

ONLINE TRAINING MODULE REGISTRATION MAP AND GUIDE



Register for the Module

- Download DAOC's 'Application Form'
- Fill out 'Application Form' and email a signed copy to DiplomaticAcademy@sta.uwi.edu



Acceptance Letter and Invoice

- Once the DAOC receives signed Application Form, an Acceptance Letter and Invoice will be issued to you.
- The Online Payment Link will be made available to you in the Acceptance Letter and Invoice.



Online Payment Process

- Click on the Online Payment Link provided in either the Acceptance Letter or Invoice.
- Select the Training Module you have registered for.
- In the 'Quantity' tab, enter the USD amount as reflected on your Invoice.
- Click 'Add to cart.'
- Select 'Checkout' and proceed to enter your personal and banking information.
- Once transaction is completed, a receipt will be automatically emailed to you.
- Forward a copy of the receipt to diplomaticacademy@sta.uwi.edu



Welcome Package

- Once the registration and payment processes are completed, you will receive an email from the DAOC Secretariat, the week before the module is set to begin.
- You will receive all course materials and online information (Zoom link) needed for the training module.