WIPO ACADEMY Distance Learning Registration Guide (TISC)

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 9
Step 3 Enrolling for courses 9
4. Finalization of registration process 12
5 Confirmation of your application and accessing the course 14

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.

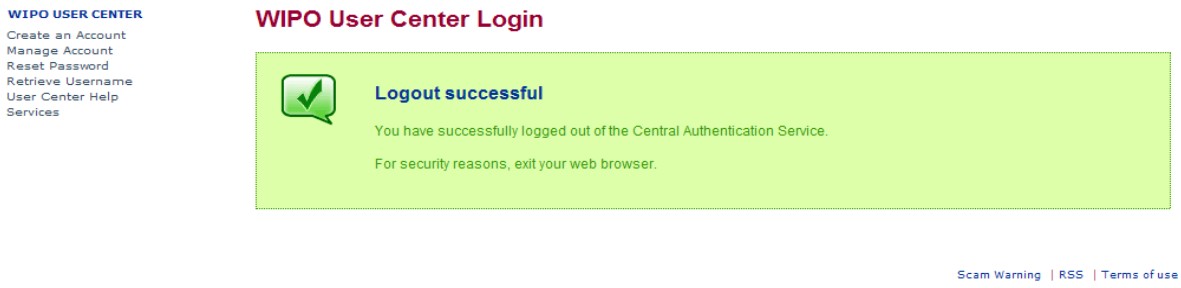
Registering for an account with the WIPO Accounts is a simple process. The only constraint being that each user needs a unique email address.

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.



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

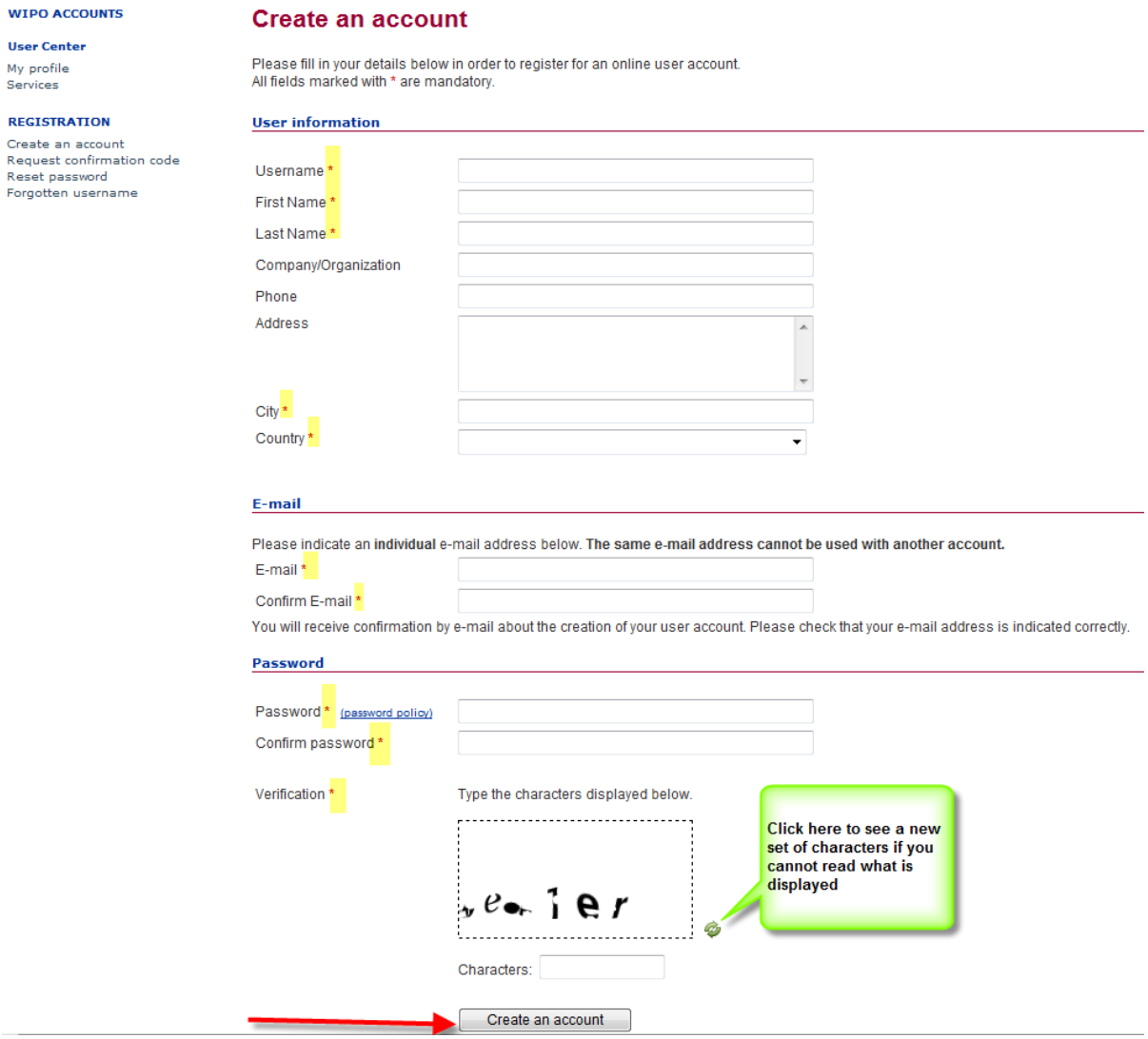
(b) Fill in the details requested on the form being careful to enter the email address that you will use for all correspondence with WIPO and the WIPO Academy.

Please note the password policy:

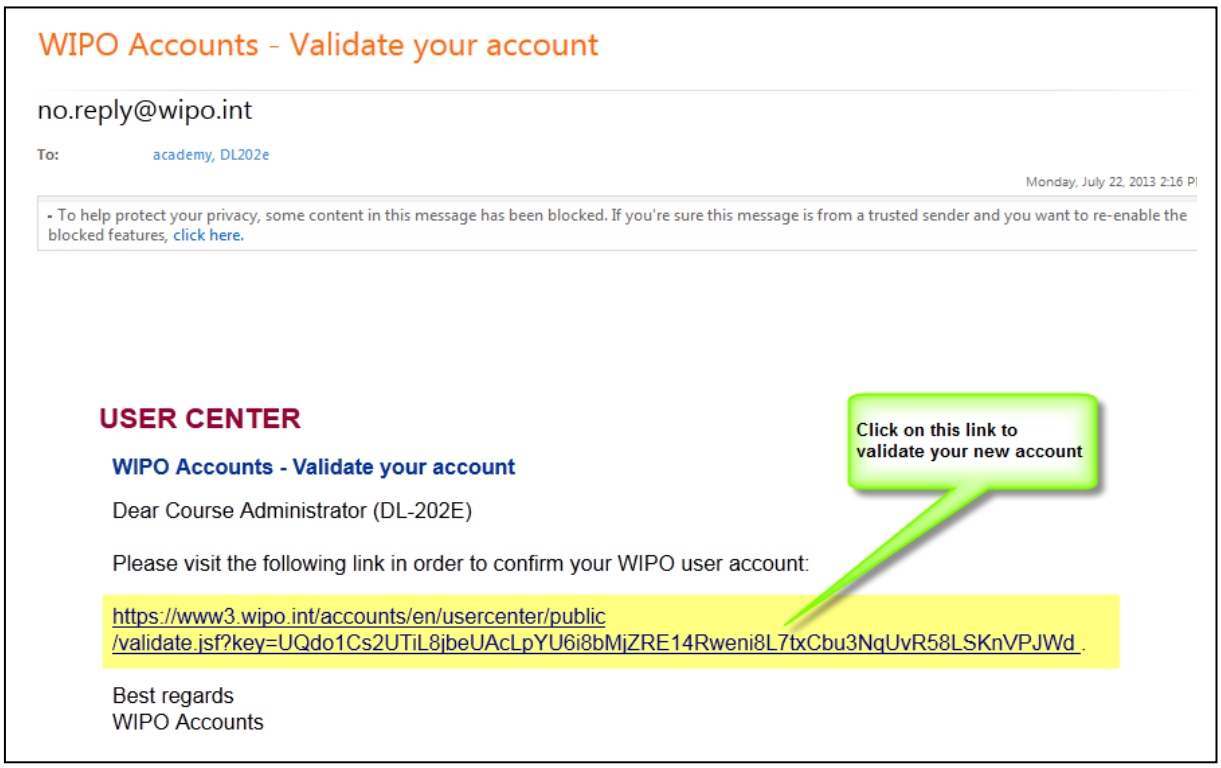
A valid password must meet all of the following conditions:

- 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

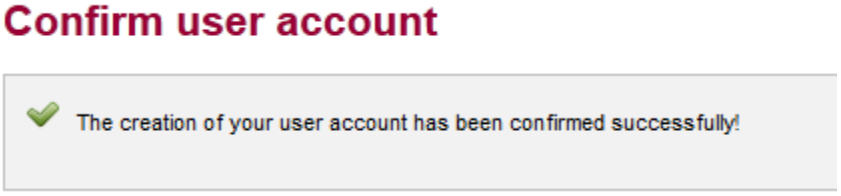


You will receive an email from WIPO Accounts [no.reply@wipo.int] similar to the following:



(c) Then click “Confirm account”

You should get a confirmation message on screen

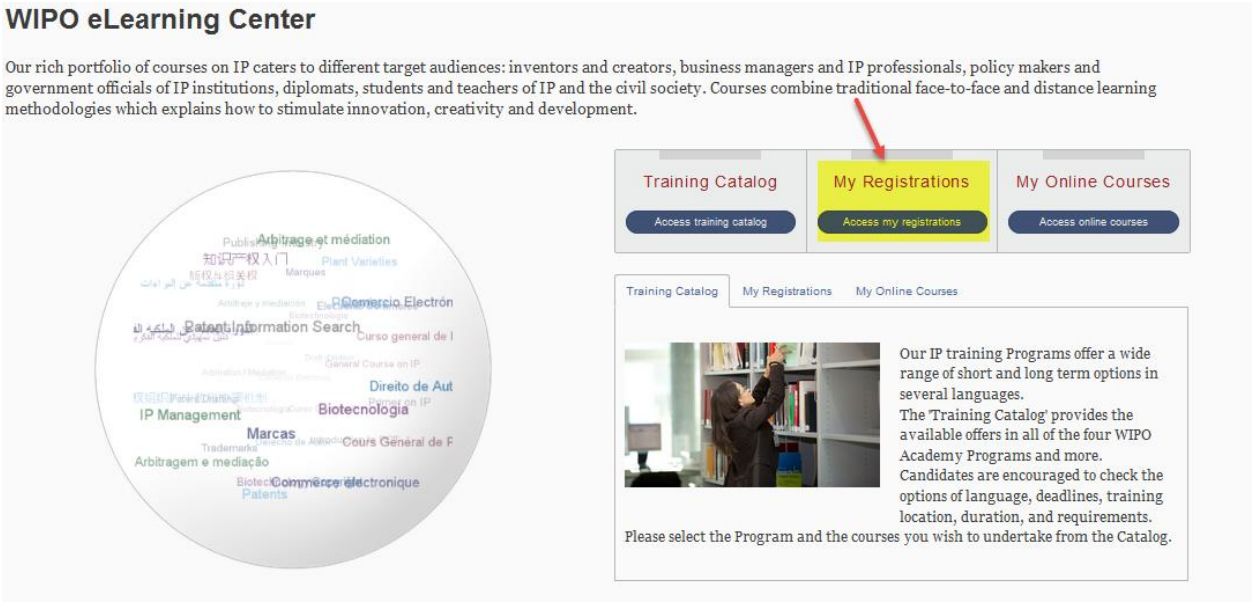


2 Returning applicants and new applicants (after having created WIPO Accounts.)

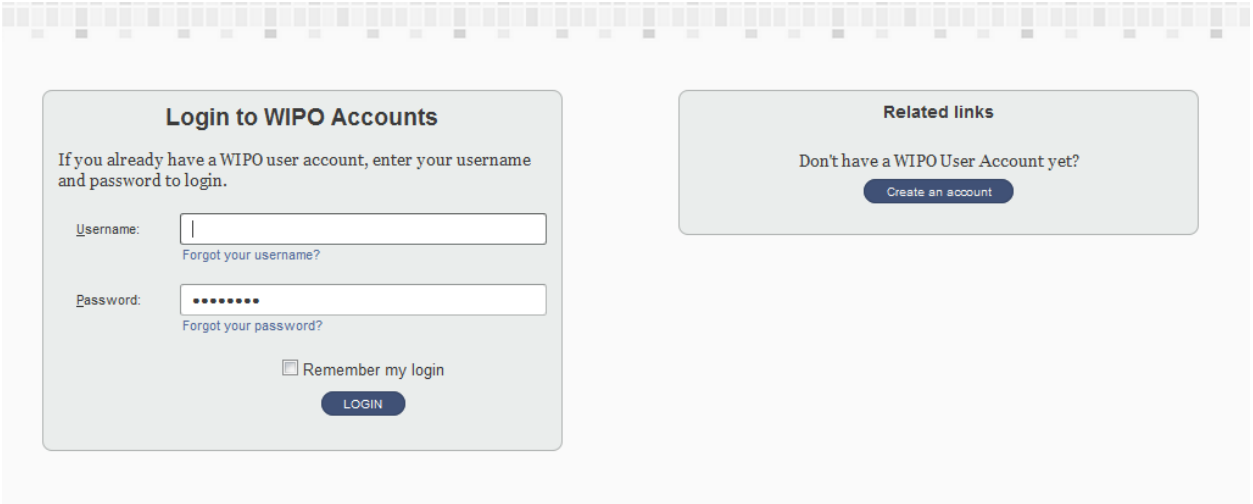
Step 2 Complete your registration profile

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



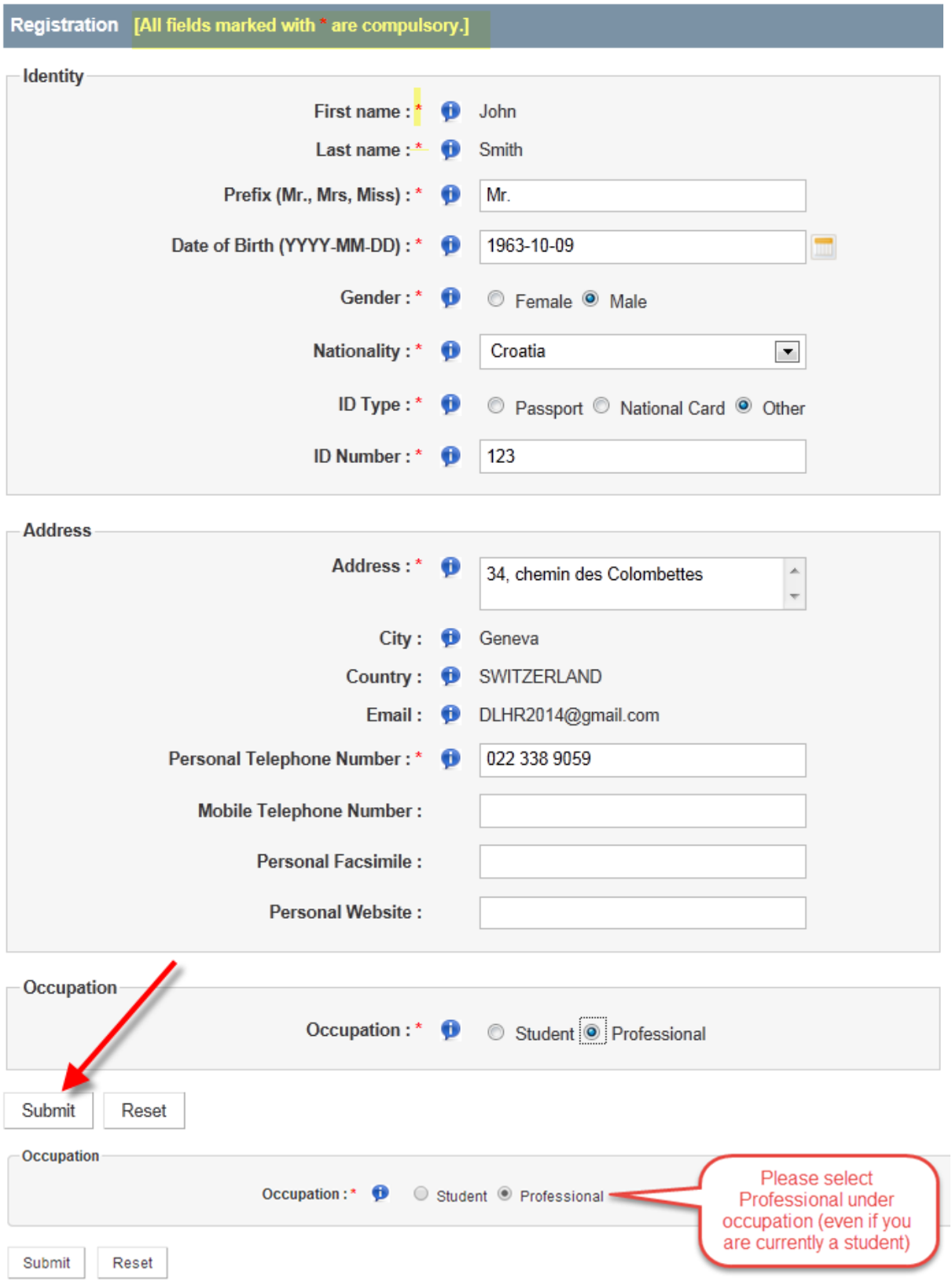
b) Choose the "My Registrations" option. If required, please enter the Username and Password for your WIPO Account



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

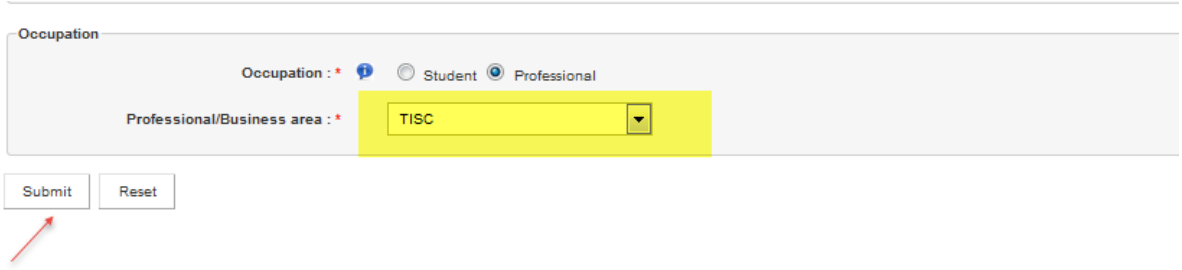
When editing your personal details, please select **Professional** under Occupation before submitting the form.


Registration [All fields marked with * are compulsory.]
Identity
First name : * John
Last name : * Smith
Prefix (Mr., Mrs, Miss) : * Mr.
Date of Birth (YYYY-MM-DD) : * 1963-10-09
Gender : * Female Male
Nationality : * Croatia
ID Type : * Passport National Card Other
ID Number : * 123
Address
Address : * 34, chemin des Colombettes
City : Geneva
Country : SWITZERLAND
Email : DLHR2014@gmail.com
Personal Telephone Number : * 022 338 9059
Mobile Telephone Number :
Personal Facsimile :
Personal Website :
Occupation
Occupation : * Student Professional
Submit
Reset
Occupation
Occupation : * Student Professional
Please select Professional under occupation (even if you are currently a student)
Submit
Reset

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.

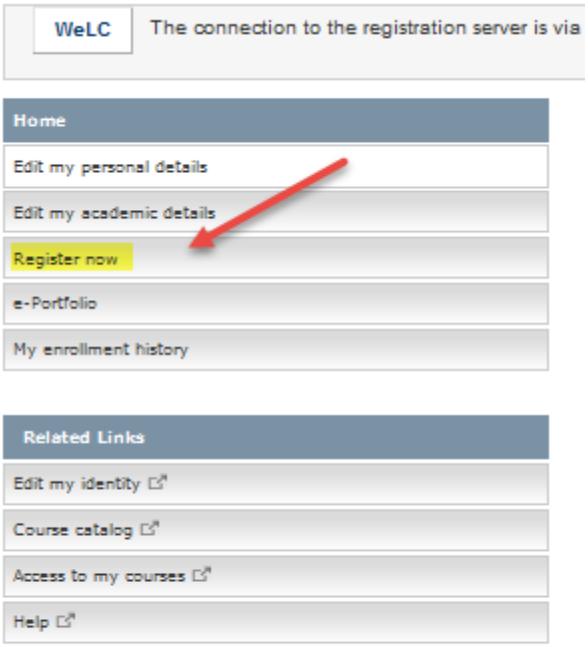


f) Submit.

3: Registering for Courses

Step 3 Enrolling for courses

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



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

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

DL-201 Copyright and Related Rights (DL201E16S1) [Details]

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

Register

DL-203 Intellectual Property, Traditional Knowledge and Traditional Cultural Expressions (DL203E16S2) [Details]

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

Register

DL-301 Patents (DL301E16S1) [Details]

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

Register

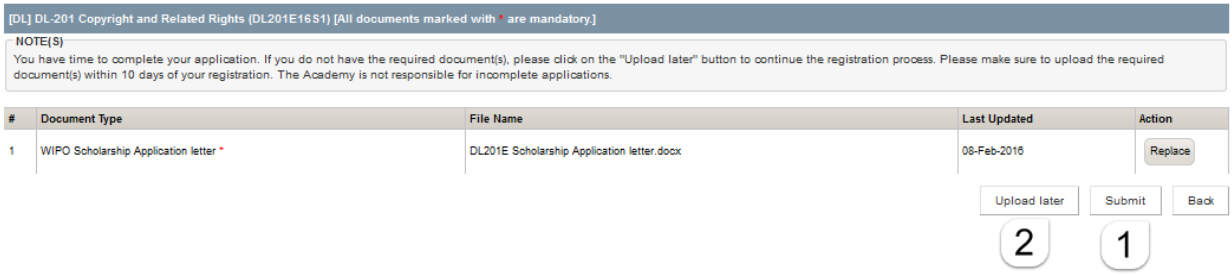
DL-302 Trademarks, Industrial Designs and Geographical Indications (DL302E16S2) [Details]

Registration end: 10-03-2016

Session : From: 01-09-2016 To: 06-12-2016

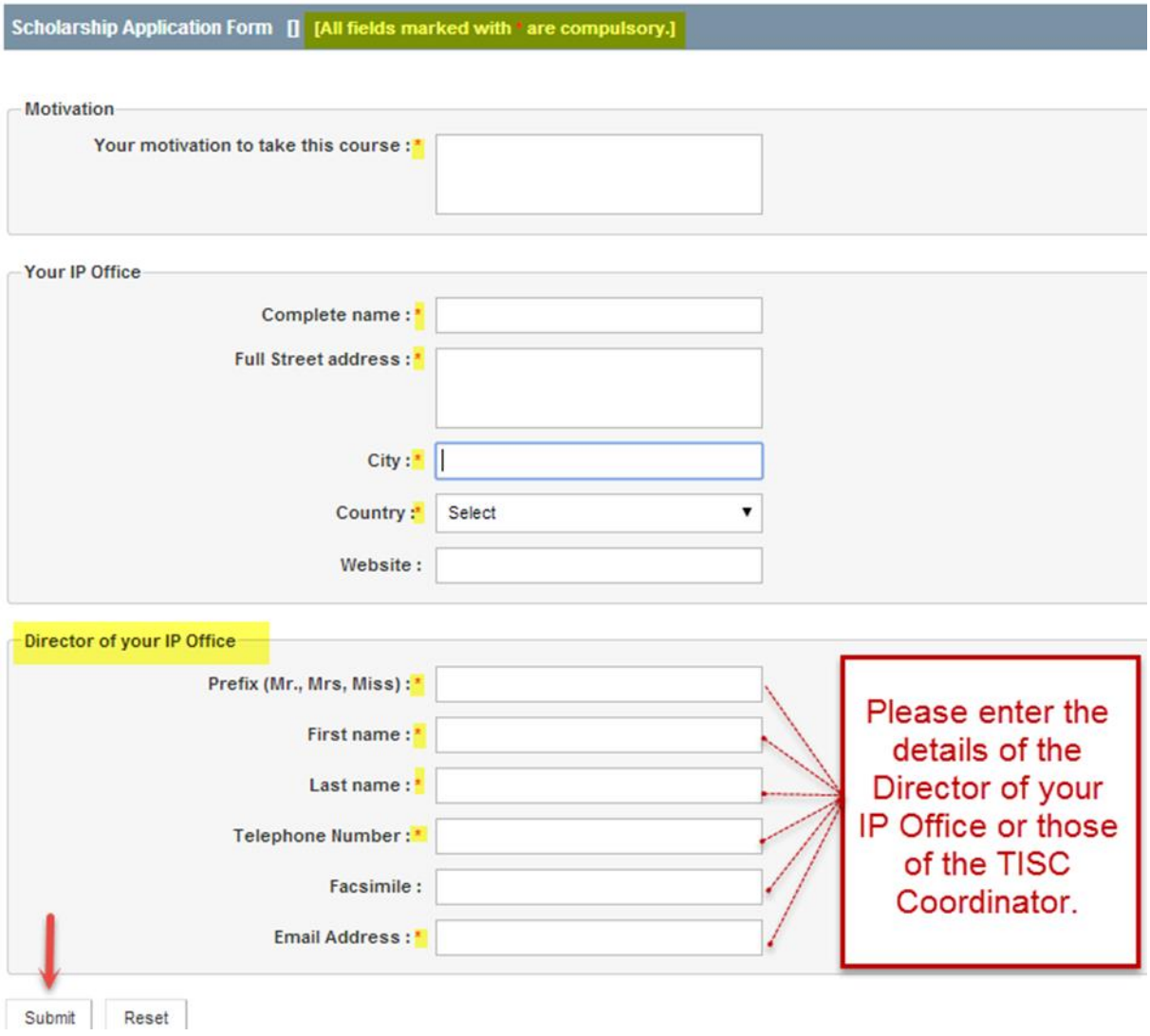
d) Scholarship designation letter

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:



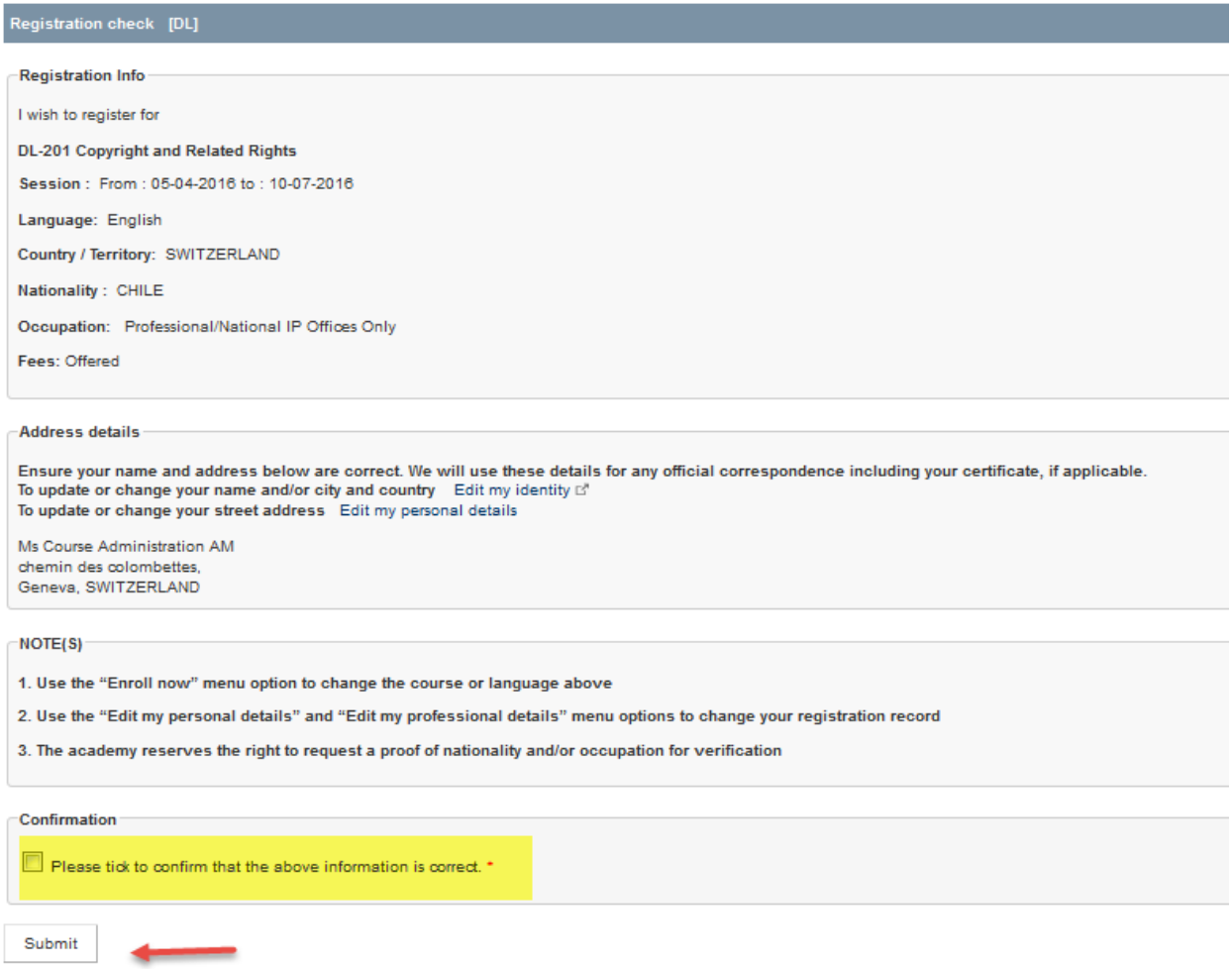
e) Scholarship application form.

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.



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”



f) Submit your registration

_____ end of registration _____

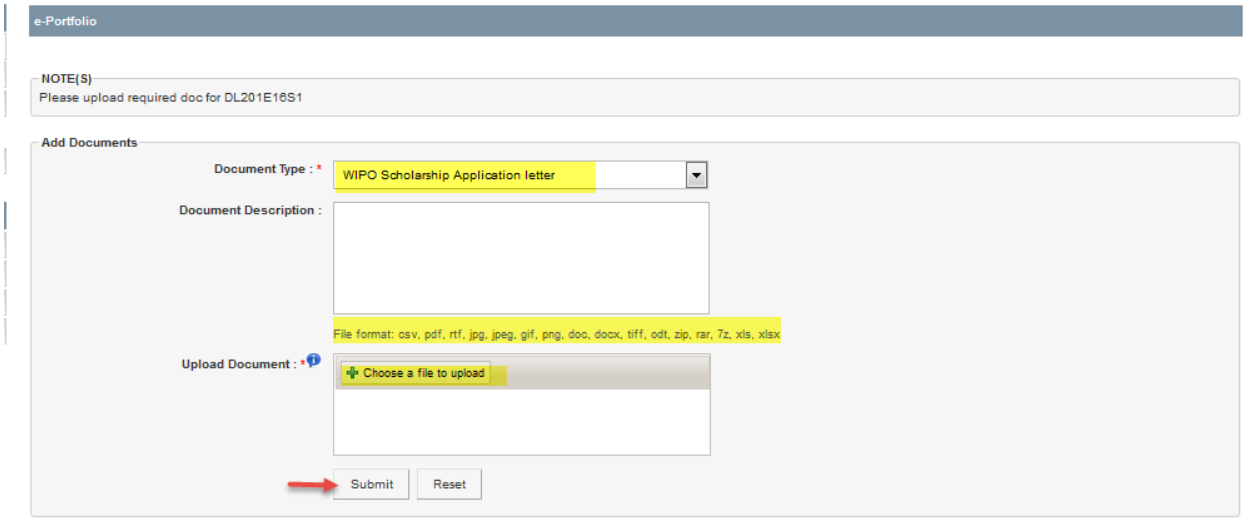
4. Finalization of registration process

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:

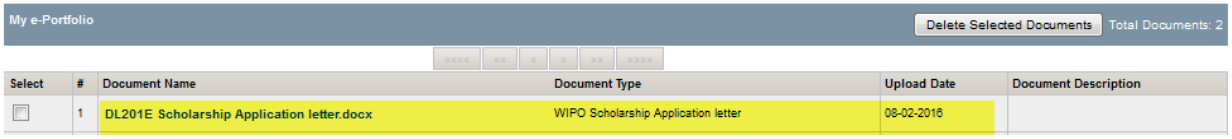
Please click on Required Document to upload your scholarship letter:

Uploading scholarship application letters via the e-portfolio

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



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



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"