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**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](https://apply.gmt.britishcouncil.org/outreach/workbench.ofml)

1. Click on ‘Register as new user’.

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.
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.

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.
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.

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.

**Saved Tab** – Applications can be saved before submission and will be listed in here for you to re-open and continue with the application.
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)

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. (Tip: un-tick the 'Exclude completed tasks' box to view all expired applications too).
**Inform us of name change**

1. Click on the link ‘Inform us of name change’

![British Council Applications Portal](image)

   **Inform us of a name change**

   If your name in 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 hosting 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 Office 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 Horbury Trust scholar**

   "Expired - for hosting only" Horbury Trust Scholarship Application 2016/17. If you wish to apply for a Horbury 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 25th February 2016.

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

![Update your details](image)
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'

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.

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

![Image of the GMT portal with a highlighted link to change password.]

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

![Image of the window to change password.]

Please click one of the update requests on the New tab to change information such as your name or contact details.
3. Change your password and then click “OK” button.
Forgot your password

1. Select the ‘Forgotten Your Password?’ button

2. Input your email address and click ‘OK’.
3. 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.


Thank you

The British Council Team

4. Click on ‘Retrieve Password’.
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