Step by step guide on enrolling in the A.1 e-learning course

1. Go to the Recommendation ITU-T A.1 e-learning course by clicking the link below:
   https://academy.itu.int/training-courses/full-catalogue/recommendation-itu-t-a1-working-methods-itu-t-study-groups-2020

2. Click on: **PAY AND ENROLL**

3. Click on "Cart" on the top right corner (as indicated below)

4. Click on "Checkout"

5. Click on "Create an account" (if you do not already have one). Please skip this step if you already have an account on ITU Academy.

6. Create the account by filling in the information as requested. <u>Please note that it is important to fill in your Full Name, as it will be the same name appearing on your certificate.</u>

7. After creating an account, please input your details and "Log in"

8. Click on "Cart" again

9. Click "checkout"

10. Complete the Billing information under "Order Summary"

11. Click on "Continue to review" after filling in the relevant details

Terms and conditions *

☐ I agree to the terms and conditions

View terms and conditions

[Continue to review]

12. Review the order summary

Review

1. Order information   **2. Review**   3. Complete

Order Summary

1 x	RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019	$0.00

Subtotal $0.00
Total $0.00

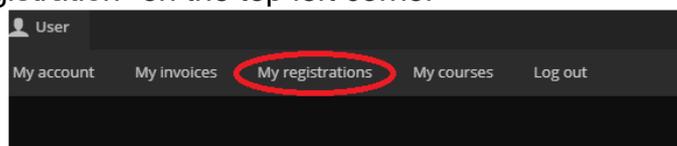13. After completing the review, please make a note of your ITU order number.
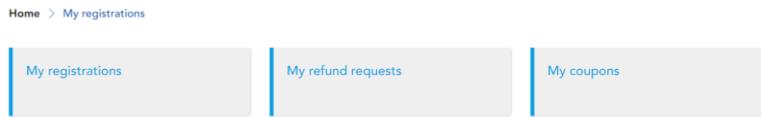
Home > Checkout > Checkout

Complete

1. Order information   2. Review   **3. Complete**

Your order number is XXXXX
You can view your order on your account page when logged in.
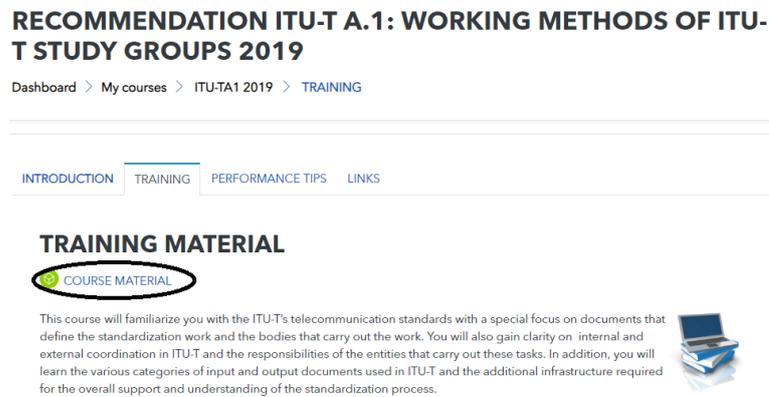
14. Click on "My Registration" on the top left corner

👤 User

My account   My invoices   My registrations   My courses   Log out

ITUAcademy
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15. Click on "My Registrations"

16. Click on "Go to my course"

17. Click on "Course Material" Under the Training tab to start the course.

18. Once you complete the course, kindly download your Certificate of Completion and send it to bridging@itu.int.

GOOD LUCK!!