



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**

Home | About | Centres of Excellence | Training courses | Main activities | 🔍

Home > Training courses > Full catalogue of courses > RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019

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

REGISTRATION Start Date: 20 Mar 2019 End Date: 31 Dec 2019	EVENT DATES Start Date: 21 Mar 2019 End Date: 31 Dec 2019	LOCATION World or Multi-Regional
TRAINING TOPICS ITU working methods	TRAINING TYPE Online self-paced	LANGUAGES English
EVENT ORGANIZER ITU	EVENT FACILITATOR ITU	EVENT MAIL CONTACT bsg@itu.int

Price \$0.00

PAY AND ENROLL

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

Login | Create account | Registration guide | Terms and conditions | 🛒 1 COURSE

Home | About | Centres of Excellence

Home > Training courses > Full catalogue of courses > METHODS OF ITU-T STUDY GROUPS 2019

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

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

Cart →

RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019 added to your cart. ✕

4. Click on “Checkout”

Home > Shopping cart

Shopping cart

Item	Price	Quantity	Remove	Total
RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019	\$0.00	1.00	Remove	\$0.00

[Checkout](#)

Subtotal \$0.00
Total \$0.00

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.

Home > Checkout > Checkout

Login

1. **Login** 2. Order information 3. Review 4. Complete

Returning Customer

Username

Password

[Log in](#) [Forgot password?](#) [Create an account](#)

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

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

8. Click on “Cart” again

The screenshot shows a dark overlay cart on a website. At the top, there are navigation links: "Login", "Create account", "Registration guide", and "Terms and conditions". On the right, there is a shopping cart icon and a notification "1 COURSE". The cart overlay lists one item: "1 x RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019" with a price of "\$0.00". Below the item list, it shows "Subtotal \$0.00" and "TOTAL \$0.00". A "Cart →" button is located at the bottom right of the overlay. In the background, the course title "RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019" is visible in large, bold letters.

9. Click “checkout”

The screenshot shows a "Shopping cart" page. At the top, there is a breadcrumb "Home > Shopping cart". The main heading is "Shopping cart". Below it is a table with the following columns: "Item", "Price", "Quantity", "Remove", and "Total". The table contains one row: "RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019", "\$0.00", "1.00", a red "Remove" button with a trash icon, and "\$0.00". Below the table, there is a "Checkout" button on the left and a summary on the right: "Subtotal \$0.00" and "Total \$0.00".

10. Complete the Billing information under “Order Summary”

The screenshot shows the "Order information" section of a checkout process. It has three steps: "1. Order information", "2. Review", and "3. Complete". The "Order information" step is active. Below it is the "Order Summary" section, which contains a table with one row: "1 x RECOMMENDATION ITU-T A.1: WORKING METHODS OF ITU-T STUDY GROUPS 2019" and "\$0.00". Below the table, it shows "Subtotal \$0.00" and "Total \$0.00". Below the "Order Summary" section is the "Billing information" section. It has a "Country" field with a dropdown menu showing "Switzerland" and a "Company" field with an empty text input box.

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.

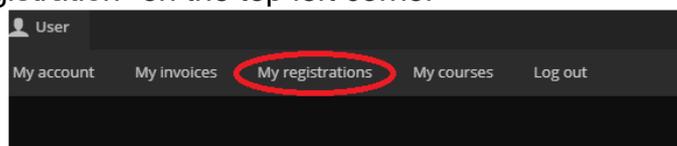
[Home](#) > [Checkout](#) > [Checkout](#)

Complete

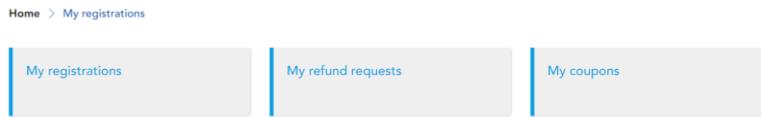
1. Order information 2. Review **3. Complete**

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



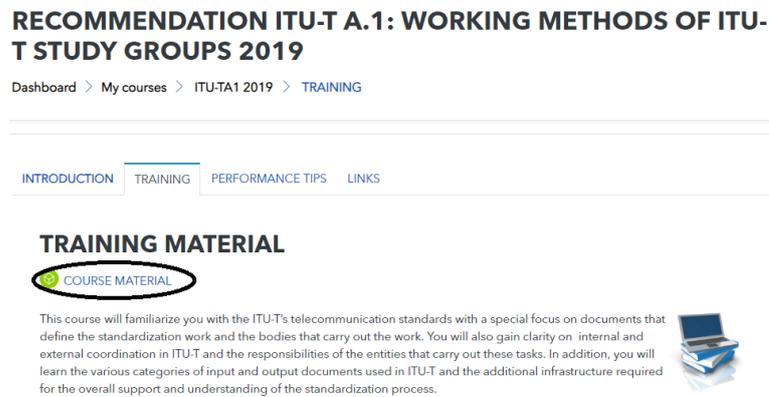
15. Click on “My Registrations”



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!!