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

1. Please visit the CTLI website at <https://wcedctli.westerncape.gov.za> to sign in to the system.
2. Users who have previously applied for CTLI professional learning opportunities through the CTLI online course application system will retain their existing usernames and passwords.
3. New users, who have not previously applied for any CTLI courses, must create a new account to apply for CTLI courses.
4. **Creating a new account**
  - 4.1 To register a new account 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.
  - 4.2 To create a new account, complete all the fields under the **"Register"** section. Click on **"Create a new account"** when done.
  - 4.3 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.
  - 4.4 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.
  - 4.5 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.
  - 4.6 When done, click **"Submit"**. Your full personal profile has now been created on the system.

## 5. Applying for courses

- 5.1 All the courses offered at the CTLI can be viewed under the “**What we offer**” menu.
- 5.2 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 do not receive this confirmation, your application was not submitted successfully. Click on the “**Apply now**” button again.
- 5.3 The CTLI programme coordinator will review and either approve or decline your application.
- 5.4 You will receive emails informing you of the status of your application throughout the process. You can also sign in to the system to check the status of your application at any time.
- 5.5 Each course on the system will indicate a window period for applications and you are advised to only apply within the prescribed window period for a particular course.
6. If you've applied for the **wrong course** in error, immediately **delete** your application in your profile under the “**My Course Applications**” section.
7. 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.
8. If you have **forgotten your password**, click on the “**Sign in**” button on the homepage. Below the sign in fields, select “**Request new password**” and enter your **username or email address** as prompted. You will receive an email with a **password reset link**. Click on the link and follow the instructions to create a new password. Once updated, return to the **sign in** page and sign in with your new credentials.
9. Please note that you will be asked to update your profile every time you sign in to the system.
10. 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 Wazeer Small on tel. no. 021 900 5036 or via email to: [Wazeer.Small@westerncape.gov.za](mailto:Wazeer.Small@westerncape.gov.za)