

New OfS portal: user management guidance

October 2025

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Introduction

The new OfS portal provides a secure environment for communication between the OfS and higher education providers.

The Office for Students (OfS) is planning to replace the current portal (sometimes known as the OfS extranet) with a new portal. We will ask for new information or collections to be submitted through the new portal gradually over time. You will be contacted about which returns or information you should submit on the new portal. We will provide further guidance to support with returns and other functionality as these transition onto the new portal.

Eventually we will retire the current portal and communications that currently run through it will run through the new portal. If you have any feedback on the user experience of the new or current portal, please contact us at portal@officeforstudents.org.uk, indicating which portal you are providing feedback for.

User accounts

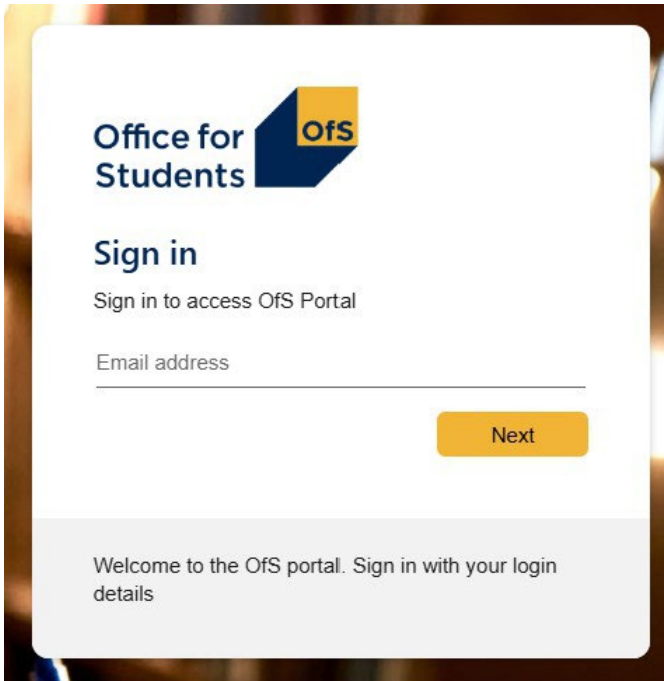
Each user of the new portal requires a new portal user account. We have created accounts for the accountable officer, or an appropriate lead at your provider where you are not registered, which we have on record.

This initial contact has been created as a portal admin – the portal admin has the ability to add further users to the portal and add portal roles to each user.

These contacts will receive an email with an invitation to log in to the new portal.

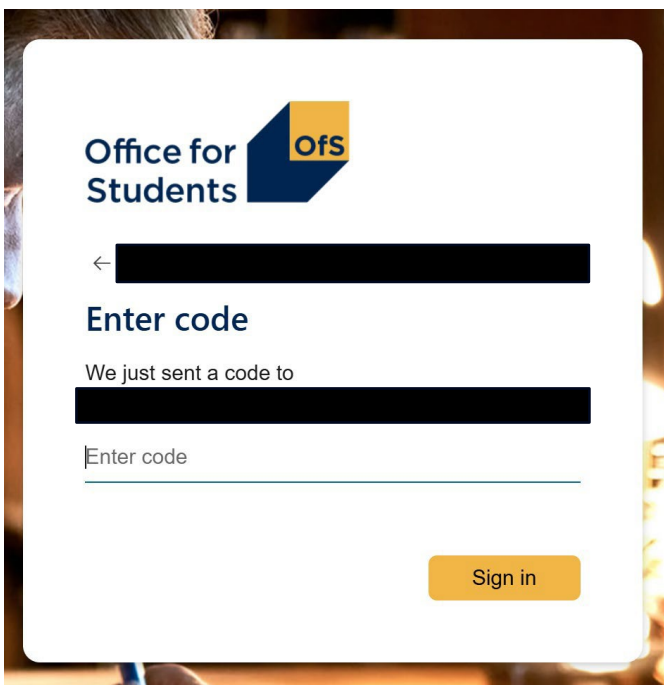
If the contact information for your accountable officer is incorrect, please contact regulation@officeforstudents.org.uk. It is the provider’s responsibility to maintain up-to-date contact records.

To log in to the new portal, use the email address you received the invitation through.

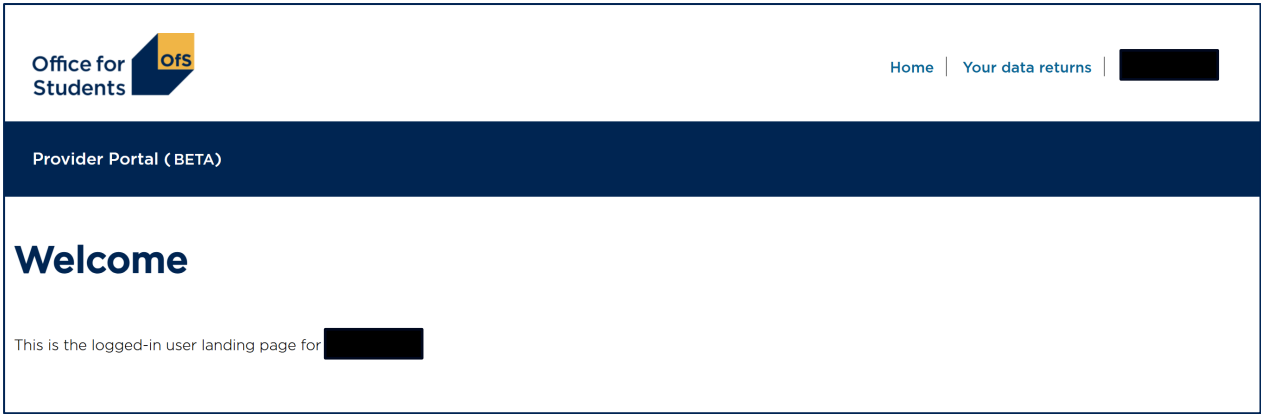


The image shows a login screen for the Office for Students (OfS) portal. At the top left is the OfS logo, consisting of the text "Office for Students" and a blue square with "OfS" in white. Below the logo is the heading "Sign in" and the subtext "Sign in to access OfS Portal". There is a text input field labeled "Email address" with a horizontal line underneath. To the right of the input field is a yellow button labeled "Next". At the bottom of the screen, there is a grey box containing the text "Welcome to the OfS portal. Sign in with your login details".

On login you will receive a one-time passcode to your email to enable you to access the new portal.



The image shows a screen for entering a one-time passcode. At the top left is the OfS logo. Below it is a back arrow and a black redaction bar. The heading "Enter code" is followed by the text "We just sent a code to" and another black redaction bar. Below that is a text input field labeled "Enter code" with a horizontal line underneath. At the bottom right is a yellow button labeled "Sign in".



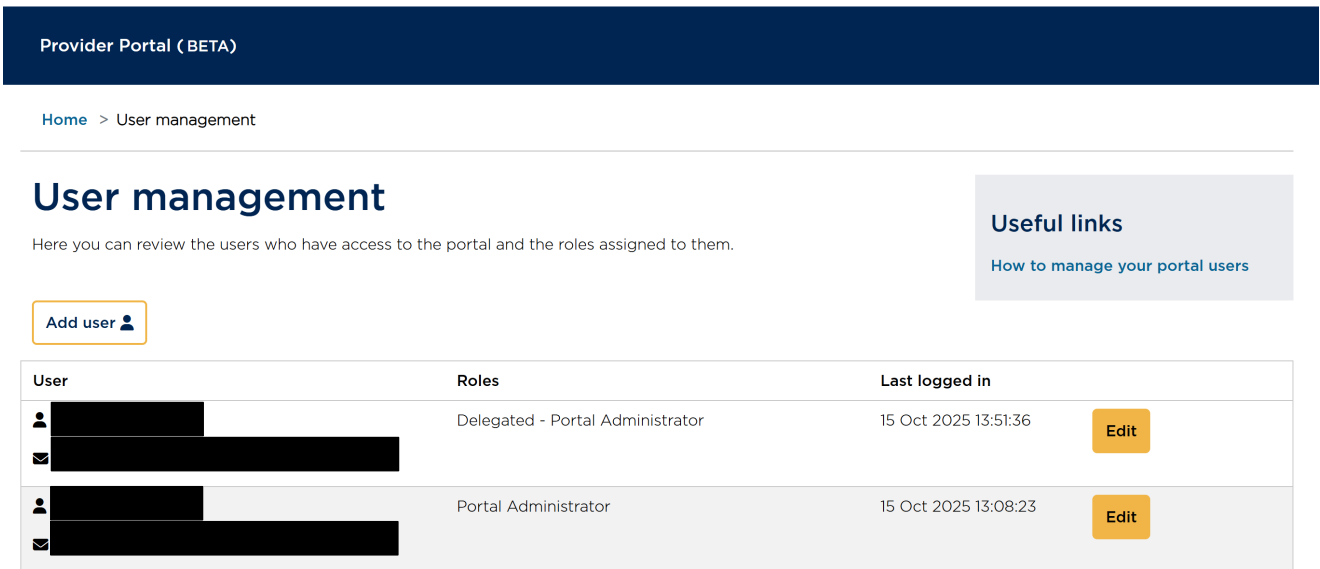
You will need to enter a one-time passcode (sent to your email address) every time you log in to the new portal. You do not need to create a password, nor do you need to sign up to an account. New portal accounts are individual to the user and should not be shared with others.

Adding users

You can now add users and grant them access to the portal as well as assign them portal roles. You can do this by navigating to the 'User management' tab at the top right of the homepage.



To add a user, click the 'Add user' button.



Fill out the form and press submit.

Add user

What to expect

It might take a moment to process your request after you submit the form. We'll send the new user a welcome email once their account is set up. You'll also get an email to confirm the outcome of your request.

Title *

First name *

Last name *

Email *

The portal may take a few moments to process the information. You will then be taken back to the user management homepage.

Managing access

To manage a user's access to different areas on the portal, click on the 'Edit' button next to the user's entry.

Provider Portal (BETA)

[Home](#) > User management



User management

Here you can review the users who have access to the portal and the roles assigned to them.

[Add user](#)

Useful links

[How to manage your portal users](#)

User	Roles	Last logged in	
 [Redacted]	Delegated - Portal Administrator	15 Oct 2025 13:51:36	<input type="button" value="Edit"/>
 [Redacted]	Portal Administrator	15 Oct 2025 13:08:23	<input type="button" value="Edit"/>

In the Edit user view, you can view the description of all roles by clicking on the question mark next to 'Assigned Portal Roles'.

Edit user



When adding or removing roles, you will need to use the submit button for your changes to take effect.

User access

Assigned Portal Roles 

Add role

Portal Role	Description
Delegated - Portal Administrator	Can administer the portal and view all collection submission categories

Portal Access Enabled

Back

This will take you to a page of portal role definitions.

[Home](#) > [User management](#) > Portal roles guidance

Portal roles

The OFS portal has different features to allow providers to manage their interactions with the OFS. Different portal roles are used to grant portal users the ability to use these features on behalf of their provider. Here, you can find out more about these roles and their purpose.

Portal Administrator

The portal administrator role has full access to all features of the portal. To begin with, Accountable Officers are granted this role, but this role can also be assigned to other users if desired.

Data Collection Contributor - [Data Return Name]

This role allows someone to respond to a specific type of data return. For example, the Data Collection Contributor - Annual Financial Return role gives access to the Annual Financial Return.

They'll be able to view and make submissions for that return, including ones submitted by other contributors at your organisation.

When you are clear on the definitions of the roles, navigate back to the Edit user view and select 'Add role'.

Edit user



When adding or removing roles, you will need to use the submit button for your changes to take effect.

User access

Assigned Portal Roles ?

Add role

Portal Role	Description
Delegated - Portal Administrator	Can administer the portal and view all collection submission categories

Portal Access Enabled

Back

Here you can select the role you'd like to assign to the user and click 'Add'.

- 'Data collection contributor – XXX' roles will only grant permission to see and submit to collections of the corresponding type to the role.
- All users previously assigned the now defunct role of 'Collection contributor' have been migrated into the 'Data collection contributor – Annual Financial Return' role. This is so that those users continue to only see financial returns, now that the portal is open to more return types.
- The 'Delegated Portal Administrator' role can see and submit to all collections and add new users and assign them 'Data collection contributor – XXX' roles.

Lookup records ×

Search Q

Plans

<input type="checkbox"/>	Data collection contributor - Annual Fee Information	Annual Fee Information
<input type="checkbox"/>	Data collection contributor - Annual Financial Return	Annual financial returns
<input type="checkbox"/>	Data collection contributor - Capital Funding	Capital Funding
<input type="checkbox"/>	Data collection contributor - HESES	HESES
<input checked="" type="checkbox"/>	Data collection contributor - Medical and Dental Students	Medical and Dental Students
<input type="checkbox"/>	Data collection contributor - Prevent	Prevent

Selected records

Data collection contributor - Medical and Dental Students ×

Add Cancel

You will be returned to the 'Edit user' screen.


Edit user



When adding or removing roles, you will need to use the submit button for your changes to take effect.

User access

Assigned Portal Roles 

Portal Role	Description	
Data collection contributor - Medical and Dental Students	Can make and edit collection submissions for Medical and Dental Students	
Delegated - Portal Administrator	Can administer the portal and view all collection submission categories	

Portal Access Enabled

[Back](#)

Feedback

The new portal is currently in beta stage and still being developed. You can share your views on the new portal through our feedback page, which will be accessible once you log in to the new portal.

Alternatively, if you have any questions or concerns about the new portal, please contact Amy Marsh at portal@officeforstudents.org.uk.

We are here to help and support you through this transition.