



APPLICATION INSTRUCTIONS

REGISTRATION INSTRUCTIONS FOR Public Executive Leadership Academy (PELA)

1. Click [Apply](#) on the PELA homepage (<http://www.sog.unc.edu/node/1351>).
2. **If you are a returning student**, enter your email address and password under the *Returning Customer* heading. Select *Continue*, and proceed to Step 6.
3. **If you are a new student**, you must complete the new profile form (click the *New Customer Information Form* link). Note that all starred fields are required. Click *Submit*. **THIS IS NOT THE END OF THE REGISTRATION PROCESS.**
You must complete steps 4 through 9.
4. Log into the system using your email address and password; you will be taken to the login page after completing your profile.
5. Click on the Application link on the bottom right under courses.
6. Click on *Applications for Courses* under *Navigation* and *Courses*.
7. Click on the Application form for Public Executive Leadership Academy (PELA)
8. Application Form: Click here (*at bottom of page*).
9. Fill out application.
10. Review your application and click *Submit Form*.
11. After the application has been submitted, email the statement of support from the manager to Lisa Sheffield at sheffield@sog.unc.edu. A letter of support is required for assistant managers and department heads only.