

Jobs and Skills for Londoners

GLA-OPS Guidance

Register and create a project application

Contents

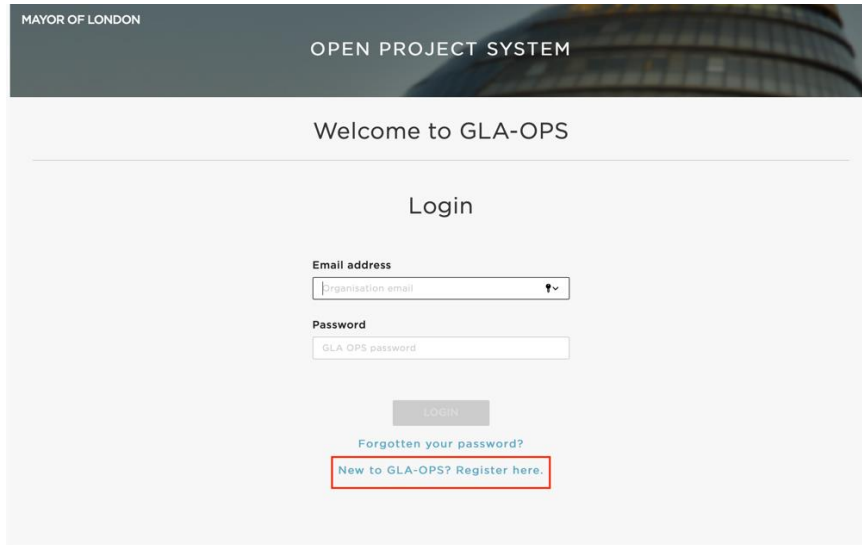
This document explains how to register and create an application for your Jobs and Skills for Londoners project on GLA-OPS. Please note, we recommend use of Google Chrome browser when you are using GLA-OPS. If you have any problems when following the guidance, please contact aebcompetition@london.gov.uk

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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 login at <https://ops.london.gov.uk>.

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.

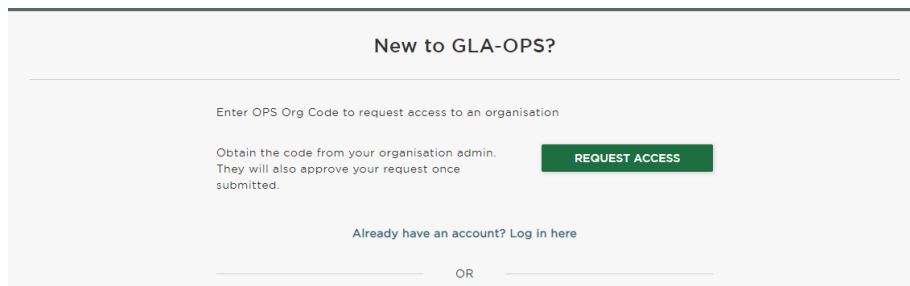
Requesting access as a new user to an organisation already on GLA-OPS

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.

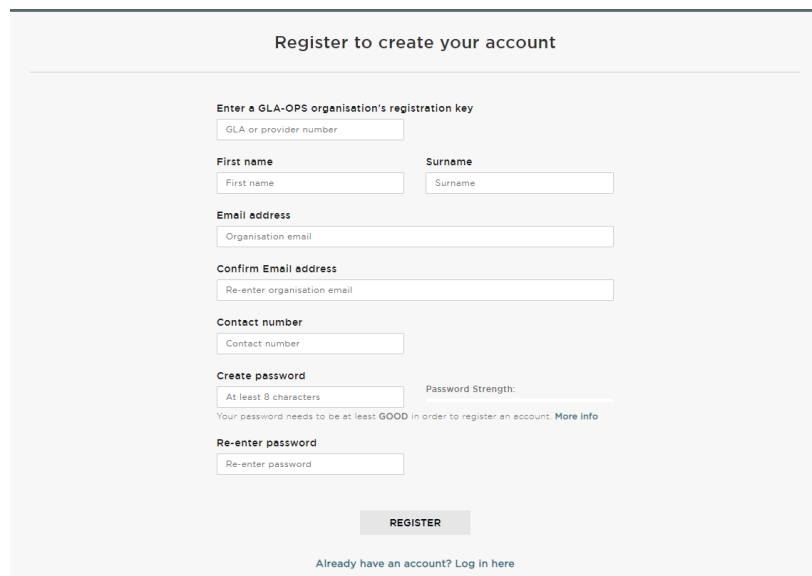
If you do not know if your organisation is registered with the Skills and Employment team or who your Org Admin is please contact your GLA lead who will be able to look this up for you or email skills-ops@london.gov.uk with your organisation.

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 text box for the code. To the right of the text box is a green button labeled "REQUEST ACCESS". Below the text box, there is a note: "Obtain the code from your organisation admin. They will also approve your request once submitted." Below the note, there is a link: "Already have an account? Log in here". At the bottom, there is a horizontal line with the word "OR" in the center.

Complete the webform, ensuring that when you add your password its strength is rated as at least “Good” 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, there is a text box for the key. Below the text box, there are two text boxes for "First name" and "Surname". Below these, there is a text box for "Email address". Below the text box, there is a text box for "Confirm Email address". Below the text box, there is a text box for "Contact number". Below the text box, there is a text box for "Create password". Below the text box, there is a text box for "Re-enter password". To the right of the "Create password" text box, there is a "Password Strength:" indicator. Below the "Create password" text box, there is a note: "Your password needs to be at least GOOD in order to register an account. More info". At the bottom, there is a grey button labeled "REGISTER". Below the button, there 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.

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.

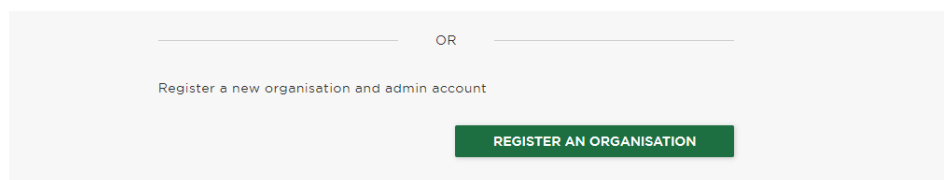
Where an organisation is not registered on GLA-OPS, the user would need to provide details of which programme they would like to register with, information about the organisation along with their own registration details.

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.



OR

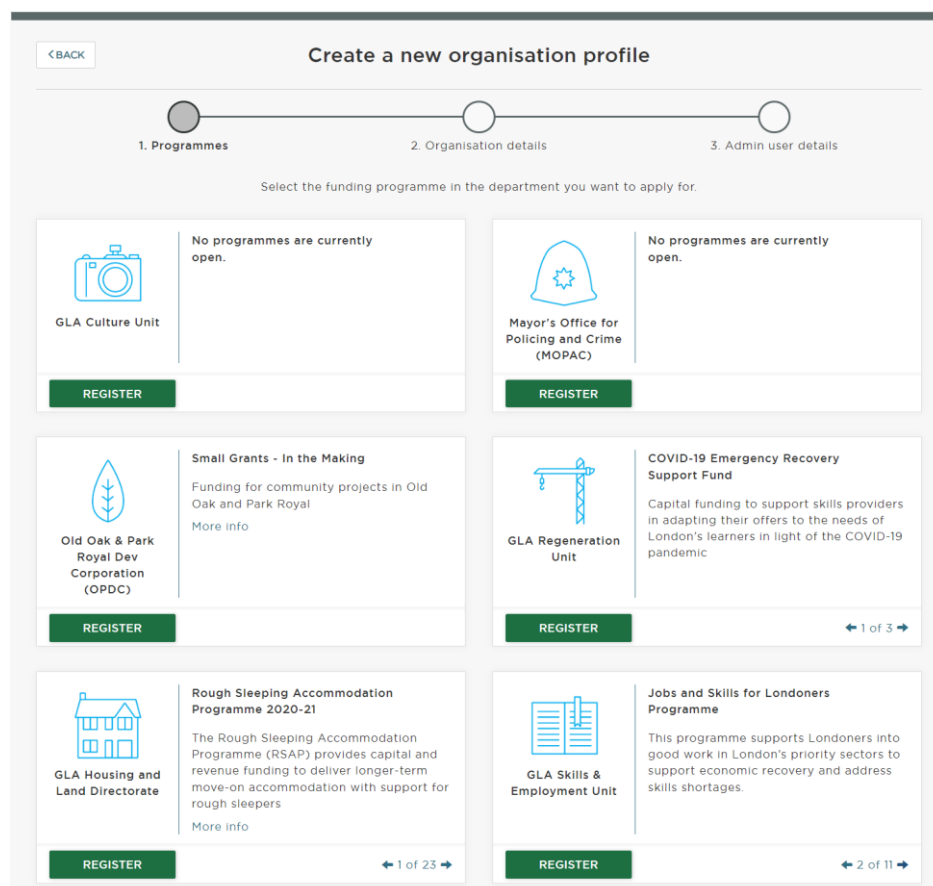
Register a new organisation and admin account

REGISTER AN ORGANISATION

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 'Jobs and Skills for Londoners Programme' under the GLA Skills & Employment Unit









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Create a new organisation profile

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

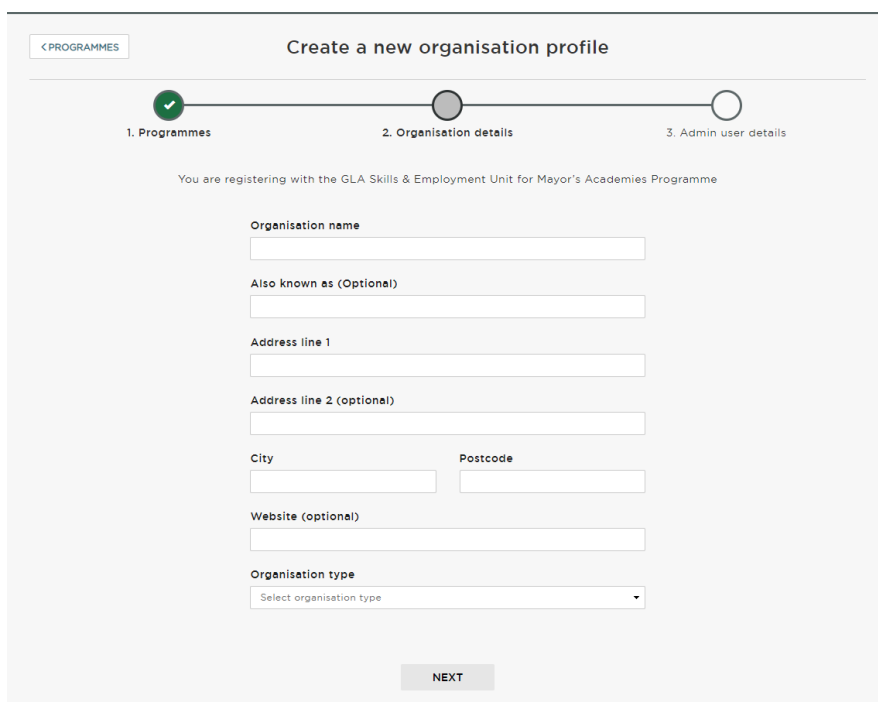
Select the funding programme in the department you want to apply for.

 GLA Culture Unit	No programmes are currently open.	 Mayor's Office for Policing and Crime (MOPAC)	No programmes are currently open.
 Old Oak & Park Royal Dev Corporation (OPDC)	Small Grants - In the Making Funding for community projects in Old Oak and Park Royal More info	 GLA Regeneration Unit	COVID-19 Emergency Recovery Support Fund Capital funding to support skills providers in adapting their offers to the needs of London's learners in light of the COVID-19 pandemic
 GLA Housing and Land Directorate	Rough Sleeping Accommodation Programme 2020-21 The Rough Sleeping Accommodation Programme (RSAP) provides capital and revenue funding to deliver longer-term move-on accommodation with support for rough sleepers More info	 GLA Skills & Employment Unit	Jobs and Skills for Londoners Programme This programme supports Londoners into good work in London's priority sectors to support economic recovery and address skills shortages.

REGISTER REGISTER REGISTER REGISTER

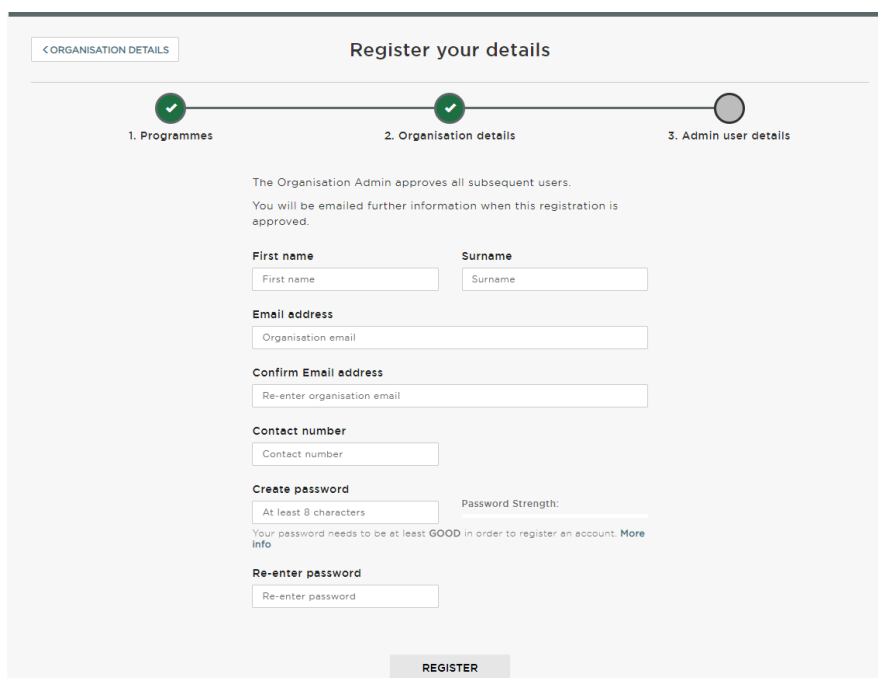
← 1 of 23 → ← 1 of 3 → ← 2 of 11 →

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.



The screenshot shows a webform titled "Create a new organisation profile". At the top, there is a progress bar with three steps: "1. Programmes" (completed, marked with a green checkmark), "2. Organisation details" (current step, marked with a grey circle), and "3. Admin user details" (not started, marked with a white circle). A link "< PROGRAMMES" is on the left. Below the progress bar, a message states: "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 placeholder). A "NEXT" button is at the bottom right.

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". At the top, there is a progress bar with three steps: "1. Programmes" (completed, marked with a green checkmark), "2. Organisation details" (current step, marked with a green checkmark), and "3. Admin user details" (not started, marked with a grey circle). A link "< ORGANISATION DETAILS" is on the left. Below the progress bar, a message states: "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 with placeholder "Contact number"), "Create password" (text input with placeholder "At least 8 characters") and "Password Strength:" (text input), "Re-enter password" (text input with placeholder "Re-enter password"), and a "More Info" link. A "REGISTER" button is at the bottom right.

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).

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

This option is for instances where:

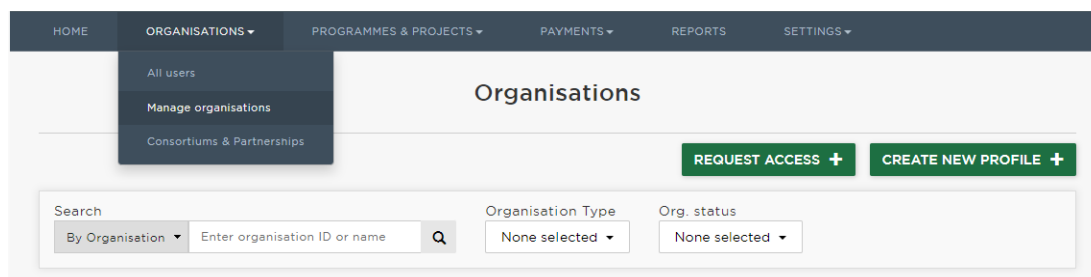
- 1) you (the user) are already registered on GLA-OPS, but under an organisation that is not managed by the GLA Skills & Employment team AND**
- 2) your employer has another organisation on GLA-OPS that is managed by the GLA Skills & Employment team, that you want to request access to.**

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 skills-ops@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.



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 skills-ops@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.

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.

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Test London College

Status: Approved
Registration requested on 10/06/2019 by Kate Smith
Organisation approved on 10/06/2019 by Ruth TURvey

[Details](#)

Organisation details

Organisation name	Test London College
GLA OPS ID	10766
Registration key	6eed1be8
Head of organisation	Joe Bloggs
Email for head of organisation	Not provided
Website	Not provided
Address	Union St London SE1 0LL

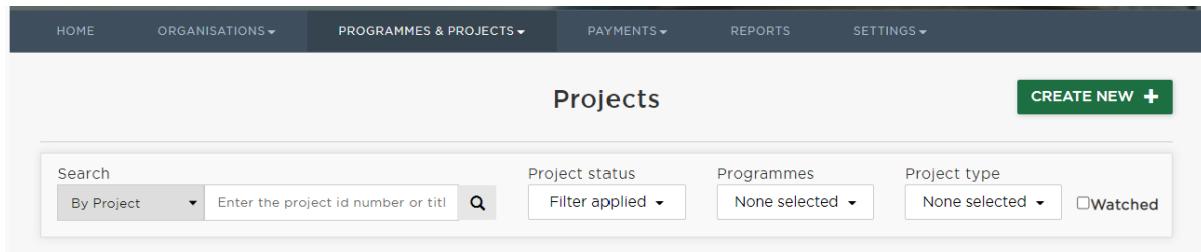
Regulatory information

Registered with the housing regulator	No
Viability score	Not provided
Governance score	Not provided

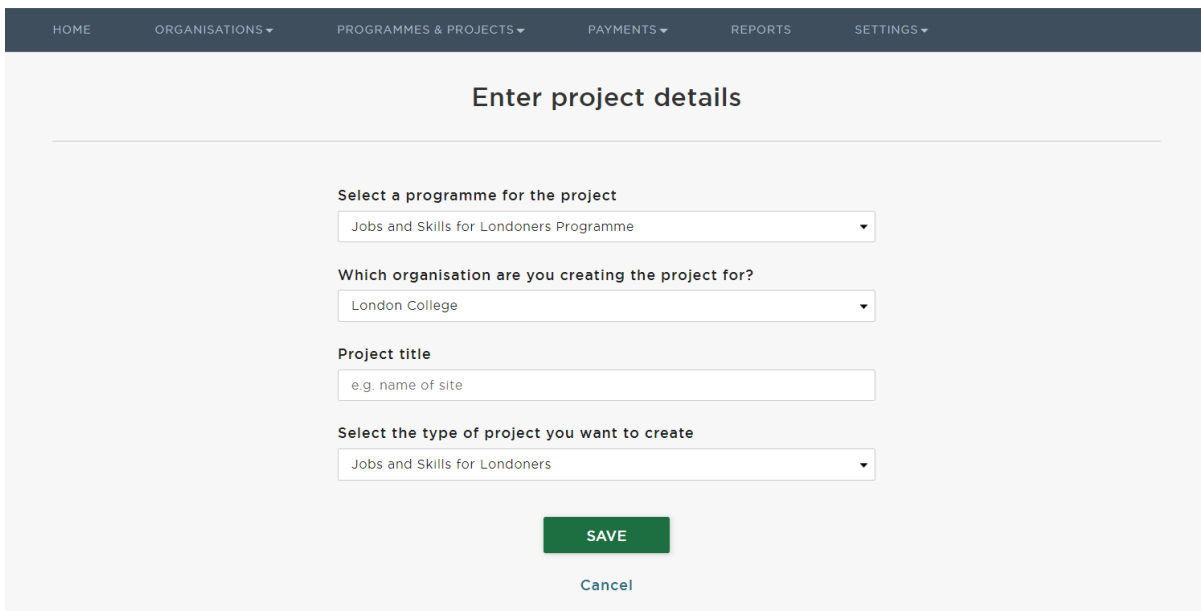
[EDIT](#)

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 'Jobs and Skills for Londoners Programme'
 - The organisation name will populate automatically
 - For 'Project title' please use the following naming conventions:
[Jobs and Skills for Londoners] - [your full or abbreviated organisation name]
 - For 'Project type', select 'Jobs and Skills for Londoners'
- Click 'SAVE'

Edit and save a project application

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

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

< BACK London College - Jobs and Skills PROJECT MENU

Status: Draft Project ID: P24013
Please complete each section and then submit.

1 PROJECT DETAILS INCOMPLETE

2 SUBCONTRACTING INCOMPLETE

3 QUALIFYING CRITERIA INCOMPLETE

4 ADDITIONAL QUALIFYING CRITERIA INCOMPLETE

5 MEETING THE NEEDS OF LONDONERS INCOMPLETE

6 EXPECTED OUTPUTS AND OUTCOMES INCOMPLETE

7 CONTRACT MANAGEMENT AND QUALITY PROCESSES INCOMPLETE

8 RESPONSIBLE DELIVERY INCOMPLETE

9 FINANCIAL DUE DILIGENCE INCOMPLETE

10 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.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

Welcome to the Greater London Authority Open Project System (GLA-OPS)

Projects
You have access to 2 projects, of which 1 are active

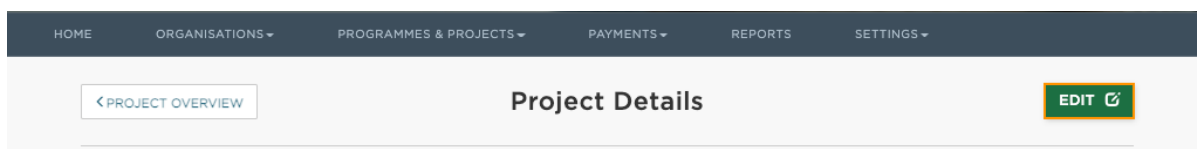
Organisations
You are a member of 1 organisations, and have 0 pending request for access

Notifications
You have 2 unread notifications

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'.

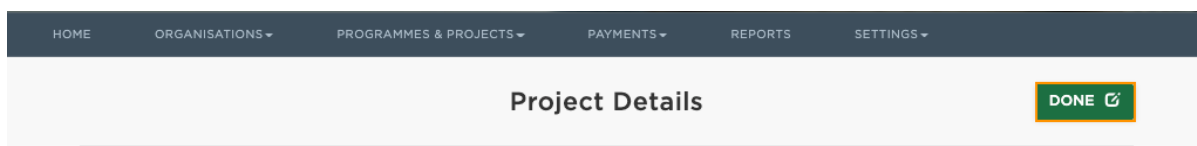
To edit and save a block:

- Click into a block
- Click 'EDIT'



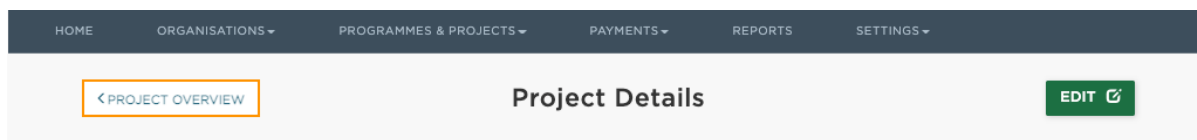
The screenshot shows the top navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the navigation bar is a header area with a button labeled '< PROJECT OVERVIEW' on the left, the title 'Project Details' in the center, and a green button labeled 'EDIT' with an external link icon on the right.

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



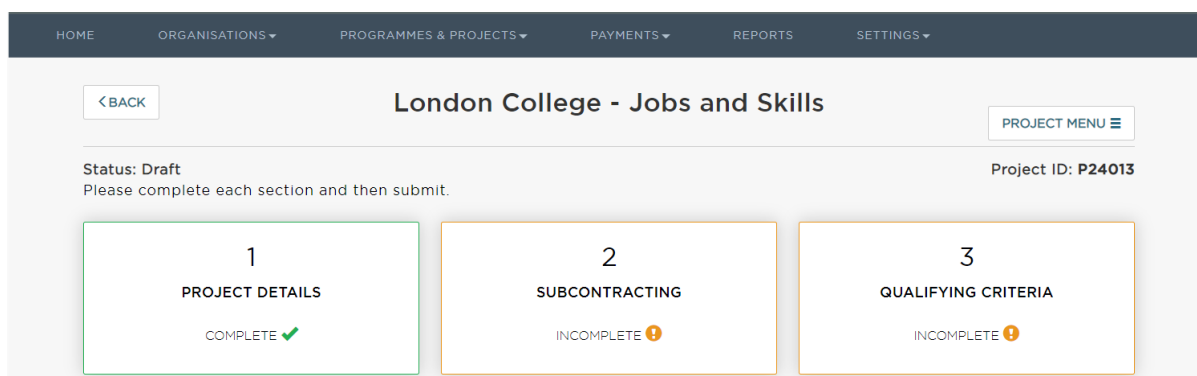
The screenshot shows the same 'Project Details' page as before, but the green button on the right is now labeled 'DONE' with an external link icon.

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



The screenshot shows the 'Project Details' page with the '< PROJECT OVERVIEW' button on the left highlighted with an orange border.

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



The screenshot shows the 'London College - Jobs and Skills' project overview page. At the top, there is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the navigation bar is a header area with a button labeled '< BACK' on the left, the title 'London College - Jobs and Skills' in the center, and a button labeled 'PROJECT MENU' with a hamburger menu icon on the right. Below the header, there is a status section that reads 'Status: Draft' and 'Please complete each section and then submit.' followed by 'Project ID: P24013'. The main content area contains three blocks: 1. PROJECT DETAILS (COMPLETE with a green checkmark), 2. SUBCONTRACTING (INCOMPLETE with an orange exclamation mark), and 3. QUALIFYING CRITERIA (INCOMPLETE with an orange exclamation mark).

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](#)

[< BACK](#) **London College - Jobs and Skills** [PROJECT MENU](#)

Status: Draft
Please complete each section and then submit.

This project is now ready to **submit**

Project ID: **P24013**

1
PROJECT DETAILS
COMPLETE ✓

2
SUBCONTRACTING
COMPLETE ✓

3
QUALIFYING CRITERIA
COMPLETE ✓

4
ADDITIONAL QUALIFYING CRITERIA
COMPLETE ✓

5
MEETING THE NEEDS OF LONDONERS
COMPLETE ✓

6
EXPECTED OUTPUTS AND OUTCOMES
COMPLETE ✓

7
CONTRACT MANAGEMENT AND QUALITY PROCESSES
COMPLETE ✓

8
RESPONSIBLE DELIVERY
COMPLETE ✓

9
FINANCIAL DUE DILIGENCE
COMPLETE ✓

10
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.

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	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
P24013	London College - Jobs and Skills	London College	13325	Jobs and Skills for Londoners Programme	Jobs and Skills for Londoners	Submitted	Sep 27, 2022 12:49

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.

HOMEORGANISATIONSPROGRAMMES & PROJECTSPAYMENTSREPORTSSETTINGS

< BACK

London College - Jobs and Skills

PROJECT MENU

Status: Submitted

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

Project ID: P24013

1PROJECT DETAILS
COMPLETE ✓

2SUBCONTRACTING
COMPLETE ✓

3QUALIFYING CRITERIA
COMPLETE ✓

4ADDITIONAL QUALIFYING CRITERIA
COMPLETE ✓

5MEETING THE NEEDS OF LONDONERS
COMPLETE ✓

6EXPECTED OUTPUTS AND OUTCOMES
COMPLETE ✓

7CONTRACT MANAGEMENT AND QUALITY PROCESSES
COMPLETE ✓

8RESPONSIBLE DELIVERY
COMPLETE ✓

9FINANCIAL DUE DILIGENCE
COMPLETE ✓

10DECLARATION
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 16 December 2022).

If you, however, experience technical issues please report those via email ASAP to skills-ops@london.gov.uk and Cc aebcompetition@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 aebcompetition@london.gov.uk before 17:00 on the day of the deadline (16 December 2022). Issues reported after this time will be considered late submissions.