

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 *

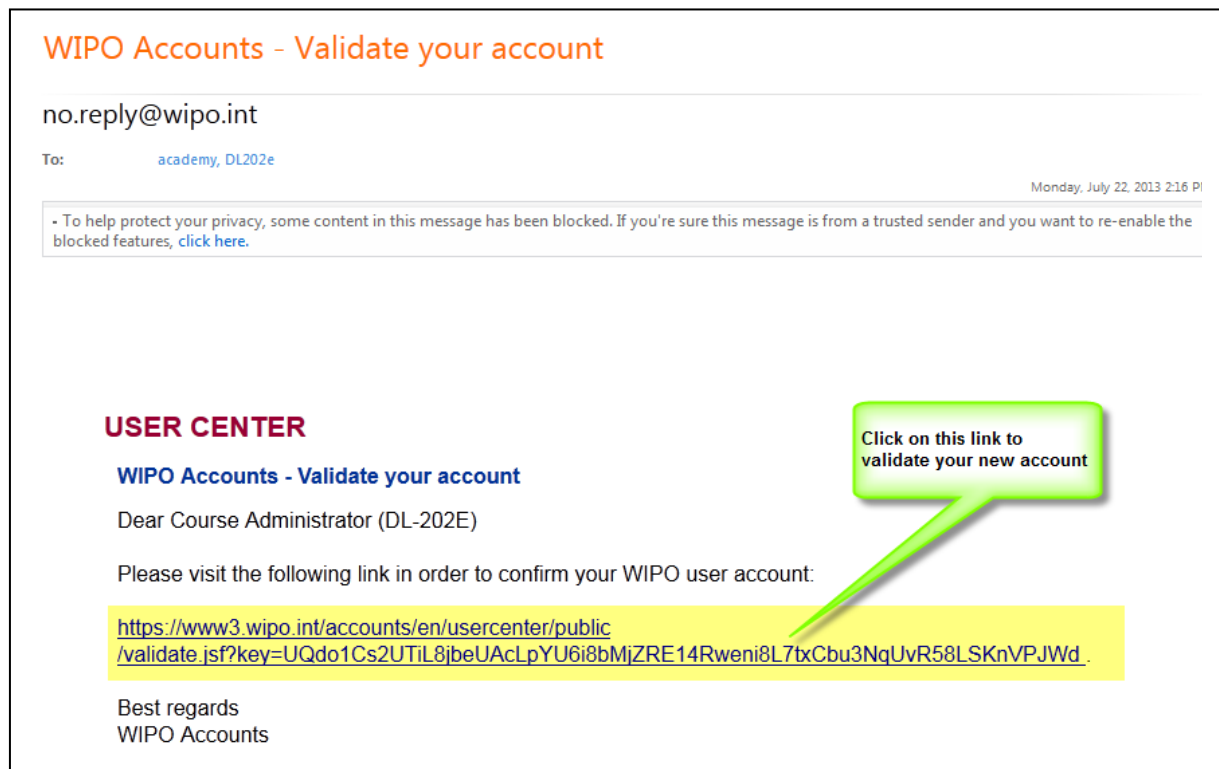
Verification *
Type the characters displayed below.

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"

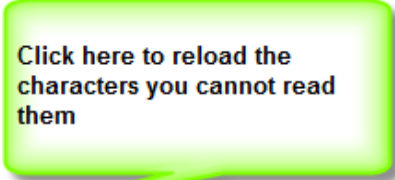
Confirm user account


Username DL202eadmin

Verification * Type the characters displayed below.



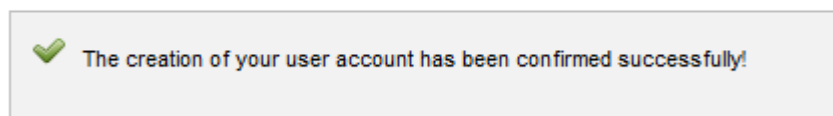
Characters:





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>



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

A screenshot of the 'Login to WIPO Accounts' form. The form has a title 'Login to WIPO Accounts' in blue. Below the title, there are two input fields: 'Username:' and 'Password:'. Below the password field, there is a checkbox labeled 'Remember my login'. A green button labeled 'LOGIN' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Can't access your account? - 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.

Registration [All fields marked with * are compulsory.]

Identity

First name : * ⓘ

Last name : * ⓘ

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 : ⓘ

Country : ⓘ

Email : ⓘ

Personal Telephone Number : * ⓘ

Mobile Telephone Number :

Personal Facsimile :

Personal Website :

Occupation

Occupation : * Student Professional ⓘ

Occupation

Occupation : * Student Professional ⓘ

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.

Professional Information

Professional/Business area : * TISC ▼


Profession : Intellectual Property ▼

Professional title : *

Brief description of your profession : *

Experience in the field of intellectual (IP) : *

Company / Organization / Government : *

Start duty date : * 1993-02-12 

Number of employees : 10-50 ▼

IMPORTANT: Please select 'TISC' to ensure the scholarship process. NB: Do not select 'Academia'

Business Address

Full Street address : * work address

City : * Business city

Country : * Philippines ▼

Business Telephone Number : * 1234567

Business Facsimile :

Business E-mail Address : * your.business@email.address

Business Website :

Submit Reset

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 profile page with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Home', 'Edit my identity', 'Edit my personal details', 'Edit my professional details', 'Course catalog', 'Enroll now', 'e-Portfolio', 'Access to my courses', 'My enrollment history', and 'Help'. A red arrow points to the 'Enroll now' button. The main content area has a header 'My Enrollments' and a message: 'No registration found! To enroll in a course please click on Enroll now'.

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

The screenshot shows the 'Enroll now - Program Selection' page. On the left is the same sidebar menu as in the previous screenshot. The main content area lists several programs: 'WIPO Professional Development Programs [PDP]', 'WIPO Academy - Summer School Program [WSS]', 'WIPO Academy - Distance Learning Program [DL]', 'WIPO Academic Institution Programs [AIP]', and 'UPOV - Training Program [UPOV]'. A red arrow points to the 'WIPO Academy - Distance Learning Program [DL]' entry.

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

The screenshot shows the 'WIPO Academy - Distance Learning Program [DL]' page. It includes a sidebar menu on the left. The main content area has a header 'WIPO Academy - Distance Learning Program [DL]' and a 'Group Registration' button. Below this is a table of courses with columns for 'Course' and 'Action'. A red arrow points to the 'Register' button for the 'DL-202 Electronic Commerce and Intellectual Property (DL202E14S1)' course.

| Course | Action |
|--|--------------------|
| DL-001 Primer on Intellectual Property (DL001E) Open without any restrictions of time | Register |
| DL-101 General Course on Intellectual Property (DL101E14S1) from: 2014-02-01 to: 2014-11-20 | Register |
| PCT Distance Learning Course: Introduction to the Patent Cooperation Treaty (PCT101E) Open without any restrictions of time | Register |
| DL-201 Copyright and Related Rights (DL201E14S1) from: 2014-05-08 to: 2014-07-15 | Already Registered |
| DL-202 Electronic Commerce and Intellectual Property (DL202E14S1) from: 2014-05-08 to: 2014-07-15 | Register |
| DL-204 Biotechnology and Intellectual Property (DL204E14S2) from: 2014-09-18 to: 2014-11-18 | Register |
| DL-301 Patents (DL301E14S1) from: 2014-05-29 to: 2014-08-05 | Register |

d) 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.

Submit Reset

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”

[Back](#) The connection to the registration server is via a Secure Sockets Layer (SSL). All the information you submit will be encrypted when transmitted over the Internet. The information provided will be stored and safeguarded.

Registration check [DL]


| | |
|--|---|
| Home | Registration Info |
| Edit my identity | I wish to register for |
| Edit my personal details | DL-101 General Course on Intellectual Property |
| Edit my professional details | Session : from : 2014-03-03 to : 2014-05-05 |
| Course catalog | Language: English |
| Enroll now | Country: SWITZERLAND |
| e-Portfolio | Nationality : UNITED STATES OF AMERICA |
| Access to my courses | Occupation: Professional/Academia |
| My enrollment history | Fees: Offered |
| Help | |

NOTES

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. *




f) Submit your registration

_____ end of registration _____

4. Finalization of registration process

An email from WIPO Accounts [welc@wipo.int] 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.

| | |
|---|--|
| Home | Confirmation [DL] |
| Edit my identity | Your registration for |
| Edit my personal details | DL-201 Copyright and Related Rights |
| Edit my professional details | has been successfully recorded. An Email was sent to: Email of the Director of your IP Office / TISC Coordinator, cc applicant |
| Course catalog | If you are requested to provide some documents in email sent to you, please click on e-Portfolio to upload required documents. |
| Enroll now | |
| e-Portfolio  | |
| Access to my courses | |
| My enrollment history | |
| Help | |

Applicants sending individual scholarship application letters must upload it using the e-portfolio option

Uploading scholarship application letters via the e-portfolio

- a) Choose the document type from the dropdown list – SCHOLARSHIP_DOCUMENT
- b) Click on the “Choose a file to upload” button to select a file to upload


e-Portfolio

Add Documents

Document Type : * SCHOLARSHIP_DOCUMENT

Document Description :

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

Upload a Document : *  Choose a file to upload

Select document to upload

Submit Reset

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



e-Portfolio

Add Documents

Document Type : * SCHOLARSHIP_DOCUMENT

Document Description :

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

Upload a Document : *   Clear All

scholarship_letter.pdf
Upload Complete! CLEAR

Submit Reset

You will see your document here

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

My e-Portfolio Delete Selected Documents Total Documents: 1

| Select | # | Document Name | Document Type | Upload Date | Document Description |
|--------------------------|---|------------------------|----------------------|-------------|----------------------|
| <input type="checkbox"/> | 1 | scholarship_letter.pdf | SCHOLARSHIP_DOCUMENT | 2014-02-03 | |

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.

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, simply go to <https://welc.wipo.int> and click on “My Courses”
