

WIPO ACADEMY Distance Learning Registration Guide (TISC)

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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

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

WIPO ACCOUNTS

User Center
My profile
Services

REGISTRATION
Create an account
Request confirmation code
Reset password
Forgotten username

Create an account

Please fill in your details below in order to register for an online user account.
All fields marked with * are mandatory.

User information

Username *
First Name *
Last Name *
Company/Organization
Phone
Address
City *
Country *

E-mail

Please indicate an **individual** e-mail address below. The same e-mail address cannot be used with another account.
E-mail *
Confirm E-mail *
You will receive confirmation by e-mail about the creation of your user account. Please check that your e-mail address is indicated correctly.

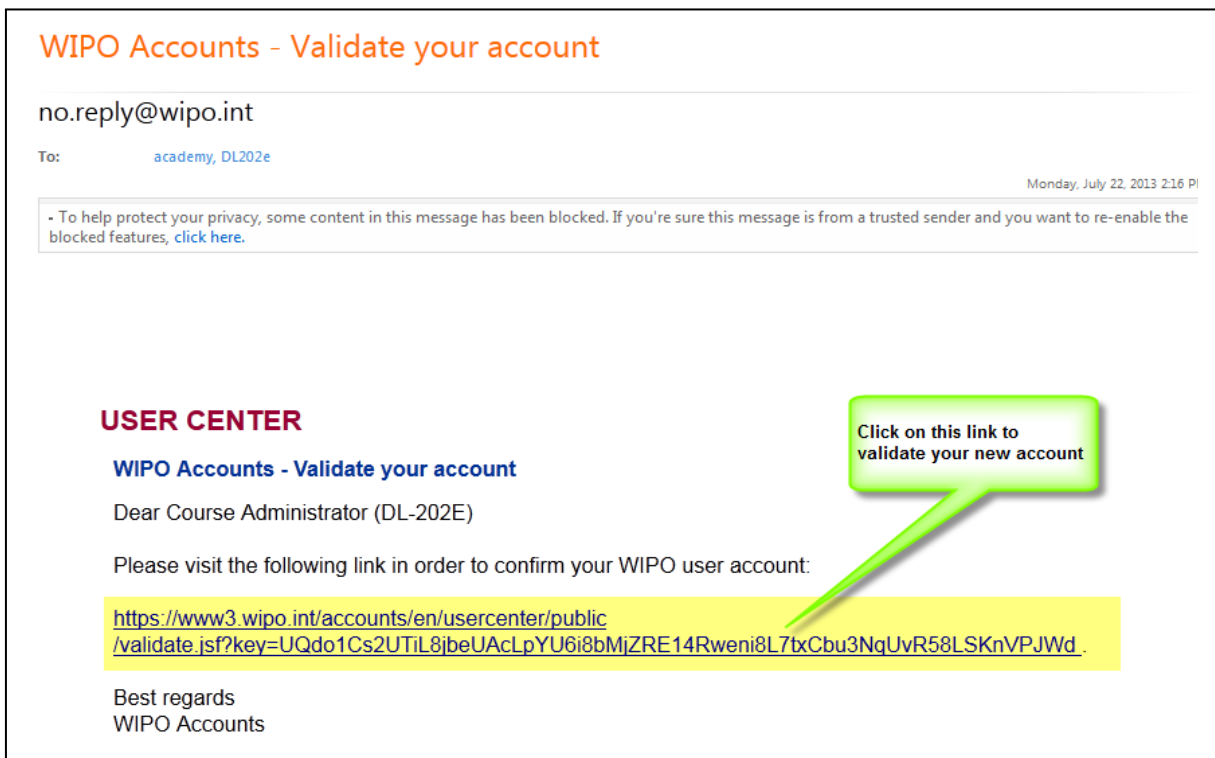
Password

Password * ([password policy](#))
Confirm password *
Verification *
Type the characters displayed below.
Characters:

Click here to see a new set of characters if you cannot read what is displayed

Create an account

You will receive an email from WIPO Accounts [no.reply@wipo.int] similar to the following:



(c) Then click "Confirm account"

Confirm user account


Username DL202eadmin

Verification * Type the characters displayed below.

d e e t h s

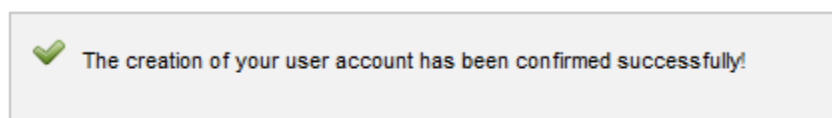
Characters:

Click here to reload the characters you cannot read them



You should get a confirmation message on screen

Confirm user account



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

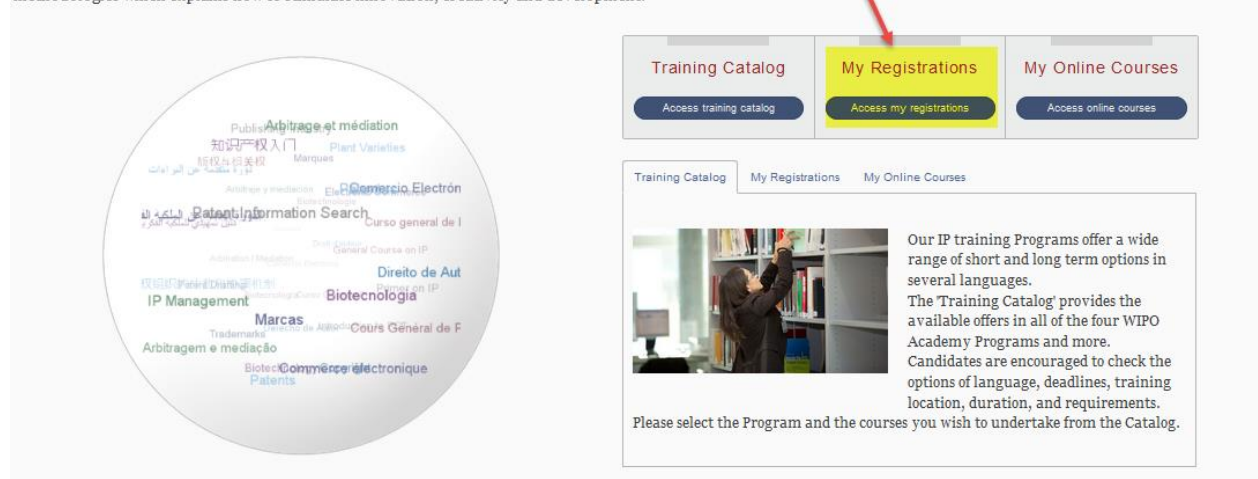
Step 2 Complete your registration profile

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 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.



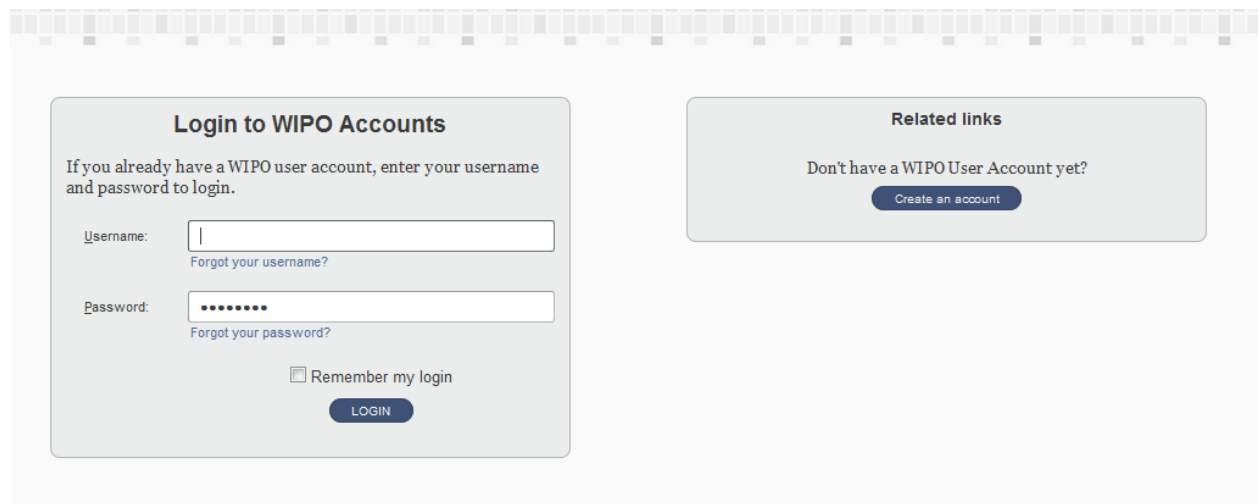
Training Catalog My Registrations My Online Courses

Access training catalog Access my registrations Access online courses

Training Catalog My Registrations My Online Courses

Our IP training Programs offer a wide range of short and long term options in several languages. The 'Training Catalog' provides the available offers in all of the four WIPO Academy Programs and more. Candidates are encouraged to check the options of language, deadlines, training location, duration, and requirements. Please select the Program and the courses you wish to undertake from the Catalog.

- b) Choose the “My Registrations” option. 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

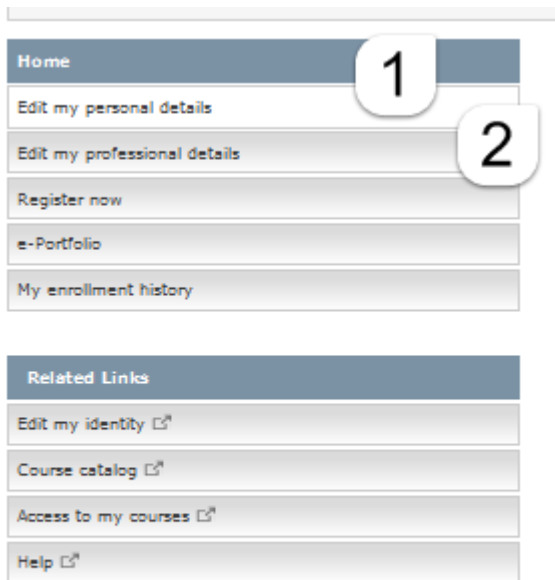
LOGIN

Related links

Don't have a WIPO User Account yet?

Create an account











- c) From the left hand menu choose “**Edit my personal details**” 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 before submitting the form.

Identity

First name : *  John
Last name : *  Smith
Prefix (Mr., Mrs, Miss) : * 
Date of Birth (YYYY-MM-DD) : *  
Gender : *  Female Male
Nationality : *  
ID Type : *  Passport National Card Other
ID Number : * 

Address

Address : * 
City :  Geneva
Country :  SWITZERLAND
Email :  DLHR2014@gmail.com
Personal Telephone Number : * 
Mobile Telephone Number :
Personal Facsimile :
Personal Website :


Occupation

Occupation : *  Student Professional

 Submit

Reset

Occupation

Occupation : *  Student Professional

Submit

Reset


Please select Professional under occupation (even if you are currently a student)


e) Editing your professional details


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

Please ensure that you select TISC 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.

Occupation

Occupation : *  Student Professional

Professional/Business area : * TISC 



f) Submit.

3: Registering for Courses


Step 3 Enrolling for courses

a) Click on Enroll Now to view the list of Courses open for registration



The screenshot shows a user interface with a navigation menu. At the top, there is a message: "WeLC The connection to the registration server is via". Below this, there is a "Home" section with the following links: "Edit my personal details", "Edit my academic details", "Register now" (highlighted in yellow with a red arrow pointing to it), "e-Portfolio", and "My enrollment history". Below the "Home" section, there is a "Related Links" section with the following links: "Edit my identity", "Course catalog", "Access to my courses", and "Help".








b) Program Selection (if required) click on WIPO Academy Distance Learning Program [DL]



The screenshot shows a program selection page. On the left, there is a navigation menu with the following links: "Home", "Edit my personal details", "Edit my professional details", "Register now", "e-Portfolio", and "My enrollment history". Below the "Home" section, there is a "Related Links" section with the following links: "Edit my identity", "Course catalog", "Access to my courses", and "Help". The main content area is titled "Register now - Program Selection" and contains the following options:

- WIPO Academy - [DL] Distance Learning Program**
E-Learning platform for IP courses at basic and advanced levels in up to seven languages
- WIPO Academy - [PDP] Professional Development Program**
General and specialized IP training for diplomats and government officials
- WIPO Academy - [WSS] Summer School on Intellectual Property**
Short IP courses for senior students and young professionals
- UPOV Training - [UPOV] Distance Learning Courses**
The International Union for the Protection of New Varieties of Plants (UPOV)

c) Select the course you are interested in and click on the “Register” button under Action

<p>DL-201 Copyright and Related Rights (DL201E16S1) [Details] </p> <p>Registration end: 10-03-2016 Session : From: 05-04-2016 To: 10-07-2016 Duration: 120 hours Language: English Course administrator: DL201e.academy@wipo.int</p>	 <input type="button" value="Register"/>
<p>DL-203 Intellectual Property, Traditional Knowledge and Traditional Cultural Expressions (DL203E16S2) [Details] </p> <p>Registration end: 10-03-2016 Session : From: 01-09-2016 To: 06-12-2016 Duration: 70 hours Language: English Course administrator: DL203e.academy@wipo.int</p>	 <input type="button" value="Register"/>
<p>DL-301 Patents (DL301E16S1) [Details] </p> <p>Registration end: 10-03-2016 Session : From: 05-04-2016 To: 10-07-2016 Duration: 120 hours Language: English Course administrator: DL301E.academy@wipo.int</p>	 <input type="button" value="Register"/>
<p>DL-302 Trademarks, Industrial Designs and Geographical Indications (DL302E16S2) [Details] </p> <p>Registration end: 10-03-2016 Session : From: 01-09-2016 To: 06-12-2016</p>	<input type="button" value="Register"/>

d) 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:

[DL] DL-201 Copyright and Related Rights (DL201E16S1) [All documents marked with * are mandatory.]

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.

#	Document Type	File Name	Last Updated	Action
1	WIPO Scholarship Application letter *	DL201E Scholarship Application letter.docx	08-Feb-2016	<input type="button" value="Replace"/>

2 1

e) Scholarship application form.

TISC participants 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 or the contact details of the TISC Coordinator.

Scholarship Application Form [All fields marked with * are compulsory.]

Motivation

Your motivation to take this course : *

Your IP Office

Complete name : *

Full Street address : *

City : *

Country : * Select

Website :

Director of your IP Office

Prefix (Mr., Mrs, Miss) : *

First name : *

Last name : *

Telephone Number : *

Facsimile :

Email Address : *

Please enter the details of the Director of your IP Office or those of the TISC Coordinator.

e) Final registration check.

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

Registration check [DL]

Registration Info

I wish to register for

DL-201 Copyright and Related Rights

Session : From : 05-04-2016 to : 10-07-2016

Language: English


Country / Territory: SWITZERLAND

Nationality : CHILE

Occupation: Professional/National IP Offices Only

Fees: Offered

Address details

Ensure your name and address below are correct. We will use these details for any official correspondence including 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 [Edit my personal details](#)


Ms Course Administration AM
chemin des colombettes,
Geneva, SWITZERLAND

NOTE(S)

1. Use the “Enroll now” menu option to change the course or language above
2. Use the “Edit my personal details” and “Edit my professional details” menu options to change your registration record
3. The academy reserves the right to request a proof of nationality and/or occupation for verification

Confirmation

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

Submit 

f) Submit your registration

_____ end of 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 Home button on the menu:

Home ←

- Edit my personal details
- Edit my professional details
- Register now
- e-Portfolio
- My enrollment history

Related Links

- Edit my identity ↗
- Course catalog ↗
- Access to my courses ↗
- Help ↗

Confirmation [DL]

Your registration for
DL-201 Copyright and Related Rights
 has been successfully recorded. An Email wa
 If you are requested to provide some docum

Please click on Required Document to upload your scholarship letter:

Home		My Enrollments									
Edit my personal details		Registrations							Pending Registrations: 2 Confirmed R		
Edit my professional details		#	Course	Program	Start Date	End Date	Registration Date	Upload Document	Status	Cancel registration	Course Adr
Register now		1	DL-201 Copyright and Related Rights	DL	05-04-2016	10-07-2016	23-02-2016	Required document	Pending	Cancel registration	DL201e.aca
e-Portfolio		2	DI-450 Intellectual Property Management	DI	08-05-2014	15-07-2014	27-03-2014	Required	Refused	-	DI 450e.aca
My enrollment history											

Uploading scholarship application letters via the e-portfolio

- Choose the document type from the dropdown list – WIPO Scholarship Application letter
- Click on the “Choose a file to upload” button to select a file to upload
- Once you see “Upload Complete!” press the Submit button

e-Portfolio

NOTE(S)
Please upload required doc for DL201E16S1

Add Documents

Document Type : * **WIPO Scholarship Application letter**

Document Description :

File format: osv, pdf, rtf, jpg, jpeg, gif, png, doc, docx, tiff, odt, zip, rar, 7z, xls, xlsx

Upload Document : **Choose a file to upload**

Submit Reset

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

My e-Portfolio Delete Selected Documents Total Documents: 2

Select	#	Document Name	Document Type	Upload Date	Document Description
<input type="checkbox"/>	1	DL201E Scholarship Application letter.docx	WIPO Scholarship Application letter	08-02-2016	

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 Courses”
