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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’.

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: 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](image)

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 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:

![New Tab Example](image)

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

![Saved Tab Example](image)
**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