

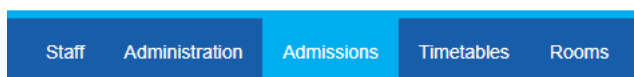
Getting access, Logging in and the Paperless Admissions Containers



You will require access to both **SITS** and **Admissions e:Vision role groups** for you to be able to access the UEA Paperless Admissions process; you will also require training on how to use these systems. You, or your manager, can arrange training provided by the Data and Systems team by using the link at the bottom of this guide.

You can request access to SITS by completing this [access request form](#). You can request access to UEA Paperless Admissions by contacting the Data and Systems Team.

Once your details and access level have been created you will receive an e-mail with your user ID and password.



Navigate to **UEA Paperless Admissions** by logging in to the **Staff portal** and then clicking into **e:Vision**.

Finally click the **Admissions** tab.

UEA Paperless Admissions

Your access to the Paperless process is based within the role group you are assigned to; this will be based on your current role. You will only be able to view those applications that apply to you, for example those that you have a responsibility for processing.

Once you have logged in successfully you will see three distinct **containers** on screen for you to access:

UEA Paperless Admissions - This contains tasks to process applications.

UEA Admissions Reports - This contains tasks to review applications according to a specific report/pool.

UEA Admissions Maintenance - You can assign yourself to applications here.

(You may also have access to a fourth container: **Paperless Admissions for Academic Staff**).

✦ If you have issues with your login you can contact the Data and Systems Team at any time.