

WIPO ACADEMY Distance Learning Registration Guide (DL)

TISC

الهيئة السعودية للملكية الفكرية
Saudi Authority for Intellectual Property



 | @SAIPKSA | SAIP.GOV.SA | 920021421

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Introduction

The **WIPO** Academy aims to achieve excellence in training and education in the field of intellectual property and offers its programs to the member states of the world intellectual property organization (**WIPO**). The Academy works on building human capacity in the field of intellectual property as a graphic element of innovation .

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.

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 11-21.

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](#)

Applicants registering for WIPO Academy courses for the first time

I Step 1: Create a WIPO Academy Account

(a) Go to <https://welc.wipo.int/wipoaccounts/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

(c) Once the information has been added, please click the "Create an account" button"

WIPO Contact us My Account English

Create WIPO Account

All fields marked with * are mandatory.

User information
WIPO accounts are personal and NOT generic. Please provide your own personal details and an individual e-mail address when creating an account.

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

E-mail
Please indicate an individual e-mail address below. The same e-mail address cannot be used with another WIPO account.

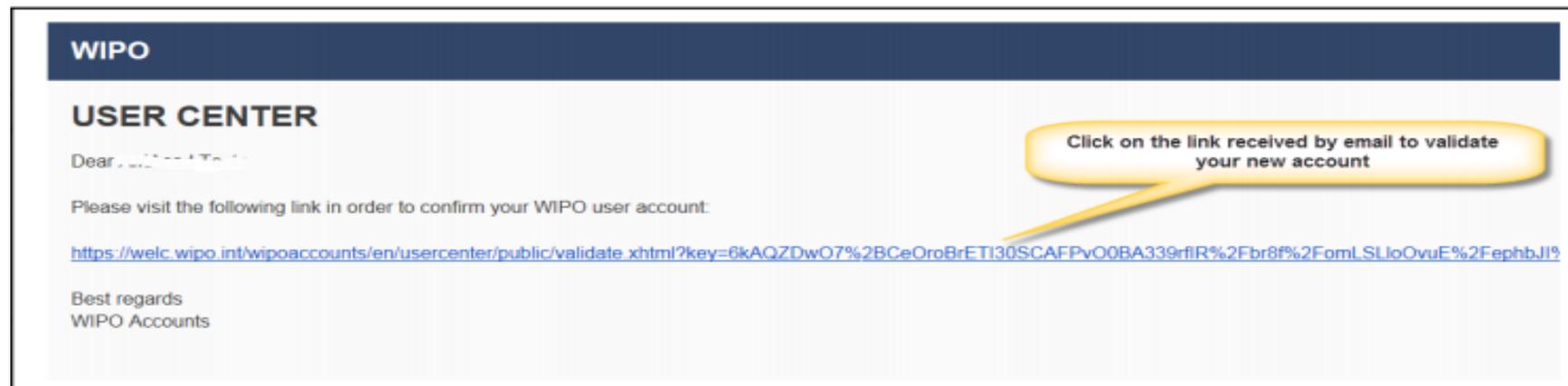
E-mail *
Confirm E-mail *

Password
Show password
Password *
Confirm password *

Verification *
Type the characters displayed below.
mapgig
Refresh
Characters:

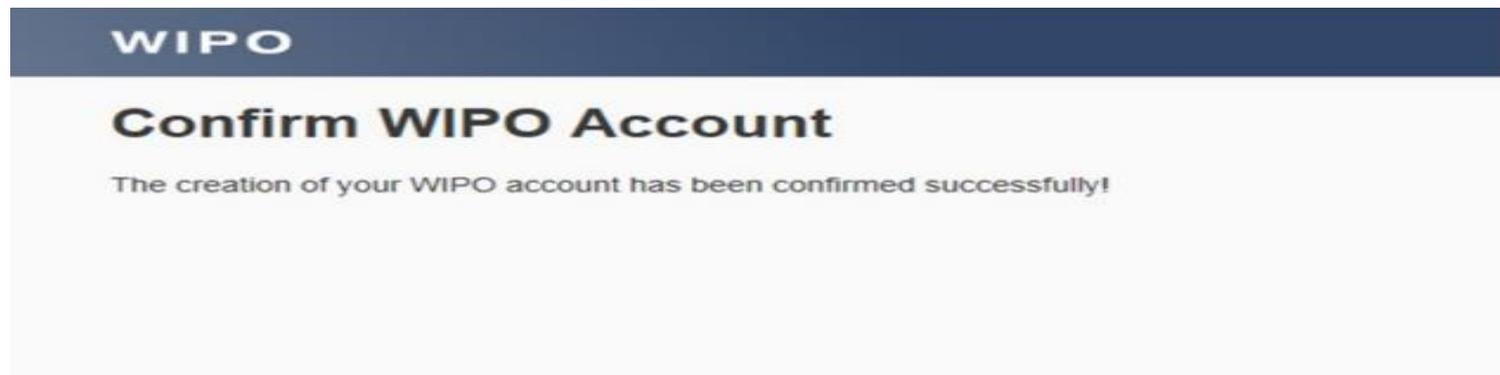
Create an account

(d) You will receive an email from WIPO Accounts [no.reply@wipo.int] similar to the following, click on the link to validate your account:



You will see that your account has been successfully validated and will receive an email confirming the same. **THIS DOES NOT MEAN THAT YOU ARE ENROLLED FOR A COURSE. IT ONLY MEANS THAT YOU NOW HAVE A WIPO ACCOUNT THAT WILL ALLOW YOU TO ENROLL FOR A COURSE.**

Once you have confirmed the account, you should get a confirmation message on screen



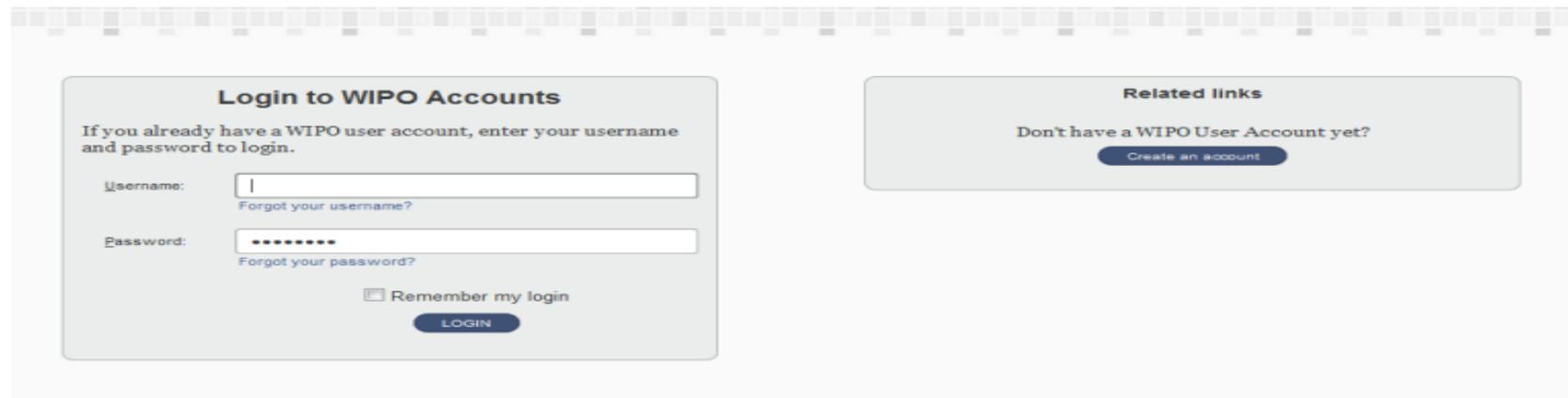
Returning applicants and new applicants (after having created WIPO Accounts)

Step 2 Complete your registration profile Your registration profile consists of both your personal details and professional details. Please ensure that you complete/edit your personal and professional profiles before registering for any course.

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



b) Choose the “Registration and Enrollments” option to begin registration. If required, please enter the Username and Password for your WIPO Account

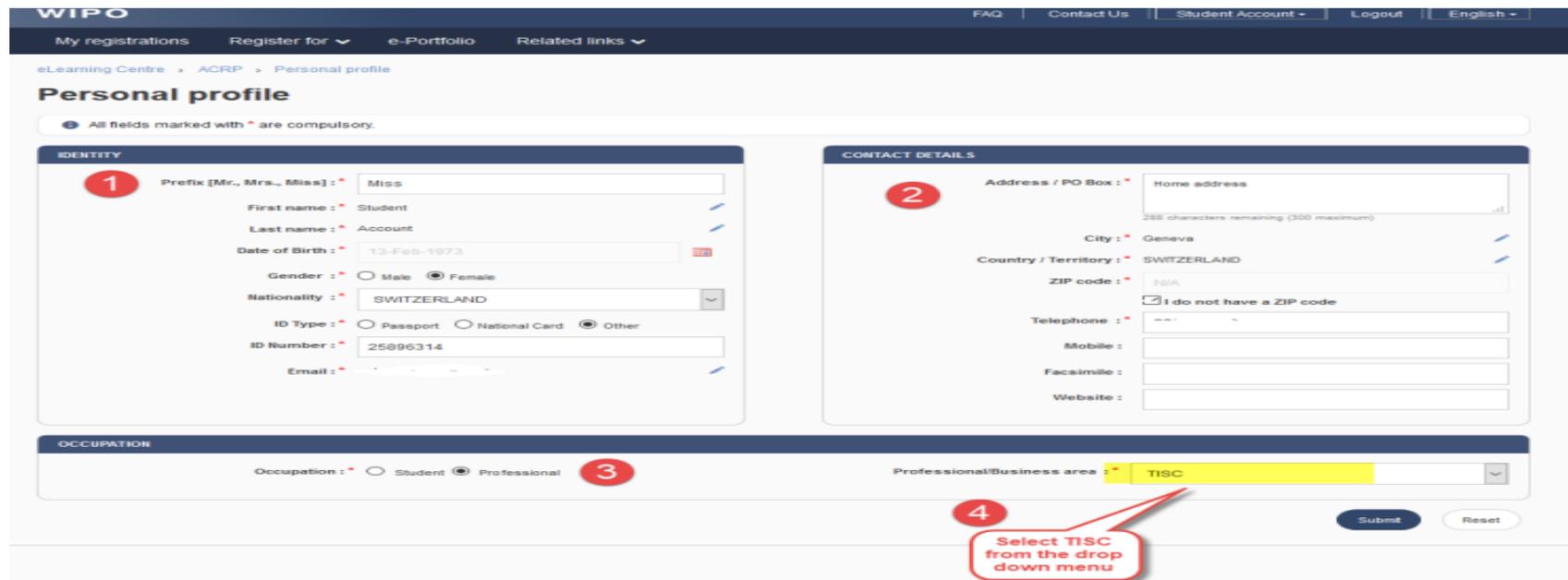


The screenshot shows a web interface for logging into WIPO Accounts. On the left, there is a section titled "Login to WIPO Accounts" with the instruction "If you already have a WIPO user account, enter your username and password to login." Below this, there are two input fields: "Username:" and "Password:". The "Username:" field has a small "Forgot your username?" link below it. The "Password:" field has a small "Forgot your password?" link below it. There is a checkbox labeled "Remember my login" and a blue "LOGIN" button. On the right, there is a section titled "Related links" with the text "Don't have a WIPO User Account yet?" and a blue "Create an account" button.

c) Click on your account name to “edit personal profile” 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.



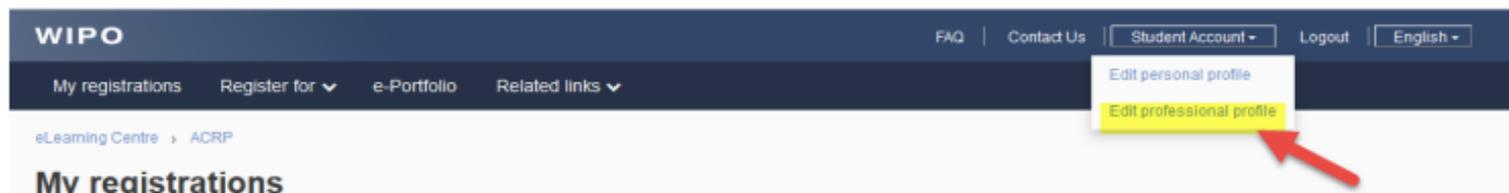
d) Editing your personal profile: When editing your personal details, please select Professional under Occupation. Please ensure that you select TISC from the Professional/Business area drop down menu. This will ensure that your application will go via the scholarship process. Please do not select Academia, even if you are currently in this Professional area.



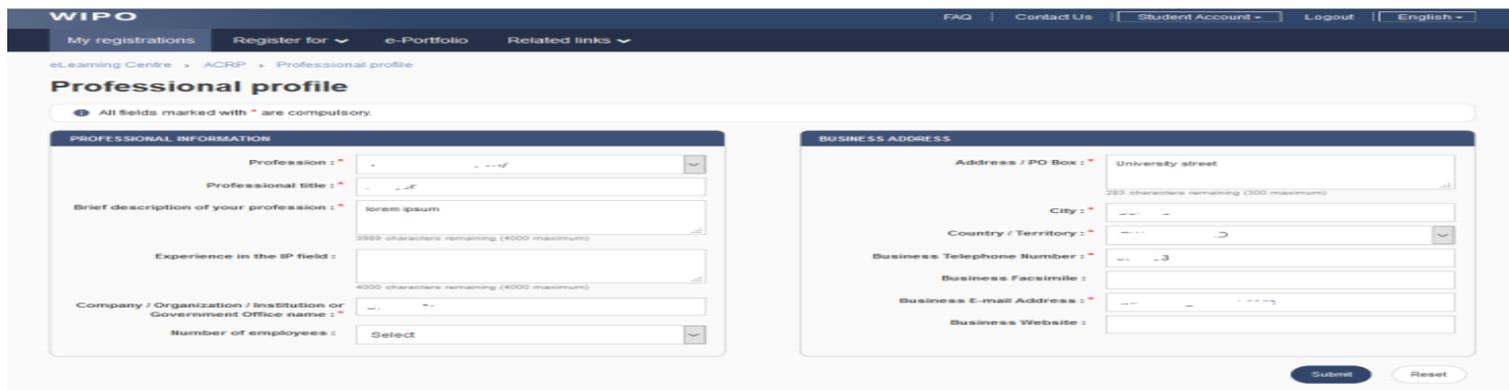
The screenshot shows the 'Personal profile' form on the WIPO Academy website. The form is divided into three main sections: 'IDENTITY', 'CONTACT DETAILS', and 'OCCUPATION'. Red circles with numbers 1, 2, 3, and 4 are placed over specific fields to indicate where to click. A red callout box with the text 'Select TISC from the drop down menu' points to the 'Professional/Business area' dropdown menu in the 'OCCUPATION' section, which is currently set to 'TISC'. The 'IDENTITY' section includes fields for Prefix, First name, Last name, Date of Birth, Gender, Nationality, ID Type, and ID Number. The 'CONTACT DETAILS' section includes fields for Address / PO Box, City, Country / Territory, ZIP code, Telephone, Mobile, Facsimile, and Website. The 'OCCUPATION' section includes radio buttons for 'Student' and 'Professional', and a dropdown menu for 'Professional/Business area'.

e) Editing your professional profile

Once you have edited your personal details, from the top menu under your account name, choose Edit Professional details.



Complete the Professional details information – please complete all the required fields marked with a red asterisk *



The screenshot shows the 'Professional profile' form. It is divided into two main sections: 'PROFESSIONAL INFORMATION' and 'BUSINESS ADDRESS'. A note at the top states: 'All fields marked with * are compulsory'. The 'PROFESSIONAL INFORMATION' section includes fields for 'Profession', 'Professional title', 'Brief description of your profession', 'Experience in the IP field', and 'Company / Organization / Institution or Government Office name'. The 'BUSINESS ADDRESS' section includes fields for 'Address / PO Box', 'City', 'Country / Territory', 'Business Telephone Number', 'Business Facsimile', 'Business E-mail Address', and 'Business Website'. There are 'Submit' and 'Reset' buttons at the bottom right of the form.

f) Submit.

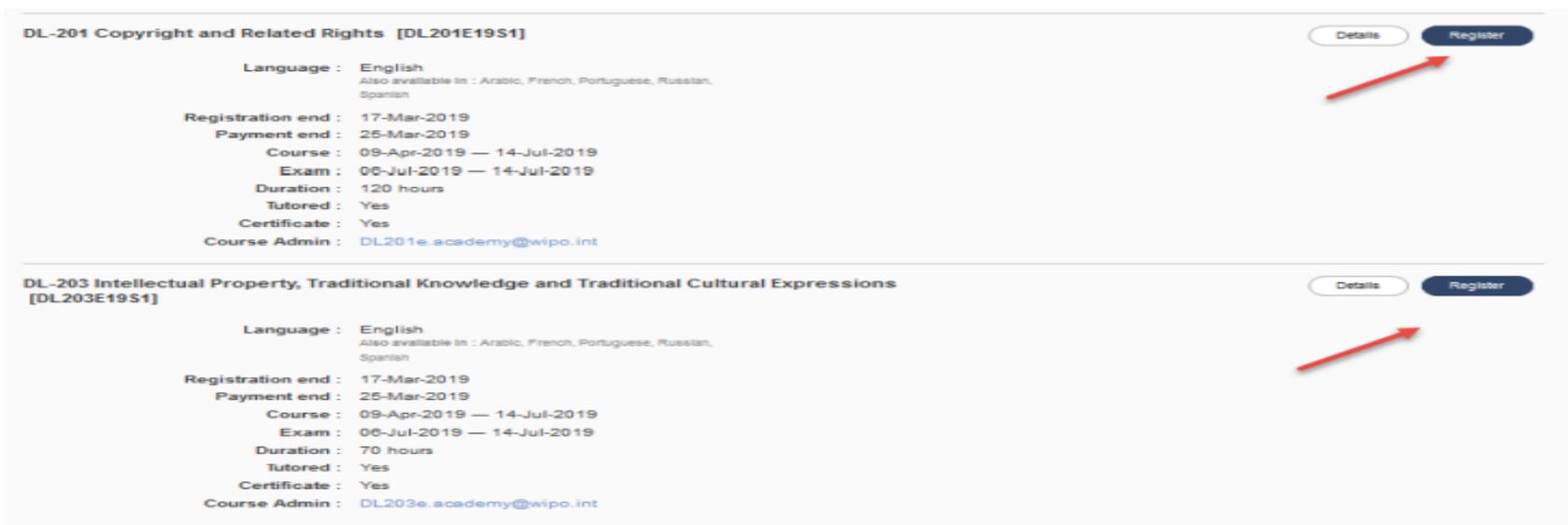
Registering for Courses

Step 3 : Enrolling for courses

- a) Click on Register for tab to view the list of Courses open for registration and on WIPO Academy - [DL] Distance Learning Program



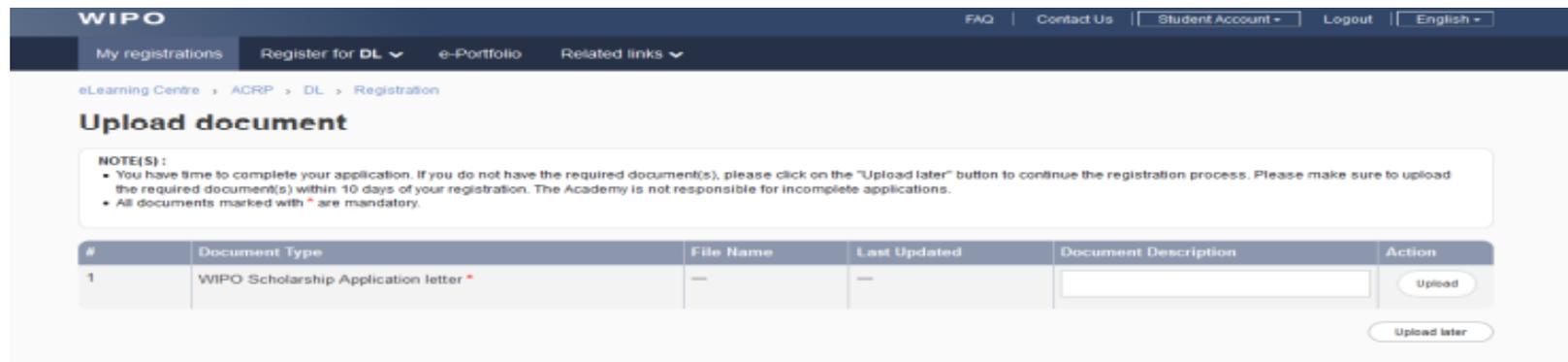
- b) Select the course you are interested in and click on the "Register" button



d) Scholarship designation letter

Applicants are required to submit a scholarship application 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 Upload button , if your letter is not ready, you may click on Upload later as shown below:



The screenshot shows the 'Upload document' interface on the WIPO portal. At the top, there are navigation links for 'My registrations', 'Register for DL', 'e-Portfolio', and 'Related links'. Below this, there is a breadcrumb trail: 'eLearning Centre > ACRP > DL > Registration'. The main heading is 'Upload document'. A note section contains the following text:

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.
- All documents marked with * are mandatory.

Below the note is a table with the following columns: #, Document Type, File Name, Last Updated, Document Description, and Action.

#	Document Type	File Name	Last Updated	Document Description	Action
1	WIPO Scholarship Application letter *	--	--	<input type="text"/>	Upload

At the bottom right of the table, there is an 'Upload later' button.

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.

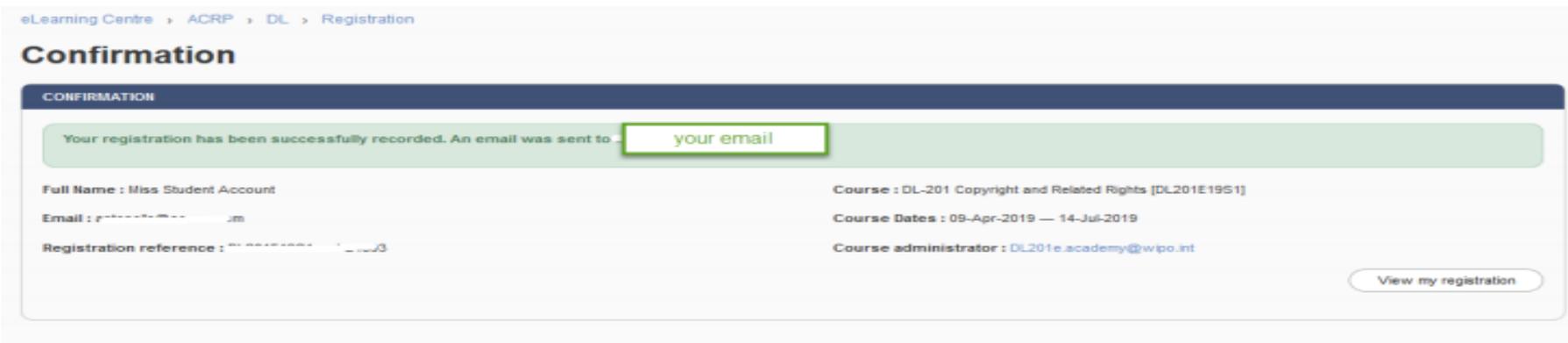
e) Final registration check.

Applicants are requested to check that the course, session, language, address are correct and confirm by ticking the box under "Confirmation"

g) Submit your registration

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.



eLearning Centre > ACRP > DL > Registration

Confirmation

CONFIRMATION

Your registration has been successfully recorded. An email was sent to [your email]

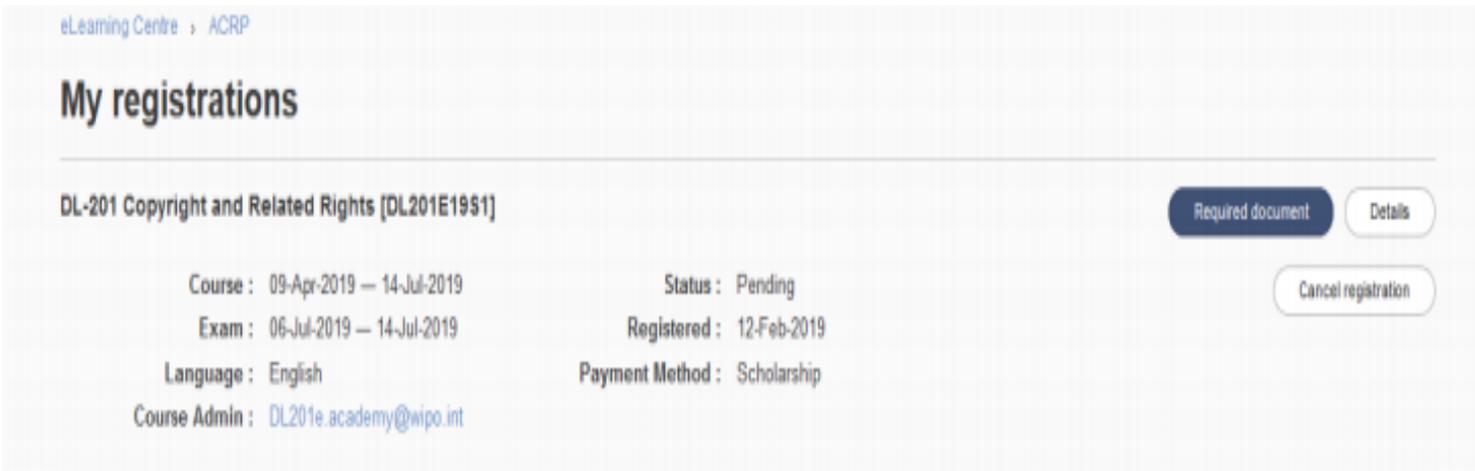
Full Name : Miss Student Account
Email : [redacted]@m
Registration reference : [redacted]

Course : DL-201 Copyright and Related Rights [DL201E19S1]
Course Dates : 09-Apr-2019 — 14-Jul-2019
Course administrator : DL201e.academy@wipo.int

[View my registration](#)

To upload your scholarship letter at this stage, please click on the Required document tab: Uploading scholarship application letters

a) Go to My registrations and click on Required document



eLearning Centre > ACRP

My registrations

DL-201 Copyright and Related Rights (DL201E1951) [Required document](#) [Details](#)

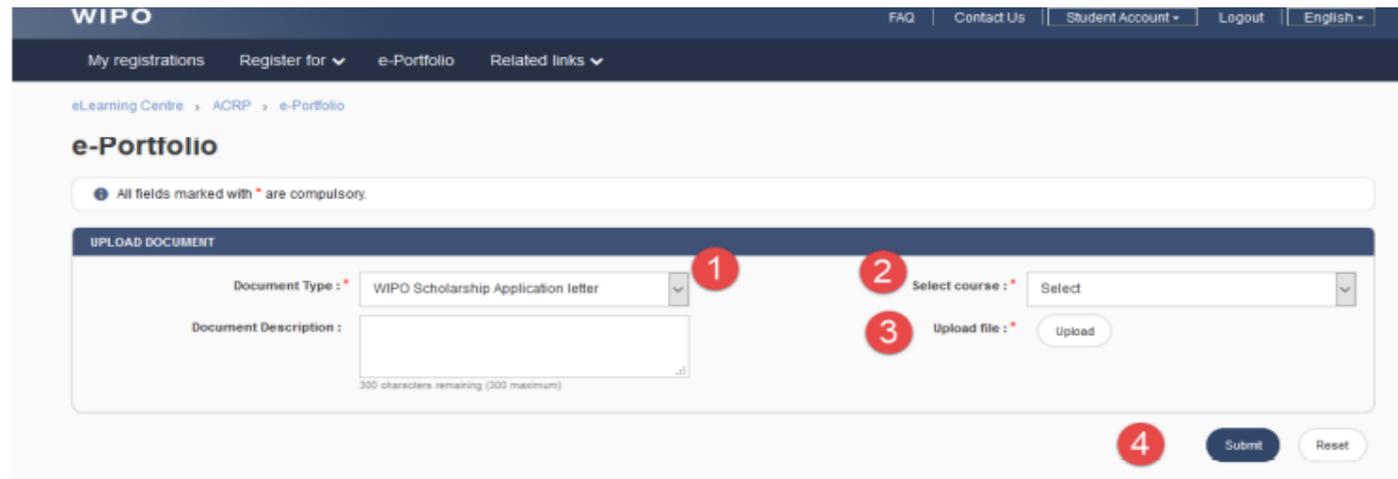
Course : 09-Apr-2019 — 14-Jul-2019 Status : Pending
Exam : 06-Jul-2019 — 14-Jul-2019 Registered : 12-Feb-2019
Language : English Payment Method : Scholarship
Course Admin : DL201e.academy@wipo.int [Cancel registration](#)

b) Choose the document type from the dropdown list – WIPO Scholarship Application letter

c) Choose the course

d) Click on the “upload” button to select a file to upload

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



WIPO

FAQ | Contact Us | Student Account | Logout | English

My registrations | Register for | e-Portfolio | Related links

eLearning Centre > ACRP > e-Portfolio

e-Portfolio

All fields marked with * are compulsory.

UPLOAD DOCUMENT

Document Type : * WIPO Scholarship Application letter (1)

Select course : * Select (2)

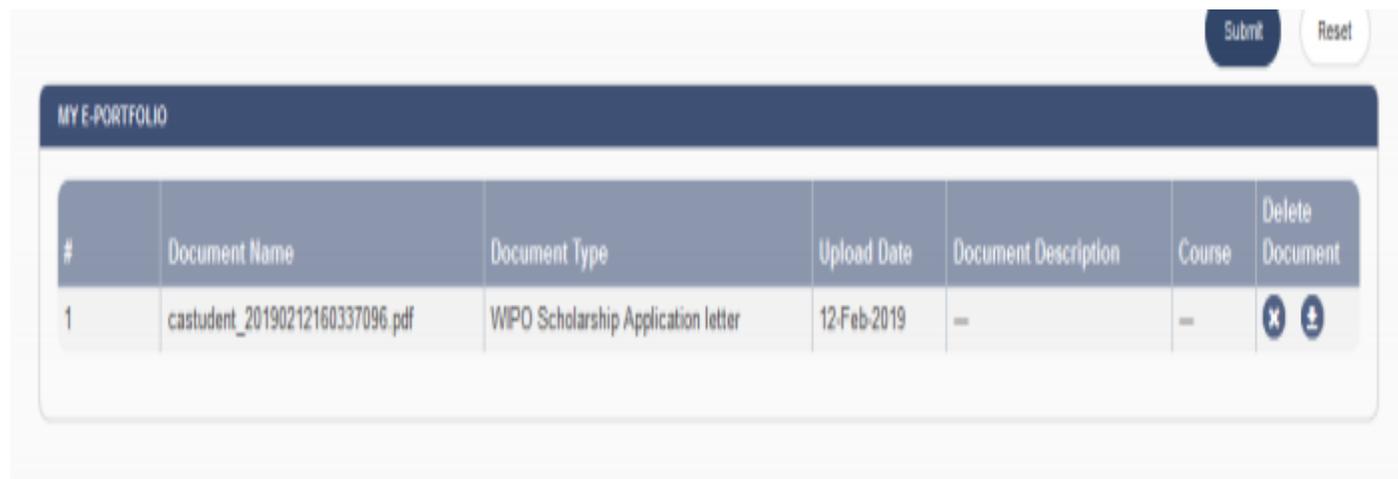
Document Description : (3)

Upload file : * Upload (4)

300 characters remaining (300 maximum)

Submit Reset

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



Submit Reset

MY E-PORTFOLIO

#	Document Name	Document Type	Upload Date	Document Description	Course	Delete Document
1	castudent_20190212160337096.pdf	WIPO Scholarship Application letter	12-Feb-2019	-	-	X ↓

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 Online Courses"

Thank you

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