



Annexure B

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

1. Existing users who have applied for CTLI professional learning opportunities through the CTLI online course application system in 2023 will retain their usernames and passwords which may be used when applying for a professional learning opportunity in 2024.
2. New users (users who have never applied for any CTLI course previously, as early as 2023) who wish to apply for CTLI courses in 2024 and Term 1 (2025) must register a new account. Old accounts (pre-2023) do not exist anymore.
3. For users to create a new account or log in to the system, visit the CTLI website at www.wcedctlj.co.za
4. To register a new account or log in to the system, click on the "**Login/Register**" button which is located at the top right-hand side of the screen. It will take you to the "**Sign in**" or "**Register if you are new**" page.
 - 5.1 To create a new account, complete all the fields under the "**Register**" section. Click on "**Create a new account**" when done.
 - 5.2 Once done, the following screen will appear: "**Let's confirm your email address**". The system will send you an email to verify your new account.
 - 5.3 Open your email to verify your new account. Click on the link in the message which will take you to the "**Edit your profile**" page in the system.
 - 5.4 Now that your account has been created and verified, you can continue to create your full profile by completing the "**Personal and Work Information**" sections.
 - 5.5 When done, click "**Submit**". Your full personal profile has now been created on the system.
 - 5.6 Once you have created your profile you will be able to view all the courses offered at the CTLI under the "**What we offer**" menu. You may now apply for the course(s) you wish to attend.

- 5.7 Once you have found a course you are interested in, read the course information carefully. Click on the **"Apply now"** button to apply for the course. You will receive an email confirming that your application was received. If you did not receive this confirmation, your application was not submitted successfully. Click on the **"Apply now"** button again.
- 5.8 The CTLI programme coordinator will review, approve, or decline an application.
- 5.9 Throughout this process, you will receive emails informing you of the status of your application. You can also log on to the system to check the status of your application.
- 5.10 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.
- 5.11 If you've applied for the wrong course by mistake, immediately **delete** your application, in your profile, under the **"My Course Applications"** section.
- 5.12 If your application has been approved and you are unable to attend the course, go to your profile and cancel your attendance under the **"My Course Applications"** section.
- 5.13 When you visit the site again, you can click on the **"Sign in"** button on the home page. Sign in by using your username or email address and password. You may now apply for any course(s) as explained above.
6. Please note: You will be asked to update your profile every time you log in to the system.
7. 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	021 900 5013	Phelokazi.Tutani@westerncape.gov.za
Cleopatra Pienaar	021 900 5039	Cleopatra.Pienaar@westerncape.gov.za