

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.

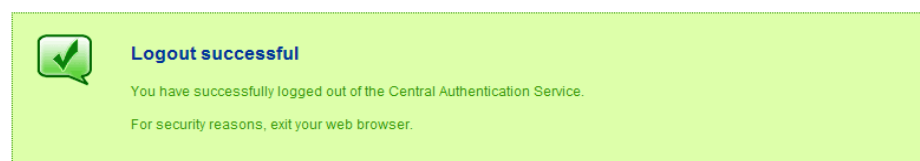
IMPORTANT

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



[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>

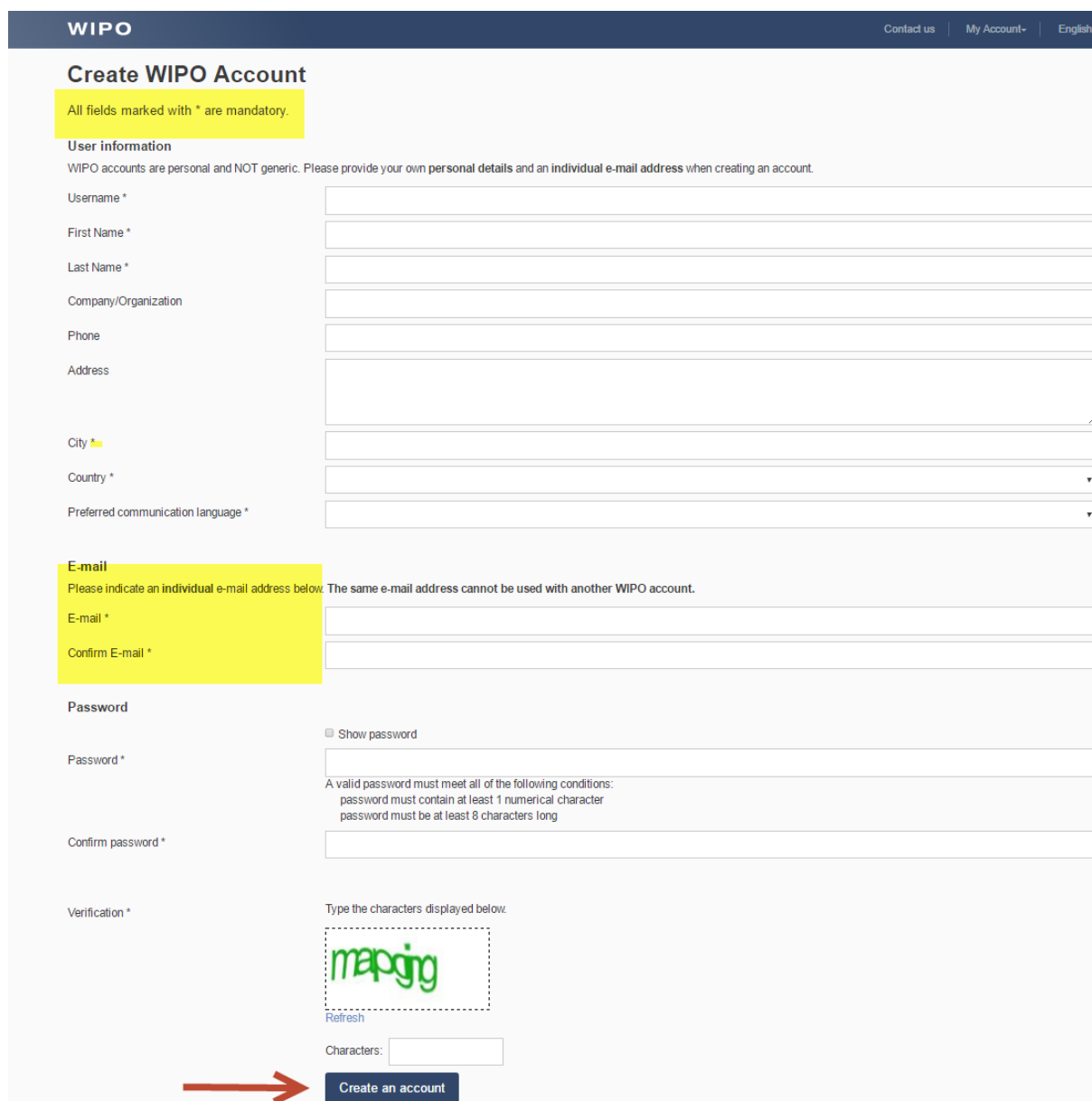
(b) Fill in the details requested on the form being careful to enter the email address that you will use for all correspondence with WIPO and the WIPO Academy.

Please note the password policy:

A valid password must meet all of the following conditions:

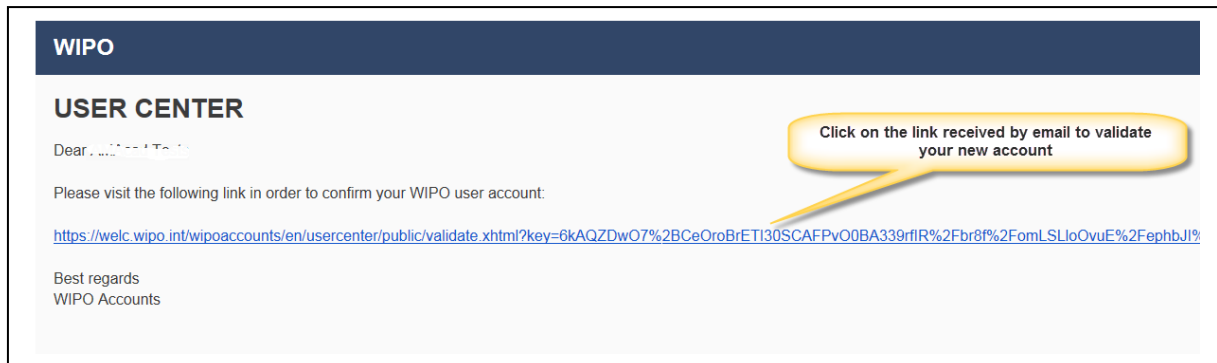
- password must contain at least 1 numerical character
- password must be at least 8 characters long

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



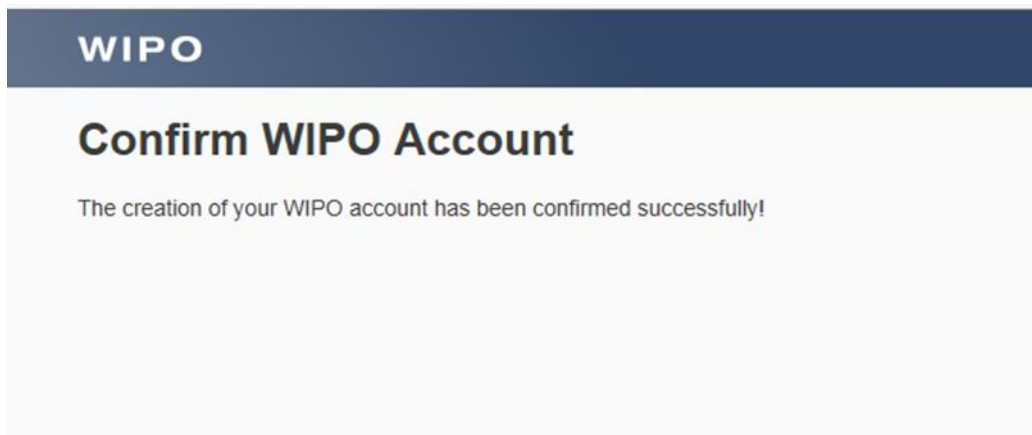
The screenshot shows the 'Create WIPO Account' page. At the top, there's a dark blue header with the WIPO logo and links for 'Contact us', 'My Account', and 'English'. Below the header, the title 'Create WIPO Account' is displayed. A yellow box contains the text: 'All fields marked with * are mandatory.' The form is divided into sections: 'User information' (with a note that accounts are personal and NOT generic), 'E-mail', 'Password', and 'Verification'. 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 has fields for E-mail and Confirm E-mail, with a note that the same email cannot be used with another account. The 'Password' section has fields for Password and Confirm password, with a 'Show password' checkbox and the password policy conditions. The 'Verification' section shows a CAPTCHA image with the word 'mapgig' and a 'Refresh' link. At the bottom, there's a 'Characters' field and a 'Create an account' button, which is highlighted by a red arrow.

(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

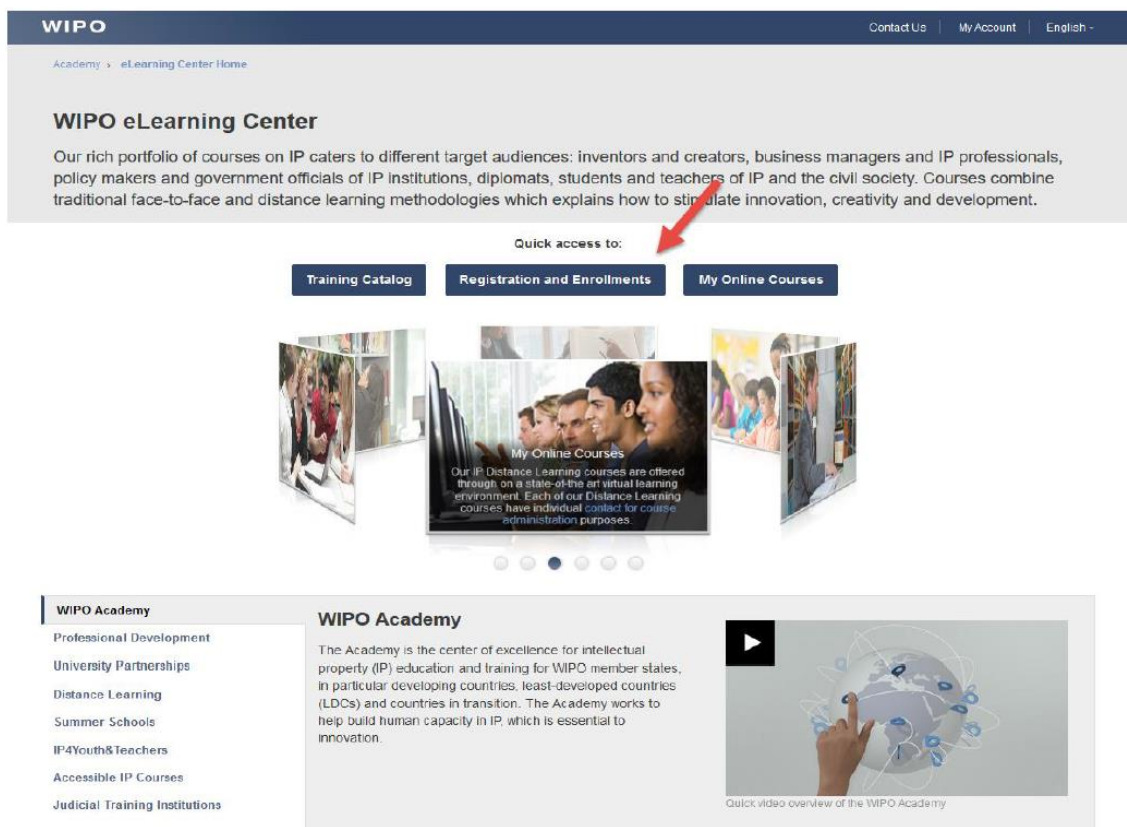


2 Returning applicants and new applicants (after having created WIPO Accounts.)

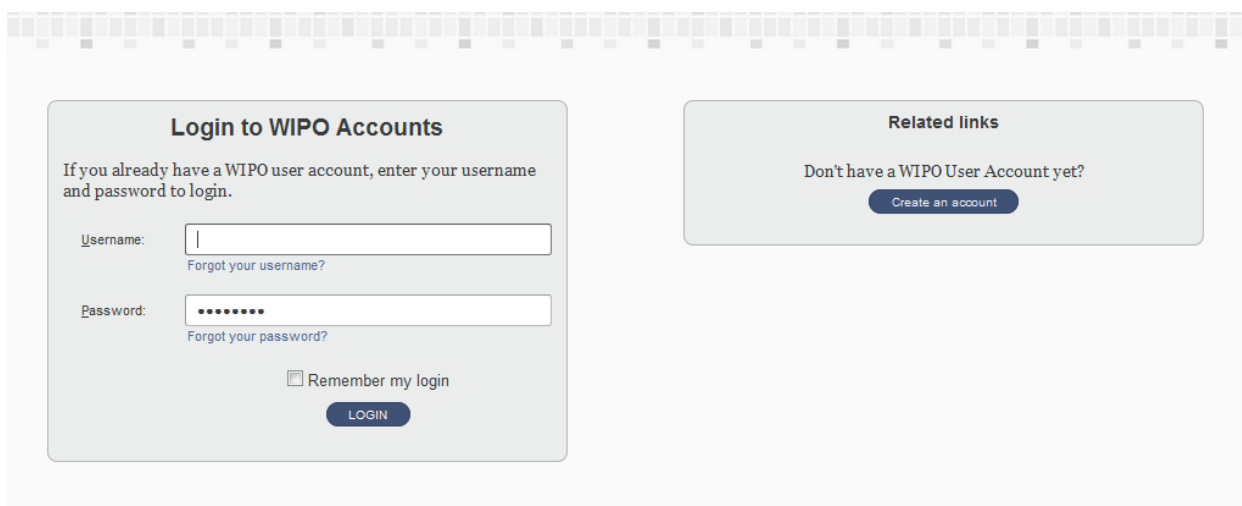
Step 2 Complete your registration profile

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.**

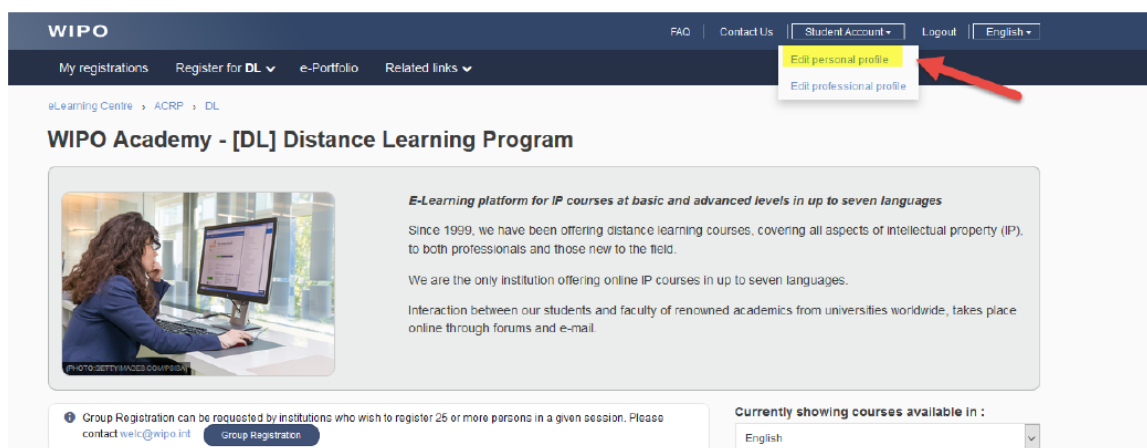
- a) Go to the URL: <https://welc.wipo.int>



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



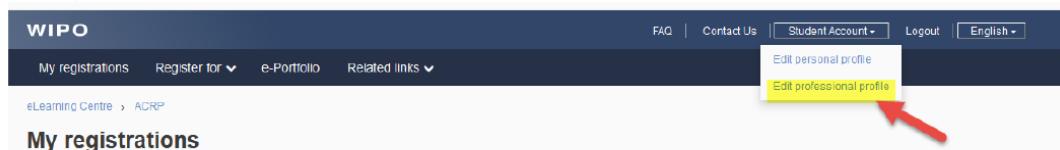
- d) Editing your personal details: When editing your personal details, please select **Professional** under Occupation.

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 fields for Address / PO Box, City, Country / Territory, ZIP code, Telephone, Mobile, Facsimile, and Website. The 'OCCUPATION' section has a radio button for 'Professional' (selected) and a dropdown menu for 'Professional/Business area' with 'National IP Offices Only' selected. A red arrow points to this dropdown menu. Below the dropdown, there is a question: 'Are you working for a Collective Management Organization (CMO)?' with 'Yes' and 'No' radio buttons.

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 *

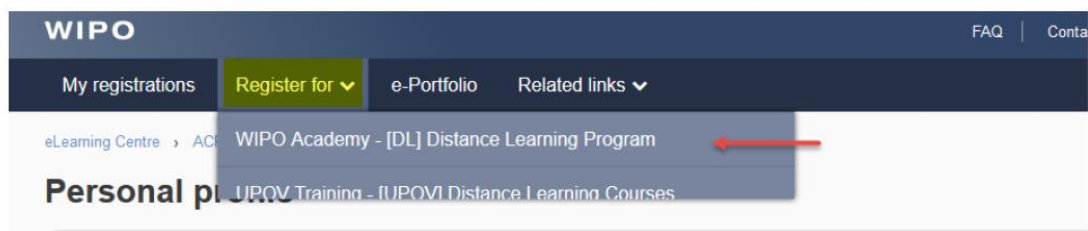
A screenshot of the 'Professional profile' form. The form is divided into two main sections: 'PROFESSIONAL INFORMATION' and 'BUSINESS ADDRESS'. The 'PROFESSIONAL INFORMATION' section includes fields for 'Profession', 'Professional title', 'Brief description of your profession', 'Experience in the IP 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'. All required fields are marked with a red asterisk. A 'Submit' button and a 'Reset' button are at the bottom right.

f) Submit.

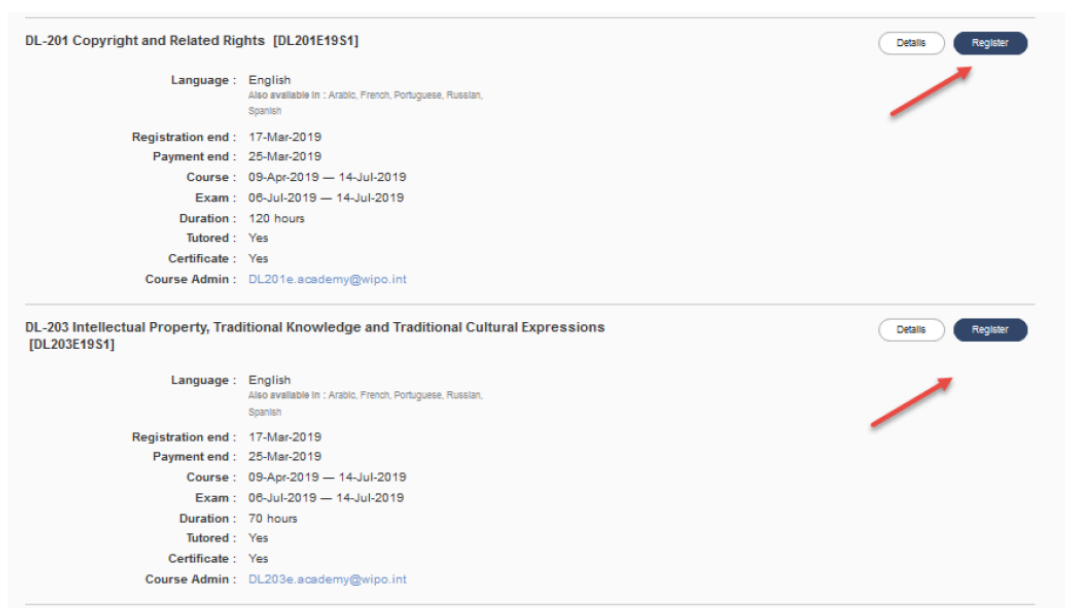
3: Registering for Courses

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:

WIPO

My registrations Register for DL e-Portfolio Related links

Learning Centre > ACRP > DL > Registration

Upload document

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.

#	Document Type	File Name	Last Updated	Document Description	Action
1	WIPO Scholarship Application letter *				Upload

Upload later

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.

Scholarship Application Form

All fields marked with * are compulsory.

MOTIVATION

Your motivation to take this course: *

1488 characters remaining (1500 maximum)

YOUR IP OFFICE

Complete name: * TISC office name

Full Street Address: * TISC office address

291 characters remaining (300 maximum)

City: * city

Country / Territory: * SWITZERLAND

Website: *

DIRECTOR OF YOUR IP OFFICE

Prefix (Mr., Mrs., Miss): * Prefix

First name: * first name

Last name: * last name

Telephone Number: * 000999

Facsimile: *

Email Address: * email of TISC coordinator/IP

Submit Reset

Please enter the details of the Director of your IP Office or TISC coordinator

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 / TIDC

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 a green banner stating: 'Your registration has been successfully recorded. An email was sent to - your email'. Below this, registration details are listed:

- Full Name : Miss Student Account
- Email : student@wipo.int
- Registration reference : 20190212150337096
- Course : DL-201 Copyright and Related Rights [DL201E19S1]
- Course Dates : 08-Apr-2019 — 14-Jul-2019
- Course administrator : DL201e.academy@wipo.int

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 'My registrations' page displays details for 'DL-201 Copyright and Related Rights [DL201E19S1]'. It includes tabs for 'Required document' and 'Details'. The registration status is 'Pending', registered on '12-Feb-2019', with a 'Scholarship' payment method. Other details include course dates (09-Apr-2019 to 14-Jul-2019), exam dates (06-Jul-2019 to 14-Jul-2019), and language (English).

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 'e-Portfolio' 'UPLOAD DOCUMENT' form includes a note: 'All fields marked with * are compulsory.' The form contains the following elements:

- Document Type ***: A dropdown menu with 'WIPO Scholarship Application letter' selected. (Step 1)
- Select course ***: A dropdown menu with 'Select' chosen. (Step 2)
- Document Description ***: A text input field with a 300-character limit. (Step 3)
- Upload file ***: A button to select a file for upload. (Step 3)
- Submit** and **Reset** buttons. (Step 4)

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

MY E-PORTFOLIO						
#	Document Name	Document Type	Upload Date	Document Description	Course	Delete Document
1	castudent_20190212150337096.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”