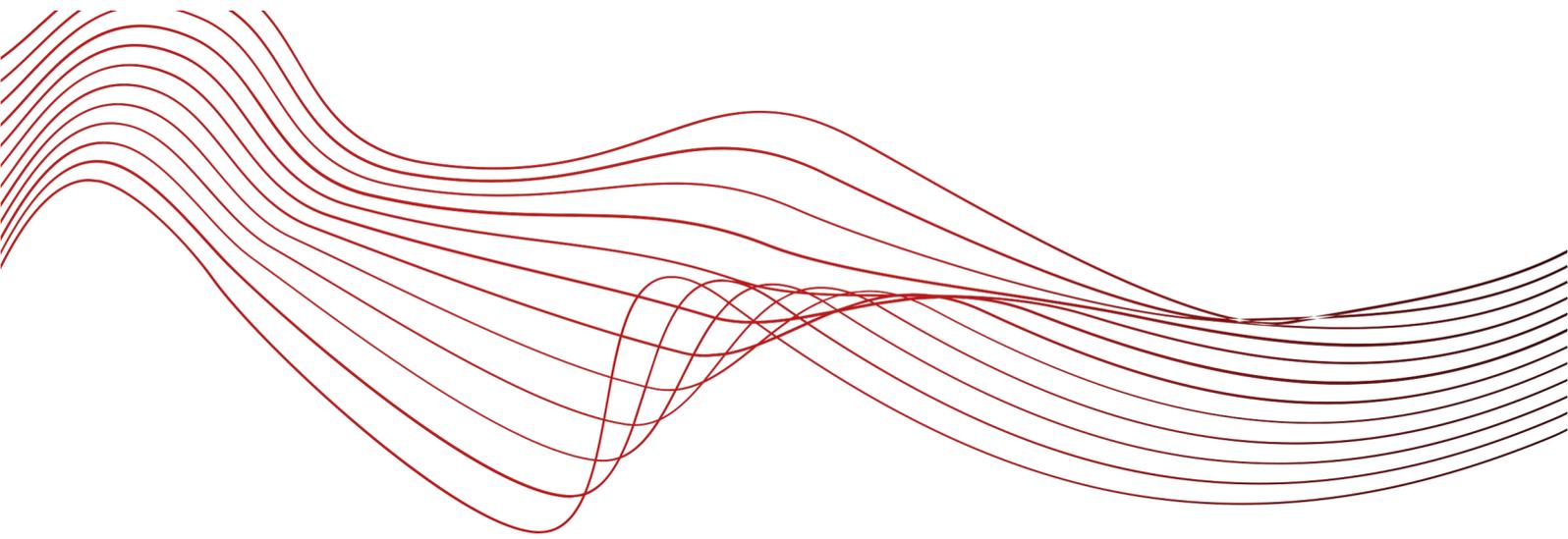
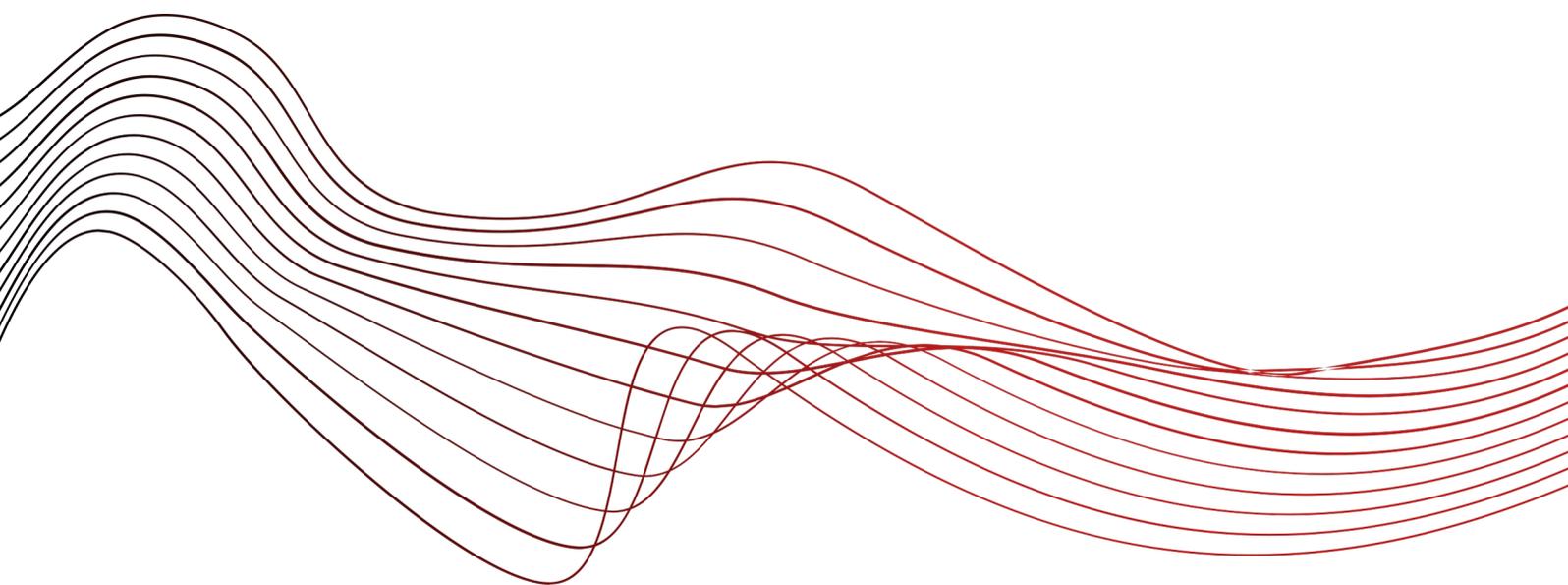


RADIUS X



Prism

User Guide – Students



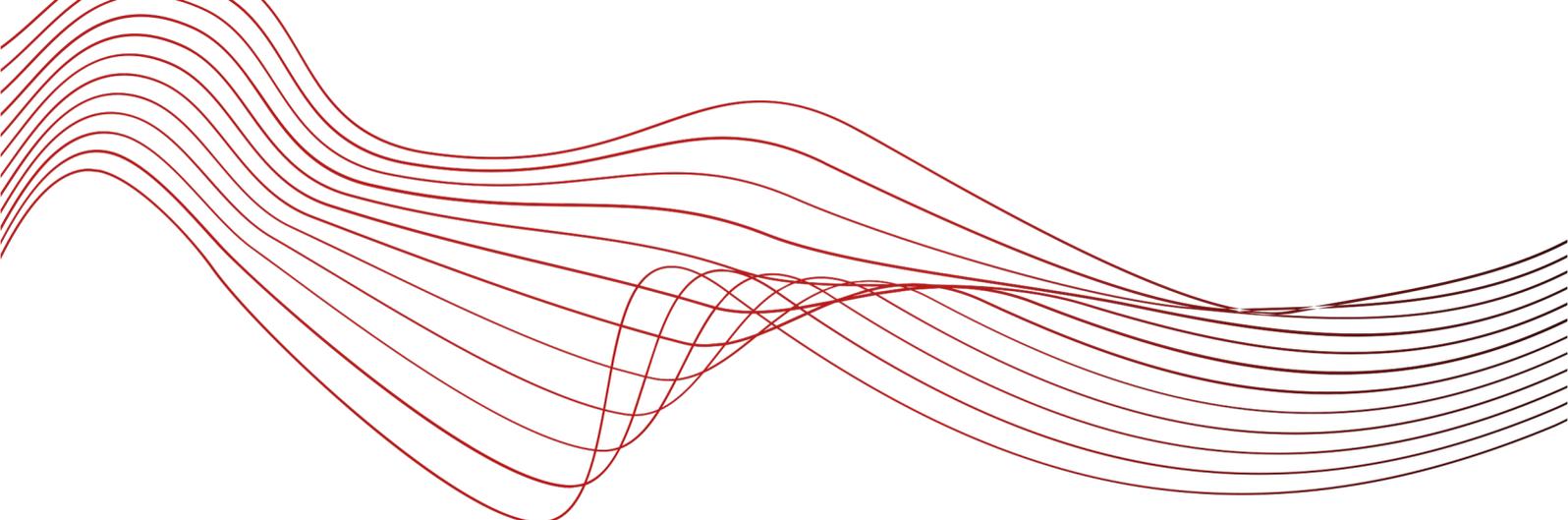


Table of Contents

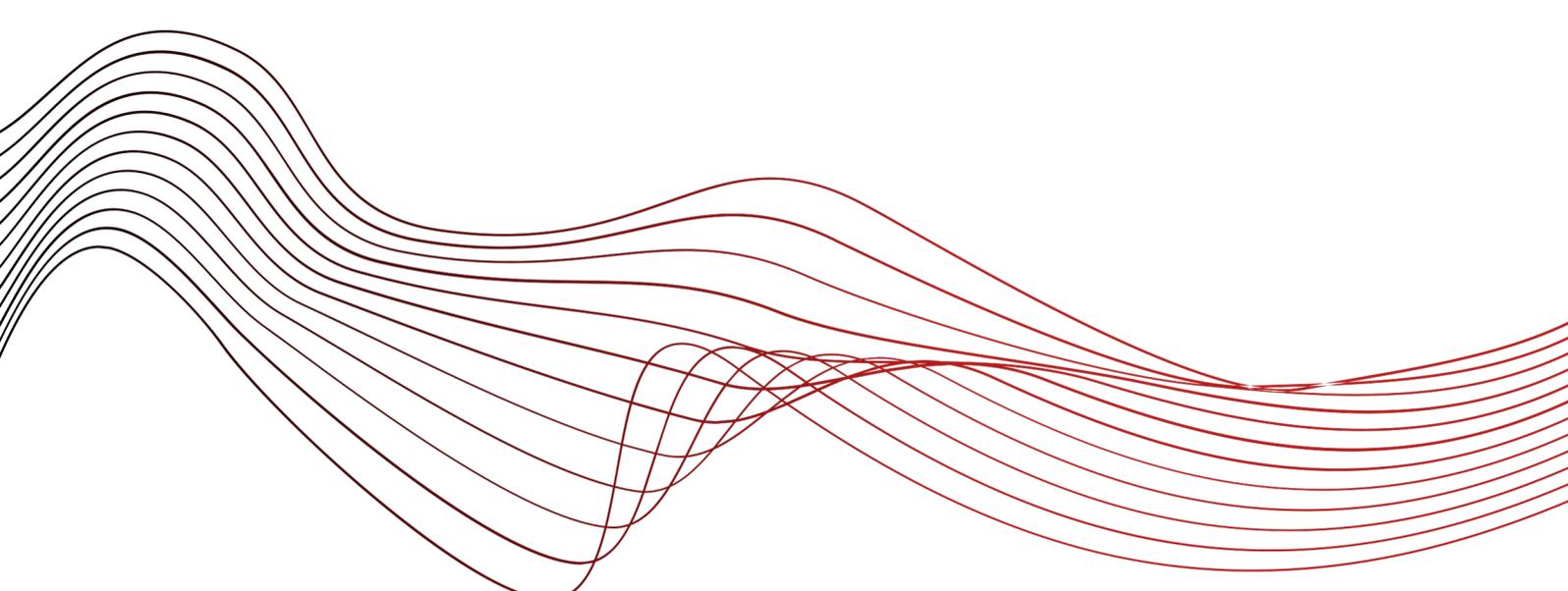
1.Introduction

- Purpose of the User Guide _____1
- Overview of Prism _____2

2.Getting Started

- Sign up _____3
- Sign in _____5
- 'Forgot your password' _____5
- Sign out _____6
- Profiles _____7

3.Overviews

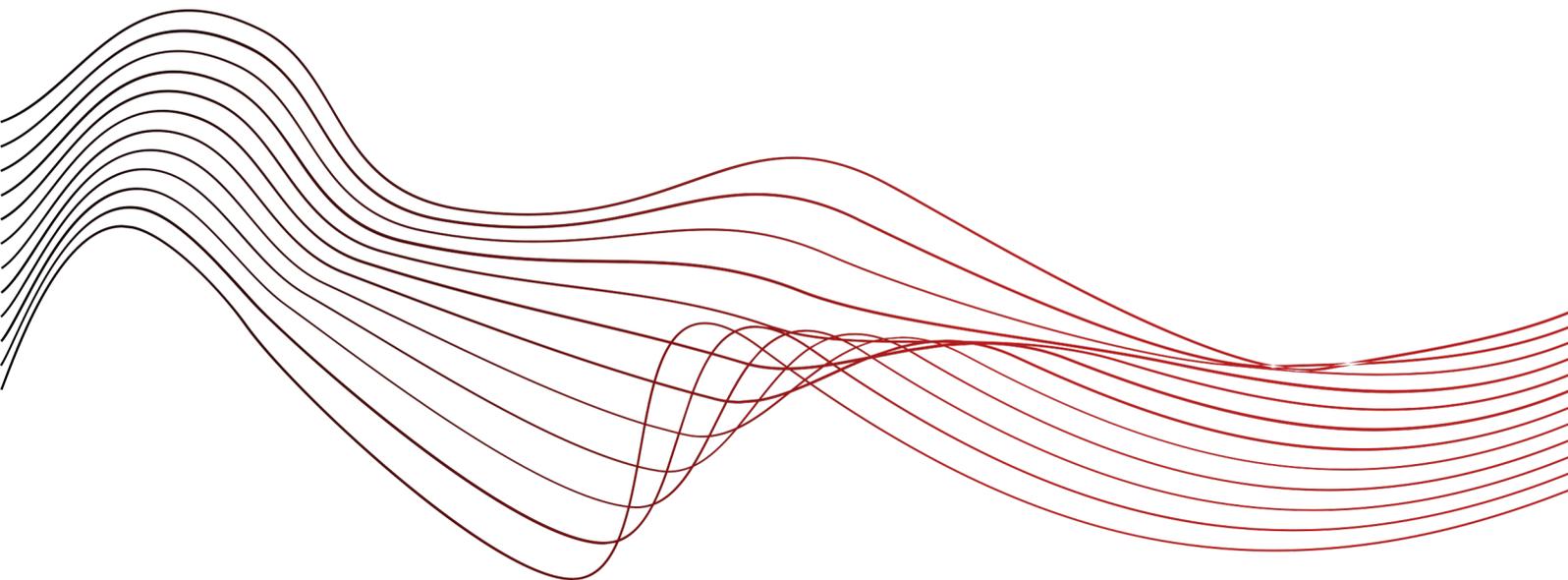
- 'Programs' overview _____9
 - How to apply _____10
 - 'My Applications' overview _____12
 - Troubleshooting and Additional Support _____13
- 

The purpose of the user guide

The purpose of the Prism user guide for students is to provide a comprehensive guide on how to leverage the platform's features and functionalities to streamline the admission process. As a SaaS-based admission automation and data analytics platform designed for Higher Education Providers, Prism offers students the following key benefits:

- 1. Upload Documents on a Single Platform:** Prism allows students to upload all necessary documents, such as transcripts, recommendation letters, and essays, on a single platform, ensuring a centralized and organized application process.
- 2. Real-Time Application Status Tracking:** Students can use Prism to check the status of their applications in real-time, whether the application has been submitted, is in progress, or has been rejected.
- 3. Secure Payment Processing:** Prism provides a secure and convenient platform for students to pay their application fees, eliminating the need for manual payment methods.

By utilizing the features and functionalities of Prism, students can enjoy a seamless and efficient admission experience, ultimately enhancing their chances of securing a spot in their desired higher education institution.



Introduction

Overview of Prism

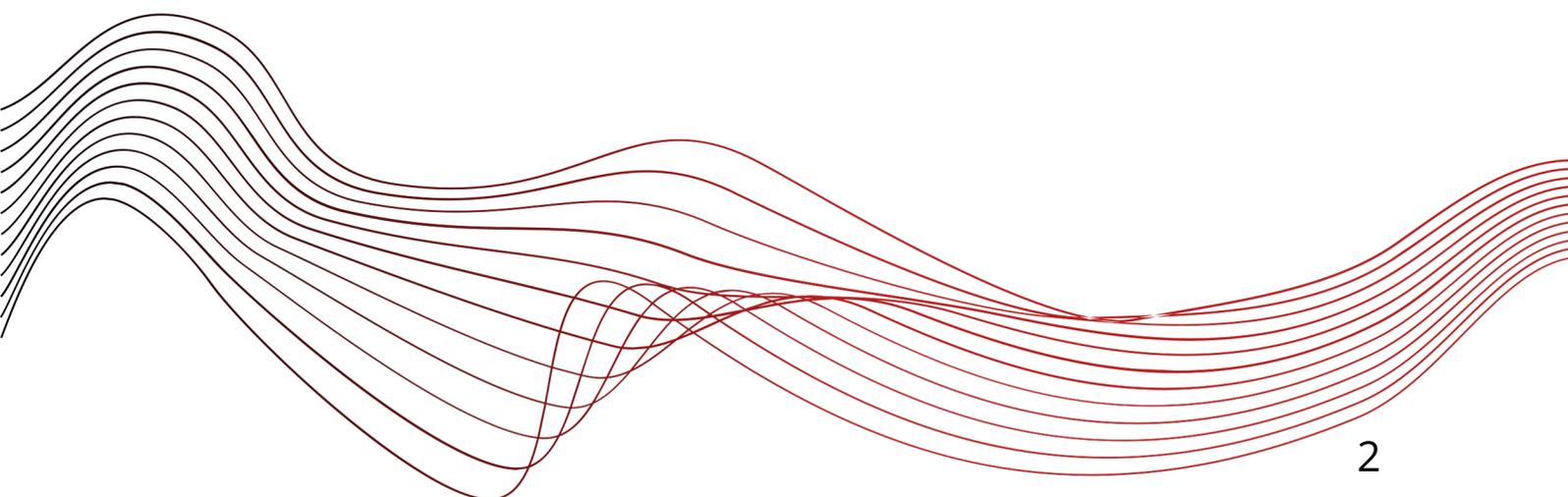
As students, navigating the admissions process can be a daunting task. From submitting applications to anxiously awaiting decisions, the journey can be both time-consuming and stressful. However, with the introduction of Prism, a SaaS-based admission automation and data analytics platform, the admissions process is about to become significantly easier and more efficient.

Prism is designed to revolutionize the way students approach admissions. Powered by cutting-edge technology, including generative AI, the platform replaces the traditional paper-based processes with a seamless digital workflow. This transformation allows students to focus on crafting the best possible application, while the intelligent system handles the repetitive, time-consuming tasks.

Through end-to-end admission automation, Prism streamlines the entire admissions process. From application intake to candidate assessment, the platform can complete these tasks and more without the need for manual human input. This not only saves students valuable time and resources but also ensures a consistent and fair evaluation of each applicant.

This user guide is designed to serve as your comprehensive reference to Prism. Within these pages, you will find detailed instructions on how to navigate the platform, leverage its various features, and optimize your admissions strategy. Whether you are new to Prism or looking to deepen your understanding, this guide will equip you with the knowledge and tools necessary to make the most of this transformative solution.

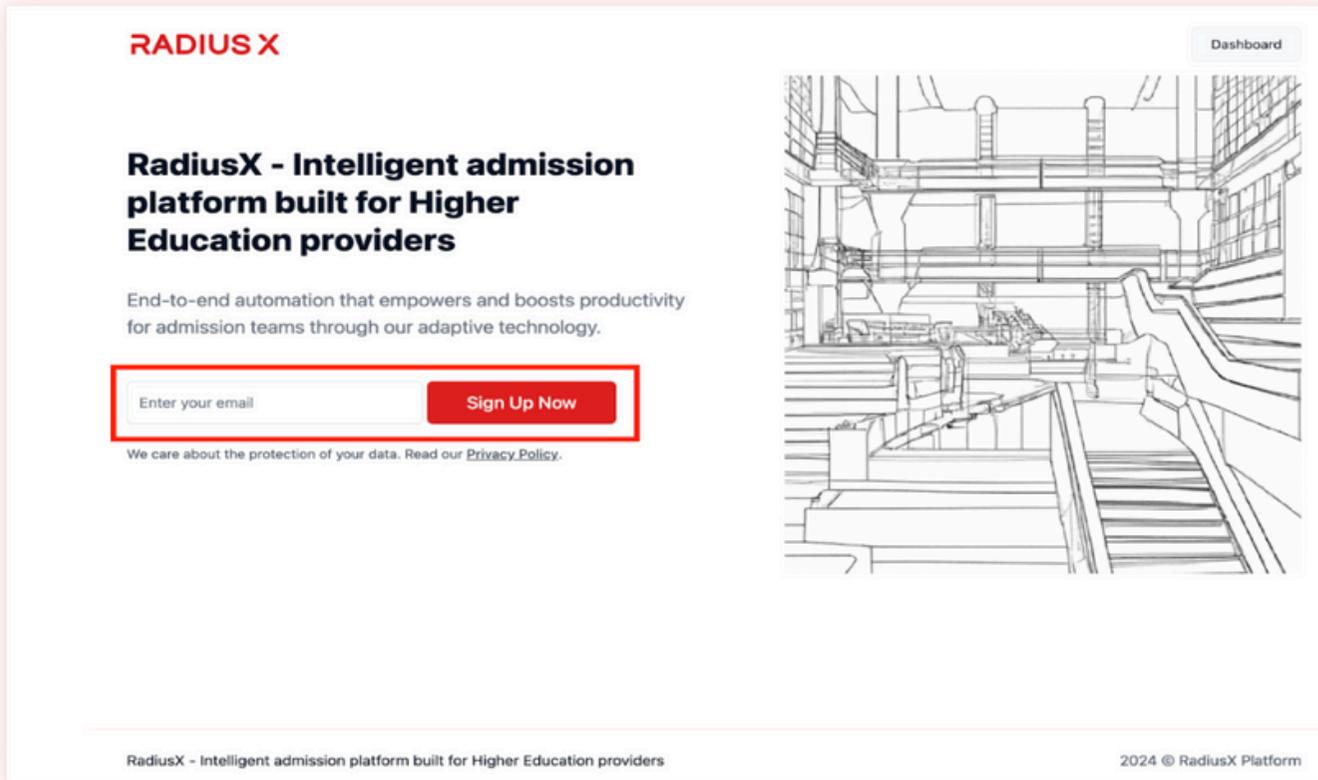
We are confident that Prism will revolutionize the way you approach admissions, making the process faster, easier, and more consistent than ever before. As you delve into this user manual, we encourage you to explore the full capabilities of our platform and discover how it can elevate your admissions journey.



Getting started

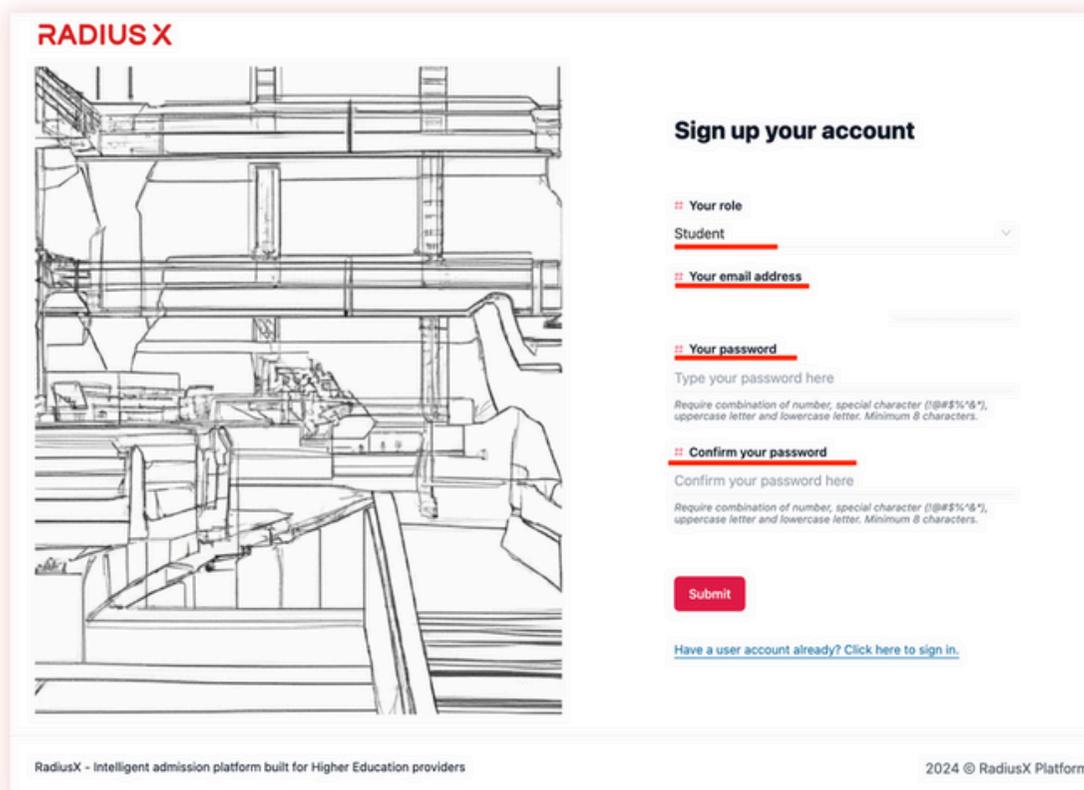
Sign up

- Enter a valid email
- Click on 'Sign up now'



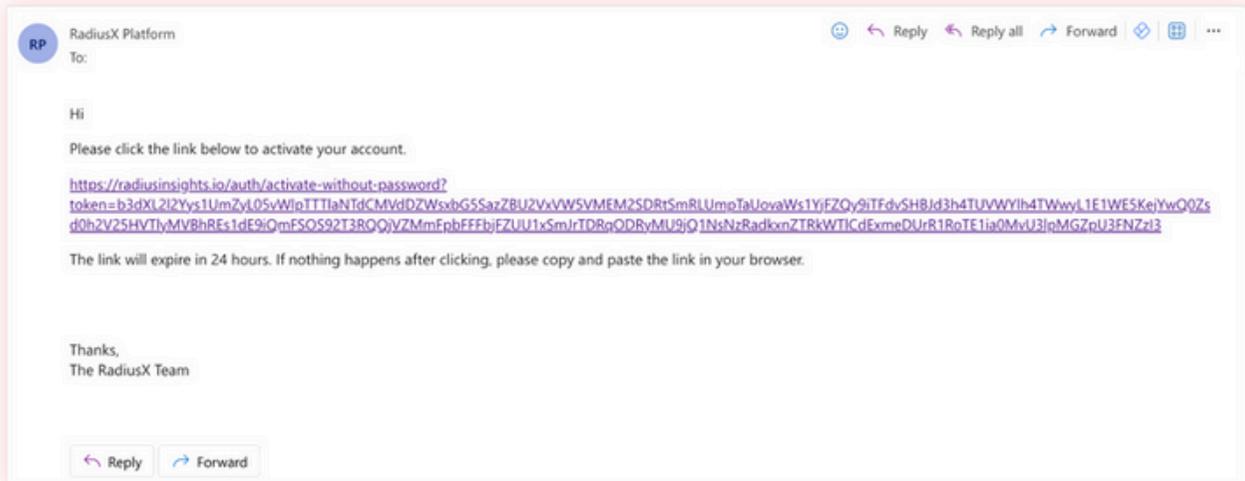
Sign up your account

- Select the role 'Institution administrator'
- Enter the email
- Enter the password (**Require combination of number, special character (!@#\$%^&*), uppercase letter and lowercase letter. Minimum 8 characters**).
- Confirm the password
- Click on 'Submit'

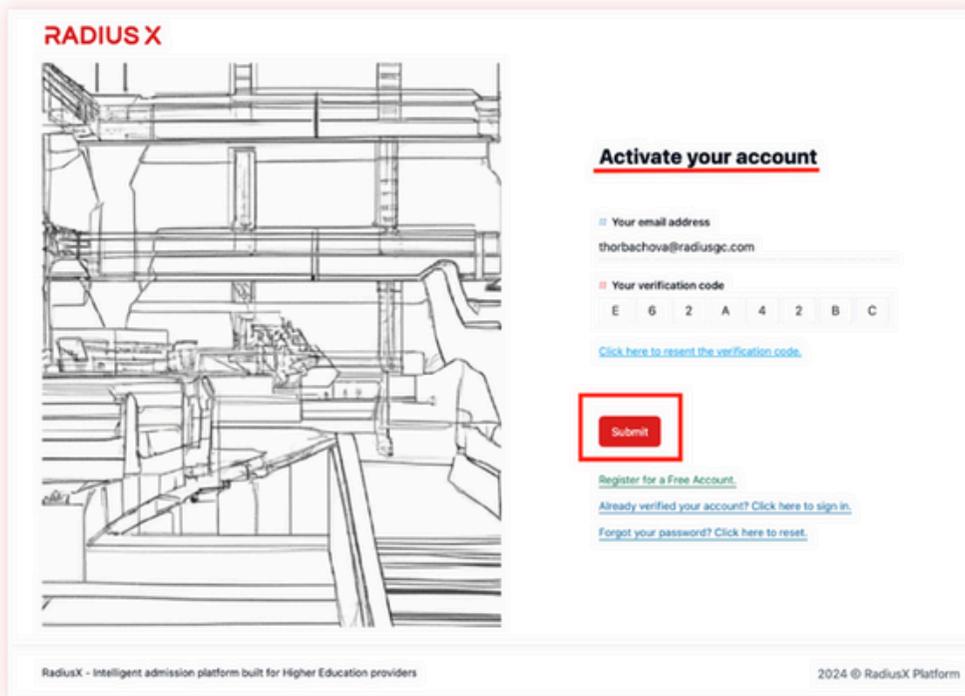


Activate the account

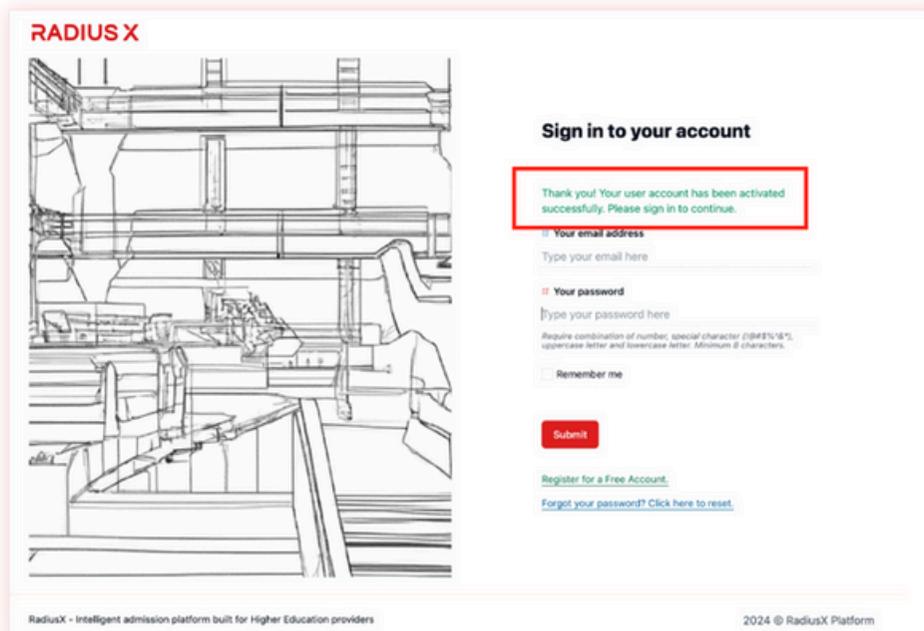
- Check email inbox
- Click the link (The link will expire in 24 hours. If nothing happens after clicking, please copy and paste the link in your browser).



- Click 'Submit'



- Now the account is all set, sign in



Sign in

- Click Have a user account already? Click here to sign in.
- Enter the email and password

RADIUS X

Sign up your account

Your role
Select your role here

Your email address
Type your email here

Your password
Type your password here
Require combination of number, special character (!@#%&'*~), uppercase letter and lowercase letter. Minimum 8 characters.

Confirm your password
Confirm your password here
Require combination of number, special character (!@#%&'*~), uppercase letter and lowercase letter. Minimum 8 characters.

Submit

[Have a user account already? Click here to sign in.](#)

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'Forgot your password'

- Click Forgot your password? Click here to reset.

RADIUS X

Sign in to your account

Your email address
Type your email here

Your password
Type your password here
Require combination of number, special character (!@#%&'*~), uppercase letter and lowercase letter. Minimum 8 characters.

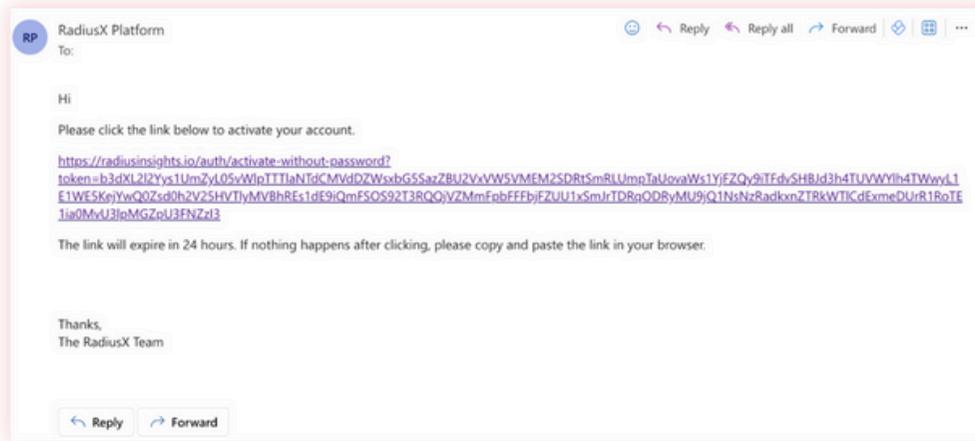
Remember me

Submit

[Register for a Free Account.](#)
[Forgot your password? Click here to reset.](#)

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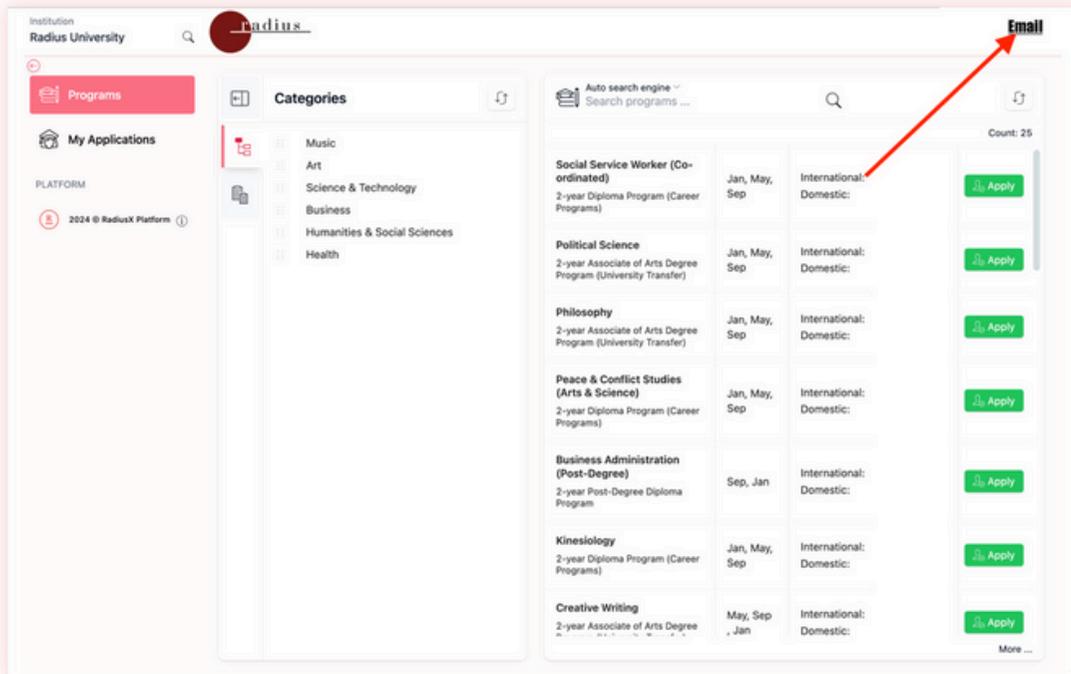
- Enter the email
- Click 'Send password reset code'
- Check the inbox
- Follow the link



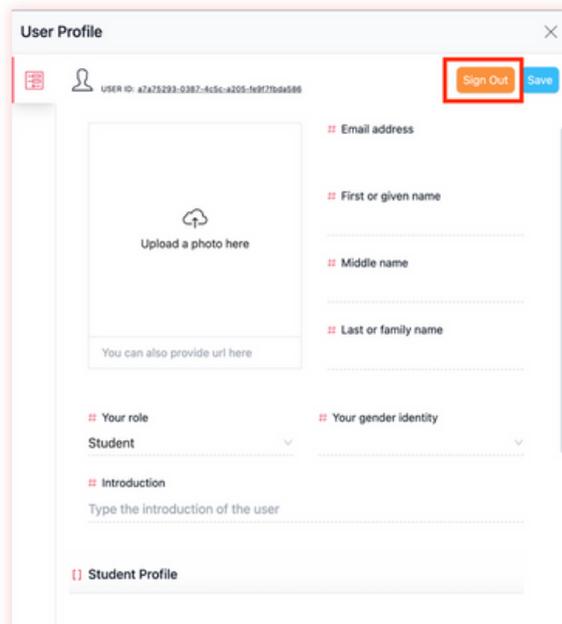
- After following the link, enter a new password, confirm it
- Click 'Submit'
- Sign in again

Sign out

- In the right corner, click the email



- Click 'Sign out'



Remember me

- To save email and password, click 'Remember me', not to enter again

RADIUS X

Sign in to your account

Your email address
Type your email here

Your password
Type your password here
Require combination of number, special character (!@#%&'*~), uppercase letter and lowercase letter. Minimum 8 characters.

Remember me

Submit

[Register for a Free Account.](#)
[Forgot your password? Click here to reset.](#)

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Profiles

User Profile

- In the right corner click Email

Institution: Radius University

Programs

My Applications

PLATFORM

2024 © RadiusX Platform

Categories

- Music
- Art
- Science & Technology
- Business
- Humanities & Social Sciences
- Health

Auto search engine

Search programs ...

Count: 25

Social Service Worker (Co-ordinated) 2-year Diploma Program (Career Programs)	Jan, May, Sep	International: Domestic:	Apply
Political Science 2-year Associate of Arts Degree Program (University Transfer)	Jan, May, Sep	International: Domestic:	Apply
Philosophy 2-year Associate of Arts Degree Program (University Transfer)	Jan, May, Sep	International: Domestic:	Apply
Peace & Conflict Studies (Arts & Science) 2-year Diploma Program (Career Programs)	Jan, May, Sep	International: Domestic:	Apply
Business Administration (Post-Degree) 2-year Post-Degree Diploma Program	Sep, Jan	International: Domestic:	Apply
Kinesiology 2-year Diploma Program (Career Programs)	Jan, May, Sep	International: Domestic:	Apply
Creative Writing 2-year Associate of Arts Degree	May, Sep, Jan	International: Domestic:	Apply

More ...

Email

- Enter 'First or given name', 'Middle name', 'Last or family name'
- Select 'Your gender identity'
- Upload a photo
- Write an introduction

Please note that the email address cannot be changed.

The screenshot shows the 'User Profile' form with the following fields and options:

- Sign Out** button (orange)
- Upload a photo here** area with a camera icon
- Email address** (text input)
- First or given name** (text input)
- Middle name** (text input)
- Last or family name** (text input)
- Your role** (dropdown menu, currently set to 'Student')
- Your gender identity** (dropdown menu)
- Introduction** (text input)

Remember to save changes

Student profile

- Select 'Citizenship'
- Type 'Age'
- Write an 'Introduction'
- Type 'Detailed Information', if necessary

The screenshot shows the 'User Profile' form with the 'Student Profile' section expanded. The fields and options are:

- Your role** (dropdown menu, currently set to 'Student')
- Your gender identity** (dropdown menu)
- Introduction** (text input)
- Student Profile** (collapsible section header)
- Citizenship** (dropdown menu)
- Age** (text input)
- Introduction** (text input)
- Detailed Information** (text input with placeholder text: 'Type the detailed info. of the user here')

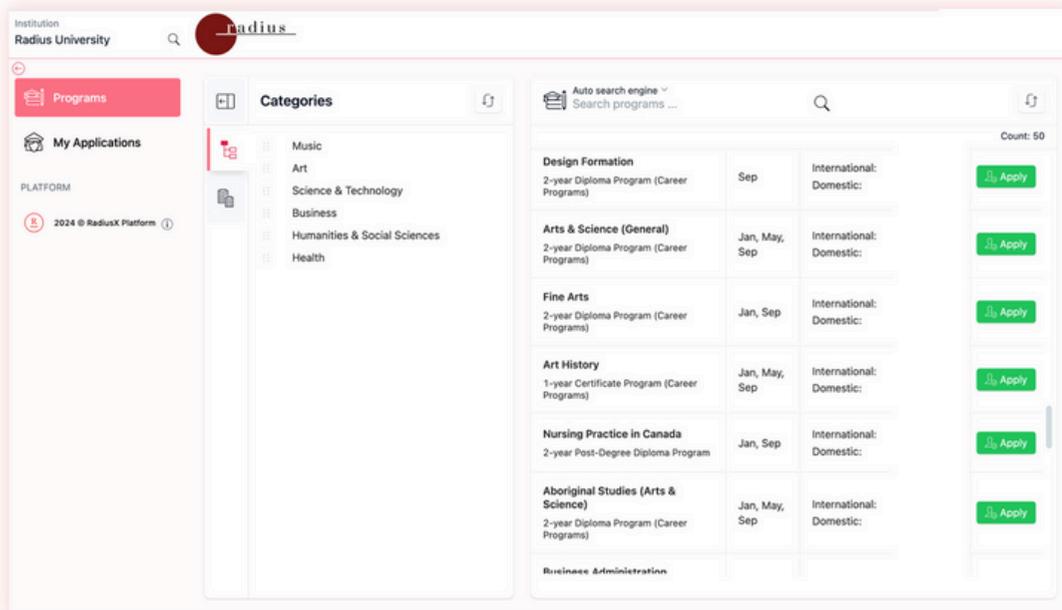
Remember to save changes

Overviews

'Programs' overview

- The Programs section enables students to explore a wide variety of academic programs and educational opportunities. Within this section, users can search for specific programs of study, browse program offerings across different universities, and access key details such as program descriptions, admission requirements, and tuition fees.
- This comprehensive program database allows students to carefully research and compare various program options that align with their academic interests and career goals.

Overall, the Programs section empowers students with the information and tools necessary to make informed decisions about their post-secondary education and seamlessly progress through the application process.



How to apply

- Click 

Introduction

- Select 'Primary program'
- The credential is selected automatically
- Click 'I have read the content above'

STEP 1: Upload Existing Application

- Please select one of the options (either 'I have the application file from Education Planner BC', upload the file or 'I do not have any application file to upload')
- Please select one of the options (either 'I am a domestic student' or 'I am an international student').

STEP 2: Upload Certificate of Examinations

- Select either 'I have a transcript to upload' and upload the file, select the country and type of the transcript or 'I will manually provide my scores in the transcript'

STEP 3: Upload English Test Report

- Select the option to either upload the test report or manually provide scores

STEP 4: Application Checklist

- Select Secondary program
- Credential of the secondary program is automatically selected
- Preferred location or campus (campus or location will have to be added first)
- Tick Year & Terms

STEP 5: Personal Information

- Fill in all necessary fields
- Upload files
- Add Authorized Representative or Emergency Contact if necessary

STEP 6: Academic Details

- Fill in all necessary fields
- Upload files

Remember: Supported format: pdf, jpeg and jpg

STEP 7: Supplemental Information

- Fill in all necessary fields (*)
- Upload letters

Remember: Supported format: pdf, jpeg and jpg

STEP 8: Declaration Form

- Type the name
- Select the date

STEP 9: Payment

Do you have an application fee waiver code?	Yes	No	
	Type your waiver code	Pay application fee	Select 'I have paid the application fee through'

Congratulation! Your application has been submitted successfully!

Remember: The application which has been submitted cannot be edited. No changes can be made once the application has been submitted. If applicants have not finished filling in all the required information, that is acceptable. They can return at any time to complete the application.

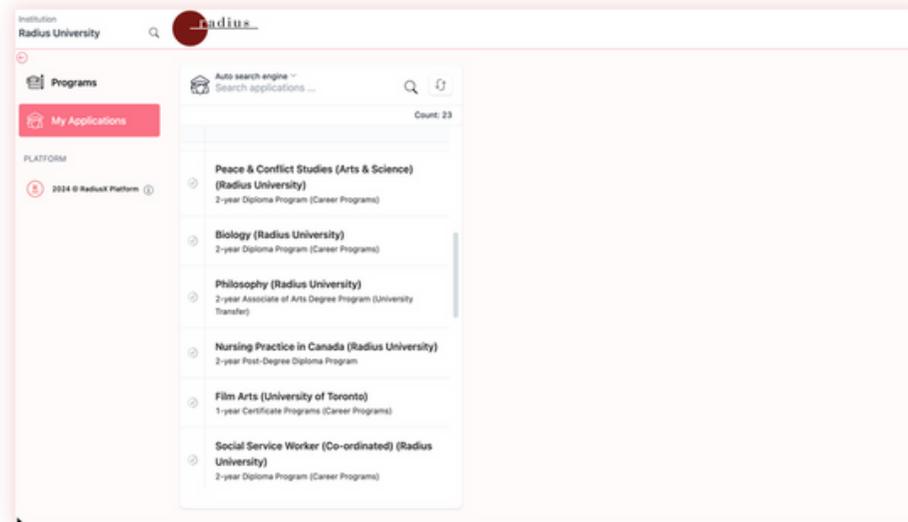
	To refresh 'Programs'
	To apply
More ...	To load more programs
	To close filter pane
	To search programs
	Categories
	Departments
	Applied

'My applications' overview

The 'My Applications' section allows students to manage their unfinished applications.

- In this section, students can:
- Make changes to applications they have not yet completed
- Check the status of their submitted applications
- Search for specific applications
- Delete applications that are no longer needed

This centralized hub gives students full visibility and control over their application process.



	To search for applications
	To refresh application list
	In Progress
	Submitted
	Admitted
	Rejected

Troubleshooting and Additional Support

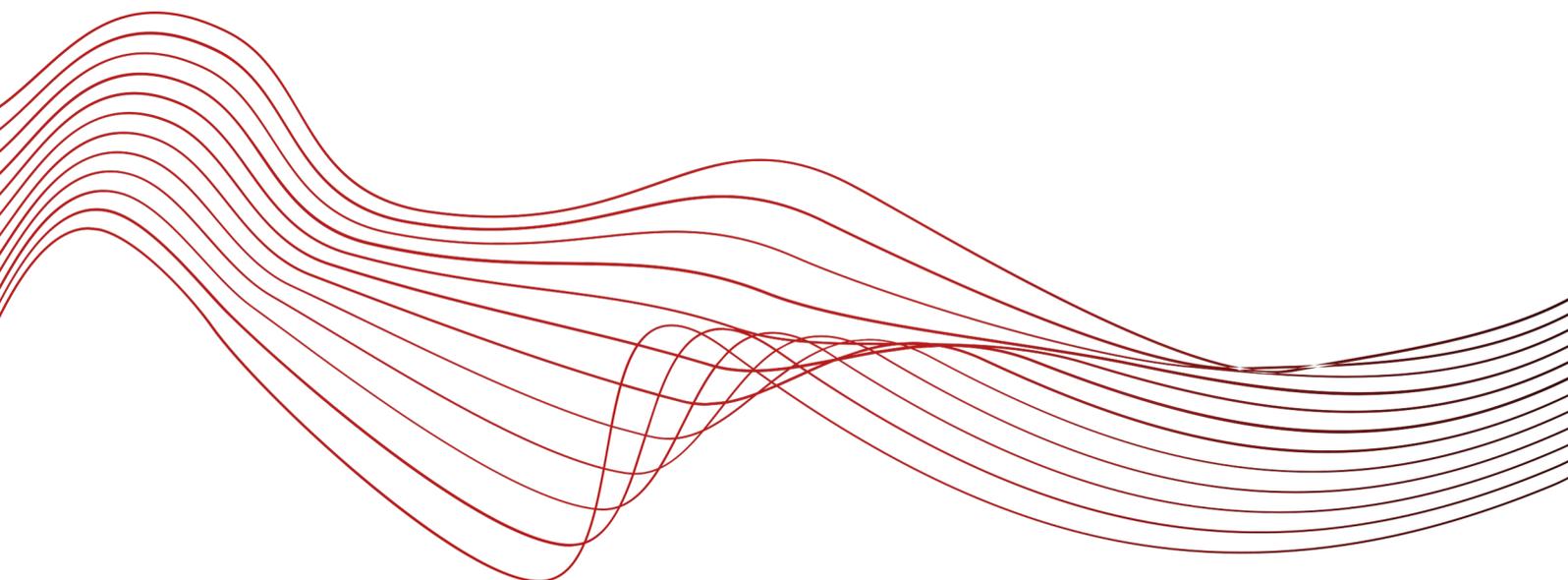
If you find it difficult to follow the pictures and instructions provided above, don't worry! We have an alternative resource to help you.

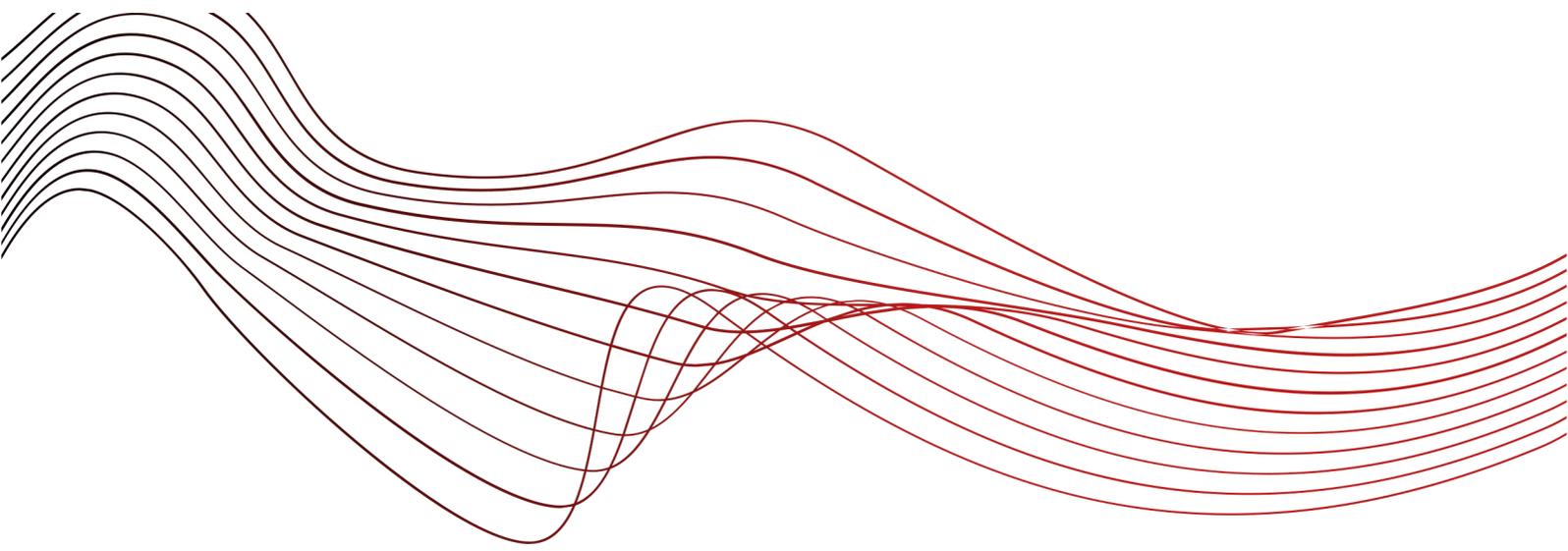
You can watch our comprehensive video tutorial, which walks you through each step of using the platform in detail.

To access the video tutorial, please follow this link: **[Watch the Video Tutorial](#)**

This video is designed to provide clear, visual guidance and is an excellent supplement to the written instructions. Whether you are a visual learner or just need a bit more clarification, the tutorial will ensure you have all the support you need to successfully navigate and use the platform.

Thank you for choosing our platform! We are here to help you every step of the way.





Thank you for using our Prism comprehensive guide.

We are confident that this platform will revolutionize the way you approach admissions, making the process faster, easier, and more consistent than ever before.

Prism is designed to be the best admission platform for students, powered by cutting-edge technology, including generative AI.

Our platform replaces traditional paper-based processes with a seamless digital workflow, allowing your admission team to focus on strategic student recruitment while our intelligent system handles the repetitive, time-consuming tasks.

Through end-to-end admission automation, Prism streamlines the entire admissions process, from application intake to candidate assessment, without the need for manual human input. This not only saves your team valuable time and resources but also ensures a consistent and fair evaluation of each applicant. We encourage you to explore the full capabilities of Prism and discover how it can elevate your institution's admissions strategy.

Thank you for choosing Prism as your admission platform, and we look forward to supporting your success.

