 BRITISH COUNCIL	Grant Mobility Tool (GMT): Guidance note
Help guide ref/name:	Applicant guide

Contents

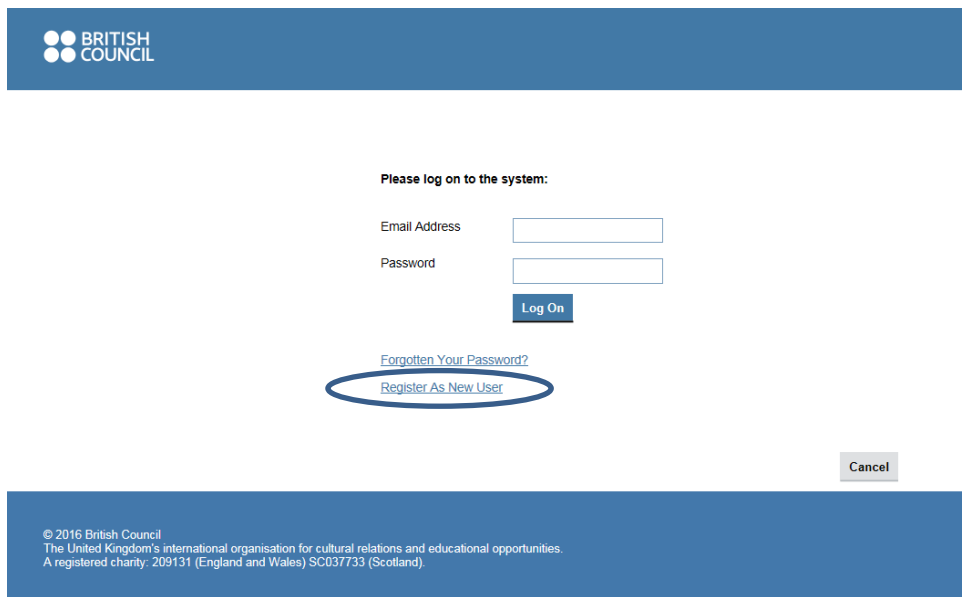
Account Registration	2
Applicant Dashboard.....	6
Inform us of name change	9
Inform us of a change of contact details.....	11
Change your password	14
Forgot your password	16

Account Registration

Please follow the steps below to register on the system if you do not already have a login. Once registered you will be able to apply for programmes through British Council.

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

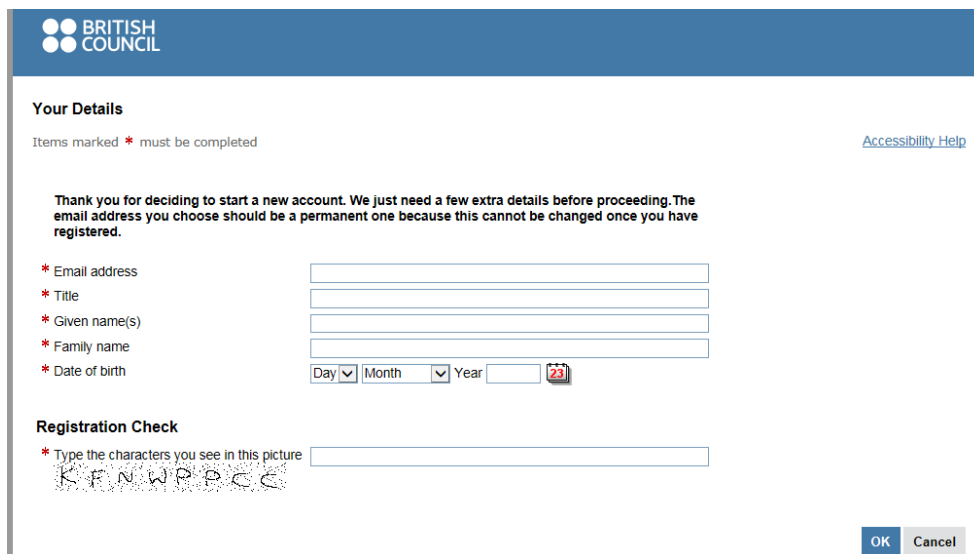
1. Click on 'Register as new user'.



The screenshot shows the top of the British Council website with the logo. Below the header, there is a section titled "Please log on to the system:" containing two input fields for "Email Address" and "Password", and a "Log On" button. Below these fields are two links: "Forgotten Your Password?" and "Register As New User". The "Register As New User" link is circled in blue. At the bottom right of the page is a "Cancel" button. A footer contains copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity: 209131 (England and Wales) SC037733 (Scotland)." The "Register As New User" link is circled in blue.

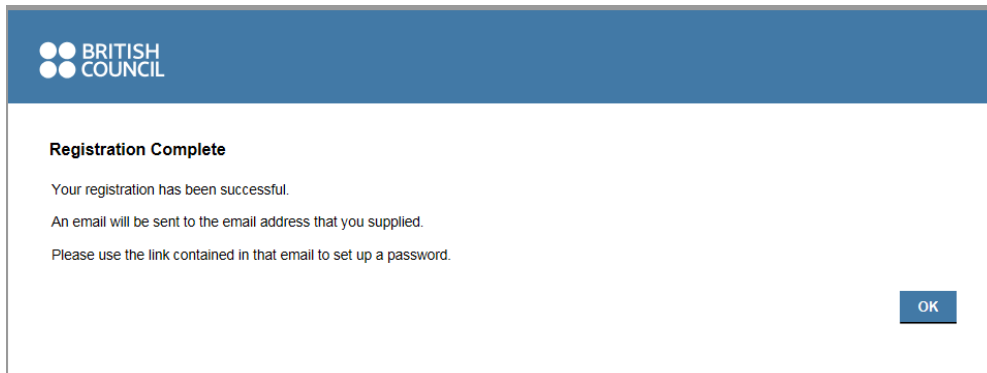
2. Fill in your details. Then press OK.

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



The screenshot shows the "Your Details" registration form. It includes a header with the British Council logo and the text "Your Details". Below the header, there is a note: "Items marked * must be completed" and a link for "Accessibility Help". A message states: "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." The form fields are: "* Email address", "* Title", "* Given name(s)", "* Family name", and "* Date of birth" (with dropdowns for Day, Month, and Year, and a calendar icon). Below the form is a "Registration Check" section with a CAPTCHA: "* Type the characters you see in this picture" and a box containing the characters "KFNWPPCC". At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is highlighted in blue.

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.

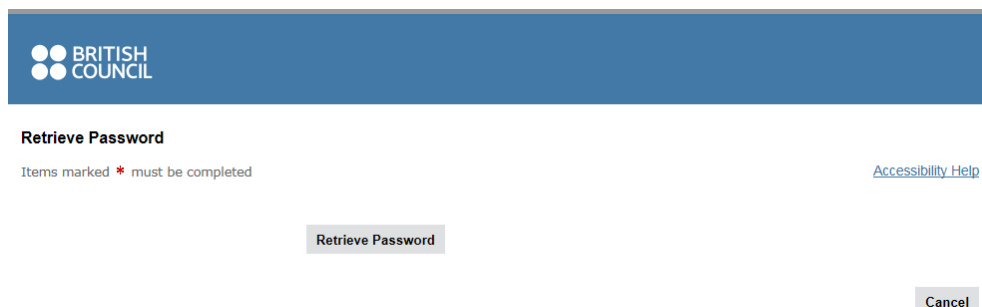


4. Check your inbox for this email. Click on the link in the email.

Please note: 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.



BRITISH COUNCIL

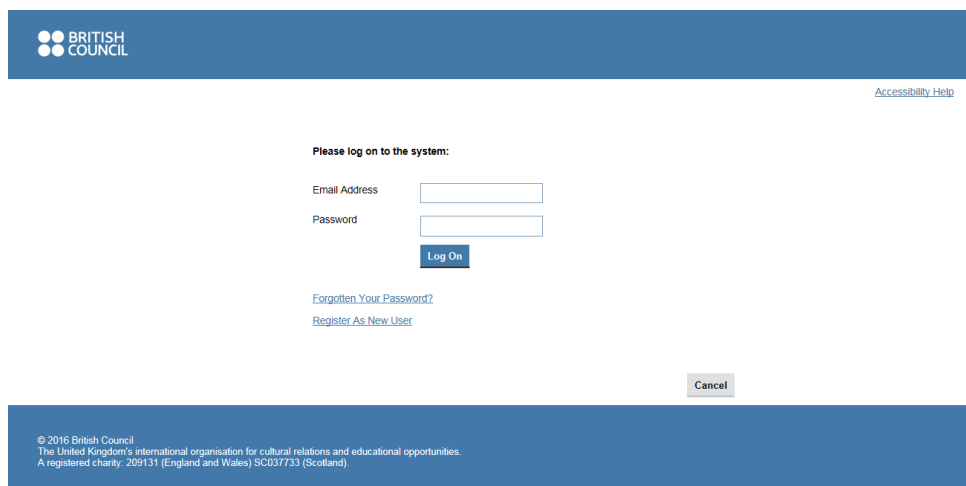
Retrieve Password

Password Issued

Your new password is JLYL01Rdq4r]

© 2016 British Council
The United Kingdom's international organisation for cultural relations and educational opportunities.
A registered charity: 209131 (England and Wales) SC037733 (Scotland).

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.



BRITISH COUNCIL

[Accessibility Help](#)

Please log on to the system:

Email Address

Password

Log On

[Forgotten Your Password?](#)

[Register As New User](#)

Cancel

© 2016 British Council
The United Kingdom's international organisation for cultural relations and educational opportunities.
A registered charity: 209131 (England and Wales) SC037733 (Scotland).

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.

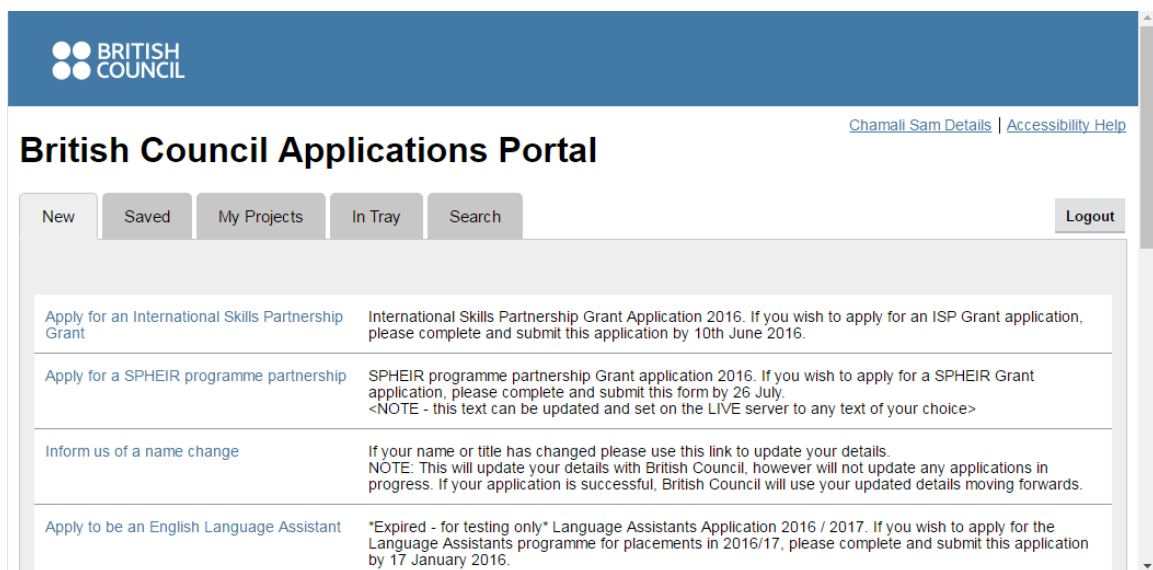
The screenshot shows the British Council Outreach Workbench interface. At the top left is the British Council logo. The page title is "Outreach Workbench" with an "Accessibility Help" link on the right. A "Cancel" button is in the top right corner of the form area. The main form is titled "Password Change Required" and contains 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". There are three input fields labeled "Current Password", "New Password", and "Repeat New Password". A "Log On" button is located below the input fields. At the bottom of the page, there is a copyright notice: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity, 209131 (England and Wales) SC037733 (Scotland)."

9. Now you have logged in 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 on the right side of the page. Simply click on the programme you wish to apply for and the application form will open.

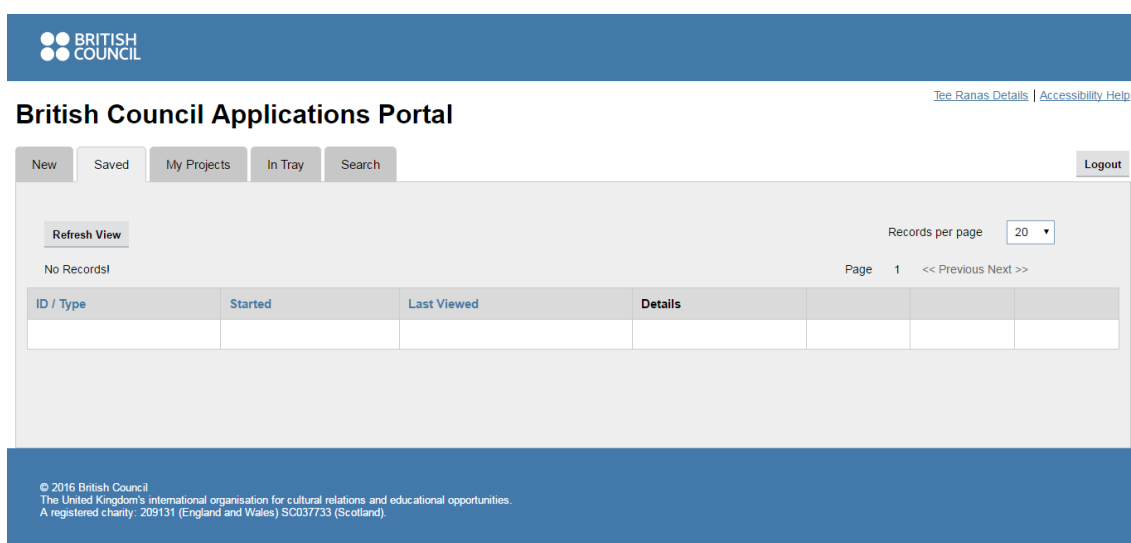


British Council Applications Portal [Chamali Sam Details](#) | [Accessibility Help](#)

[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 for you to re-open and continue with the application.



British Council Applications Portal [Tej Ranas Details](#) | [Accessibility Help](#)

[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
No Records!			

© 2016 British Council
The United Kingdom's international organisation for cultural relations and educational opportunities.
A registered charity: 209131 (England and Wales) SC037733 (Scotland).

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. Please note this feature does not apply for all programmes. (Please note this tab is not applicable for International School Awards)

BRITISH COUNCIL

British Council Applications Portal [See Ranas Details](#) | [Accessibility Help](#)

New Saved My Projects In Tray Search Logout

Join a project Refresh view

You are currently not connected to any projects. Please either start a new project or contact your project owner for details of how to connect.

© 2016 British Council
The United Kingdom's international organisation for cultural relations and educational opportunities.
A registered charity: 209131 (England and Wales) SC037733 (Scotland).

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

BRITISH COUNCIL

British Council Applications Portal [See Ranas Details](#) | [Accessibility Help](#)

New Saved My Projects In Tray Search Logout

Refresh View Records per page 20

No Records Search Details For: [] Go Page 1 << Previous Next >>

ID / Type / Stage	Originator	Now With / Since	Details

Search Tab- Allows you to view all your submitted applications. (Tip: un-tick the 'Exclude completed tasks' box to view all expired applications too).

The screenshot shows the British Council Applications Portal search interface. At the top left is the British Council logo. The main header is "British Council Applications Portal" with links for "See Ranas Details" and "Accessibility Help". Below the header is a navigation bar with tabs for "New", "Saved", "My Projects", "In Tray", and "Search", along with a "Logout" button. The search area includes a "Refresh View" button, a checked checkbox for "Exclude completed tasks", and a "Records per page" dropdown set to 20. The search results show "No Records! (Live Tasks Only)" and a search input field with a "Go" button. Below the search area is a table with the following columns: "ID / Type / Stage", "Originated / By", "Now With / Since", and "Details". The table is currently empty. At the bottom of the page is a blue footer containing copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity: 209131 (England and Wales) SC037733 (Scotland)." data-bbox="125 143 870 398"/>

Inform us of name change

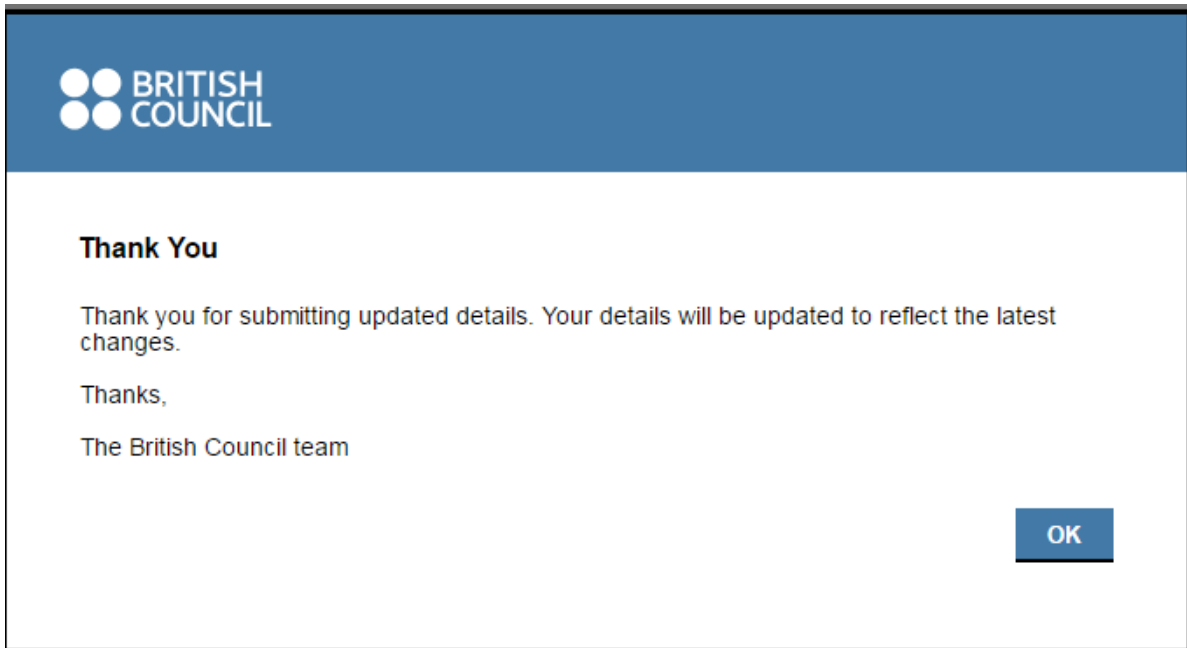
1. Click on the link 'Inform us of name change'

The screenshot shows the British Council Applications Portal. At the top left is the British Council logo. The page title is 'British Council Applications Portal'. Below the title are navigation buttons: 'New', 'Saved', 'My Projects', 'In Tray', 'Search', and 'Logout'. A list of application options is displayed in a table-like format. The 'Inform us of a name change' link is circled in blue. The other options include: 'Apply for an International Skills Partnership Grant', 'Apply for a SPHEIR programme partnership', 'Apply to be an English Language Assistant', 'Inform us of a change of contact details', 'Apply to host an IAESTE trainee', and 'Apply to be a Hornby Trust scholar'. Each option has a brief description and a deadline.

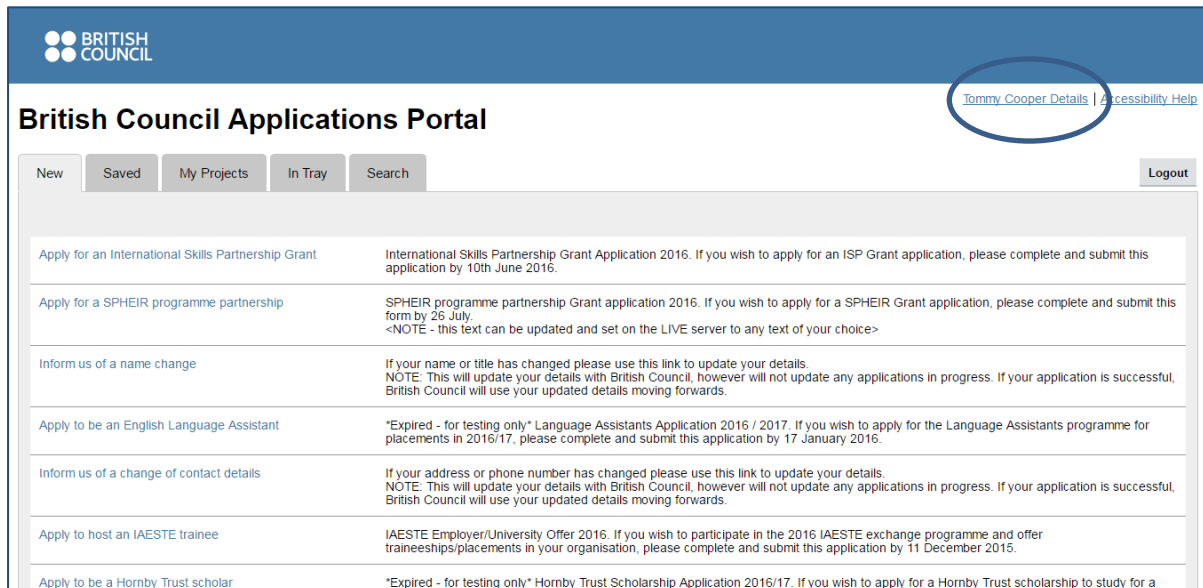
2. Make the changes and then click on 'Submit updated details'.

The screenshot shows the 'Update your details' form for a name change. The page title is 'Update your details'. Below the title is the sub-heading 'Name change'. There are navigation buttons: 'Save', 'Exit', '<< Back', and 'Next >>'. A section titled 'Name change' contains the instruction 'Please enter your updated details below'. Below this are three required fields: '* Title' (with 'Mr' entered), '* Given name(s)' (with 'Tommy' entered), and '* Family name' (with 'Cooper' entered). A 'Submit updated details' button is located below the fields. At the bottom right, there are additional navigation buttons: 'Save', 'Exit', '<< Back', and 'Next >>'. The footer contains the copyright information: '© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities.'

3. Click 'OK'

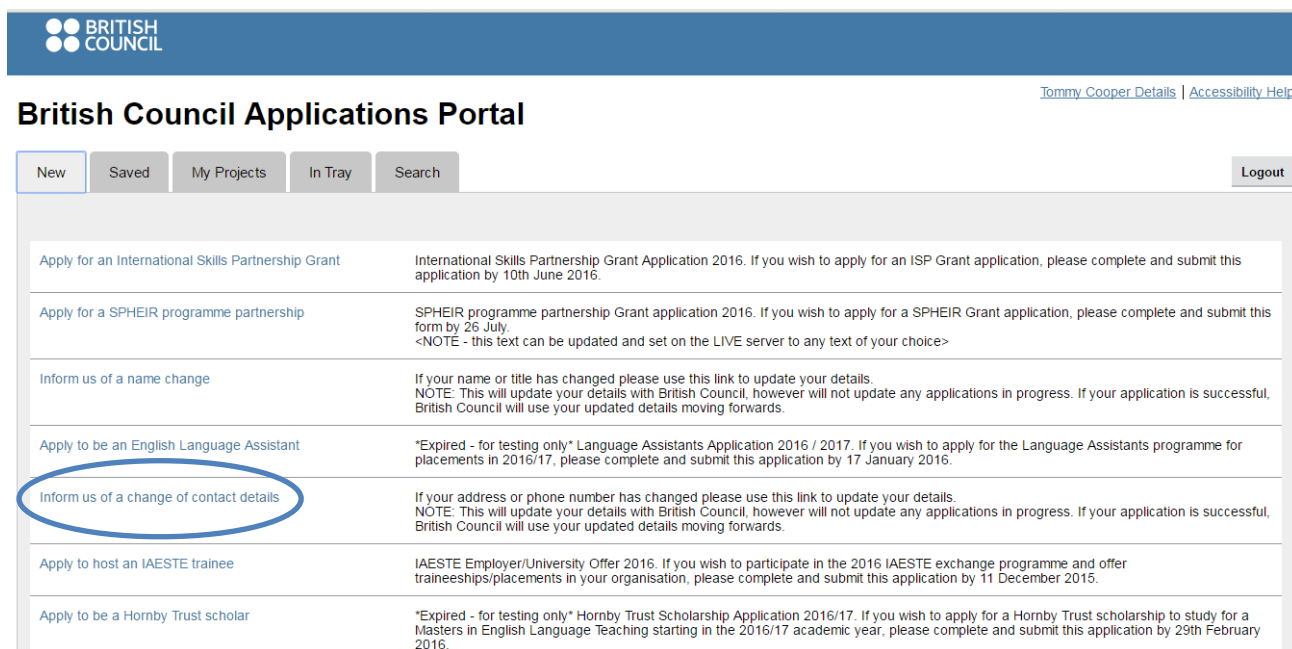


Please note: When you click 'OK' you will be taken back to the 'New Tab'. Changes will NOT be reflected until you log in again.



Inform us of a change of contact details

1. Click on 'Inform us of a change of contact details'



The screenshot shows the British Council Applications Portal. At the top left is the British Council logo. The page title is 'British Council Applications Portal'. Below the title are navigation tabs: 'New', 'Saved', 'My Projects', 'In Tray', and 'Search'. On the right side, there is a 'Logout' button. The main content area is a table with two columns: the first column contains application titles, and the second column contains descriptions and instructions. The row for 'Inform us of a change of contact details' is circled in blue.

Application Title	Description
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.
Inform us of a change of contact details	If your address or phone number 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 host an IAESTE trainee	IAESTE Employer/University Offer 2016. If you wish to participate in the 2016 IAESTE exchange programme and offer traineeships/placements in your organisation, please complete and submit this application by 11 December 2015.
Apply to be a Hornby Trust scholar	*Expired - for testing only* Hornby Trust Scholarship Application 2016/17. If you wish to apply for a Hornby Trust scholarship to study for a Masters in English Language Teaching starting in the 2016/17 academic year, please complete and submit this application by 29th February 2016.

At the time of registration your contact details are not given. The following form allows you to add or change the address, phone numbers and a second (correspondence) address.

Please note: If you are returning to this form to change the details it will not display what you have added already in previous occasions. You will need to fill in whole form again before you could click on "submit updated details" button.

2. Fill in the form and then click on “submit updated details” button.

[Nihat Kaya Details](#) | [Accessibility Help](#)

Update your details

Contact details change

[Save](#) [Exit](#) [<< Back](#) [Next >>](#)

Items marked * must be completed

Contact details change

Please enter your updated details below

Preferred Contact details

Non-UK address

Address line 1

Address line 2

Town/city

Postcode

Phone number

Mobile number

Do you have another correspondence address? Yes No

[Submit updated details](#)

3. If you select ‘Yes’ to the question ‘Do you have another correspondence address’ following part will open in the same form.

* Do you have another correspondence address? Yes No

Second address

Non-UK address

* Address

* Country

* When should we use this second address to send correspondence?

[Submit updated details](#)

[Save](#) [Exit](#) [<< Back](#) [Next >>](#)

© 2016 British Council
The United Kingdom's international organisation for cultural relations and educational opportunities.

4. Submit updated details. Click on 'OK' on the following screen.



Thank You

Thank you for submitting updated details. Your details will be updated to reflect the latest changes.

Thanks,

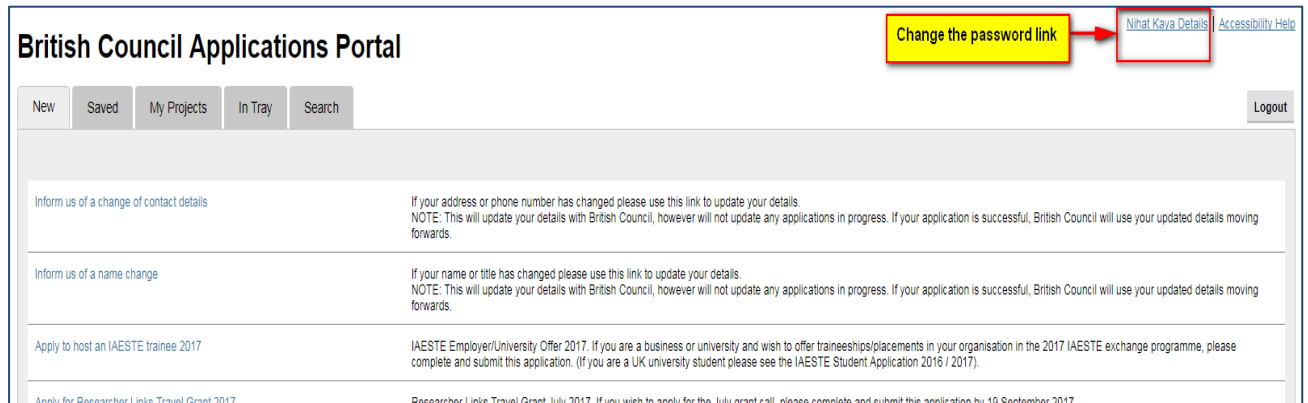
The British Council team

OK

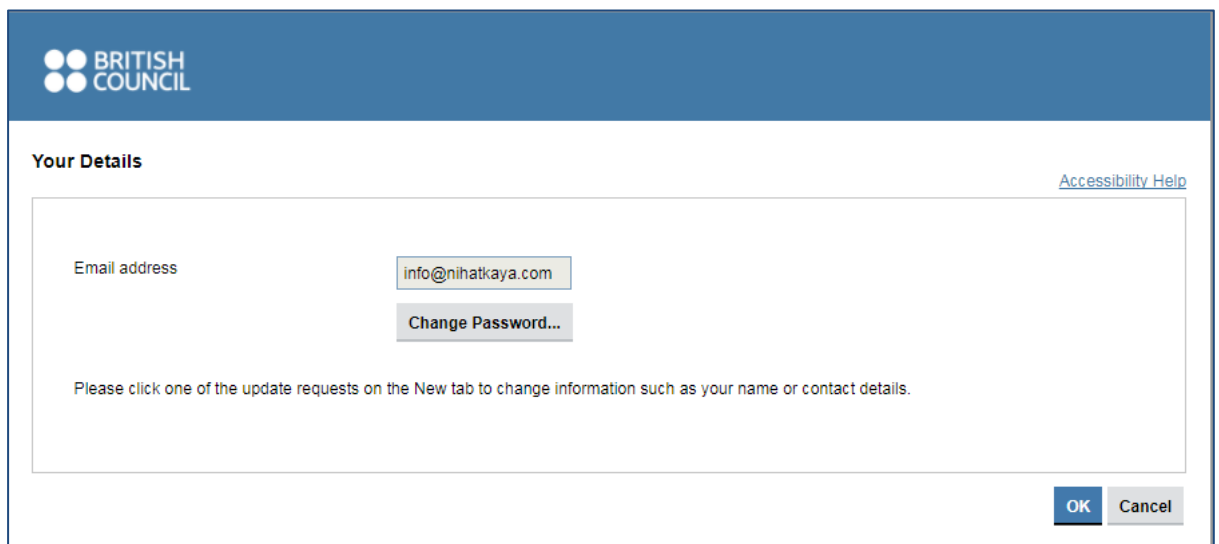
Change your password

In order to change your password, you need to be logged in the [GMT portal](#).

1. After you're logged in to the portal click on "Your Name Details" link as shown on the image below.



2. A window will pop up as shown below. On the popped-up window, click on "Change Password" button.



3. Change your password and then click “OK” button.

BRITISH COUNCIL

Change Password [Accessibility Help](#)

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.

Please enter your current password

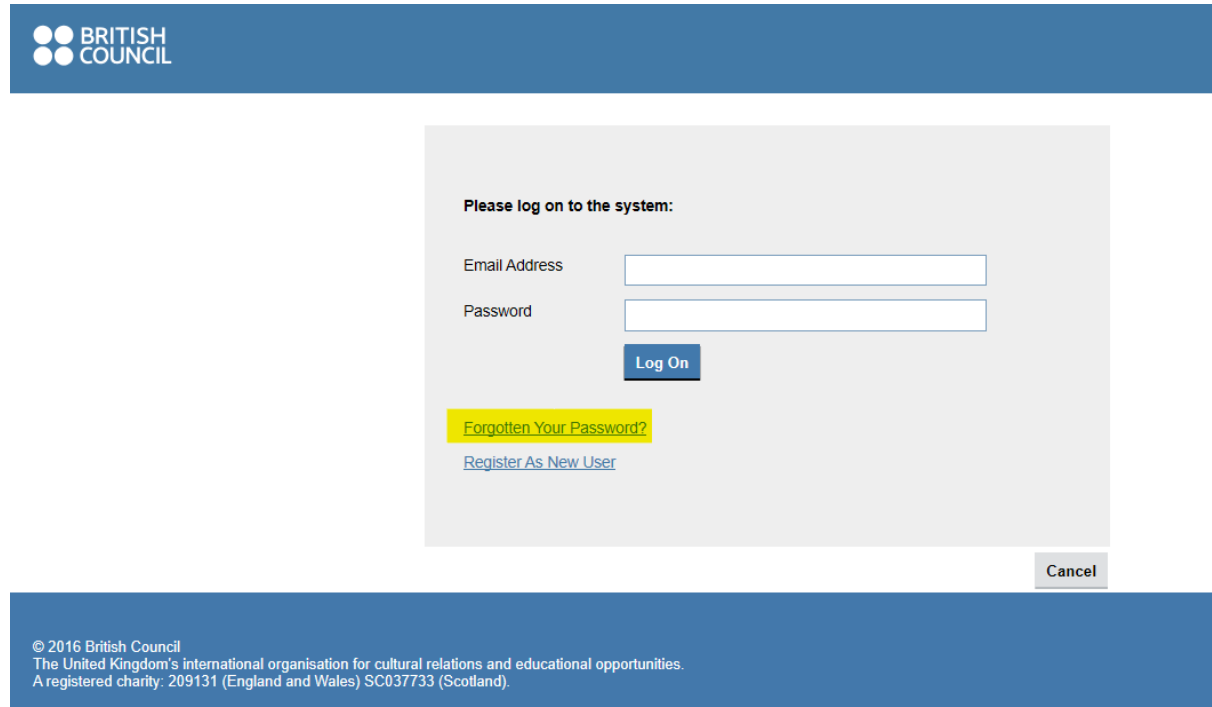
* Please enter a password

* Please re-enter your password

OK Cancel

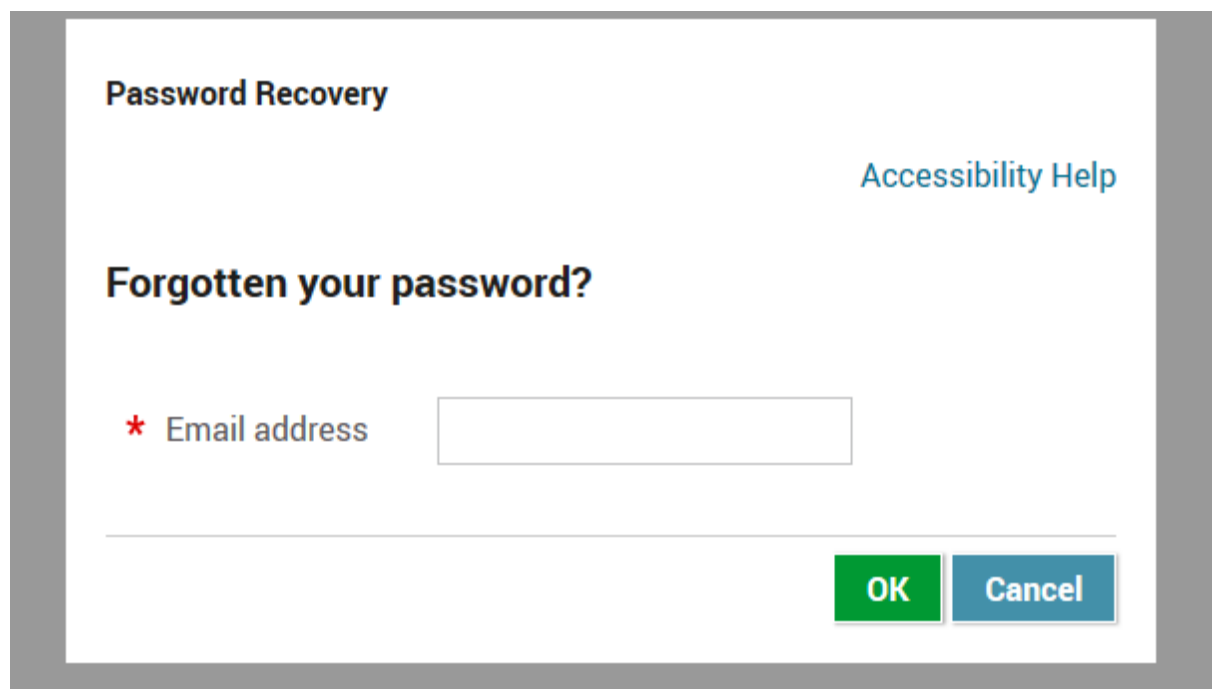
Forgot your password

1. Select the 'Forgotten Your Password?' button



The screenshot shows the top of a web page with a blue header containing the British Council logo. Below the header is a grey login box with the text "Please log on to the system:". It contains two input fields for "Email Address" and "Password", a "Log On" button, and two links: "Forgotten Your Password?" (highlighted in yellow) and "Register As New User". A "Cancel" button is located at the bottom right of the grey box. At the bottom of the page, there is a blue footer with copyright information: "© 2016 British Council. The United Kingdom's international organisation for cultural relations and educational opportunities. A registered charity: 209131 (England and Wales) SC037733 (Scotland)."

2. Input your email address and click 'OK'.



The screenshot shows a "Password Recovery" dialog box. It has a title bar and a close button. The main content area contains the text "Forgotten your password?" and a label "* Email address" next to an empty input field. In the bottom right corner, there are two buttons: "OK" (green) and "Cancel" (blue). A link for "Accessibility Help" is located in the top right corner of the dialog box.

- An email like the one below will be sent to your address if a valid user exists. Click on the link in the email.

British Council Password Reissue



applications@gmt.britishcouncil.org
Wed 16/09/2020 12:02
To: You

Message from British Council

British Council Password Reissue

Dear Mr Hatt

As requested, a new password has been issued for the British Council Applications Portal. You should use the link below to retrieve your password.

Link to Password = <https://apply.gmt.britishcouncil.org/outreach/RecoverPassword.ofml?IssueID=9DWWEFDT>

Thank you

The British Council Team

[Reply](#) | [Forward](#)

- Click on 'Retrieve Password'.

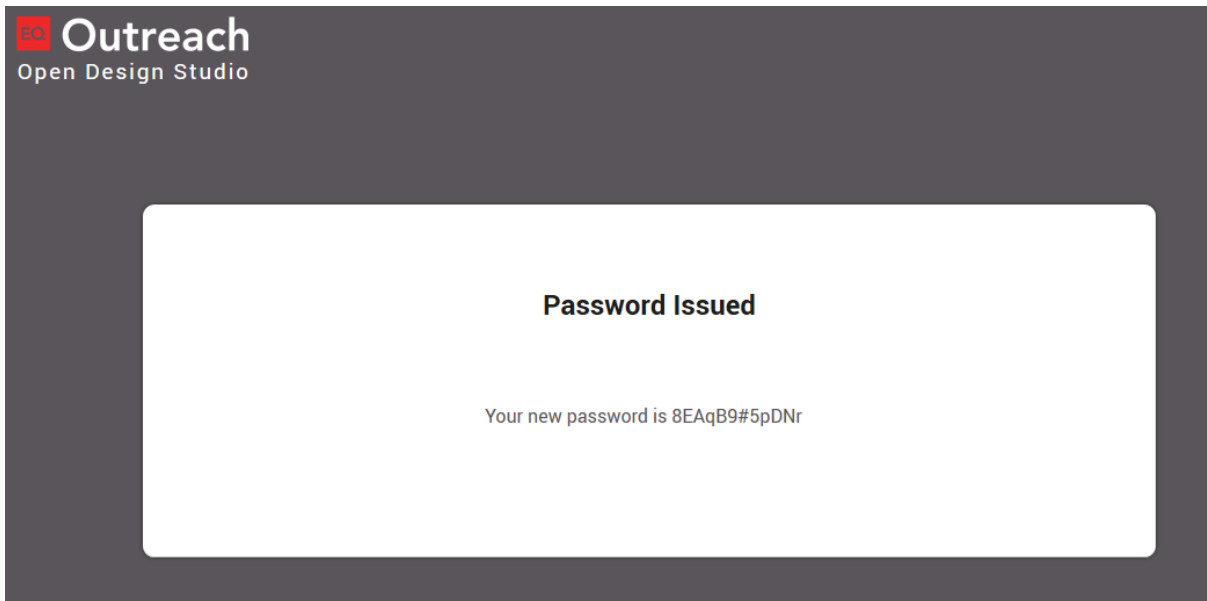
Retrieve Password

[Accessibility Help](#)

[Retrieve Password](#)

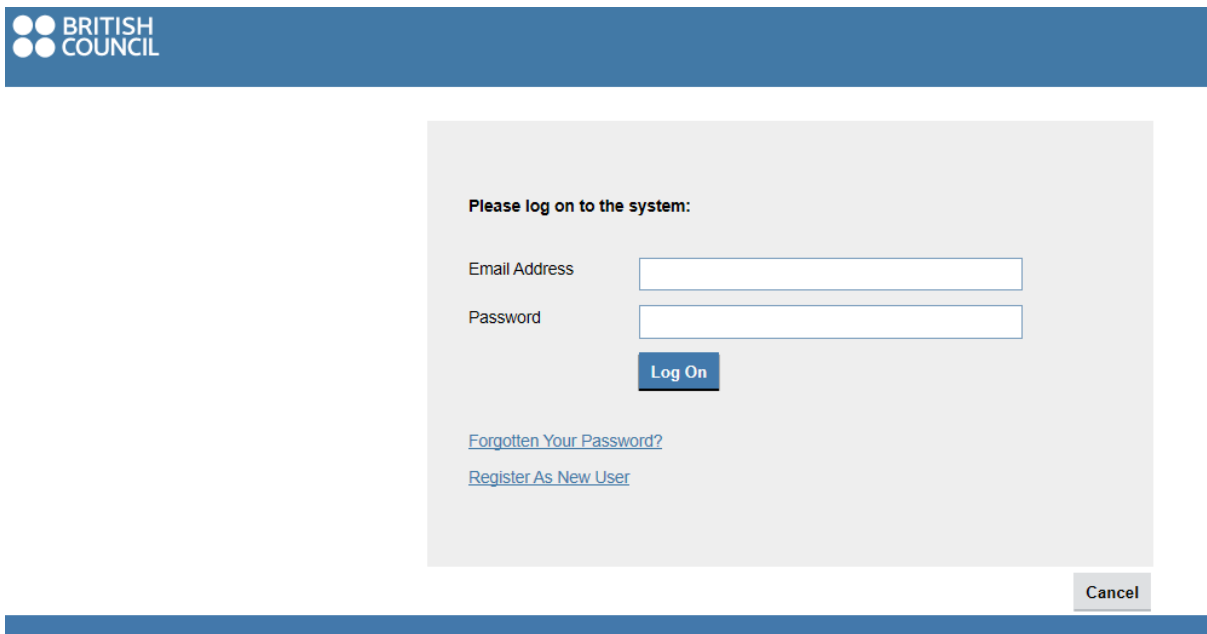
[Cancel](#)

5. Copy the password it displays on the screen.



6. Open a new window to the [GMT portal](#).

7. Input your email address and the temporary password. *(Be careful not to include any blank space at the end of the password when copying)*



8. Enter the temporary password again in the 'Current Password' box. Then input your desired new password and click 'Log on'.

Outreach Workbench

Password Change Required

Please supply a new password before proceeding.

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.

Current Password

New Password

Repeat New Password

Log On