

## Web Portal Overview

Sign-Up  
Registration  
Dashboard  
Accounts  
User Management  
Reports  
Settings  
Miscellaneous  
Exit

### Sign-Up

Select Country from drop down: At the moment, enable only Canada in the list of drop-down countries and remaining countries can be enabled later based on their terminology and work process.

Australia

**Canada**

New Zealand

United Kingdom

United States of America

Select Type from drop down:

Candidate

Consultant

Institution

Business

Select Service from drop down:

**Candidate** to select anyone service from the radio button

**Single**

Study or Migration or Work or Business or Visa or Others

Or

**Candidate** to select from the check box for Multiple services

**Multiple**

Study

Migration

Work

Business  
Visa  
Others

**Institution** to select from the Check box

School  
College  
University

**Consultant** to select from the Check box

RCIC Consultant  
Immigration Lawyer  
Attorney

**Business** to select from the Check box

Chartered Accountant

User ID – Auto generated

Valid email address as user name

Password – To have minimum 8 Characters (Capital Letter/Small Letter/Number/Special character)

Captcha

OTP will be generated later once Messaging services are integrated.

### **Registration**

At the moment registration for anyone is free but it can be enabled once Payment gateways are integrated and configure Membership fee.

Candidate  
Consultant  
    RCIC Consultant  
    Immigration Lawyer  
    Attorney  
Institution  
    School  
    College

University  
Business  
Chartered Accountant

Institution: Generic forms can be used to avoid multiple handling. Reports can be generated based on their Type.

Consultant: Roles for RCIC consultants, Immigration Lawyer and Attorney are more or less similar. Generic forms can be used to avoid multiple handling. Reports can be generated based on their Type.

### **Candidate**

Registration form - [Scutum Admin Template \(eventdelhi.com\)](http://eventdelhi.com)  
Assessment form – Education - [Assessment for Education – Canada - Tekvantis Overseas Education and Migration \(tekvantismigration.com\)](http://tekvantismigration.com)  
CRS Calculator – Migration –

### **Institutions**

School  
[College Enrollment - Tekvantis Overseas Education and Migration \(tekvantismigration.com\)](http://tekvantismigration.com)  
[University Enrollment - Tekvantis Overseas Education and Migration \(tekvantismigration.com\)](http://tekvantismigration.com)

### **Consultants**

[RCIC Consultant Enrollment - Tekvantis Overseas Education and Migration \(tekvantismigration.com\)](http://tekvantismigration.com)  
Immigration Lawyer  
Attorney

### **Business**

[Chartered Accountant Enrollment - Tekvantis Overseas Education and Migration \(tekvantismigration.com\)](http://tekvantismigration.com)

## Super Admin Dashboard

### Profile

#### Candidate

Assessment for Education  
CRS Calculator for Immigration  
Registration form  
Enquiries for Education / Migration / Work / Business  
Reports

#### Institutions

##### School

Registration/Enrollment  
Enquiry Reports  
Status progress reports

##### College

Registration/Enrollment  
Enquiry Reports  
Status progress reports

##### University

Registration/Enrollment  
Enquiry Reports  
Status progress taken reports

#### Consultants

##### RCIC Consultant

Registration/Enrollment  
Enquiry Reports  
Case progress reports

##### Immigration Lawyer

Registration/Enrollment  
Enquiry Reports  
Case progress reports

## Attorney

Registration/Enrollment  
Enquiry Reports  
Case progress reports

## Business Corporate

### Chartered Accountant

Registration/Enrollment  
Enquiry Reports  
Progress status reports

## Accounts

Receipt  
Payment  
Reports

## User Management

Super Admin  
Admin  
Entry Level User  
Co-Ordinator  
Accountant

## Reports

Membership expiry reports  
Accounting reports  
School enquiries and Progress status reports

## Settings

Country  
Currency  
Calendar – date format

## Miscellaneous

Backup  
Restore  
Security

## Exit

## Candidate Login and Logout

Forget password

To reset new password, type registered email address .....

Click on the email link to Reset Password .....

Reset New Password.....

Confirm New Password.....

Candidate Dashboard features to be enabled based on nature of Signing-Up

Sign-Up

Registration

Dashboard

Profile

All details of registration form with personal image.

Institutions

School

College

University

Consultants

RCIC Consultant

Immigration Lawyer

Attorney

Corporate Business

Chartered Accountant

Reports

Enquiry reports such as

School

College

University

RCIC Consultant

Immigration Lawyer

Attorney

Chartered Accountant

Progress based reports

School

College

University

RCIC Consultant

Immigration Lawyer

Attorney

Chartered Accountant

Membership area

Member since DD-MM-YYYY Expired on DD-MM-YYYY

Membership Type: Single or Multiple

Services availed: Study Immigration Work Visa Business Others

Score Card – Tabular format – Progress analysis

Request History – Tabular format

Notepad

Exit

**For Study: -**

S.No.	Education Description	Status	Valid Up-To	Remarks
1	Language Test – Academic IELTS			
2	ECA Report – 3/4 years - Degree			
3	ECA Report – 1/2 years - Master			
4	Academic Documents submission			
5	Work Experience if there is any Gap			
6	SOP's preparation and submission			
7	Letter of Acceptance from the Institution			
8	Fee Payment + Source of Fund – Bank statement			
9	Apply for Student Visa			
10	Biometrics + Medical			
11	Apply under SDS or Non SDS category			
12	GCMS report request if Visa rejected			
13				
14				
15				

**For Migration: -**

S.No.	Process Description	Status	Valid Up-To	Remarks
1	Language Test – IELTS			
2	ECA Report – 3/4 years - Degree			
3	ECA Report – 1/2 years - Master			
4	Trade License registration			
5	NOC identified			
6	EOI – federal created			
7	EOI – provincial created			
8	EOI – federal and provincial update			
9	ITA (Invitation to Apply)			
10	Biometrics completed			
11	Medical completed			
12	Source of funds – Bank statement			
13	COPR (Confirmation of Permanent Residence)			
14	AOR (Acknowledgement of receipt)			
15	PPR (Passport request)			

## Consultant Login and Logout

Forget password

To reset new password, type registered email address .....

Click on the email link to Reset Password .....

Reset New Password.....

Confirm New Password.....

Consultant Dashboard

Sign-Up

Registration

Dashboard

Profile

RCIC Consultant

Immigration Lawyer

Attorney

Chartered Accountant

All details of registration form with personal image.

Reports

Enquiry reports such as

Study

Work

Migration

Visa

Others

Progress based reports

Study

Work

Migration

Visa

Others

Membership area

Member since DD-MM-YYYY Expired on DD-MM-YYYY

Membership Type: Single or Multiple

Services availed: Study Immigration Work Visa Business Others

Score Card – Tabular format – Progress analysis based on candidate enrollment and their services. Overall Tabular format and Individual Tabular format along with the remarks or

Reasons and feedback

Notepad

Exit

S.No.	Process Description - Enrollment	Total Cases	In Progress	Success	Failed
1	Express Entry				
2	PNP				
3	AIP				
4	RINP				



5	Student Visa				
6	Family Visa				
7	Spouse Visa				
8	Tourist Visa				
9	Business Visa				
10					

## Institution Login and Logout

Forget password

To reset new password, type registered email address .....

Click on the email link to Reset Password .....

Reset New Password.....

Confirm New Password.....

Candidate Dashboard features to be enabled based on nature of Signing-Up

Sign-Up

Registration

Dashboard

Profile

All details of registration form with personal image.

Institutions

School

College

University

Reports

Enquiry reports such as

Candidates based on Courses, Type, Intake, etc.

Progress based reports

Candidates based on Courses, Type, Intake, etc.

Membership area

Member since DD-MM-YYYY Expired on DD-MM-YYYY

Membership Type: Single or Multiple

Services availed: Study Immigration Work Visa Business Others

Score Card – Tabular format – Progress analysis based on candidate enrollment and their services. Overall Tabular format and Individual Tabular format along with the remarks or Reasons and feedback

Notepad

Exit

S.No.	Process Description - Request	Total	In Progress	Accepted	Rejected
1	Candidate – Diploma course				
2	Candidate – PG Diploma course				
3	Candidate – Bachelor Degree				

4	Candidate – Master Degree				
5	Doctorate				
6	Certification				
7	Others				

### **Work flow Process – Canada**

Tabular format to be generated based on the inputs provided and progress made in the candidate case.

Generation of Score card and eligibility attainment procedures and steps to follow: -

1. Language Test – IELTS - Overall Bands - Valid up-to DD-MM-YYYY.
2. ECA Report – 3/4 years degree equivalency – Valid up-to DD-MM-YYYY.
3. ECA Report – 1/2 years PG diploma or Master equivalency – Valid up-to DD-MM-YYYY.
4. Trade License - Valid up-to DD-MM-YYYY.
5. NOC – code identified.
6. EOI – federal created and Valid up-to DD-MM-YYYY.
7. EOI – provincial created and Valid up-to DD-MM-YYYY.
8. EOI – federal and provincial update during the year of validity for any change in the activities of the candidates such as Academic, Technical, Work experience, etc.
9. ITA (Invitation to Apply)
10. Biometrics
11. Medical
12. Source of funds – Bank statement
13. COPR (Confirmation of Permanent Residence)
14. AOR (Acknowledgement of receipt) Application for Permanent Residence (e-APR)
15. PPR (Passport request)
- 16.