



# SINC AGENT PORTAL

Partner with us

*Guide*

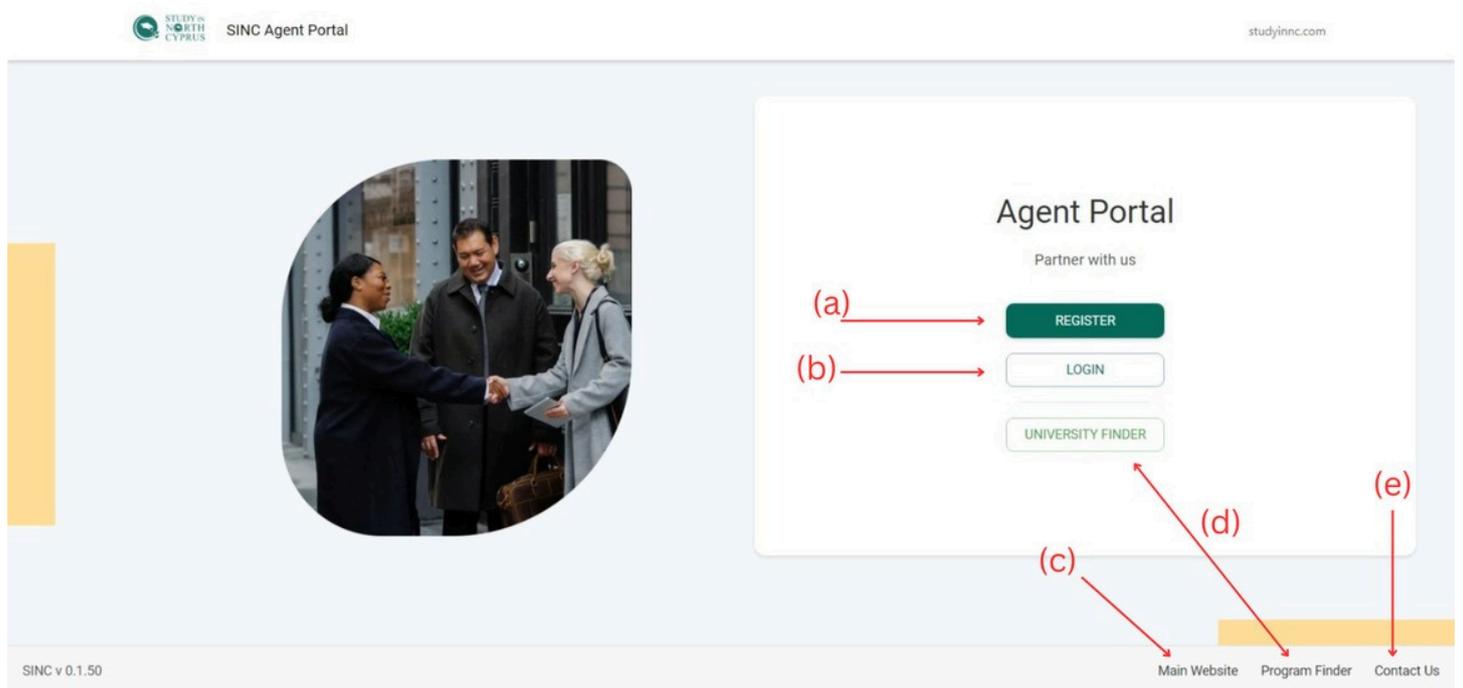
[agents.studyinnc.com](https://agents.studyinnc.com)

# Study In North Cyprus (SINC)

## Agent Portal

### Guide on how to use our Agent Portal

#### 1) Login and Register Page



#### (a) Register Button

The "Register" button allows new users or agencies to create an account within the SINC agency portal. Once clicked, users will be prompted to fill out an agency creation form with their basic information (such as agency domain, name, and contact details).

#### (b) Login Button

The "Login" button is for returning users or agencies to access their portal account. After clicking, users must enter their credentials (email and password) to access their dashboard.

#### (c) Main Website Link

Clicking on the "Main Website" link will redirect the user to the official Study in North Cyprus website for more general information about the study programs, universities, and

other resources available.

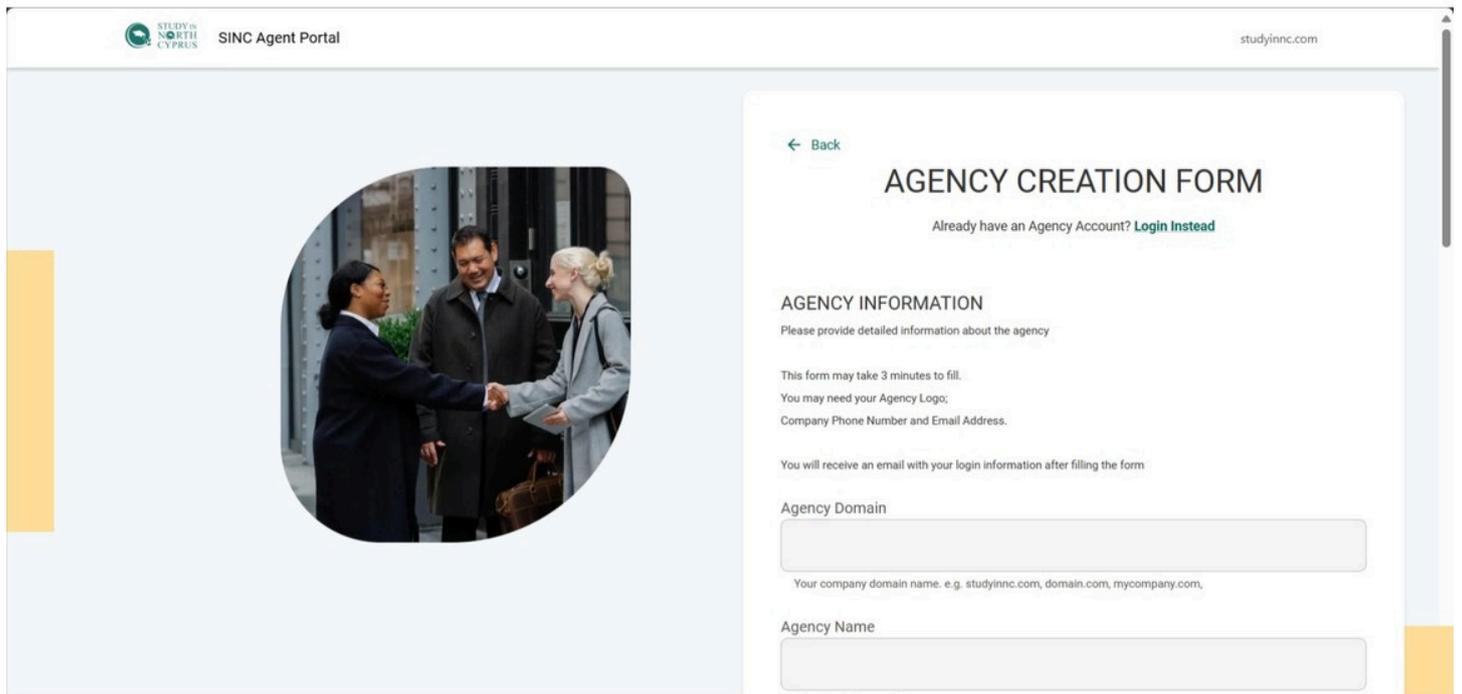
## (d) Program Finder Link

The "Program Finder" link helps users search for specific university programs available in North Cyprus, filtering by criteria like degree type, subject, and more.

## (e) Contact Us Link

Clicking the "Contact Us" link will take the user to a page with details on how to contact the SINC team, whether via email, phone, or by visiting us at our main branch in North Cyprus.

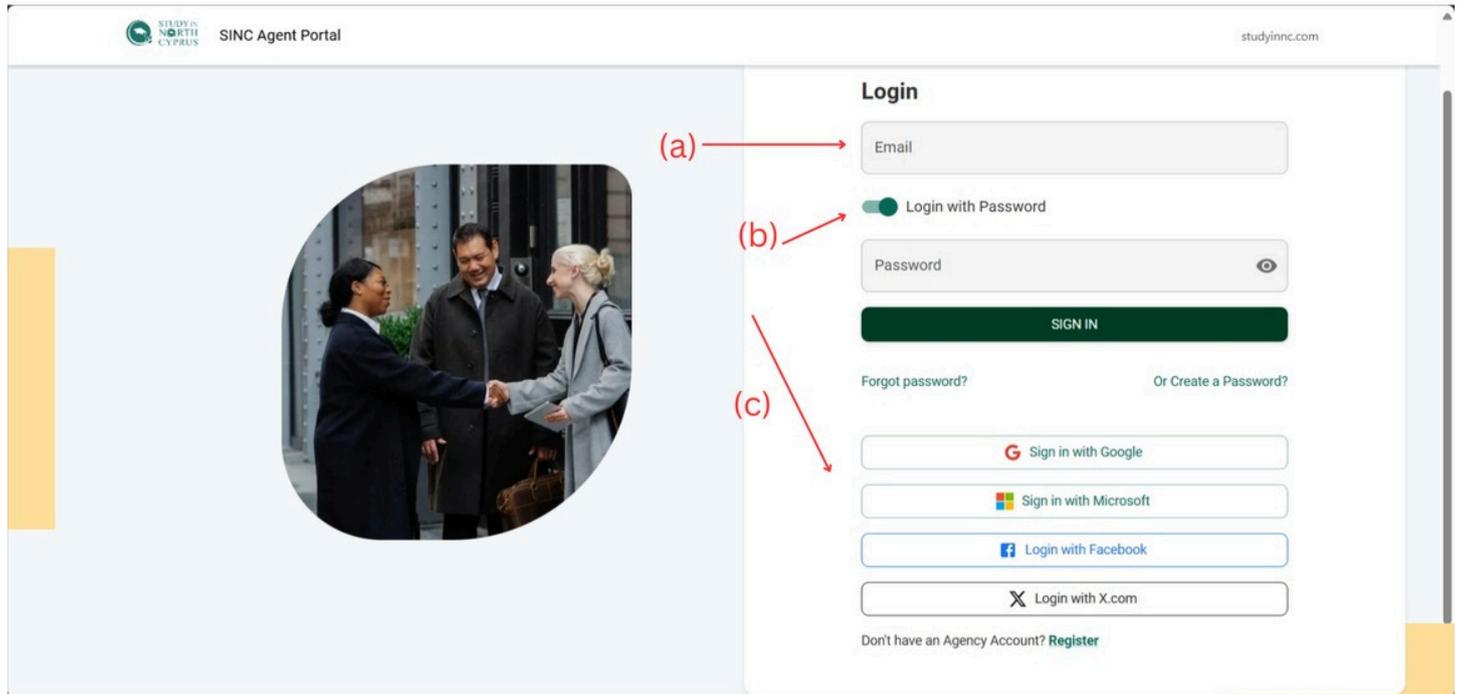
## 2) Agency Creation Form



The screenshot shows the SINC Agent Portal interface. The header includes the Study in North Cyprus logo, the text "SINC Agent Portal", and the URL "studyinncc.com". The main content area is split into two sections. On the left, there is a circular image showing three people in business attire shaking hands. On the right, the "AGENCY CREATION FORM" is displayed. The form includes a "Back" link, a heading "AGENCY CREATION FORM", and a link "Already have an Agency Account? Login Instead". Below this, the section "AGENCY INFORMATION" is titled, followed by instructions: "Please provide detailed information about the agency", "This form may take 3 minutes to fill.", "You may need your Agency Logo;", and "Company Phone Number and Email Address.". A note states "You will receive an email with your login information after filling the form". The form contains two input fields: "Agency Domain" and "Agency Name". Below the "Agency Domain" field, there is a small text example: "Your company domain name. e.g. studyinncc.com, domain.com, mycompany.com,".

This section provides a form where new agencies must input their business details, such as their domain, agency name, logo, contact number, and email address. Once completed, the user will receive login credentials to access their portal account.

### 3) Login Page



#### (a) Login with password

This field allows users to input their registered email address, and the password associated with the registered email to log into their account.

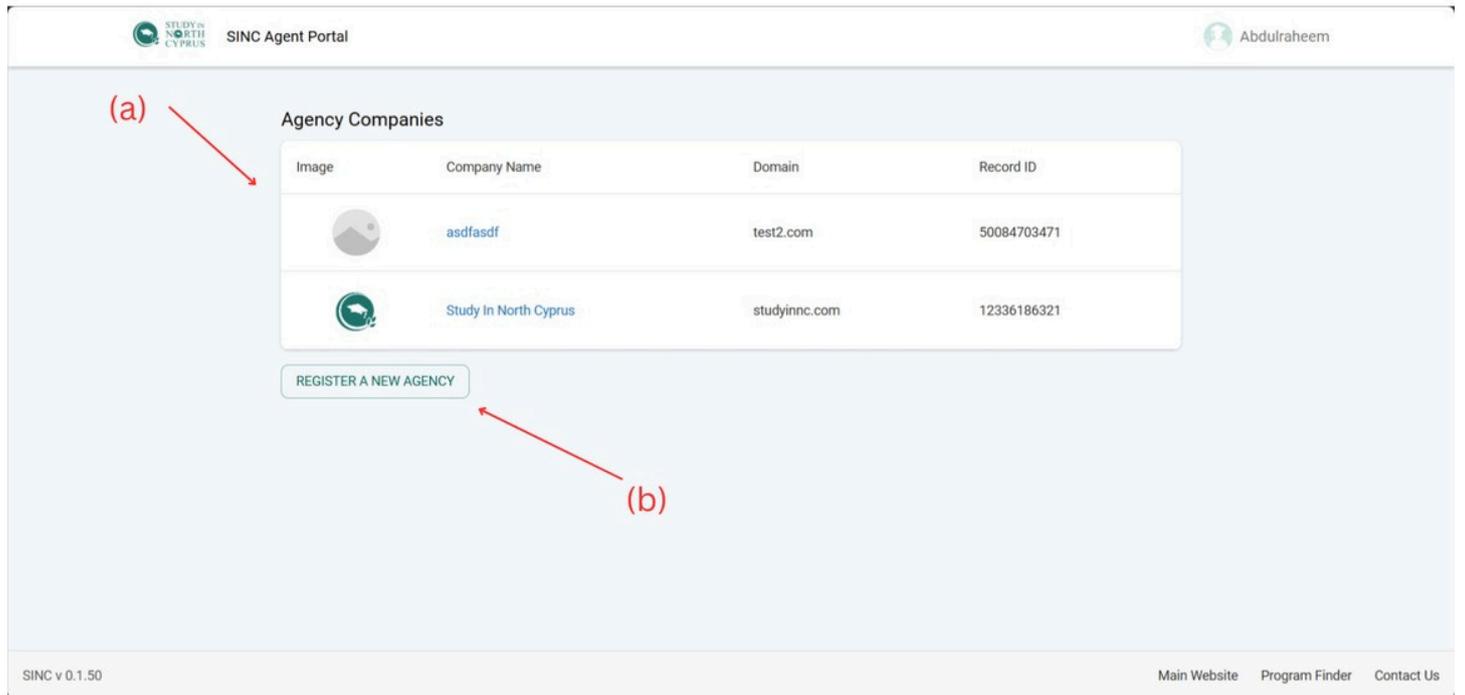
#### (b) Login without password

Users can also choose to login without password. A link will be sent to the registered email address entered in the “email” field. And users can simply click the link to get logged in to their account.

#### (c) Social Login Options

Users can choose to log in using their social media accounts like Google, Microsoft, Facebook, or X.com, providing a quick and easy login process without needing to remember a password.

## 4) Agency Management Dashboard



The screenshot displays the SINC Agent Portal interface. At the top left, the logo for 'STUDY IN NORTH CYPRUS' is visible next to the text 'SINC Agent Portal'. At the top right, the user's name 'Abdullaheem' is shown. The main content area features a section titled 'Agency Companies' which contains a table with the following data:

Image	Company Name	Domain	Record ID
	asdfasdf	test2.com	50084703471
	Study In North Cyprus	studyinncc.com	12336186321

Below the table is a button labeled 'REGISTER A NEW AGENCY'. Red arrows labeled '(a)' and '(b)' point to the table and the button, respectively. The footer of the page includes 'SINC v 0.1.50' on the left and 'Main Website Program Finder Contact Us' on the right.

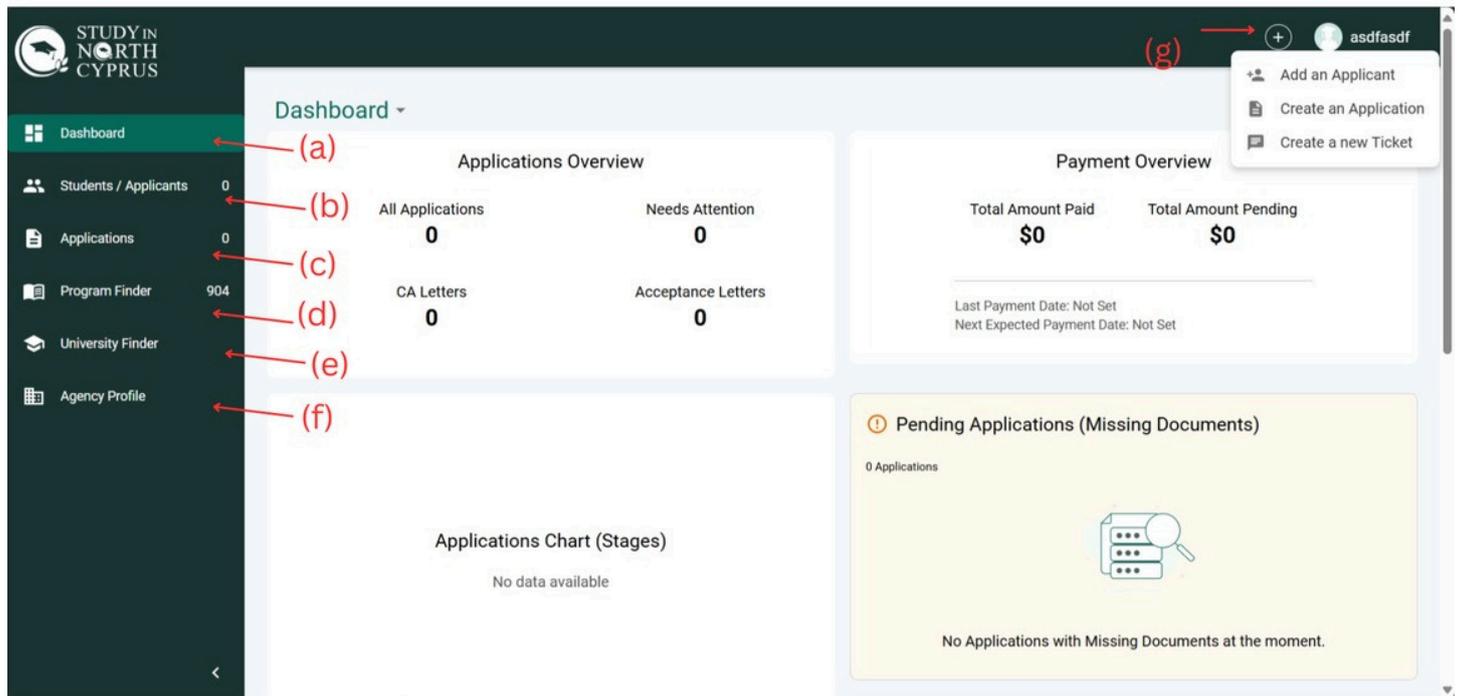
### (a) Agency Details Section

This section lists all the agencies associated with the user's account, including the agency name, domain, and record ID. Immediately after signing in, users can pick which of their agencies they want to access.

### (b) Register a New Agency Button

Clicking this button allows users to register a new agency under their account. It opens a form where they can input the new agency's details.

## 5) Dashboard Overview



### (a) Dashboard Navigation

This section of the portal includes the main navigation for managing applications, finding programs, university searches, and agency profiles. It helps users easily access their most important tasks.

### (b) Students / Applicants

This section shows the total number of students or applicants associated with the agency, allowing agencies to manage their students and track application progress.

### (c) Applications

This section allows agencies to view and manage all applications submitted by students, including their statuses.

### (d) Program Finder

Provides access to a search tool for finding available university programs in North Cyprus. This tool allows users to filter by different parameters like program name, degree type, and tuition fees etc.

### (e) University Finder

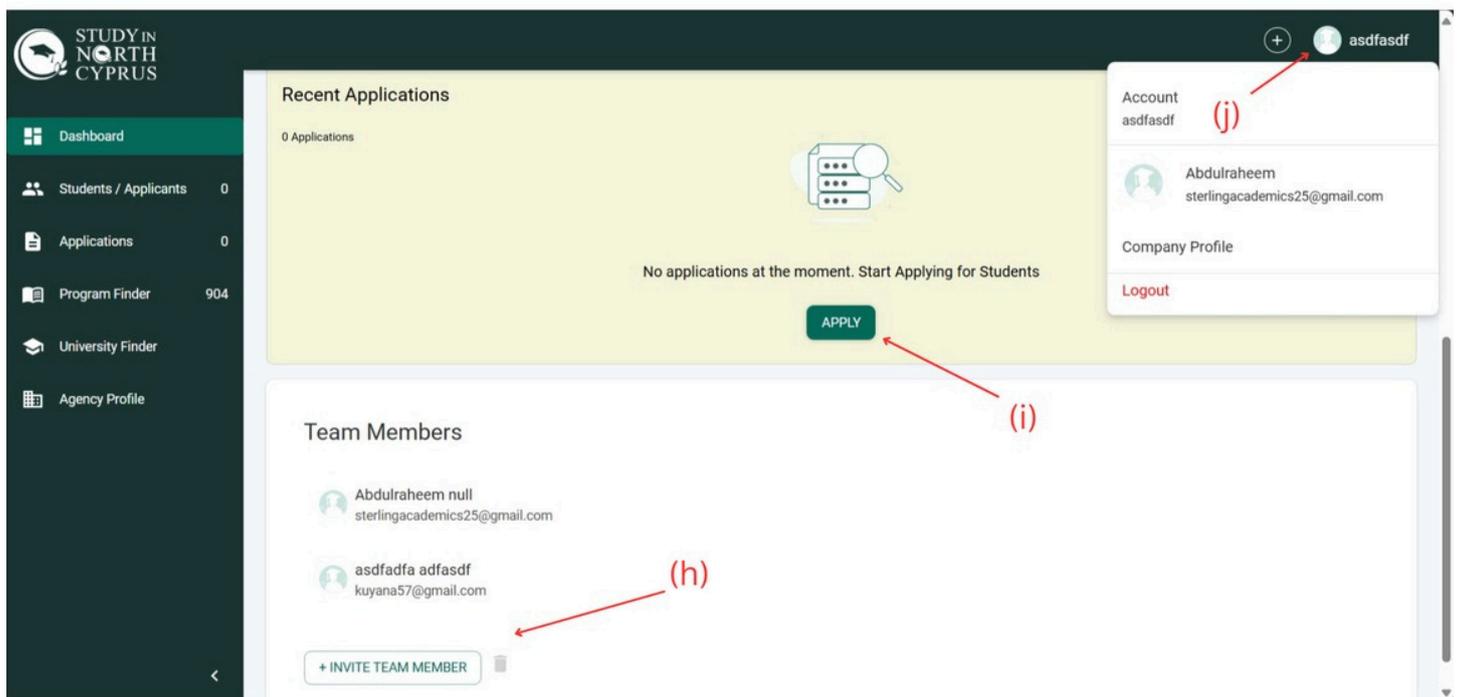
This section helps agencies search for universities in North Cyprus, offering a listing of universities with their associated programs and information.

## (f) Agency Profile

This area allows agencies to update their profile, including their contact details and branding information.

## (g) Action Button

This is a floating button used for quick access to create new applications, add new applicants, or create a new ticket to contact support.



## (h) Invite Team Member

This button allows agency owners to invite new team members to join their agency on the portal. After sending an invitation, the new member will receive access to manage applications, programs, or students based on their role.

## (i) Recent Applications

Recent applications can be viewed here.

## (j) Account Settings

Clicking the user's name brings up a dropdown menu where they can manage their account settings, including logging out or accessing their profile.

## 6) Applicants Management

The screenshot shows the 'My Applicants' management interface. On the left is a dark sidebar with the 'STUDY IN NORTH CYPRUS' logo and navigation menu items: Dashboard, Students / Applicants (0), Applications (0), Program Finder (904), University Finder, and Agency Profile. The main content area has a header 'My Applicants' with a dropdown arrow and a '+ NEW APPLICANT' button. A red arrow labeled '(a)' points to this button. Below the header is a 'HIDE FILTERS' link and a 'Filters' section. The filters include: 'First Name' (text input), 'Email' (text input), 'Nationality' (dropdown menu), 'Date of Birth' (range selector with 'From' and 'To' fields), 'Number of Applications' (range selector with 'From' and 'To' fields), and 'International Passport Number' (text input). At the bottom of the filters are 'APPLY FILTERS' and 'CLEAR FILTERS' buttons.

Agencies can view all students that applied through their agency and can filter using the given options to easily search for students.

### (a) New Applicant Button

This button allows agencies to add a new applicant manually to the system. The agency will fill in the details for the applicant, such as name, date of birth, nationality, and other personal information.

## 7) Applications Management

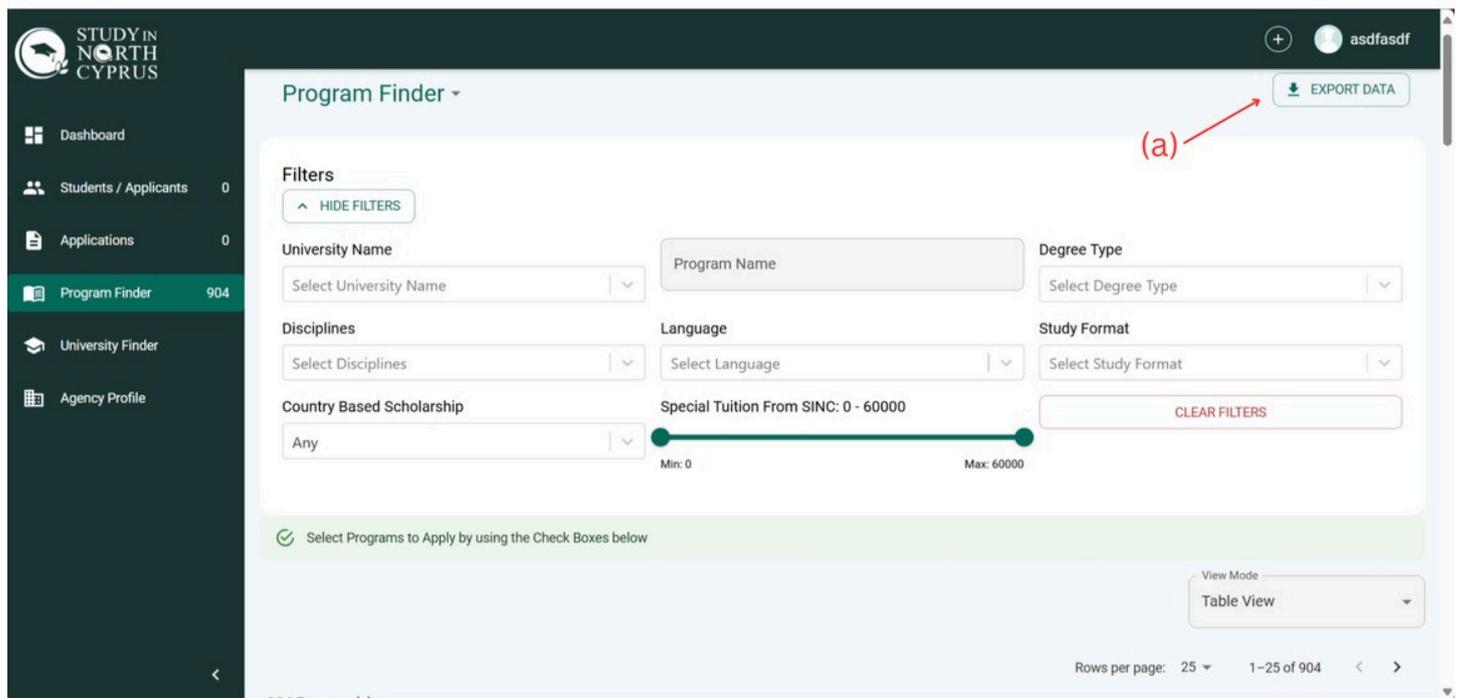
The screenshot displays the 'Applications Management' interface. On the left is a dark sidebar with navigation options: Dashboard, Students / Applicants (0), Applications (0), Program Finder (904), University Finder, and Agency Profile. The main content area is titled 'Applications' and features a 'HIDE FILTERS' toggle. Below this is a 'Filters' section with several criteria:

- Intended Start Date:** Includes 'From' and 'To' date pickers (format: dd/mm/yyyy) with a calendar icon. A note below reads 'Select date range for intended start date'.
- Conditional Acceptance Letter:** A dropdown menu with the text 'Filter by conditional acceptance letter availability' below it.
- Acceptance Letter:** A dropdown menu with the text 'Filter by acceptance letter availability' below it.
- Payment Receipt:** A dropdown menu with the text 'Filter by payment receipt availability' below it.
- Commission to Agency (USD):** Includes 'From' and 'To' input fields with a note 'Enter commission amount range' below them.
- Receipt of Commission Payment:** A dropdown menu with the text 'Filter by commission payment receipt' below it.
- Pipeline Stage:** A dropdown menu with the text 'Select pipeline stage' below it.
- Amount Paid to University:** Includes 'From' and 'To' input fields with a note 'Enter range of amount paid to university' below them.

At the bottom of the filter section are two buttons: 'APPLY FILTERS' (green) and 'CLEAR FILTERS' (red).

In the "Applications" section, this filter system allows agencies to search for applications based on specific criteria, including start dates, conditional letters, commission payments, and application status. This helps agencies quickly find and manage applications based on different stages of the process.

## 8) Program Finder

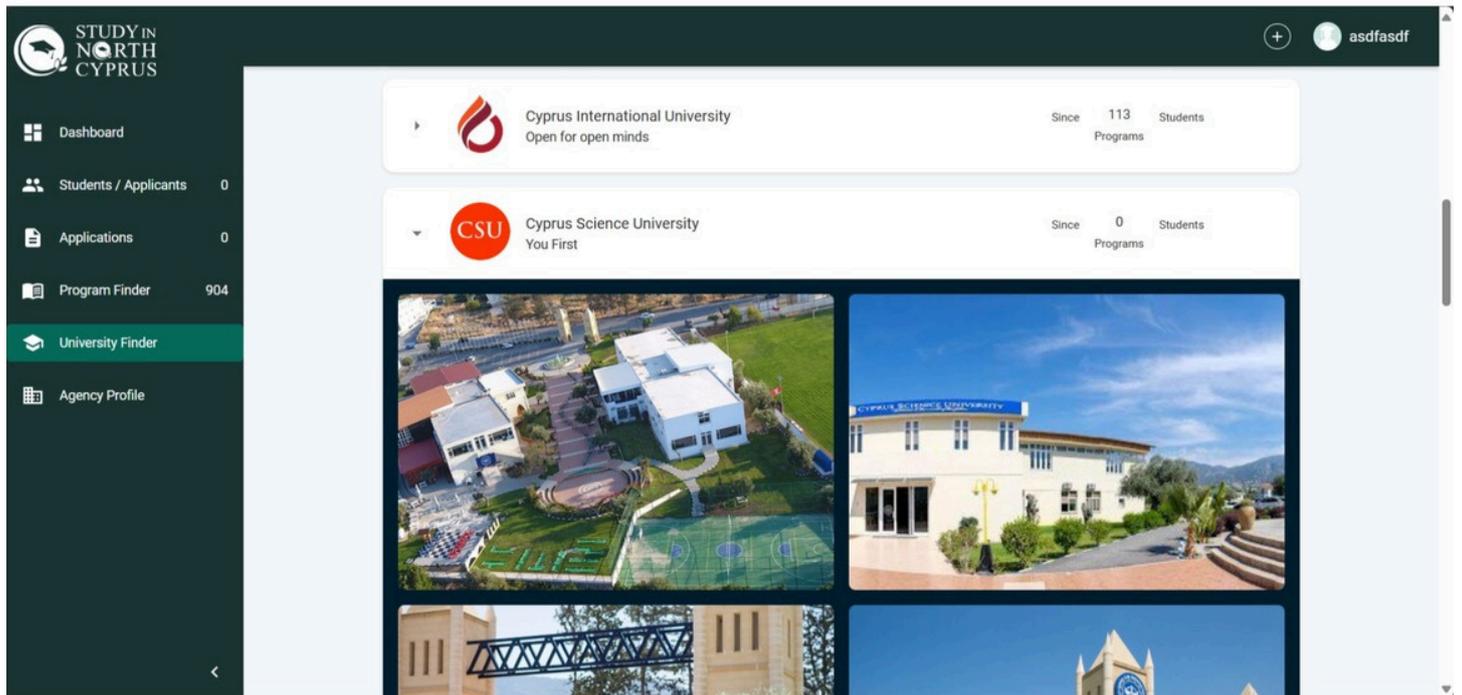


In the "Program Finder" section, this filter system allows agencies to search for various programs based on specific criteria, including language, disciplines, and study format.

### (a) Export Data Button

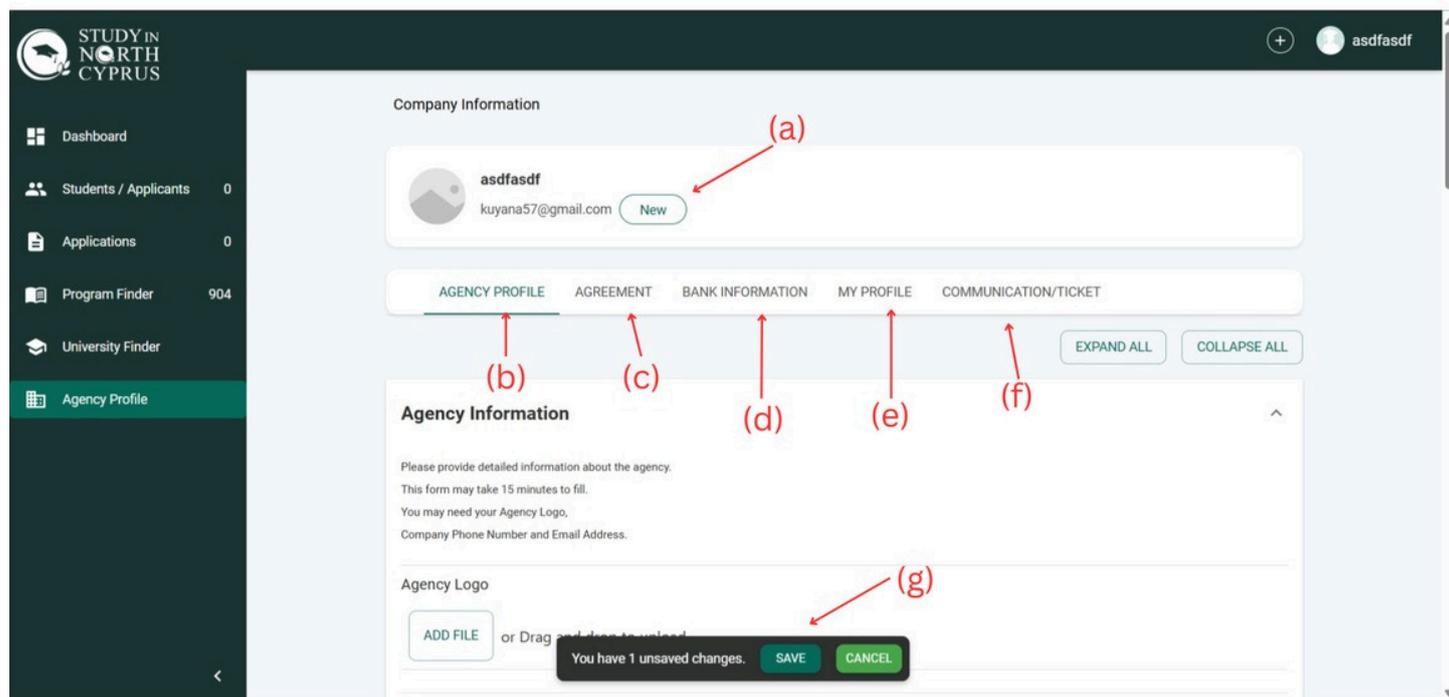
This button allows agencies to export filtered data from the Program Finder. Agencies can select specific filters for programs and then download the filtered results in a spreadsheet format for offline use.

## 9) University Finder



This section displays universities in North Cyprus. Agencies can browse through the universities and view the number of programs and students associated with each. Clicking on a university will provide more detailed information about its programs, campus, and more.

# 10) Agency Profile Management



## (a) Agency Status

This is the status of the agency registered with SINC

## (b) Agency Profile Tab

The "Agency Profile" tab is the section where only specific Agency members can edit their agency information, including logo, contact details, and other essential information related to the agency's profile.

## (c) Agreement Tab

This tab allows the agency to view and manage any agreements related to their partnership with the SINC platform. It could include terms, conditions, and other contractual details.

## (d) Bank Information Tab

In this tab, specific agency members can input and edit the agency's banking details, including bank account numbers and payment methods for receiving commissions or payments from the portal.

## (e) My Profile Tab

This tab allows users to manage their personal profile information. This is where

individual user preferences, such as name and contact details, are stored.

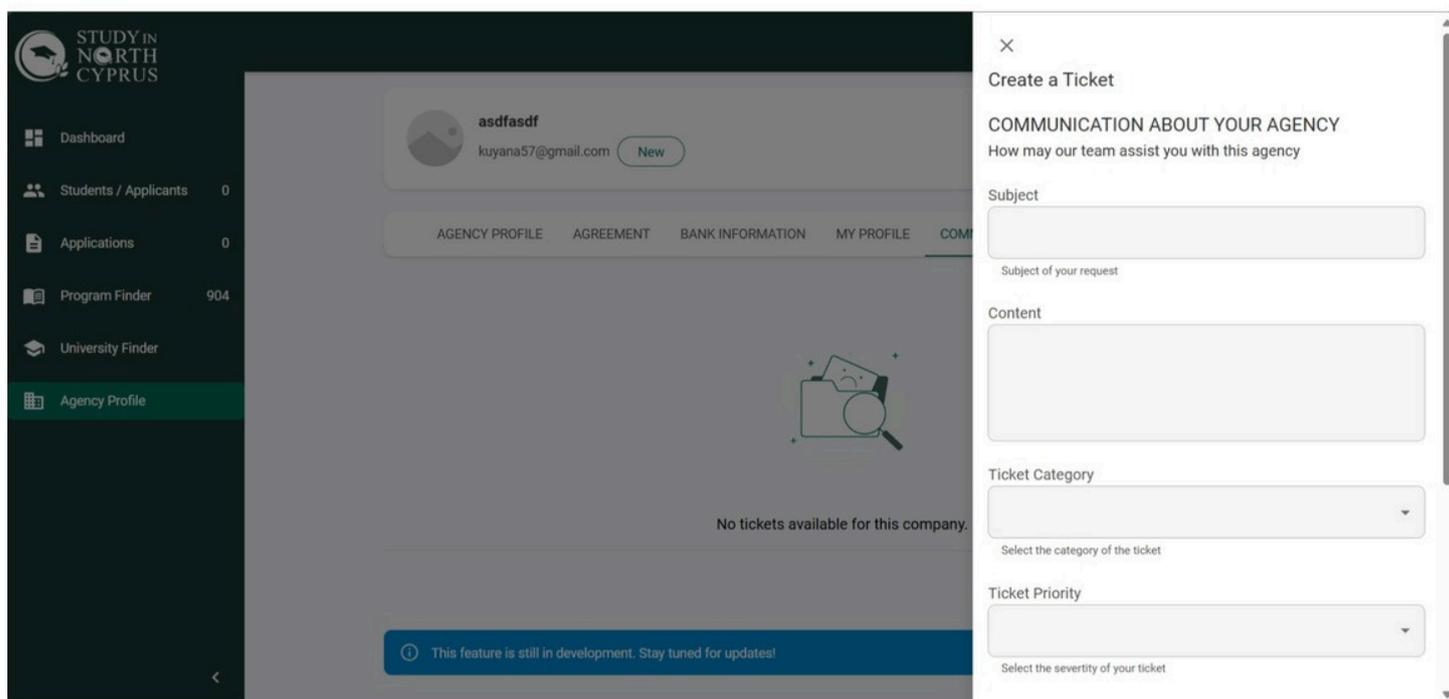
## (f) Communication/Ticket Tab

This section is used for submitting and managing support tickets. Agencies can communicate directly with SINC's support team for any assistance or queries.

## (g) Save/Cancel

The "Save" button allows users to save any changes made to their agency profile, bank information, and user profile, while the "Cancel" button discards any changes.

## 11) Create a Ticket Section



In the "Create a Ticket" section, users can create a ticket to communicate issues or inquiries about their agency. This is part of the "Communication/Ticket" tab.