# How to register on GLA-OPS

### **Registering on GLA-OPS**

To bid and submit an application for funding, you must register your organisation and its users against one or more GLA department. If you already have already registered, you can login at: <u>https://ops.london.gov.uk</u>

#### **Register an organisation**

Before registering your organisation, you'll need to check if your organisation has previously registered with the relevant managing organisation.

Contact your Org Admin to find out if an account already exists and to retrieve your registration key.

If your organisation exists, you'll only need to register as a user (see page 5).

To create a new organisation profile, go to: <u>https://ops.london.gov.uk</u> and select '**New to** GLA-OPS? Register here'

MAYOR OF LONDON	
	OPEN PROJECT SYSTEM
We use cookies to ensure we give you	the best experience on our website. Find out more about cookies in our <b>privacy policy</b>
	Welcome to GLA-OPS
	Login
	Login
	Email address
	Organisation email
	Password
	GLA OPS password
	LOGIN
	Forgotten vour password?
	New to GLA-OPS? Register here.

MAYOR OF LONDON	OPEN PROJECT SYSTEM
	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.
	Already have an account? Log in here OR
	Register a new organisation and admin account

Select the programme you would like to register with e.g. affordable housing programme 2021-2026

MAYOR OF LONDON	OPEN PRO.	ECT SYSTEM		
< BACK	Create a new or	ganisation profile		
1. Progr	ammes 2. Organis	ation details 3. Admin	user details	
	Select the funding programme in t	ne department you want to apply for.		
GLA Culture Unit	No programmes are currently open.	Mayor's Office for Policing and Crime (MOPAC)	e currently	
REGISTER	Small Grants - In the Making Funding for community projects in Old Oak and Park Royal More Info	RECISTER Small Projects and Fund Round 2	Equipment	
Old Oak & Park Royal Dev Corporation (OPDC) REGISTER		GLA Regeneration Unit REGISTER	←1 of 2 →	
GLA Housing and Land Directorate	Affordable Housing Programme 2021-2026 The GLA's Affordable Homes Programme 2021-26. Grant is available to deliver affordable homes that start by March 2026	GLA Skills å Employment Unit	Londoners	Use the arrows to
REGISTER	←1 of 22 →	REGISTER	←1 of 11→	find your programme.
GLA Environment	No programmes are currently open.			

Complete and submit the registration form.

Note: once approved, the user registering the organisation will become the org admin.

< PROGRAMMES	Create a new organisa	ation profile		An org adm - Keepi	in is responsible for: ng org details up to date
1. Programmes	2. Organisation det	ails	3. Admin user details	- Appro	ning user roles
You are regis	tering with the GLA Skills & Employment Unit fo	or Jobs and Skills for Lond	oners Programme		
	Organisation name				
	Also known as (Optional)				
	Address line 1				
	Address line 2 (optional)				
	City Postco	ode			
	Website (optional)				
	Organisation type Select organisation type	-			
	NEXT				

#### Organisation registration key

If your organisation is already registered on OPS, contact your 'Org Admin' who will provide your organisation's registration key which you will need to register.

#### Note: An organisation profile will be required to access each GLA-OPS programme.

The registration key can be found on the 'Organisations' page.

Select 'Organisations', 'manage organisations' followed by the name of your organisation.

MAYOR OF	LONDON	OPEN PROJECT SYSTEM
HOME	ORGANISATIONS -	PROGRAMMES & PROJECTS
	All users	Omeniestiens
	Manage organisations	Organisations
	Consortiums & Partners	hips
	Teams	

The registration key provides access to all the organisation's projects on OPS.

DETAILS	SAP IDS	GLA GOVERNANCE	PROGRAMMES	CONTRACTS	ANNUAL RETURNS
Organisati	on details	;			
Organisation n	ame		HP TES	T Organisation	
Also known as			Not pro	ovided	
Address			test test SE1 2A.	A	
Website			Not pro	ovided	
Finance contac	t email addr	ess(es)	Not pro	ovided	
GLA OPS ID			10588		
Registration ke	ey.		6a98eb	047	
Organisation t	ype		Registe	ered Provider	
Registered wit	h the housing	g regulator	Yes		
Registered Pro	vider of Soci	al Housing number	Not pro	ovided	
Viability score			Not pro	ovided	
Governance sc	ore		Not pro	ovided	

## Register a user

To register a new user click on 'request access'

MAYOR OF LONDO <mark>N</mark>	OPEN PROJECT SYSTEM
	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.
	Already have an account? Log in here
	OR
	Register a new organisation and admin account
	REGISTER AN ORGANISATION

Complete the web form and select 'register'. Your account will be approved and assigned a role.

Enter a GLA-OPS organisatio	n's registration key	Contact your 'Org Admin' who wil
GLA or provider number		<ul> <li>provide your organisation's</li> </ul>
First name	Surname	registration key
First name	Surname	
Email address		
Organisation email		
Enter your email address		
Confirm Email address		
Re-enter organisation email		
Contact number		
Contact number		
Contact number Create password		
Contact number Create password At least 8 characters	Password Strength:	
Contact number Create password At least 8 characters Enter a password	Password Strength:	
Contact number Create password At least 8 characters Enter a password Your password needs to be at leas	Password Strength: It GOOD in order to register an account. More info	
Contact number Create password At least 8 characters Enter a password Your password needs to be at leas Re-enter password	Password Strength: It GOOD in order to register an account. More info	