
Basic Guide on the use of OAS

Using the Online Application
System

African Leadership Centre

BASIC GUIDE TO ONLINE APPLICATION SYSTEM

To access the online application system type the following link <http://applications.africanleadershipcentre.org/>

Click Register/ Login

New Applicants:

Register your profile to use the Online Application System by filling the simple online form and signup.

If already registered; login using your username and password and sign in to your account.

If you cannot access your account, click on (cannot access your account?) enter your email and the instructions of resetting your password will be sent to your email address. Follow the instructions and login to your account.

Already Logged in?

Once logged in, you will be able to access your account. You will be able to access the tabs on your left; Profile, Applications, Referees and Change Password.

Click on Home to go to the home page of the Online Application System where you will access the following links: ALC Fellowships, Professional Training Courses, ALC Internships and ALC Job Opportunities

To apply to your preferred Fellowship; Click **Available Applications** or **View all Applications**. Then choose the Fellowship you want to apply to.

Read and understand the Fellowship requirements details in the tabs that follow before placing your application.

Start your Application:

Fill the sections required, upload the required documents (ensure the documents you submit are in PDF format and less than 2MB) and submit your application.

Note on Referees:

Referees have a separate online portal that is linked to the Online Application System, Once you have successfully completed and **submitted** your online application, your referees will get an automated email from our systems on how to send their recommendations through the Online Portal. You should however inform them that they are listed as your referees and they need to send the recommendation before the application deadline.