

## ***WIPO ACADEMY Distance Learning Registration Guide***

### **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.

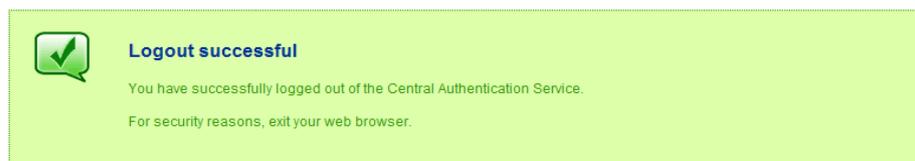
### **IMPORTANT**

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.

## Register for a Course

Your registration profile consists of both your personal details and professional details. **Please ensure that your personal details and professional details are updated before registering for any course.**

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

**WIPO** Contact Us My Account English

WIPO > Academy > eLearning Center

### 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**  
Our IP training Programs offer a wide range of short and long term options in several languages. The 'Training Catalog' provides...  
show more  
Access

**Registration and Enrollments**  
Our registration process is called the Academy Central Registration and Payment System (ACRP). Under 'My Registrations', you will be able...  
show more  
Access

**My Online Courses**  
Our IP Distance Learning courses are offered through on a state-of-the-art virtual learning environment. Each of our Distance Learning courses...  
show more  
Access

**Accessible IP Training**  
Accessible IP Courses is a new service provided by the WIPO Academy Distance Learning program to facilitate access to basic IP...  
show more  
Access

- b) Click on the “Access” button under the “Registration and Enrollments” option. If required, please enter the Username and Password for your WIPO Account

**WIPO**

## Sign in

Username  [Forgot your username?](#) **Don't have a WIPO Account? Create WIPO account**

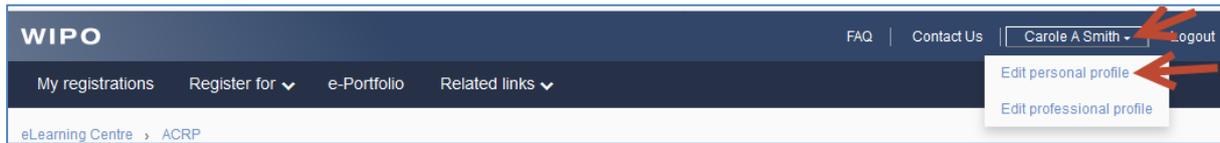
Password  [Forgot your password?](#)

**Sign in**

**Having difficulties?**  
[Read our WIPO Account help guide .](#)

**Note:** If you have forgotten your password, you can click on the “Forgot your password” link to reset it

- c) From the top right hand menu **click on your name** and choose **“Edit personal details”** first.



- d) Please pay attention to your **“Occupation”** and **“Professional/Business Area”** as this information determines which information will be requested from you going forward.

The screenshot displays the 'Personal profile' form on the WIPO website. The form is organized into three main sections: 'IDENTITY', 'CONTACT DETAILS', and 'OCCUPATION'.  
- **IDENTITY**: Fields include Prefix (Ms), First name (Course), Last name (Administration AM), Date of Birth (01-Feb-1984), Gender (Female), Nationality, ID Type (Other), ID Number, and Email.  
- **CONTACT DETAILS**: Fields include Address / PO Box (278 characters remaining), City (Geneva), Country / Territory (SWITZERLAND), ZIP code (N/A, with a checked box for 'I do not have a ZIP code'), Telephone, Mobile, Facsimile, and Website.  
- **OCCUPATION**: Fields include Occupation (Professional) and Professional/Business area (TISC).  
Red arrows point to the 'Professional/Business area' dropdown menu in the 'OCCUPATION' section. At the bottom right, there are 'Submit' and 'Reset' buttons. A note at the top of the form states: 'All fields marked with \* are compulsory.'

- e) Please 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.

**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**

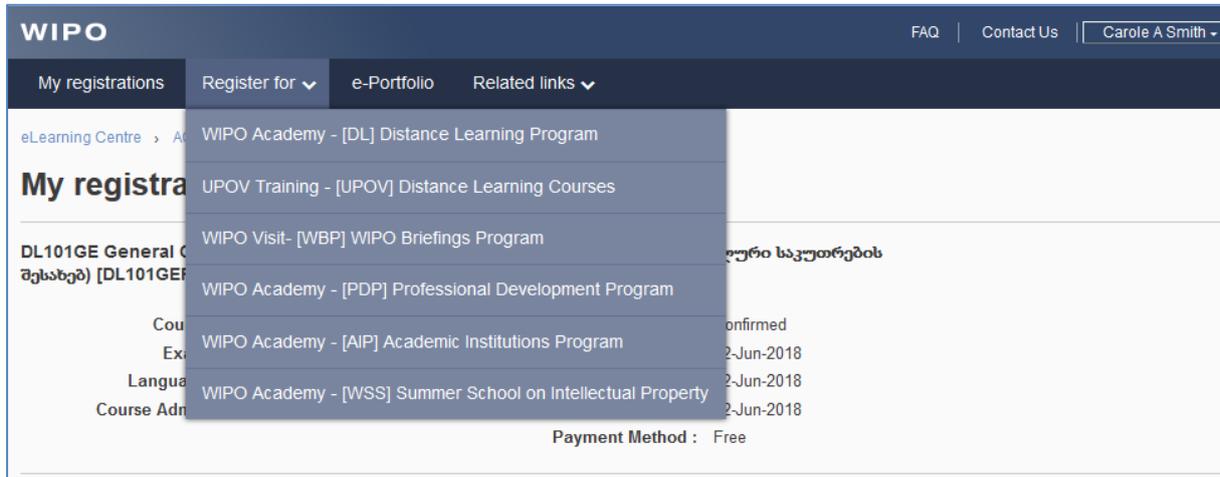
Occupation : \*   Student  Professional

f) Once completed, you must "Edit your professional details" or "Edit your academic details"

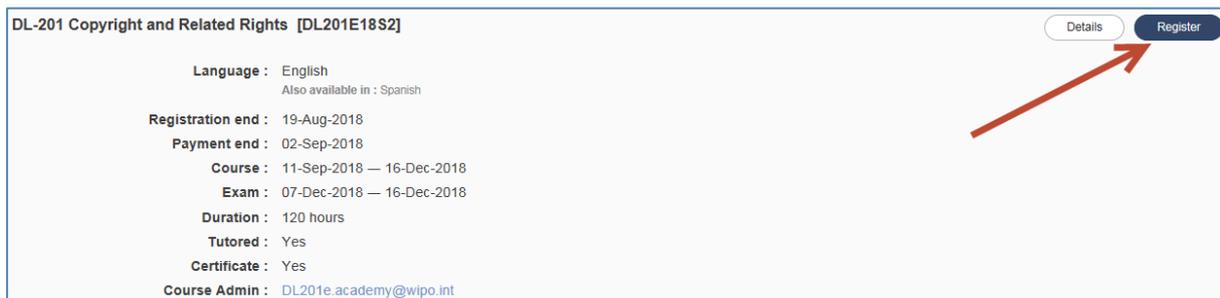
And finally submit

## Register for a Course:

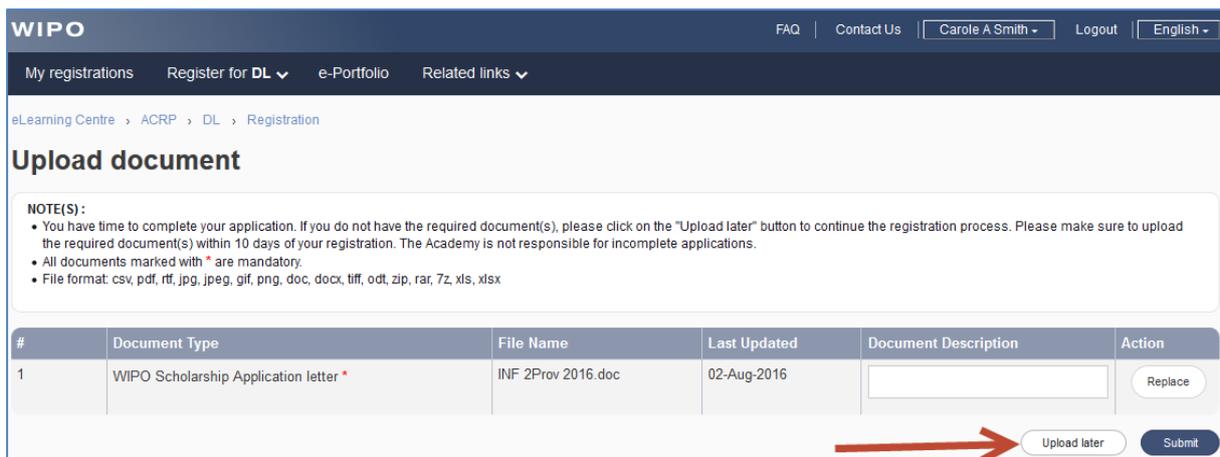
(a) Choose “WIPO Academy – [DL] Distance Learning Program” from the drop down menu where you see “Register for v” (see image below)



(b) When you see the course that you would like to register for, click on the “Register” button



(c) If you are from certain organizations/institutes, you may be presented with the following screen:



**Note:** If you don't have the required documents, please click on the “Upload later” button to continue. If a document is required, you will be informed by email once you have registered and can upload the required document in your e-Portfolio.

(d) Please complete other information if requested from you on screen. Once all details have been entered, you should see a summary of your registration details for your confirmation

## Verify registration details

All fields marked with \* are compulsory.

### REGISTRATION INFO

I wish to register for DL-201 Copyright and Related Rights [DL201E18S2]

Session : 11-Sep-2018 — 16-Dec-2018  
 Language : English  
 Country / Territory : RWANDA  
 Nationality : RWANDA  
 Occupation : Professional / Other Government Offices  
 Fees : Offered

**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](#)

Ms. Carole A Smith

CH. des Colombettes,  
1245, Kigali,  
RWANDA.

[Submit](#) [Back](#)

(e) Please verify that the details are correct, and then press the “Submit” button or choose either “Edit my identity” or “My profile” to change other details.

Once you “Submit”, you will see confirmation of your registration and should also receive a confirmation by email.

## Confirmation

### CONFIRMATION

Your registration has been successfully recorded. An email was sent to caroline.storan@gmail.com.

Full Name : Ms. Carole A Smith	Course : DL-201 Copyright and Related Rights [DL201E18S2]
Email : caroline.storan@gmail.com	Course Dates : 11-Sep-2018 — 16-Dec-2018
Registration reference : DL201E18S2 — 678411	Course administrator : DL201e.academy@wipo.int

[View my registration](#)

To access the course at any time, simply go to <https://welc.wipo.int> and click on “Access” under “My Online Courses”