

Erasmus+ Online Linguistic Support for Refugees

Technical guidelines for Beneficiaries

The OLS is now also available for [refugees](#). The licence allocation and monitoring process follow the same procedure as for Erasmus+ participants. In order to ensure efficient guidance to refugees, licences are also available for operators (i.e. projects marked as *OOP*). Operators can be identified within the Erasmus+ beneficiary institution/organisation (you can therefore receive OLS licences for instruction purposes), or NGOs/other organisations dealing directly with refugees. These operators are not required to have a formal contractual relationship with your organisation/institution, or be part of your staff.

This document guides you through the process. For further instructions, please consult the [User Guide for Beneficiaries \(bit.ly/OLSBENUserGuide\)](#).

For information on the OLS for refugees in general, please refer to the [Frequently Asked Questions \(bit.ly/OLS4RefugeesFAQ\)](#).



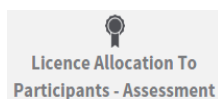
Step 1

To invite refugees/operators to the OLS, collect their email addresses.



Step 2

[Log in to the OLS \(http://erasmusplusols.eu/login-box/\)](http://erasmusplusols.eu/login-box/) with the credentials that you received by email.



Step 3

Before starting language courses, a short test will allow refugees to assess their language level.

The results are confidential.

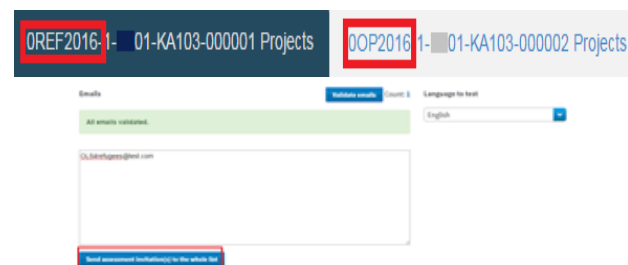
Go to the *Licence Allocation to Participants – Assessment* screen.

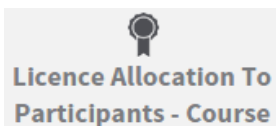
To invite a refugee, select the project tab starting with **OREF**.

To invite an operator, select the project tab starting with **OOP**.

Insert and validate the email address, select the language and press the *send* button.

Tip: to save time, you can introduce together the email addresses of all the learners who will use the OLS in the same language.



Step 4 (Optional)


Licence Allocation To
Participants - Course

Allocate to all selected

Language course invitations are automatically sent to all learners with CEFR level B1 at the test.
If results are above B1 level, go to the screen *Licence Allocation to Participants – Course* to invite learners for the language course.

To invite a refugee, select the project tab starting with **OREF**.
To invite an operator, select the project tab starting with **OOP**.
Allocate to a specific learner or *allocate to all selected*.

Step 5 (Optional)


Licence Usage per Participant

If you wish so, you may monitor the use of the OLS by refugees/operators by consulting the *Licence Usage per Participant* screen.

Step 6 (Optional)


In case of enquiries from refugees/operators:
Redirect technical issues to the [OLS Technical Support Team](#)
Consult the [Technical Questions and Answers for Beneficiaries](#)
Refer to the [Frequently Asked Questions](#)

Step 7


As an Erasmus+ Beneficiary, you are requested to reply to one question in the final beneficiary report at the end of the project.

Problems?

Report a Problem

Support

If you encounter technical problems, click on the *Report a problem* button or use the [Support](#) page.