

## WIPO ACADEMY eLearning Registration Guide (National IP Offices)

Introduction .....	2
Prior to Registration .....	2
1. Applicants registering for WIPO Academy courses for the first time.....	3
Step 1: Create a WIPO Academy Account .....	3
2    Returning applicants and new applicants (after having created WIPO Accounts.).....	5
Step 2 Complete your registration profile .....	5
3: Registering for Courses.....	8
Step 3 Enrolling for courses .....	8
4. Finalization of registration process .....	11
5 Confirmation of your application and accessing the course .....	12

## 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**

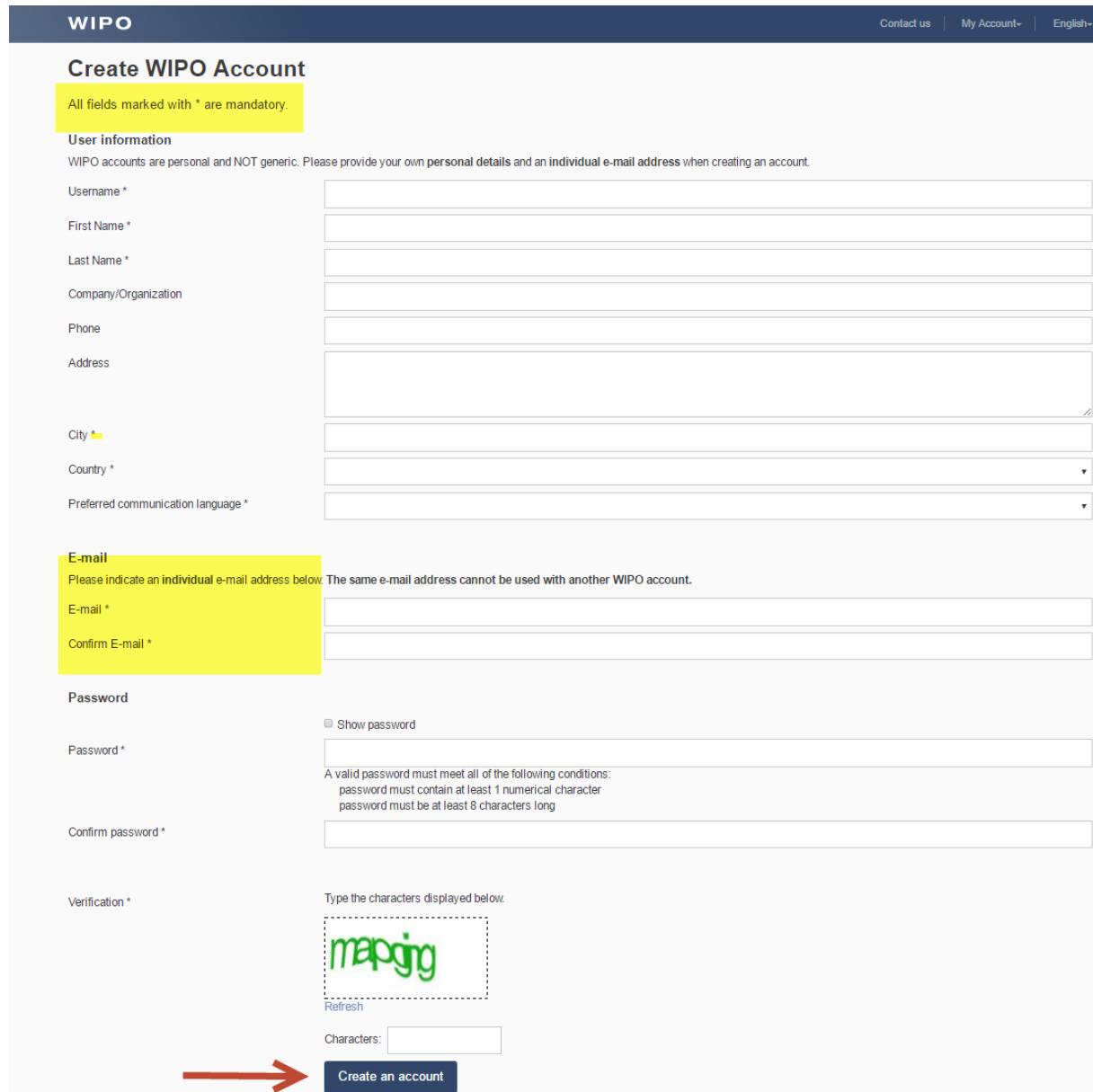
- (a) Go to <https://www3.wipo.int/accounts/en/usercenter/public/register.jsf>
- (b) Fill in the details requested on the form being careful to enter the email address that you will use for all correspondence with WIPO and the WIPO Academy.

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. The 'E-mail' section is highlighted in yellow. A red arrow points to the 'Create an account' button at the bottom.

**Create WIPO Account**

All fields marked with \* are mandatory.

**User information**

WIPO accounts are personal and NOT generic. Please provide your own personal details and an individual e-mail address when creating an account.

Username \*

First Name \*

Last Name \*

Company/Organization

Phone

Address

City \*

Country \*

Preferred communication language \*

**E-mail**

Please indicate an individual e-mail address below. The same e-mail address cannot be used with another WIPO account.

E-mail \*

Confirm E-mail \*

**Password**

>Password \*

Show password

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

Confirm password \*

**Verification \***

Type the characters displayed below.

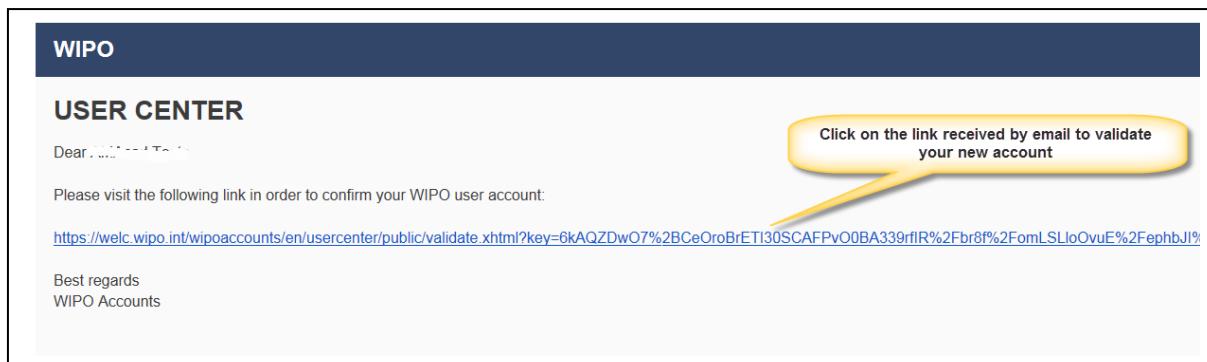
mapng

Refresh

Characters:

**Create an account**

(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:



WIPO

**USER CENTER**

Dear [REDACTED]

Please visit the following link in order to confirm your WIPO user account:

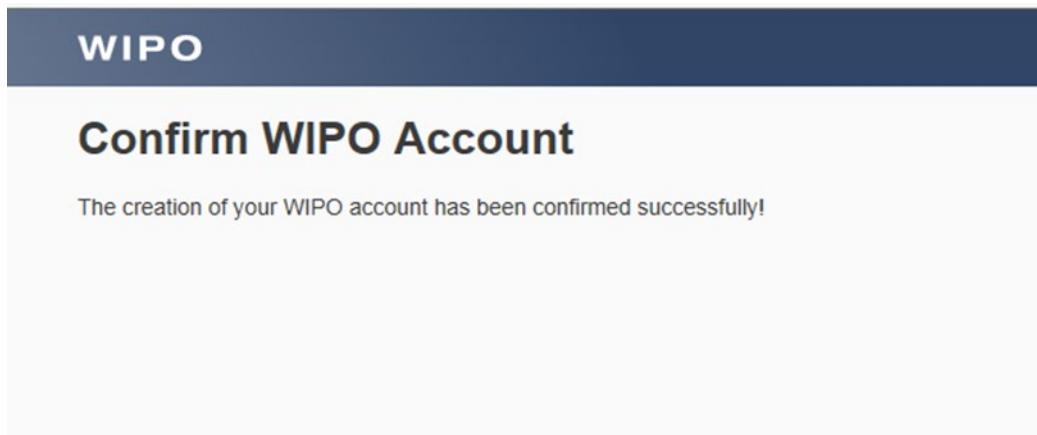
<https://welc.wipo.int/wipoaccounts/en/usercenter/public/validate.xhtml?key=6kAQZDwO7%2BCeOroBrETI30SCAFFvO0BA339rlR%2Fbr8l%2FomLSloOvuE%2FephbJ1%2F>

Best regards  
WIPO Accounts

**Click on the link received by email to validate your new 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



WIPO

**Confirm WIPO Account**

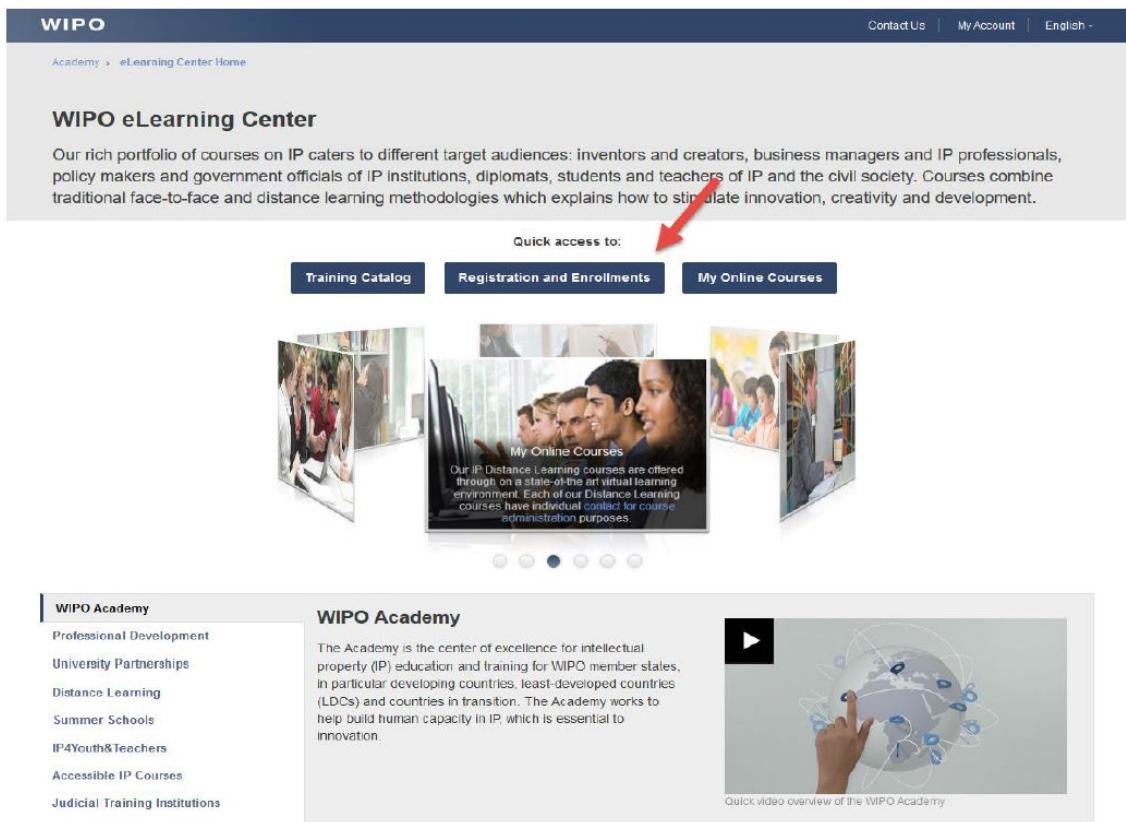
The creation of your WIPO account has been confirmed successfully!

## 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.

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



WIPO eLearning Center

Our rich portfolio of courses on IP caters to different target audiences: inventors and creators, business managers and IP professionals, policy makers and government officials of IP institutions, diplomats, students and teachers of IP and the civil society. Courses combine traditional face-to-face and distance learning methodologies which explains how to stimulate innovation, creativity and development.

Quick access to:

- Training Catalog
- Registration and Enrollments**
- My Online Courses

**My Online Courses**

Our IP Distance Learning courses are offered through a state-of-the-art virtual learning environment. Each of our Distance Learning courses have individual contact for course administration purposes.

WIPO Academy

Professional Development

University Partnerships

Distance Learning

Summer Schools

IP4Youth&Teachers

Accessible IP Courses

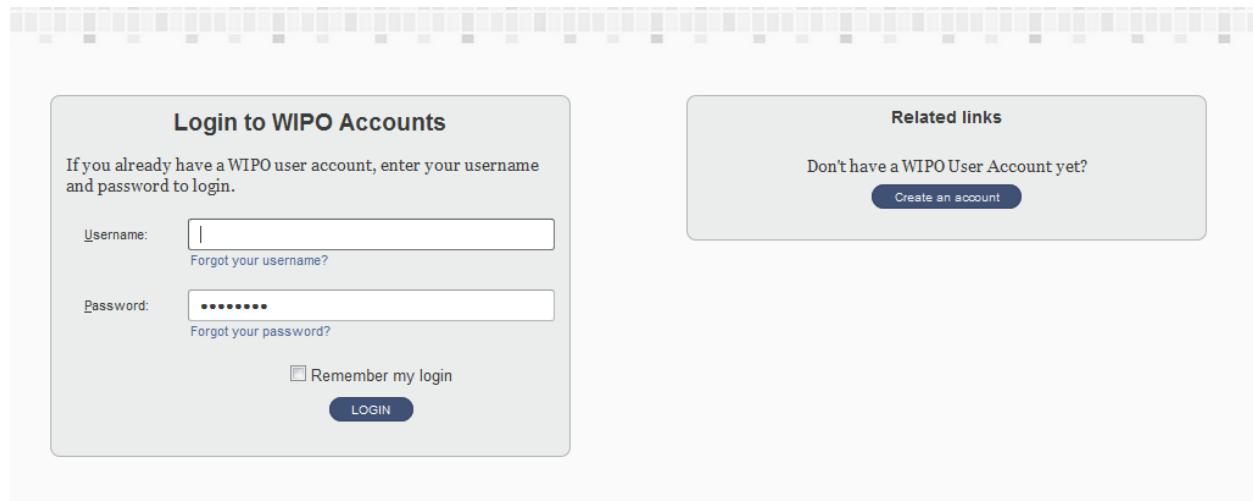
Judicial Training Institutions

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

- 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

- 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.

WIPO Academy - [DL] Distance Learning Program

**E-Learning platform for IP courses at basic and advanced levels in up to seven languages**

Since 1999, we have been offering distance learning courses, covering all aspects of intellectual property (IP), to both professionals and those new to the field.

We are the only institution offering online IP courses in up to seven languages.

Interaction between our students and faculty of renowned academics from universities worldwide, takes place online through forums and e-mail.

Group Registration can be requested by institutions who wish to register 25 or more persons in a given session. Please contact [weic@wipo.int](mailto:weic@wipo.int)

Currently showing courses available in : English

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

Please ensure that you select **National IP Offices 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.

Personal profile

All fields marked with \* are compulsory.

**WIPO ACADEMY MAILING LIST**

Would you like to subscribe to WIPO Academy mailing list to be contacted for events and newsletters?

Yes, I would like to subscribe  
 No, I do not want to subscribe

**IDENTITY**

Prefix [Mr., Mrs., Miss] : \*

First/Given name(s) : \*

Last name : \*

Date of Birth : \*  Please enter date in DD-MM-YYYY format.

Gender : \*  Male  Female

**CONTACT DETAILS**

Email : \*

City : \*

Country / Territory : \*

Nationality : \*

Phone :

**OCCUPATION**

Occupation : \*  Student  Professional

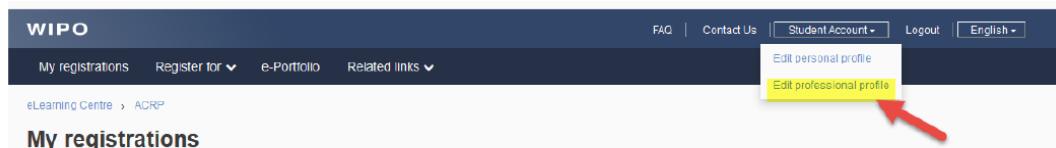
Professional/Business area : \*  Staff members of National IP Offices

Are you working for a Collective Management Organization (CMO) : \*  Yes  No

**WIPO ACADEMY GREEN INITIATIVE**

e) Editing your professional details

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



WIPO

FAQ | Contact Us | Student Account | Logout | English

My registrations Register for e-Portfolio Related links

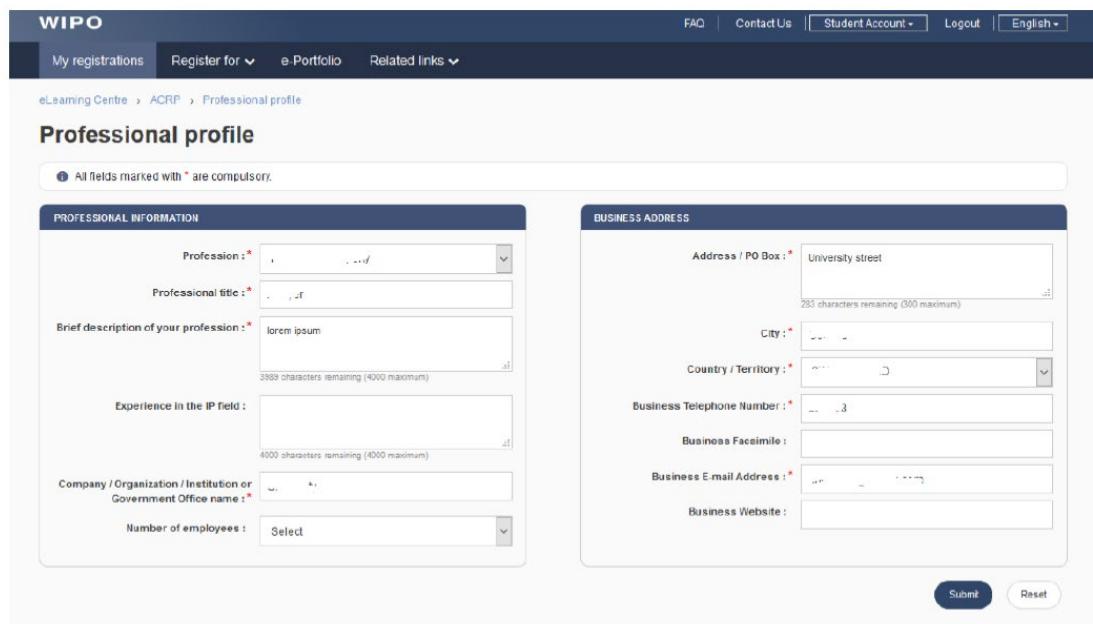
eLearning Centre > ACRP

**My registrations**

Edit personal profile

**Edit professional profile**

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



WIPO

FAQ | Contact Us | Student Account | Logout | English

My registrations Register for e-Portfolio Related links

eLearning Centre > ACRP > Professional profile

### Professional profile

All fields marked with \* are compulsory.

**PROFESSIONAL INFORMATION**

Professional : \*

Professional title : \*

Brief description of your profession : \*   
3389 characters remaining (4000 maximum)

Experience in the IP field :   
4000 characters remaining (4000 maximum)

Company / Organization / Institution or Government Office name : \*

Number of employees :

**BUSINESS ADDRESS**

Address / PO Box : \*   
250 characters remaining (500 maximum)

City : \*

Country / Territory : \*

Business Telephone Number : \*

Business Facsimile :

Business E-mail Address : \*

Business Website :

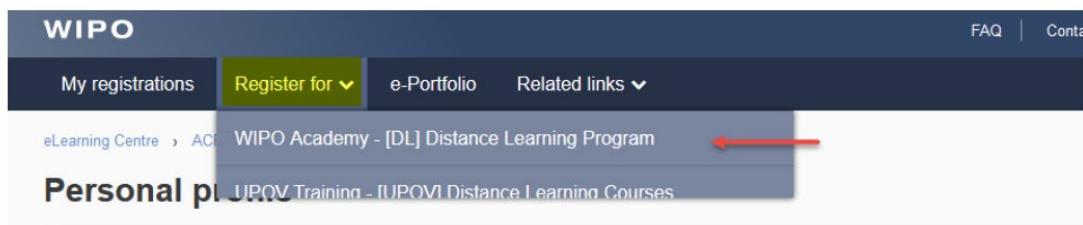
**Submit** **Reset**

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



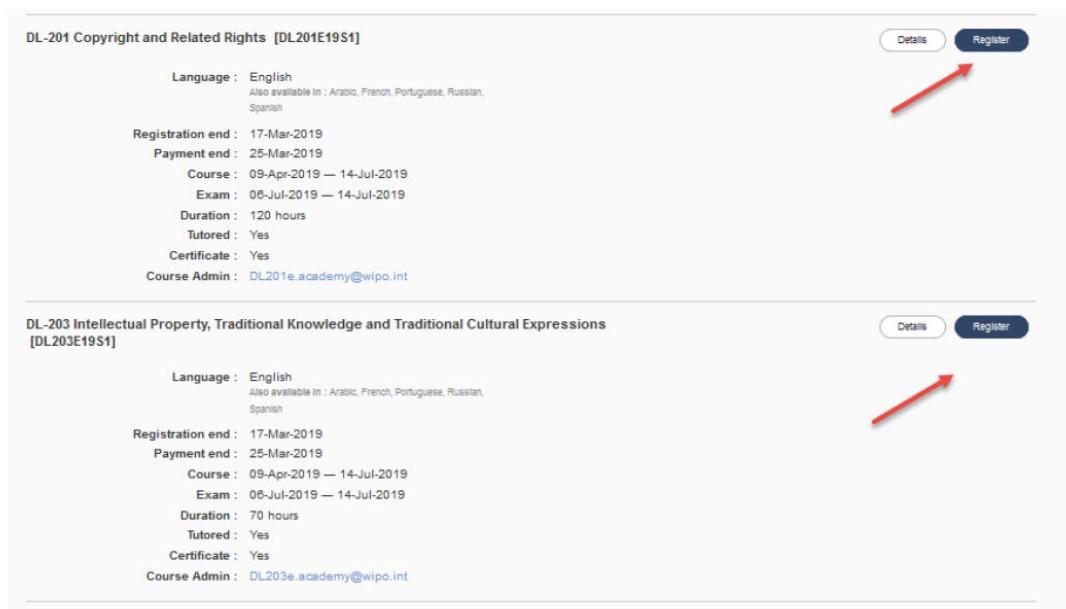
WIPO

My registrations Register for e-Portfolio Related links

eLearning Centre > AC WIPO Academy - [DL] Distance Learning Program

Personal pl JPOV Training - IUPOV Distance Learning Courses

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



DL-201 Copyright and Related Rights [DL201E19S1]

Language : English  
Also available in : Arabic, French, Portuguese, Russian, Spanish

Registration end : 17-Mar-2019  
Payment end : 25-Mar-2019

Course : 09-Apr-2019 — 14-Jul-2019  
Exam : 06-Jul-2019 — 14-Jul-2019

Duration : 120 hours  
Tutored : Yes  
Certificate : Yes

Course Admin : DL201e.academy@wipo.int

DL-203 Intellectual Property, Traditional Knowledge and Traditional Cultural Expressions [DL203E19S1]

Language : English  
Also available in : Arabic, French, Portuguese, Russian, Spanish

Registration end : 17-Mar-2019  
Payment end : 25-Mar-2019

Course : 09-Apr-2019 — 14-Jul-2019  
Exam : 06-Jul-2019 — 14-Jul-2019

Duration : 70 hours  
Tutored : Yes  
Certificate : Yes

Course Admin : DL203e.academy@wipo.int

### 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:

#	Document Type	File Name	Last Updated	Document Description	Action
1	WIPO Scholarship Application letter*	—	—	—	<input type="button" value="Upload"/> <input type="button" value="Upload later"/>

### d) Scholarship application form.

**National IP Offices 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/ National IP Offices.**

**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 : \*

Full Street Address : \*

281 characters remaining (300 maximum)

City : \*

Country / Territory : \*

Website :

**DIRECTOR OF YOUR IP OFFICE**

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

Prefix [Mr., Mrs., Miss]: \*

First name: \*

Last name: \*

Telephone Number: \*

Facsimile:

Email Address: \*

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-261 Copyright and Related Rights [DL201E19\$1]

Session : 09-Apr-2019 — 14-Jul-2019  
Language : English  
Fees : Offered

Registering as : Professional / TIGO  
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](#)

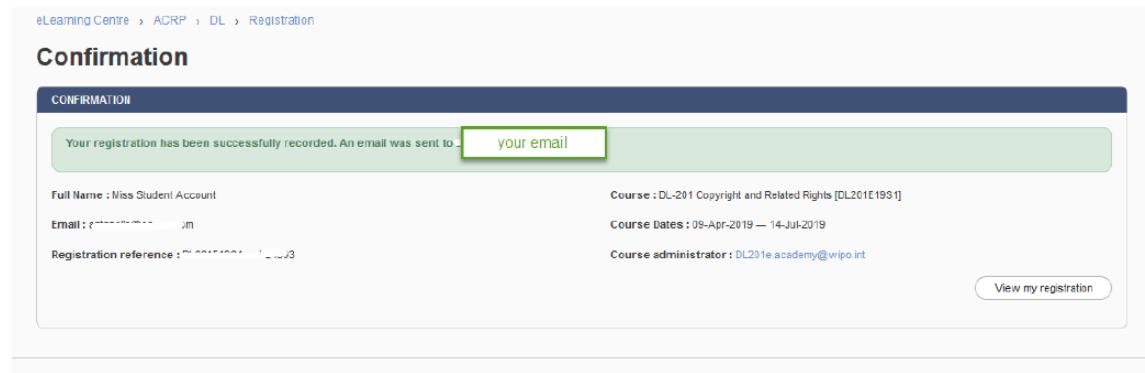


f) Submit your registration

## 4. Finalization of registration process

An email from WIPO Accounts will be sent to the Director of your IP office or to the National IP Offices coordinator, with a copy to you informing you that the scholarship request has been received.

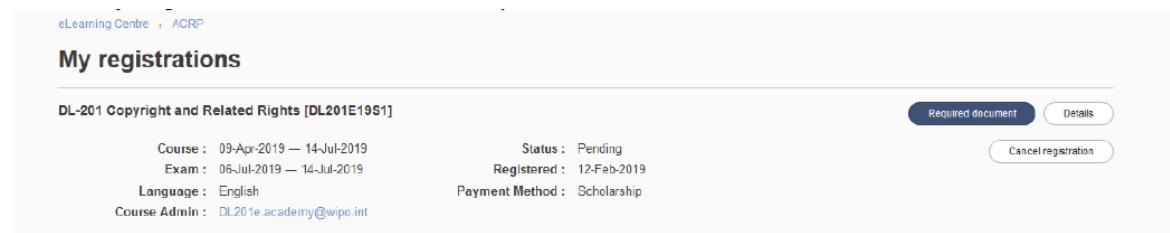
To upload your scholarship letter at this stage, please click on the e-Portfolio link:



The screenshot shows a confirmation page from the eLearning Centre. At the top, it says 'eLearning Centre > ACRP > DL > Registration'. The main title is 'Confirmation'. A green box at the top states 'Your registration has been successfully recorded. An email was sent to your email'. Below this, registration details are listed: Full Name: Miss Student Account, Course: DL-201 Copyright and Related Rights [DL201E19S1], Email: [redacted].jm, Course Dates: 09-Apr-2019 — 14-Jul-2019, Registration reference: [redacted], Course administrator: DL201e.academy@wipo.int. A 'View my registration' button is 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

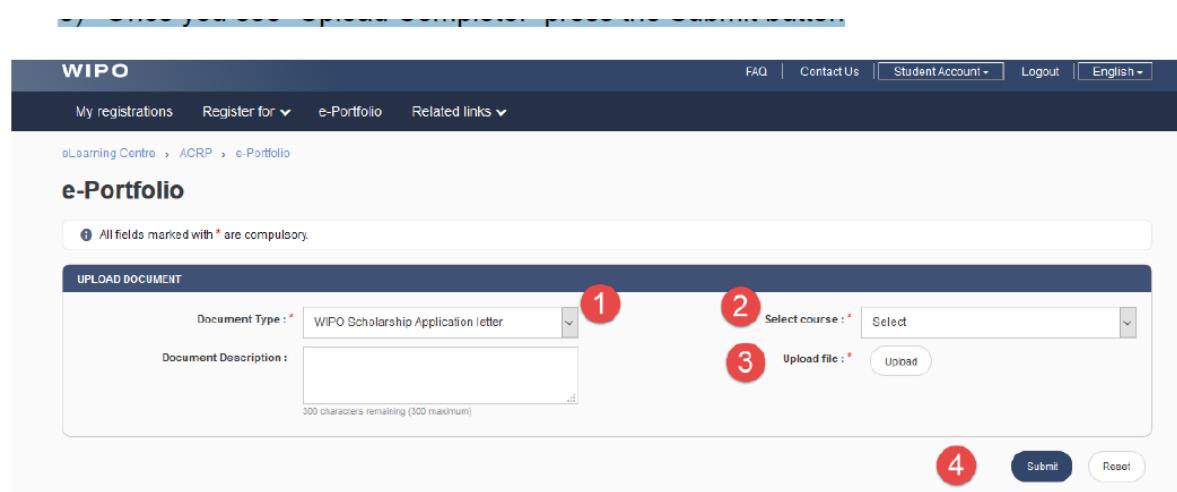


The screenshot shows the 'My registrations' page. At the top, it says 'eLearning Centre > ACRP'. The main title is 'My registrations'. Below it, a course entry for 'DL-201 Copyright and Related Rights [DL201E19S1]' is shown. The course details are: Course: 09-Apr-2019 — 14-Jul-2019, Status: Pending, Exam: 06-Jul-2019 — 14-Jul-2019, Registered: 12-Feb-2019, Language: English, Payment Method: Scholarship, Course Admin: DL201e.academy@wipo.int. There are 'Required document', 'Details', and 'Cancel registration' buttons at the top right.

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' page. At the top, it says 'WIPO' and has links for 'My registrations', 'Register for', 'e-Portfolio', and 'Related links'. The main title is 'e-Portfolio'. A note says 'All fields marked with \* are compulsory.' Below it, the 'UPLOAD DOCUMENT' section has four numbered steps: 1. 'Document Type : \*' dropdown set to 'WIPO Scholarship Application letter'. 2. 'Select course : \*' dropdown set to 'Select'. 3. 'Upload file : \*' button. 4. 'Submit' and 'Reset' buttons at the bottom right.

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	castudenti_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”**