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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.
1. **Applicants registering for WIPO Academy courses for the first time**

**Step 1: Create a WIPO Academy Account**


(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:

**WIPO Accounts - Validate your account**

no.reply@wipo.int

To: academy.DL202x

Monday, July 10, 2013 21:38:0

- To help protect your privacy, some content in this message has been blocked. If you’re sure this message is from a trusted sender and you want to re-enable the blocked features, click here.

**USER CENTER**

**WIPO Accounts - Validate your account**

Dear Course Administrator (DL-202E)

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

https://www3.wipo.int/accounts/en/usercenter/public/validate.js?key=UQdo1Cs2UTiL8heUAclPyUb6bMjZRE14Rwnee6L7bcBuuYNlUvR58LSKnVPj WD.

Best regards
WIPO Accounts

(c) Then click “Confirm account”

**Confirm user account**

Username: DL202admin

**Verification**

Type the characters displayed below

![Characters](image)

Characters: [deaths]

![Confirm account button]

You should get a confirmation message on screen

**Confirm user account**

![The creation of your user account has been confirmed successfully!]

page 4
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.
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
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.
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 [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.
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

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.

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”