

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

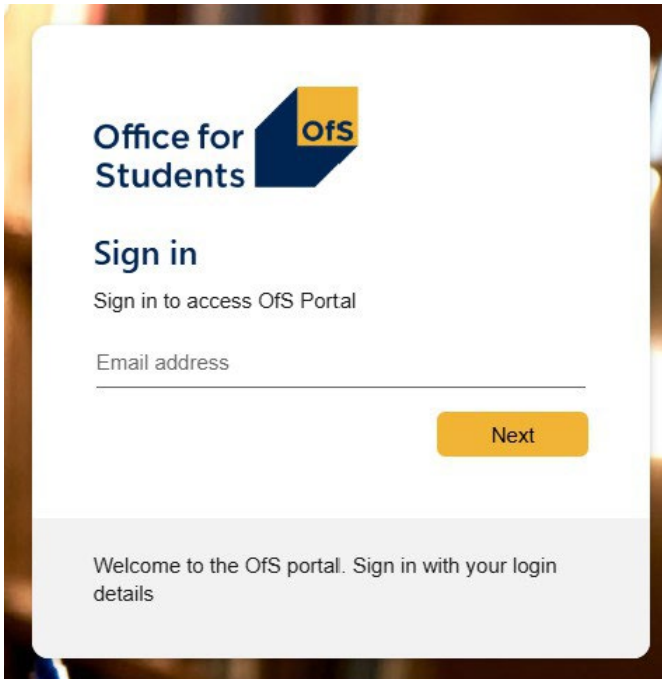
Each user of the new portal requires a new portal user account. We have created accounts for the accountable officer, or an appropriate lead at your provider where you are not registered, which we have on record.

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.

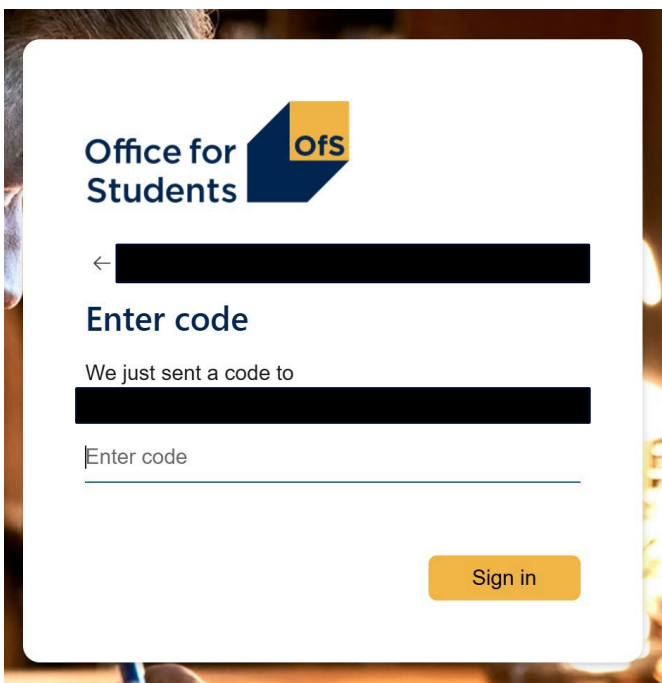
If the contact information for your accountable officer is incorrect, please contact regulation@officeforstudents.org.uk. It is the provider's responsibility to maintain up-to-date contact records.

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

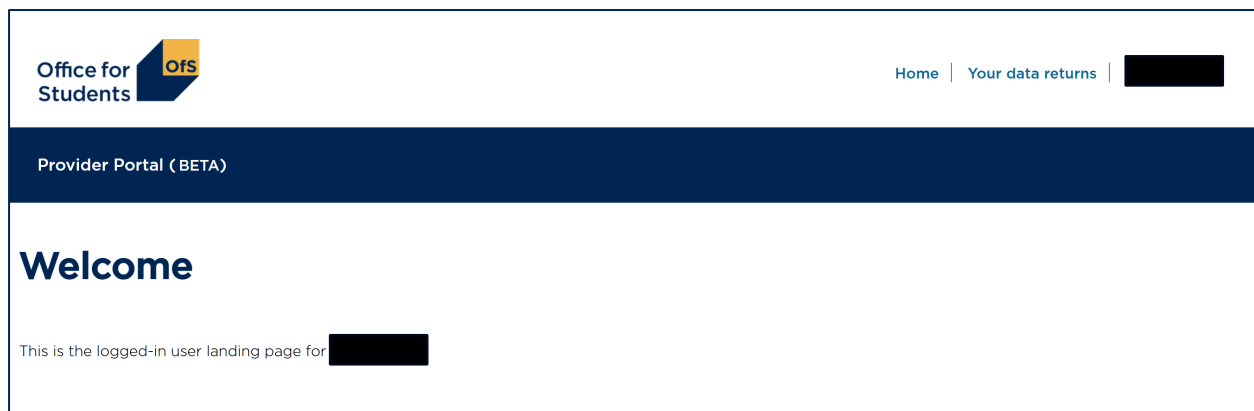


The image shows a login screen for the Office for Students (OfS) portal. At the top left is the OfS logo, consisting of the text "Office for Students" and a blue and yellow geometric icon. Below the logo is the heading "Sign in" in a bold, dark blue font. Underneath this is the instruction "Sign in to access OfS Portal" in a smaller, grey font. A text input field for the email address is shown with the placeholder text "Email address". To the right of the input field is a yellow button with the text "Next". At the bottom of the screen, there is a light grey banner with 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.



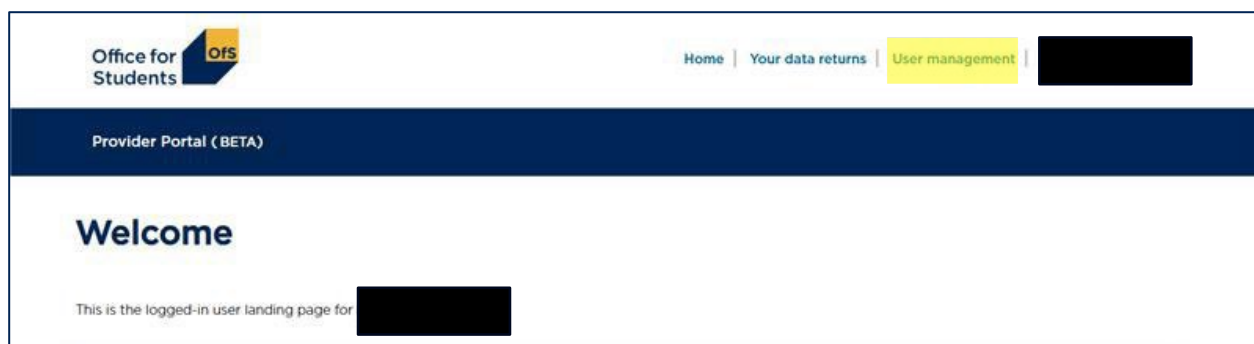
The image shows the second step of the login process. At the top left is the OfS logo. Below it is a back arrow icon followed by a black rectangular redaction box. The heading "Enter code" is displayed in a bold, dark blue font. Below this is the instruction "We just sent a code to" followed by another black rectangular redaction box. A text input field for the code is shown with the placeholder text "Enter code". To the right of the input field is a yellow button with the text "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.

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](#)

User	Roles	Last logged in	
Amy Marsh amy.marsh.87654321@officeforstudents.uk	Delegated - Portal Administrator	15 Oct 2025 13:51:36	Edit
Asa White aw.asawhiteprod1@officeforstudents.uk	Portal Administrator	15 Oct 2025 13:08:23	Edit

Useful links
[How to manage your portal users](#)

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 *

Submit

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	
 Amy Marsh  amy.marsh.87654321@officeforstudents.uk	Delegated - Portal Administrator	15 Oct 2025 13:51:36	Edit
 Asa White  aw.asawhiteprod1@officeforstudents.uk	Portal Administrator	15 Oct 2025 13:08:23	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

Amy Marsh

amy.marsh.87654321@officeforstudents.uk

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

Amy Marsh

amy.marsh.87654321@officeforstudents.uk

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

Plans

☐	Data collection contributor - Annual Fee Information	Annual Fee Information
☐	Data collection contributor - Annual Financial Return	Annual financial returns
☐	Data collection contributor - Capital Funding	Capital Funding
☐	Data collection contributor - HESES	HESES
☒	Data collection contributor - Medical and Dental Students	Medical and Dental Students
☐	Data collection contributor - Prevent	Prevent

Selected records

Data collection contributor - Medical and Dental Students

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

Edit user

 Amy Marsh
 amy.marsh.87654321@officeforstudents.uk

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	
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.