



Annexure B

Cape Teaching and Leadership Institute (CTLI) online sign-in and registration process

1. In order to sign up for courses, registered users can click on the **"Sign in"** button on the home page at www.wcedctl.co.za and sign in using a username or email address and password.
2. First time users can register as follows:
 - 2.1 Click on the **"Register here"** button which will take you to the **"Sign in"** or **"Register here"** page.
 - 2.2 The following fields must be completed:
 - Username: Create your username which you will need every time you log in to the CTLI website.
 - Valid/active email address: Enter your active and valid email address. If you do not have an active email address, you need to create one before proceeding. An email address is needed for communication purposes.
 - Password: Enter or create your password.
 - Confirm your password.
 - Enter your SACE number.
 - Confirm that you are a human visitor by ticking the box – this is to prevent computer-generated phishing attempts.
 - Click on **"Create a new account"**.
 - 2.3 Once you have clicked on **"Create a new account"**, the following screen appears: **"Let's confirm your email address"**.
 - 2.4 Open your email and verify your email account by following the instructions sent to you which contain your CTLI account details. Click the first link in the message which will take you to the **"Edit your profile"** page.
 - 2.5 Create your full profile by completing your **"Personal and Work Information"**.
 - 2.6 Then click **"Submit"** and your personal profile will be updated on the system.

- 2.7 Once you have created your profile you can view all the courses offered at CTLI and sign up for the course(s) you wish to attend.
- 2.8 Then, submit your course application. Please ensure that it has been submitted correctly. You will receive an email confirming that your application was received – if you do not receive this confirmation, your application was not submitted successfully.
3. Your application will be reviewed by district officials and approved or declined by the district director. A final decision will be taken by the CTLI programme coordinator after district signoff.
4. Throughout this process you will receive emails informing you of the status of your application. You can also log in to check the status of your application from the history page.
5. Although these instructions may seem complicated, the system was designed to be user-friendly with step-by-step instructions. However, should you need assistance you may contact the following officials:
 - Phelokazi Tutani, tel. no. 021900 5024 or email Phelokazi.Tutani@westerncape.gov.za
 - Brandon Jantjies, tel. no. 021900 5029 or email Brandon.Jantjies@westerncape.gov.za
6. Each course on the system will indicate a window period for applications and you are advised to apply only within the prescribed window period for a particular course.