



TAYLOR'S

TOPAS - User Guide Agent (v1.1)

16th April 2020

Revised 28th July 2021

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Activate Agent Account



**TAYLOR'S
COLLEGE**
Wisdom · Integrity · Excellence



**TAYLOR'S
UNIVERSITY**
Wisdom · Integrity · Excellence

Dear Agent One,

Thank you for your interest in becoming an agent for Taylor's.

To complete your TOPAS account registration, kindly verify your account by clicking on this link:

[Activate Account](#)

The email activation link should be valid for 48 hours from the time this email was sent.

If you need further assistance, please email us at recruitment.partner@taylors.edu.my

- Once the Account created by Agent Manager, Agent will receive an email to activate the account.
- Click "**Activate Account**"
- Once activate, Agent can login to TOPAS.

Login to TOPAS



Taylor's Online Programme Application System (TOPAS)

Hello, Agent.
Please enter your login information.

⊗ Your account has been activated successfully. ⊗
You may now login into the system.

Ⓜ Username (E-mail)

🔒 Password

Login

- Fill in your Email and your password that you've set up with that account.
- Click "**Login**"



Dashboard

[Home](#) / [Dashboard](#)

Latest Application List

[View All](#)

Programme Applied	Student	Status	Date Applied	Action
-	Nurul Zakaria	Pending Submission	-	
-	Minnie Cooper	Pending Submission	-	

Application Statistic



- User will be redirected to Dashboard once logging in to the system.
- Dashboard displays the summary of
 - Latest Application List tagged
 - Application Statistic

Profile

Agent Profile

[Home](#) / Agent Profile



Agent One
| 2020

About me

Agent Name

Agent One

Contact No.

Email (Login ID):

Agent One Email

Address Line 1

Address Line 2

Country

Postal Code

Town/City

State

Company Name

- Click on **Profile**.
- User able to view Agent Profile
- Click on **"Edit"**.

 Edit

Profile



Agent Name *:

Agent One

Contact No *:

Email (Login ID):

Agent One Email

Address *:

Address Line 1

Address Line 2

Country *:

- Pick One -

Postcode *:
Postal Code

Town/City *:

City

State *:
State

- Update the agent information.
- Drag or drop the file in the box to upload profile picture.
- Click **“Save”**.



TAYLOR'S

Application Search & Tag

Application Search & Tag

Application Search And Tag

[Home](#) / Application Search And Tag

Filter Option

Student IC / Passport Number

 Search

 Reset

Student Details

[+ Register New Student](#)

Show entries

Search:

- Click on “**Application Search & Tag**”.
- This page allow an agent to search and tag the application to the agent.
- The function available in this page:
 - Register New Student
 - Tag student and Start New Application
 - Tag student and Edit Application

Application Search & Tag – Register New Student

Filter Option

Student IC / Passport Number

 Search

 Reset

Student Details

 Register New Student

Show entries

Search:

Student Name



IC/Passport Number



Email



Action

Minnie Cooper

020812045586

Student Email

 Tag & Add

Showing 1 to 1 of 1 entries

Previous

1

Next

- Click on **Register New Student**.

Application Search & Tag – Register New Student

Register New Account for Student ×

E-Mail *

First Name * Last Name *

Password * Password Confirmation *

***i** Password must be between 8–30 characters, with at least a number, a symbol, a lowercase, and an uppercase letter.*

Create Account

- Fill in Account Registration Form.
- Click on **“Create Account”** to create new account on applicant’s behalf.
- Once registered, applicants will receive an Activation Email to activate the account.
- Once activated, Agent can start to tag the application to the agent.

Tag & Create New Application

Filter Option

Student IC / Passport Number

 Search

 Reset

Student Details

 Register New Student

Show entries

Search:

Student Name



IC/Passport Number



Email



Action

Minnie Cooper

020812045586

Student Email

 Tag & Add

Showing 1 to 1 of 1 entries

Previous

1

Next

- Agent can assist a student on creating an application through agent's portal.
- The application must be tagged to the agent in order for agent to assist applicant during application process.
- To tagged an application, Search the applicants information by IC/Passport number.
- Click **"Tag & Add"** to create a new application on behalf of the applicant.

Tag & Create New Application

✔ Tagging successful. You may continue with the application process below. ✕

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10

10%

Step 1 - Personal Details

Full Name (as per NRIC/Passport) * i	Country of Citizenship (Nationality) *
<input type="text" value="Minnie Cooper"/>	<input type="text" value="MALAYSIA"/>
Family Name/ Surname/ Last Name *	NRIC/Passport No. *
<input type="text" value="Cooper"/>	<input type="text" value="020812045586"/>
Given Name/ First Name *	Ethnicity * Marital Status *

- Once the tagging is successful, Agent can start to create new application on behalf of the student.
- Agent can only assist until Step 7(Application Information Details), Applicants need to complete the declaration and payment on their own.
- Once complete, Applicants can submit the application.

Tag & Edit an Application

Filter Option

Student IC / Passport Number

 Search

 Reset

Student Details

 Register New Student

Show entries

Search:

Student Name



IC/Passport Number



Email



Action

Nurul Zakaria

001011112334

Student Email



 Tag & Edit

- Agent can assist a student on creating an application through agent's portal.
- The application must be tagged to the agent in order for agent to assist applicant during application process.
- To tagged an application, Search the applicants information by IC/Passport number.
- Click **"Tag & Edit"** to continue an application on behalf of the applicant.

Tag & Create New Application

Application Form

✔ Tagging successful. You may continue with the application process below. ✕

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

✔

20%

Step 2 - Academic Qualifications

Name of Qualification (Pre-Requisite) ⓘ

-- Pick One --

Name of Qualification (Entry Qualification) * ⓘ

Foundation

- Once the tagging is successful, Agent can continue the application on behalf of the student.
- Agent can only assist until Step 7(Application Information Details), Applicants need to complete the declaration and payment on their own.
- Once complete, Applicants can submit the application.



TAYLOR'S

Application Management

Application Management

Application Management

Home / Application Management

Filter Option

Date From



Date To



Programme

Student Name

Search

Reset

Application List

PDF

Excel

Show 10 entries

Search:

Case ID ↑↓ Student Name ↑↓ IC/Passport No. ↑↓ Programme Applied ↑↓ Application Start Date ↑↓ Application Status ↑↓ Action

TOPAS00000077 Nurul Zakaria 001011112334

Pending Submission



TOPAS00000076 Minnie Cooper 020812045586

Pending Submission



Showing 1 to 2 of 2 entries

Previous 1 Next

- Click on **“Application Management”** tab.
- Agent able to view list of Application tagged via this page.
- Agent can revisit the draft application and continue to complete the application by clicking **“Edit”** icon under Action Column of an icon.
- Agent will be directed to the application form to continue updating the application.



TAYLOR'S

Password Reset

Reset Password - Through Settings

Settings

[Home](#) / [Settings](#)

Change Password

Change New Password

ⓘ Password must be between 8–30 characters, with at least a number, a symbol, a lowercase, and an uppercase letter.

Enter Your New Password

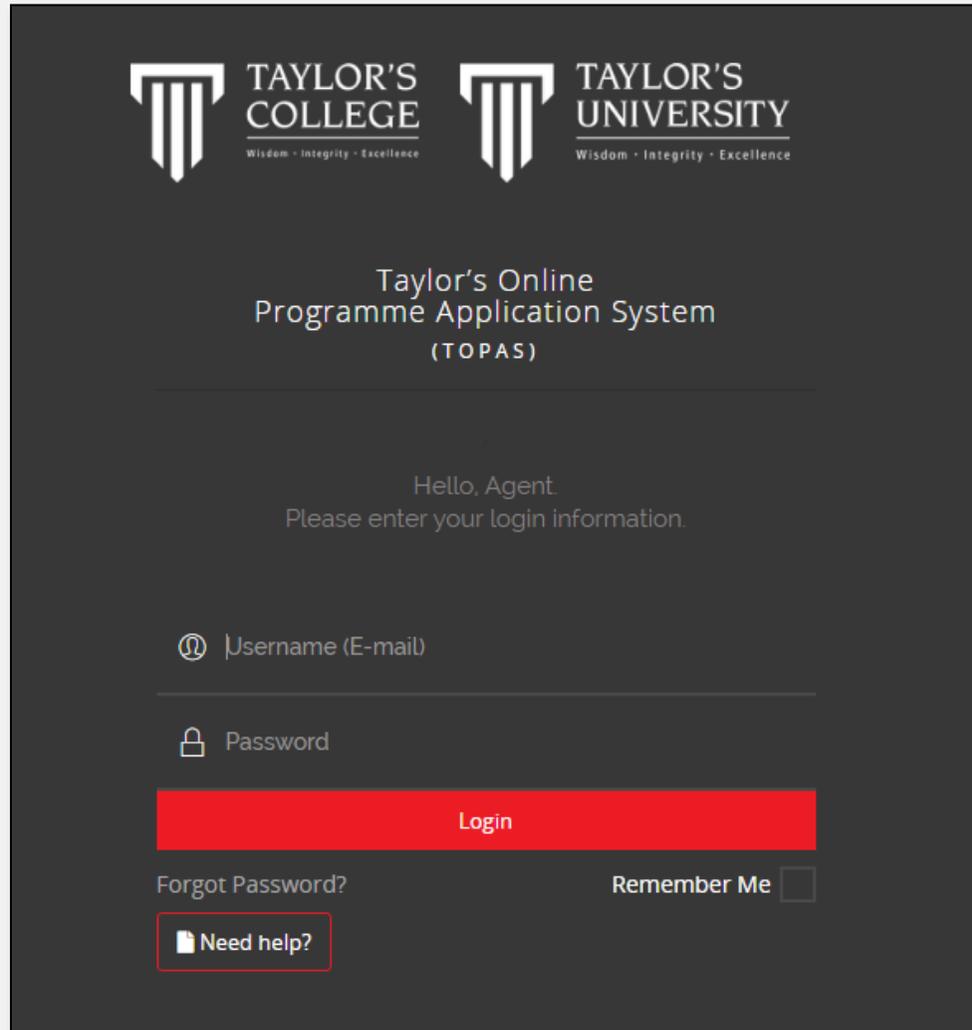
Confirm Your New Password

Update

Change Password

- Agent can change the password via settings menu and via Email.
- Click on **Settings**.
- Enter the new password and confirm the password.
- Click **“Update”** to save the changes.

Reset Password – Through Email



The screenshot shows the login page for Taylor's Online Programme Application System (TOPAS). At the top, there are logos for Taylor's College and Taylor's University, both with the tagline "Wisdom · Integrity · Excellence". The main heading is "Taylor's Online Programme Application System (TOPAS)". Below this, it says "Hello, Agent. Please enter your login information." There are two input fields: "Username (E-mail)" and "Password". A red "Login" button is positioned below the password field. At the bottom left, there is a "Forgot Password?" link, and at the bottom right, there is a "Remember Me" checkbox. A red box highlights the "Need help?" link at the bottom left.

Taylor's Online Programme Application System (TOPAS)

Hello, Agent.
Please enter your login information.

Username (E-mail)

Password

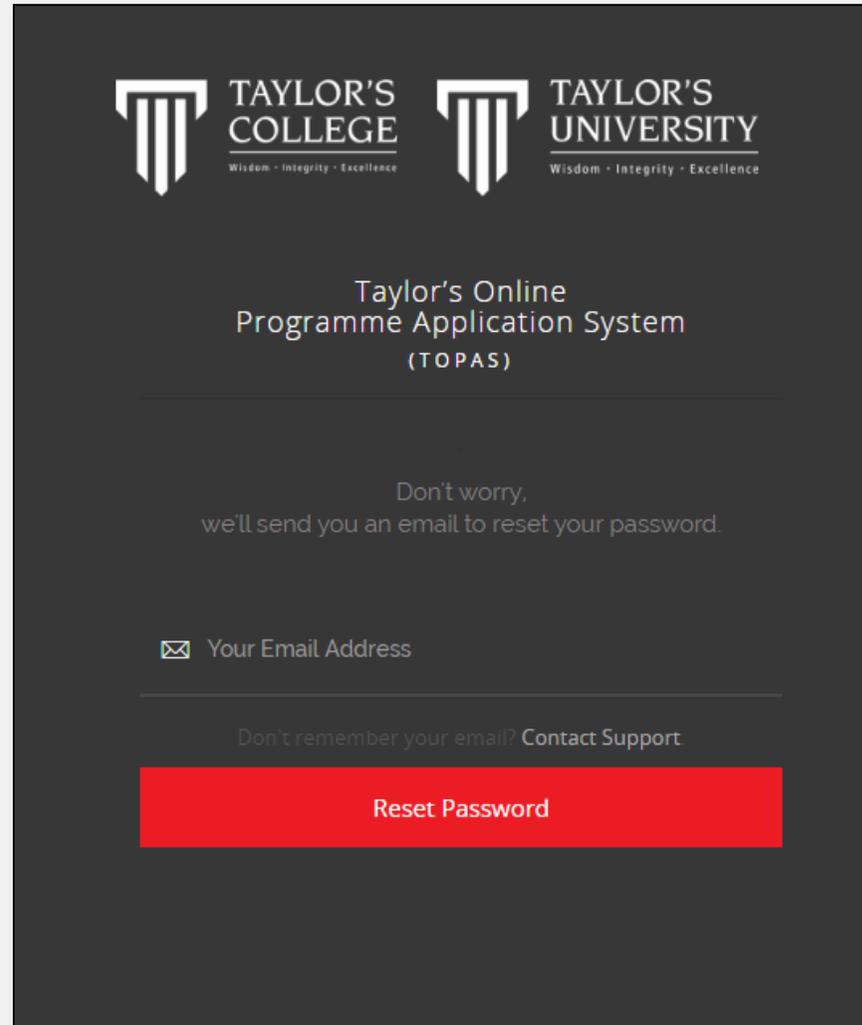
Login

Forgot Password? Remember Me

Need help?

- Agent can reset the password via email.
- Click **“Forgot Password”**.

Reset Password – Through Email



The screenshot shows a dark-themed web page for Taylor's Online Programme Application System (TOPAS). At the top, there are two logos: Taylor's College and Taylor's University, both with the tagline "Wisdom · Integrity · Excellence". The main heading is "Taylor's Online Programme Application System (TOPAS)". Below this, a message reads: "Don't worry, we'll send you an email to reset your password." There is a text input field with a mail icon and the placeholder text "Your Email Address". Below the input field, there is a link: "Don't remember your email? [Contact Support](#)". At the bottom, there is a prominent red button labeled "Reset Password".

- Enter the Email Address used as login credentials.
- Click **“Reset Password”**.

Reset Password – Through Email

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Taylor's Online Programme Application System (TOPAS)

Don't worry, we'll send you an email to reset your password.

✉ Your Email Address

Don't remember your email? [Contact Support](#)

Reset Password

 TAYLOR'S COLLEGE
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 TAYLOR'S UNIVERSITY
Wisdom · Integrity · Excellence

Taylor's Online Programme Application System (TOPAS)

Don't worry, we'll send you an email to reset your password.

We have e-mailed your password reset link!

✉ Your Email Address

Don't remember your email? [Contact Support](#)

Reset Password

- Enter the Email Address used as login credentials.
- Click **“Reset Password”**.
- Check the email for the reset password link

Reset Password – Through Email



Hello Agent One

You are receiving this email because we receive request for your account.

[Reset Password](#)

This password reset link will expire in 60 minutes

If you did not request a password reset, no further action is required.

Taylor's



Taylor's Online
Programme Application System
(TOPAS)

Now, Reset Your Account Password

✉ nurulzakaria96@yahoo.com

🔒 Password

🔒 Password Confirmation

i Password must be between 8–30 characters, with at least a number, a symbol, a lowercase, and an uppercase letter.

[Reset Password](#)

- Click **“Reset Password”** link to reset the password.
- Enter new password and confirm the password.
- Click **“Reset Password”** to reset the password
- Once complete, Agent can login to TOPAS using the new password created

- END -