

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+ mobility participants. In order to ensure efficient guidance to refugees/newly arrived migrants, 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](#).

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



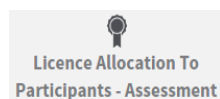
Step 1

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.

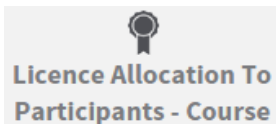
Go to the *Licence Allocation to Participants – Assessment* screen.

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.

**Allocate to all selected****Step 4 (Optional)**

Language course invitations are automatically sent to all learners.

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

**Step 5 (Optional)**

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.

Report a Problem

Support**Problems?**

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