 BRITISH COUNCIL	Grant Mobility Tool : Guidance note
Help guide ref/name:	Applicant: Applying for International School Exchanges Grant

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Account Registration

For potential applicants, please follow the steps below to register on the system if you do not already have a login.

Navigate to this web link: <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

1. Click on 'Register as new user'.

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Please log on to the system:

Email Address

Password

[Forgot Your Password?](#)

[Register As New User](#)

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2. Fill in your details. Then press OK.

Please note: that once registered, your email address will form your login username and cannot be changed.

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Your Details

Items marked * must be completed

Thank you for deciding to start a new account. We just need a few extra details before proceeding. The email address you choose should be a permanent one because this cannot be changed once you have registered.

* Email address

* Title

* Given name(s)

* Family name

* Date of birth Day Month Year

Registration Check

* Type the characters you see in this picture

KFNWPDCC

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3. On the 'Registration Complete Screen' press 'OK'. An email will be sent to the email address you supplied in step 2 so that you can set up a password.

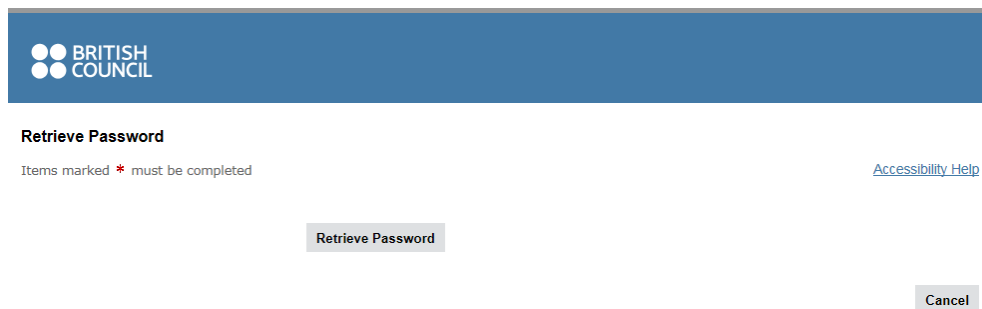


4. Check your inbox for this email. Click on the link in the email.

Please note: Do also check your junk mail or spam folders in case the mailbox has filtered them to those categories.



5. When you have opened the link, click on 'Retrieve password'.



6. A temporary password is then issued to you. Copy or make a note of the password.



Retrieve Password

Password Issued

Your new password is JLYL01Rdq4rj

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7. Open a new tab or return to the BC Applications Portal Login page ([BC Applications Portal](#))

- Email address - Insert the email address you provided earlier
- Password – Copy and paste the temporary password provided to you, being careful to not include additional spaces
- Click Log On.



[Accessibility Help](#)

Please log on to the system:

Email Address

Password

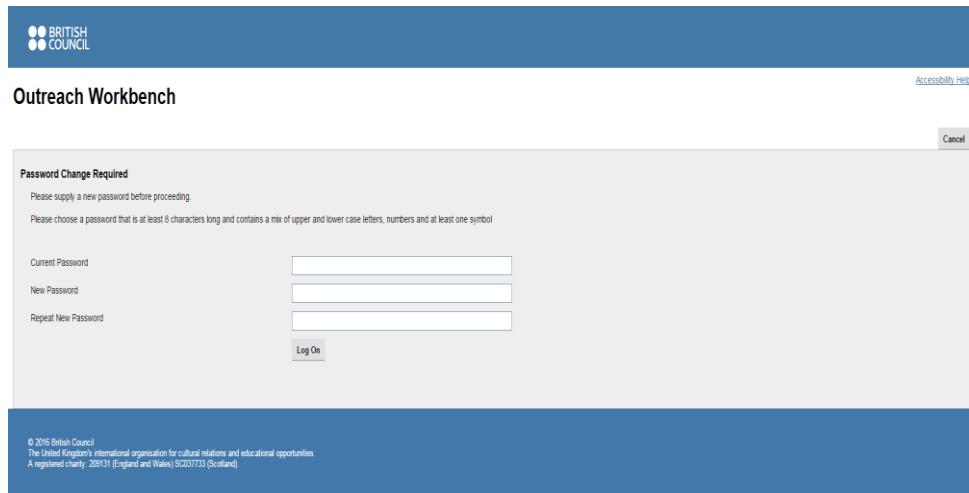
[Forgotten Your Password?](#)

[Register As New User](#)

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8. The below screen will appear to prompt you to immediately change the temporary password to a preferred password of your choice.

- Paste the given temporary password into the “current password” field
- Type a new password into the “new password” and “repeat new password” fields
- Click Log On.



The screenshot shows the British Council Outreach Workbench interface. At the top left is the British Council logo. The page title is "Outreach Workbench" with an "Accessibility Help" link on the right. A "Cancel" button is in the top right corner of the form area. The main content is a "Password Change Required" dialog box with the following text: "Please supply a new password before proceeding." and "Please choose a password that is at least 8 characters long and contains a mix of upper and lower case letters, numbers and at least one symbol". Below this are three input fields labeled "Current Password", "New Password", and "Repeat New Password". A "Log On" button is positioned below the "Repeat New Password" field. At the bottom of the page, there is a footer with copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity - 208131 (England and Wales) SC037733 (Scotland)".

9. Now you have logged on to the British Council Applications Portal.

Applicant Dashboard

Once logged into the system you will be presented with the dashboard area which is made up of five tabs which are described below:

New Tab - All programmes which are currently open for applications will be displayed with a description or more details on the right side of the page:

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[Chamali Sam Details](#) | [Accessibility Help](#)

British Council Applications Portal

New Saved My Projects In Tray Search Logout

Apply for an International Skills Partnership Grant	International Skills Partnership Grant Application 2016. If you wish to apply for an ISP Grant application, please complete and submit this application by 10th June 2016.
Apply for a SPHEIR programme partnership	SPHEIR programme partnership Grant application 2016. If you wish to apply for a SPHEIR Grant application, please complete and submit this form by 26 July. <NOTE - this text can be updated and set on the LIVE server to any text of your choice>
Inform us of a name change	If your name or title has changed please use this link to update your details. NOTE: This will update your details with British Council, however will not update any applications in progress. If your application is successful, British Council will use your updated details moving forwards.
Apply to be an English Language Assistant	*Expired - for testing only* Language Assistants Application 2016 / 2017. If you wish to apply for the Language Assistants programme for placements in 2016/17, please complete and submit this application by 17 January 2016.

Saved Tab – Applications can be saved before submission and will be listed in here.

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British Council Applications Portal

New Saved My Projects In Tray Search Logout

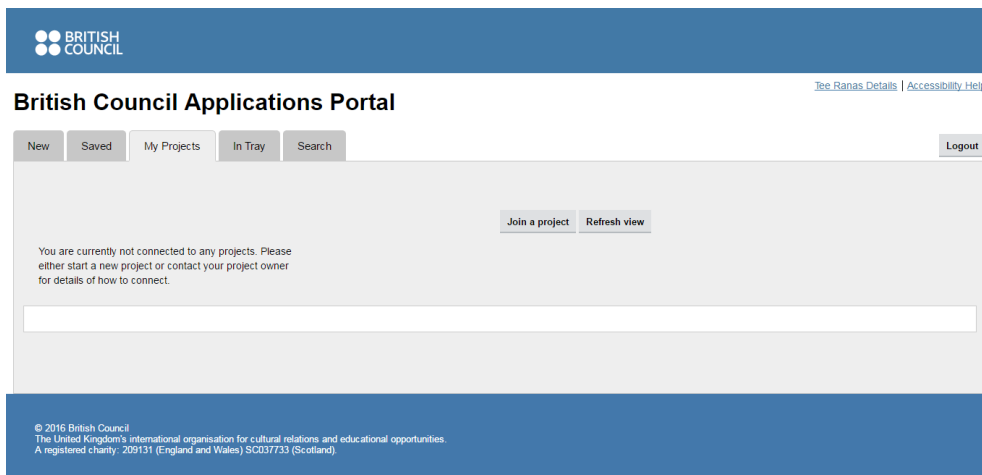
Refresh View Records per page 20

No Records! Page 1 << Previous Next >>

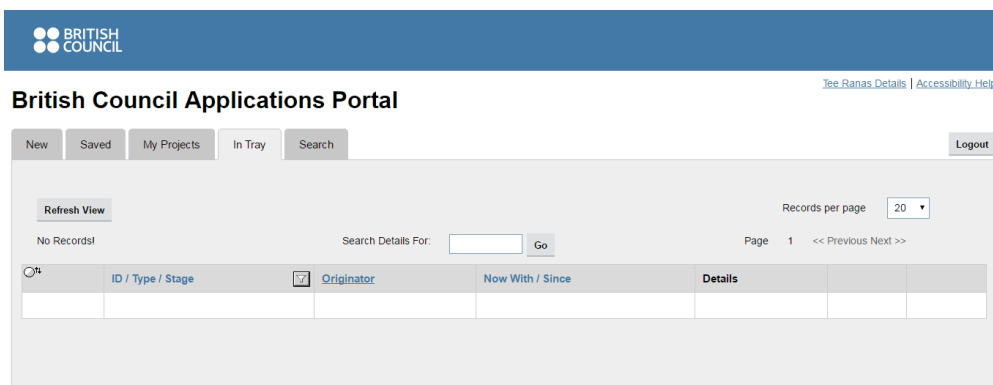
ID / Type	Started	Last Viewed	Details

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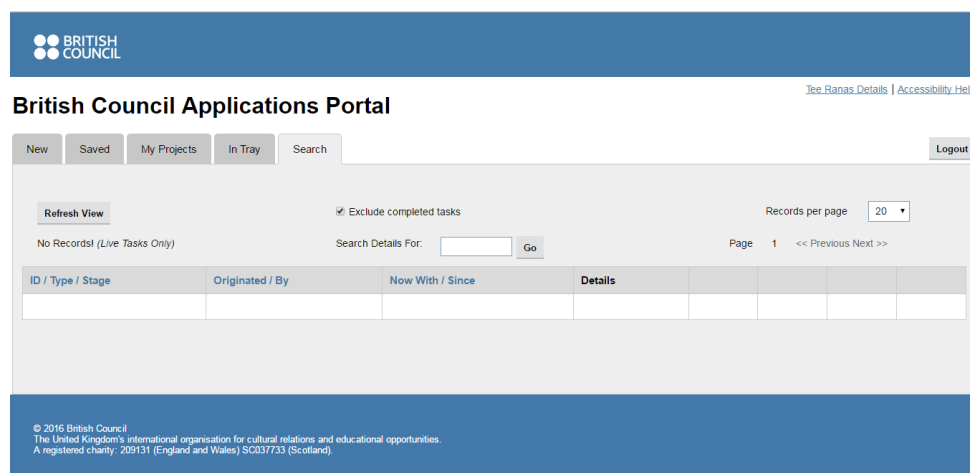
My Projects Tab – Depending on the programme you are applying to sometimes a joint application can be made. If you have been sent a ‘Project Code’ by a colleague, click on the ‘Join a Project’ button and enter the code.



In Tray Tab – If you have been asked to make amendments to an application, the application will appear in this tab.



Search Tab- Allows you to view all your submitted applications.



Starting an application – being updated, coming soon

Submitting your final report – being updated, coming soon