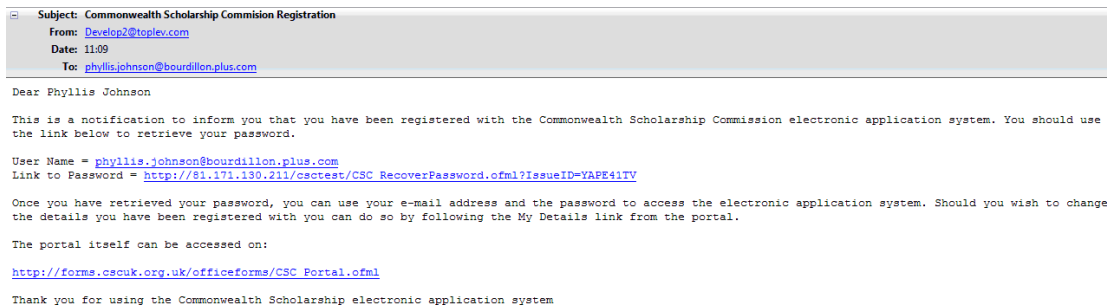
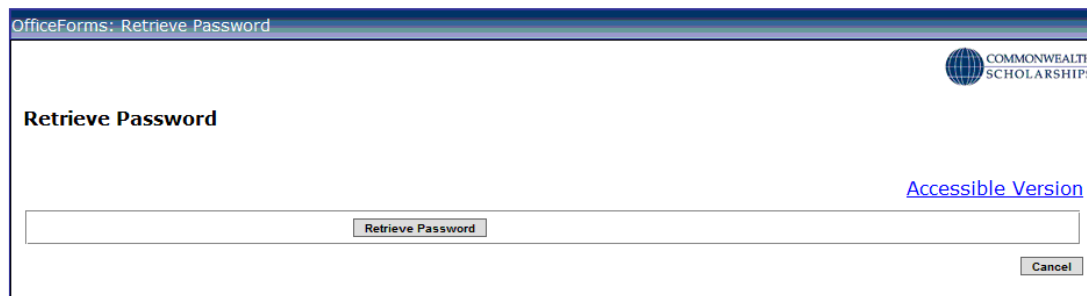


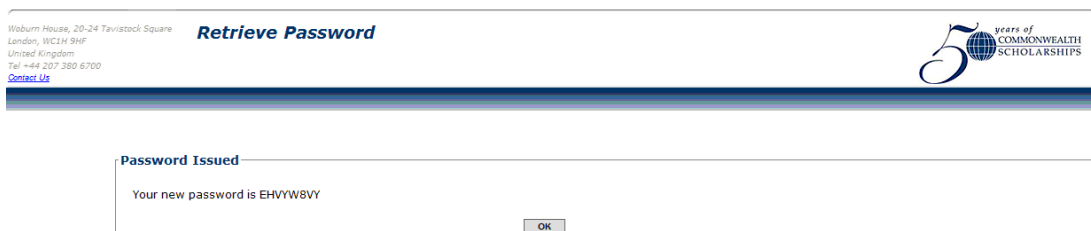
Before you can be an Adviser to a Nominating Agency, the Nominating Agency must register you on the Electronic Application System. When this has been done you will receive an email similar to



If you click on the 'Link to Password' in the email, the following screen will open



The password appears when **Retrieve Password** is clicked



In this example the password is EHVYW8VY

After clicking **OK**, you are now able to log on to the Electronic Application System with your email address and this password

---

## Navigate to the Electronic Application System's Home Page

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United Kingdom  
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### Electronic Application System

**Options:**

- [Applicant's Portal](#)
- [Nomination, Advice and Admin Portal](#)
- [Log Off EAS](#)

---

click on **Nomination, Advice and Admin Portal** and you will see

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### Commonwealth Scholarship Electronic Application System



Cancel

**Log On**

Please supply an Email Address and Password to log on to the system, or if you want to register as a new user, please click the appropriate button below.

Email Address

Password

Cancel

---

After logging on you see

### Commonwealth Scholarship Electronic Application System



[Close](#) | [Log Off](#) | [My Details](#)

PLEASE SELECT WHICH TASK YOU WOULD LIKE TO CARRY OUT

**Portals**

Adviser's Portal

Click **Go** and the **In Tray** appears

The screenshot shows the 'Adviser's Portal' for Commonwealth Scholarships. At the top right is the logo and text 'COMMONWEALTH SCHOLARSHIPS'. Below the header are links for 'Close', 'Log Off', and 'My Details'. The main area has an 'In Tray' section with a 'Track All Forms' button. A 'Refresh' button is on the left, and 'Show 20 records per page' and 'Search Details For: Go' are on the right. A table displays one record:

ID	Sent	Candidate	Programme	
628	30/May/09 15:44	Peter Bourdillon	Scholarship	<a href="#">Open</a>

At the bottom, it says 'Page 1 << Previous Next >>'.

This shows 1 Scholarship application for assessment. The table shows

- the ID number
- the date the application was sent by the Nominating Agency ('Sent')
- the name of the Candidate
- the type of award being applied for ('Programme')

Click on **Open** and the following screen appears

The screenshot shows a dialog box titled 'OfficeForms: Process Message from Previous Participant'. It features the Commonwealth Scholarships logo in the top right. The main text reads: 'Process Message from Previous Participant' followed by 'Please read the message and then click OK to work on the form itself.' Below this is a large yellow rectangular area containing the text 'please give us your advice by 19 September'. An 'OK' button is located in the bottom right corner.

click on **OK** and the **Nominating Agency's Adviser's Report** opens

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**Application for a Commonwealth Scholarship**

50 years of COMMONWEALTH SCHOLARSHIPS

View Application Show Message Exit Save Back Next >>

**Adviser Report (NA1)**

**NOMINATING AGENCY ADVISER'S REPORT (NA1)** [HELP](#)

To complete this advice form:

- First click the "View Application" button on the toolbar above and review the candidate's application form.
- Then complete the sections below, providing a grade from 1 to 5 in each of the key areas, and adding any additional comments about the application.
- If necessary, you may save the form and return to it at a later time to finish filling it. To do so, click the *Exit* button above, then select *Save Form*. The form can then be reopened from the Advisers' Portal as this one was.
- When you have finished filling in the form, click the *Submit Advice* button below to return the form to the Nominating Agency.

**Important:** The deadline for submitting this Advice back to the Nominating Agency is: **17 September 2009**

Academic Merit

Development Impact

Study Plan


Comments

ALC

View Application Show Message Exit Save Back Next >>

Before completing your Report, click on the **View Application** button. This screen appears

OfficeForms: Here is the file

 COMMONWEALTH SCHOLARSHIPS

**Here is the file**

Press Download to Open or Save the file "Application.pdf".

Press Close to return to the form.

---

When you click on Download, the opening page of the application looks like

[www.cscuk.org.uk](http://www.cscuk.org.uk)

**TO BE COMPLETED BY THE NOMINATING VICE-CHANCELLOR/EXECUTIVE HEAD**

Please note that the Commission will only accept nominations from the candidate's employing Vice-Chancellor, Executive Head or the appointed official. This section should NOT be completed by any other individual on behalf of the Vice-Chancellor or Executive Head. If the candidate's employing institution is affiliated to a university, the parent university should complete this section. If the candidate is employed by an autonomous non-university institution this should be made clear.

1. Name of nominating university:

Kenyatta University

2. Award tenable from (*date of commencement*):

Please note that a start date later than October 2009 can only be considered in exceptional circumstances

Length of study in **the awarding country** will be 6 MONTHS

3. Candidate's present appointment:

Title:

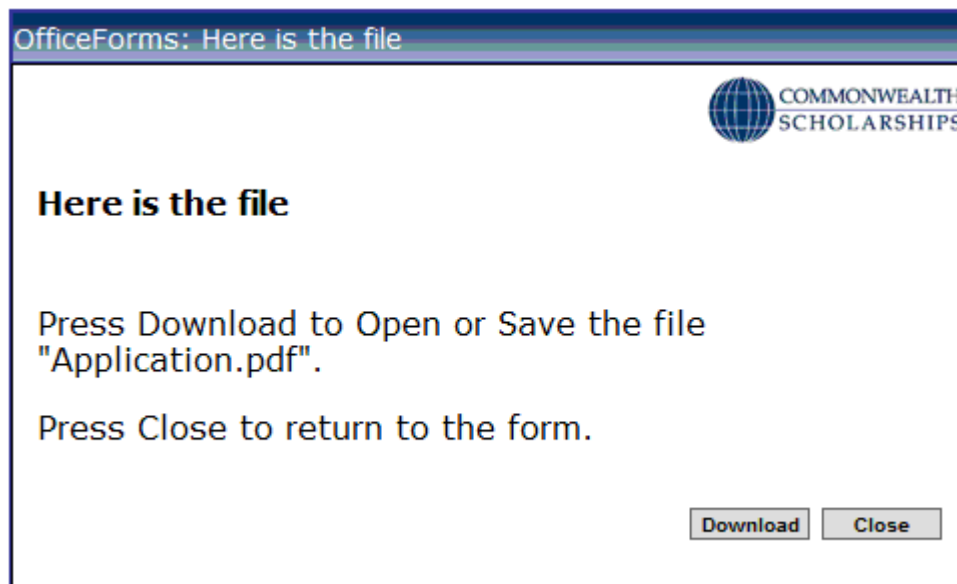
Department:

6. I recommend the candidate named for the following reasons:

**7. If the nomination is made partly in the context of departmental/ institutional links:**

The university would wish the Commission to give special consideration to making the award tenable at (*name of institution*):

When you click on the **Close** button (do not click the **X** at the top right corner of the screen otherwise you will have to start all over again)



you return to the form that needs completing

A completed Adviser's report looks like

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**Application for a Commonwealth Scholarship**

5 years of COMMONWEALTH SCHOLARSHIPS

View Application Show Message Exit Save Form Save Form

Adviser Report (NA1)

NOMINATING AGENCY ADVISER'S REPORT (NA1) [HELP](#)

To complete this advice form:

- First click the "View Application" button on the toolbar above and review the candidate's application form.
- Then complete the sections below, providing a grade from 1 to 5 in each of the key areas, and adding any additional comments about the application.
- If necessary, you may save the form and return to it at a later time to finish filling it. To do so, click the *Exit* button above, then select *Save Form*. The form can then be reopened from the Advisers' Portal as this one was.
- When you have finished filling in the form, click the *Submit Advice* button below to return the form to the Nominating Agency.

**Important:** The deadline for submitting this Advice back to the Nominating Agency is: **17 September 2009**

Academic Merit	2 (Poor)
Development Impact	4 (Good)
Study Plan	3 (Average)

Comments

This candidate's academic record is disappointing. This is confirmed by references that are lukewarm.

The Development Impact of the work is potentially considerable.

The case for studying at Somewhere University is satisfactorily made.

Submit Advice

View Application Show Message Exit Save Form Save Form

When you click on **Submit Advice** you are returned to the **In Tray**

**Adviser's Portal** COMMONWEALTH SCHOLARSHIPS  
[Close](#) | [Log Off](#) | [My Details](#)

[In Tray](#) | [Track All Forms](#)

[Refresh](#) Show 20 records per page  
Search Details For:  [Go](#)

No records!

ID	Sent	Candidate	Programme
----	------	-----------	-----------

Page 1 << Previous Next >>

Here you can

1. assess any remaining applications in your **In Tray**
2. look at previous advice you have given by clicking on **Track All Forms**
3. change your password by clicking on **My Details**
4. **Log Off**

If you click on **My Details**, the **CSC Self Registration Form** opens

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**CSC Self Registration Form** 5 years of COMMONWEALTH SCHOLARSHIPS

Submit New Details Cancel << Back Next >>

**Basic Details**

**BASIC DETAILS**

\* E-mail Address   
Tick here if you wish to change your password  Change Password

Title

\* First Name   
Middle Names

\* Family Name

Your address for correspondence

Telephone

Permanent address (if different)

Permanent E-mail (if different from above)   
Permanent Telephone

Mobile number   
Should we contact you via SMS?  Yes  No

Submit New Details Cancel << Back Next >>

You can add to the information that the Nominating Agency entered about you. If you wish to change your password, the second field needs to be ticked. Two new fields appear below the 'Change Password' field and these need to be completed

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**CSC Self Registration Form**

50 years of COMMONWEALTH SCHOLARSHIPS

Submit New Details Cancel Back Next >>

**Basic Details**

**BASIC DETAILS**

\* E-mail Address phyllis.johnson@bourdillon.plus.com  
Tick here if you wish to change your password  Change Password  
\* Please enter a password  
\* Please re-enter your password  
Title  
\* First Name Phyllis  
Middle Names  
\* Family Name Johnson  
Your address for correspondence  
Telephone  
Permanent address (if different)  
Permanent E-mail (if different from above)  
Permanent Telephone  
Mobile number  
Should we contact you via SMS?  Yes  No

Submit New Details Cancel Back Next >>

When you click on **Submit New Details** you get the following message

OfficeForms: Update Complete

COMMONWEALTH SCHOLARSHIPS

**Update Complete**

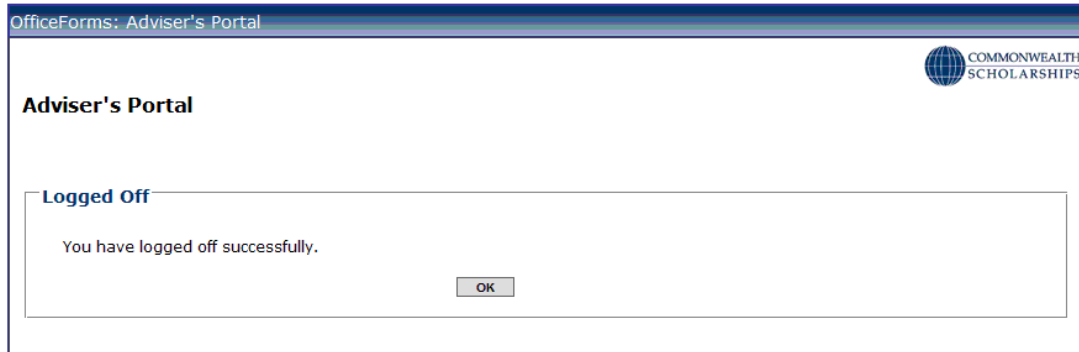
Your details have been updated successfully.

If you have requested a change to your password, this will take effect immediately.

OK

---

When you click **OK** you are returned to the **In Tray** when you **Log Off** you see this message



... and click **OK**

---

*Note:* it is possible for the Nominating Agency to 'take back' an application before you have completed giving your advice. No warning is given to you indicating that the application is about to be removed from your **In Tray**.

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