Agent Commission Management System
Account Activation Manual for Agents

As a registered agent of the University of Sheffield, you should have received an invitation email to create an account for our Agent Commission Management System. This system allows you to submit your list of enrolled students, track the commission status, and view the commission amounts payable to you.

Follow these steps to create your account and complete the registration process:

Step 1: Check your inbox for an Account Activation email from agentcommission@sheffield.ac.uk. The subject line of the email should be "University of Sheffield - Commission Management System - Account Activation" (see Figure 1).
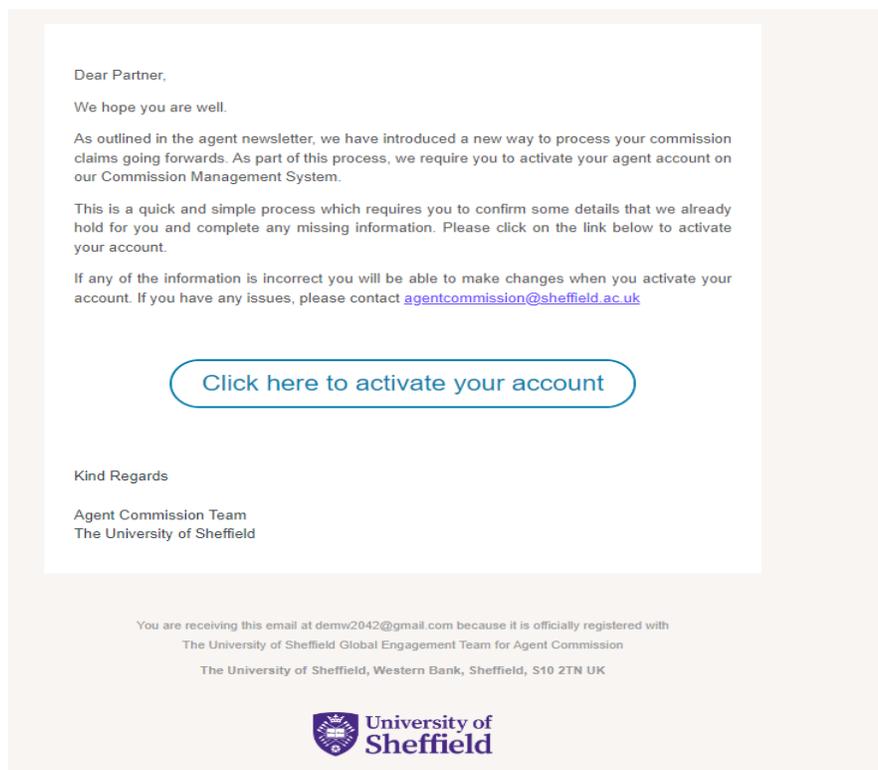

Figure 1

Step 2:

Open the email and click on the button labeled "**Click here to activate your account**." This will take you to the **Registration Page** (see Figure 2).

On this page, your email address will be pre-filled and cannot be changed. If you need to update the email address, please contact the University by emailing agentcommission@sheffield.ac.uk.

Please **Create a Password** for your account and click the **"Activate Now"** button to complete the activation process.

Please make sure to save your password, as the university does not have access to it.

You will receive a confirmation email once your account has been successfully created.

Figure 2

Step 3: After successfully activating your account, log in, and you will be redirected to a page to update your records.

You will find three tabs (see Figure 3) on this setup page: **Primary Information**, **Headquarters**, and **Key Contact Person**.

Figure 3

In the **Primary Information** tab, you will see the following details: Business name, Agent code, Commision Contact Email with the university, and Commission Contact Phone Number. All fields, except the Commission Contact Phone Number are pre-filled. If you find any incorrect information, please notify the University immediately by emailing agentcommission@sheffield.ac.uk.

If everything is correct, enter your commission contact phone number in the space provided. This should be the number where the university's international office or finance team can reach you regarding commission matters if required.

Once you have completed the Primary Information tab, proceed to the **Headquarters** tab (see Figure 4). In this section, you should enter your registered company address. The country name is pre-selected based on the information that the University holds for you. Please complete the other required fields and click next to move to the **Key Contact Person** tab.

Figure 4

In the **Key Contact Person** tab (see Figure 5), please provide the details of one key contact person for commission purposes. If you need to add multiple contacts to receive email notifications regarding your commission claim, please contact the University by emailing agentcommission@sheffield.ac.uk

Figure 5

Step 3: Once you have provided all of the necessary information, you will be taken to your dashboard (see Figure 6).
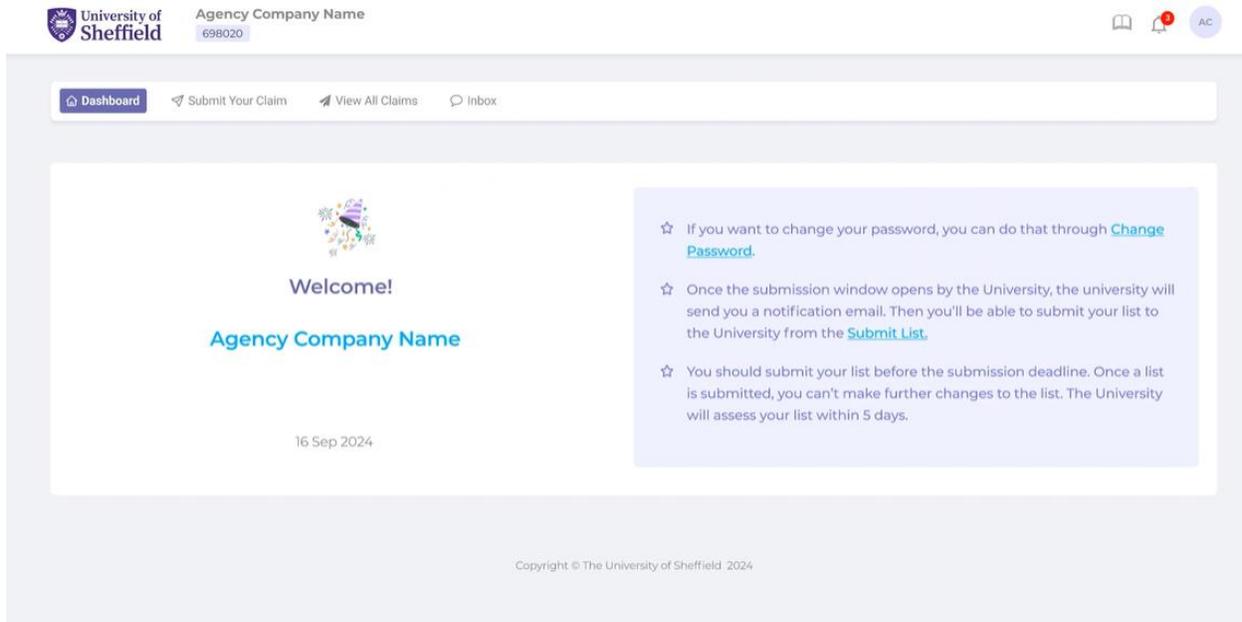

Figure 6

Making changes to your password

If you wish to change your password, you can find the "Change Password" option in the top right corner, by clicking the purple circle.
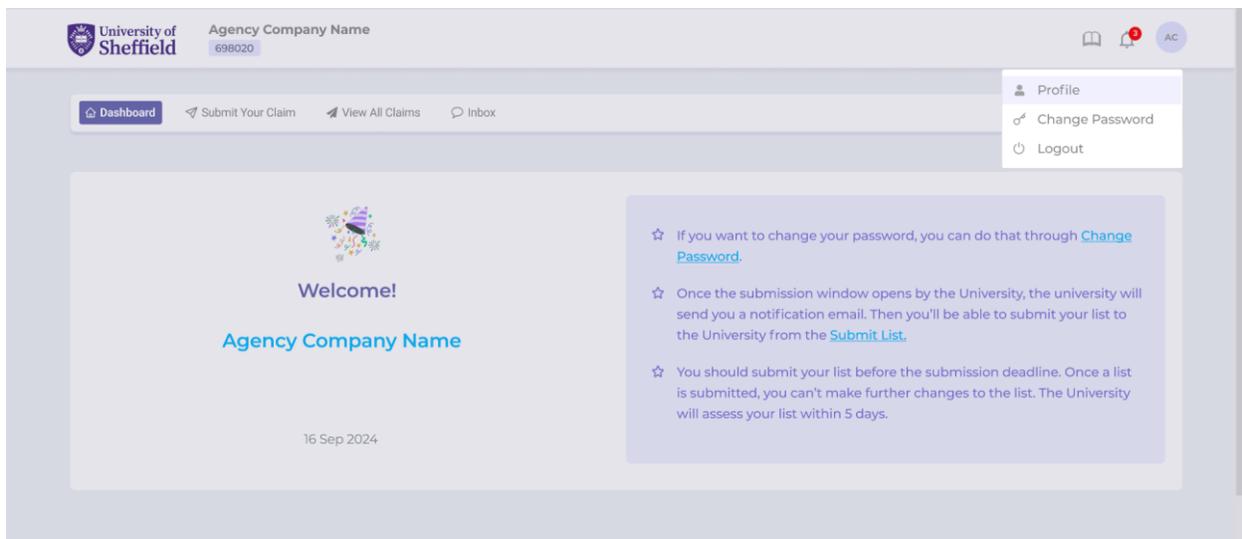

Figure 7

Updating your Profile

To amend any details within your profile, you can click on the "**Profile**" option located in the top right corner, by clicking the purple circle (See Figure 8). This will redirect you to the settings page, which includes Primary Information, Headquarters, and Key Contact Person.
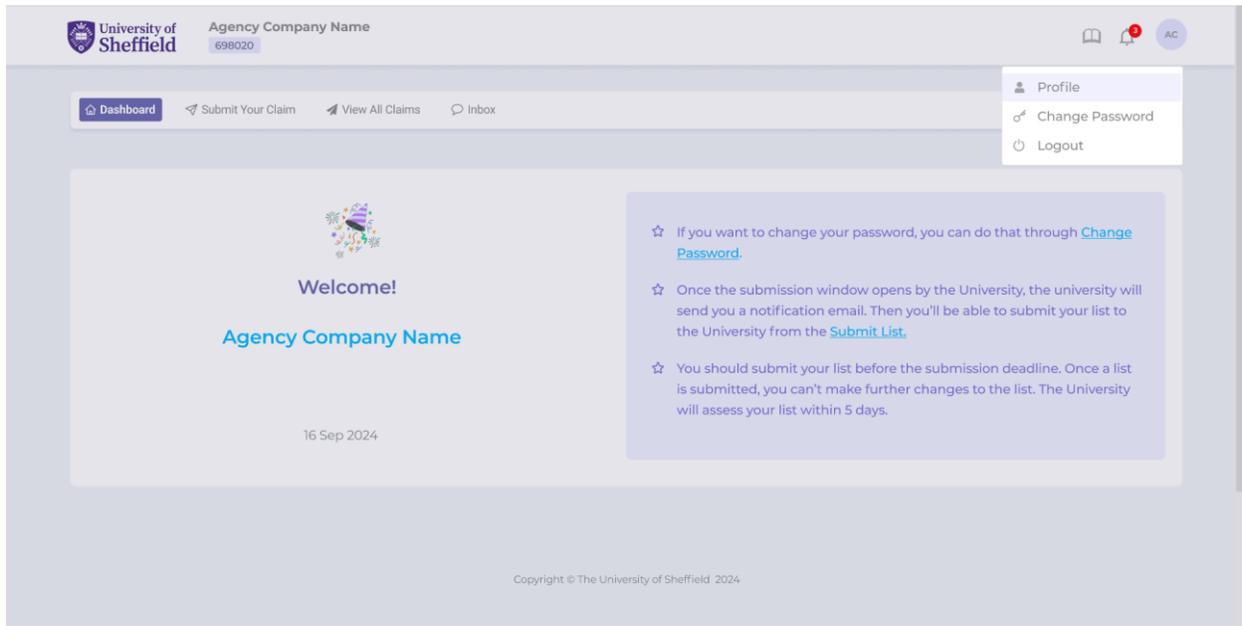

Figure 8

Company Logo: You can upload your company logo by clicking the purple circle from the top right-hand corner, and then clicking on Profile, this will display your primary information where you will see the **"Upload Logo"** option.

You can navigate to any section of your primary information to update applicable information. However, there will be some fields that you are not permitted to amend. In such cases, you should contact the University to make the necessary changes by emailing agentcommission@sheffield.ac.uk