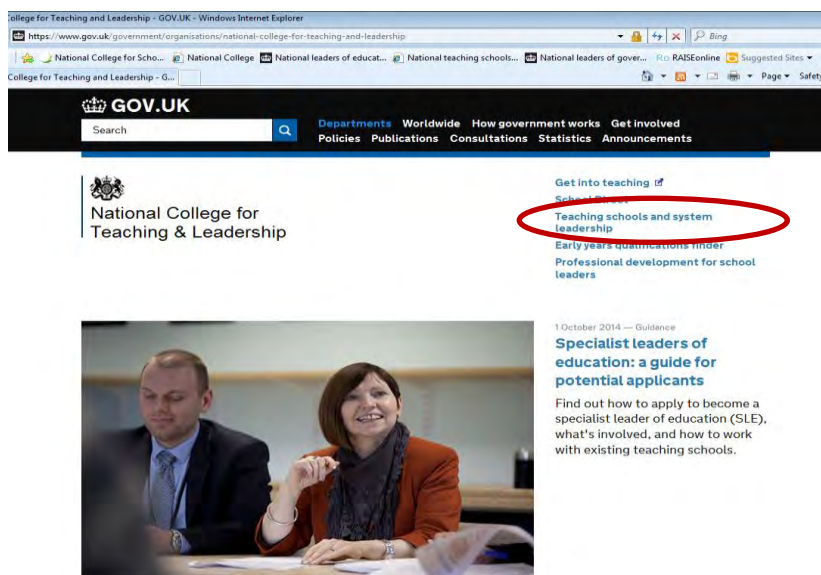
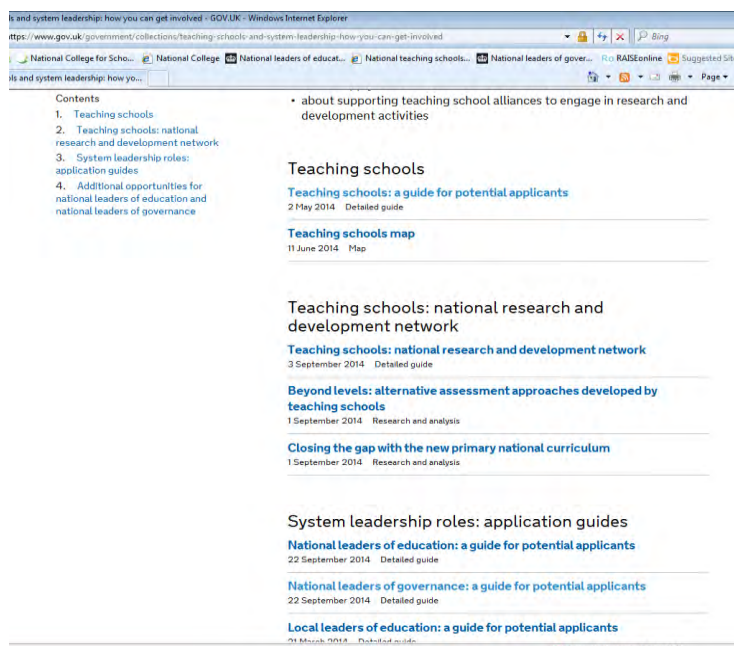


Registering for a system leader application round

1. Go to the NCTL website:
<https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership>
2. Click on 'Teaching schools and system leadership' as circled below:



3. Select the system leader role you are interested in applying for i.e. teaching schools, NLE or NLG:



If you have any issues logging in to the application forms, please contact us at
0800 0850 984 Monday – Friday 9am – 5pm Page | 1



National College for Teaching & Leadership

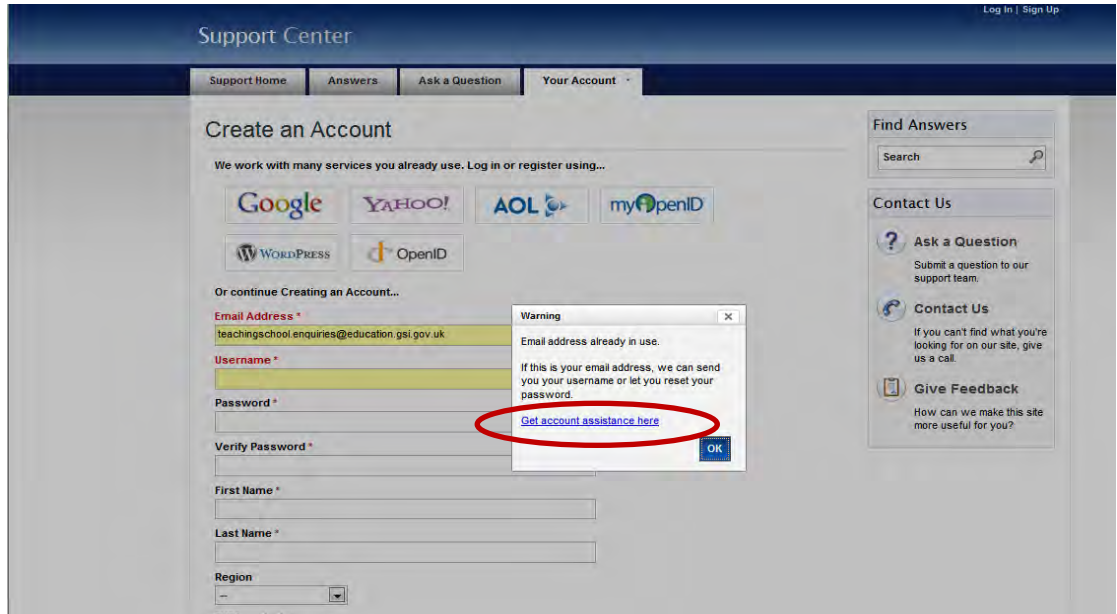
- Under the Apply section, click on the application form link and it will take you to the following log in screen. If this is the first time you have visited this page, click on 'Sign Up' as circled below (N.B. if you were previously a member of NCTL, please **do not** try and log in using your old username and password, as this will not work):

- Enter your email address and create a password (at least 4 characters), name and local authority of your school and click 'create account'. If successful, continue to Step 6.

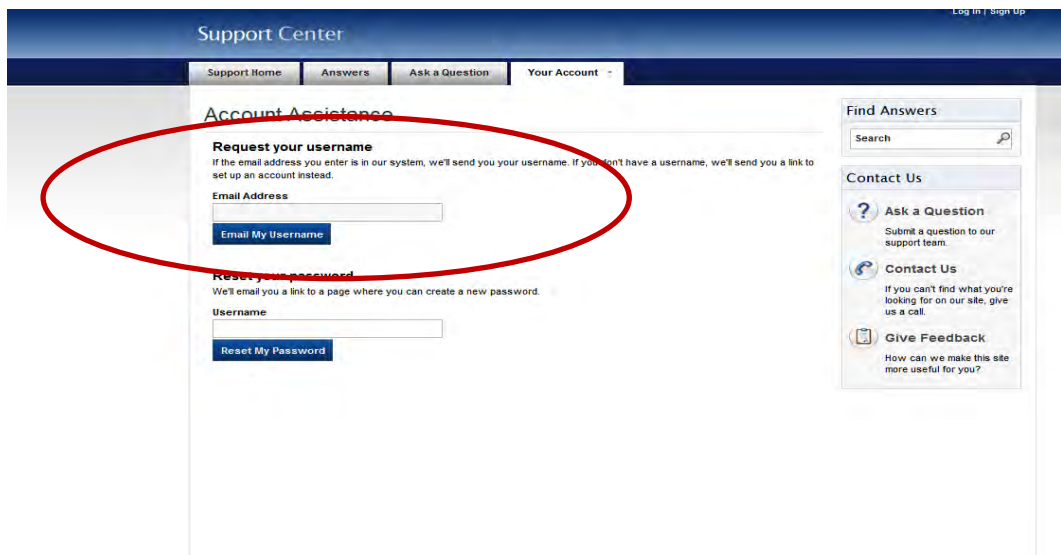
If you have any issues logging in to the application forms, please contact us at **0800 0850 984 Monday – Friday 9am – 5pm** Page | 2



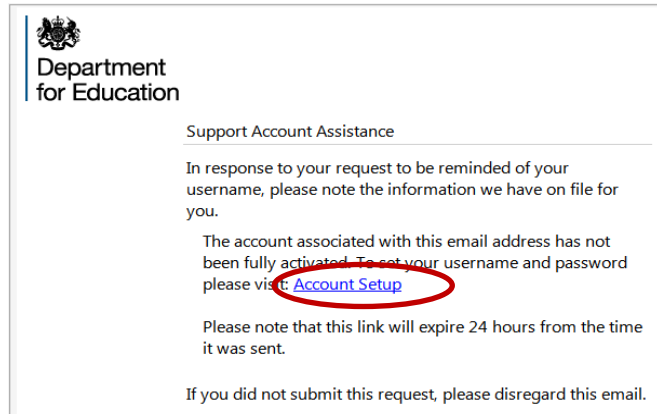
- 5a. If you were previously a member of NCTL, your email address may be recognised on the system. You will receive the following pop-up window. Click on the 'Get account assistance here' link:



- 5b. Complete the 'Request your username' section at the top of the page, entering the same email address you used on the first sign up page:



- 5c. You will receive the following email. Click on the 'Account Setup' link:



- 5d. Create a username (please use your email address for the username) and password (password must be at least 4 characters long) and click 'Submit'. N.B If you exit this page before completion you will need to request a new reset request, as shown in Step 5b.

- 5e. Check pre-populated fields are correct and complete any remaining empty fields. Click on 'Save changes'



- 5f. Close down the 'Thank you' screen and re-navigate to the relevant programme page on GOV.uk, as shown in Steps 1 - 3.

Under the 'Apply' section, click on the application form link and it will take you to the original log in screen. **DO NOT** click on 'Sign Up' this time round. Log in using your new username and password you have just created.

6. You will be taken to the application form. Complete the application form using the support of the application guidance which can be found on the [NCTL web pages](#).