



## **Annexure B**

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

1. The CTLI has redesigned its existing registration website into a multimodal website that makes provision for registration for courses as well as a CTLI website that provides users with a one-stop and more refreshed experience.
2. A few structural adjustments were effected with the result that ALL users (existing and new users) must register. This means that all users (existing and new users) must register on the system afresh.
3. To sign up for courses, registered users can click on the "Sign in" button on the home page at [www.wcedctli.co.za](http://www.wcedctli.co.za) and sign in using an email address and password.
  - 3.1 The following fields must be completed:
    - Personal information
    - Professional information
  - 3.2 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 further. An email address is needed for communication purposes.
  - 3.3 Password: Enter or create your password.
  - 3.4 Confirm your password.
  - 3.5 Click on "Register".
  - 3.6 Once you have clicked on "Register", you will receive a confirmation email with your username and password. Please note that your username will be the same as your email address.
4. Once you have created your profile you can click on "View Courses" to view all the courses offered at the CTLI and apply for the course(s) you wish to attend.

- 4.1 Then, submit your course application. Please ensure that it has been submitted correctly.
- 4.2 You will receive an email confirming that your application was received. If you do not receive this confirmation, your application was not submitted successfully.
- 4.3 Your application will be reviewed by the relevant CTLI coordinator who will approve or decline the application.
5. You will receive an email confirming whether your application was approved or declined. You can also log in online to check the status of your application.
6. 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 at tel. no. 021 900 5024 or email [Phelokazi.Tutani@westerncape.gov.za](mailto:Phelokazi.Tutani@westerncape.gov.za)
  - Brandon Jantjies at tel. no. 021 900 5029 or email [Brandon.Jantjies@westerncape.gov.za](mailto:Brandon.Jantjies@westerncape.gov.za)
7. Each course on the system will indicate a window period for applications and you are advised to apply within the prescribed window period only for a particular course.