



1. Course Registration Procedure

Summary:

This document will explain participants how to register on the new registration platform.

Platform address:

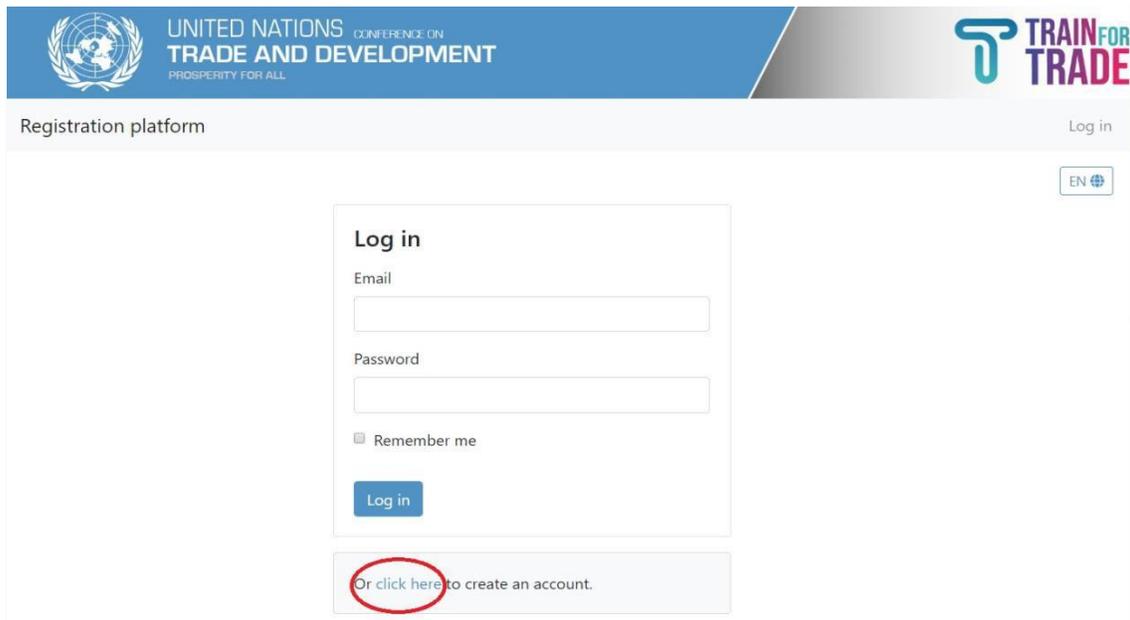
The website address for registration platform <https://tft-reg.unctad.org/en/>

2. Detailed Procedure

- Go to the above-mentioned internet address.
- Put the passcode **SITS.2023** for the “**Statistics of International Trade in Services 2023**” and click “**Apply**”.

The screenshot shows the registration platform interface. At the top, there is a navigation bar with the United Nations logo and the text 'UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT PROSPERITY FOR ALL' on the left, and the 'TRAIN FOR TRADE' logo on the right. Below the navigation bar, there is a 'Registration platform' section with a 'Log in' link and a search bar containing 'Homepage'. The main content area is titled 'Homepage' and features a section for 'Open courses'. A note states: 'The following courses are open for applications.' Three course cards are displayed: 1. 'CURSO GESTION MODERNA DE PUERTOS' for the 'República Dominicana - Promoción 2023- 2024', described as the 6th course of 'Gestión Moderna de Puertos'. 2. 'SEMANA PORTUARIA SANTANDER' from '4 al 8 de Septiembre de 2023' in 'Santander - España', described as a series of events organized by the Port Authority of Santander and the Universidad Internacional Menéndez Pelayo in cooperation with UNCTAD. 3. 'Statistics of International Trade in Services (SITS) 2023' for 'Online course and webinars' from '16 September - 31 October 2023'. This card is highlighted with a green border and lists the main objectives: 'Increase Knowledge on Trade in Services' Statistics and its concepts, 'Enhance statisticians' work with Data', and 'Master the use of the Manual on Statistics of International Trade in Services (MSITS 2010), (MSITS 2010)'. A '(Show more)' link is visible at the bottom right of the course cards.

- If you do not have an account on our site yet click on “**Click here**” button (in the red circle) to create an account.

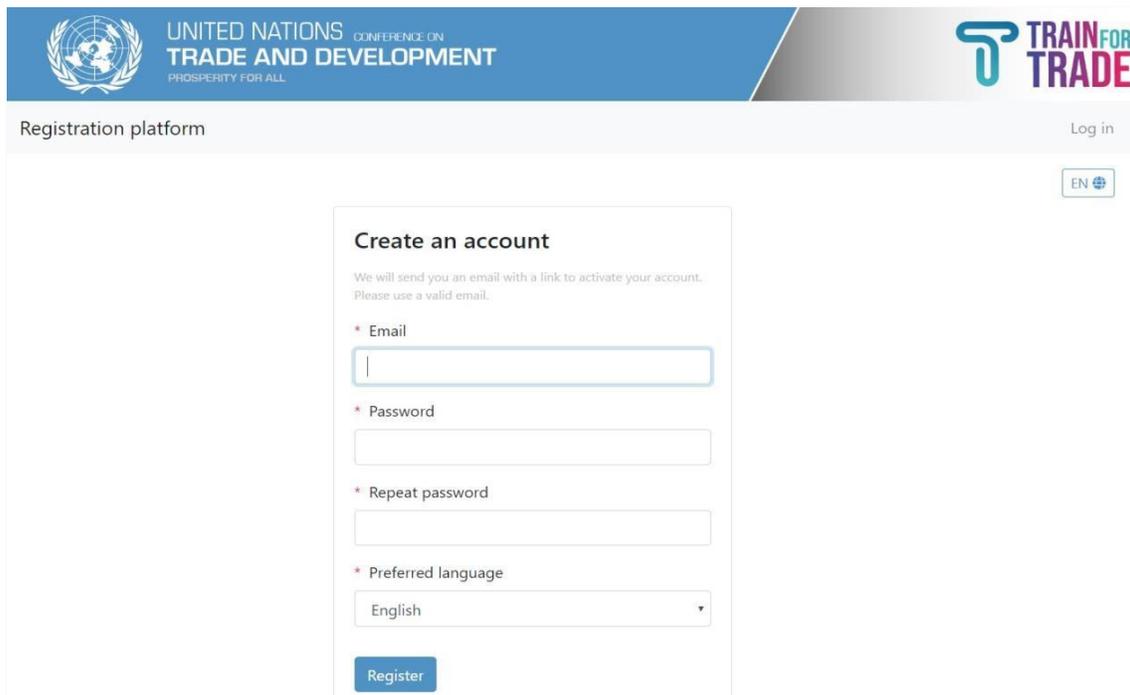


The screenshot shows the 'Log in' form on the registration platform. The form is titled 'Log in' and contains the following fields and elements:

- Email:** A text input field.
- Password:** A text input field.
- Remember me
- Log in:** A blue button.
- Or click here to create an account.** A link that is circled in red.

The page header includes the United Nations logo and the text 'UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT PROSPERITY FOR ALL' on the left, and the 'TRAIN FOR TRADE' logo on the right. The page title is 'Registration platform' and there is a 'Log in' link in the top right corner. A language selector shows 'EN'.

- Fill out the required fields with your email address, password and preferred language.



The screenshot shows the 'Create an account' form on the registration platform. The form is titled 'Create an account' and contains the following fields and elements:

- We will send you an email with a link to activate your account. Please use a valid email.**
- * Email:** A text input field.
- * Password:** A text input field.
- * Repeat password:** A text input field.
- * Preferred language:** A dropdown menu with 'English' selected.
- Register:** A blue button.

The page header includes the United Nations logo and the text 'UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT PROSPERITY FOR ALL' on the left, and the 'TRAIN FOR TRADE' logo on the right. The page title is 'Registration platform' and there is a 'Log in' link in the top right corner. A language selector shows 'EN'.

It is important to enter a valid email address because an activation link will be sent to this email to finalize your application process. Please note that your email address will be your username.

- After entering the requested information in all the fields, click on the blue button “**Register**”.

- Success message should appear on your screen as shown below:

The user has been created successfully.

An email has been sent to your@email.com. It contains an activation link you must click to activate your account.

- Go to your email inbox, you should have received an activation email from “TrainForTrade” tftreg-noreply@unctad.org, as shown below:

Hello your@email.com!

To finish activating your account – please visit https://tft-req.unctad.org/register/confirm/8LNHZFOR-WYWtN6HQS7_ExmQwjs9AuheY

This link can only be used once to validate your account.

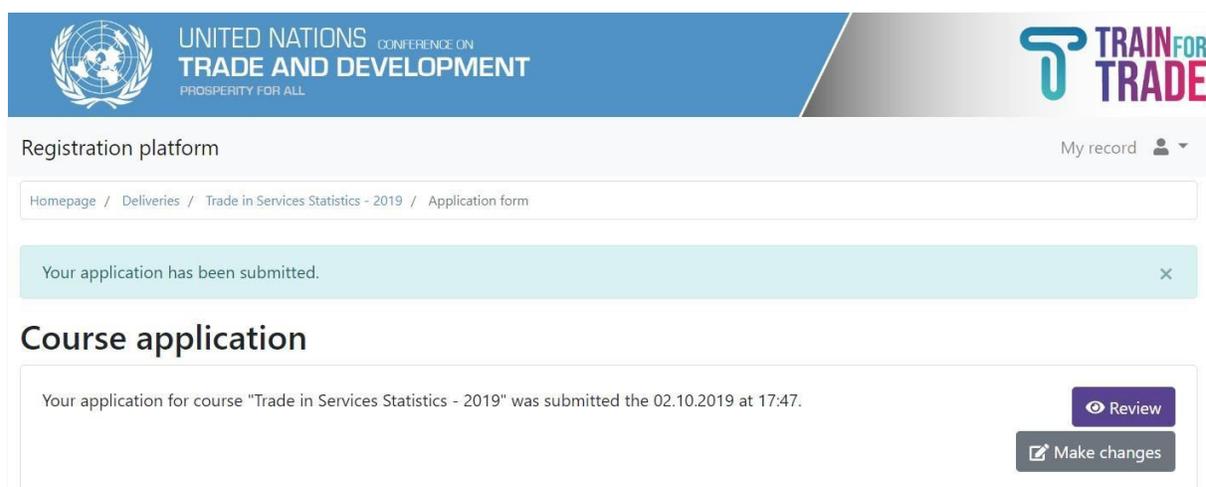
Regards, the Team.

- Click on the link inside the email to finalize your account creation. You’ll be presented with the page asking the password of the course, and, your account creation is finished.

The screenshot shows the 'Registration platform' interface. At the top, there are logos for the United Nations Conference on Trade and Development (UNCTAD) and TrainForTrade. The page title is 'Registration platform' and the user's name is 'My record'. The breadcrumb trail is 'Homepage / Deliveries / Trade in Services Statistics - 2019 / Application form'. The main heading is 'Course application' with the subtitle 'Application form for course "Trade in Services Statistics - 2019"'. A message states 'Your application form draft was last saved the 02/10/2019 at 17:05.'. Below this, there is a section titled 'Required information only' with a 'Section 1 of 1' indicator. At the bottom, there are two buttons: 'Save and continue later' and 'Submit and apply'.

- Fill out all the sections of the registration form and click on the “**Submit and apply**”.

- You will see following message:



The screenshot displays the 'Registration platform' interface. At the top left is the United Nations logo and the text 'UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT PROSPERITY FOR ALL'. At the top right is the 'TRAIN FOR TRADE' logo. Below the header, the page title 'Registration platform' is shown on the left and 'My record' with a user icon on the right. A breadcrumb trail reads 'Homepage / Deliveries / Trade in Services Statistics - 2019 / Application form'. A light blue notification bar states 'Your application has been submitted.' with a close button. Below this, the section 'Course application' is titled. The main content area contains the text: 'Your application for course "Trade in Services Statistics - 2019" was submitted the 02.10.2019 at 17:47.' To the right of this text are two buttons: 'Review' (with an eye icon) and 'Make changes' (with a pencil icon).

- **Your application is successfully submitted.**