Erasmus+ Support:
Licence Management System for Beneficiaries
User Guide 20.0

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Introduction

This user guide explains how to use the Erasmus+ OLS Licence Management System, referred to as the "LMS" hereafter, in your role as a Beneficiary (BEN).

1   Access Erasmus+ OLS and log into the LMS

To access OLS, go to the following URL: http://www.erasmusplusols.eu.
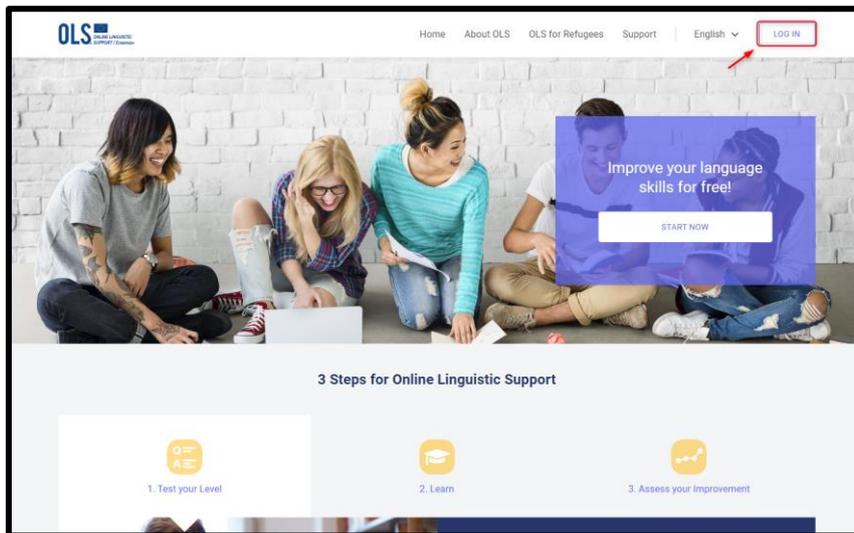
To access the login page, click on the *Login* button in the top right-hand corner of your screen.

To log in, enter the Login and the Password that you'll obtain upon activation of your account.

2 Structure of the OLS LMS

The homepage of the OLS LMS appears after you log in.

In the header at the top of your screen, you have 4 buttons:

- (🏠 **Home**) – click on this button to go to the OLS LMS homepage.
- (👤 **mtben01@m...**) – takes you to your BEN user profile page.
- (**Report a Problem**) – click on this button to contact the Support Team for any technical problems.
- (➡) – click on this button to log out of your session.
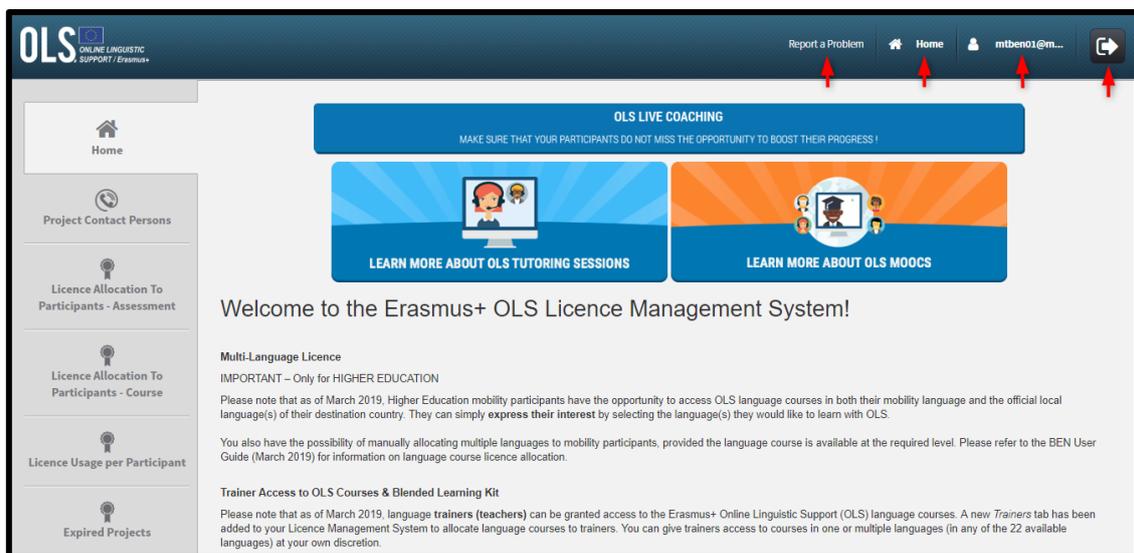
On this page, you will find important information regarding updates, upcoming features of OLS, system alerts and OLS communication material that can be used to inform mobility participants (MPs) about OLS.

Seven tabs are available in the menu on the left of your screen:
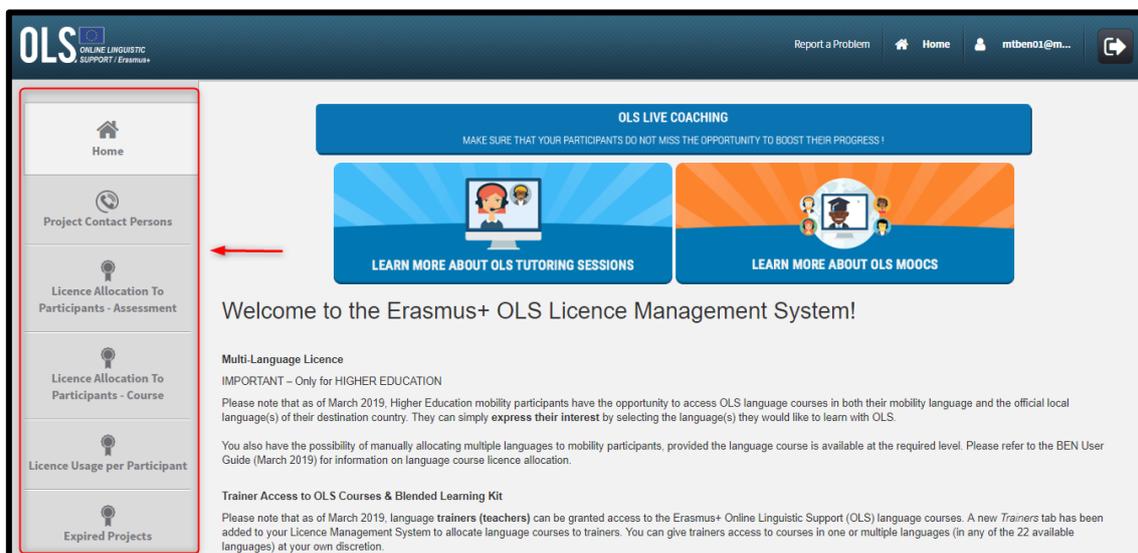
Click on any tab to navigate between *Home, Project Contact Persons, Licence Allocation to Participants – Assessment, Licence Allocation to Participants – Course, Licence Usage per Participant, Expired Projects* and *Expired Licences*.

3   Using the OLS LMS features

3.1   Multiple Roles

You can now access the platform as a BEN User or as an MP with a single login and password. This enables you to view the platform as if you were an MP, and explore all the features of the language assessments and language courses.

3.1.1   How to create multiple roles

Beneficiaries can create additional roles for themselves by assigning a language assessment licence from the 1BEN project to the same email address as the main contact email, or the secondary contact email of the Beneficiary institution/organisation.

Once the additional role has been assigned and you log in, OLS will automatically display the interface that corresponds to the highest role in the following hierarchy:

1. Beneficiary User

2. Mobility Participant

You (the BEN User) will then see the specific multiple role menu, which can be used to access other roles.

If you are in the LMS, the multiple role menu will appear as a drop-down menu in the top right-hand corner of the screen, underneath your login:
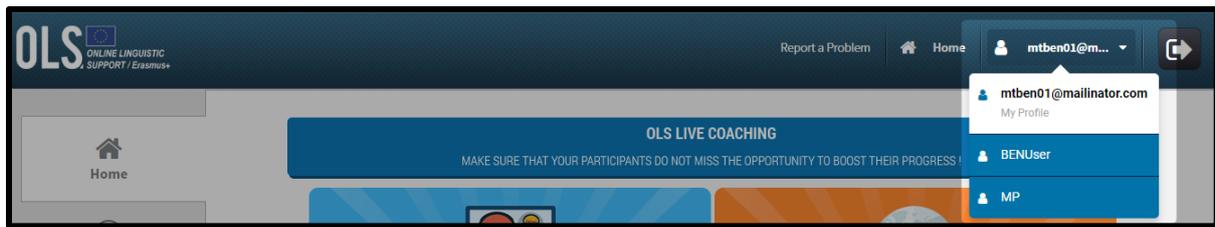
When in the role of an MP, you follow the same process that an MP would follow when connecting to OLS for the first time. You will therefore be taken to the profile page, before accessing the *start assessment* button on the dashboard.
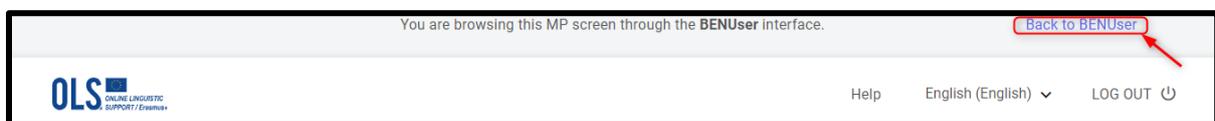
After accessing OLS in the role of an MP, you can easily return to the LMS via the *Back to BEN User* button.

Please note that upon completion of the first language assessment (in the role of an MP), the language course is not automatically allocated. You will need to manually assign a language course from the *Licence Allocation to Participants - Course* screen. For more details, please refer to point 3.3.3.

3.1.2 How to add or manage Secondary Contact Persons for your projects
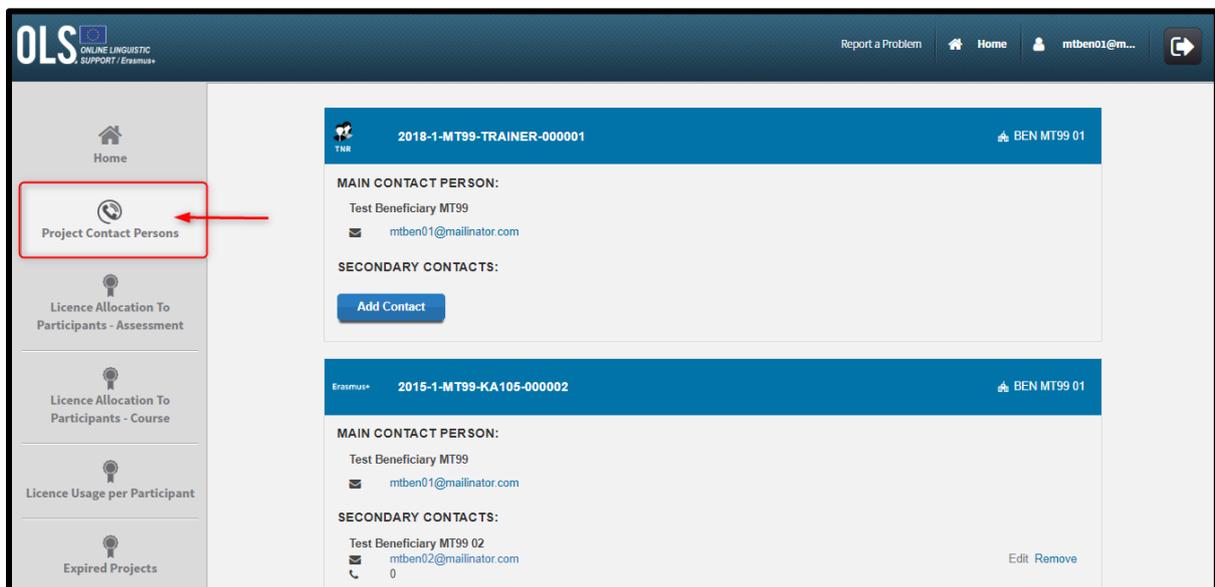
To add Secondary Contact Persons to your projects, please follow these **step-by-step instructions**.

Click on **Add Contact** to add an additional Secondary Contact Person and enter their contact email address.
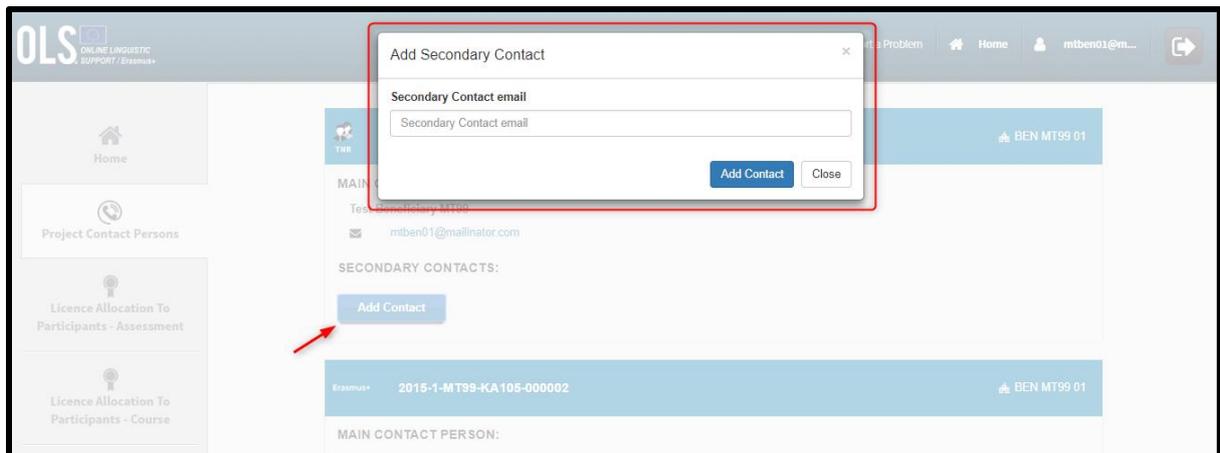
When you click on **Add Contact**, the Secondary Contact Person of the project will be automatically added to the list if the contact already exists in OLS. Their name and phone number will also be entered automatically.

If the contact doesn't yet exist in OLS, additional information will be requested.
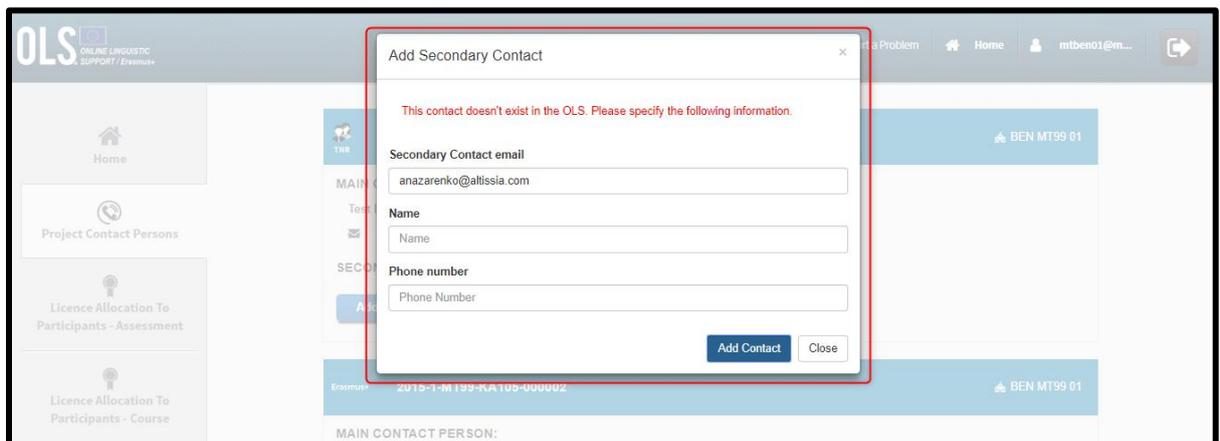
Please note, if the contact is already the Main Contact Person for the project, it won't be possible to also add him/her as Secondary Contact Person.

Once you have entered the required data, click on **Add Contact**. The newly created Secondary Contact Person will then appear on the screen.

As a Main Contact Person or Secondary Contact Person, you should be able to create as many Secondary Contact Persons as needed for the project, regardless of whether the email addresses used for this purpose are already in use as a Main Contact Person or a Secondary Contact Person in another project of the same or another BEN.

If the user already exists with another role, the following warning will appear, listing the role(s) of the existing user:
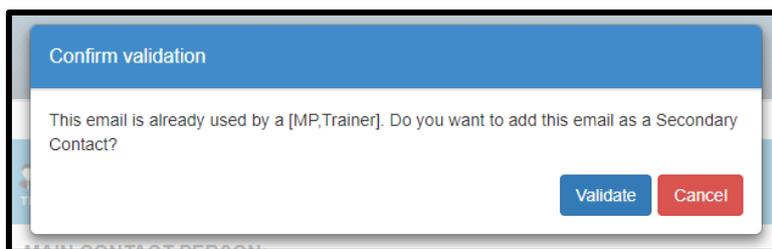
3.1.3 How to remove Secondary Contact Persons from your projects

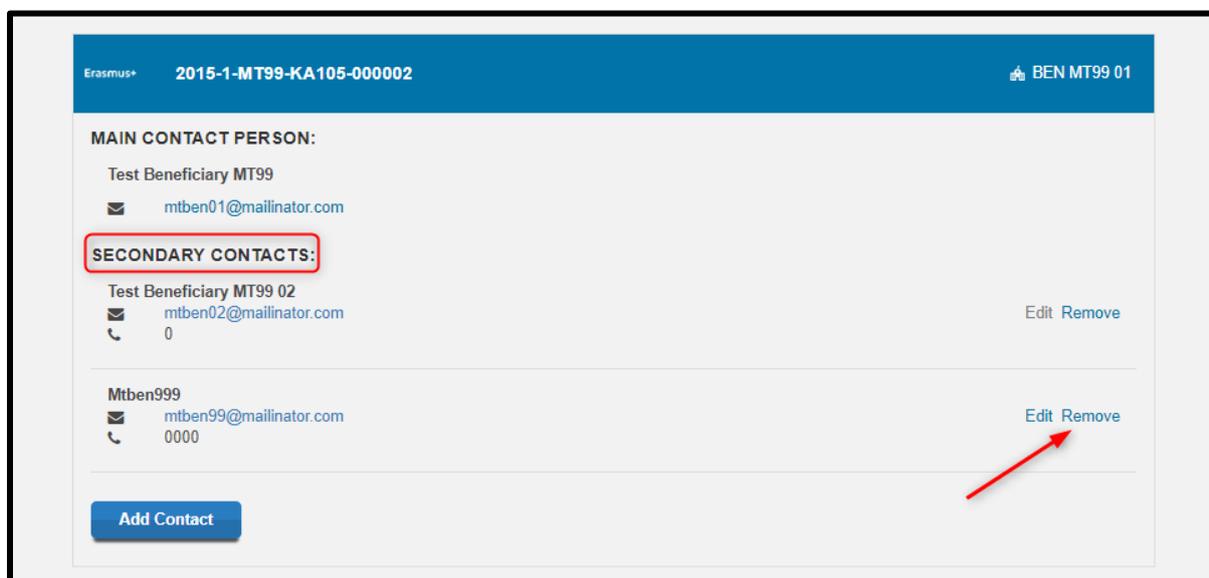You can only remove Secondary Contact Persons if you are the Main Contact Person for a project. The Main Contact Person of a project is the OLS contact person, as defined by the National Agency (NA) in EPlusLink.

If you are the Main Contact Person for the project and would like to remove Secondary Contact Persons from your projects, please follow these **step-by-step instructions**.

Click on **Remove** to remove Secondary Contact Persons. A pop-up confirmation will appear.

The Secondary Contact Persons cannot remove other Secondary Contact Persons, and cannot see the **Remove** button. Therefore, if you have access to a project for which you are the Main Contact Person and to others for which you are the Secondary Contact Person, you will not have the same kind of access.

3.1.4 How to edit Secondary Contact Persons in your projects

You can only edit Secondary Contact Persons if you are the Main Contact Person of a project. The Main Contact Person of a project is the OLS contact person, as defined by the NA in EPlusLink.

Main Contact Persons are edited through the BO Report import (in EPlusLink). Therefore, you can only edit a Secondary Contact Person if he/she is not the Main Contact Person of another project.

To edit the Secondary Contact Persons of your projects, please follow these **step-by-step instructions**.

Click on **Edit** to modify the Secondary Contact Person. A pop-up will appear with the different fields of the Secondary Contact Person, which you will be able to edit. Click on **Edit Contact** to validate.

If the Secondary Contact Person is not editable because he/she is the Main Contact Person, the **edit** button will be inactive and, when the mouse is over the button, an explanation will appear.

3.2 How to allocate assessment licences to participants

Licences are attributed to Beneficiary institutions/organisations by National Agencies. If you need additional licences, please contact your NA.
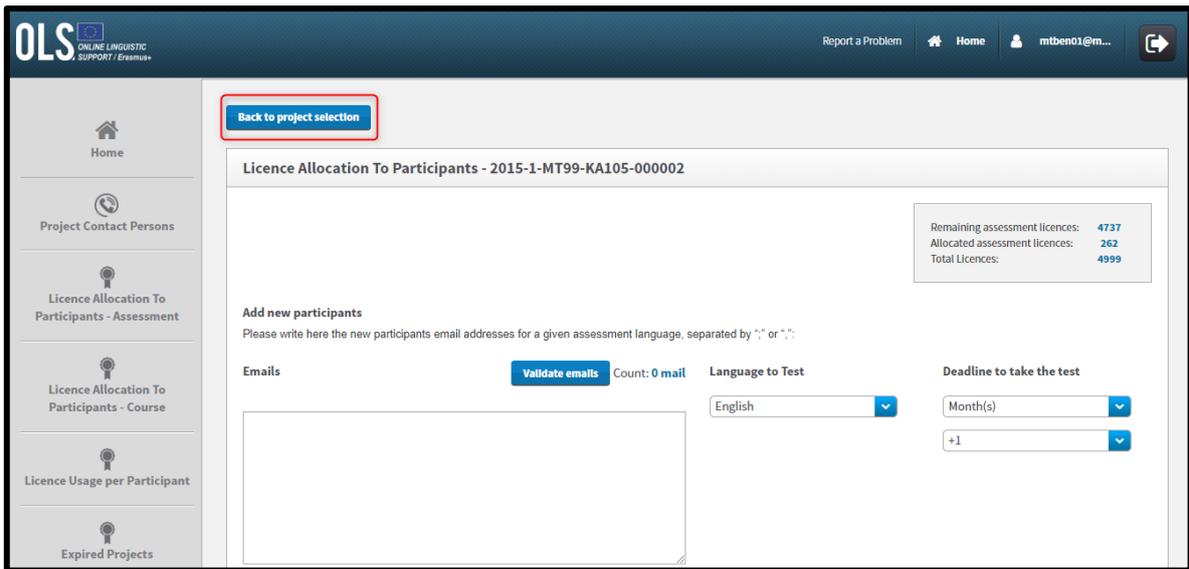
To access the *Licence Allocation to Participants – Assessment* section, go to your homepage and click on the 3rd tab (*Licence Allocation to Participants – Assessment*).
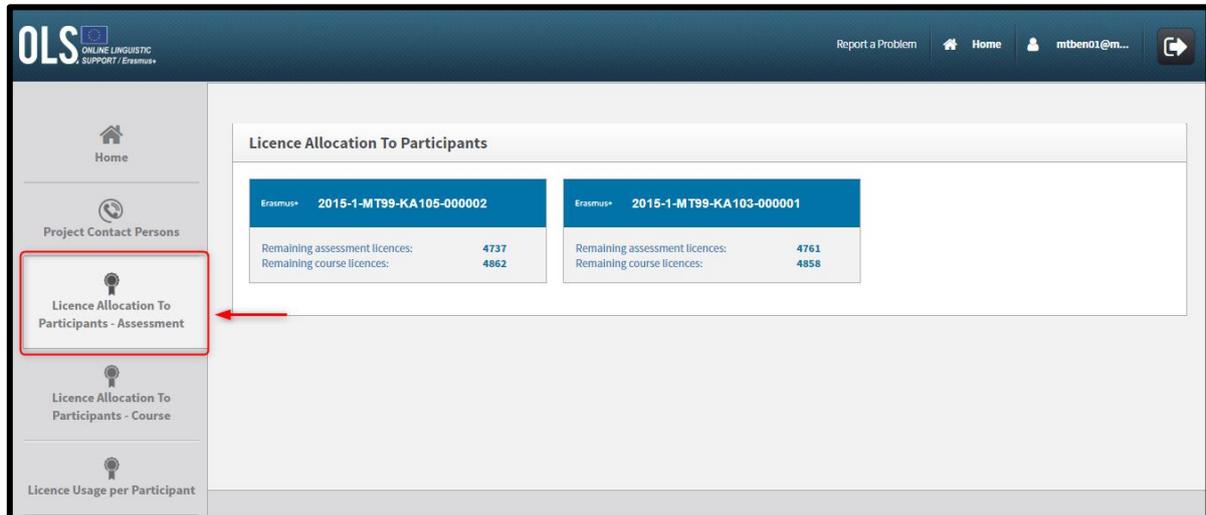
If you have several projects, all available projects will appear and, for each of them, you will be able to see how many licences have been attributed to your institution by your NA. You will also have a permanent overview of the amount of remaining licences for both the language assessments and courses. Select the project you want to use.
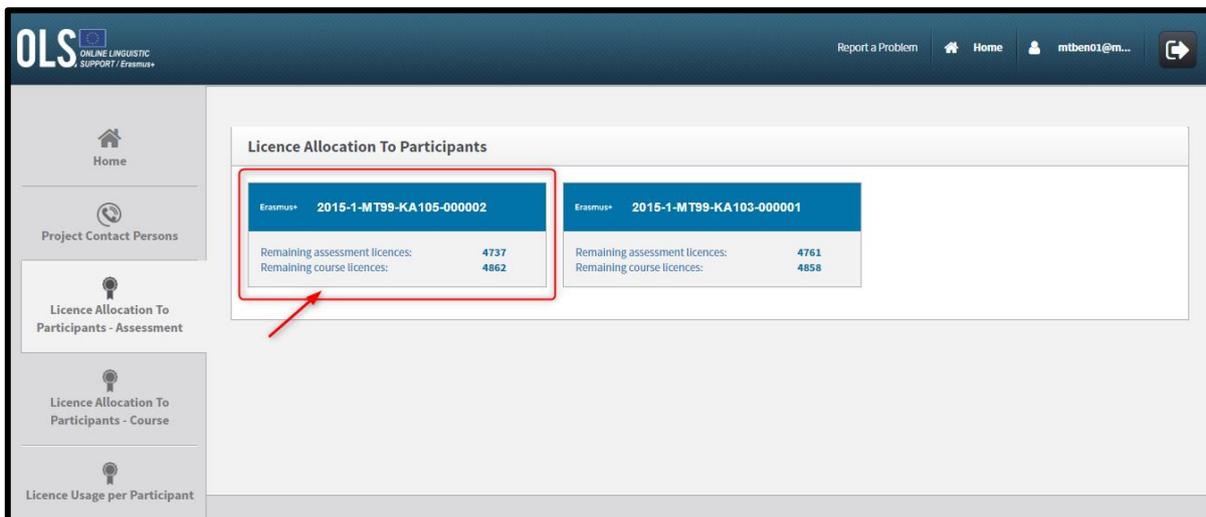

By selecting a project, you can access the corresponding "Licence Allocation to Participants – Assessment" page related to this project. Remember that if you select the 1BEN project and then assign a licence from this project to your Beneficiary main contact email address, you will automatically create a second role in your Licence Management System. When logging in, the system will automatically provide you with the possibility of accessing OLS as an MP or as a BEN User. If you select the role "MP", you will be able to access the platform following the same process as MPs. If you want to access the language course platform, for example, you will need to allocate a course licence to yourself after having taken the first language assessment.

When you are done, or if you want to select another project, use *Back to project selection* to go back to the project selection screen.

On the *Licence Allocation to Participants – Assessment* page related to a project, at the top right-hand side of the screen, a summary box shows information on the **remaining number of assessment licences**, the **number of allocated assessment licences** and the **total number of assessment licences** granted to your Institution by your NA for that project.
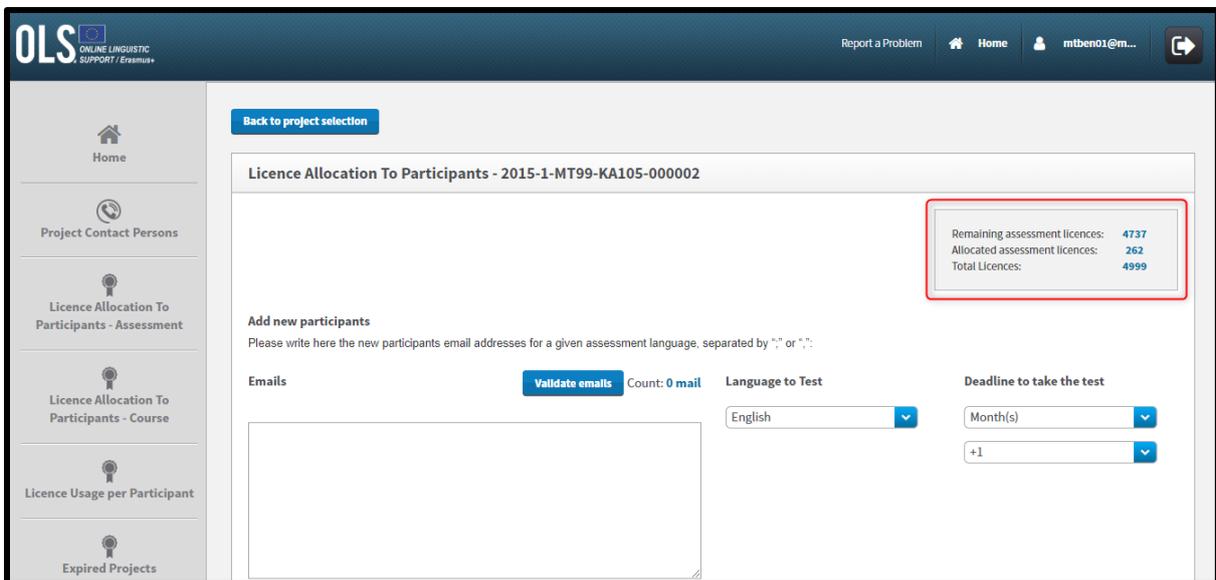
To allocate assessment licences to the selected project participants, please enter their email addresses, in the appropriate box separated by ";" or ",".

N.B.: you are requested to group together the email addresses of all participants who will be tested in the same language (for example, all participants taking their assessment in French). If you have groups of participants to be tested in different languages or participants who have multiple mobilities, repeat the following steps, language-by-language.

Before continuing, you are requested to validate the email address list by clicking on *Validate emails*. A message will appear when the email addresses have been successfully validated. Then, make sure the number of email addresses is correctly shown next to the *Validate emails* button.

OLS can be used by MPs with the same email address for multiple Erasmus+ mobilities.

If you enter an MP's email address that is already in use in the OLS system for a recent mobility (first language assessment not yet started), a warning message will appear after clicking on the *Validate emails* button, informing you that the participant has already been invited to take a language assessment. This warning states the language in which the assessment will take place, on which date the participant received an assessment invitation and the name of the institution/organisation, if

another BEN has sent the invitation. This warning will help you avoid inviting a participant twice by mistake. Despite this warning, you can allocate a new language assessment to the MP if this participant is undertaking another mobility for which he/she should use OLS.

You are then requested to select the language to be tested in the highlighted *Language to test* drop-down menu. The language tested corresponds to the language that the participant will use to study, work or volunteer abroad.


You are also requested to select a *Deadline to take the test*. To do so, select the number of days or months given to the participant to take the test. **Please note**, the deadline should be set before the participant's departure date, especially for Higher Education participants as the OLS assessment is a pre-requisite for mobility.

Once the email list is validated and both the testing language and the deadline to take the test are selected, the *Send assessment invitation(s) to the whole list* button will become active. Review the information before clicking on this button to send assessment invitations to all validated email addresses.
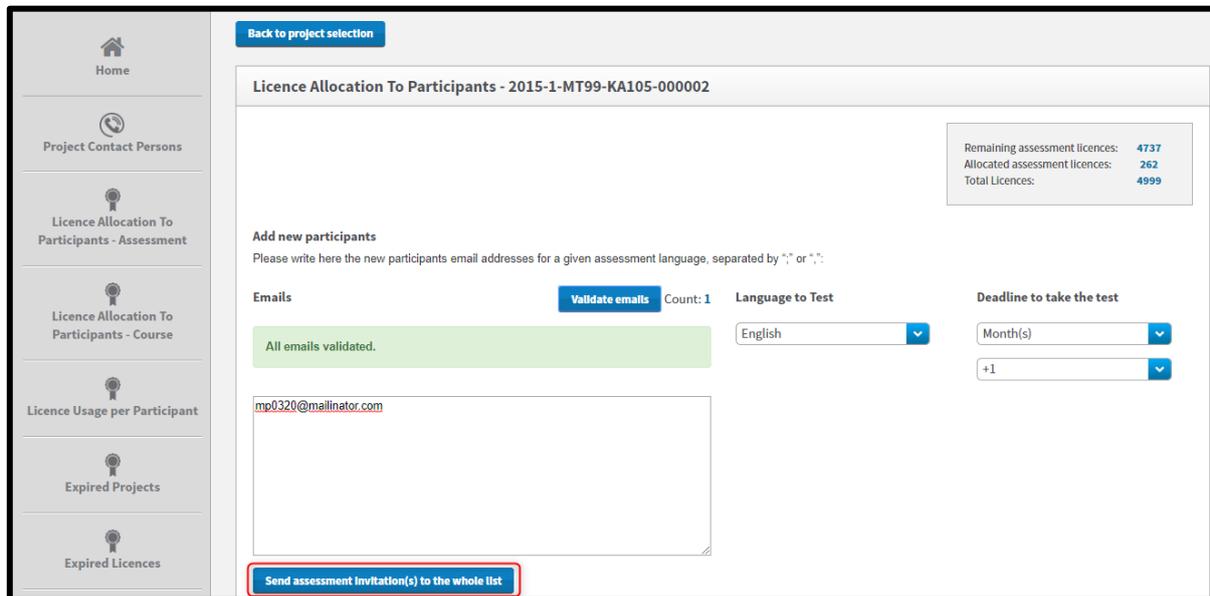

Invitations are then sent to the participants and a message will pop up, confirming that the invitations were successfully sent. In the invitation, participants will also receive their personal login and password needed to access the OLS language assessment.
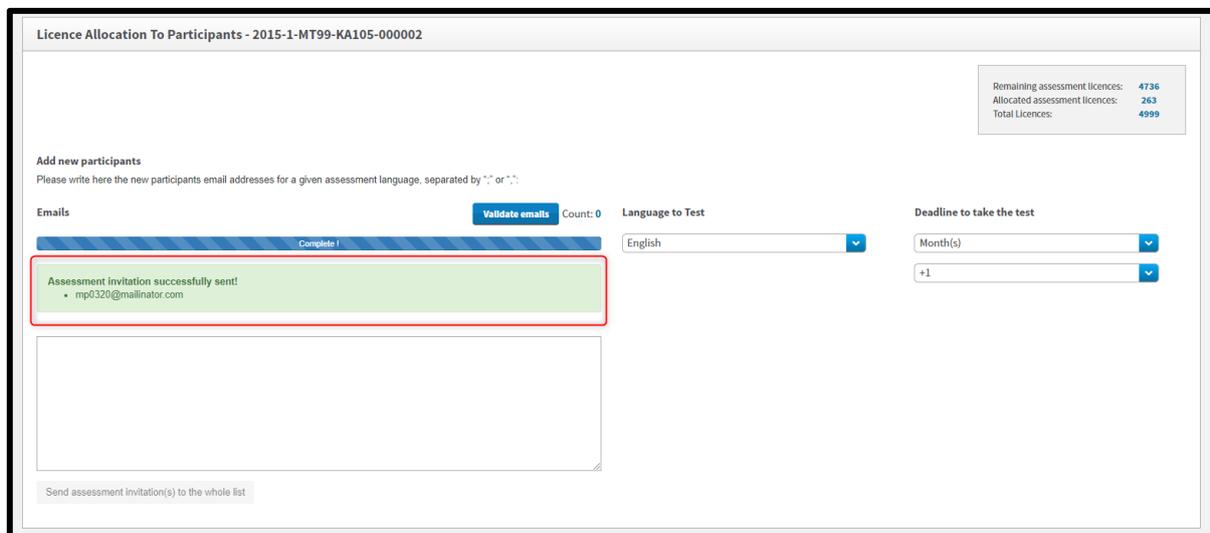
If your participants must be tested in several languages, repeat the above instructions for each group of participants/languages.

If you would like to receive a notification once a participant has completed the first language assessment, please click on your profile.

In your profile, you have the possibility of ticking the *I want to receive a notification by email each time a participant has finished the first assessment* box. Further information is provided under point 3.7.2.
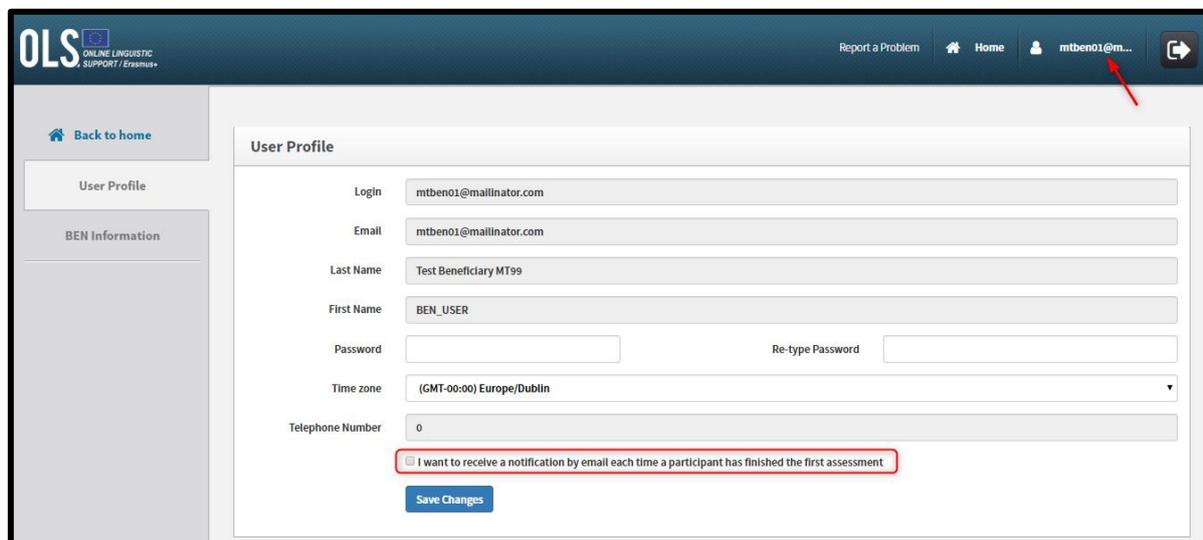
If you tick this box, you will receive an email notification whenever a participant has completed the first language assessment. These notifications are not sent instantly, but rather, once every hour.

Please note, this notification can be sent to any Contact Person of the project (Main or Secondary), provided the Contact Person has ticked this box in their profile.

If a participant does not take the assessment within the deadline, their access to OLS will be deactivated and their licence will automatically be returned to your remaining assessment licences, if not yet used. For instructions on how to re-invite an MP to the first language assessment, see section 3.4

3.3   How to allocate course licences to participants

The process of allocating licences occurs at different levels (i.e. DG EAC/NA/BEN) – for more information on this process, please consult your NA.

3.3.1   Important information for Higher Education Institutions: Automatic allocation of course licences

Automatic language course allocation is exclusively available for Higher Education participants and, depending on the mobility language chosen for the language assessment, operates as follows:

- For German, English, Spanish, French, Italian, Dutch and Portuguese: Higher Education participants who have obtained a **result between CEFR levels A1 and B1 in their first language assessment** are automatically allocated a language course licence. As an HEI, you do not need to take any further action in the OLS LMS. Course licences are automatically deducted from the total course licences available. Therefore, participants with a level of B1 or below will not appear in your *Licence Allocation to participant – Course* section, but you are able to find these participants under the 5th tab (*Licence Usage per Participant*)**.**

- For Bulgarian, Czech, Danish, Estonian, Greek, Croatian, Latvian, Lithuanian, Hungarian, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish: Higher Education participants who have obtained a **result below CEFR level A2 in their first language assessment** are automatically allocated a language course licence. As an HEI, you do not

need to take any further action in the OLS LMS. Course licences are automatically deducted from the total course licences available. Therefore, participants with a level of A1 will not appear in your *Licence Allocation to participant – Course* section, but you are able to find these participants under the 5th tab (*Licence Usage per Participant*).

If there are not enough course licences to be automatically allocated to MPs, a warning will appear on the homepage indicating that the automatic language course allocation has failed and requesting you to contact your NA.

3.3.1.1   Licences checks

If the system tries to allocate a language course (LC) while there are no LCs left in the mobility language assessment (LA) project, the automated LC allocation fails. When this happens:

- The MP becomes eligible for manual allocation and appears on the "Licence allocation to Participant – course" screen of the BENuser, for the relative project

- The following warning appears on the BENuser Home in order to warn him/her in case they would like to request additional LC for their project to their NA:
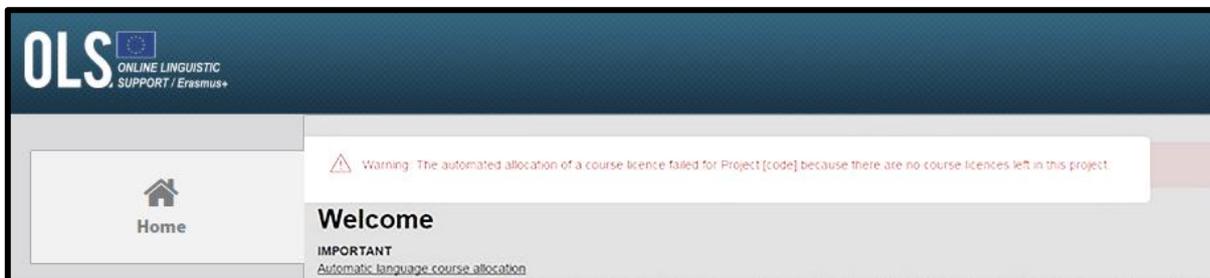
3.3.1.2   Language availability on course platform check

If the system tries to allocate a LC to an MP who scored higher than the level of the course available on the OLS platform, the automated LC allocation fails. When this happens, the MP becomes eligible for manual allocation and appears on the "Licence allocation to Participant – course" screen of the BENuser, for the relative project (with a non-blocking warning).

3.3.2   OLS language course in the local language of the country

MPs who have not been automatically assigned a language course licence can be invited to follow a language course in the OLS LMS. The language course can be offered in their main language of instruction/work, OR in the local language of the country, if that language is available on OLS.

Under the 4th tab (*Licence Allocation to Participants – Course*), you can manually select the course language for these participants. All mobility participants except for YOU and VET also have the possibility to select the local language(s) themselves. Please note that manual allocation will only be possible if participants have not selected the local language(s) themselves.

For specific instructions, see section 3.3.3.

3.3.3   Manual allocation of course licences

Manual allocation of course licences applies to Youth, VET and HE participants.

To allocate course licences to your participants, please follow these **step-by-step instructions**.

To access the *Licence Allocation to Participants - Course* section, go to your homepage and click on the 4th tab (*Licence Allocation to Participants - Course*).
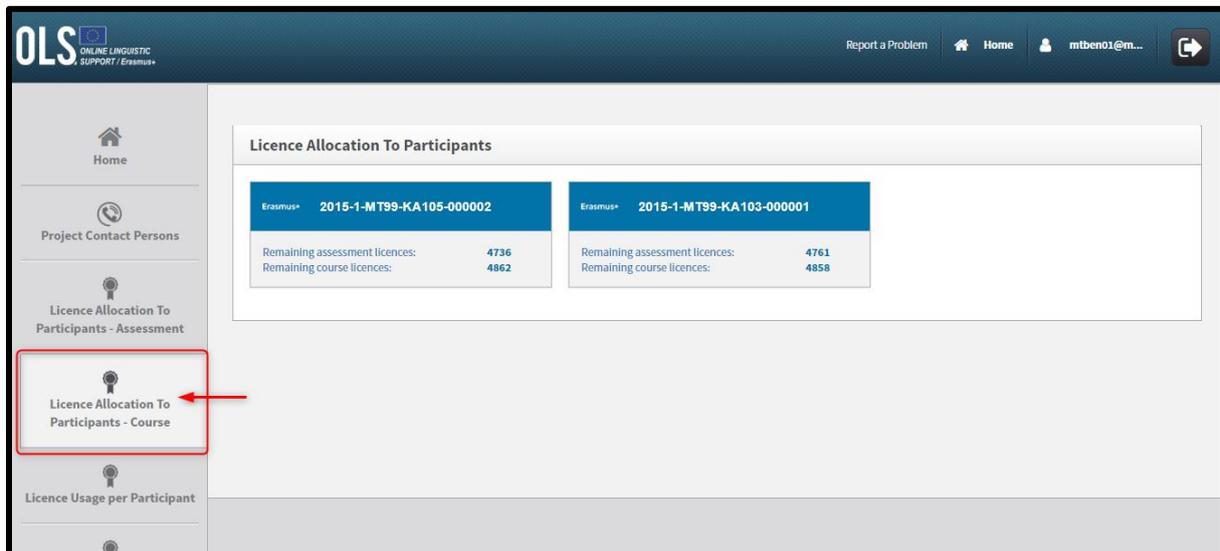
If you have several projects, all available projects will appear and, for each of them, you will be able to see how many licences are left (for both assessments and courses). Select the project you want to use.
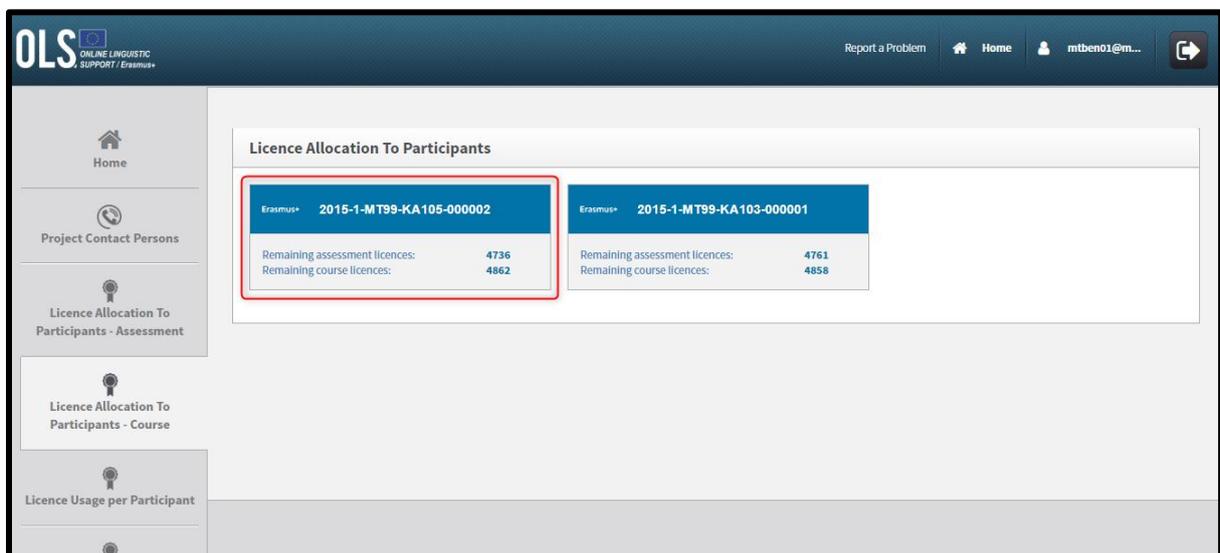
By selecting the project, you can access the corresponding *Licence Allocation to Participants - Course* page related to this project.

When you are finished, or if you want to select another project, use the *Back to project selection* button to go back to the project selection screen.

Expired projects (projects that have reached their contractual end date) will continue to be shown as a separate tab, thus allowing you to continue allocating course licences to MPs who have not yet returned from their mobility. For more information on expired projects, see point 3.5.

At the top-right of the screen, a summary box also shows information on:

- The **remaining number of course licences**, **allocated course licences**, **allocated course licences per language** and the **total number of course licences** granted to your BEN by your NA.

At the bottom of your screen, you will be able to see the list of participants related to the selected project who:

- Received an assessment licence and completed it.

  NB: for HE participants, you will only see those who obtained a result between CEFR levels B2 and C2 in their first language assessment.

- Have not returned from their Erasmus+ mobility yet.

You can sort the information alphabetically or numerically, by clicking on a column title.

Several functions and filters are available on your screen:

- *Mobility Language*, *1st Assessment Result*, *Records per page*, *Search*, *Previous* and *Next* will help you filter the data displayed and easily navigate the different pages of the *Licence Allocation to Participants – Course* table.

- The ![xls icon] button enables you to export all information from the *Licence Allocation to Participants – Course* table.

To allocate a course licence to a participant, click on **Allocate** on the right-hand side of the participant's row. A message will then appear, confirming that the course licence has been successfully allocated.

If you allocate a language course licence to a participant who already has access to the course platform for the same language with a licence from the same project, a warning message will appear. This warning will help you to avoid sending a course licence invitation to a participant twice by mistake. Despite this warning, you can allocate a new language course to this MP if he/she is undertaking another mobility for which he/she should use OLS.

When a participant has been allocated a course licence, the related row will disappear from the *Licence Allocation to Participants – Course* table. The participants will also receive a link to access the OLS language course by email.

To allocate course licences to several participants, tick the boxes related to those participants in the cells on the far right of the MPs' rows. Then click on the **Allocate to all selected** button.

If you would like to allocate licences to all participants in the list, you can click on the **Select all** button in the column title.

If the MP scored higher than the level of the course available on the OLS platform, the button "allocate" appears red and a non-blocking warning is visible on hover:

The BENuser is however still able to allocate the LC if he/she wishes to do so.

If participants do not connect to the language course within 30 days of receiving the invitation, their access will be deactivated and their licences will automatically be returned to your remaining language course licences. Participants who let their language course licence expire will also appear in the **Expired Licences** tab under the **LC (Courses)** option.

3.3.4 Select the language of the course

You can invite participants listed on this screen to follow a language course in their main language of instruction/work, OR in the local language of the country, provided that the language is available in OLS.

In the column **Select Course Language(s)**, a drop-down menu gives you the option to select the language(s) to be allocated to the mobility participant. For participants who have obtained a result of C2, no language is selected by default. The mobility language (language assigned for the assessment) for all other levels is selected by default, but this can be modified.

- If the mobility language (same language as the first language assessment) is selected, both assessments and the course will be in the same language.

- If a local language (language of the country where the mobility will take place) is selected, the participant will have the option of accessing a course in a language other than that of the first assessment. The participant must, however, take the second language assessment in the mobility language.

OLS ID	Name	Estimated starting date of the mobility	Period of Mobility	Mobility Language	Mobility Type	1st Assessment Result	Select Course Language(s)	Select All ☐
1218203	gfdgd gfdg	05/2018	13 months	Irish	x	A1-	× English	Allocate ☐
1491108	JP Martin	09/2018	8 months	English	x	B1	English / French / German / Dutch / Italian / Spanish	cate
1530351	Jean-philippe Bradette	12/2018	12 months	English	x	B1		cate
1535374	Amelie Delmotte	12/2018	13 months	English	x	A1-	× English	Allocate ☐
1626123	Missions Rom	03/2019	13 months	Romanian	x	A1-	× Romanian	Allocate ☐
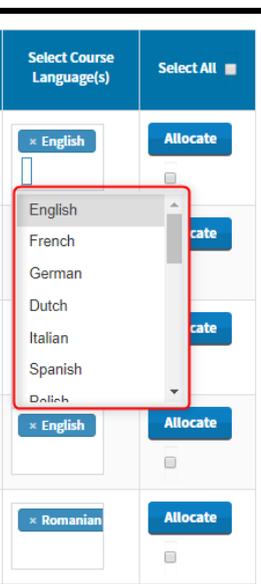
To allocate a course licence to a participant, first, select the language you want to assign and then click on **Allocate** on the right-hand side of the participant's row. A message will then appear, confirming that the course licence has been successfully allocated.

3.4 How to allocate course licences to trainers

In order to assign licences to Trainers of your Beneficiary Institution, you need to have a Trainer Project, previously validated in the OLS by your National Agency.

The 'Trainer' tab enables you, as a Beneficiary user, to assign licences specifically dedicated to teachers involved in an OLS blended learning programme at your institution.
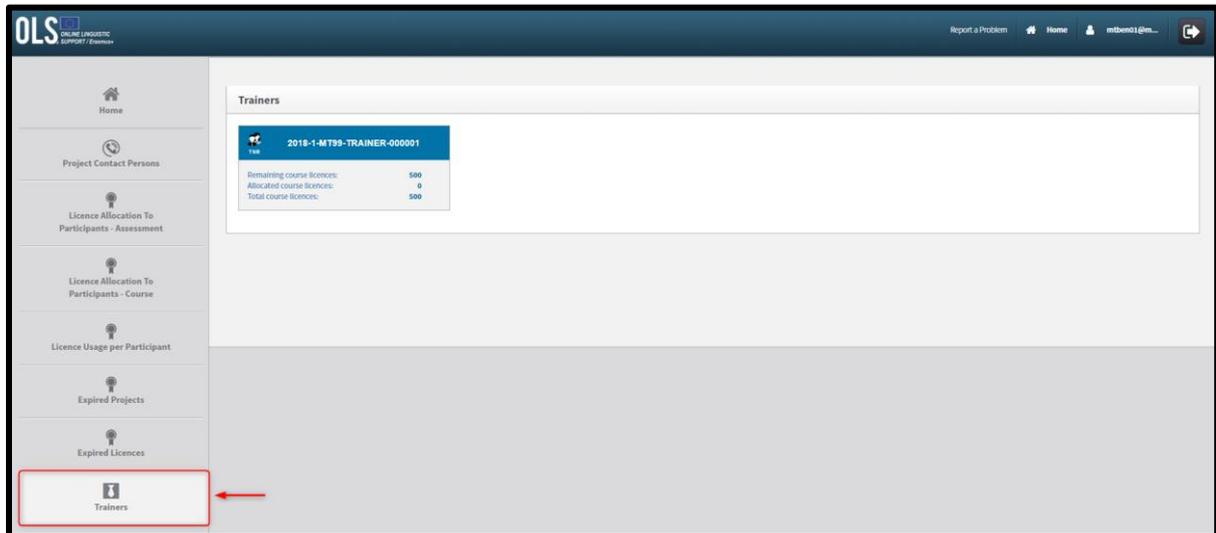
Once you click on the Trainers tab, you are taken to the page displaying your validated Trainer Project. Select the Project to create your Trainers' access to the online course.
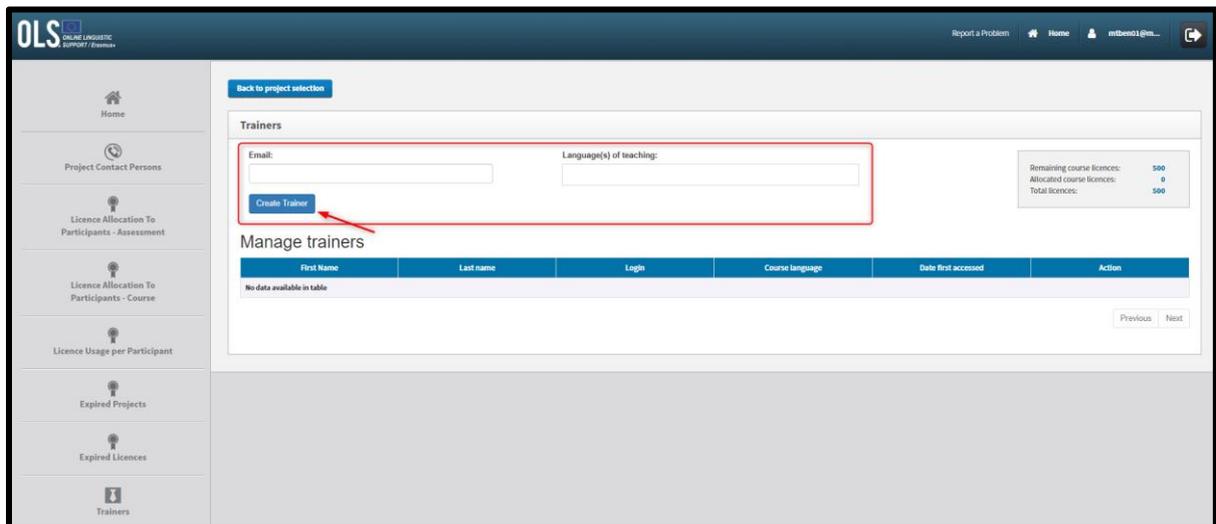
Enter your Trainer's email address and the language they will teach, then click on 'Create Trainer'.

As is the case for any other OLS user, the Trainer will receive an automated activation email including a button inviting them to create their password and profile.
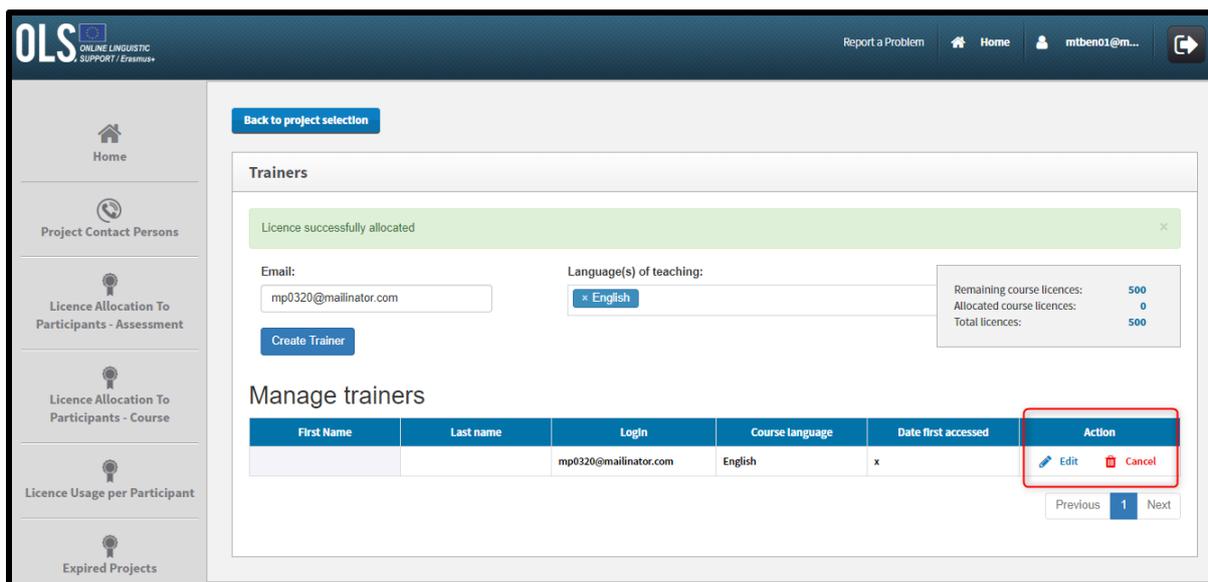
It is only when the Trainer has completed their profile that their name and surname will be displayed on your 'Trainers' tab.

The 'edit' functionality enables you to change information related to the Trainer if needed. The 'cancel' functionality enables you to withdraw a Trainer from your system.

3.5 How to monitor the licences used by your participants

Once you have allocated assessment or course licences to your participants, you can monitor the use of each licence in the OLS LMS.

To access the *Licence Usage per Participant* section, go to your homepage and click on the 5th tab (*Licence Usage per Participant*).

N.B.: if a participant has several mobilities in the same project, he/she will be displayed twice in two separate rows with a different OLS ID (i.e. one ID per mobility).

You can also sort the information alphabetically, chronologically or numerically, by clicking on a column title.

Several functions and filters are available on your screen:

- *Call*, *Mobility Language*, *1st Assessment Result*, *Project Code*, *Records per page*, *Search all fields*, *Previous* and *Next* will help you filter the data displayed and easily navigate the different pages of the *Licence Usage per Participant* table.

- The button enables you to export all information from the *Licence Usage per Participant* table.

In addition, you can edit the *Mob. Start date* and *Mob. End date* of your participants if they have been entered incorrectly, indicated by clicking on the date. MPs will be notified of their updated mobility period in their mobility profile.

3.5.1 How to resend an assessment invitation to a participant

If you would like to resend an assessment invitation to a participant, click on the **Resend invitation** button in the first column.
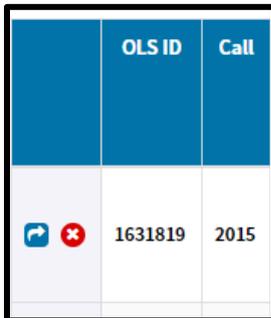
When clicking on the **Resend invitation** button, a pop-up message will appear, asking you to specify a new deadline to take the assessment. Please note that this is only possible if the participant hasn't yet started the assessment (if the participant has already started, the **Resend invitation** button will not be visible).
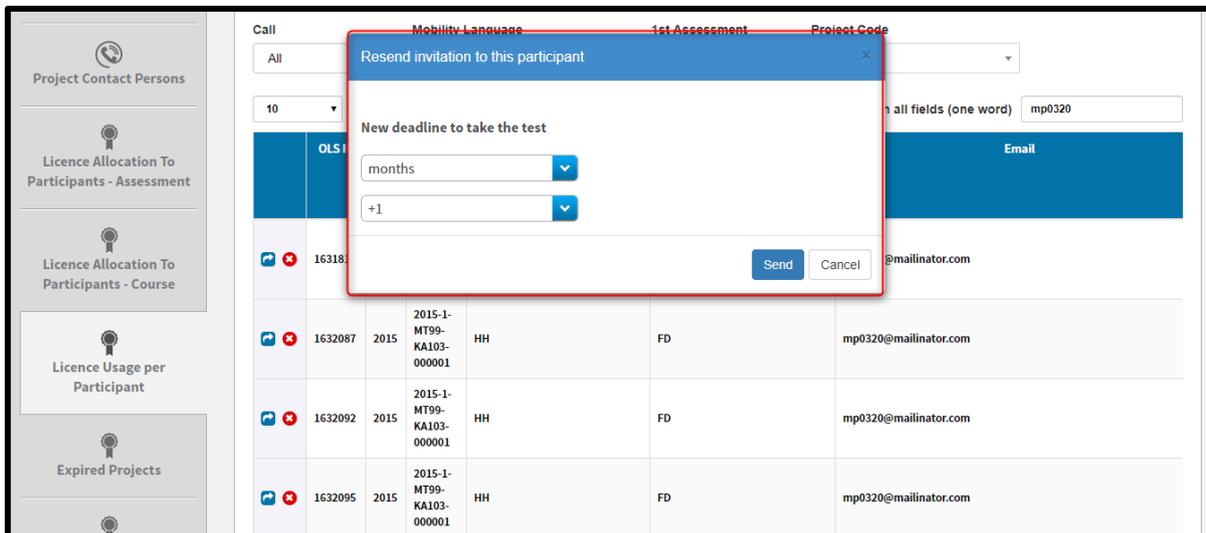
The participant will receive another invitation with the new deadline to take the assessment.

By default, the language to be tested will remain the same as the one specified in the first invitation. If you would like to modify this language, you will have to delete the participant and then re-invite her/him to take the assessment in a new language in the **Licence Allocation to Participants – Assessment** tab (3.2).

A pop-up message will then confirm that the invitation has been successfully resent to the participant.
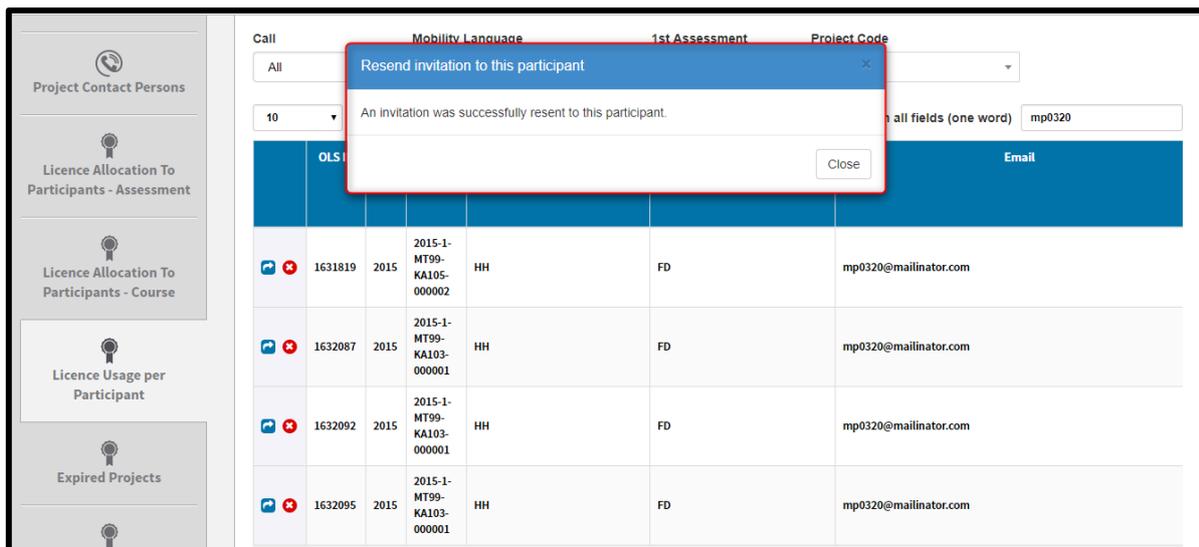
3.5.2 How to modify/cancel an invitation and re-invite participants

Once invitations have been sent, they can no longer be edited or modified. If you need to cancel an invitation, please follow these **step-by-step instructions**.

Invitations can be cancelled, provided that the participants haven't yet started the language assessment. Licences that have been cancelled will automatically be returned to your remaining assessment licences.

Select the *Licence Usage per Participant* tab. Once on the page, search for the participant whose invitation you would like to cancel. If they haven't started their first assessment yet, the cancel button should be available in the first column:

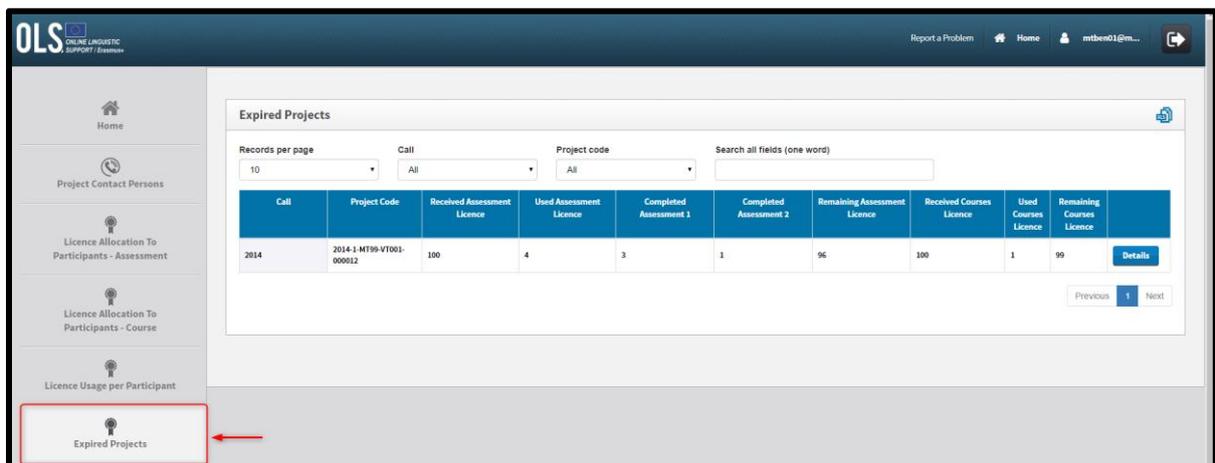Click on the cancel button (⊗). A pop-up confirmation will appear.
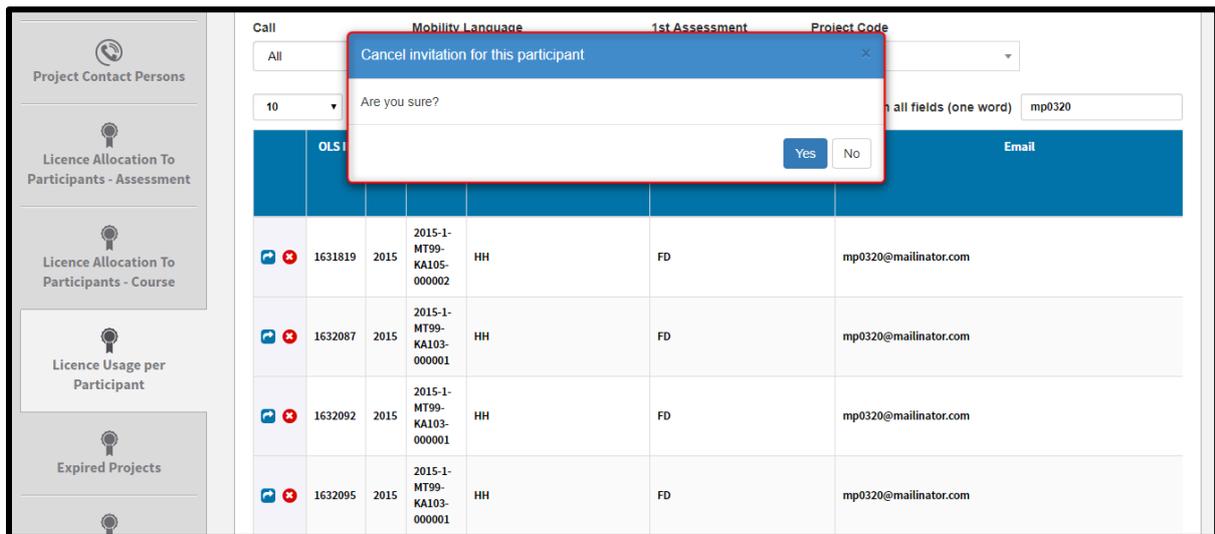
If you validate by clicking **Yes**, the invitation will be cancelled and a confirmation message will appear. A notification will also be sent to the participant. When you close the confirmation message, the participant's mobility will disappear from the page. By doing so, you will automatically recover the licence previously assigned, which means that no licence will be lost in the process.

3.6   How to monitor the expired projects

The **Expired Projects** tab facilitates the monitoring of projects and MPs. This allows your current projects to be kept separate from expired projects. When projects have expired (reached their contractual end date), their content is moved to this screen.

For projects that have expired, it is no longer possible to invite MPs to take the 1st language assessment. However, MPs that have been invited to take the 1st language assessment before the project end date will still be able to take the 1st and 2nd language assessment, and you will also be able to invite them to follow a language course (in the **Licence Allocation to Participants – Course** screen, under the tab of your expired project – see section 3.3).

You can also sort the information alphabetically, chronologically or numerically, by clicking on a column title.

When you click on the **Details** button, situated on the far right of the project row, you will be redirected to a page that displays the participant's data for this specific project. By clicking on the

 button, all information on expired project(s) can be exported as an Excel file.

3.7   How to monitor the expired licences

To access the **Expired Licences** section, go to your homepage and click on the 7th tab (**Expired Licences**).

The **Expired Licences** tab facilitates the monitoring of MPs who have missed the deadline to take their 1st language assessment, or the deadline to start following their language course. From this tab you can also re-invite these MPs to the 1st language assessment or the language course. Expired licences are returned to your remaining licences.

*Please note, participants whose language assessment or course licence is still active (deadline not yet reached) are not shown on this screen. Equally, participants who started the 1st assessment without completing it are not shown on this screen (in this case, the licence is lost). These participants are shown on the **Licence Usage per Participant** screen.*

By navigating through the tabs at the top of the page, you can access the *Expired Licences LA (Assessment)* (open by default) and the *Expired Licences LC (Course)* related to each of your projects.

Under these two tabs, the list of participants with expired licences for language assessments or language courses is displayed. These licences will have been returned to your remaining licences.

N.B.: if a participant has several mobilities in the same project, he/she will be displayed twice in two separate rows with a different OLS ID (i.e. one ID per mobility).

You can also sort the information by clicking on a column title.

On your screen several functions and filters are available:

- *Call*, *Mobility Language*, *Records per page*, *Search all fields*, *Previous* and *Next* will help you filter the data displayed and easily navigate the different pages of the *Expired Licences* table.

- The button enables you to export all information on the *Expired Licences* table.

3.7.1 How to reallocate a language assessment to a participant whose licence has expired

If you would like to resend an invitation for the language assessment to a participant, click on the *Reallocate Invitation* button in the first column.

Please note that when resending an invitation for the language assessment, a pop-up message will appear asking you to specify a new deadline to take the assessment.
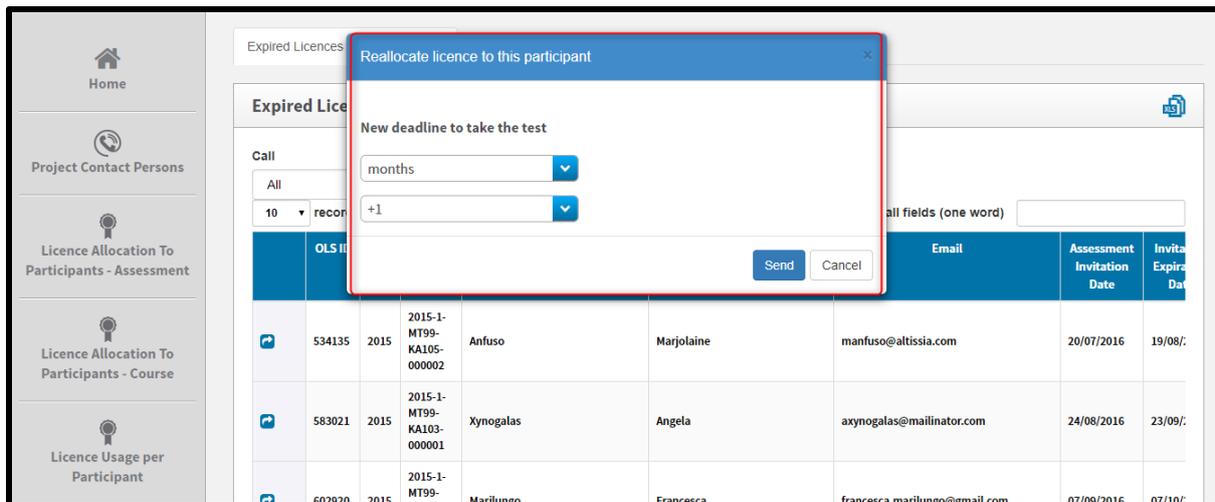

A pop-up message will then confirm that the invitation has been successfully resent to the participant.

Please note:

- Participants who have started but not completed the 1st assessment within the specified deadline are not shown on this screen. Their assessment licence has been used and these participants can only be re-invited using a new licence (see section 3.2).

- The *Reallocate Invitation* feature on the *Expired Licences* page is a shortcut to redistribute a new licence to a selected MP with the same language to test and from the same project. This *Expired Licences* page does not allow you to change the language of an invitation. If you would like to change the language of an invitation, use the *Licence Allocation to Participants – Assessment* tab and select the appropriate language to test (see section 3.2).

- A participant who has been invited several times (following the expiration of his/her previous invitations) will be listed several times. Each row corresponds to an expired invitation.

Resending an invitation from this screen has several consequences:

- A new email invitation to take the language assessment will be sent to the participant.

- A new licence will be used and therefore your number of licences will change.

- If there are no available licences left in the project, a warning message will appear.
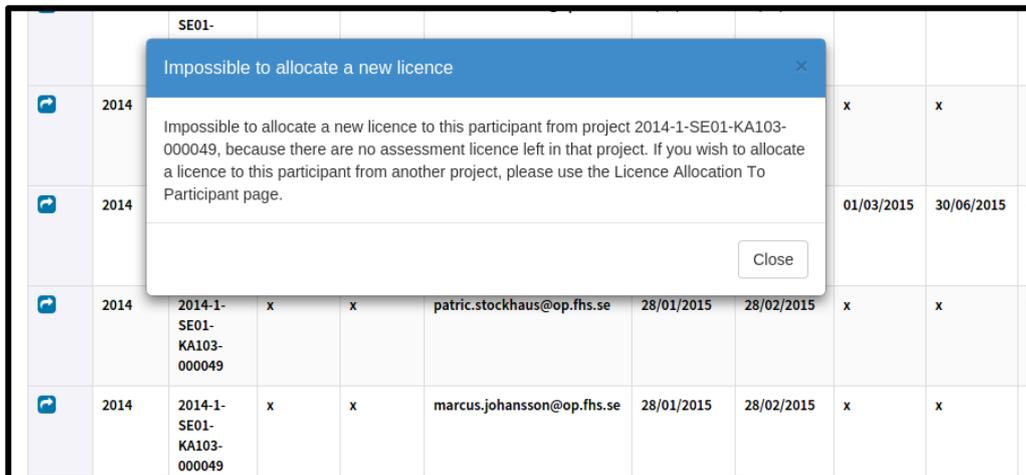
- The participant will reappear on the *Licence Usage per Participant* page.

- The *Reallocate Invitation* button on the *Expired Licences* page disappears. If you want to re-invite the participant, there are two possibilities:

   o If the participant's new licence has not yet expired, you can resend the invitation via the *Licence Usage per Participant* tab;

   o If the participant's new licence has expired, this participant will appear on the *Expired Licences* page.

3.7.2   How to reallocate a language course to a participant whose licence has expired

First, click on the *Expired Licences LC (Course)* tab.

If you would like to resend a language course invitation to a participant, click on the *Reallocate Invitation* button in the first column.

A pop-up message will then confirm that the invitation has been successfully resent to the participant.
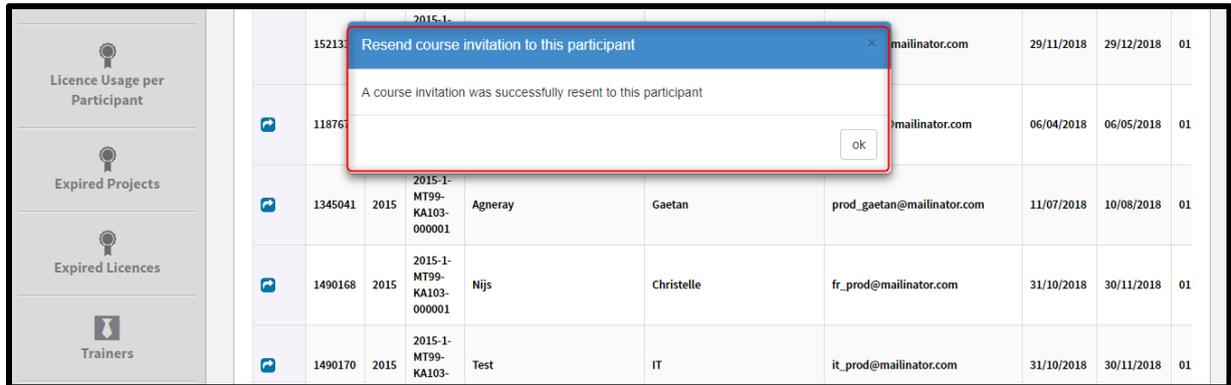
Please note, the **reallocate** feature on the **Expired Licences** page is a shortcut to redistribute a new licence to a selected MP with the same language to test and from the same project. This **Expired Licences** page does not allow you to change the language of an invitation.
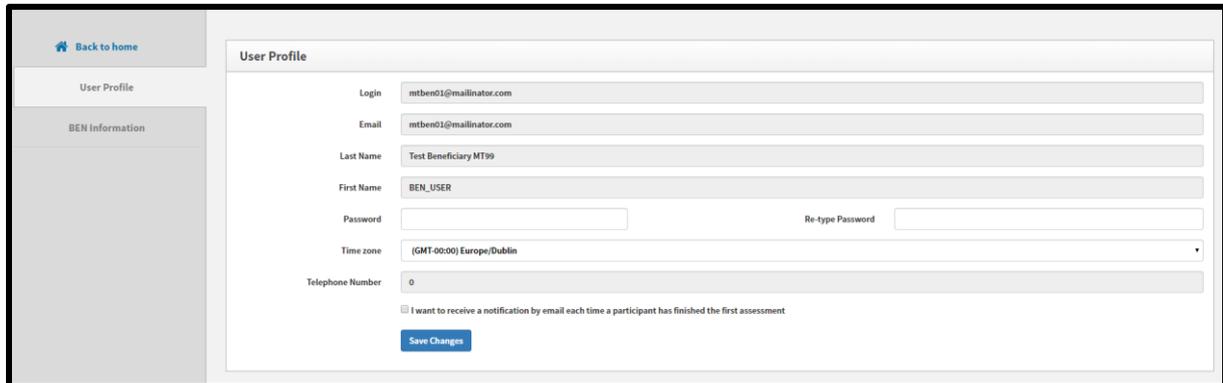
3.8   How to access your OLS Institutional profile

If you need to edit your profile, click on the **Profile** button in the top-right corner of your screen.
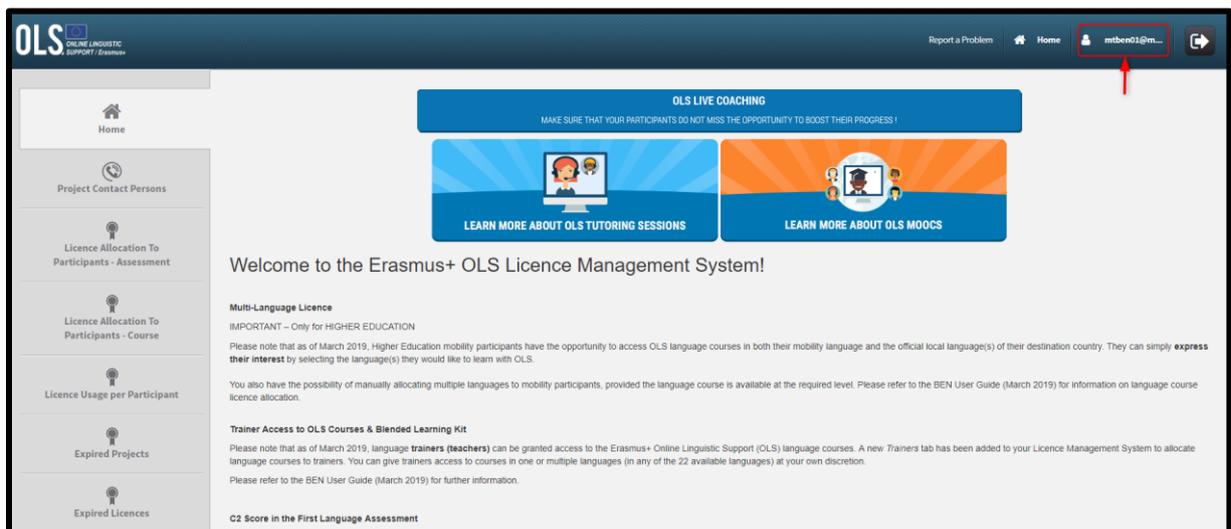
The profile page is divided into 2 sections:

- **User Profile**: includes your Login, Email, Name, First Name, Password, Timezone, Telephone Number and notification settings. You can only modify the password and notification settings.

- **BEN information**: includes your BEN PIC, BEN Name and Country. You cannot modify this information.

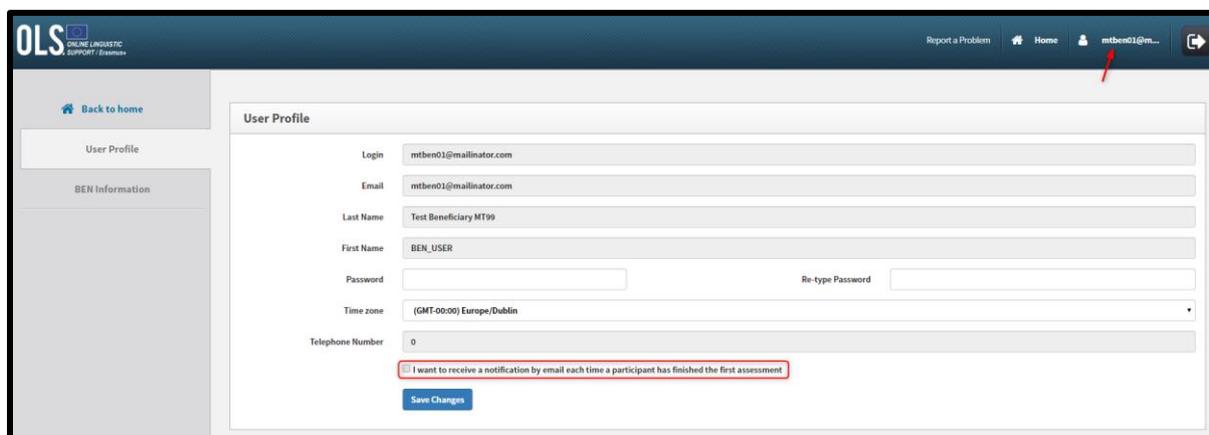### 3.8.1 How to edit your profile

You can edit your password in the **User Profile** section. The contact name and contact number are not editable as they are automatically imported from EPlusLink. Once you have made the necessary changes, click on **Save Changes** at the bottom-left of the section. A message will then appear to confirm that the changes have been successfully saved.

3.8.2 How to receive a notification each time a mobility participant has completed the 1st language assessment

If you would like to receive an email notification each time an MP has completed the 1st language assessment, you can tick the *I want to receive a notification by email each time a participant has finished the first assessment* box. Once you have made the necessary changes, click on *Save Changes* in the bottom-left side of the section. A message will then appear to confirm that the changes have been successfully saved.

If you tick this box, you will receive an email notification whenever a participant has completed the first language assessment. These notifications are not sent instantly, but once every hour.

This function can be particularly useful if you are a VET or Youth Beneficiary and want to be notified on completed 1st language assessments so that you can invite your MPs to the language course (as there is no automatic language course allocation for VET and Youth).

Please note, this notification is sent to the Main Contact Person, as well as to any Secondary Contact Persons and additional email addresses linked to the profile.

If participants do not take the assessment within the deadline, their access to OLS will be deactivated and their licences will automatically be returned to your remaining assessment licences.

To go back from your profile to the homepage of the LMS, click on the *Home* button.

4 Support

If you encounter any problems or issues when following the instructions above, please contact the Support Team by clicking on the *Report a Problem* button in the header.