

Skills for Londoners

Community Outreach Programme 2026-29

Register and create a project application

Contents

This document explains how to register and create an application for your Skills for Londoners Community Outreach Programme 2026-29 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 sflcommunityoutreachprogramme@london.gov.uk.

Register on GLA-OPS.....	1
Registration Notification	1
1. Requesting Access as a New User to an Existing Organisation on GLA-OPS.....	2
2. Requesting Access as a New User with an Organisation Not Yet Registered on GLA-OPS..	4
3. Requesting Access as an Existing User to a Different Organisation Profile on GLA-OPS	8
4. Requesting Access as an Existing User with an Organisation Not Yet Registered on GLA-OPS9	
Register additional users (Org Admin Guidance)	10
Create a project application	12
Edit and save a project application.....	13
Submit a project application	16
Withdrawal	17
Late submission and technical errors	18

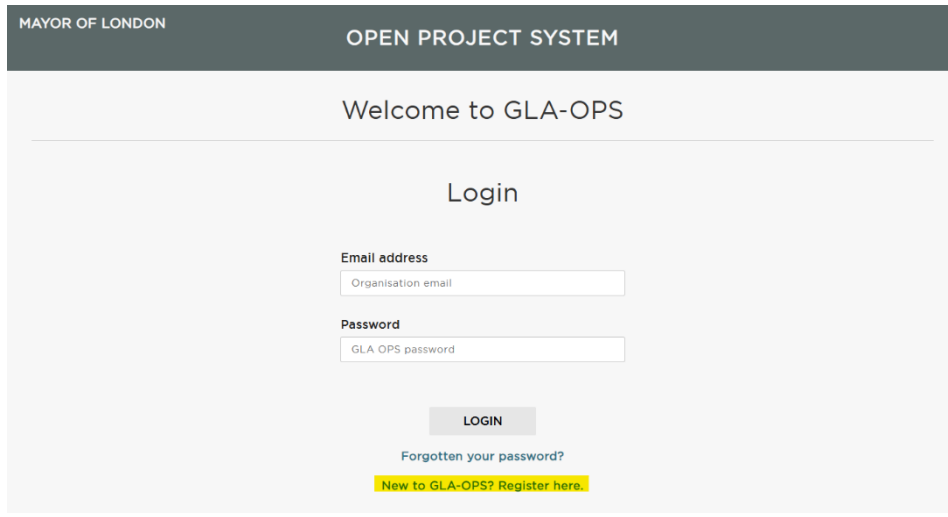
Register on GLA-OPS

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>

Access can be requested using four options which are tailored to different user scenarios:

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
3. Requesting Access as an Existing User to a Different Organisation Profile on GLA-OPS
4. Requesting access as an Existing User with an Organisation Not Yet Registered on GLA-OPS

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.

1. 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**.

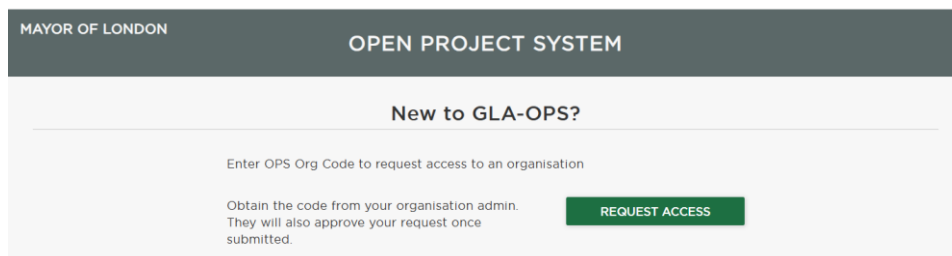
Step 1: Check Organisation Registration

If your organisation is already registered on GLA-OPS with the Skills and Employment team, you can request access by contacting your Organisation 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 Organisation Admin (Org Admin) is, email sflcommunityoutreachprogramme@london.gov.uk with your organisation's name and UKPRN (if you have one).

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?' within the 'OPEN PROJECT SYSTEM' interface. At the top left, it says 'MAYOR OF LONDON'. The main heading is 'New to GLA-OPS?'. Below this, there is a text input field with the placeholder text 'Enter OPS Org Code to request access to an organisation'. Underneath 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 Surname

First name 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.

2. 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.

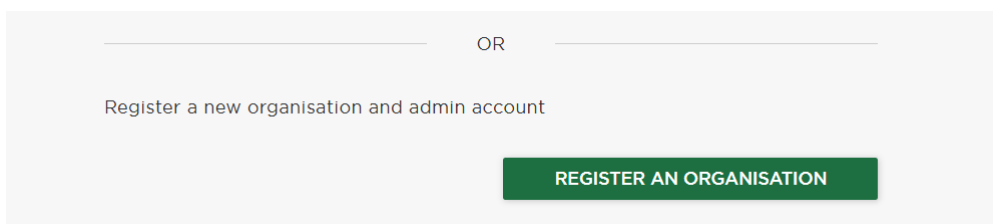
Note: The user submitting this request will become the organisation's initial Org Admin once approved. This role includes:

- 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 'Skills for Londoners Community Outreach 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 Green Roots REGISTER	No programmes are currently open.	 GLA Energy REGISTER	London Community Energy Fund Phase 8 of the London Community Energy fund (LCEF) will support the feasibility, development and delivery of community energy projects in London.
 GLA Regeneration Unit REGISTER	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.	 GLA Communities REGISTER	No programmes are currently open.
 GLA Skills & Employment Unit REGISTER	Skills for Londoners Community Outreach Programme Funding for small community organisations to increase participation in adult skills opportunities. Read the Prospectus and Delivery Handbook before making an application.	 GLA Housing and Land Directorate REGISTER	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

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

Surname

Email address

Confirm Email address

Contact number

Create password
 Password Strength: _____

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

Re-enter password

REGISTER

Step 4: Submission and Review

Once all steps are completed:

- The ‘Register’ button will be made available in green.
- 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.)

3. 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.

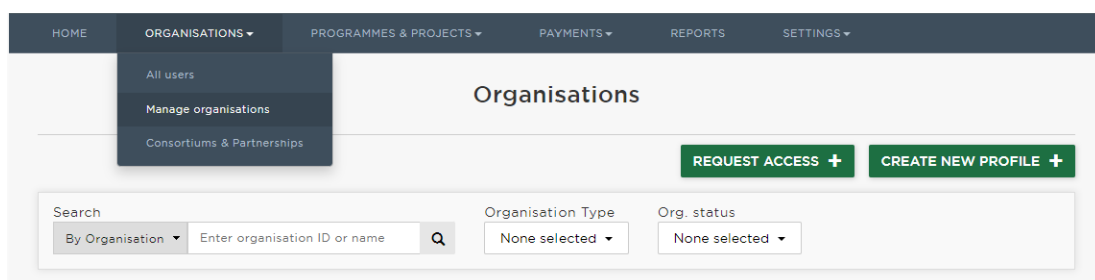
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email sflcommunityoutreachprogramme@london.gov.uk with your organisation's name and UKPRN.

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.



4. 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

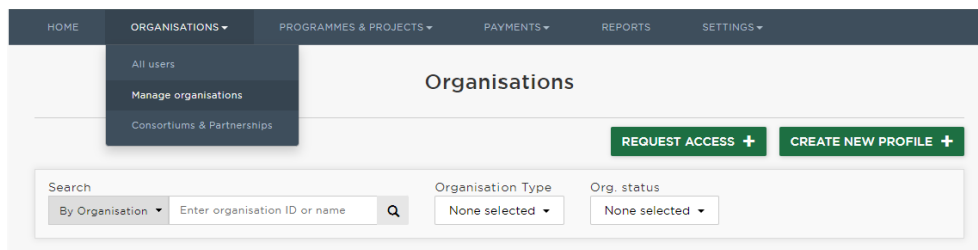
If you are unsure whether your organisation is registered or don't know who your Org Admin is, email sflcommunityoutreachprogramme@london.gov.uk with your organisation's name and UKPRN.

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

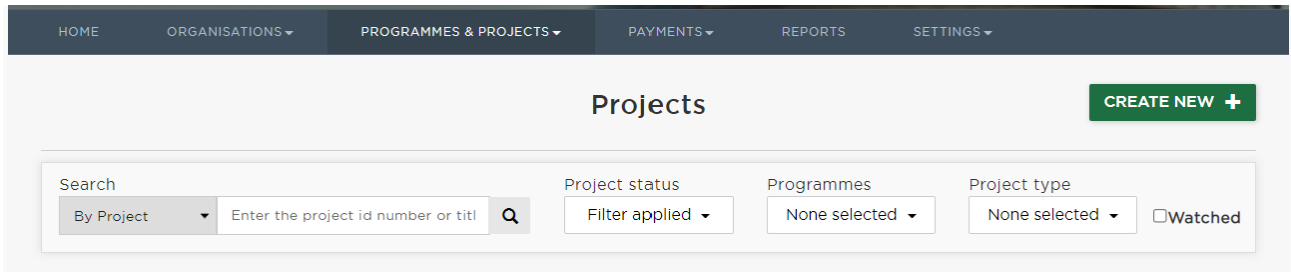
Organisation details

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

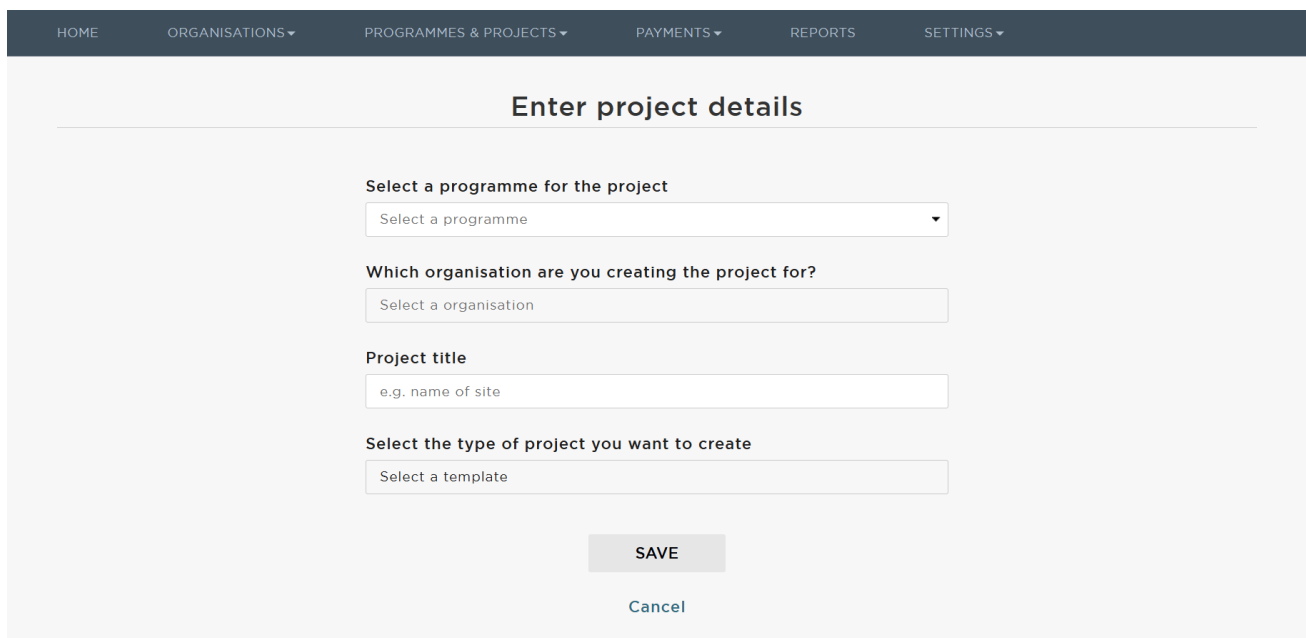
EDIT

Create a project application

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



- This will bring up a short form.



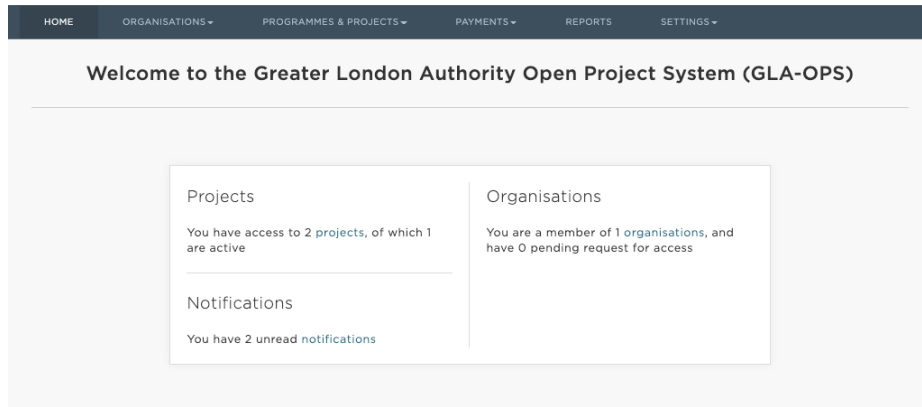
- Fill in all fields
 - For 'programme', select 'Skills for Londoners Community Outreach Programme'
 - The organisation name will populate automatically
 - For 'Project title' please use the following naming conventions: **[Community Outreach 2026-29] - [your full or abbreviated organisation name]**
 - For 'Project type', select 'Skills for Londoners Community Outreach 2026-29'
- 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 seven 'blocks' which each store key information about your Skills for Londoners Community Outreach 2026-29 application.

The screenshot shows a web interface for a project application. At the top, there is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main heading is 'Community Outreach 2026-29 - London College'. Below this, there is a 'London College' sub-heading and a 'PROJECT MENU' button. The status is 'Draft' and the Project ID is 'P33037'. A message says 'Please complete each section and then submit.' There are seven numbered blocks, each with a title and 'INCOMPLETE' status with a warning icon: 1. PROJECT DETAILS, 2. DESCRIPTION OF ORGANISATION AND PROJECT BUDGET, 3. QUALIFYING CRITERIA, 4. DUE DILIGENCE, 5. PROJECT BUDGET AND QUESTIONS, 6. HEALTH & SAFETY, RISK, INSURANCE POLICIES, and 7. DECLARATION. At the bottom, there is a 'Project History' dropdown menu.

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'.

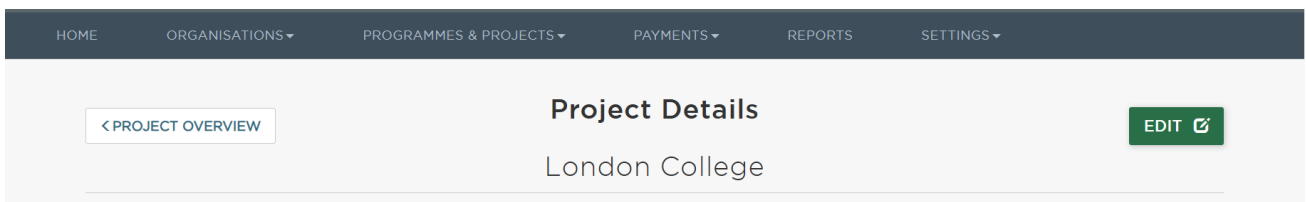
Note: We recommend drafting your responses in a separate document before entering them into the system. This helps prevent loss of work due to potential session timeouts, especially if you're writing longer answers directly in the platform.

Please make note of the character limit in different sections.

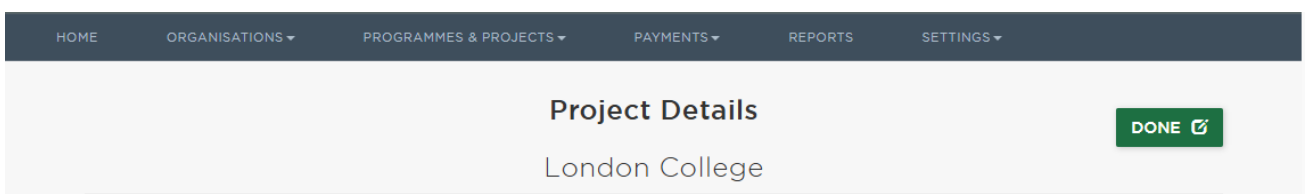
Once you're happy with your responses, you can copy and paste them into the relevant fields in GLA-OPS.

To edit and save a block:

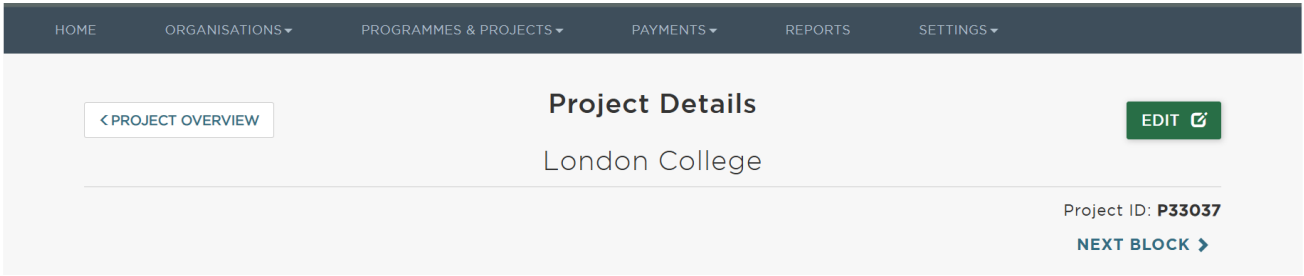
- Click into a block
- Click 'EDIT'



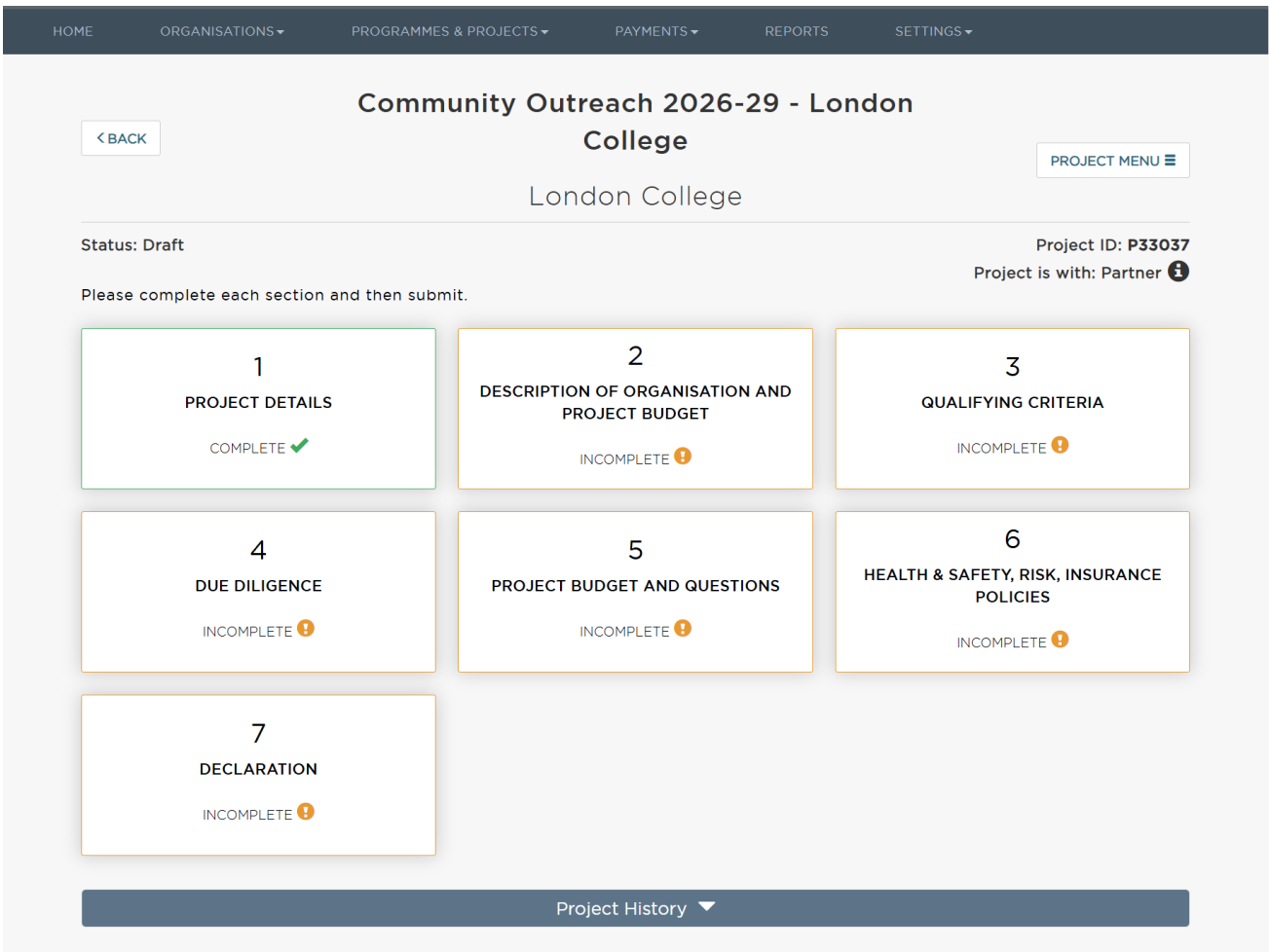
- Answer the questions outlined within the block (please refer to the Skills for Londoners Community Outreach 2026-29 Application Guidance document for further information)
- Once you have answered the questions, click 'DONE' to save



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



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



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 2026-29 - London College

London College

Status: Draft This project is now ready to **submit** Project ID: **P33037**
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 BUDGET AND QUESTIONS COMPLETE ✓
- 6 HEALTH & SAFETY, RISK, INSURANCE POLICIES COMPLETE ✓
- 7 DECLARATION COMPLETE ✓

Project History

Comments

Add an explanatory comment

To add a conditional milestone, go to the [milestone](#) block before referring the project

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 ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
<input type="checkbox"/> P33037	Community Outreach 2026-29 - London College	London College	15265	View Assignees	Skills for Londoners Community Outreach Programme	Skills for Londoners Community Outreach 2026-29 - NEW	Submitted	Apr 7, 2026 15:08

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

Community Outreach 2026-29 - London College

< BACK PROJECT MENU

London College

Status: Submitted ⚠ This project is submitted and must be withdrawn before being edited or abandoned Project ID: **P33037**
Project is with: GLA ⓘ

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

Project History ▾

Comments

Add an explanatory comment

To add a conditional milestone, go to the milestone block before referring the project

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 (12:00 on Friday, 22 May 2026).

If you, however, experience technical issues please report those via email ASAP to skills-ops@london.gov.uk and Cc 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 and Cc sflcommunityoutreachprogramme@london.gov.uk before 12:00 on the day of the deadline (12:00 on Friday, 22 May 2026). Issues reported after this time will be considered late submissions.