

Mayor's Stewarding Academy

GLA-OPS Guidance

Register and create a project application

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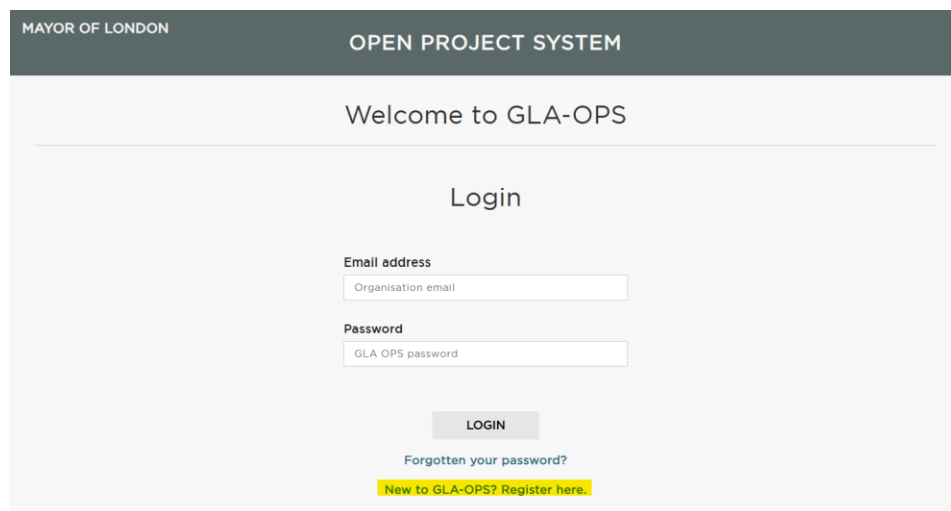
This document explains how to register and create an application for Mayor's Stewarding Academy Programme application on GLA-OPS. Please note, we recommend use of Google Chrome browser when you are using GLA-OPS. If you have any problems when following the guidance, please contact sectoralacademies@london.gov.uk.

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Register on GLA-OPS

Access to GLA-OPS is through a self-registration process. To register, users will need to go to the GLA-OPS login at <https://ops.london.gov.uk>.

New users would need to click on the “New to GLA-OPS? Register here.” link as highlighted on the visual below.



MAYOR OF LONDON OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address
Organisation email

Password
GLA OPS password

LOGIN

Forgotten your password?

New to GLA-OPS? Register here.

After clicking, users will see two options:

1. **Request access** as a new user under an organisation that already has access to GLA-OPS.
2. **Register an organisation** and create a user account at the same time.

Registration Notification

All users who register will receive an email notification once their registration has been reviewed.

- If your registration is **approved**, you will be notified via email.
- If your registration is **rejected**, the email will include the reason for the rejection.

Requesting Access as a New User to an Existing Organisation on GLA-OPS

This option is for users who are **new to GLA-OPS** but whose **organisation is already registered and managed by the Skills and Employment team**.

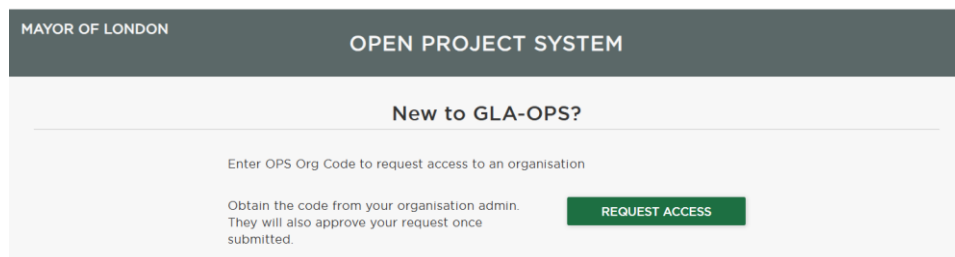
Step 1: Check Organisation Registration

If your organisation is already registered on GLA-OPS with the Skills and Employment team, you can request access by contacting your Org Admin (responsible for approving users and keeping the organisation's details up to date). They will provide you with your organisation's registration key.

If you're unsure whether your organisation is registered or don't know who your Org Admin is, email sectoralacademies@london.gov.uk with your organisation name.

Step 2: Submit Access Request

On the 'New to GLA-OPS?' screen, click the 'Request Access' button.



The screenshot shows a webform titled 'New to GLA-OPS?' under the 'MAYOR OF LONDON' and 'OPEN PROJECT SYSTEM' headers. The form contains a text input field with the placeholder text 'Enter OPS Org Code to request access to an organisation'. Below the input field, there is a note: 'Obtain the code from your organisation admin. They will also approve your request once submitted.' To the right of this note is a green button labeled 'REQUEST ACCESS'.

Complete the webform.

When setting your password, ensure its strength is rated at least 'Good' to proceed with registration.

MAYOR OF LONDON

OPEN PROJECT SYSTEM

Register to create your account

Enter a GLA-OPS organisation's registration key

GLA or provider number

First name

First name

Surname

Surname

Email address

Organisation email

Confirm Email address

Re-enter organisation email

Contact number

Contact number

Create password

At least 10 characters

Password Strength:

Your password needs to be at least **STRONG** in order to register an account. [More info](#)

Re-enter password

Re-enter password

REGISTER

[Already have an account? Log in here](#)

Step 3: Approval Process

Once submitted, the system will automatically notify your organisation's Org Admin (the person who manages users). They will review your request, approve it, and assign you an appropriate role.

Registering as a New User with an Organisation Not Yet Registered on GLA-OPS

This option is for users whose **organisation is not yet registered** on GLA-OPS. In this case, **both the user and the organisation are new to the system.**

Step 1: Organisation and Programme Details

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.

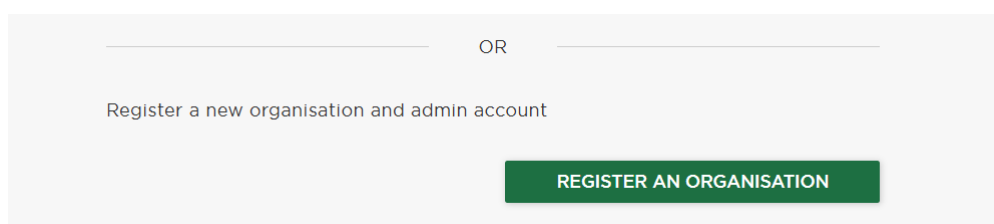
Note: The user submitting this request will become the organisation's initial Org Admin once approved. This role includes:

- 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.

Step 2: Begin Registration

Click the 'Register an Organisation' button on the 'New to GLA-OPS' screen.



Step 3: Complete the Three-Step Registration Process

Programme Selection

- Choose the 'Mayor's Stewarding Academy Programme' under the GLA Skills & Employment Unit.

[< BACK](#)

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.



GLA Communities

No programmes are currently open.

REGISTER



GLA Health

Universal Free School Meals Programme

To help families with the spiralling cost of living by ensuring that every primary schoolchild in London will receive free school meals

REGISTER



GLA Housing and Land Directorate

Supported and Specialised Housing 2016 - 21

Part of the Mayor's Affordable Homes Programme 2016-21. Funding is available for partners delivering supported and/or specialist housing

[More Info](#)

REGISTER [← 1 of 30 →](#)



GLA Skills & Employment Unit

Mayor's Stewarding Academy

Launched in partnership with the Premier League this is an opportunity for organisations to lead a Stewarding Academy to raise standards, and build career pathways.

REGISTER [← 8 of 9 →](#)



GLA Regeneration Unit

UK Shared Prosperity Fund 2025-26

This programme will support investment in communities and place, enabling businesses to innovate, grow, and reduce the barriers in education and employment.

REGISTER [← 1 of 3 →](#)

Organisation Details

- Provide basic information about your organisation.
- Depending on the programme and managing organisation, additional details may be requested separately.

The screenshot shows a web form titled "Create a new organisation profile". At the top left is a link "< PROGRAMMES". Below the title is a progress bar with three steps: "1. Programmes" (marked with a green checkmark), "2. Organisation details" (current step, marked with a grey circle), and "3. Admin user details" (marked with a grey circle). Below the progress bar, it says "You are registering with the GLA Skills & Employment Unit for Mayor's Academies Programme". The form fields include: "Organisation name" (text input), "Also known as (Optional)" (text input), "Address line 1" (text input), "Address line 2 (optional)" (text input), "City" (text input) and "Postcode" (text input), "Website (optional)" (text input), and "Organisation type" (dropdown menu with "Select organisation type" as the selected option). At the bottom right is a "NEXT" button.

User Details

- Enter your personal registration information.
- You will be designated as the Org Admin.
- Ensure your password strength is rated at least **“Good”** to enable registration.

The screenshot shows a web form titled "Register your details". At the top left is a link "< ORGANISATION DETAILS". Below the title is a progress bar with three steps: "1. Programmes" (marked with a green checkmark), "2. Organisation details" (current step, marked with a green checkmark), and "3. Admin user details" (marked with a grey circle). Below the progress bar, it says "The Organisation Admin approves all subsequent users. You will be emailed further information when this registration is approved." The form fields include: "First name" (text input) and "Surname" (text input), "Email address" (text input with placeholder "Organisation email"), "Confirm Email address" (text input with placeholder "Re-enter organisation email"), "Contact number" (text input), "Create password" (text input with placeholder "At least 8 characters") and "Password Strength:" (text input), and "Re-enter password" (text input with placeholder "Re-enter password"). Below the "Create password" field, it says "Your password needs to be at least GOOD in order to register an account. [More info](#)". At the bottom right is a "REGISTER" button.

Step 4: Submission and Review

Once all steps are completed:

- The 'Register' button will be made available.
- Clicking it will submit your request to the relevant Managing Organisation (e.g., GLA Skills & Employment Unit).

- You will receive an email notification once your request is approved or rejected.

Note: If your organisation will be delivering projects for multiple GLA departments, you can create additional profiles within GLA-OPS after your initial registration is approved. (See instructions below.)

Requesting Access as an Existing User to a Different Organisation Profile on GLA-OPS

This option is for users who are **already registered** on GLA-OPS and wish to gain access to a **different organisation profile** on GLA-OPS that is **managed** by the GLA Skills & Employment team

Step 1: Confirm Organisation Access

If you know your organisation has an alternative profile on GLA-OPS managed by the GLA Skills & Employment team, contact the Org Admin to request the registration key.

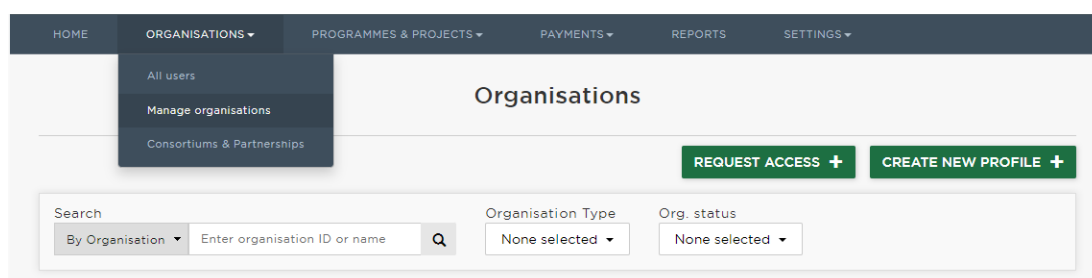
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email sectoralacademies@london.gov.uk with your organisation name.

Step 2: Submit Access Request

Once you have the registration key:

1. Log in to GLA-OPS using your existing credentials.
2. Navigate to the Organisations / Manage Organisations page.
3. Click the 'Request Access +' button.
4. Enter the registration key in the pop-up window.
5. Click 'Send Request'.

Your organisation's Org Admin will then be notified and can approve your request and assign you a user role.



Requesting Access as an Existing User with an Organisation Not Yet Registered on GLA-OPS

This option is for users who are **already registered** on GLA-OPS and wish to register a **different organisation profile** on GLA-OPS that **is managed** by the GLA Skills & Employment team

Step 1: Check Organisation Status

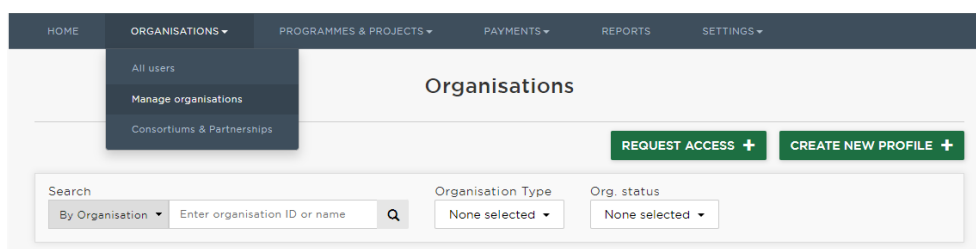
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email sectoralacademies@london.gov.uk with your organisation name.

Step 2: Create a New Organisation Profile

If your organisation is not yet registered with the Skills and Employment team, you can create a new profile linked to a different GLA department:

1. Log in to GLA-OPS using your existing credentials.
2. Navigate to the Organisations / Manage Organisations page.
3. Click the 'Create New Profile +' button.
4. Complete all mandatory fields in the form.
5. Click 'Request New Profile'.

Your request will be reviewed by the relevant GLA Org Admin and approved if applicable.



Register additional users (Org Admin Guidance)

As an Org Admin or Superuser, you are responsible for managing user access within your organisation on GLA-OPS. We recommend having at least two Org Admins per organisation to ensure continuity and support.

Step 1: Share the Organisation ID

Before colleagues can register, you must provide them with your organisation's GLA OPS ID (also known as the Registration Key).

Step 2: New User Registration

Ask your colleague to:

1. Visit the registration page: <https://ops.london.gov.uk/#/registration>
2. Enter the Organisation ID / Registration Key when prompted
3. Complete the registration form
4. Submit the registration request

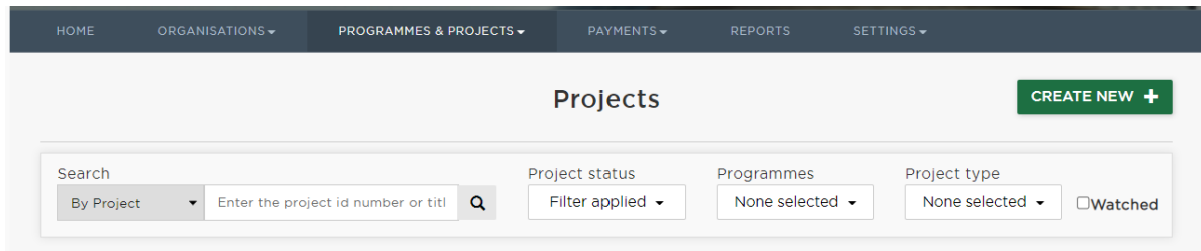
Step 3: Approve the Registration

Once a user submits their request:

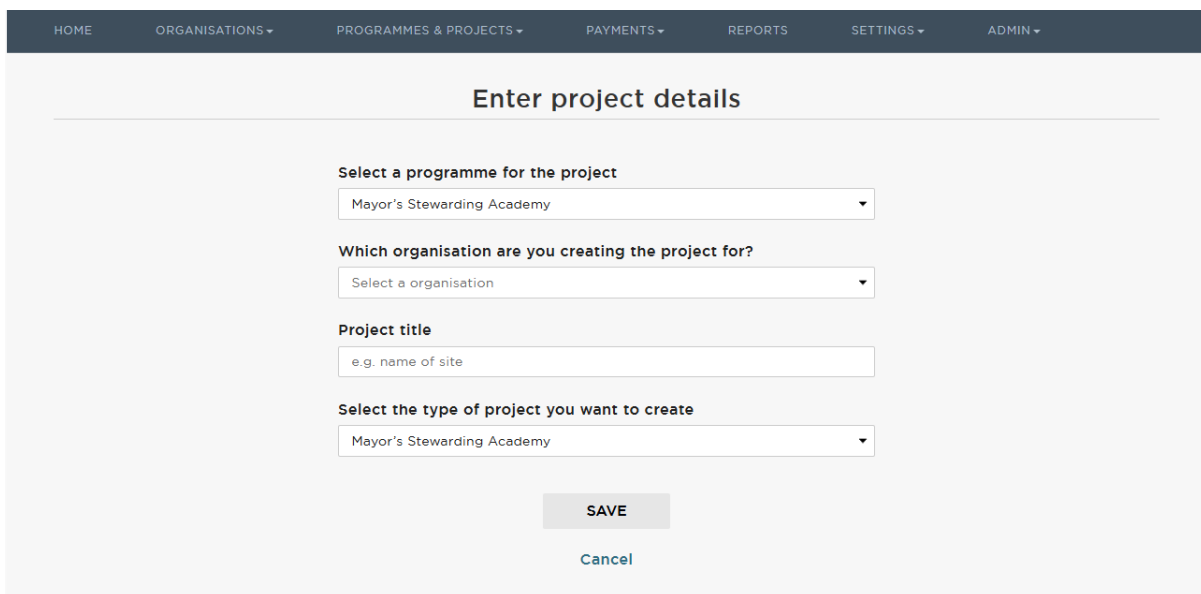
1. Log into your GLA-OPS account [here](#).
2. Go to your Notifications.
3. Look for a message like: *"A new registration against [organisation name] is pending for [colleague's name]."*
4. Click the notification
5. Press Edit (top right)
6. Assign a role:
 - For Org Admin access, select 'Org Admin'
 - For general access, select 'Project Editor' (*You can update roles later if needed*)
7. Click 'Approve' and then 'Done' to save the registration

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 'Mayor's Stewarding Academy'
 - The organisation name will populate automatically
 - For 'Project title' please use the following naming conventions:
[Mayor's Stewarding Academy] - [your full or abbreviated organisation name]
 - For 'Project type', select 'Mayor's Stewarding Academy'
- 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 six 'blocks' which each store key information about your Mayor's Stewarding Academy Application.

The screenshot shows the 'Project Overview' screen for 'Mayor's Stewarding Academy - London College'. The page has a dark blue header with navigation links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the header, the page title is 'Mayor's Stewarding Academy - London College' with a 'London College' subtitle. A 'BACK' button is on the left, and a 'PROJECT MENU' button is on the right. The status is 'Draft' and the project ID is 'P31300'. A message says 'Please complete each section and then submit.' Below this are six blocks, each with a number, title, and 'INCOMPLETE' status with an exclamation mark icon: 1. PROJECT DETAILS, 2. ELIGIBILITY, 3. DELIVERY AND PARTNERSHIPS, 4. PROJECT MANAGEMENT, 5. RISKS AND ISSUES, and 6. DUE DILIGENCE. At the bottom is a 'Project History' button.

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.

The screenshot shows the 'Welcome to the Greater London Authority Open Project System (GLA-OPS)' homepage. The page has a dark blue header with navigation links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the header, the page title is 'Welcome to the Greater London Authority Open Project System (GLA-OPS)'. The main content area is divided into two columns. The left column has a 'Projects' section with the text 'You have access to 2 projects, of which 1 are active' and a 'Notifications' section with the text 'You have 2 unread notifications'. The right column has an 'Organisations' section with the text 'You are a member of 1 organisations, and have 0 pending request for access'.

Completing Your Application

You do not need to complete all sections in one sitting. Any information entered within a project block will be saved once you click 'DONE'.

Note: We recommend drafting your responses in a separate document before entering them into the system. This helps prevent loss of work due to potential session timeouts, especially if you're writing longer answers directly in the platform. Once you're happy with your responses, you can copy and paste them into the relevant fields in GLA-OPS.

To edit and save a block:

- Click into a block
- Click 'EDIT'

The screenshot shows the 'Project Details' page for 'London College'. The top navigation bar includes links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. On the left, there is a button labeled '< PROJECT OVERVIEW'. On the right, there is a green button labeled 'EDIT' with a pencil icon. Below the project name, the Project ID is displayed as 'P31189'. At the bottom right, there is a link labeled 'NEXT BLOCK >'.

- Answer the questions outlined within the block(s)
- Once you have answered the questions, click 'DONE' to save

The screenshot shows the 'Project Details' page for 'London College'. The top navigation bar is the same as the previous screenshot. On the right, there is a green button labeled 'DONE' with a checkmark icon. The 'NEXT BLOCK >' link is no longer visible.

- To come out of the block, click 'PROJECT OVERVIEW' in the top left, or 'NEXT BLOCK' on the right

The screenshot shows the 'Project Details' page for 'London College'. The top navigation bar is the same. On the left, the '< PROJECT OVERVIEW' button is highlighted with a yellow background. On the right, the 'NEXT BLOCK >' link is also highlighted with a yellow background. The 'EDIT' button is still present.

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

[HOME](#) [ORGANISATIONS ▾](#) [PROGRAMMES & PROJECTS ▾](#) [PAYMENTS ▾](#) [REPORTS](#) [SETTINGS ▾](#)

[< BACK](#)

Mayor's Stewarding Academy - London College

[PROJECT MENU ≡](#)

London College

Status: Draft

Project ID: **P31300**
Project is with: Partner ⓘ

Please complete each section and then submit.

1

PROJECT DETAILS

COMPLETE ✓

2

ELIGIBILITY

INCOMPLETE ⓘ

3

DELIVERY AND PARTNERSHIPS

INCOMPLETE ⓘ

4

PROJECT MANAGEMENT

INCOMPLETE ⓘ

5

RISKS AND ISSUES

INCOMPLETE ⓘ

6

DUE DILIGENCE

INCOMPLETE ⓘ

[Project History ▾](#)

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

Mayor's Stewarding Academy - London College

London College

Status: Draft This project is now ready to submit Project ID: P31300 Project is with: Partner

Please complete each section and then submit.

1 PROJECT DETAILS COMPLETE ✓

2 ELIGIBILITY COMPLETE ✓

3 DELIVERY AND PARTNERSHIPS COMPLETE ✓

4 PROJECT MANAGEMENT COMPLETE ✓

5 RISKS AND ISSUES COMPLETE ✓

6 DUE DILIGENCE 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 assessment 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.

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 ACTIONS								
Showing 1 - 1 of 1								
PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
☐ P31300	Mayor's Stewarding Academy - London College	London College	14752	View Assignees	Mayor's Stewarding Academy	Mayor's Stewarding Academy	Submitted	Oct 13, 2025 09:39

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.

[HOME](#)
[ORGANISATIONS](#)
[PROGRAMMES & PROJECTS](#)
[PAYMENTS](#)
[REPORTS](#)
[SETTINGS](#)

[< BACK](#)

Mayor's Stewarding Academy - London College

London College

[PROJECT MENU](#)

Status: Submitted

⚠ This project is submitted and must be withdrawn before being edited or abandoned

Project ID: P31300
 Project is with: GLA ℹ

1
PROJECT DETAILS
COMPLETE ✓

2
ELIGIBILITY
COMPLETE ✓

3
DELIVERY AND PARTNERSHIPS
COMPLETE ✓

4
PROJECT MANAGEMENT
COMPLETE ✓

5
RISKS AND ISSUES
COMPLETE ✓

6
DUE DILIGENCE
COMPLETE ✓

Project History

Comments

Add an explanatory comment

WITHDRAW

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 Monday, 17 November 2025).

If you, however, experience technical issues please report those via email ASAP to skills-ops@london.gov.uk and Cc sectoralacademies@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 and Cc sectoralacademies@london.gov.uk before 17:00 on the day of the deadline (Monday, 17 November 2025). Issues reported after this time will be considered late submissions.