

# **WIPO Academy - Registration and Payment Service**

## **Registration Procedure for Start-Up Academies Staff**

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## WIPO Academy Distance Learning Courses

All eLearning courses offered by the WIPO Academy can be found on the course catalog at [http://wipo.int/academy/en/courses/rp\\_catalog/index.jsp](http://wipo.int/academy/en/courses/rp_catalog/index.jsp)

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 User Center (WUC). The aim of the User Center 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 the WIPO User Center 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 User Center is a simple process. The only constraint being that each user needs a unique email address.

You can create an account with the WIPO User Center via the Academy's eLearning Platform (WeLC) as part of the course registration process.

For help on the functions available in the WUC please read the following web page <https://www3.wipo.int/usercenter/en/help.html>

### 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](#)

## STEP 1 WIPO User Center Account

<https://www3.wipo.int/usercenter/en/register.jsp>

The WIPO User Center Login screen looks like this below.  
Please note the user center menu on the left-hand side of the screen.

### There are three possible scenarios:

- If you already have an account with the WIPO User Center, please go to **page 6**;
- If you have an account with the WIPO User Center but have forgotten your username and/or password, please choose the relevant option from the left-hand menu and you will receive an email from WIPO with instructions explaining how to retrieve your username and/or reset your password;
- You do not have an account with the WIPO User Center. If this is the case, please follow the instructions below:

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.

Once the information has been added, please click the **“Create Account”** button.

The screenshot shows the WIPO User Center registration page. At the top, there is a navigation bar with the WIPO logo and 'IP SERVICES' text. Below this is a search bar and a 'CONTACT US' link. The main navigation menu includes 'ABOUT WIPO', 'IP SERVICES', 'PROGRAM ACTIVITIES', 'RESOURCES', and 'NEWS & EVENTS'. The page title is 'WIPO User Center' and the main heading is 'Create an Account'. The form includes fields for E-mail address, Last name, First name, Company/Organization, Telephone, City, Country, and a verification code. A red box highlights the left-hand menu with options: 'WIPO USER CENTER', 'Create an Account', 'Manage Account', 'Reset Password', 'Retrieve Username', 'User Center Help', and 'Services'. The 'Create Account' button is highlighted in the form.

You will receive an email from the WIPO User Center [noreply@wipo.int] similar to the following:

Dear Margaret Gallery,

Thank you for registering for a WIPO User Center Account.

To verify that you own this e-mail address and to continue with the registration process, please ~~click on the following link. Via this link you will be able to set your username and password:~~  
<https://www3.wipo.int/usercenter/en/validate.jsp?control=3F6C96EA5C2D87D3E2AA5A1D2E695E292844>

If clicking on the link above does not work, try copying and pasting the entire link into the address bar of your browser.

Please note that for security purposes, this link will expire 24 hours from the time it was sent.

If you encounter any problems during the registration process or if you have any questions, please visit the [WIPO User Center support page](#).

This e-mail message has been automatically generated. Please DO NOT REPLY to this mail.

Click on the link in the email from WIPO [**within 24 hours**] (or copy and paste it into your browser) to create your username and password and validate your account.

Please note the criteria for passwords.

**WIPO USER CENTER**  
Create an Account  
Manage Account  
Reset Password  
Retrieve Username  
User Center Help  
Services

## WIPO User Center

### User Validation

Please enter a username, set your password and validate your WIPO User Center Account. Your username will be definitive. Your password must contain alphanumeric characters only and must match the following criteria:

- minimum 8 characters
- maximum 16 characters
- minimum one letter
- minimum one number.

All fields marked with \* are compulsory.

#### Account Information

Username \*   
(please use only letters, numbers and/or special characters (. \_ -))

Password \*

Re-enter password \*

Click on “**Validate Account**” button.

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. If you wish to enroll for a specific course, please proceed to enrollment phase.**

The screenshot shows the WIPO User Center website. At the top left is the WIPO logo and the word "RESOURCES". To the right, there are language options for "Español" and "Français", a search bar with a "Search" button, and links for "Contact us", "Accessibility", and "Site map". Below this is a navigation bar with "WORLD INTELLECTUAL PROPERTY ORGANIZATION" and menu items: "ABOUT WIPO", "IP SERVICES", "PROGRAM ACTIVITIES", "RESOURCES", and "NEWS & EVENTS". A breadcrumb trail reads "Home > Resources > WIPO User Center".

**WIPO USER CENTER**

- Create an Account
- Manage Account
- Reset Password
- Retrieve Username
- User Center Help
- Services

## WIPO User Center

### User Validation

Your WIPO User Center account has been successfully validated. You will receive confirmation by e-mail.

Continue to [Login](#).

Scam Warning | RSS | Terms of use

## STEP 2 Enroll for a Course

### Accessing the WIPO Academy's eLearning Platform

Please go to <http://lms.wipo.int> (in English)

Please go to [http://lms.wipo.int/index\\_fr.php](http://lms.wipo.int/index_fr.php) (in French)

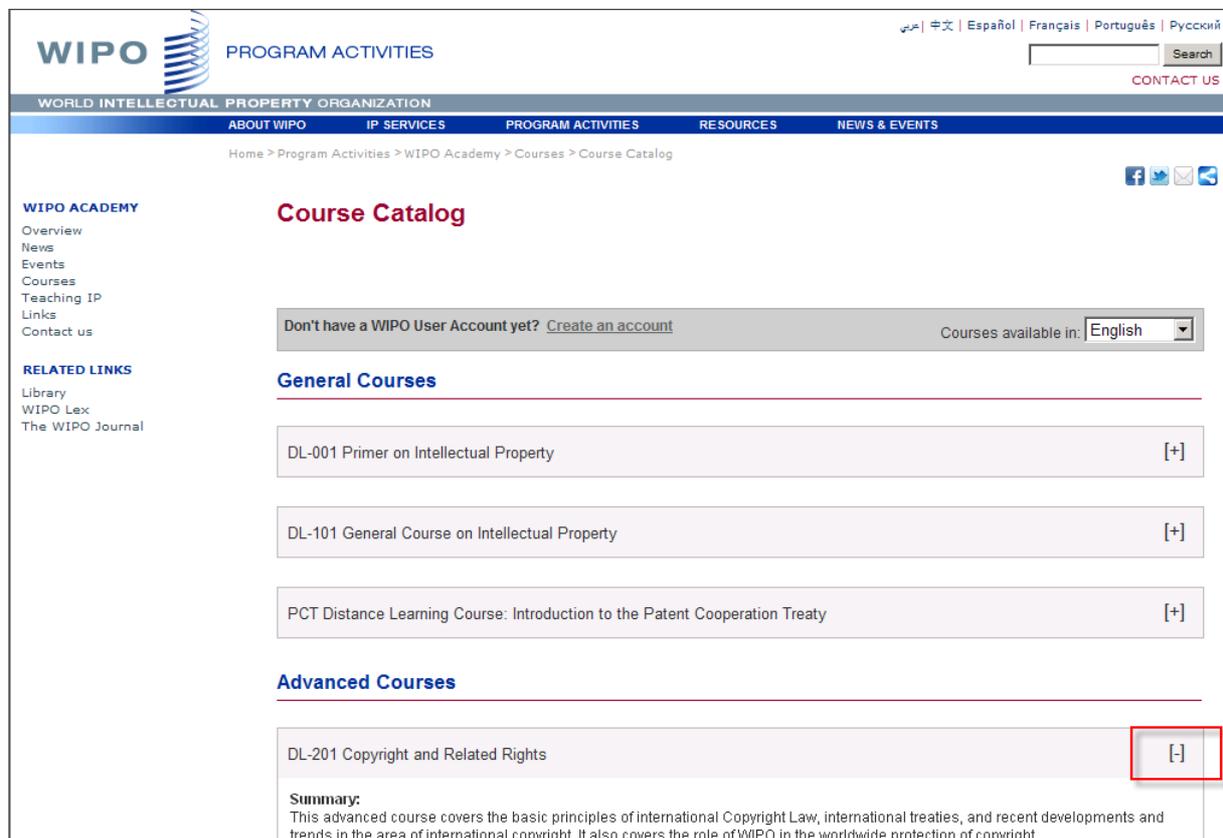
Please go to [http://lms.wipo.int/index\\_pt.php](http://lms.wipo.int/index_pt.php) (in Portuguese)

Please go to [http://lms.wipo.int/index\\_es.php](http://lms.wipo.int/index_es.php) (in Spanish)



Click on “**Course Catalog**” to browse the list of available courses

Click on + sign to expand the course description

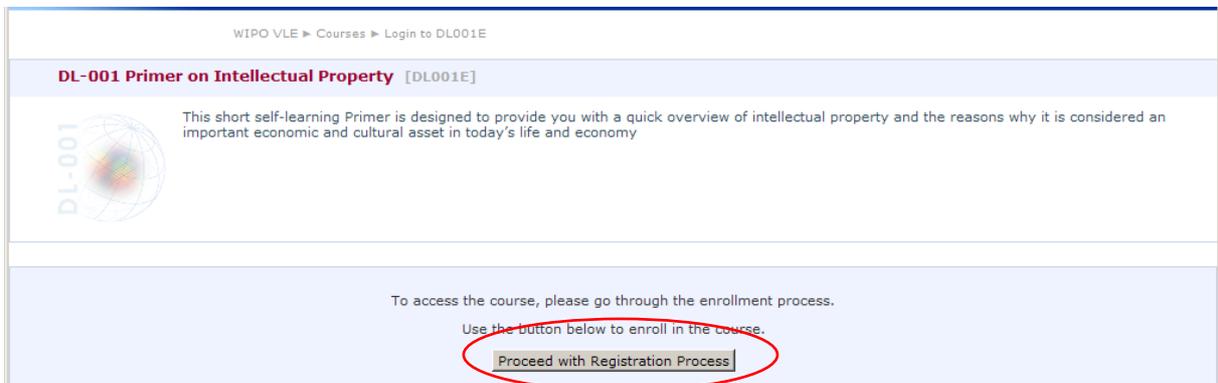


To register for this course, click on **“Enroll Now”** (this action will forward you automatically to the WIPO User Center. The access codes you will use will be those you created when you set up your WIPO User Center account).

### Advanced Courses

|  |                           |                           |
|--|---------------------------|---------------------------|
| DL-201 Copyright and Related Rights [-]  |                           |                           |
| <b>Summary:</b><br>This advanced course covers the basic principles of international Copyright Law, international treaties, and recent developments and trends in the area of international copyright. It also covers the role of WIPO in the worldwide protection of copyright. |                           |                           |
| <b>Duration:</b> 100 hours <b>Tutored:</b> Yes <b>Certificate:</b> Yes <b>Cost:</b> <a href="#">Fee list</a><br><b>Course administrator:</b> DL201e.academy@wipo.int   |                           |                           |
| <b>Next session</b>  |                           |                           |
| <b>Registration</b>  | <b>Course</b>             | <b>Exam</b>               |
| 16-mar-2012 - 22-apr-2012  | 21-may-2012 - 05-aug-2012 | 01-aug-2012 - 05-aug-2012 |
|  |                           | <b>Enroll now</b>         |
| DL-202 Electronic Commerce and Intellectual Property [+]   |                           |                           |
| DL-204 Biotechnology and Intellectual Property [+]   |                           |                           |
| DL-301 Patents [+]   |                           |                           |

You will see a screen that displays your chosen course and asks you to confirm that you wish to **“Proceed with Registration Process”**



You will be presented with a series of screens requesting you to confirm the course selection and to complete your registration details.

Please click “Submit”

WIPO ACADEMY - REGISTRATION AND PAYMENT SERVICE

Access to my courses  
My registration history  
Edit my profile  
Edit my identity  
Register for a course  
Course catalog  
Request a group code  
Help

## WIPO Academy Registration & Payment Interface

Mrs. Viktoriya Lazorenko [viktoriya.lazorenko@wipo.int] You are logged in as [lazorenko](#) | [Logout](#)

WIPO Academy Distance Learning Course

DL-201 Copyright and Related Rights (DL201E11S2)  
from 17-10-2011 to 13-01-2012

[Development site](#) | [Scam Warning](#) | [RSS](#) | [Terms of use](#)

Complete as much of the registration forms as you can, taking care to put correct information in the compulsory fields (i.e. those marked with an asterisk\*) and then submit. This applies to the next three pages.

**Please make sure to select “Startup Academies” as your “Professional/Business area” under Occupation section.**

Occupation

Occupation \*  Student  Professional

Professional/Business area \*

All fields marked with \* are compulsory.

[Terms of use](#) | [Site map](#) | [Accessibility](#)

Click on “**Submit**” to continue to the next stage of the registration process.

Once you have submitted your personal details, the next form will be "Professional Information Form".

Fill in the required details on the professional information form and click on "**Submit**".

**Professional Information**

|  |  |
|--|--|
| Profession                             | <input type="text" value="Law Patent"/>        |
| Professional title *                   | <input type="text" value="Program Assistant"/> |
| Brief description of your profession * | <input type="text"/>                           |
| Company / Organization / Government *  | <input type="text"/>                           |
| Number of employees                    | <input type="text" value="Select"/>            |

**Business Address**

|                             |   |
|-----------------------------|---|
| Full Street address *       | <input type="text"/>                                      |
| City *                      | <input type="text" value="Geneva"/>                       |
| Country *                   | <input type="text" value="Switzerland"/>                  |
| Business Telephone Number * | <input type="text" value="00 41 XXX XX XX"/>              |
| Business Facsimile          | <input type="text"/>                                      |
| Business E-mail Address *   | <input type="text" value="viktoriya.lazorenko@wipo.int"/> |
| Business Website            | <input type="text"/>                                      |

All fields marked with \* are compulsory.

Each designated candidate should indicate during the registration procedure in the field "E-mail Address of the Director of your IP Office" the e-mail address of the Head/Coordinator of the respective Start-up Academy (or other authorized person) so that the automated-generated sample of the designation letter will be sent to her/him with a copy to the candidate.

**Scholarship Application Form**

**Motivation**  
Your motivation to take this course \*

**Your IP Office**  
Complete name \*   
Full Street address \*   
City \*   
Country \*   
Website

**Director of your IP Office**  
Prefix (Mr., Mrs, Miss) \*   
First name \*   
Last name \*   
Telephone Number \*   
Facsimile   
Email Address \*

All fields marked with \* are compulsory.

Continue to confirm that you wish to register for the course & language displayed on the screen.

Please NOTE: the application procedure is NOT finished until you click on "**Submit**" at this confirmation stage as seen below.

#### Registration check

##### Registration Info

I wish to register for

**DL-201 Copyright and Related Rights**

Session 21-05-2012 - 05-08-2012

Language: English

Fees: Offered

[Change](#)

You will now be directed to the page below noting that your application "has been successfully recorded". *If you do not see this page, please go back and ensure that you have followed the steps outlined above.* You will also receive a confirmation letter that is automatically generated by our system to the email account which you have provided.

#### Confirmation

Your registration for

**DL-302 Trademarks, Industrial Designs and Geographical Indications**  
from: 24-OCT-11 to: 20-JAN-12

has been successfully recorded.

The Academy must receive a faxed letter from the Director of your IP Office and the Director of the Human Resources Department nominating you to take the course within 14 days (two weeks) of registration OR your registration will be automatically canceled.

[Back to Home Page](#)

*We wish you a pleasant learning experience with the WIPO Academy  
Distance Learning Program!*