

MAYOR OF LONDON

**How to manage
organisations
and users**

User roles and responsibilities

There are three types of external GLA-OPS users:

1. Organisation Administrators

Organisation Administrators are responsible for:

- updating organisation details
- approving new users and removing inactive users
- changing user roles
- creating consortiums and partnerships (if relevant).

The Organisation Administrator user role also includes the Project Editor permissions.

2. Project Editors

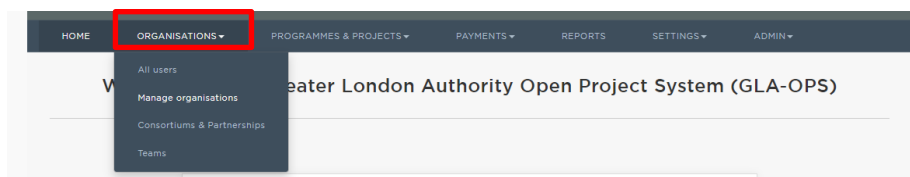
Project Editors are responsible for inputting, submitting, and processing projects.

3. Project Readers

Project Readers can access and view all pages but cannot edit projects or submit requests to the GLA.

How to update organisation details


To update your details, click on 'Organisations' from the menu bar, then 'Manage Organisations':



You will see a table listing all the organisations linked to your user registration:


Organisations							
REQUEST ACCESS + REGISTER NEW +							
Search		Organisation Type	Org. status	Team			
By Organisation ▾	Enter organisation ID or name 🔍	None selected ▾	None selected ▾	None selected ▾			
Showing 1 - 50 of 2785 Previous 1 2 3 ... 56 Next							
ID NO.	ORG. NAME ▲	ORG. TYPE	MANAGED BY	TEAM	DEFAULT SAP ID	ORG. STATUS	GLA WATCHING
13358	Test Organisation	Educational body (excluding Local Authorities/Limited Companies/Specialist Designated Institutions)	GLA Skills & Employment Unit		18000123	Approved	Watch

Click on the relevant organisation name and you will be directed to the 'Organisations' screen. Click 'edit'

DETAILS	SAP IDS	GLA GOVERNANCE	PROGRAMMES	CONTRACTS
Organisation details				
Organisation name	Test Organisation			
Also known as	Not provided			
Address	101 Union Street London SE1 0LL			
Website	Not provided			
Finance contact email address(es)	11@11.com			
GLA OPS ID	13358			
Registration key	5b092a44			
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 				
SET INACTIVE		ASSIGN PARENT		

You will be directed to the 'Edit an organisation' screen. Update the relevant fields and click 'save'.

Organisation Details

Organisation name	<input type="text" value="Test Organisation"/>
Also known as (Optional)	<input type="text"/>
Address line 1	<input type="text" value="101 Union Street"/>
Address line 2 (optional)	<input type="text"/>
City	<input type="text" value="London"/>
Postcode	<input type="text" value="SE1 0LL"/>
Website (optional)	<input type="text"/>
Finance contact email address(es) 	<input type="text" value="11@11.com"/>
Registration key	<input type="text" value="5b092a44"/>
Organisation type	<input type="text" value="Educational body (excluding Local Authorities/Limited Companies/Spec"/>
Is the organisation registered with the social housing regulator?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the organisation a Registered Learning Provider?	<input checked="" type="radio"/> Yes <input type="radio"/> No
UKPRN (optional)	<input type="text" value="12345678"/>

[SAVE](#)

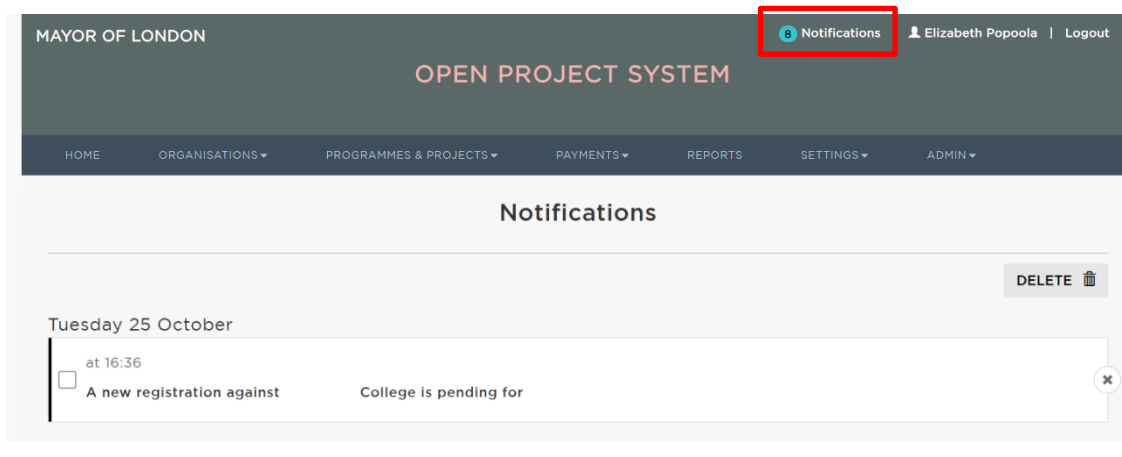
Registering additional users

Organisations registered on OPS are responsible for managing their own users. This is done through the 'Organisation Admin' role.

Org admins should invite other users within their organisation to register on OPS. To complete the registration process, you'll need to provide your organisation's registration key which can be found under the 'manage organisations' tab (see page 3).

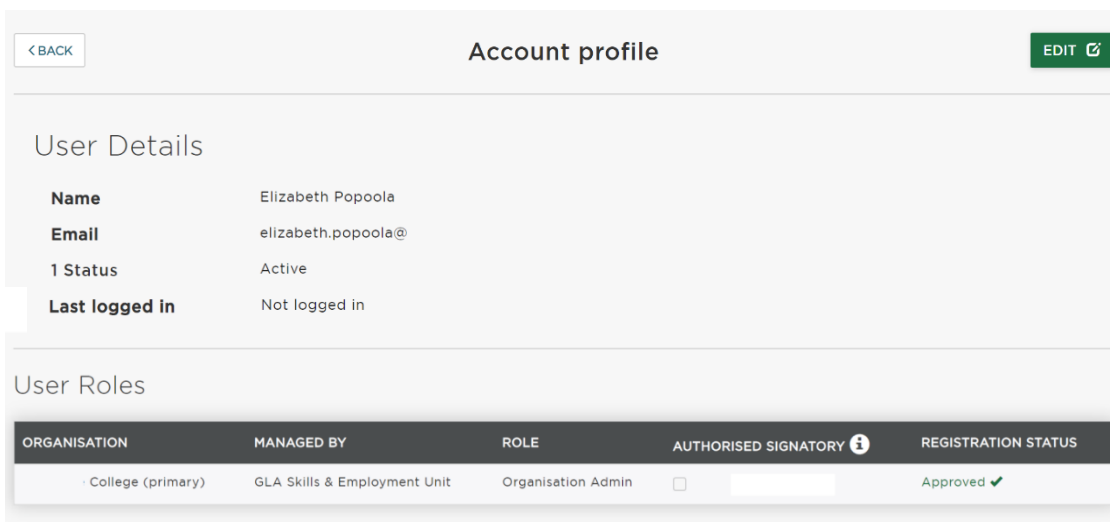
We recommend that there are at least two org admins for one organisation.

As the Org Admin, you will then need to approve this request by clicking on notifications, where you'll find the registration request.



The screenshot shows the 'MAYOR OF LONDON' header with 'OPEN PROJECT SYSTEM' in the center. A 'Notifications' button with a red border and a notification icon is highlighted in the top right. Below the navigation bar, the 'Notifications' section displays a notification for 'Tuesday 25 October' at 16:36: 'A new registration against College is pending for'. A 'DELETE' button is visible in the top right of the notification card.

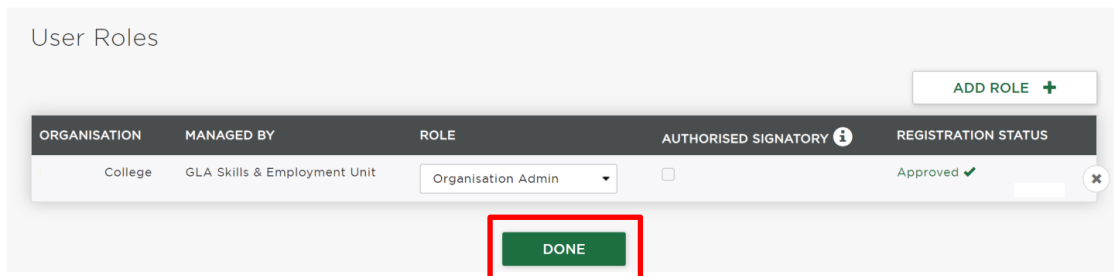
Open the request and click edit



The screenshot shows the 'Account profile' page with a '< BACK' button and an 'EDIT' button. The 'User Details' section lists: Name: Elizabeth Popoola, Email: elizabeth.popoola@, Status: Active, Last logged in: Not logged in. The 'User Roles' section contains a table with the following data:

ORGANISATION	MANAGED BY	ROLE	AUTHORISED SIGNATORY	REGISTRATION STATUS
College (primary)	GLA Skills & Employment Unit	Organisation Admin	<input type="checkbox"/>	Approved ✓

You can then set the role – for the superuser role, select 'Org Admin', otherwise select 'Project Editor' – you can change this later if required.

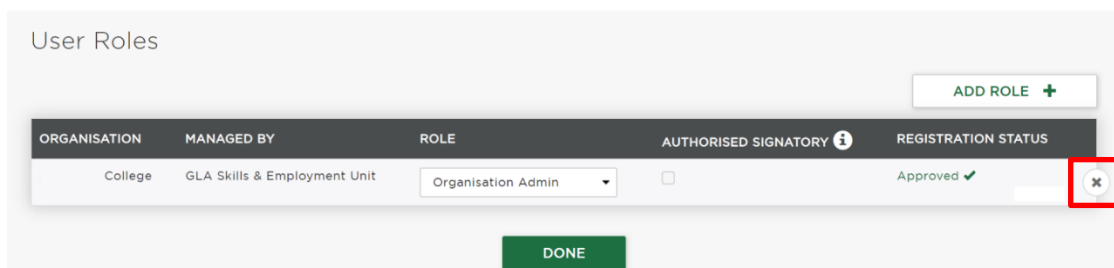


Then approve by clicking 'Done'.

Removing users

To reject a user or to remove an inactive user, for example someone who has left the organisation, click on the 'X' icon.

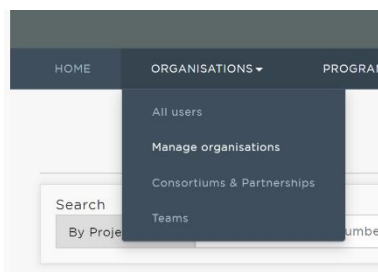
You will see a warning message that the user will no longer be assigned to the organisation but will remain registered.



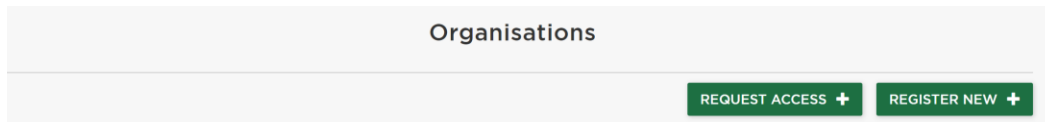
Access to multiple organisations

Users can request access to multiple organisations using the same email and password. This option is available to all roles. To access another organisation, click on:

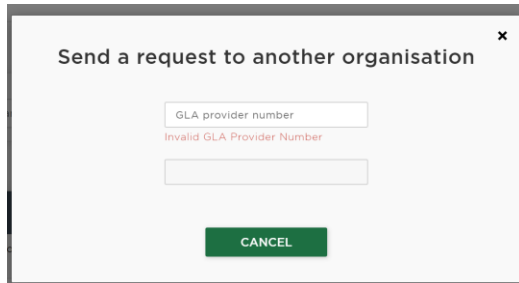
From the Organisations menu click on 'manage organisations'



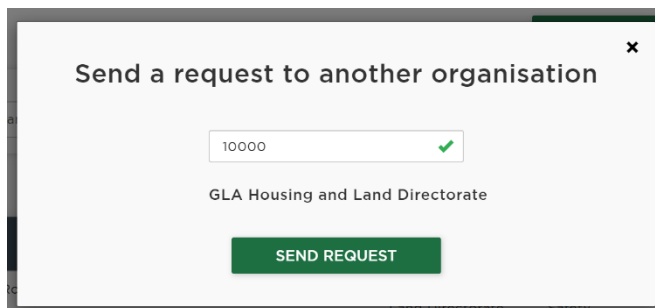
Then click 'request access'



The 'Send a request to another organisation' pop-up will appear



Enter the second organisation's registration key and click 'send request'



Once a request has been sent, the Organisation Administrator for the second organisation will review and approve the request.