How to Join the ILIAS Course Management System

1 Preliminary Information

In order to access the ILIAS course management system, you need a SWITCH username and initial password. If you have not been provided with one by us, please contact us at alumni@wti.org. Please note that only individuals affiliated with the World Trade Institute, e.g. students, alumni, faculty, researcher and staff, are eligible to receive a login.

When you sign into ILIAS for the first time, you are required to perform a few additional steps which are explained on the following pages. Once you have signed up to one of the two applications, steps marked with an asterisk (*) will not have to be repeated.

2 What is ILIAS?

ILIAS is the online course management system of the University of Bern and a portal where students participating in the World Trade Institute’s academic courses can access and download syllabi, schedules, readings and other course materials.

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1 SWITCH is a foundation providing network, wireless and database services for Swiss academic institutions. WTI Net and the ILIAS Course Management System check with SWITCH’s secure, online database to determine if you are authorized to log in. With this architecture, users only need one login to access multiple applications.
3    Signing into ILIAS for the First Time

Step 1: Go to http://www.ilias.unibe.ch and first select ‘Virtual Home Organisation @SWITCHaai’ as the organization you are affiliated with. Then, click ‘Login’.
Step 2: On the next screen, you will be required to first **enter your username and password**. Then, **click ‘Login’.**

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You can access the change password page by clicking [here](#). For security reasons, you are required to choose a password with at least 8 characters, whereof at least one character is a capital letter and at least one character is a number from 0 to 9.
Step 3*: You will be prompted to the SWITCH terms of use screen. Please read them carefully, then first tick the box 'I accept the terms of use' and then click 'Confirm'.
Step 4*: On the following screen, you will be shown your Digital ID. This is the information that is sent to ILIAS from the SWITCH database. You can optionally tick the box to not show this information again. Click ‘Confirm’.
Step 5*: Before you receive access to ILIAS, you must accept the terms of use. Scroll to the bottom of the page, tick the box and click ‘Abschicken’.

Currently, the ILIAS terms of use can only be displayed in German.
Step 6: Once you have logged in, you will be prompted to your ILIAS desktop. Your ILIAS desktop should, by default, be in English. Please note that, unlike in the screenshot below, your desktop will not display any courses quite yet.

Let’s join the course(s) you are participating in. Therefore click on ‘Repository’.

4 If your ILIAS desktop is in German, click on: Persönliches Profil -> Allgemeine Einstellungen -> select English in the dropdown box -> Speichern
Step 7: Click on ‘Weitere Institutionen, Weiterbildungen und Studiengänge’.
Step 8: Scroll down and **click on ‘World Trade Institute’**.
Step 9: The next page lists all courses currently taught at the World Trade Institute. Select the course module you wish to join, e.g. ‘Intellectual Property Rights I’, by clicking on ‘Actions’ and then ‘Join’ on the right.
Step 10: Access to WTI course modules is always password restricted. On the next page, you will be asked to enter the course password. Then click ‘Join’. You should receive the course password from a course administrator at the WTI. If you have not received a course password, please contact your course administrator or send us an email to alumni@wti.org.

Once you have successfully joined the course, it will appear on your personal desktop in ILIAS. The course folder on your desktop will contain syllabus and schedule of the week, reading materials and slides.

If you wish to join multiple courses, repeat steps 6 through 10.