Email Confirmation: If you wish to be re-sent an email confirming your booking for an AVD/interview select this option.

Exit Task: If you do not wish to make a decision at this time, you must use this option to return to the Home Page.



### 3.2.1 Accept invitation

When you have accepted an invitation, at the next screen you will be required to let us know if you are bringing any guests with you (if applicable) and if you or any of your guests have any special requirements. Please ensure that these are completed in order to help us plan the day, then click 'Next'.

UNIVERSITY OF BRADFORD  
e vision portal  
Logout  
Logged In: Karen Bailey (10026406)  
9th January 2012

Select Page:  
Applicant Page

**Invitation**

**Guest details**

You are allowed to bring no more than 2 guests with you to the Applicant Visit Day. Please enter the number of guests that you wish to bring. Please enter '0' if you do not wish to bring any guests.

If you or your guests have any special requirements, please specify below. If none please leave it blank.

Click 'Next' to continue

Next

If your booking has been successful you will see the confirmation page, click 'Next' to return to the home page. You will also be sent an email to confirm your booking.

UNIVERSITY OF BRADFORD  
e vision portal  
Logout  
Logged In: Karen Bailey (10026406)  
9th January 2012

Select Page:  
Applicant Page

**Confirmation**

Thank you for your booking. You will receive an email confirmation of this shortly. If you have any questions please contact the Admissions office by email [admissions@bradford.ac.uk](mailto:admissions@bradford.ac.uk) or phone +44 (0)1274 236088.

You can review your booking details from link on the Applicant Page at any time.

Click 'Next' to continue

Next

### 3.2.2 Decline invitation – AVD's

If you are unable to attend the AVD you have been invited to, it may be possible for you to select a different date if any are available. To check availability before making a decision, you can click on the link from the invitation page. This will open a new window that will list the alternative dates available:

Invitation

Below are the available open days for your course.

Name	Date	Time
School of Engineering, Design & Technology Applicant Visit Day	7 March 2012	10:30 -
School of Engineering, Design & Technology Applicant Visit Day	22 February 2012	10:30 -
School of Engineering, Design & Technology Applicant Visit Day	28 March 2012	10:30 -
School of Engineering, Design & Technology Interview	18 August 2018	10:00 - 16:00

Click [here](#) to close this window

Alternatively, you can just Decline invitation and click 'Next' and this will show you the same list of available dates:

UNIVERSITY OF BRADFORD  
MAKING KNOWLEDGE WORK  
e:vision portal  
Logged In: Karen Bailey (10026406) 9th Jan

Select Page:  
**Applicant Page**

**Invitation**

This page allows you to choose to an alternative date.

Please note you must complete the process in full otherwise you will not be registered to attend your chosen date.

Below are the available dates for your Department (School of Engineering, Design & Technology). Please select the one that you interested in attending and click the Next button to continue.

Name	Date	Time	
School of Engineering, Design & Technology <b>Applicant Visit Day</b>	22 February 2012	10:30 -	Select
School of Engineering, Design & Technology <b>Applicant Visit Day</b>	7 March 2012	10:30 -	Select
School of Engineering, Design & Technology <b>Applicant Visit Day</b>	28 March 2012	10:30 -	Select
School of Engineering, Design & Technology <b>Interview</b>	18 August 2018	10:00 - 16:00	Select

If you wish to exit this task please select 'Exit task' from the dropdown below.

--- Please select ---

Next

You should then select the new date you wish to attend and click 'Next'.

The next page will show the date you have accepted. If this is correct click 'Next', if not select the 'Back' button on your browser and choose a different date.

UNIVERSITY OF BRADFORD  
MAKING KNOWLEDGE WORK  
e:vision portal  
Logged In: Karen Bailey (10026406)

Select Page:  
**Applicant Page**

**Invitation**

You have selected the following:

**Name:** School of Engineering, Design & Technology **Applicant Visit Day**  
**Date:** 18 August 2018  
**Time:** 10:00 - 16:00

If this is not correct please select the 'Back' Button on your browser and choose a different date.  
Click 'Next' to continue

Next

When you have confirmed the date at the next screen you will be required to let us know if you are bringing any guests with you and if you or any of your guests have any special requirements. Please ensure that these are completed in order to help us plan the day, then click 'Next'.

The screenshot shows the 'e.vision portal' interface for the University of Bradford. The user is logged in as Karen Bailey (10026406) on 9th January 2012. The page is titled 'Invitation' and contains a 'Guest details' section. The text reads: 'You are allowed to bring no more than 2 guests with you to the Applicant Visit Day. Please enter the number of guests that you wish to bring. Please enter '0' if you do not wish to bring any guests.' There is a small yellow input field. Below this, it says: 'If you or your guests have any special requirements, please specify below. If none please leave it blank.' There is a large text area for this. At the bottom, it says 'Click "Next" to continue' and there is a 'Next' button.

If your booking has been successful you will see the confirmation page, click 'Next' to return to the home page. You will also be sent an email to confirm your booking.

The screenshot shows the 'e.vision portal' interface for the University of Bradford. The user is logged in as Karen Bailey (10026406) on 9th January 2012. The page is titled 'Invitation' and contains a 'Confirmation' section. The text reads: 'Thank you for your booking. You will receive an email confirmation of this shortly. If you have any questions please contact the Admissions office by email admissions@bradford.ac.uk or phone +44 (0)1274 236088. You can review your booking details from link on the Applicant Page at any time.' At the bottom, it says 'Click "Next" to continue' and there is a 'Next' button.

If no further dates are available, you will see a message to inform you of this which contains the details of who to contact if you do wish to arrange a visit to the University:

The screenshot shows the 'e.vision portal' interface for the University of Bradford. The user is logged in as Barney Rubble (12000237) on 15th January 2012. The page is titled 'Invitation' and contains a 'No further dates available' section. The text reads: 'Sorry there are currently no further dates available. Please contact the Admissions Office on 01274 236088 or email admissions@bradford.ac.uk if you wish to visit the University. To exit this task please select "Yes - Exit task" from the dropdown below.' There is a dropdown menu with the text '--- Please select ---'. At the bottom, it says 'Click "Next" to continue' and there is a 'Next' button.

### 3.2.3 Decline invitation – Interviews

If you are unable to attend the interview you have been invited to, you should choose Decline invitation from the drop down box. At the next screen you will be given contact details of who you need to get in touch with to arrange an alternative date. If you do not arrange an alternative date we are unlikely to be able to offer you a place on your chosen course.

The screenshot shows the University of Bradford e vision portal interface. The header includes the university logo, the text 'UNIVERSITY OF BRADFORD MAKING KNOWLEDGE WORK', the portal name 'e vision portal', a 'Logout' link, and the user's login information: 'Logged In: Barney Rubble (12000237)' and the date '15th January 2012'. On the left, there is a 'Select Page:' menu with 'Applicant Page' selected. The main content area is titled 'Invitation' and contains the following text: 'Unable to attend', 'Sorry you are unable to attend the interview. Please contact the Admissions Office on 01274 236088 or email [soh-recruitment@bradford.ac.uk](mailto:soh-recruitment@bradford.ac.uk) to arrange an alternative interview date.', and 'Please select 'Yes – Exit task' from the dropdown below:'. Below this text is a dropdown menu currently showing '--- Please select ---'. At the bottom of the form area, it says 'Click 'Next' to continue'. A 'Next' button is located at the bottom center of the page.

## 4. My Personal Details section

### 4.1 View Personal Details Page

This page shows the personal information we hold for you. Direct applicants can amend their contact details and 'known as' name using the Update links under 'My Personal Details' on the home page. If any of your other details are wrong (ie name, date of birth, gender, etc) then you should email [admissions@bradford.ac.uk](mailto:admissions@bradford.ac.uk) with the details so that these can be amended on our system. UCAS applicants must amend their contact details via UCAS Track or by contacting the UCAS Customer Service Team on +44 (0) 871 468 0468.

UNIVERSITY OF BRADFORD e vision portal  
 MAKING KNOWLEDGE WORK  
 Logged In: Karen Bailey (10026406) 27th October 2011

Select Page: Applicant Page

**Personal Details**

These are the Personal Details we currently hold. ADDRESS/CONTACT DETAILS CAN BE UPDATED USING THE RELEVANT LINKS FROM THE 'APPLICANT PAGE'. If any other information is incorrect, please contact Admissions by emailing [admissions@bradford.ac.uk](mailto:admissions@bradford.ac.uk)

Title	Mrs	Disability	No
Surname	BAILEY	Personal Email Address	<a href="mailto:testapp@bradford.ac.uk">testapp@bradford.ac.uk</a>
Forename 1	Karen	UoB Email Address	<a href="mailto:testapp@BRAD.AC.UK">testapp@BRAD.AC.UK</a>
Forename 2		Date of Birth	12/Nov/1969
Forename 3		Home Address	7 The Avenue Great Horton Bradford West Yorkshire BD7 4RZ
Gender		Correspondence Address	9 The Lanes Bradford West Yorkshire BD3 0JU
Home Address		Home Telephone No.	07777123456
Home Postcode	BD7 4RZ	Correspondence Postcode	BD3 0JU
Home Telephone No.	07777123456	Correspondence Tel No.	
Mobile No.	07777123456	Other Mobile No.	07777123456

### 4.2 Amending Contact Details

Your contact details can be amended using the Update Home Address and Update Contact Address in the My Personal Details section of the Home Page. To amend your details, click on the relevant link, which opens a new page showing your current details. Amend any details that are incorrect and then click the Update Address button.

UNIVERSITY OF BRADFORD e vision portal  
 MAKING KNOWLEDGE WORK  
 Logged In: Karen Bailey (10026406) 27th October 2011

Select Page: Applicant Page

**Current Home Address**

Please check/update Current Home Address details.  
 Address guidance (where relevant) - UK postcodes only in the postcode field. Overseas postcodes/zipcodes should be completed in address line 5. Telephone numbers should be entered in full including the full national or international dialling code. Please do not use brackets or spaces.  
 Please email [hub-admin@bradford.ac.uk](mailto:hub-admin@bradford.ac.uk) should you have any questions on this section.  
 Click 'Next' to proceed once you have checked/updated this information.

UK Postcode Only	<input type="text" value="BD7 4RZ"/>	<input type="button" value="Click to find"/>
Address Line 1	<input type="text" value="7 The Avenue"/>	
Address Line 2	<input type="text" value="Great Horton"/>	
Address Line 3	<input type="text"/>	
Address Line 4	<input type="text" value="Bradford"/>	
Address Line 5	<input type="text" value="West Yorkshire"/>	
Telephone number	<input type="text"/>	
Telephone number 2	<input type="text"/>	
Mobile Number	<input type="text" value="07777123456"/>	
Personal Email address	<input type="text" value="testapp@bradford.ac.uk"/>	

Please note that the Click to find button can be used to find UK addresses as long as the postcode is known. Type your postcode in the UK postcode only field and then 'Click to find'. A list of possible addresses will appear, select the correct address.

UNIVERSITY OF BRADFORD  
MAKING KNOWLEDGE WORK

e:vision portal

Logout

Logged In: Karen Bailey (10026406) 27th October 2011

Select Page: Applicant Page

**Current Contact Address**

Please check/Update Current Contact Address details.  
Address guidance (where relevant) - UK postcodes only in the postcode field. Overseas postcodes/zipcodes should be completed in address line 5. Telephone numbers should be entered in full including the full national or international dialling code. Please do not use brackets or spaces.  
Please email [hub-admin@bradford.ac.uk](mailto:hub-admin@bradford.ac.uk) should you have any questions on this section.  
Click 'Next' to proceed once you have checked/updated this information.

UK Postcode Only: HX3 7LE

1 Westcroft Avenue Halifax  
2 Westcroft Avenue Halifax  
3 Westcroft Avenue Halifax  
4 Westcroft Avenue Halifax  
5 Westcroft Avenue Halifax  
6 Westcroft Avenue Halifax  
7 Westcroft Avenue Halifax  
8 Westcroft Avenue Halifax  
9 Westcroft Avenue Halifax  
10 Westcroft Avenue Halifax

Powered by PostcodeAnywhere

Address Line 1: 9 The Lanes  
Address Line 2:   
Address Line 3:   
Address Line 4: Bradford  
Address Line 5: West Yorkshire  
Telephone number:   
Telephone number 2:   
Mobile Number: 07777123456

Your new address will be completed automatically. If any telephone numbers need amending these can be changed and then click 'Update Address' to store the changes.

UNIVERSITY OF BRADFORD  
MAKING KNOWLEDGE WORK

e:vision portal

Logout

Logged In: Karen Bailey (10026406) 27th October 2011

Select Page: Applicant Page

**Current Contact Address**

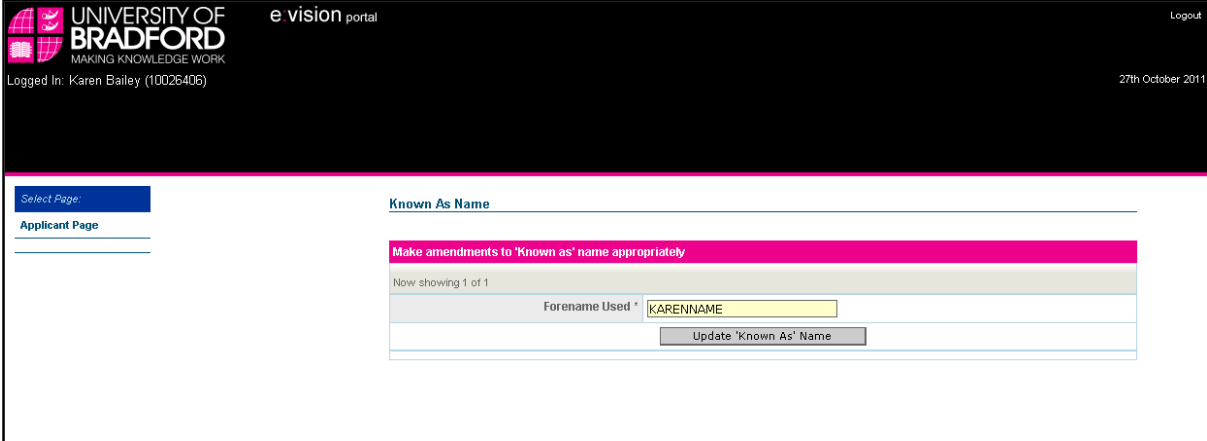
Please check/Update Current Contact Address details.  
Address guidance (where relevant) - UK postcodes only in the postcode field. Overseas postcodes/zipcodes should be completed in address line 5. Telephone numbers should be entered in full including the full national or international dialling code. Please do not use brackets or spaces.  
Please email [hub-admin@bradford.ac.uk](mailto:hub-admin@bradford.ac.uk) should you have any questions on this section.  
Click 'Next' to proceed once you have checked/updated this information.

UK Postcode Only: HX3 7LE

Address Line 1: 5 Westcroft Avenue  
Address Line 2:   
Address Line 3:   
Address Line 4: Halifax  
Address Line 5: West Yorkshire  
Telephone number:   
Telephone number 2:   
Mobile Number: 07777123456

### 4.3 Amending 'Known As' Name:

If you wish to amend the name by which we address you in any correspondence, click the Update 'Known As' Name in the My Personal Details section of the Home Page. Amend the Forename Used field and then store the changes by clicking the Update 'Known As' Name button.



The screenshot displays the 'e vision portal' interface for the University of Bradford. The header includes the university logo, the text 'e vision portal', and a 'Logout' link. The user is logged in as 'Karen Bailey (10026406)' on '27th October 2011'. On the left, a 'Select Page' menu shows 'Applicant Page' selected. The main content area is titled 'Known As Name' and features a pink banner with the instruction 'Make amendments to 'Known as' name appropriately'. Below this, it indicates 'Now showing 1 of 1' and displays a table with one row: 'Forename Used \*' with the value 'KARENNAME'. An 'Update 'Known As' Name' button is positioned at the bottom right of the table.

Known As Name	
Now showing 1 of 1	
Forename Used *	KARENNAME
<input type="button" value="Update 'Known As' Name"/>	