

**London Talent Pathways  
GLA-OPS Guidance**

**Register and create a project application**

# Contents

This document explains how to register and create an application for your London Talent Pathways 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 [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk).

Register on GLA-OPS.....	1
Registration Notification .....	1
Requesting Access as a New User to an Existing Organisation on GLA-OPS.....	2
Requesting Access as a New User with an Organisation Not Yet Registered on GLA-OPS.....	4
Requesting Access as an Existing User to a Different Organisation Profile on GLA-OPS .....	7
Requesting Access as an Existing User with an Organisation Not Yet Registered on GLA-OPS...	8
Register additional users (Org Admin Guidance) .....	9
Create a project application .....	11
Edit and save a project application.....	12
Late submission and technical errors.....	15
Submit a project application .....	16
Withdrawal .....	17

## 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.

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**.

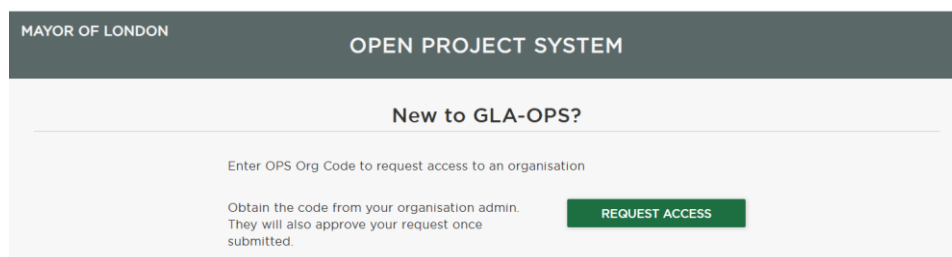
### Step 1: Check Organisation Registration

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 [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) with your organisation's name and UKPRN.

### 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 for '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.

## Requesting Access 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.

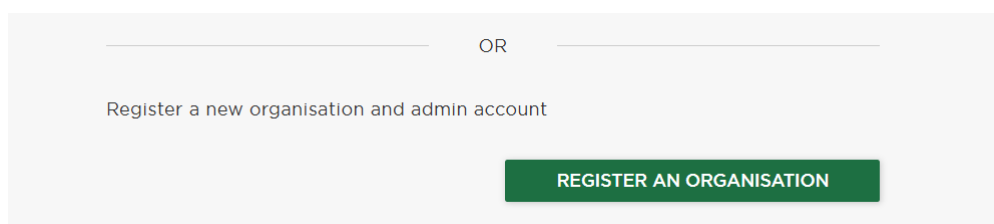
**Note:** The user submitting this request will become the organisation's initial Org Admin once approved. This role includes:

- 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 'London Talent Pathways 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**

**London Talent Pathways Programme**

This programme aims to invest in training that supports progression pathways within priority occupations in key sectors.

REGISTER

← 4 of 10 →

## Organisation Details

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

[< PROGRAMMES](#)

### Create a new organisation profile

1. Programmes

2. Organisation details

3. Admin user details

You are registering with the GLA Skills & Employment Unit for Skills Bootcamps Programme

**Organisation name**

**Also known as (Optional)**

**Address line 1**

**Address line 2 (optional)**

**City** **Postcode**

**Website (optional)**

**Organisation type**

NEXT

## 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.

< ORGANISATION DETAILS

### Register your details

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

The Organisation Admin approves all subsequent users.  
You will be emailed further information when this registration is approved.

**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 8 characters

**Password Strength:**  
Your password needs to be at least GOOD in order to register an account. [More Info](#)

**Re-enter password**  
Re-enter password

REGISTER

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

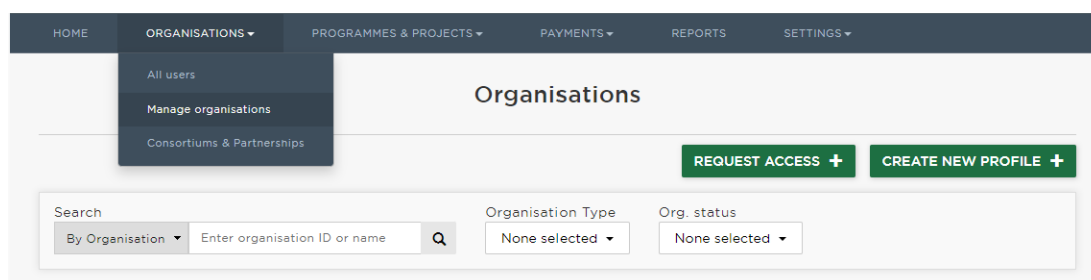
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) with your organisation's name and UKPRN.

### 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 create a **different organisation profile** on GLA-OPS that is **managed** by the GLA Skills & Employment team

### Step 1: Check Organisation Status

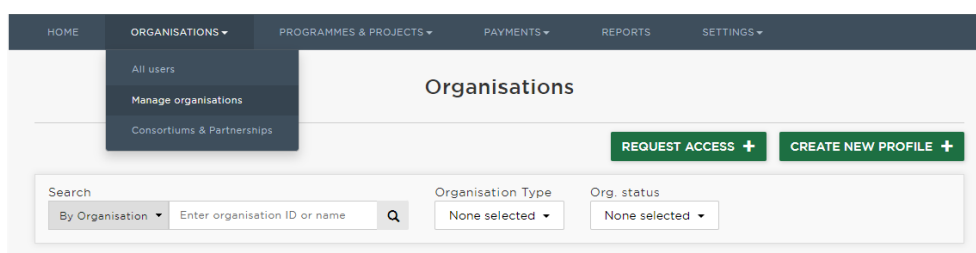
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) with your organisation's name and UKPRN.

### 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 'Done' to approve the registration

## How to Find Your Organisation ID

1. Log into your GLA-OPS account
2. Navigate to Organisations > Manage Organisations
3. In the **Organisation Details** section, locate your **5-digit GLA OPS ID**

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

[< BACK](#)

### London College


Status: Approved

Registration requested on 01/09/2023 by Name Surname  
Organisation approved on 01/09/2023 by Aleksandra Sersniova

[DETAILS](#) [GLA GOVERNANCE](#) [SAP IDS](#) [PROGRAMMES](#) [CONTRACTS](#)

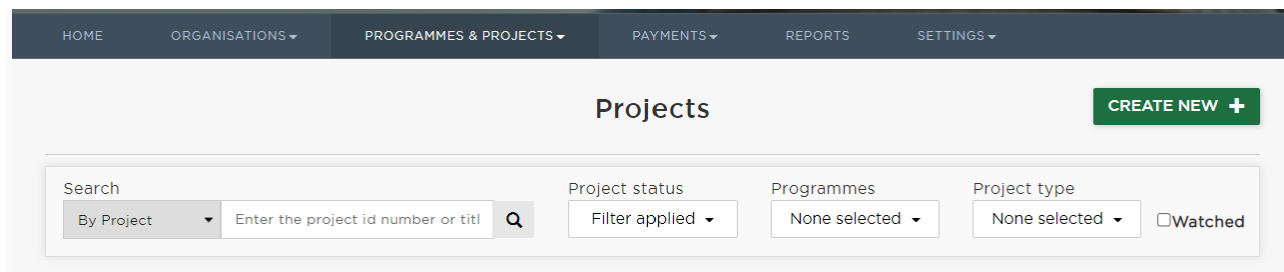
Organisation details

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
GLA OPS ID	13918
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

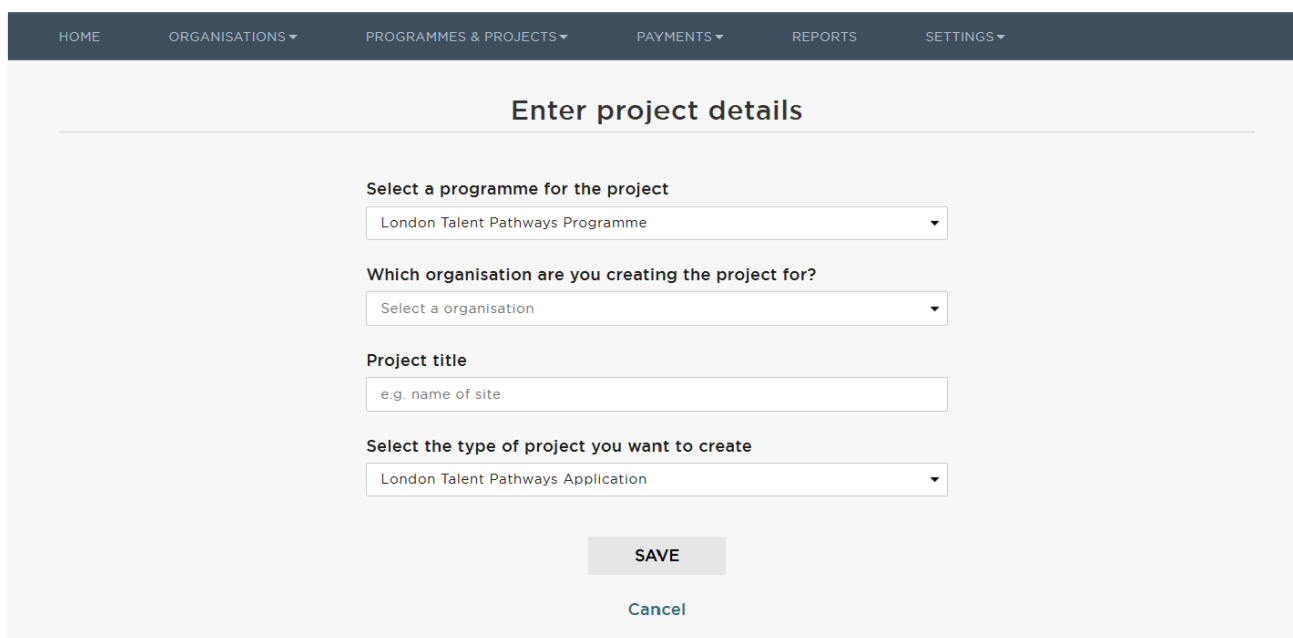
EDIT 

## 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 'London Talent Pathways Programme'
  - The organisation name will populate automatically
  - For 'Project title' please use the following naming conventions:  
**[London Talent Pathways] - [your full or abbreviated organisation name]**
  - For 'Project type', select 'London Talent Pathways Application'
- 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 eleven 'blocks' which each store key information about your London Talent Pathways Application.

London Talent Pathways - London College

London College

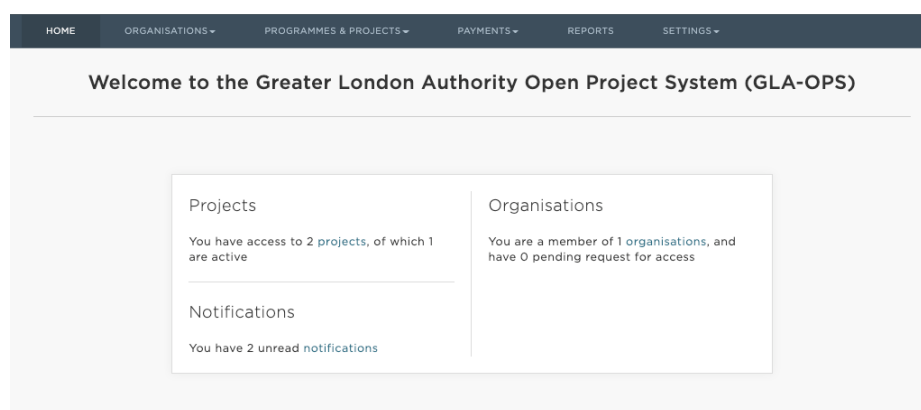
Status: Draft Project ID: P31325  
Project is with: Partner

Please complete each section and then submit.

1 ORGANISATION DETAILS INCOMPLETE	2 PARENT ORGANISATION DETAILS INCOMPLETE	3 MANDATORY EXCLUSION CRITERIA INCOMPLETE
4 DISCRETIONARY EXCLUSION CRITERIA INCOMPLETE	5 SUBCONTRACTOR DETAILS INCOMPLETE	6 SUBCONTRACTOR EXCLUSION CRITERIA INCOMPLETE
7 EVALUATION CRITERIA INCOMPLETE	8 EMPLOYER DETAILS INCOMPLETE	9 DELIVERY FIGURES INCOMPLETE
10 FINANCIAL DUE DILIGENCE INCOMPLETE	11 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.



### 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.

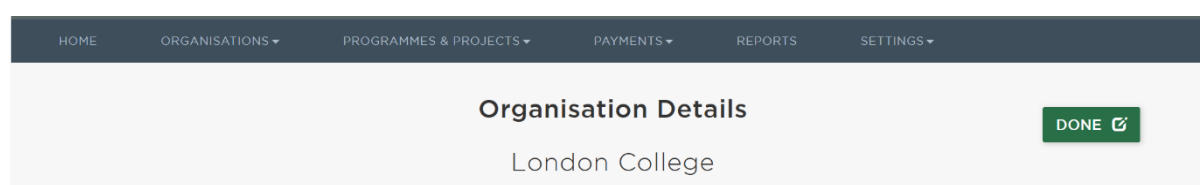
Once you're happy with your responses, you can copy and paste them into the relevant fields in GLA-OPS.

#### To edit and save a block:

- Click into a block
- Click 'EDIT'



- Answer the questions outlined within the block (please refer to the London Talent Pathways Application Guidance document 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, or 'NEXT BLOCK' on the right

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

[< PROJECT OVERVIEW](#)

### Organisation Details

London College

Project ID: **P31310**  
[NEXT BLOCK >](#)

[EDIT](#)

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

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

[< BACK](#)

### London Talent Pathways Fund - London College

London College

Project ID: **P31310**  
Project is with: Partner [i](#)

[PROJECT MENU ≡](#)

Status: Draft  
Please complete each section and then submit.

1

ORGANISATION DETAILS

COMPLETE [✓](#)

2

PARENT ORGANISATION DETAILS

INCOMPLETE [!](#)

3

MANDATORY EXCLUSION CRITERIA

INCOMPLETE [!](#)

14



## 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, 8 December 2025).

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 [asfcompetition@london.gov.uk](mailto:asfcompetition@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 [asfcompetition@london.gov.uk](mailto:asfcompetition@london.gov.uk) before 17:00 on the day of the deadline (Monday, 8 December 2025). Issues reported after this time will be considered late submissions.

## 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 +

London Talent Pathways - London College

London College

PROJECT MENU

Status: Draft This project is now ready to **submit** Project ID: P31325 Project is with: Partner

Please complete each section and then submit.

1 ORGANISATION DETAILS COMPLETE ✓	2 PARENT ORGANISATION DETAILS COMPLETE ✓	3 MANDATORY EXCLUSION CRITERIA COMPLETE ✓
4 DISCRETIONARY EXCLUSION CRITERIA COMPLETE ✓	5 SUBCONTRACTOR DETAILS COMPLETE ✓	6 SUBCONTRACTOR EXCLUSION CRITERIA COMPLETE ✓
7 EVALUATION CRITERIA COMPLETE ✓	8 EMPLOYER DETAILS COMPLETE ✓	9 DELIVERY FIGURES COMPLETE ✓
10 FINANCIAL DUE DILIGENCE COMPLETE ✓	11 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 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	
<input type="checkbox"/>	PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
<input type="checkbox"/>	P31325	London Talent Pathways - London College	London College	14752	<a href="#">View Assignees</a>	London Talent Pathways Programme	London Talent Pathways Application	Submitted	Oct 21, 2025 09:01

### 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](#)

## London Talent Pathways - London College

### London College

Status: Submitted

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

Project ID: P31325

Project is with: GLA

1  
ORGANISATION DETAILS  
COMPLETE

2  
PARENT ORGANISATION DETAILS  
COMPLETE

3  
MANDATORY EXCLUSION CRITERIA  
COMPLETE

4  
DISCRETIONARY EXCLUSION CRITERIA  
COMPLETE

5  
SUBCONTRACTOR DETAILS  
COMPLETE

6  
SUBCONTRACTOR EXCLUSION CRITERIA  
COMPLETE

7  
EVALUATION CRITERIA  
COMPLETE

8  
EMPLOYER DETAILS  
COMPLETE

9  
DELIVERY FIGURES  
COMPLETE

10  
FINANCIAL DUE DILIGENCE  
COMPLETE

11  
DECLARATION  
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.