

**WIPO ACADEMY Distance Learning Registration Guide**  
**(National IP Offices)**

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## WIPO Academy Distance Learning Courses

### Introduction

All eLearning courses offered by the WIPO Academy can be found on the course catalog at <https://welc.wipo.int>. The courses offered are subject to change at any time without prior notice.

### Prior to Registration

All potential users of the WIPO Academy eLearning courses must first register with the WIPO Accounts. The aim of the WIPO Accounts is to enable users (learners) to create and update authentication credentials required to access WIPO web applications, including the Academy's eLearning Platform (WeLC), information resources and services accessible from the Internet.

The main advantage of registering with WIPO Accounts is that the user will maintain the same single username and password for accessing all future Academy eLearning courses.

Registering for an account with the WIPO Accounts is a simple process. The only constraint being that each user needs a unique email address.

To create an account with the WIPO Accounts via the Academy's eLearning Platform (WeLC) <https://welc.wipo.int> as part of the course registration process, please see pages 3-4.

### **NB:**

Applicants who have previously enrolled in WIPO Academy courses and who have created WIPO Accounts may proceed to register by following the steps outlined in pages 5-10.

### **IMPORTANT**

In order to protect the integrity of your personal student profile, please remember to **LOG OUT** of the WeLC when you leave the eLearning platform and then **close** your browser. This is especially important if you are using a shared computer in a network environment.

#### WIPO USER CENTER

Create an Account  
Manage Account  
Reset Password  
Retrieve Username  
User Center Help  
Services

#### WIPO User Center Login

**Logout successful**

You have successfully logged out of the Central Authentication Service.  
For security reasons, exit your web browser.

[Scam Warning](#) | [RSS](#) | [Terms of use](#)

# 1. Applicants registering for WIPO Academy courses for the first time

## Step 1: Create a WIPO Academy Account

(a) Go to <https://www3.wipo.int/accounts/en/usercenter/public/register.jsf>

(b) Fill in the details requested on the form being careful to enter the email address that you will use for all correspondence with WIPO and the WIPO Academy.

Please note the password policy:

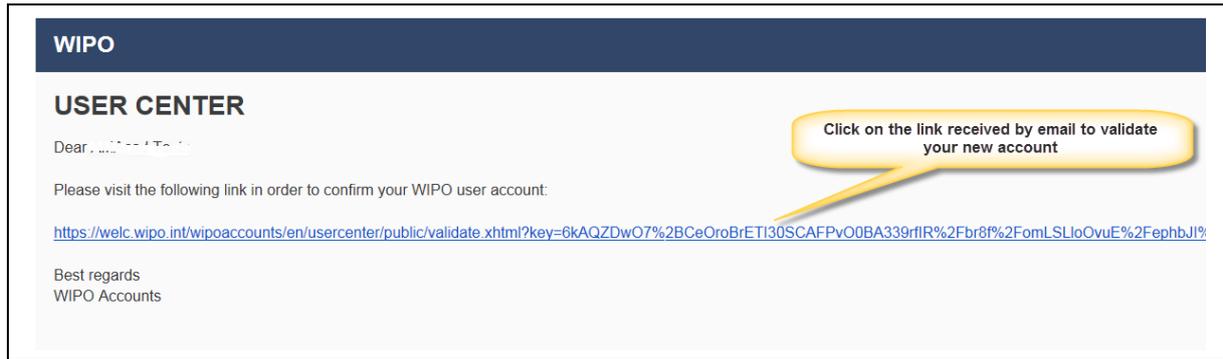
A valid password must meet all of the following conditions:

- password must contain at least 1 numerical character
- password must be at least 8 characters long

(c) Once the information has been added, please click the “Create an account” button

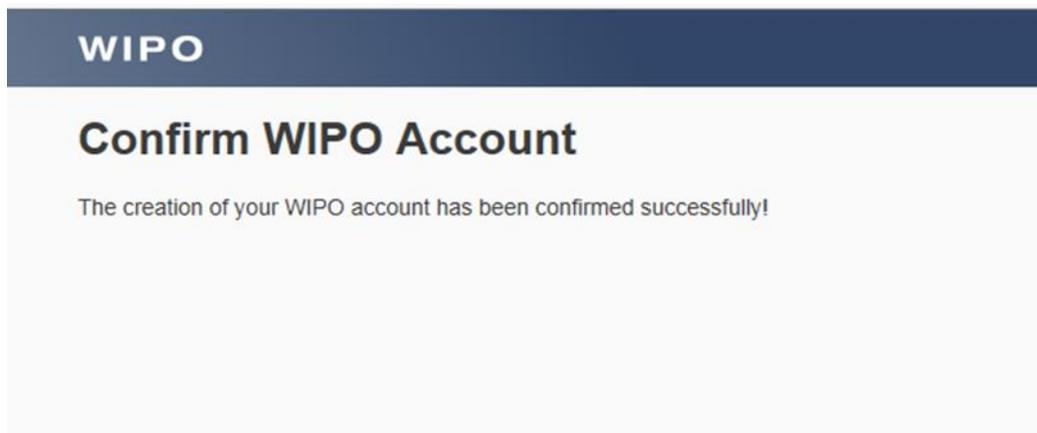
The screenshot shows the 'Create WIPO Account' form. At the top, there is a navigation bar with 'WIPO', 'Contact us', 'My Account', and 'English'. Below the title, a yellow box states: 'All fields marked with \* are mandatory.' The 'User information' section includes fields for Username\*, First Name\*, Last Name\*, Company/Organization, Phone, Address, City, Country\*, and Preferred communication language\*. The 'E-mail' section includes fields for E-mail\* and Confirm E-mail\*. The 'Password' section includes fields for Password\* and Confirm password\*, with a 'Show password' checkbox and a password policy note: 'A valid password must meet all of the following conditions: password must contain at least 1 numerical character, password must be at least 8 characters long'. The 'Verification' section includes a 'Type the characters displayed below' prompt, a CAPTCHA image showing 'mapgig', a 'Refresh' button, and a 'Characters:' input field. A red arrow points to the 'Create an account' button at the bottom.

(d) You will receive an email from WIPO Accounts [no.reply@wipo.int] similar to the following, click on the link to validate your account:



You will see that your account has been successfully validated and will receive an email confirming the same. **THIS DOES NOT MEAN THAT YOU ARE ENROLLED FOR A COURSE. IT ONLY MEANS THAT YOU NOW HAVE A WIPO ACCOUNT THAT WILL ALLOW YOU TO ENROLL FOR A COURSE.**

Once you have confirmed the account, you should get a confirmation message on screen



## 2 Returning applicants and new applicants (after having created WIPO Accounts.)

### Step 2 Complete your registration profile

Your registration profile consists of both your personal details and professional details. **Please ensure that you fill in your personal details and professional details before registering for any course.**

- a) Go to the URL: <https://welc.wipo.int>

WIPO Academy

- Professional Development
- University Partnerships
- Distance Learning
- Summer Schools
- IP4Youth&Teachers
- Accessible IP Courses
- Judicial Training Institutions

**WIPO Academy**

The Academy is the center of excellence for intellectual property (IP) education and training for WIPO member states, in particular developing countries, least-developed countries (LDCs) and countries in transition. The Academy works to help build human capacity in IP, which is essential to innovation.

Quick video overview of the WIPO Academy

- b) Choose the “Registration and Enrollments” option to begin registration. If required, please enter the Username and Password for your WIPO Account

**Login to WIPO Accounts**

If you already have a WIPO user account, enter your username and password to login.

Username:

[Forgot your username?](#)

Password:

[Forgot your password?](#)

Remember my login

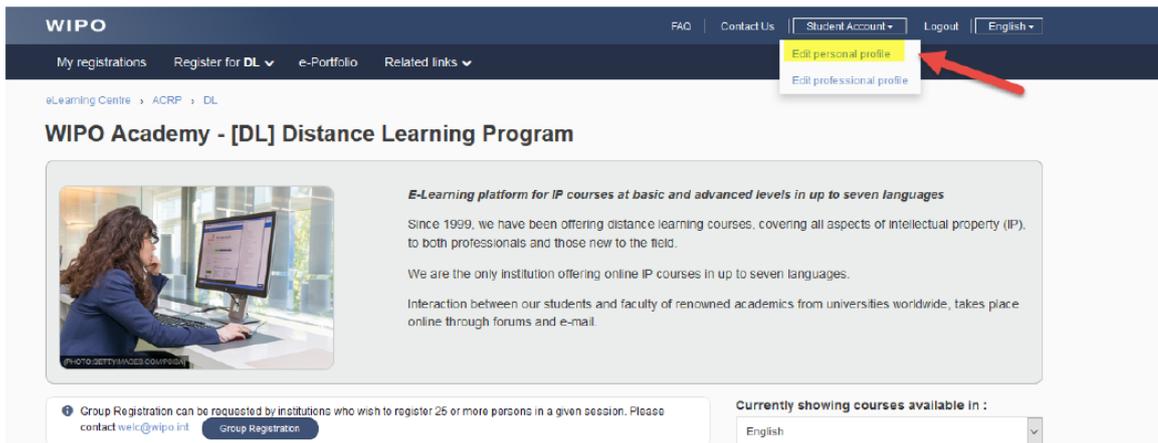
**LOGIN**

**Related links**

Don't have a WIPO User Account yet?

**Create an account**

- c) Click on your account name to “edit personal profile” first. Please proceed to complete all of the required fields. If you do not have the information to hand, please put “Unknown” or “Not applicable” in text areas and “123” in number fields.



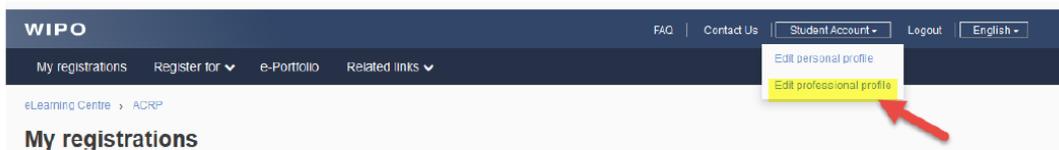
d) Editing your personal details: When editing your personal details, please select **Professional** under Occupation.

Please ensure that you select **National IP Office Only** from the Professional/Business area drop down menu. This will ensure that your application will go via the scholarship process. Please do not select Academia, even if you are currently in this Professional area.

The screenshot shows the 'Personal profile' form. The 'IDENTITY' section includes fields for Prefix, First name, Last name, Date of Birth, Gender, Nationality, ID Type, ID Number, Email, and Preferred communication language. The 'CONTACT DETAILS' section includes Address / PO Box, City, Country / Territory, ZIP code, Telephone, Mobile, Facsimile, and Website. The 'OCCUPATION' section has radio buttons for 'Student' and 'Professional' (selected). A dropdown menu for 'Professional/Business area' is highlighted in yellow, with 'National IP Offices Only' selected. A red arrow points to this dropdown. Below the dropdown, there are radio buttons for 'Are you working for a Collective Management Organization (CMO)?' with 'Yes' and 'No' options.

e) Editing your professional details

Once you have edited your personal details, from the left hand menu under **Home**, choose **Professional details**.



Complete the Professional details information – please complete all the required fields marked with a red asterisk \*

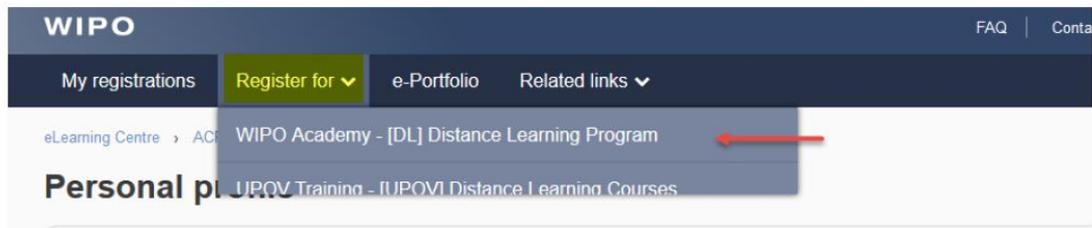
A screenshot of the 'Professional profile' form. The form is divided into two main sections: 'PROFESSIONAL INFORMATION' and 'BUSINESS ADDRESS'. A note at the top states 'All fields marked with \* are compulsory.' The 'PROFESSIONAL INFORMATION' section includes fields for 'Profession', 'Professional title', 'Brief description of your profession', 'Experience in the IP field', 'Company / Organization / Institution or Government Office name', and 'Number of employees'. The 'BUSINESS ADDRESS' section includes fields for 'Address / PO Box', 'City', 'Country / Territory', 'Business Telephone Number', 'Business Facsimile', 'Business E-mail Address', and 'Business Website'. At the bottom right, there are 'Submit' and 'Reset' buttons.

f) Submit.

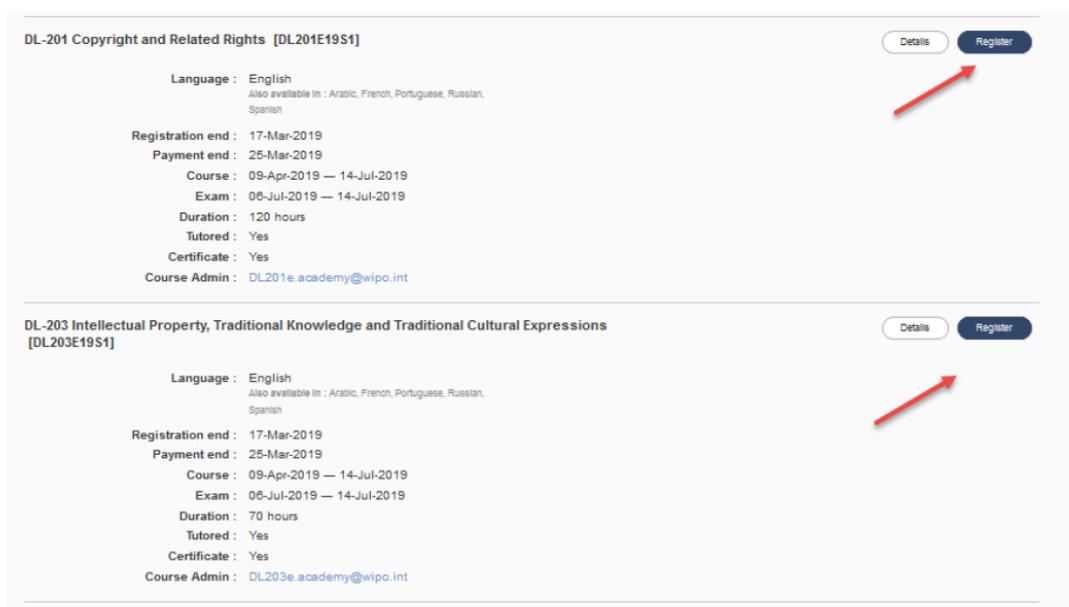
### 3: Registering for Courses

#### Step 3 Enrolling for courses

- a) Click on Register Now to view the list of Courses open for registration and on WIPO Academy – [DL] Distance Learning Program



- b) Select the course you are interested in and click on the “Register” button



### c) Scholarship designation letter

Applicants are required to submit a scholarship designation letter. At this stage of the registration, you will be requested to upload your WIPO Scholarship Application letter. NB: If you have the letter ready, you may submit it by clicking on the **Submit** button (1), if your letter is not ready, you may click on **Upload later** (2) as shown below:

The screenshot shows the WIPO registration portal. At the top, there are navigation links: My registrations, Register for DL, e-Portfolio, and Related links. Below this, there's a breadcrumb trail: eLearning Centre > ACRP > DL > Registration. The main heading is 'Upload document'. A note states: 'NOTE(S): • You have time to complete your application. If you do not have the required document(s), please click on the "Upload later" button to continue the registration process. Please make sure to upload the required document(s) within 10 days of your registration. The Academy is not responsible for incomplete applications. • All documents marked with \* are mandatory'. Below the note is a table with the following columns: #, Document type, File Name, Last Updated, Document Description, and Action. The table contains one row with # '1', Document type 'WIPO Scholarship Application letter \*', File Name '-', Last Updated '-', Document Description '-', and Action 'Upload'. Below the table is an 'Upload later' button.

### d) Scholarship application form.

**IP Office staff are requested to provide additional details to finalize the scholarship process. Applicants are requested to provide the contact details of the Director of their IP Office.**

The screenshot shows the 'Scholarship Application Form'. At the top, there's a red arrow pointing to the back button. Below the title, there's a note: 'All fields marked with \* are compulsory.' The form is divided into sections: 'MOTIVATION' with a text area for 'Your motivation to take this course:' (1488 characters remaining); 'YOUR IP OFFICE' with fields for 'Complete name', 'Full Street Address', 'City', 'Country/Territory' (set to SWITZERLAND), and 'Website'; and 'DIRECTOR OF YOUR IP OFFICE' with fields for 'Prefix (Mr., Mrs., Miss)', 'First name', 'Last name', 'Telephone Number', 'Facsimile', and 'Email Address'. A green box highlights the 'DIRECTOR OF YOUR IP OFFICE' section with the text: 'Please enter the details of the Director of your IP Office or TISC coordinator'. Red arrows point to the 'Submit' and 'Reset' buttons at the bottom right.

e) Final registration check.

Applicants are requested to check that the course, session, language, address are correct and confirm by ticking the box under “Confirmation”

**Verify registration details**

All fields marked with \* are compulsory.

**REGISTRATION INFO**

I wish to register for DL-201 Copyright and Related Rights [DL201E1951]  
Session : 09-Apr-2019 — 14-Jul-2019  
Language : English  
Fees : Offered

Registering as : Professional / TISC  
From : SWITZERLAND  
Nationality : SWITZERLAND

**NOTE(S) :**

- Ensure your name and address below are correct. We will use these details for any official correspondence including mailing of your certificate, if applicable.
- To update or change your name and/or city and country [Edit my identity](#)
- To update or change your street address and professional/business area [My profile](#)

Miss Student Account   
Home address,  
Geneva,  
SWITZERLAND.

**CONFIRMATION**

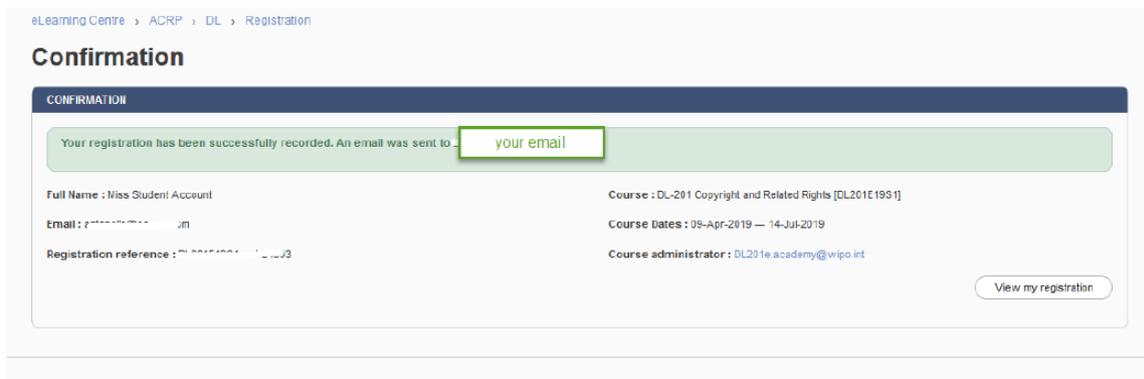
\*Please tick to confirm that the above information is correct.

[Submit](#) [Back](#)

f) Submit your registration

## 4. Finalization of registration process

An email from WIPO Accounts will be sent to the Director of your IP office or to the TISC coordinator, with a copy to you informing you that the scholarship request has been received. To upload your scholarship letter at this stage, please click on the e-Portfolio link:



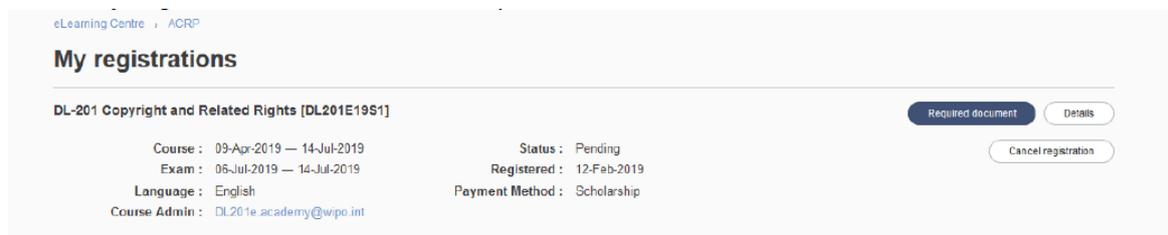
The screenshot shows a confirmation page with the following details:

- Full Name : Miss Student Account
- Email : [redacted]@ipm
- Registration reference : [redacted]
- Course : DL-201 Copyright and Related Rights [DL201E19S1]
- Course Dates : 08-Apr-2019 — 14-Jul-2019
- Course administrator : DL201e.academy@wipo.int

A green box highlights the text "your email" in the confirmation message. A "View my registration" button is located at the bottom right.

To upload your scholarship letter at this stage, please click on the Required document tab:  
Uploading scholarship application letters

a) Go to My registrations and click on Required document



The screenshot shows the "My registrations" page for the course "DL-201 Copyright and Related Rights [DL201E19S1]". The status is "Pending". The "Required document" tab is selected. Other details include:

- Course : 09-Apr-2019 — 14-Jul-2019
- Exam : 06-Jul-2019 — 14-Jul-2019
- Language : English
- Course Admin : DL201e.academy@wipo.int
- Status : Pending
- Registered : 12-Feb-2019
- Payment Method : Scholarship

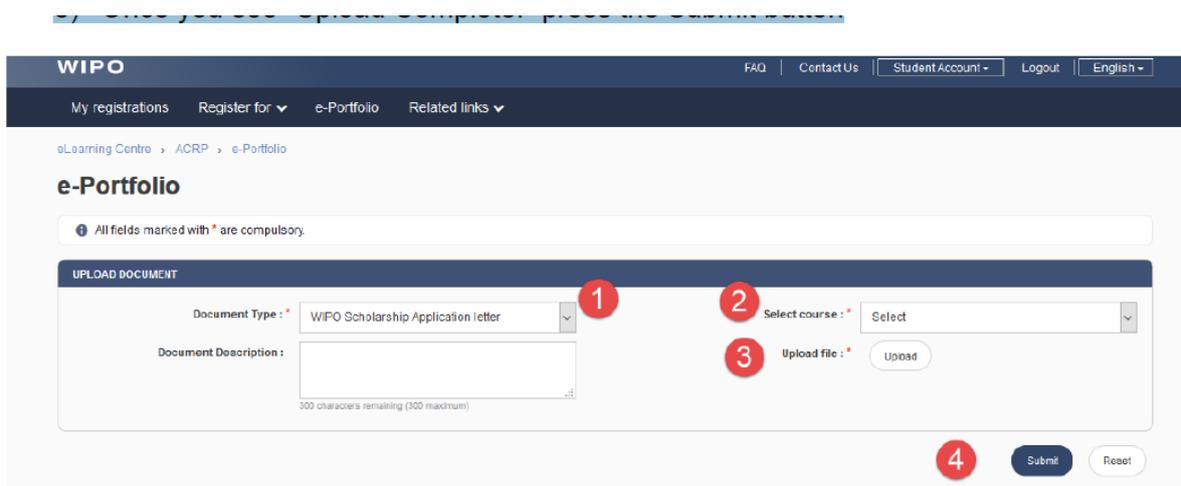
Buttons for "Required document", "Details", and "Cancel registration" are visible.

b) Choose the document type from the dropdown list – WIPO Scholarship Application letter

c) Choose the course

d) Click on the “upload” button to select a file to upload

e) Once you see “Upload Complete!” press the Submit button

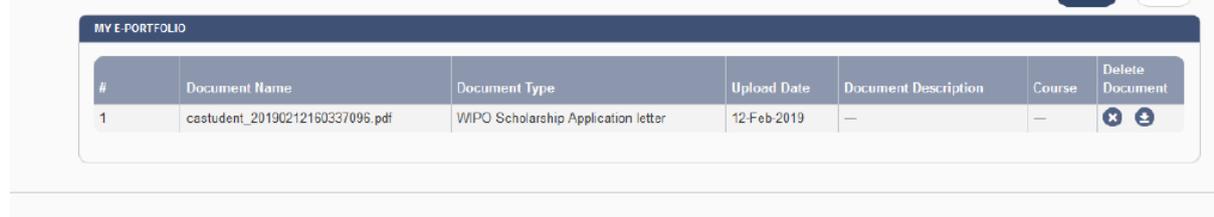


The screenshot shows the "e-Portfolio" "UPLOAD DOCUMENT" form. Red circles 1 through 4 indicate the steps:

1. Document Type dropdown menu (set to "WIPO Scholarship Application letter")
2. Select course dropdown menu (set to "Select")
3. Upload file button
4. Submit button

The form also includes a "Document Description" field and a "Reset" button.

f) You will see the confirmation of the documents uploaded in your e-portfolio



#	Document Name	Document Type	Upload Date	Document Description	Course	Delete Document
1	castudent_20190212160337096.pdf	WIPO Scholarship Application letter	12-Feb-2019	—	—	 

## **5 Confirmation of your application and accessing the course**

Once the WIPO Academy has finalized processing the scholarship request, and if your scholarship request has been accepted, you will see confirmation of your registration when you log in. If confirmed, at the beginning of the course you will receive a Welcome Message from the Course administration.

**To access the course when it is available (see the start date of your course), simply go to <https://welc.wipo.int> and click on “My Online Courses”**