



Agent Guide

A complete guide for agents applying to UP Education programmes on Enroller, including courses at participating schools:

- UP International College including:
 - University of Auckland Certificate in Foundation Studies
 - AUT Certificate in Foundation Studies
 - Victoria University of Wellington Foundation Studies Programme
- UP English School
- NZMA
- The Culinary Collective
- New Zealand Institute of Sport
- Yoobee Colleges
- New Zealand School of Tourism
- Elite School of Beauty & Spa
- Cut Above Academy

Agents play a vital role in the enrolment of international students.

We want to make the enrolment process as easy as possible for agents, so we have partnered with Enroller to deliver a purpose-built enrolment.

If you have more questions on how to get the most out of Enroller, please contact your UP Education Regional Manager.

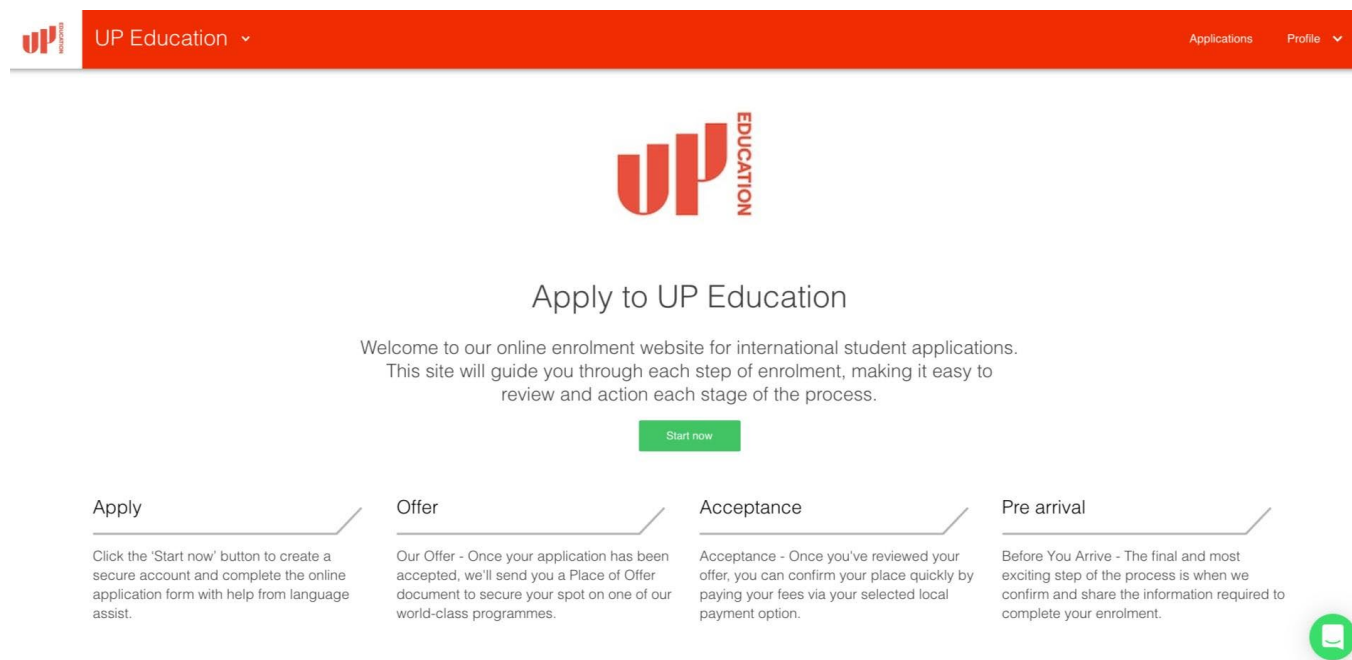
Contents

Getting Started Using Enroller:	3
<ul style="list-style-type: none">- The four stages of the Enrollment process- Logging into your Enroller account- The Navigation bar- Current Applications Pipeline	
Apply Stage:	6
<ul style="list-style-type: none">- How to create a new applicant- How to share the application form with the student- How to turn on translation assist- How to complete the application form- How to create a new application for an existing applicant	
Offer Stage:	10
<ul style="list-style-type: none">- Reviewing an applicant that has received a conditional offer- Reviewing offer documentation & conditions of an offer- Uploading documents to meet conditions of an offer- Receiving and reviewing an unconditional offer- Accepting or declining an offer	
Acceptance Stage:	14
<ul style="list-style-type: none">- How to complete Approved in Principle Visa & Pay Now Steps- Applying for an Approved in Principle Visa- Flywire for payment- How to share payment information	
Pre-arrival Stage:	18
<ul style="list-style-type: none">- Downloading and reviewing pre-arrival information	
FAQs:	20
<ul style="list-style-type: none">- What happens if I forget my password?- Do I have to complete the full application at once?- How do I manage my agency account?- How do I switch between different schools/institutions in my pipeline?- What is The current application pipeline?- What is The student applications pipeline?- How do I edit my agent profile?- What is the archived applications pipeline?- What can I do if I need help using Enroller?	

Getting Started

The Four Stages of the Enrolment process

The UP Education enrolment process is divided into four stages: Apply, Offer, Acceptance and Pre-arrival. With automated email notifications at each stage as an agent you will always know when you need to perform the next action. Each application can be tracked on your own pipeline.



1. Apply

A student will be within this stage while the application form is being completed and whilst UP Education team are reviewing the application. You will be taken through a step by step process to complete the application form here. You will have the ability to share the application with a student or parent as required.

2. Offer

Once an application has been submitted a student will move to this stage. Within this stage you will be able to see if you are waiting for the application to be reviewed. Once accepted you will be able to review and update documents required up until accepting an offer.

3. Acceptance

Within the acceptance stage you will upload acceptance documentation and make payment.

4. Pre-arrival

This stage allows for the sharing and confirming of the essential pre-arrival information such as flights, accommodation, insurance details, course details and orientation documents.

Creating an account

As an agent, to begin an application with UP Education you will receive an email invitation to become a registered agent. When you receive the email invitation from UP Education, you will need to click the '**Accept Invitation**' button as shown below:

*Note: The invitation will expire after **10 days**. You will need to contact UP Education to request a new invitation if the original has expired. You will then be taken to a new tab in Enroller with two options:*

- This invitation will expire after 10 days, if you require a new invite please contact us directly.

Before clicking 'Accept Invitation' please read the following carefully:

1. Enroller works best when using these web browsers; Google Chrome, Mozilla Firefox, Safari or Microsoft Edge.
2. It is important that you download the latest version of your web browser, you can find out how to do so by [clicking here](#).
3. Enroller is accessible on your mobile and tablet but works best when using your desktop or laptop computer.
4. If you experience any problems please email info@enroller.co.nz

Once you are using one of the recommended web browsers listed above, please click 'Accept Invitation' to create your secure account on Enroller.



Accept Invitation

- **If you have not registered** with a school in Enroller before, you will need to select the 'Register' button. You will create an account that you can 'login' with in future to view your Application Pipeline.
- **If you already have an account** with another school, you should select the 'Login' button. This will link your account with the UP Education invitation so you are able to access all schools' Application Pipeline's under one account.

Logging in to your account

Once you have an account, Enroller can be accessed using the below links:

To submit applications for Careers and Industry courses - <https://enroller.app/up-education>

- UP International College
- UP English School

To submit applications for University Partnerships courses - <https://enroller.app/up-education-university-partnerships>

- NZMA
- The Culinary Collective
- New Zealand Institute of Sport
- New Zealand School of Tourism
- Elite School of Beauty & Spa
- Cut Above Academy
- Yoobee Colleges

Click on the login button on the top right corner then enter your email address and password.



Apply to UP Education - Careers and Industry

Welcome - we're so pleased you're here! Our enrolment website will guide you through each step of the international student application process. As you go through, you'll be able to review and action each stage of the process - and if you need help, please let us know.

Start now



The navigation bar in Enroller

The drop down menu on the top left is where you will be able to toggle between the different divisions of UP Education to submit applications to. If you are already using Enroller with schools they will appear in this dropdown list too.



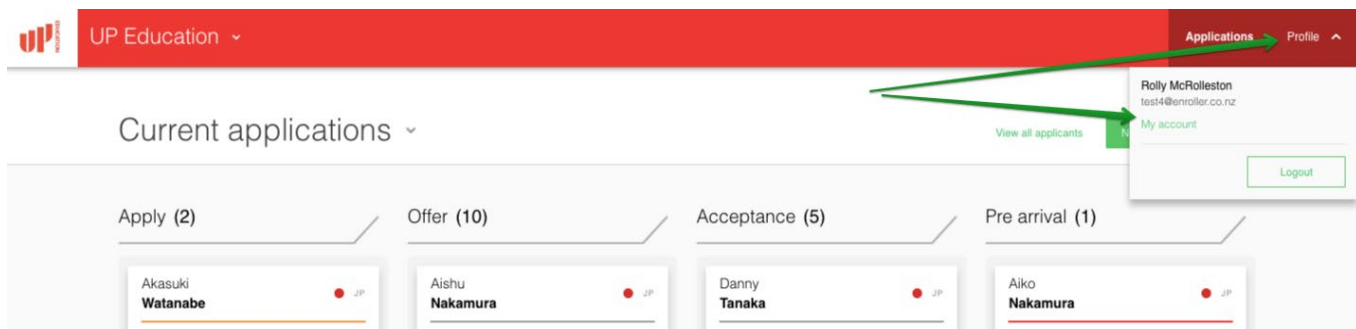
Apply (15)

Offer (50)

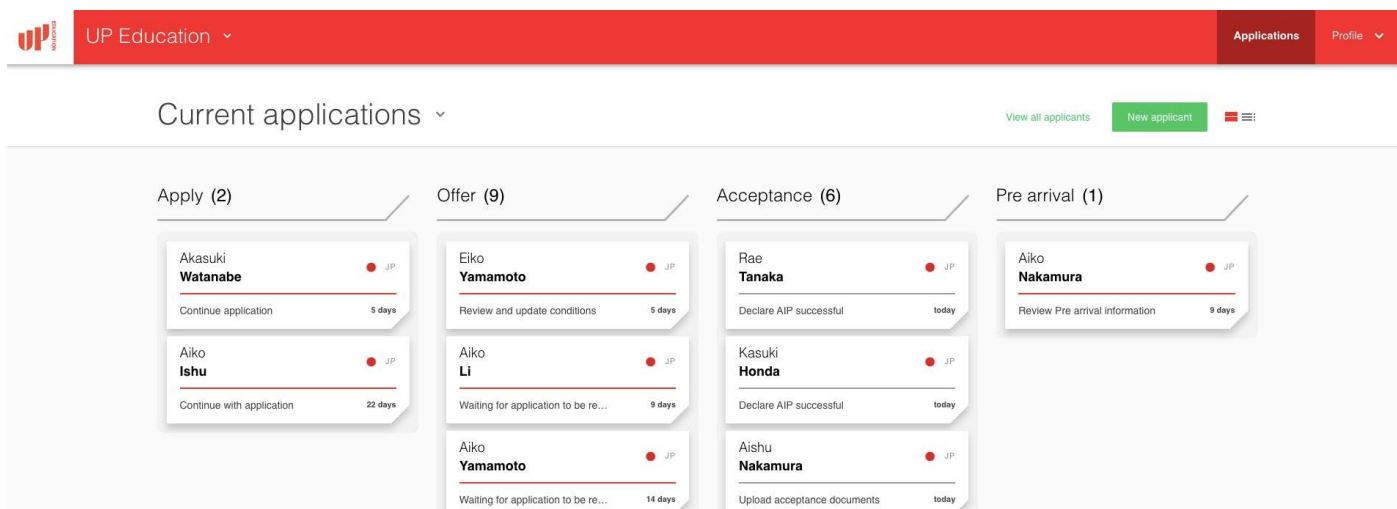
Acceptance (3)

Pre arrival (4)

The Profile section - To edit any of the information in your profile select 'profile' from the dropdown menu in the top right hand corner. Click 'My Account'. You are now able to adjust any of your personal information. If you wish to do so, you can update your password for your account here.



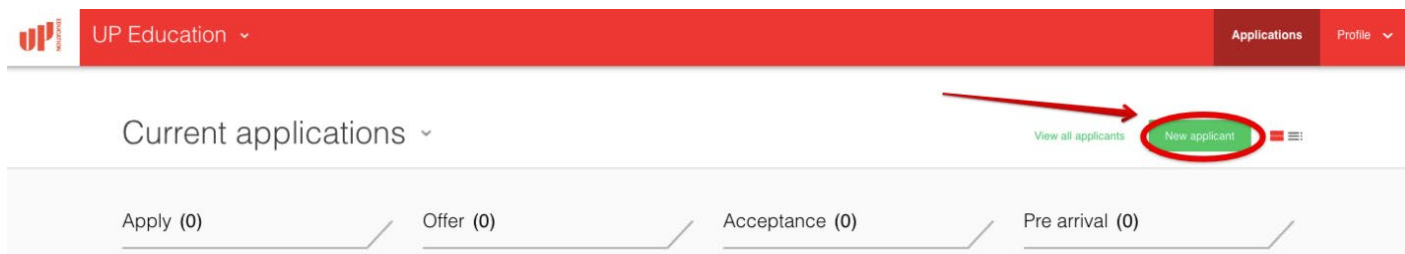
The Applications section - Each application can be tracked on the agent's own pipeline. The Current Application Pipeline will show you all the student applications you have submitted, and what stage of the application process the application is in. With text around next steps always displayed below the students name. Simply click on a student card to view more details and follow the green buttons to be guided through each step of the enrolment process. If you have a new application to start you can create a new applicant from this view also.



Apply

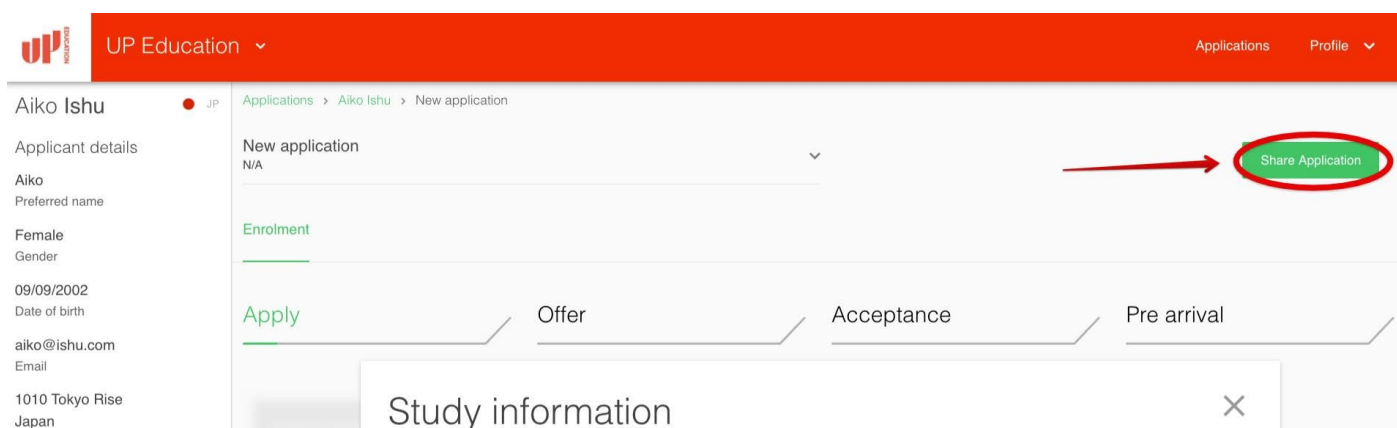
How to create a new applicant

Before you can start a new application, you must first create a new applicant profile by clicking 'New applicant'.



How to share the application form with the student or parent

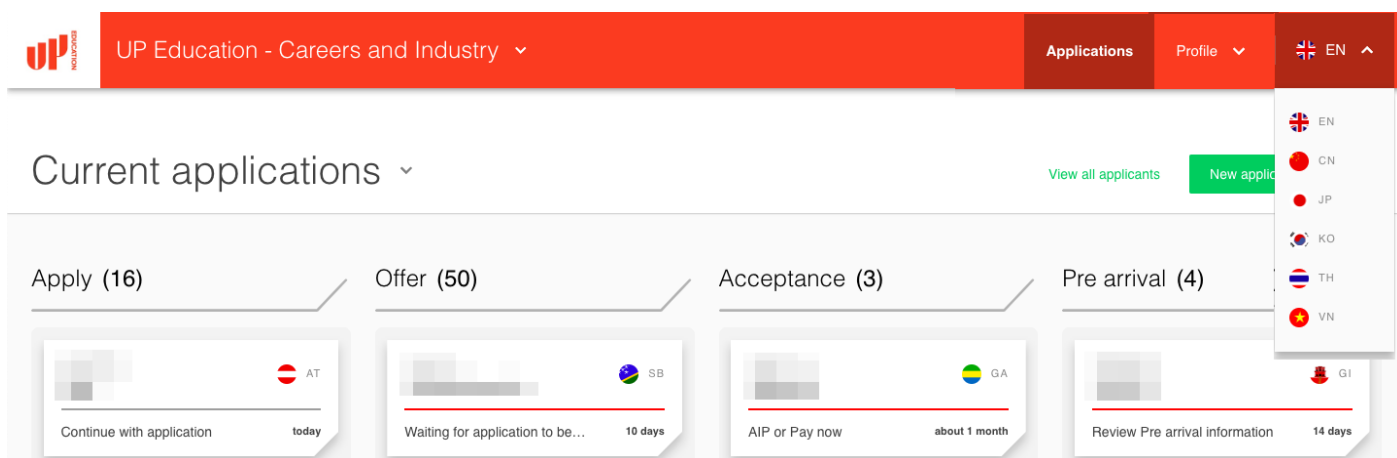
Once you have created a new applicant, you can complete the application form yourself or share it with the student or parent to complete. To do this you need to click the 'Share application' button in the top right corner of the student's 'New application' page.



Note: You can share the application form at any time, meaning you can fill in some of the information yourself and then share the application form with the student or parent to complete the rest. Also, once the student or parent has completed the application form, it will be sent back to you to review before you send it to UP Education. The student/parent cannot send it directly to UP Education via the shared link.

How to turn on translation

To turn on a translation, simply click the button in the top right corner and select a language.



How to complete the application form

Step 1: Select a study program: Choose one of the study programs from the drop-down menu.

Note: You also have the option to apply for additional English studies in the University Partnerships version of Enroller.


The screenshot shows the 'UP Education' header with a red bar. Below it, a grey sidebar contains the 'UP' logo. The main content area has a red top bar with 'UP Education' and a dropdown arrow. To the right of this bar are links for 'Applications' and 'Profile' with a dropdown arrow. The main content area is titled 'Let's get started! First, we need to know what you would like to study. You may select more than one course.' Below this is a grey box containing the text: 'Auckland University of Technology - AUT University', 'Certificate in Foundation Studies (Fast-track) - Pathways', and 'Auckland - 28/04/2020'. Below this box is a 'Select programme' section. It has two columns: 'Auckland University of Technology' and 'AUT University Certificate in Foundation Studies (Fast-track)'. Under the first column, there are four options: 'AUT University Certificate in Foundation Studies (Extended)', 'AUT University Certificate in Foundation Studies (Standard)', 'AUT University Certificate in Foundation Studies (Standard Plus)', and 'AUT University Certificate in Foundation Studies (Fast-track)'. Each option has a right arrow. Under the second column, there are three options: 'Pathways Auckland - 28/04/2020' (checked with a green box), 'Pathways Auckland - 15/07/2020', and 'Pathways Auckland - 06/10/2020'. Each option has a checkbox. Below the 'Select programme' section is a 'Would you like to apply for additional English studies?' section with two radio buttons: 'Yes' and 'No'. On the right side of the main content area, there is a green circular button with a white envelope icon.

Note: you can apply for additional study programs for the same student. This will be explained under 'How to create a new application for an existing applicant.'

Step 2-6: Fill in the additional student information: Follow the question and instructions on the form to add in the required student information. When documents such as passports are required there is an easy to use click/drop box to add the documentation.

The screenshot shows the 'UP Education' header with a red bar. Below it, a grey sidebar contains the 'UP' logo. The main content area has a red top bar with 'UP Education' and a dropdown arrow. To the right of this bar are links for 'Applications' and 'Profile' with a dropdown arrow. The main content area is titled 'Additional student information' with a close button (X) in the top right corner. Below the title is a progress bar with four steps: 'Apply' (highlighted in green), 'Offer', 'Acceptance', and 'Pre arrival'. Below the progress bar is a form with the following fields: 'Phone number *' with the value '03847463', 'Phone number type *' with a dropdown menu showing 'Mobile', and 'Country of birth *' with a dropdown menu showing 'Japan'. On the left side of the main content area, there is a grey sidebar containing the following information: '13/05/2004' (Date of birth), 'eiko@example.com' (Email), '12 Lee Street' (Address), 'Tokyo' (Address), 'Tokyo' (Address), '88473' (Address), 'Japan' (Address), and 'Address'.

Step 7: Add a counsellor: Type in your information or the information of the counsellor who will oversee this enrolment. Here you will have the option to select if the application is being submitted on behalf of another branch. If the answer is yes you will then be required to enter the agent code if known or the branch code if the agent code is unknown.


UP Education - Careers and Industry
Applications
Profile

Counsellor First name *


Counsellor Last name *

Counsellor email address *


Is this application being submitted on behalf of another branch?
☒ Yes
☐ No

Please enter the agent code of the branch this application is for. e.g. AGT123456

Branch name if code unknown



Step 8: Accept the Terms & Conditions. The last stage requires you to click and accept the Terms & Conditions and then submit the application. Once you have submitted the application you will receive an email from UP Education informing you that they have received it.


UP Education
Applications
Profile

13/05/2004
Date of birth
eiko@example.com
Email
12 Lee Street
Tokyo
Tokyo
88473
Japan
Address

Apply

Offer

Acceptance

Pre arrival

Acceptance of terms


STEP 8 OF 8

Terms and Conditions
☒ I agree to the above Terms and Conditions

Consultant Declaration
☒ By ticking this box, I declare that I have personally conducted the interview process with the above student and I have sighted and confirmed the accuracy of all attached documentation

How to create a new application for an existing applicant

You can apply for multiple study programs for the same student. To apply for an additional study program, click 'View all applicants on your 'Applicants' page. Then select the applicant and click 'Start new course application'.


UP Education
Applications
Profile

Aiko Ishu
JP
Applications > Aiko Ishu

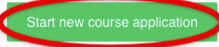
Applicant details


Aiko
Preferred name

Female
Gender

In progress (1)
Enrolled (0)
Withdrawn (0)

Apply (0)
Offer (1)
Acceptance (0)
Pre arrival (0)




UP Education
Applications
Profile

Aiko Ishu
JP

1010 Tokyo Rise
Japan
Japan

AGT University Certificate in Foundation Studies (Extended)
Create conditional ... 17 days

Offer Stage

Once your application has been reviewed by the UP Education team you will receive an email notifying you of an offer. There are 2 types of offers that may be presented.

1. **Conditional Offer** - This type of offer is provided when the UP Education team requires certain conditions that need to be met before finalising an offer. You will be able to view a conditional offer letter at this stage outlining requirements to make the offer unconditional. You will also have the option to Accept, Decline or Defer the offer.
2. **Unconditional Offer** - Once conditions have been met you will receive an unconditional offer. Some students may receive an unconditional offer without a conditional offer being sent.

How to review an applicant at offer stage

After you receive the email notifying you of an application at the offer stage and click back to Enroller you will see the student card move to the offer stage. If a conditional offer has been issued you will see a note on the bottom of the student card saying "Review and update conditions". Click onto the applicant card.

UP Education

Applications Profile

Apply (2) Offer (10) Acceptance (5) Pre arrival (1)

Akasuki Watanabe JP
Continue application 4 days

Aiko Ishu JP
Continue with application 21 days

Aishu Nakamura JP
Review unconditional offer today

Eiko Yamamoto JP
Review and update conditions 4 days

Aiko JP

Danny Tanaka JP
Apply for AIP today

Kasuki Honda JP
AIP or Pay now 29 days

Rae JP

Aiko Nakamura JP
Review Pre arrival information 8 days

Here you will be able to click the green “continue” button to review and update conditions. The other option you have is to click directly on attachments within this view to access any documents which the UP Education team require you to review.

How to review offer documentation & conditions of an offer

Once clicking on the green button to continue you will be able to see documentation and a list view of conditions of your offer all in one view. You can also click onto the PDF attachment to review your conditional offer from UP Education.

The screenshot displays the UP Education application portal for Eiko Yamamoto. The top navigation bar is red with the UP Education logo and a dropdown menu. The left sidebar shows the applicant's details, including their name, gender, date of birth, email, and address. The main content area shows the application progress with four steps: Apply, Offer, Acceptance, and Pre arrival. The 'Offer' step is currently active, and a modal window titled 'Review and update conditions' is open. This modal shows a progress bar with 'STEP 2 OF 6' and a congratulatory message. Below the message, there is a 'Continue' button highlighted with a red circle and a red arrow. To the right of the 'Continue' button, there is a 'Documents' section with a PDF attachment titled '270037244-conditional-offer-new-zealand-diploma-in-hospitality-manageme...' (101 KB, 4 days ago) and a 'DOWNLOAD' link. A red arrow points from the text 'Conditional offer document' to the PDF attachment.

How to upload documents to meet conditions of an offer

Upload required documents and select next to submit these documents to the UP Education team. If you don't have all the documents required click the “Save for later” button to continue once you have the documents.

UP Education
Applications
Profile

Offer conditions

- ☒ Achieving the minimum English proficiency requirement - IELTS 5.0 with no band less than 5.0 or equivalent
- ☒ IELTS 4.5 or equivalent

Comments from UP Education Admissions:

Conditions of offer upload documents* (Max file size 10MB)

Drag and drop files here or click to upload.

Once our team has verified that you have met all necessary conditions, we'll send you an unconditional offer of place. You'll be notified when this offer is ready.

Good luck - and please don't hesitate to contact us should you require further help with this process.

Decline

Defer

Save for later

Next

How to review an unconditional offer

Once an unconditional offer is issued by the UP Education team you will receive a notification email. Within Enroller you will be able to see an update within the student pipeline and the unconditional offer document attached.

UP Education
Applications
Profile

Aishu Nakamura
JP
Applications > Aishu Nakamura > AUT University Certificate in Foundation Studies (Extended)

Applicant details

Aishu
Preferred name

Female
Gender

03/09/2002
Date of birth

aishu@email.com
Email

101 Tokyo City Rise
Tokyo
Tokyo Old Town
1233455
Japan
Address

AUT University Certificate in Foundation Studies (Extended)
Pathways Auckland - 28/04/2020

Enrolment

Apply Offer Acceptance Pre arrival

Step complete

Please review the offer documents

Review unconditional offer

Continue

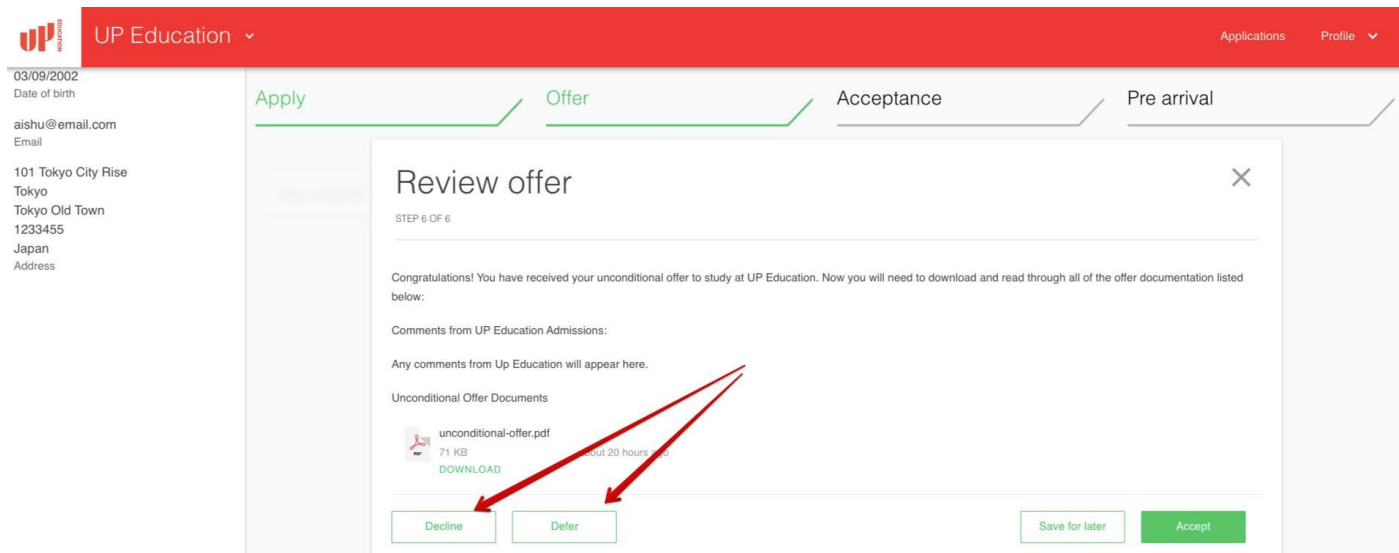
Documents

unconditional-offer.pdf
71 KB
about 4 hours ago
DOWNLOAD

Unconditional offer document

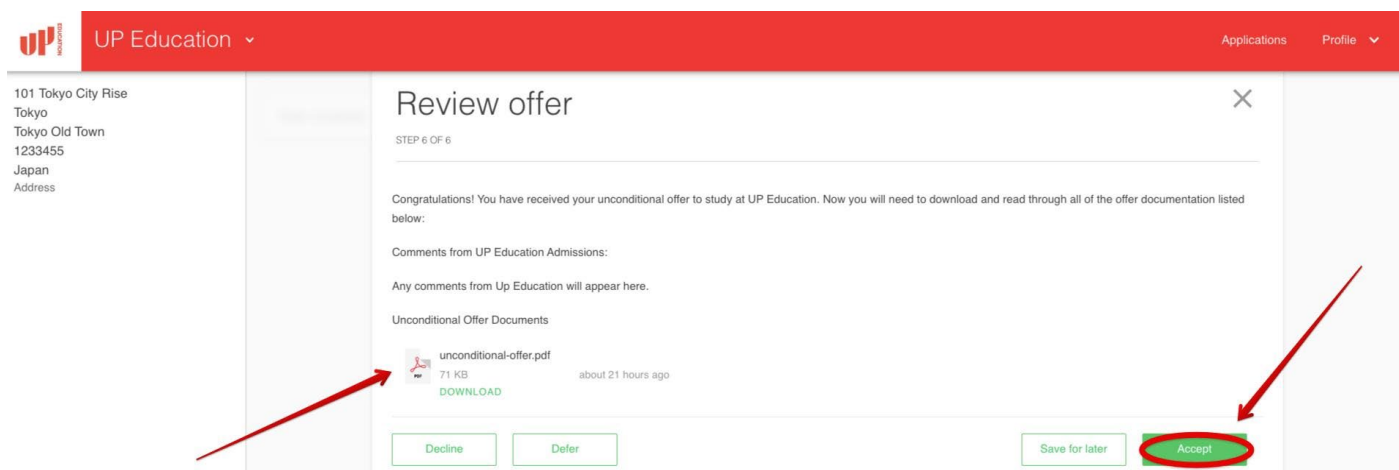
How to decline or defer an offer

At any stage of the offer process you will be able to Decline or Defer an offer if required. Just select the relevant button from the bottom left of the screen. You will then be prompted to add more detail within the next screen



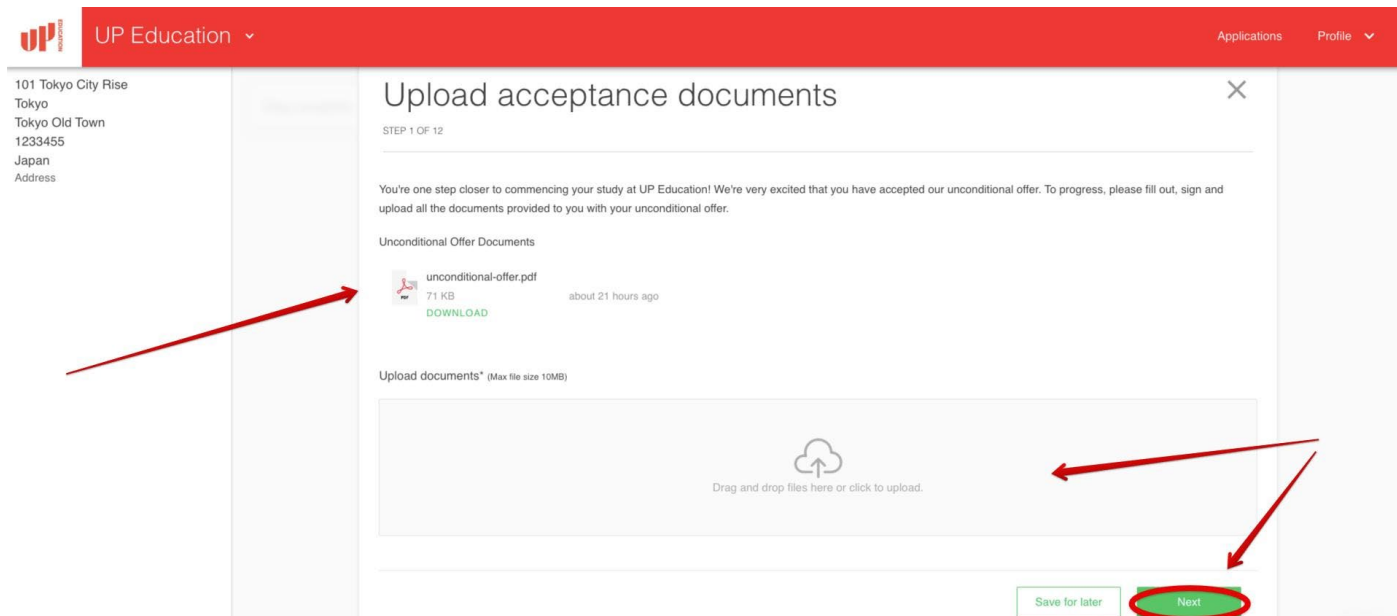
How to accept an offer

Once receiving your unconditional offer you will need to review the offer. This can be reviewed the same way as the conditional offer (by clicking into the attached document). If you are happy to proceed you will then need to click on the green “accept” button to move forward.



How to complete an upload acceptance documentation

To progress you will need to download, fill out, sign and upload acceptance documentation provided to you with the unconditional offer. Upload the documents within the grey area then hit next to continue.



NOTE: After uploading acceptance documents you will be able to upload more acceptance documents by clicking the back button.

Acceptance Stage

After uploading acceptance documentation the application will move to the acceptance stage. Once the UP Education team have reviewed the documents you will receive an email notification and the student card will display the text "AIP or Pay Now"

How to complete Approved in Principle Visa and Pay Now steps

Click the green "continue" button on the student pipeline. You will then need to select one of the 3 options to continue your application.

1. Approved in principle visa - If the student is currently in the process of obtaining an Approved in principle visa
2. Share invoice - If you want to the student or parent to make payment directly to UP Education

3. Pay now - If you would like to pay UP Education directly

UP Education - Careers and Industry

Applications Profile

Date of birth

Email

Address

AIP

STEP 5 OF 12

Thank you for returning all your acceptance documents. You will now need to pay all required fees (including Accommodation fees if applicable) by selecting the 'Pay Now' button. If you are applying for an Approval in Principle (AIP) visa, please notify us using the button below. You must obtain an AIP if you are from India, China, Vietnam, Russia or Turkey.

Summary of Fees

Description	Quantity	Amount	Total
Total Schedule of Fees			
Total NZD (GST inclusive)			

1. AIP Visa

2. Sharing payment

3. Pay now

Ready to pay now?

Applying for Approved in Principle Visa

If applying for an Approved in principle visa is selected you will be prompted to Declare when AIP is successful. Select the check box to confirm then hit the “next” button to continue.

UP Education

Applications Profile

Gender

01/03/1984
Date of birth

roland@example.com
Email

123 Fake Street
Cityville
State
3245
Japan
Address

Declare AIP successful

STEP 7 OF 12

Please confirm below when you have received your AIP visa. You do not need to provide us with a copy yet, however we will request a copy of your final visa when this is granted.

☐ I've got my AIP

← BACK

Save for later

Next

Flywire for payment

UP Education uses Flywire to manage enrollment payments. Flywire is the safest, most convenient way to make international education payments to institutions worldwide.

For further information on flywire you can visit <https://agents.up.education/up-education/>

How to make a payment

Step 1: After you select the “pay now” option you will be taken to the payment screen. The country field will automatically be pre populated with the country where the student is from. To select another country just click on the arrow in the country and region field to see the drop down options and select the correct country from the list. The payment amount field will already be filled in and is non editable.

UP Education ▾ Applications Profile ▾

Japan
Address

Your payment

The payment will come from

UP Education receives

Country or region *

Chile

China

Christmas Island

Cocos (Keeling) Islands

Colombia

\$ Amount * 11,111.00

Amount will be formatted in the destination currency, in this case New Zealand Dollars. I.e. 10,000.00 for ten thousand NZD.

[view Terms of Use and Privacy Policy](#)

NEXT →

To proceed with payment review the Flywire Terms of Use and Privacy Policy by clicking on the blue text then check the box to confirm you read, understand and agree to these. To continue with payment click the green “next” button.

UP Education ▾ Applications Profile ▾

3245
Japan
Address

Your payment

The payment will come from

UP Education receives

Country or region * China

\$ Amount * 11,111.00

Amount will be formatted in the destination currency, in this case New Zealand Dollars. I.e. 10,000.00 for ten thousand NZD.

☒ I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#)

NEXT →

Step 2: Select your preferred payment method type. You will be able to do this by scrolling through the list of options and then clicking on the green “select” button to the right of your preferred payment method.

UP Education ▾ Applications Profile ▾

State
3245
Japan
Address

国内银行间人民币转账 Domestic RMB Transfer

CNY49,196.00

More info ▾

微信支付 - (Wechatpay)

CNY49,447.00

More info ▾

网上银行 - (eBanking)

CNY49,447.00

More info ▾

中国银联 - (China UnionPay)

CNY49,982.00

More info ▾

SELECT

SELECT

SELECT

SELECT

Step 3: Fill in the information for the person who is making payment. Follow the question and instructions on the form to add in the required information then click the “next” button to continue.

UP Education

Applications Profile

Japan
Address

(*) required field

Email *

First name *

Middle name

Family name *

Address 1 *

Address 2

City *

State / Province / Region

Zip code / Postal Code

+86
Phone number *

PREVIOUS

NEXT

Step 4: Track your payment through flywire

UP Education

Applications Profile

123 Fake Street
Cityville
State
3245
Japan
Address

Status
Payment pending
Why is my payment pending?

Payment ID UPU235099492

You send to Flywire
CNY49,458.00

UP Education receives
\$11,111.00

Flywire is waiting to receive your funds.

How to share the payment information

Step 1: To share payment information with a parent or student you will need to select the share invoice option.

Step 2: Enter the email address of the person you would like to make payment and click send.

UP Education - Careers and Industry

Applications Profile

Date of birth
Email
Address

AIP
STEP 5 OF 12

Thank you for returning all your acceptance documents. You will now need to pay all required fees (including Accommodation fees if applicable) by selecting the 'Pay Now' button. If you are applying for an Approval in Principle (AIP) visa, please notify us using the button below. You must obtain an AIP if you are from India, China, Vietnam, Russia or Turkey.

Summary of Fees

Description	Quantity	Amount	Total
Total Schedule of Fees			
Total NZD (GST inclusive)			

Approved in principle visa

Share invoice

Ready to pay now?

The recipient will receive an email with a link taking them to a screen where they will be able to make payment via flywire by clicking on the green pay invoice button.

Payment for study








STEP 1 OF 2


Please follow the below instructions to pay fees for **Ash Tako** to study at **UP Education - Careers and Industry (UAT)**:

Description	Quantity	Amount	Total
Total Schedule of Fees	1.00	23715.45	NZ\$23,715.45


Total NZD (GST inclusive) NZ\$23,715.45

Flywire is our trusted International Payment Provider



Powered by 

Pay invoice

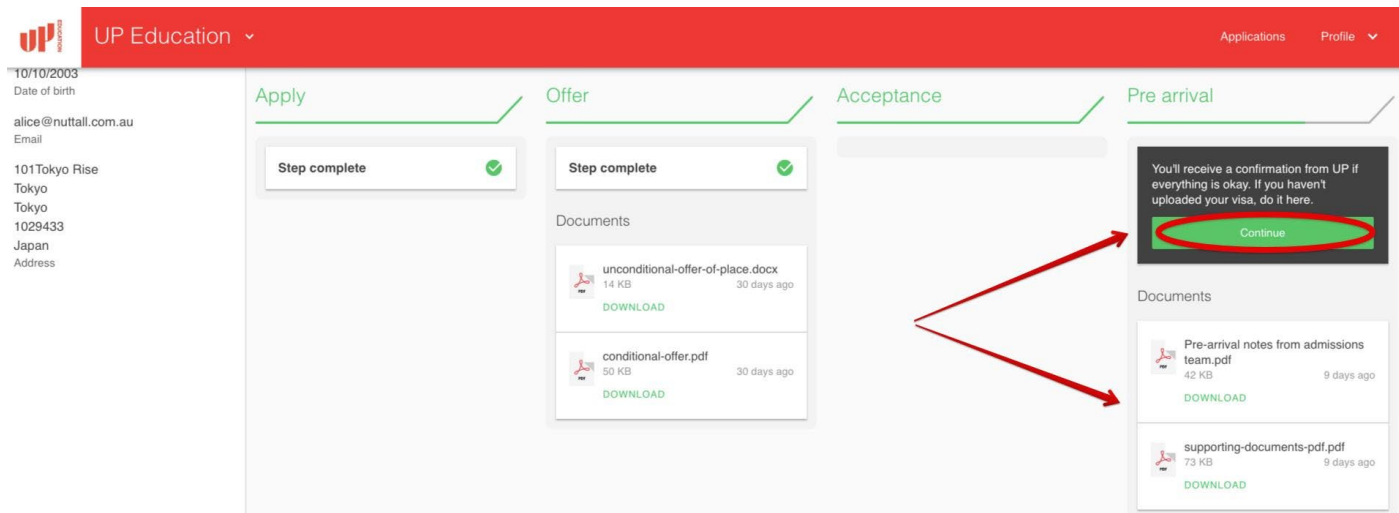


Pre-Arrival Stage

Once your application has been reviewed by the UP Education team you will receive notification via email you can also login to your Enroller account at any stage of the process to see where you applicants are tracking.

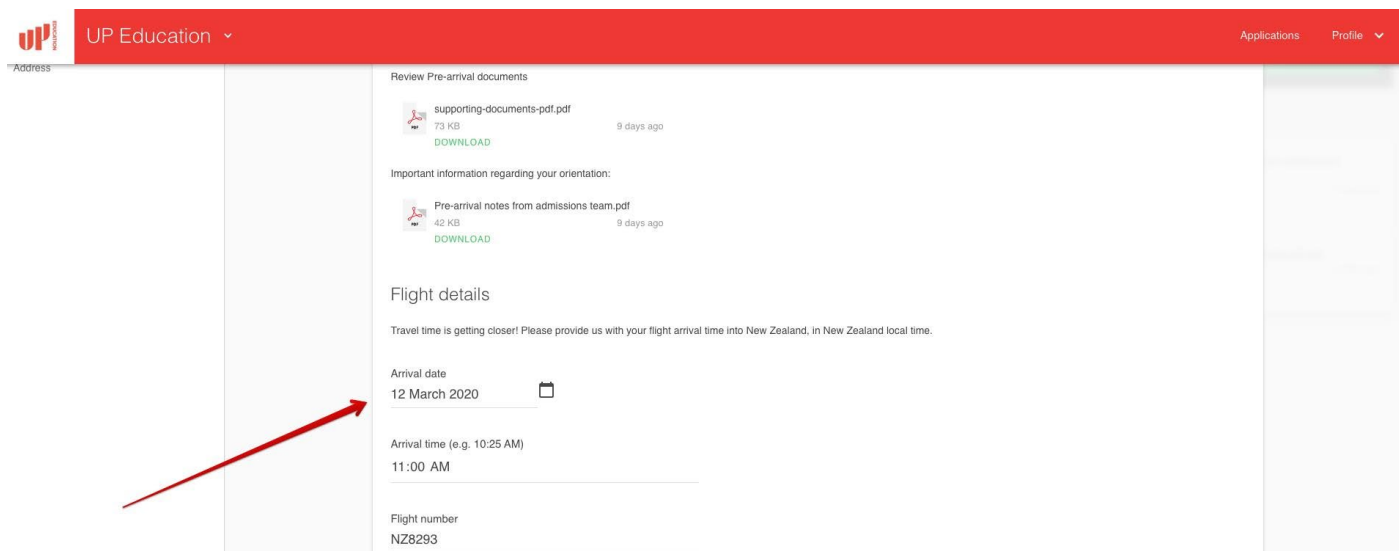
Downloading and reviewing pre-arrival information

Download pre-arrival documentation directly from the student pipeline by clicking into documents. If you need to send any pre-arrival documents through to UP Education including visa and flight details click the green “continue” button

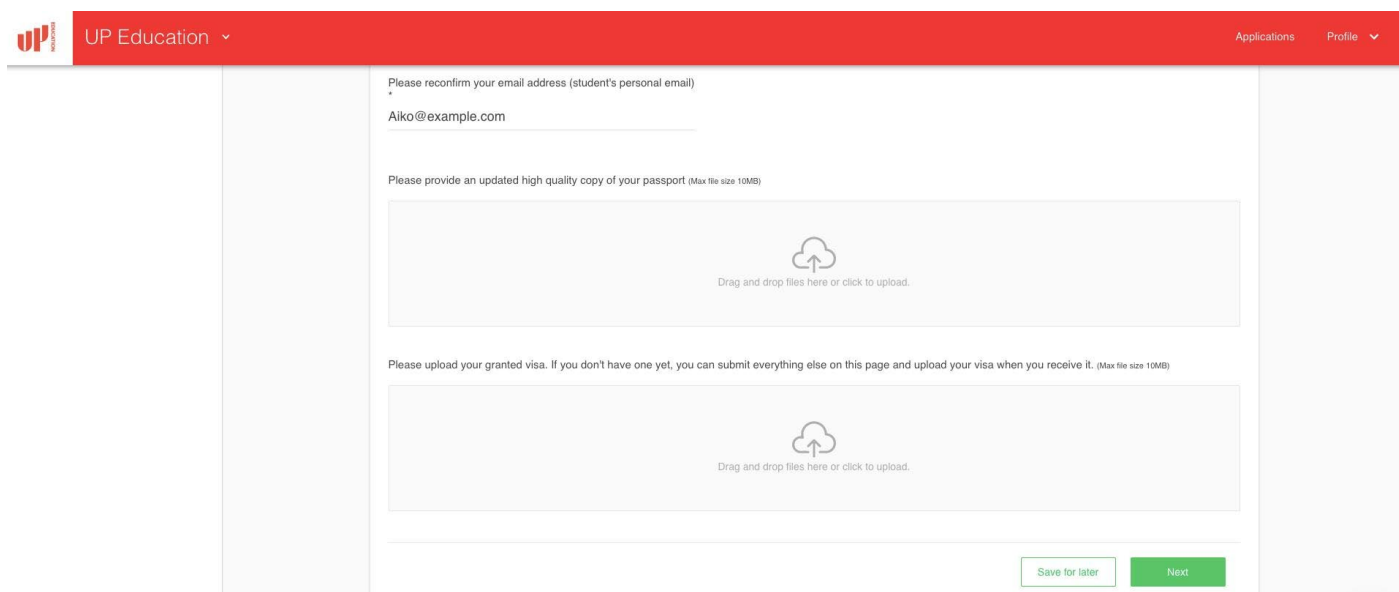


Completing Pre Arrival Information

Step 1: Complete flight details including arrive date, time and flight number



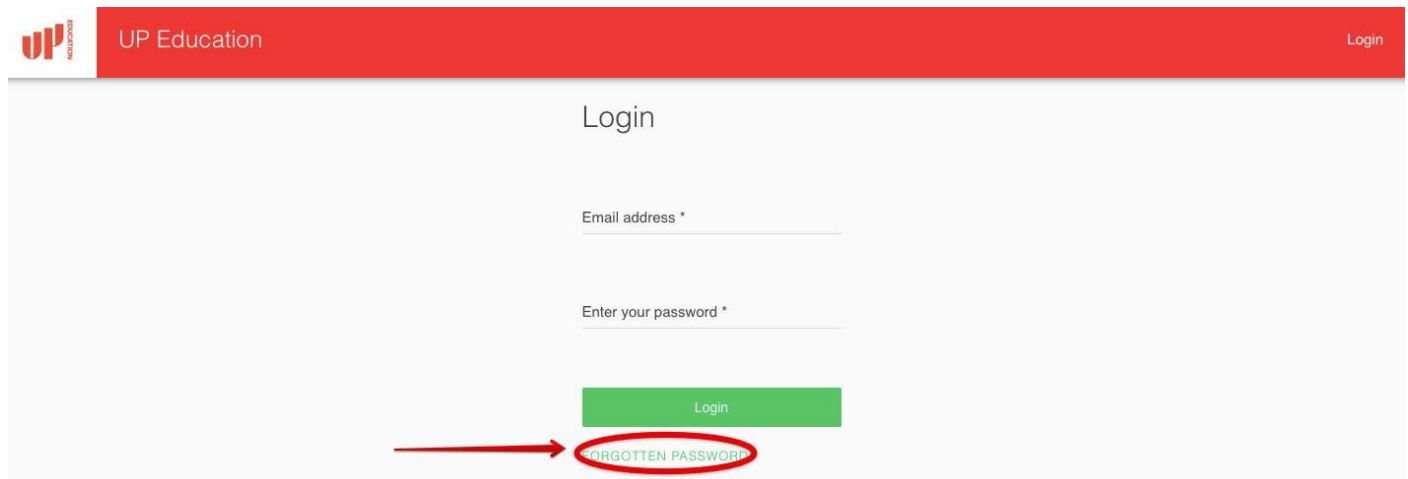
Step 2: Upload a copy of the students passport and visa (if this hasn't been uploaded already throughout the enrolment)



FAQs

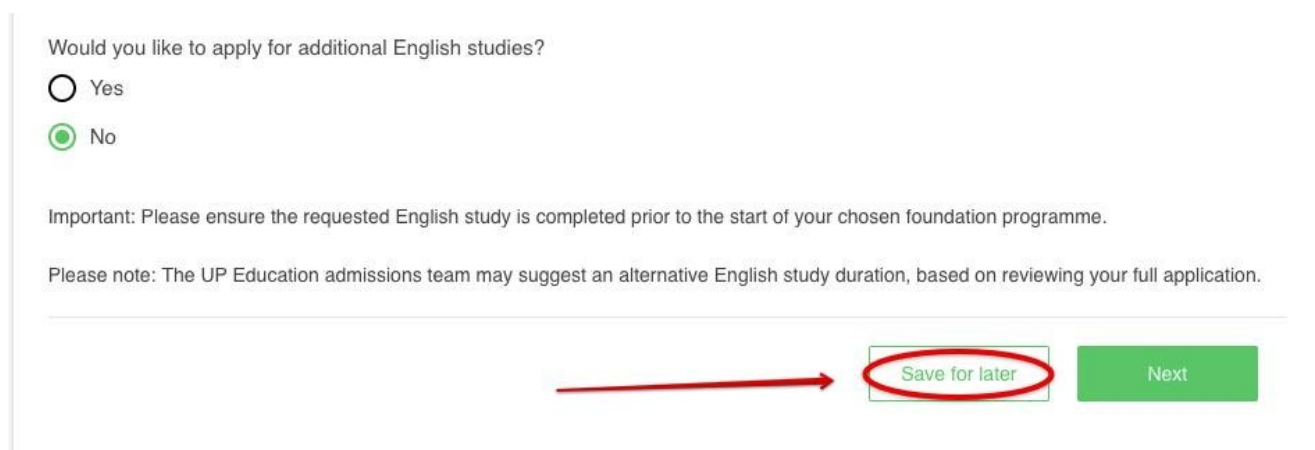
What happens if I forget my password?

If you forget your password simply click the “Forgotten Password” button on the login screen and you will be emailed a link to reset your password.



Do I have to complete the full application at once?

No. At any stage of the application process if you don't have the required information or next to step away from the application simply click the “save for later” button which is on the bottom right corner of each page. Then simply click the green button on the student pipeline view to continue an application at any stage. This will save all the information that has been entered up until this point so you can return and complete the application at a later date



How do I switch between different schools / institutions in my pipeline?

As an Agent in Enroller you are able to switch between all the Schools / Institutions you have accepted invitations for, all in one account. This lets you view all your Student applications for each School separately, in one place. Now it is extremely easy for you to keep track of which applications you need to focus on next. To switch to another School's Pipeline simply click on the School's Name in the top left hand corner, this will display the other Schools you are currently invited to. As shown here:

UP Education - Careers and Industry ^

UP Education - Careers and Industry

UP Education - University Partnerships

View all applicants New applicant

Apply (15) Offer (50) Acceptance (3) Pre arrival (4)

What is the Current Applications Pipeline?

The Current Applications Pipeline shows you all the student applications you have submitted to UP Education, and what stage of the application process the application is in. Simply click on a student card to view more details.

Current applications ^

View all applicants New applicant

Apply (2) Offer (10) Acceptance (5) Pre arrival (1)

Akasuki Watanabe Continue application 4 days

Aiko Ishu Continue with application 21 days

Aishu Nakamura Review unconditional offer today

Eiko Yamamoto Review and update conditions 4 days

Aiko Li Waiting for application to be re... 8 days

Aiko Yamamoto Waiting for application to be re... 13 days

Danny Tanaka Apply for AIP today

Kasuki Honda AIP or Pay now 29 days

Rae Tanaka AIP or Pay now 29 days

Aiko Nakamura Review Pre arrival information 8 days

Aido Honda AIP or Pay now 29 days

Student card

What is the Student Applications Pipeline?

Once clicking on a student card you will be taken to the student pipeline. Here you will be able to see the student details on the left hand panel and what stage of the process the student application is at to the right. On this screen you will also have direct access to any documents captured throughout the process. Click on the green continue button at any stage to start completing the next step.

UP Education ^

Applications Profile

Eiko Yamamoto

Applicant details

Eiko Preferred name

Male Gender

13/05/2004 Date of birth

eiko@example.com Email

12 Lee Street Tokyo Tokyo 88473 Japan Address

Applications > Eiko Yamamoto > AUT University Certificate in Foundation Studies (Fast-track)

AUT University Certificate in Foundation Studies (Fast-track) Pathways Auckland - 28/04/2020

Enrolment

Apply Offer Acceptance Pre arrival

Step complete

Review and update conditions Continue

Documents

270037244-conditional-offer-new-zealand-diploma-in-hospitality-management-level-5-kerry-... 101 KB 4 days ago

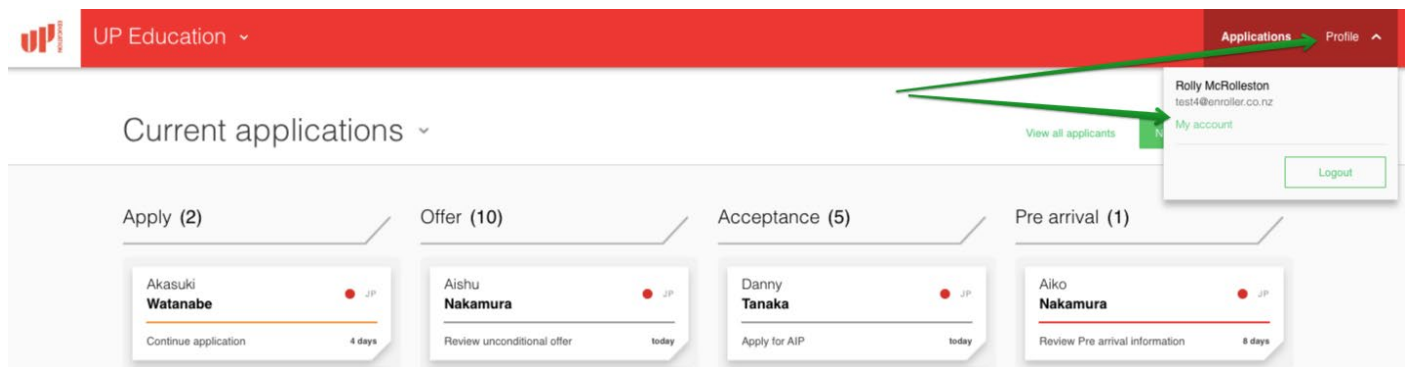
DOWNLOAD

Continue an application

Attached document

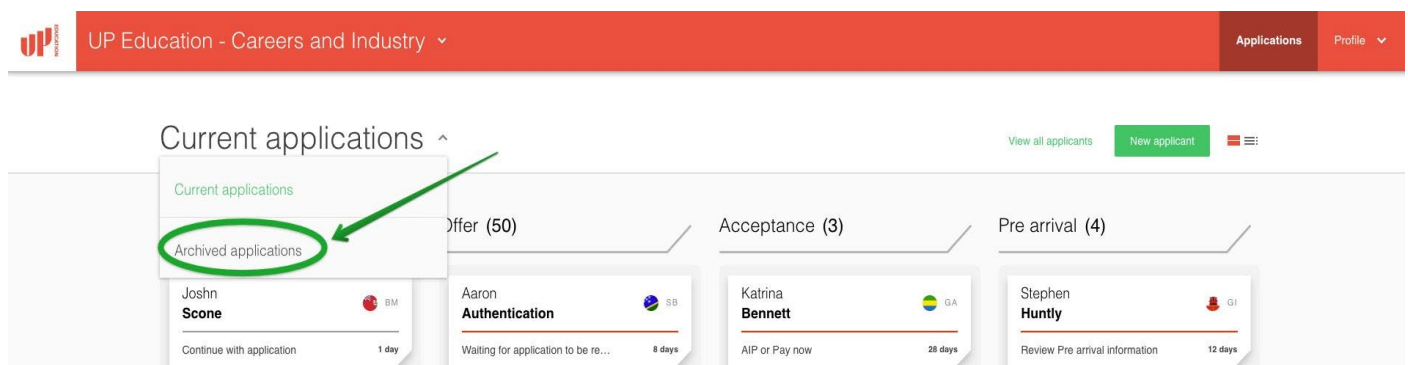
How do I edit my agent profile?

To edit any of the information in your profile select 'profile' from the dropdown menu in the top right hand corner. Click 'My Account'. You are now able to adjust any of your personal information. If you wish to do so, you can update your password for your account here.



What is the archived application pipeline?

The archived applications pipeline will show you all students who have previously been Enrolled to UP Education, or students that have previously withdrawn. To view these click into the Archived applications within the dropdown menu on your applications tab. Here are two tabs that you will be able to toggle between to view either the Enrolled or Withdrawn students.



What can I do if I need help using Enroller?

If you have any issues using Enroller please contact your Regional Manager directly.

At any stage where you might be having technical difficulty using the product please feel free to click on the green chat icon which displays on every page within the Enroller platform.

