

To add an Agency Nominator or Adviser you must

1. be an Agency Contact (Agency Contacts are created by CSC)
2. know the email address, First and Family Names of the Nominator/Adviser you wish to add

You can make yourself a Nominator

After logging on you will see this screen

The screenshot shows the 'Commonwealth Scholarship Electronic Application System' interface. At the top right, there is a logo for 'COMMONWEALTH SCHOLARSHIPS' and a navigation bar with links for 'Close', 'Log Off', and 'My Details'. Below the header, a blue bar contains the text 'PLEASE SELECT WHICH TASK YOU WOULD LIKE TO CARRY OUT'. The main content area is divided into two sections: 'Portals' and 'System Administration'. Under 'Portals', there is a link for 'Nomination and Tracking Portal' with a 'Go' button. Under 'System Administration', there are links for 'User Administration' and 'Agency Administration', each with a 'Go' button. A 'Log Off' button is located at the bottom right of the main content area.

Click on **Go** in the row entitled User Administration and you will see this next screen

The screenshot shows the 'Edit Agency Roles' screen. At the top left, there is contact information for 'Weburn House, 20-24 Tavistock Square, London, WC1H 9HF, United Kingdom, Tel +44 207 380 6700, Contact Us'. At the top right, there is a logo for '5 years of COMMONWEALTH SCHOLARSHIPS'. Below the header, a blue bar contains 'OK' and 'Cancel' buttons. The main content area is titled 'Agency' and contains the instruction: 'Please select the agency for which you wish to add a new user, and the roles that user has within that agency. (You may attach the user to further agencies later if you wish)'. There are two dropdown menus: 'Country:' with 'KENYA' selected and 'Agency:' with 'KENYA' selected. Below this is a section titled 'Roles' with three checkboxes: 'Nominator', 'Adviser', and 'Agency Contact'. 'OK' and 'Cancel' buttons are located at the bottom right of the main content area.

Notice that your 'Country' and 'Agency' details in *Agency* are already completed. Tick either the 'Nominator' field or the 'Adviser' field in *Roles* (from now on this guide just considers adding a Nominator but the process is identical for adding an Adviser) and then click on **OK**

The standard CSC User Details Form opens

Woburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
Tel +44 207 380 6700
[Contact Us](#)

CSC User Details Form

5 years of COMMONWEALTH SCHOLARSHIPS

Submit Registration Cancel < Back Next >>

Basic Details
Agencies and Roles

BASIC DETAILS

* E-mail Address

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 Registration Cancel < Back Next >>

As a minimum this requires the Nominator's email address, First Name and Family Name

Woburn House, 20-24 Tavistock Square
London, WC1H 9HF
United Kingdom
Tel +44 207 380 6700
[Contact Us](#)

CSC User Details Form

5 years of COMMONWEALTH SCHOLARSHIPS

Submit Registration Cancel < Back Next >>

Basic Details
Agencies and Roles

BASIC DETAILS

* E-mail Address

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 Registration Cancel < Back Next >>

Clicking on **Agencies and Roles** in the menu on the left hand side allows to change the role of the person you are entering from Nominator to Adviser

Woburn House, 20-24 Tavistock Square
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CSC User Details Form

50 years of COMMONWEALTH SCHOLARSHIPS

Submit Registration Cancel << Back Next >>

Basic Details
Agencies and Roles

AGENCIES AND ROLES

Country	Agency	Roles
KENYA	KENYA	Nominator

Edit Roles within Agency

Submit Registration Cancel << Back Next >>

When you click on **Submit Registration**, the **User Administration** screen opens

User Administration

COMMONWEALTH SCHOLARSHIPS

Close Log Off

Users Users Recycle Bin

Search/Filter... Add User... Close

Records 1 - 6 of 6 (Filtered) Show 20 records per page

Unique Name	Display Name	Agencies / Roles	Edit	Delete
john.rose@bourdillon.plus.com	John Rose	Kenyan Nominating Agency (Nominator)	Edit	Delete
john.slater@bourdillon.plus.com	John Slater	Kenyan Nominating Agency (Agency Contact, Nominator)	Edit	Delete
merlinthehappygig@live.co.uk	Gregory Adviser	Commonwealth Scholarship Commission (Adviser) Indian UGC Nominating Agency (Adviser) Kenyan Nominating Agency (Adviser) CSC Kenyatta University NA (Adviser) University of Pune (Adviser)	Edit	Delete
nominator.kenya@topev.com	Kenya Nominator	Kenyan Nominating Agency (Nominator)	Edit	Delete
phyllis.johnson@bourdillon.plus.com	Phyllis Johnson	Kenyan Nominating Agency (Adviser)	Edit	Delete
anna.dring@bourdillon.plus.com	Anna Dring	Kenyan Nominating Agency (Nominator)	Edit	Delete

The Nominator you have just added appears at the bottom of the table. The table lists Agency Contacts, Nominators and Advisers for the Agency. Note that the second person in the list is both an Agency Contact and a Nominator, while the third is an Adviser for several Agencies.

When you clicked on **Submit Registration** an email was automatically sent to the new Nominator

Dear Anna Dring

This is a notification to inform you that you have been registered with the Commonwealth Scholarship Commission electronic application system. You should use the link below to retrieve your password.

User Name = anna.dring@bourdillon.plus.com

Link to Password = http://81.171.130.211/csctest/CSC_RecoverPassword.ofml?IssueID=4R5RJE74

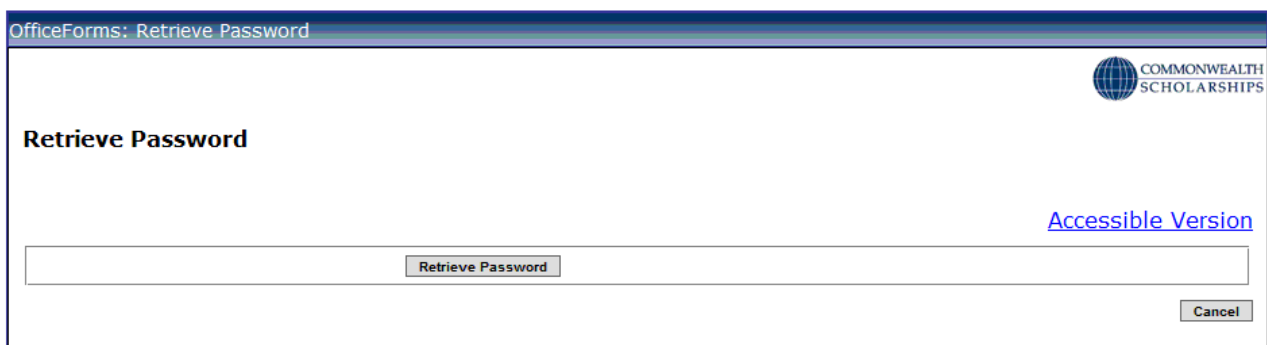
Once you have retrieved your password, you can use your e-mail address and the password to access the electronic application system. Should you wish to change the details you have been registered with you can do so by following the My Details link from the portal.

The portal itself can be accessed on:

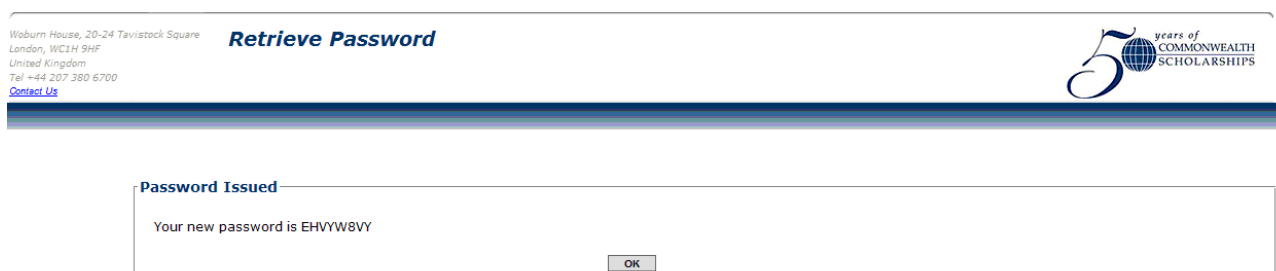
http://forms.cscuk.org.uk/officeforms/CSC_Portal.ofml

Thank you for using the Commonwealth Scholarship electronic application system

If the Nominator clicks on the 'Link to Password' in the email the following screen will open



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



The Nominator can now log on to the Electronic Application System with his/her email address and the password. The Nominator's password can be changed in **My Details**