

## **Skills for Londoners**

## **Community Outreach Programme 2024-25**

**GLA-OPS Guidance**

**Register and create a project application**

## Contents

This document explains how to register and create a project application for Skills for Londoners Community Outreach Programme on GLA-OPS. Please note, we recommend use of Google Chrome browser when you are using GLA-OPS. If you have any problems when following the guidance, please contact [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk).

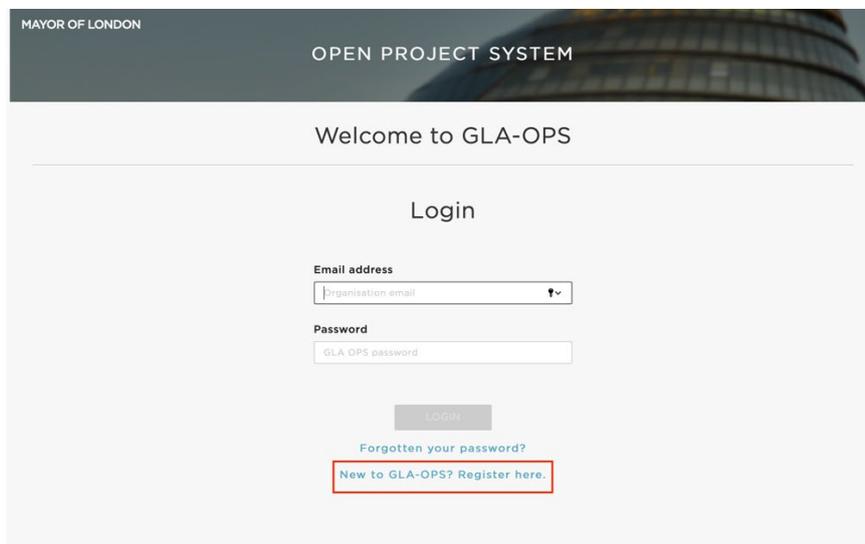
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# Register on GLA-OPS

Access to GLA-OPS is through a self-registration process. In order to register, users will need to go to the GLA-OPS homepage <https://ops.london.gov.uk>. Access can be requested using four options which are tailored to different user scenarios:

1. Requesting access as a new user to an organisation already on GLA -OPS
2. Requesting access as a new user with an organisation not on GLA-OPS
3. Requesting access as an existing user with an organisation on GLA-OPS
4. Requesting access as an existing user with an organisation not on GLA-OPS

New users would need to click on the “New to GLA-OPS? Register here.” link as shown in the red box below.



Once clicked, users are presented with two options: the first is for registering as a new user under an organisation that already has access to the system, and the second, for a new user under a new organisation.

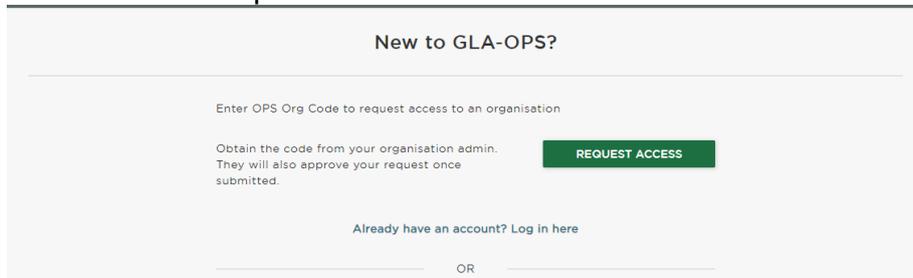
## 1. Requesting access as a new user to an organisation already on GLA-OPS

**This option is for when you (the user) are new to GLA-OPS, but your employer already has an organisation registered on GLA-OPS which is managed by the Skills and Employment team.**

If your organisation is already registered on GLA-OPS with the Skills and Employment team, you can gain access by contacting your ‘Org Admin’ (see next pages for definition of “Org Admin”). They will provide you with your organisation’s registration key.

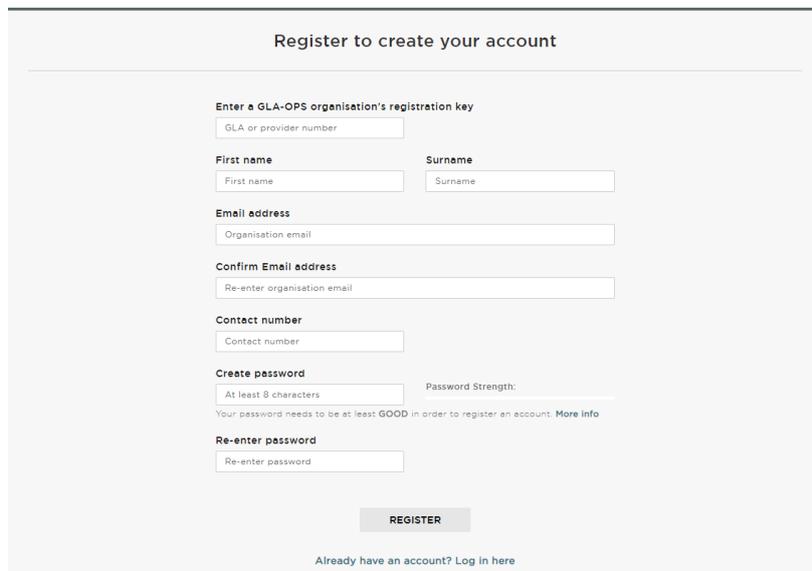
If you do not know if your organisation is registered with the Skills and Employment team or who your Org Admin is please contact your GLA lead who will be able to look this up for you or email [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk) with your organisation.

To register click on the 'Request Access' button on the 'New to GLA-OPS?' screen.



The screenshot shows a web form titled "New to GLA-OPS?". Below the title is a horizontal line. The main heading is "Enter OPS Org Code to request access to an organisation". Below this, there is a sub-heading: "Obtain the code from your organisation admin. They will also approve your request once submitted." To the right of this text is a green button labeled "REQUEST ACCESS". Below the sub-heading, there is a link: "Already have an account? Log in here". At the bottom center, there is a horizontal line with "OR" in the middle.

Complete the webform, ensuring that when you add your password its strength is rated as at least "Strong" to enable your account to be registered.



The screenshot shows a web form titled "Register to create your account". Below the title is a horizontal line. The main heading is "Enter a GLA-OPS organisation's registration key". Below this is a text input field labeled "GLA or provider number". Below that are two text input fields: "First name" and "Surname". Below these is a text input field labeled "Email address" with the sub-label "Organisation email". Below that is another text input field labeled "Confirm Email address" with the sub-label "Re-enter organisation email". Below that is a text input field labeled "Contact number" with the sub-label "Contact number". Below that are two text input fields: "Create password" with the sub-label "At least 8 characters" and "Password Strength:". Below the "Create password" field is a note: "Your password needs to be at least GOOD in order to register an account. More info". Below that is a text input field labeled "Re-enter password" with the sub-label "Re-enter password". At the bottom center, there is a grey button labeled "REGISTER". Below the button is a link: "Already have an account? Log in here".

Once complete, the register button will appear and, when clicked, an email will automatically be sent to 'Org Admin' users within your organisation (this is the person who manages users). They will approve your request and assign you a role.

## 2. Requesting access as a new user with an organisation not on GLA-OPS

**This option is for instances where both you (the user) and your organisation are completely new to GLA-OPS.**

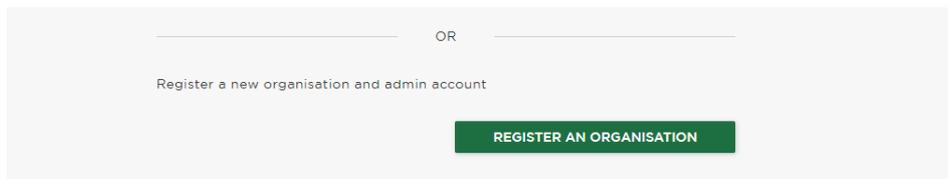
Where an organisation is not registered on GLA-OPS, the user would need to provide details of which programme they would like to register with, information about the organisation along with their own registration details.

Please note, the user registering the organisation will become its initial 'Org Admin' once the request is approved. This means they will be responsible for:

- Keeping the organisation's details up to date
- Approving new users for the organisation
- Assigning each user in the organisation a role (including assigning additional admins)

The person submitting the new organisation request must therefore have authority within the organisation to carry out the above tasks. We recommend this is a senior staff member who can then approve further new users.

To begin the registration process, click on the 'Register an Organisation' button on the 'New to GLA-OPS' screen.



Once clicked, the user has a three-step process to register themselves and their organisation.

**The first stage** requires the user to select the programme and GLA Managing Organisation they would want to register with. All the active and available programmes will be displayed next to their respective managing organisations. Once the required programme has been found the user will need to select 'Register' under the relevant image.

**Choose 'Skills for Londoners Community Outreach Programme' under the GLA Skills & Employment Unit.**

**Create a new organisation profile**

1. Programmes      2. Organisation details      3. Admin user details

Select the funding programme in the department you want to apply for.

 <b>GLA Culture Unit</b>	<p>No programmes are currently open.</p>	 <b>Mayor's Office for Policing and Crime (MOPAC)</b>	<p>No programmes are currently open.</p>
<b>REGISTER</b>		<b>REGISTER</b>	
 <b>Old Oak &amp; Park Royal Dev Corporation (OPDC)</b>	<p><b>Small Grants - In the Making</b></p> <p>Funding for community projects in Old Oak and Park Royal</p> <p><a href="#">More info</a></p>	 <b>GLA Regeneration Unit</b>	<p><b>Universal Free School Meals (test)</b></p>
<b>REGISTER</b>		<b>REGISTER</b>	← 1 of 3 →
 <b>GLA Housing and Land Directorate</b>	<p><b>Supported and Specialised Housing 2016 - 21</b></p> <p>Part of the Mayor's Affordable Homes Programme 2016-21. Funding is available for partners delivering supported and/or specialist housing</p> <p><a href="#">More info</a></p>	 <b>GLA Skills &amp; Employment Unit</b>	<p><b>Skills for Londoners Community Outreach Programme</b></p> <p>for small community organisations aims to increase participation in adult learning for those most in need and help signpost Londoners to adult education opportunities</p>
<b>REGISTER</b>	← 1 of 25 →	<b>REGISTER</b>	← 5 of 9 →

**The second stage** requires the user to provide the basic details of the organisation. Please note, depending on the programme and Managing Organisation, further details may be required, though these will be requested through a separate process.

**Create a new organisation profile**

1. Programmes      2. Organisation details      3. Admin user details

You are registering with the GLA Skills & Employment Unit for Mayor's Academies Programme

**Organisation name**

**Also known as (Optional)**

**Address line 1**

**Address line 2 (optional)**

**City**      **Postcode**  
     

**Website (optional)**

**Organisation type**

**NEXT**

The final stage requests details about the user registering. The user will be made into the 'Org Admin' and will be responsible for approving all subsequent users. The webform will need to be completed, ensuring that when the password is added, its strength is rated as at least "Good" to enable the account to be registered.

The screenshot shows a webform titled "Register your details" with a progress bar at the top. The progress bar has three steps: "1. Programmes" (checked), "2. Organisation details" (checked), and "3. Admin user details" (unchecked). The form contains several input fields: "First name", "Surname", "Email address", "Confirm Email address", "Contact number", "Create password", and "Re-enter password". A "REGISTER" button is at the bottom. A note states: "The Organisation Admin approves all subsequent users. You will be emailed further information when this registration is approved." A password strength indicator shows "At least 8 characters" and "Password Strength:". A note below the password field says: "Your password needs to be at least: GOOD in order to register an account. More info".

Once complete, the option to register will be made available and when clicked, the request will be reviewed by the relevant Managing Organisation (in this case the GLA Skills and Employment Unit) and either approved or rejected.

If your organisation will be delivering projects for multiple departments, you can create additional profiles from within GLA-OPS, once your initial request has been approved (specific instructions listed below).

### 3. Requesting access as an existing user with an organisation on GLA-OPS

This option is for instances where:

1) you (the user) are already registered on GLA-OPS, but under an organisation that is not managed by the GLA Skills & Employment team AND

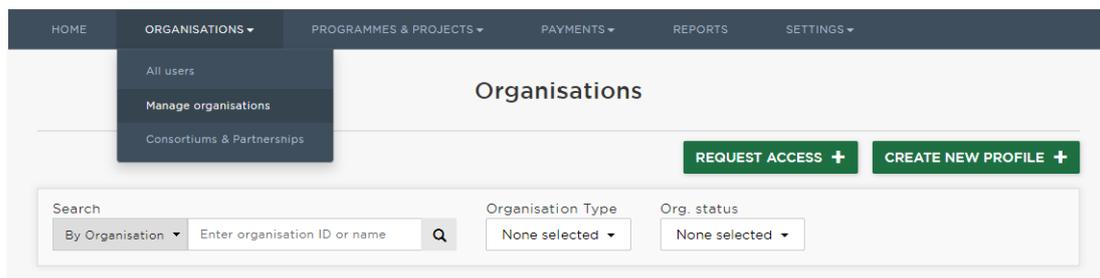
2) your employer has another organisation on GLA-OPS that is managed by the GLA Skills & Employment team, that you want to request access to.

If you know your employer has an alternative organisation on GLA-OPS that is managed by the GLA Skills & Employment team, you can gain access to that organisation by contacting that organisation's 'Org Admin.' They will provide you with your organisation's registration key.

If you do not know if your organisation is registered, or who the Org Admin is, please contact your GLA lead who will be able to look this up for you or email [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk) with your organisation name.

To request access once you have received the registration key for an organisation –

- Login to GLA-OPS using your credentials.
- Go to Organisations/ Manage Organisations page.
- Click the 'Request Access +' button.
- In the pop-up window enter the registration key.
- Click 'Send Request'.
- Once complete, Org Admin will be able to approve your registration and assign a user role.



## 4. Requesting access as an existing user with an organisation not on GLA-OPS

**This option is for instances where:**

- 1) you (the user) are already registered on GLA-OPS under an organisation that is not managed by the GLA Skills and Employment team AND
- 2) your employer is not registered with the GLA Skills and Employment.

If you are already registered on GLA-OPS you will have an option to create another organisation profile (e.g. with a different GLA department). If you do not know if your organisation is already registered with other GLA departments or who the Org Admin is, please contact your GLA lead who will be able to look this up for you or email [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk) with your organisation name.

To create a new organisation profile:

- Login to GLA-OPS using your credentials.
- Go to Organisations/ Manage Organisations page.
- Click the 'Create New Profile +' button.
- Fill in all the mandatory fields in the form.
- Click 'Request New Profile'.
- Once complete, GLA Org Admin will review the registration request and will approve if applicable.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

All users  
Manage organisations  
Consortiums & Partnerships

### Organisations

REQUEST ACCESS + CREATE NEW PROFILE +

Search  
By Organisation Enter organisation ID or name

Organisation Type: None selected  
Org. status: None selected

## Register additional users

You will already be registered on GLA OPS as an 'Org Admin' or 'superuser' for your organisation.

Other colleagues from your organisation will also need to register on OPS. We recommend that there are at least two "Org Admins" for one organisation. They will need to request access to your organisation by following the steps below. Please note, you will need to provide them with the Organisation ID before they can register.

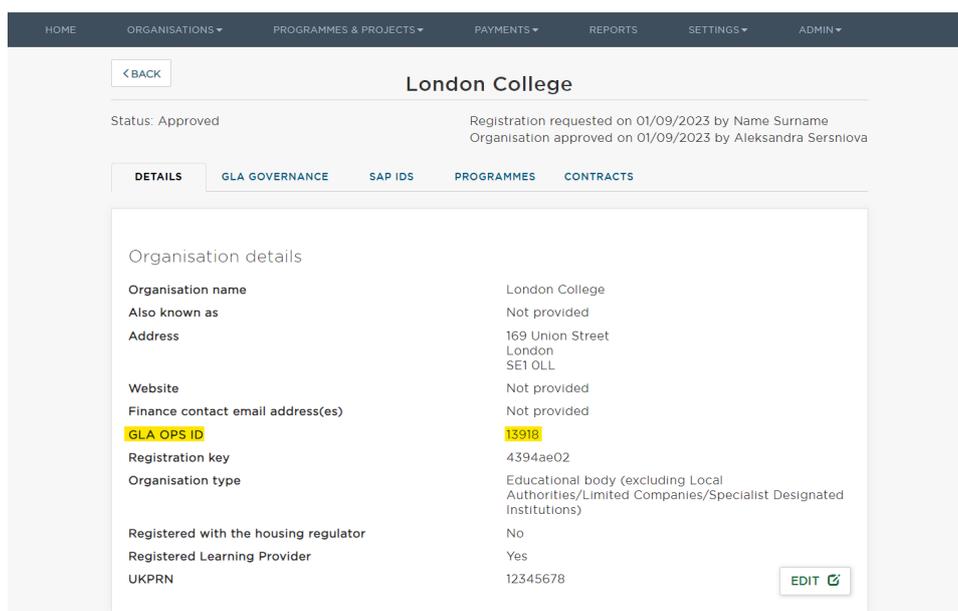
- Fill in the form here: <https://ops.london.gov.uk/#/registration>.
- Enter an Organisation ID or Registration Key (see below).
- Submit request.

As the Org Admin, you will then need to approve the registration by following the steps below:

- Log into your account [here](#).
- Go to your notifications.
- You will see one that says, 'A new registration against [organisation name] is pending for [name of colleague].' Click this.
- Press 'EDIT' (top right).
- You can then set the role – for the superuser role, select 'Org Admin', otherwise select 'Project Editor' – you can change this later if required.
- Then approve by clicking the 'DONE' button.

### How to find the Org ID

- 1 Log into your account.
- 2 Go to 'Organisations' > 'Manage Organisations'.
- 3 In the 'Organisation details' section, you will see a 5-digit GLA OPS ID.



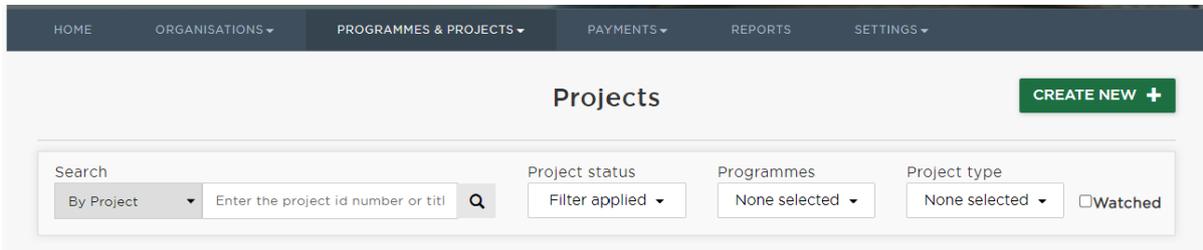
The screenshot shows the 'Organisation details' page for 'London College'. The status is 'Approved'. Registration was requested on 01/09/2023 by Name Surname and approved on 01/09/2023 by Aleksandra Sersniova. The page includes tabs for 'DETAILS', 'GLA GOVERNANCE', 'SAP IDS', 'PROGRAMMES', and 'CONTRACTS'. The 'DETAILS' tab is active, showing the following information:

Organisation details	
Organisation name	London College
Also known as	Not provided
Address	169 Union Street London SE1 0LL
Website	Not provided
Finance contact email address(es)	Not provided
<b>GLA OPS ID</b>	<b>13918</b>
Registration key	4394ae02
Organisation type	Educational body (excluding Local Authorities/Limited Companies/Specialist Designated Institutions)
Registered with the housing regulator	No
Registered Learning Provider	Yes
UKPRN	12345678

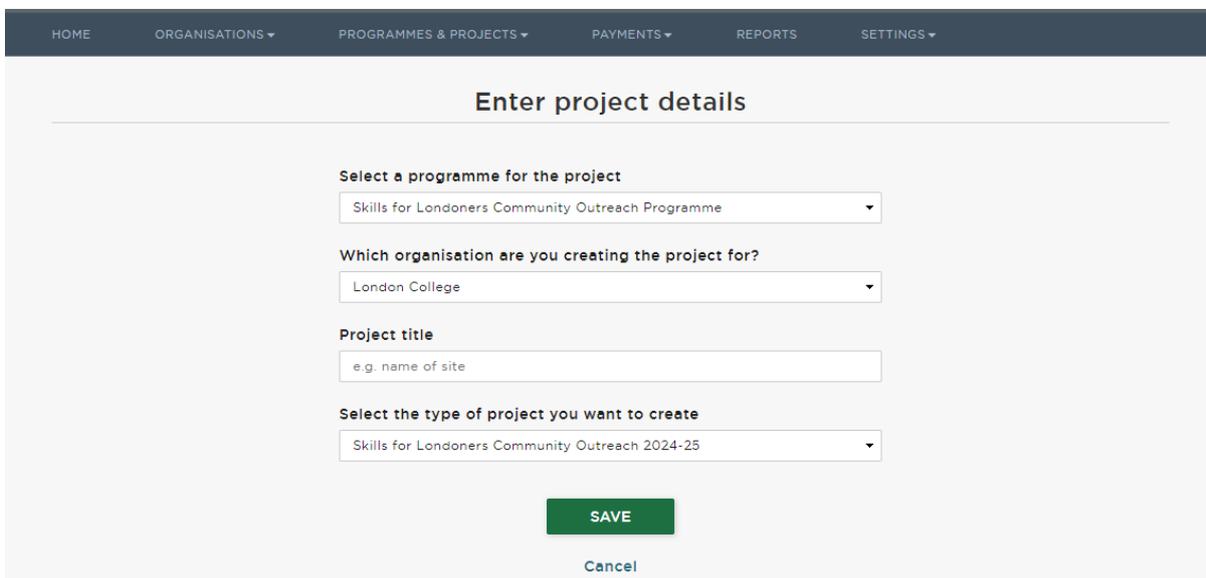
An 'EDIT' button with a pencil icon is located at the bottom right of the details section.

# Create a project application

- Go to Programmes & Projects > Projects.
- Click Create New+.



- This will bring up a short form.



- Fill in all fields
  - For 'programme', select 'Skills for Londoners Community Outreach Programme'
  - The organisation name will populate automatically
  - For 'Project title' please use the following naming conventions:  
**[Community Outreach 2024-25] - [your full or abbreviated organisation name]**
  - For 'Project type', select 'Skills for Londoners Community Outreach 2024-25'
- Click 'SAVE'

## Edit and save a project application

Once you have created a project application, you will be taken to the Project Overview Screen. Here, you will have access to eight 'blocks' which each store key information about your Skills for Londoners Community Outreach Programme Application.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

< BACK Community Outreach 2024-25 London CIC PROJECT MENU

London College

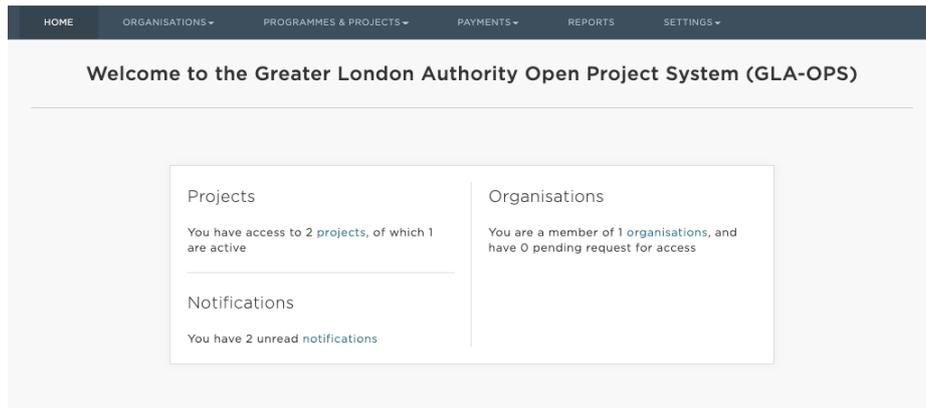
Status: Draft Project ID: P28240  
Project is with: Partner

Please complete each section and then submit.

- 1 PROJECT DETAILS INCOMPLETE
- 2 DESCRIPTION OF ORGANISATION AND PROJECT BUDGET INCOMPLETE
- 3 QUALIFYING CRITERIA INCOMPLETE
- 4 DUE DILIGENCE INCOMPLETE
- 5 PROJECT QUESTIONS INCOMPLETE
- 6 HEALTH & SAFETY, RISK, INSURANCE POLICIES INCOMPLETE
- 7 DECLARATION INCOMPLETE

Project History

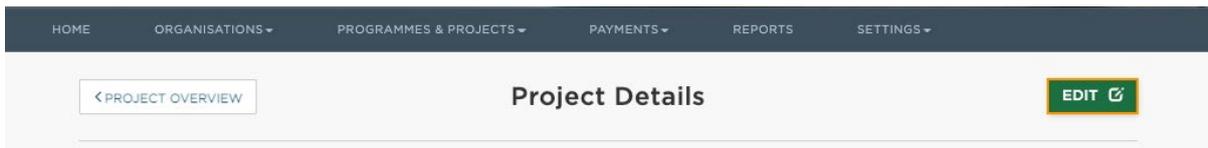
Once you have created a project application, it will be saved on the system. If you log out and log back in, you can navigate to the project application from your homepage by clicking on the 'projects' link.



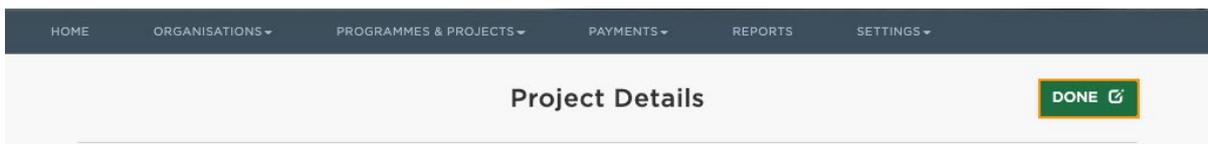
NOTE: You do not need to complete all the information in one sitting. When you are editing information in any of the project blocks, this will be saved once you click 'DONE'.

**To edit and save a block:**

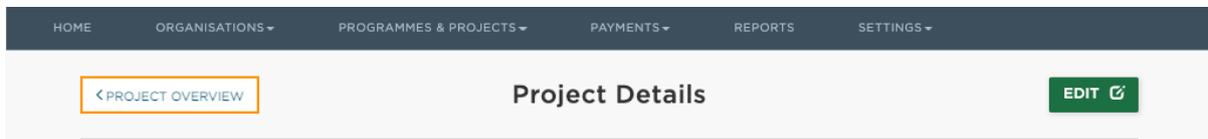
- Click into a block
- Click 'EDIT'



- Answer the questions outlined within the block (please refer to Prospectus for further information)
- Once you have answered the questions, click 'DONE' to save



- To come out of the block, click 'PROJECT OVERVIEW' in the top left



- The block will show as complete once all required information is entered and saved

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

< BACK

### Community Outreach 2024-25 London CIC

London College

PROJECT MENU

Status: Draft Project ID: P28240  
Project is with: Partner

Please complete each section and then submit.

1 PROJECT DETAILS COMPLETE ✓	2 DESCRIPTION OF ORGANISATION AND PROJECT BUDGET INCOMPLETE !	3 QUALIFYING CRITERIA INCOMPLETE !
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# Submit a project application

Once all the blocks are complete, you will see from the project overview page that your project application is ready to be submitted.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

## Community Outreach 2024-25 London CIC

< BACK PROJECT MENU

London College

Status: Draft This project is now ready to **submit** Project ID: **P28240**  
Project is with: Partner

Please complete each section and then submit.

- 1 PROJECT DETAILS COMPLETE ✓
- 2 DESCRIPTION OF ORGANISATION AND PROJECT BUDGET COMPLETE ✓
- 3 QUALIFYING CRITERIA COMPLETE ✓
- 4 DUE DILIGENCE COMPLETE ✓
- 5 PROJECT QUESTIONS COMPLETE ✓
- 6 HEALTH & SAFETY, RISK, INSURANCE POLICIES COMPLETE ✓
- 7 DECLARATION COMPLETE ✓

Project History

Comments

Add an explanatory comment

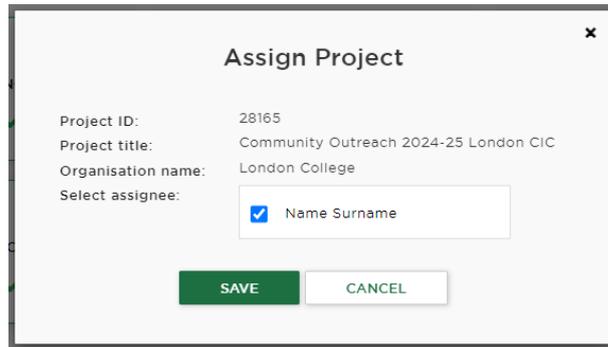
SUBMIT PROJECT

Once you have checked through the information in all the blocks, you can submit your project application to the GLA for review and approval using the 'SUBMIT PROJECT' button.

You can use the comments section if you need to provide us with any additional information relating to your project application.

After clicking the 'SUBMIT PROJECT' button a pop-up window will show asking you to assign yourself and/or other colleagues within your organisation to the project.

Choose relevant colleague(s) and click 'SAVE'. **Please note, you will need to assign at least one person to proceed.**



The 'Assign Project' dialog box displays the following information:

- Project ID: 28165
- Project title: Community Outreach 2024-25 London CIC
- Organisation name: London College
- Select assignee:  Name Surname

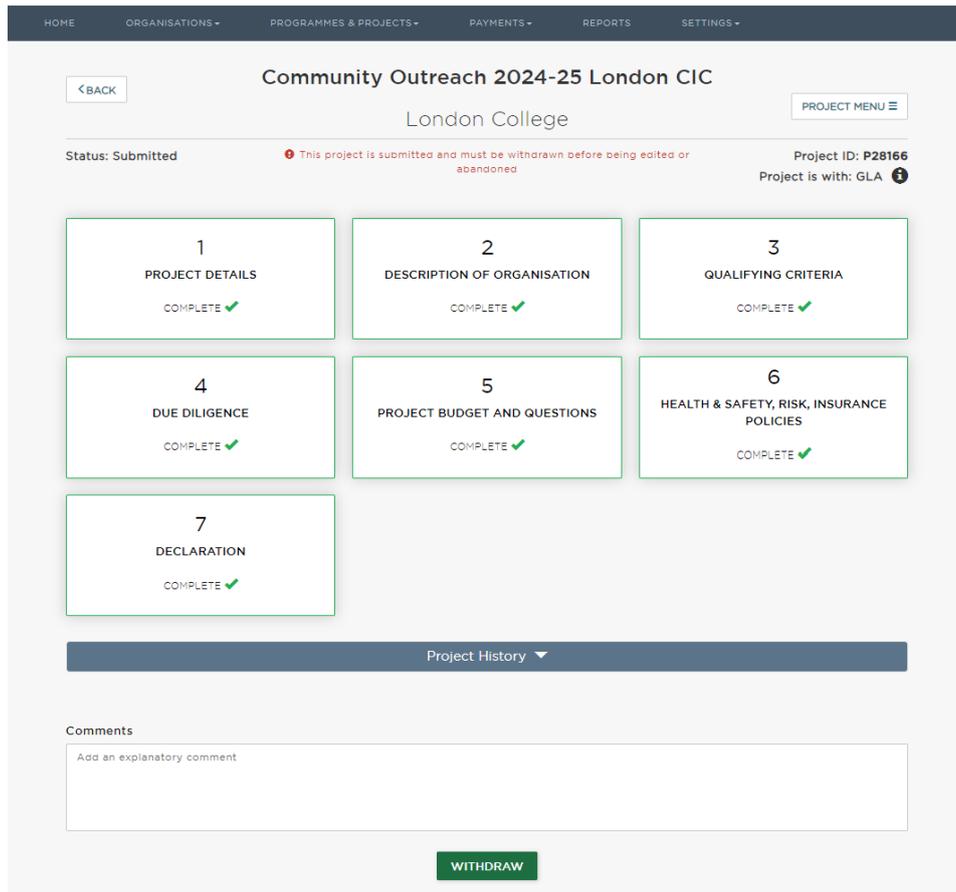
Buttons: SAVE, CANCEL

If you navigate to the 'Projects' page, you will be able to see a record for your project application which shows the project status as 'Submitted'. If want to review the information, you can click into the project from this screen.

PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
<input type="checkbox"/> P26388	Community Outreach 2023-24 London CIC	London College	13594	<a href="#">View Assignees</a>	Skills for Londoners Community Outreach Programme	Skills for Londoners Community Outreach Programme v2	Submitted	May 25, 2023 15:57

### Withdrawal

If you realise you have made a mistake on your application or need to include additional information, you can withdraw your project application and make further edits by clicking on 'WITHDRAW' on the project overview page.



Please note, this option is only available when the project application status is 'submitted' and until the set deadline. Once the project application is being reviewed by the GLA, the status will show as 'assess' and you can no longer withdraw.

### Late submission and technical errors

Please note, we will not accept late submissions, so please ensure to complete and submit your application in good time before the set deadline (17:00 on 21 June 2024).

If you, however, experience technical issues please report those via email ASAP to [skills-ops@london.gov.uk](mailto:skills-ops@london.gov.uk) and Cc [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk) and provide a brief description and screenshot evidence of error(s) and/or error message(s).

**IMPORTANT** We will only review reported issues submitted to [skills-ops@london.gov.uk](mailto:skills-ops@london.gov.uk) and Cc [sflcommunityoutreachprogramme@london.gov.uk](mailto:sflcommunityoutreachprogramme@london.gov.uk) before 17:00 on the day of the deadline (21 June 2024). Issues reported after this time will be considered late submissions.