

New OfS portal: data returns guidance

September 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 you should complete 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

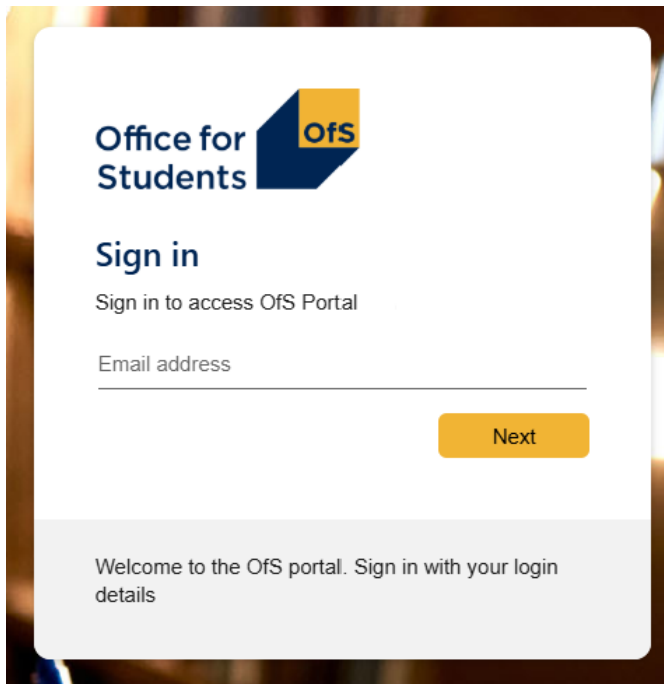
Each user of the new portal requires a new portal user account. We have created accounts for the accountable officer, or an appropriate lead at your provider where you are not registered, which we have on record.

This initial contact has been created as a portal admin – the portal admin has the ability to add further users to the portal. Any users you add will be able to see financial data returned on behalf of your provider.

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

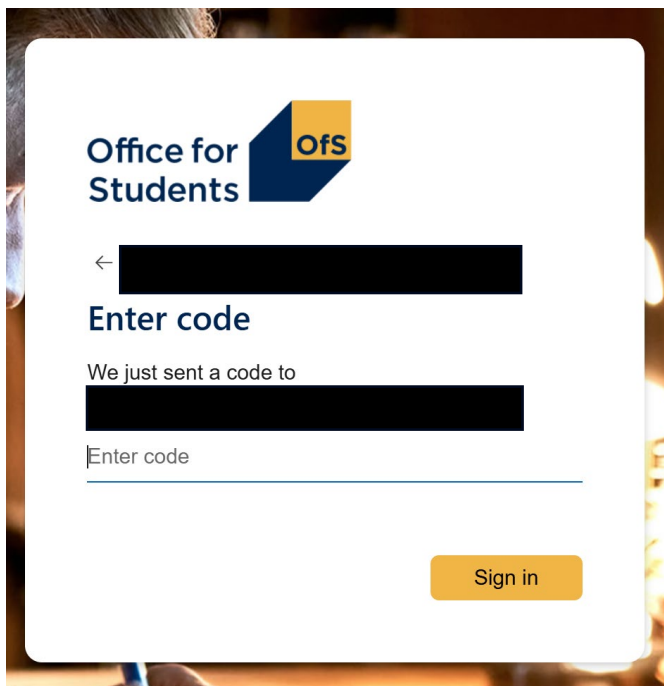
If the contact information for your accountable officer is incorrect, please contact regulation@officeforstudents.org.uk. It is the provider's responsibility to maintain up-to-date contact records.

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" and the subtext "Sign in to access OfS Portal". There is a text input field labeled "Email address" with a yellow "Next" button to its right. At the bottom, a grey banner contains 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. It features the same OfS logo at the top left. Below it is a back arrow and a black rectangular redaction box. The heading "Enter code" is displayed, followed by the text "We just sent a code to" and another black rectangular redaction box. Below this is a text input field with the placeholder text "Enter code". A yellow "Sign in" button is located at the bottom right of the screen.

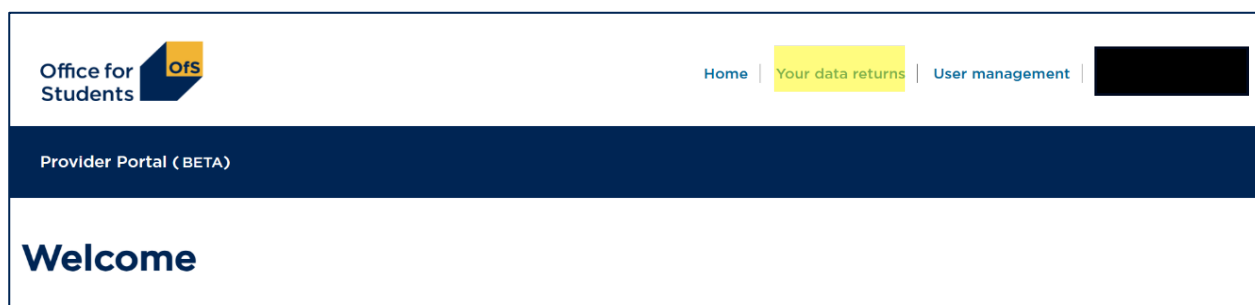


You will need to enter a one-time passcode (sent to your email address) every time you log in to the new portal. You do not need to create a password, nor do you need to sign up to an account. New portal accounts are individual to the user and should not be shared with others.

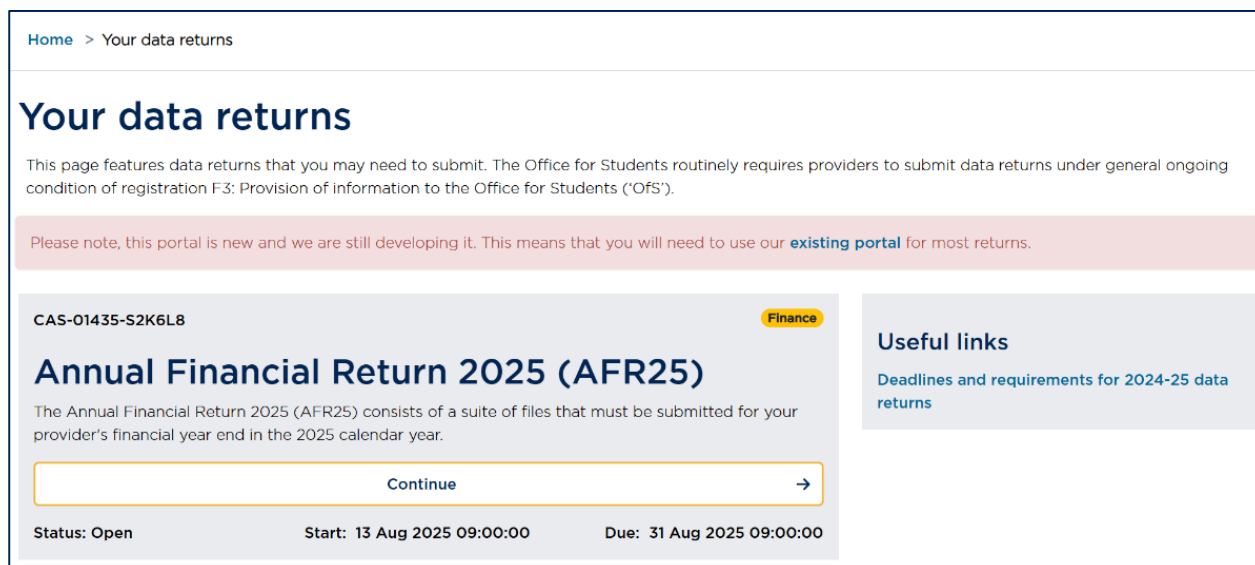
Instructions for submitting data returns on the portal

Only users with access to the new portal can draft and submit data returns on this portal. Once you're logged in to the portal, you can navigate to the return and create a new submission or continue an in-progress submission.

To start or continue a data collection, navigate to the 'Your data returns' tab.



On this page you will see a list of your data returns. The OfS will assign collections as relevant to your provider, and you can see those assigned automatically once you are logged in. Pick the data return card you want to submit data to.



Complete each deliverable applicable to your provider, including all mandatory deliverables.

Your deliverables:

Audited financial statements

 Open

Audited full financial statements relating to a provider's Annual Financial Return for 2025. Financial statements must be prepared on the basis set out in the OfS accounts direction.

Requirement:

Mandatory

Status:

Open

Continue



AFR workbook

 Open

In addition to the financial information included in the latest audited financial statements, you are required to return data relating to the current year, and four subsequent years of forecasts.

Requirement:

Mandatory

Status:

Open

Continue



Some of your deliverables may involve downloading a template and uploading a completed version.

AFR workbook

In addition to the financial information included in the latest audited financial statements, you are required to return data relating to the current year, and four subsequent years of forecasts.

25160711_SPP Survey 1.xlsx

Version:

3

Last changed on:

15 Aug 2025 09:57:35

Download



Upload your files here:



File upload tool



↑ Upload a file

No file selected

Maximum allowed file size: 2 GB

Supported file types: .xlsx

Filename requirements:

- Allowed characters: A-Z a-z 0-9 _ - . (space)
- Max length: 128 characters

Once you have uploaded a file to a deliverable, please check the status. You may need to refresh the page to make sure the status changes from 'Processing' to 'Received'.

Your uploaded files:

SPP Survey 1.xlsx

Status:

Processing

Version:

Status last changed on:

Submitted by:

Submitted on: 3 Sep 2025 10:50:32

Your uploaded files:

SPP Survey 1.xlsx

Status:

Received

Version:

1

Status last changed on:

3 Sep 2025 10:50:58

Submitted by:

[REDACTED]

Submitted on:

3 Sep 2025 10:50:32

Once you have finished submitting your files for a deliverable, you can navigate back to the overarching data return page by clicking the 'Return to the collection' button.

Office for Students

ofs

Home | Your data returns | User management |

Provider Portal (BETA)

Home > Your data returns > Return > Deliverable

AFR workbook

In addition to the financial information included in the latest audited financial statements, you are required to return data relating to the current year, and four subsequent years of forecasts.

Return to the collection

If your return needs to be signed off, navigate to the top of the page and click the 'sign off' button. You will only be able to click this button once all mandatory deliverables have been completed for that return.

Annual Financial Return 2025 (AFR25)

The Annual Financial Return 2025 (AFR25) is relevant to the latest audited financial year for your provider that ends in the 2025 calendar year. The deadlines for this return are dependent upon the financial year end of your provider. The deadline for sign-off of the Annual Financial Return 2025 is five calendar months and two weeks after the end of the provider's financial reporting period to which the audited financial statements relate.

Status: Complete

Deadline: 31 Aug 2025 09:00:00

Your return has met the criteria to be submitted. Please review the status of file submissions below. You may still want to supply optional files if applicable. When you are ready, click the 'Sign off' button.

Sign off

You will be able to see a log of what your provider has previously signed off for this collection. If you are ready to sign off, press the sign off button in the top right corner.

Sign off history

Sign off

Signed Off ByCreated On ↓

There are no records to display.

You will need to confirm you are the person suitable to sign off the return by selecting 'I agree' and pressing the 'Confirm' button.

Provider Portal (BETA)

Home > Your data returns > Return > Sign Off > Confirm Sign Off

Annual Financial Return 2025 (AFR25)

As Accountable Officer, I confirm that: 1. I am submitting this Annual Financial Return, in accordance with my responsibilities as Accountable Officer, on behalf and with the approval of the governing body; 2. The Annual Financial Return workbook has been compiled in accordance with Regulatory advice 14 and its supplementary guidance; 3. Data submitted in the Annual Financial Return workbook has been verified and is correct, with all data verification queries raised by the OfS responded to; 4. Forecast data submitted in the Annual Financial Return workbook reflect the provider's agreed strategy and the provider's best estimate of the financial expectations; 5. All documents and data submitted in this return (as set out on page 1) are final; 6. I acknowledge that amendments will only be accepted after this point in exceptional circumstances, or where errors make a material difference to OfS or UKRI's use of the information; 7. I understand that the OfS reserves the right to require amendments to the data after the submission of this form, if required; and 8. I understand that information (or a sub-set of information) contained within this return may be used or disclosed for a variety of purposes including, but not limited to: • The functions of organisations with public and/or statutory functions • Publications and open data, including National Statistics and Official Statistics, issued by the OfS or designated data body (DDB) • Academic and commercial research, including equal opportunities research and journalism. • An OfS report on senior staff remuneration Instructions: The accountable officer (usually the head of your provider) must sign off this form. Further information on the identity and responsibilities of the accountable officer is given in 'OfS Regulatory advice 10: accountable officers'.

Confirmation *

Select

Confirm

Once you have signed off the return, you will receive confirmation on your screen and by email that the return has been submitted to us. You can submit information multiple times, if required (e.g. if more recent data or information becomes available). If you submit more than one return, we will take the most recently signed-off submission that we receive by the deadline. You can also review your return after it has been submitted by navigating back to the return page.

You will still be able to submit after your deadline, but your submission will be considered late, unless we have confirmed an extension for your return.

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.