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**REGISTERING ON
GLA-OPS**

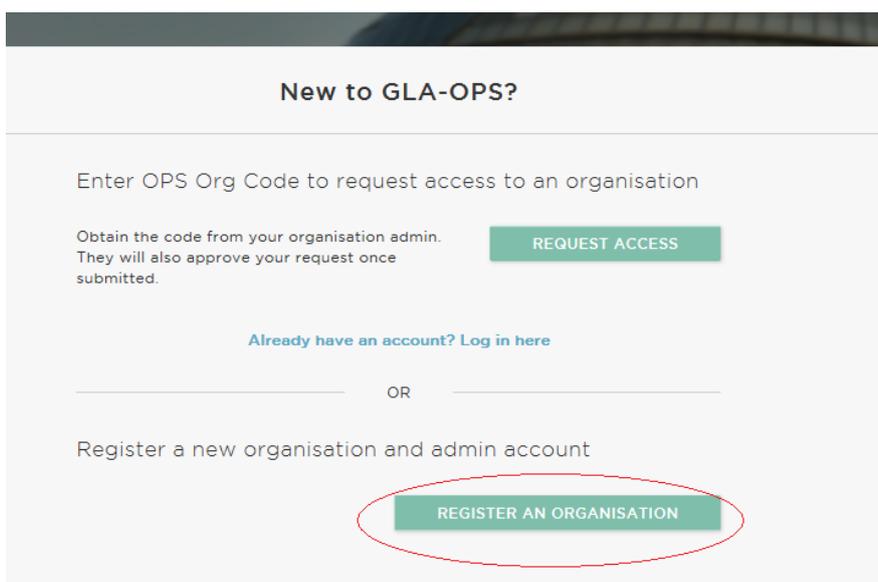
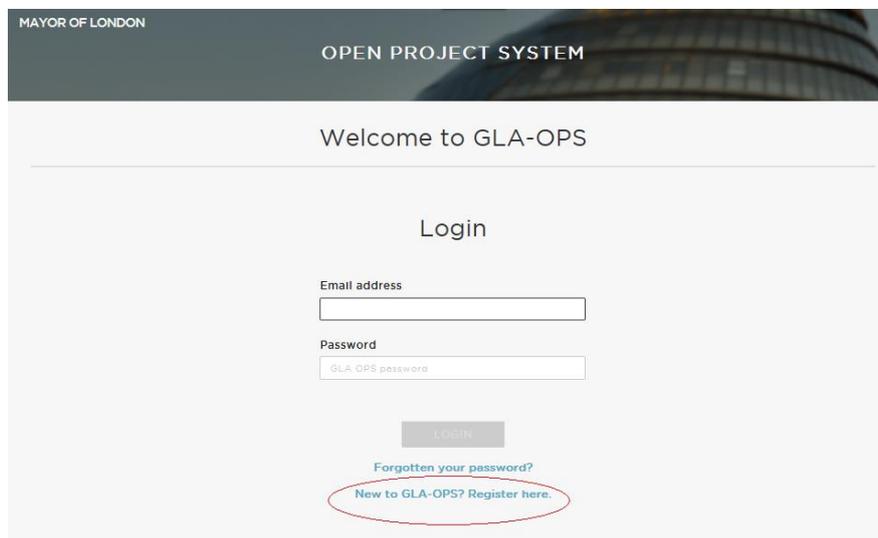
1. Registering on GLA-OPS

To use GLA-OPS you must register your organisation and its users against at least one GLA department or MOPAC. If you have already registered, you can login at <https://ops.london.gov.uk>.

1.1 Register Organisation

If your organisation is not yet registered on OPS you will need to register following these three steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers. We recommend you use Internet Explorer or Google Chrome which are both supported.
- Second, click on 'New to GLA-OPS? Register here' then 'Register an Organisation'.



- Third, complete the webform and click 'Request New Profile'.

In completing the webform you will need to select the department for which you will be creating projects or applying for funding. If your organisation will be delivering project for multiple departments, you can create additional profiles, once your initial request has been approved (see 1.5).

Your request will then be reviewed by the department you have registered against and either approved or rejected.

Please note, the user registering your organisation will become the 'Org Admin' for your organisation once the request is approved.

This means they will be responsible for:

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

The person submitting the new organisation request must therefore have authority within your organisation to carry out the above tasks.

1.2 Register User

If your organisation is already registered on OPS you can gain access by contacting your 'Org Admin'. They will provide you with your organisation's registration key which you will need when registering. They will also approve your request and assign you a role.

The registration key can be found by clicking 'Organisations' from the menu bar, then 'Manage Organisations', and then on the name of your Organisation. Organisation admins can update the registration key at any time by clicking 'edit'.

Details

Organisation details		Regulatory information	
Organisation name	Test Organisation	Registered with the housing regulator	No
GLA OPS ID	9001	Viability score	Not provided
Registration key	7ae1476c	Governance score	Not provided
Head of organisation	John Doe		
Email for head of organisation	alice@qa1.com		
Website	Not provided		
Address	123 Redcar Road London SE1 2AA		

EDIT 

If you do not know if your organisation is registered or who your Org Admin is please contact your GLA lead who will be able to look this up for you or email ops@london.gov.uk with your organisation name and legacy system code if you have one.

The user registration process in OPS has been streamlined based on user feedback to provide an improved user experience and to ensure providers are in complete control over who has access to their organisation.

To register you will need to follow three simple steps:

- First, navigate to <https://ops.london.gov.uk/> in your web browsers.
- Second, click on 'New to GLA-OPS? Register here' then select 'Request Access'

MAYOR OF LONDON
OPEN PROJECT SYSTEM

Welcome to GLA-OPS

Login

Email address

Password

LOGIN

[Forgotten your password?](#)
[New to GLA-OPS? Register here.](#)

New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

[REQUEST ACCESS](#)

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

OR

Register a new organisation and admin account

[REGISTER AN ORGANISATION](#)

- Third, complete the webform and click 'Register'

An email will automatically be sent to users within your organisation who have been assigned the 'Org Admin' role. They will approve your request and assign you a role.

1.3 Reset your Password

If you have forgotten your password, on the login page click on:

[Forgotten your password?](#)

You will then be directed to the reset password screen. Enter your email address and click on:

RESET PASSWORD

You will receive an email with a link to reset your password. Follow the details on this screen to reset your password and then return to the login screen.

1.4 Request access to multiple organisations

If you are already registered on OPS against one organisation but need access to another (for example, you are a consultant working for multiple organisations / or your organisation is bidding for funding across departments), you can also request access by logging into the system and clicking 'Organisations' from the menu bar, then 'Manage Organisation' then by clicking the 'Request Access' button.

OPEN PROJECT SYSTEM

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS NOTIFICATIONS ADMIN

Organisations

REQUEST ACCESS + REGISTER NEW +

Search
Organisation Enter organisation ID or name

Organisation Type None selected

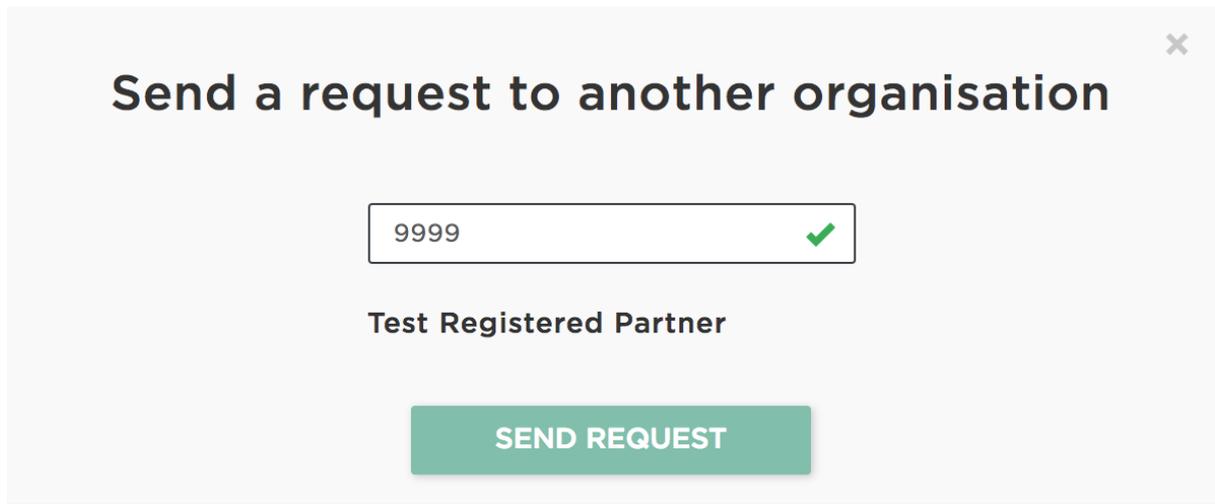
Org. status Filter applied

User reg. status None selected

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ID NO.	ORG. NAME	ORG. TYPE	MANAGED BY	PRIMARY CONTACT	SAP ID	ORG. STATUS	USER REG. STATUS
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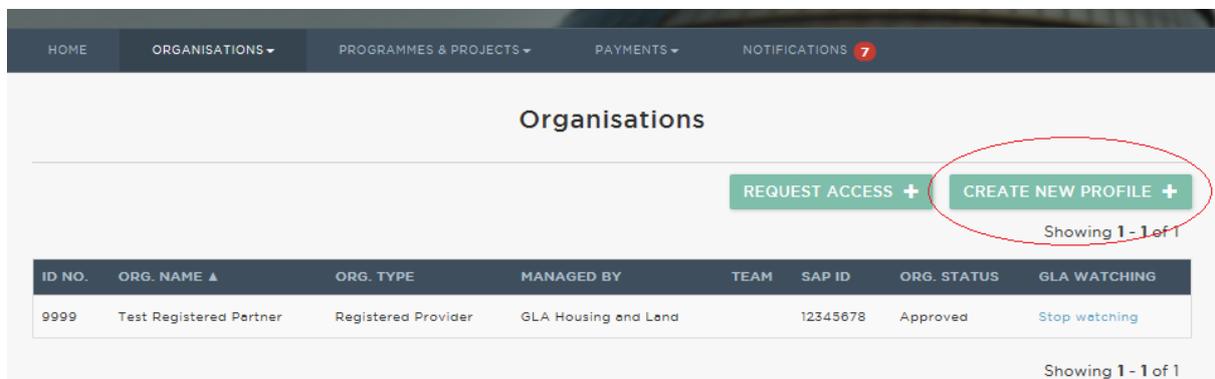
You will need to enter the registration key for the organisation profile you are requesting access. The org admin for the organisation will be able to provide you with this code.



1.5 Creating multiple organisation profiles

Your organisation will have been registered against a specific department, for example, GLA Housing & Land or GLA Culture. If you would like to bid for funding in a different department, you will need to create a new organisation profile if you do not already have one.

You can create a new profile by clicking 'Organisations' from the menu bar, then 'Manage Organisation', then clicking 'Create New Profile'.



You will then be asked to complete a webform and to select the relevant department. Once complete, click 'Request New Profile'.

Your request will then be sent to the relevant department for approval.

Please note, the user making the request will become the profile's 'Org Admin' once the request is approved. This means they will be responsible for helping other users register against the profile and assigning them a role.

Once the registration request has been approved, the Org Admin for that profile should share the registration key with users who require access. These users should then follow the steps outlined in step 1.4.