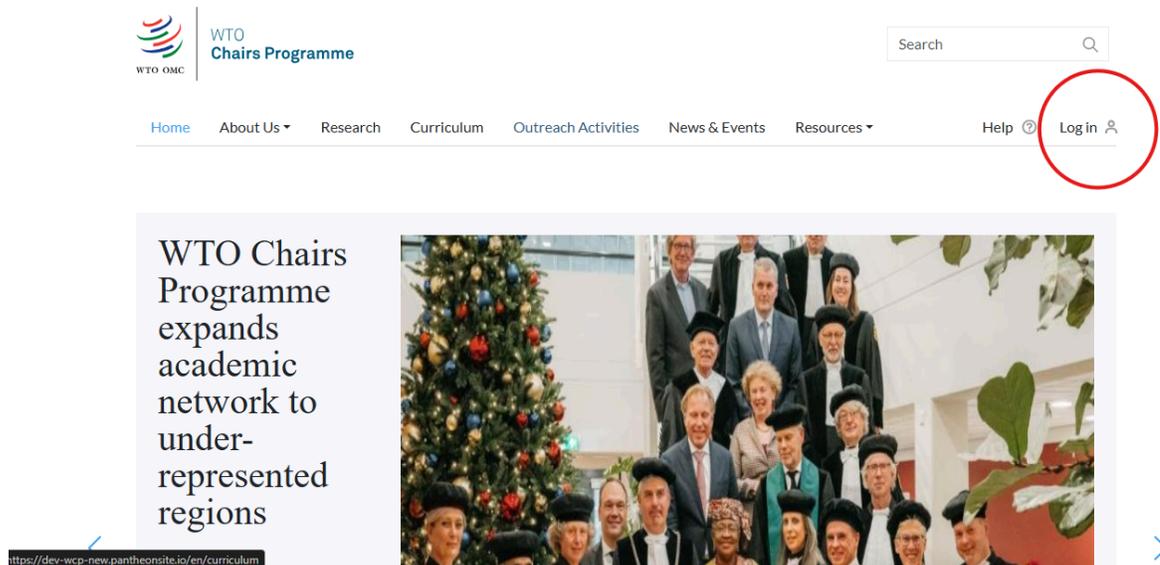# WCP E-Platform User Manual

Welcome to the WCP e-Platform, below you will find a set of guidelines on how to navigate the Platform.

1. **Accessing your account**
   To log in, click on the "Log-in" button on the right-hand side

Type your username and password.

Log in

Username *

john

Password *

••••••••••••••

Forgotten your password?

Log in

Once you are done, click on the login button

••••••••••••••••

Forgotten your password?

Log in

If you have set up Two-factor authentication, you will be directed to the two factor authentication page. Copy the one time password sent to your email into the input provided and then click on "Verify". If you didn't receive the one time password, click on the "Resend OTP" button to get it resent to you.

The authentication code has been sent to your registered email. Check your email and enter the code. ✕

Authentication code *

123456

*We have sent a code to your email. Enter it here to complete your login.

Verify   Resend OTP

If you forgot your password, you can request a new password by clicking on the "Forgotten your password?" link. You will immediately receive an email asking you to reset the password.
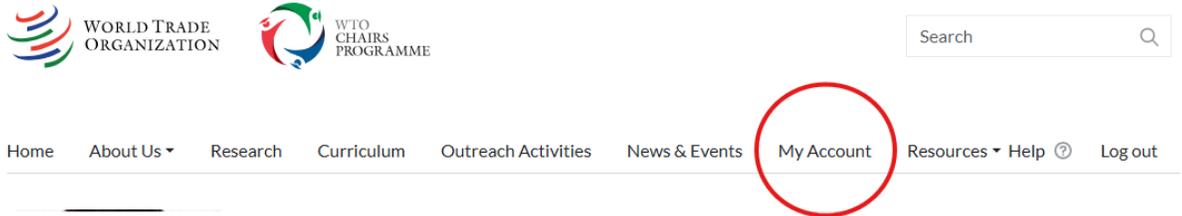
Log in

Username *

John

Password *

●●●●●●●●●●●●●●●

Forgotten your password?

Log in

2. Updating country profile

First option:
After logging in to your account, click on "My account" button on the top right-hand side corner
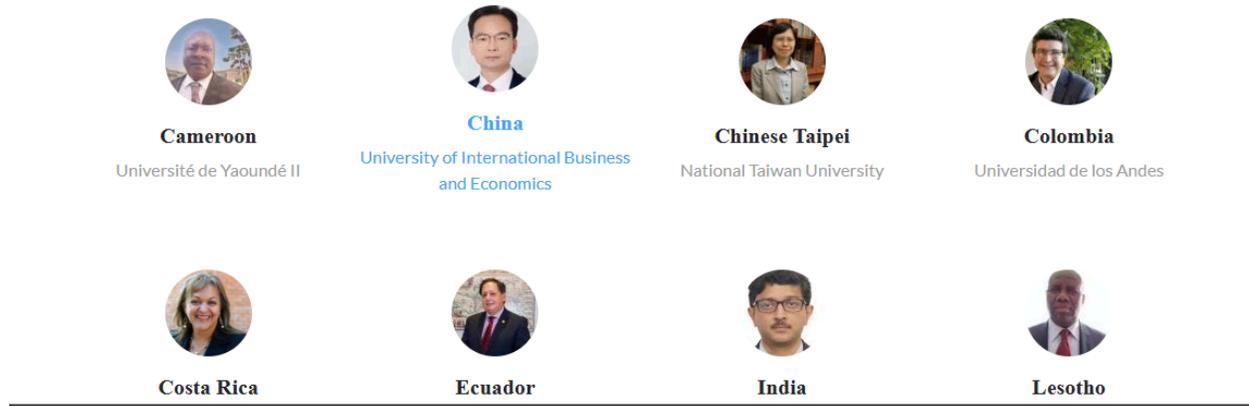
Second Option:
After logging into your account, click on the "About Us" icon in the menu bar, then on the "Chairs" icon.

Search for your country profile and click on it.

Phase III

Cameroon
Université de Yaoundé II

China
University of International Business and Economics

Chinese Taipei
National Taiwan University

Colombia
Universidad de los Andes

Costa Rica

Ecuador

India

Lesotho

To update your profile, click on the "Edit profile" button.

Back

Peru
Pontificia Universidad Católica del Perú

Add ▾   Edit Profile

Research

Mesas de discusión: "Aportes del Regionalismo

3. Searching for documents in the WCP e-platform

There are different options available to search, depending on the information one is looking for.

First option:

The first option to search for any document in the platform is to go to the right hand-side top corner with the "Search for…" button and type-in key words. You will then view all documents related to the selected words that have been published in the WCP Platform.

Second option:

If you are searching for a document within a specific pillar. Click on the pillar where the document is located (Research, Curriculum or Outreach Activities).

Type-in key words on the "Search for…" button and you will then view all documents related to the selected words that have been published in the WCP Platform under the selected pillar.


4. **Participating in Discussions**

As a logged in user, you are encouraged to use the whatsapp widget on the lower right corner to interact with the other participants of the WCP Network.

To start a discussion, or join the discussion group, click on the whatsapp widget and you will be redirected to the group.
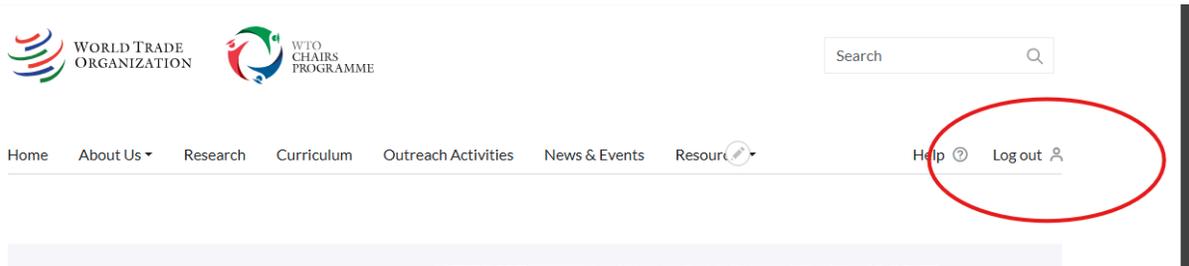
About the WTO Chairs Programme

Fostering research, training and outreach activities of relevance to governmental policymakers and other stakeholders at universities in developing countries and least developed countries.

Find out more
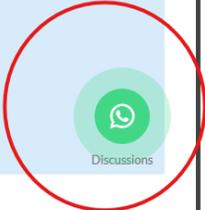
Discussions

5. **Ending your session**

To end your session, click on the "Logout" button on the top right corner

WORLD TRADE ORGANIZATION

WTO CHAIRS PROGRAMME

Search

Home   About Us ▾   Research   Curriculum   Outreach Activities   News & Events   Resourc... ▾   Help ⑦   Log out ⚇

6. **Adding new documents**

To add new research, curriculum or outreach activity to your chairs profile, navigate to the chairs page, click on your specific chair and then click on the "Add" button, it will show a dropdown that you can then click on to add the specific content you want to add.

Peru

Pontificia Universidad Católica del Perú

Research

Mesas de discusión: "Aportes del Regionalismo Latinoamericano al sistema multilateral de comercio" y "LatinAmerica and China" organizadas en el marco del lanzamiento del WTO Chair en Lima

9 June, 2022

View all →

Add ▾   Edit Profile

New Curriculum
New Research
New Outreach Activity

Victor Saco
Chair Holder

7. **Adding a News Item or an Event**

   To add an Event or a News item please contact the WCP team.

8. **Setting up two-factor authentication**

   If you have not set up two-factor authentication on your account, you will be prompted on each login to set it up with a notification that looks like this.

WTO Chairs Programme

Home   About Us ▾   Research   Curriculum   Outreach Activities   News & Events   Resources ▾   Help ?   Log out ⚥

You are required to setup two-factor authentication. You have 4 attempts left. After this you will be unable to login.   ✕

To set it up, click on the highlighted link

This will lead you the next page

Click and select on the checkbox that displays "Receive authentication one-time code by email" and click on the Save button.

This will redirect you back to the home page. You have now set up two-factor authentication on your account and will be prompted for it next time you login.