

On-line Registration: A step by step Guide

- ① Link for the Summer School on Quantum Computing
http://www.uimp.es/agenda-link.html?id_actividad=658M&anyaca=2022-23

- ② To access to the Virtual Secretariat, click on: "Solicitud On line"



- ③ Click on: Enter online registration



A screenshot of the UIMP Portal de Servicios login page. The header includes the UIMP logo and the text "Portal de Servicios". Below the header, there are flags for the United Kingdom and Spain. The main heading is "Access to UIMP Services Portal". The instructions state: "If you are already a registered user, enter username and password and click on Connect. If you are not, enter online registration >". The "enter online registration >" link is highlighted in red. Below this, there is a link for "Did you forget your password? Click here". The login form contains two input fields: "User (e-mail)" and "Password". At the bottom of the form are "OK" and "Cancel" buttons. A footer at the bottom of the page reads "Universidad Internacional Menéndez Pelayo". A black arrow points from the left towards the language flags, and another black arrow points from the right towards the "enter online registration >" link.

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Complete the data required following the indications, and click on “Create Account”

UIMP [UXXI APPLICATION]
Universidad Internacional
Mendoza Pelyo

Users Creation

Enter your personal data

* Document Type * Document Number

* Name

* First surname

Second surname

* Email

* Repeat email

* Date of Birth

Sex

Enter your password

Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&*), two digits, three lowercase letters and a minimum of eight characters in length.

* Password * Repeat password

Enter your password

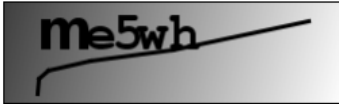
Your username will be generated automatically.

The password must contain at least two uppercase letters, one special character (!@#\$%&*), two digits, three lowercase letters and a minimum of eight characters in length.

* Password * Repeat password

Confirm you are human

Enter the characters shown in the image.



reload image

* Enter captcha

Create Account ←

- 5 Once you have registered, you will receive an automatic message with the “User name” and “password” to access the Virtual Secretary.

The screenshot shows the UIMP Portal de Servicios login page. At the top left is the UIMP logo (Universidad Internacional Menéndez Pelayo) and the text 'Portal de Servicios'. Below the logo are the flags of the United Kingdom and Spain. The main heading is 'Access to UIMP Services Portal'. Below this, there is a message: 'If you are already a registered user, enter username and password and click on Connect. If you are not, enter online registration >'. A link 'Did you forget your password? Click here' is provided. There are two input fields: 'User (e-mail)' and 'Password'. Below the fields are 'OK' and 'Cancel' buttons. At the bottom of the page, it says 'Universidad Internacional Menéndez Pelayo'.

- 6 To start the pre-registration, please click on “Access self-registration”

The screenshot shows a 'Course pre-enrolment application' form. The title is 'Course pre-enrolment application'. Below the title is the question 'What do want to study?'. There are two dropdown menus: 'Course' with the value 'Summer School on Quantum Computing: Theory and Implementations' and 'Campus' with the value 'Santander - Península de La Magdalena 2022-23'. Below the dropdowns is a message: 'When applying for pre-enrolment, you accept the legal terms and conditions'. There are two buttons: 'Cancel' and 'Access self-registration'. A mouse cursor is pointing at the 'Access self-registration' button.

The screenshot shows a registration confirmation page. On the left, it says 'REGISTERED' followed by 'Summer School on Quantum Computing', 'Santander - Península de La Magdalena', and 'Santander'. On the right, there is a green box with the text 'STATUS ACEPTADA' and 'Application date: 23/05/2022', 'Resolution date:', and 'Academic period: 2022-23'. Below this text is a red button labeled 'Access self-registration'. An arrow points to this button.

- 7 You also will receive an e-mail confirming the pre-registration.

The screenshot shows an email confirmation message. The text is as follows: 'BIENVENIDO A LA Universidad Internacional Menéndez Pelayo.', 'Estimado/a Sr/a PRUEBA SECRETARIA', 'Le confirmamos que hemos recibido correctamente su solicitud de preinscripción en el estudio Summer School on Quantum Computing: Theory and Implementations. Queremos agradecerle la confianza depositada en nuestra institución y le damos la bienvenida a la Universidad Internacional Menéndez Pelayo. Nuestro principal objetivo es que tanto nuestra docencia, como nuestra atención administrativa, sea lo más cercana posible, por lo que quedamos a su disposición para cualquier duda o información que necesite en relación al estudio solicitado.', 'Plan de estudios: Summer School on Quantum Computing: Theory and Implementations', 'Año Académico: 2022-23', 'Campus: Santander - Península de la Magdalena Su solicitud de preinscripción ha sido aceptada, puede continuar con el proceso de matrícula en el siguiente enlace <https://academico.uimp.es/automatricula/validaEntradaSSO.do?planExterno=658M>.', 'Reciba un cordial saludo'.

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SELF-REGISTRATION

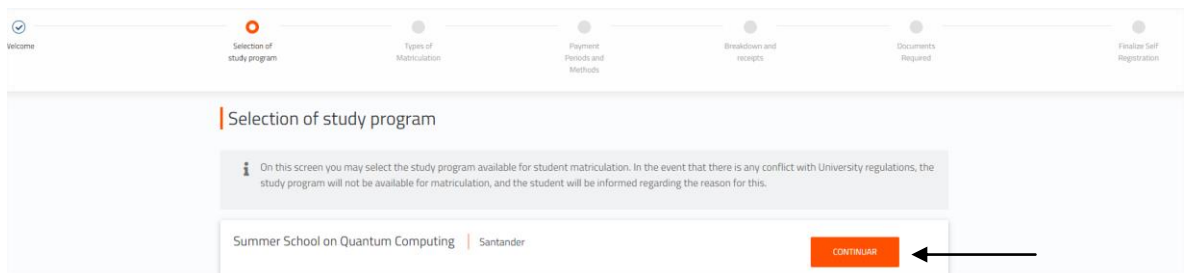
8.1 Click on “Comenzar” to start the registration



8.2 Automatricula. Complete the information of each section:

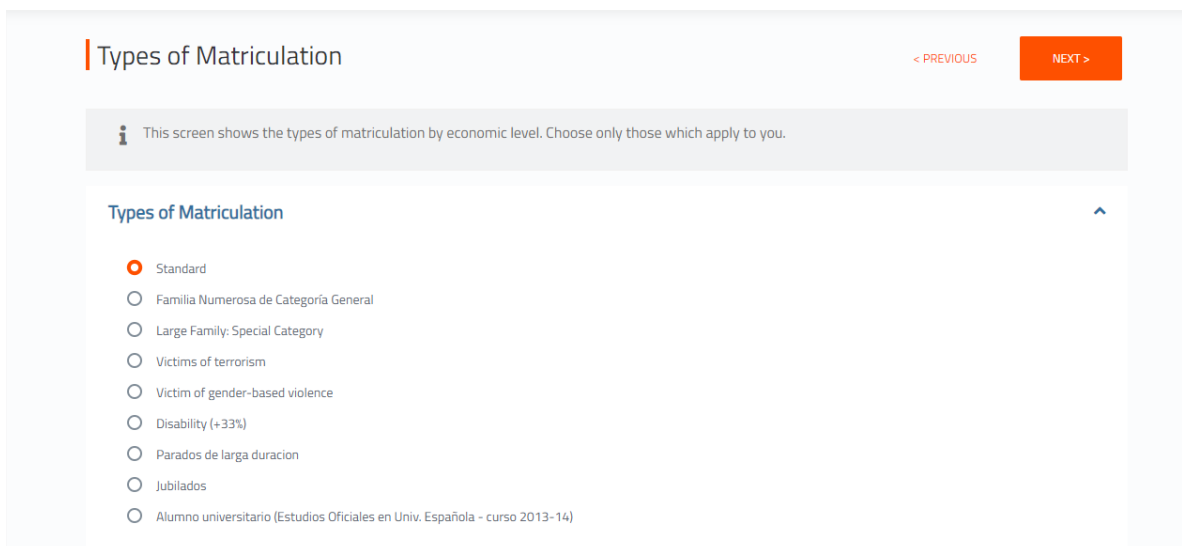
✓ Selection of course

→ You will see the course you have been pre-registered, please click on “Continuar”



✓ Types of Matriculation

→ Please choose the option “Standard”



✓ Training

In this section you should indicate your academic level:

Example:

→ If you are graduated (please, choose 5 – Graduado universitario)

This screen lets you enter data in the training.

Estudios Universitarios

Academic level (Otros)

- 10-Estudiantes de Grado
- 2-Licenciado
- 4-Diplomado
- 5-Graduado Universitario

University

-- Select one --

Course

your University?

In University: choose "E" (extranjera)

Trabajo

Do you work?

Company Public Private

Group

-- Select one --

Professional category

-- Select one --

Position

Company

✓ Payment periods and methods:

→ For payment by credit card, chose the option: Pago con RedSys

Payment Periods and Methods

< PREVIOUS

NEXT >

This screen shows the payment methods available to students in order to complete matriculation. If permitted, you can also choose either payment in full or by instalments.

Payment types

Unique payment

Payment partitioning

Payment periods

Period 1

Bank receipt

Pago con RedSys

✓ Breakdown and receipts:

→ you will see the concepts included in the receipt, and if you agree, click on “Next”

Breakdown and receipts

< PREVIOUS NEXT >

i This screen displays the student's economic data, breakdowns of the concepts and receipts.

Amounts of tuition

Precio del curso	120,00 Eur.
Gastos de Secretaría	20,00 Eur.
Academic Total:	120,00 Eur.
Administrative Total:	20,00 Eur.
Total:	140,00 Eur.

Payment receipt

Reference 2021143791553 Amount **140,00 Eur.** **No cobrado**

Payment type Unique payment Term 1
Payment method Pago con RedSys Amount 0
Date of issuance 23/05/2022 Date of expiration 06/06/2022
Gr. No

✓ Documents Required:

→ You will see the documents you should upload through the platform: www.uimp.es/docs

Please, read ahead: “Instructions to upload the documents required” (steps number 11 and 12)

Documents Required

< PREVIOUS NEXT >

i This screen presents the documents which the student should present at the "Secretaría", or Registration Office.

Documentation pending delivery or expired

Standard

Photocopy of DNI (National ID Number) / Passport / NIE (Foreigner ID Number)

This document should be delivered before they can choose the discount to which it belongs

Standard

Accreditation as a Student or University Degree

Standard

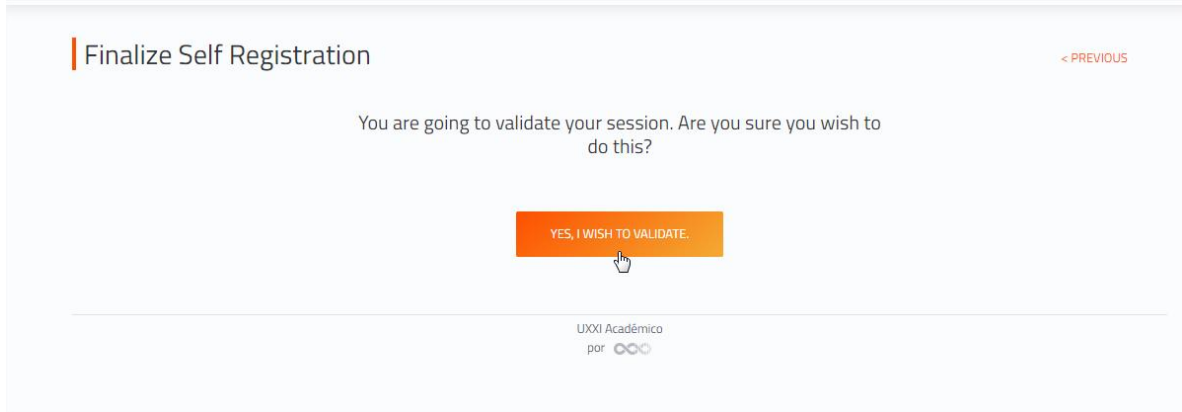
Two passport size photos

Standard

Recibo de matrícula (carta de pago) firmada por el alumno y sellada por el banco

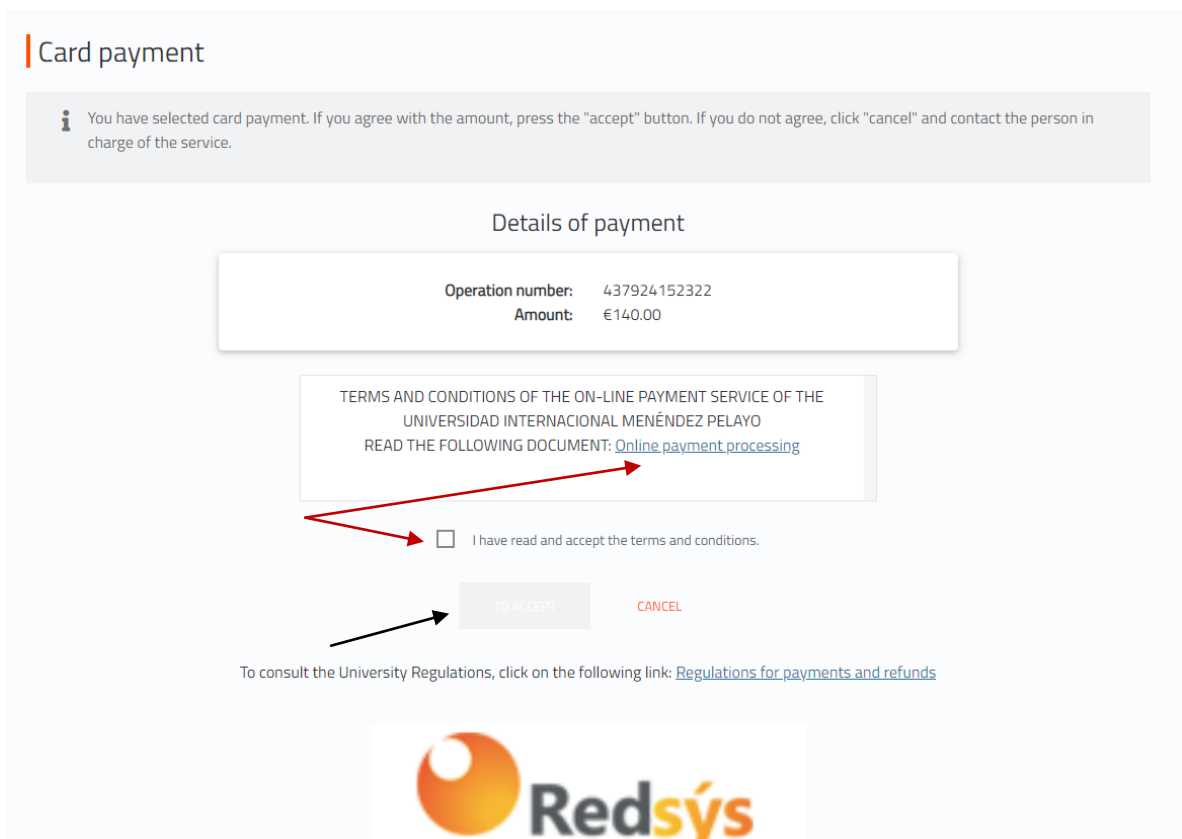
UXXI Académico
nr.

- ✓ **Finalize self-registration:** In this last section, click on: “Yes, I wish to validate”



Once the registration has been completed and validated, it will be connected to the online payment system.

- ⑨ Before starting the online payment, read the terms and conditions of the on-line payment service (Online payment processing) and then if you agree click on “I have read and accept the terms and conditions” and then click on “Aceptar”



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Please, indicate the data required and follow the steps until the payment process is finished:

Santander Select your language English

1 Choose payment method

2 Checking authentication

3 Authenticating card

4 Transaction result

Payment details

Amount **140,00 €**

Merchant UIMP MATRICULAS (ESPAÑA)

Terminal 31040074-1

Order 437936165640

Date 23/05/2022 16:56

Product description 2021143793631| 2022-23| ACE: 7| PAC: 1| PLAZO: 1| DNI: 76404509| PLAN: 6549| EXP: 11| Matricula de Cursos Cortos

Payment by Card

Card Number

Expiry Date mm yy

CVV ?

Este comercio ofrece el servicio:

plazoX
Aploza tus compras a tu medida y al instante ?

Payment by UnionPay Card

Powered by **Redsys**
Redsys Servicios de Procesamiento. SL - All rights reserved.

Instructions to upload the documents required

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Once you have validated the registration, you should upload the documents required on the portal: www.uimp.es/docs

Please enter the same “username” (e-mail) and “password” (contraseña) you have used to Access to the virtual secretary, and click on **Acceder**

UIMP
Universidad Internacional
Menéndez Pelayo

Aplicación de subida de documentación para matrículas y becas

Acceso

- Introduce el e-mail y la contraseña que usas en el portal de la UIMP
- Si aún no estás registrado en el portal UIMP o no recuerdas tu contraseña pincha [aquí](#)

E-mail *

Contraseña *

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You will see the course for which you want submit the documents, and click on “seleccionar”

Matrículas del alumno						
Año	Plan	Nombre del plan	Fecha de matrícula	Estado de la documentación	Observaciones	
1	2022-23	658M Summer School on Quantum Computing	23/05/2022 15:22	No recibida		<input type="button" value="Seleccionar"/>

(the course indicated below is an example, to illustrate this tutorial)

Then, uploaded the documents required as indicated:

Documentación requerida al alumno

Tipos de documentos solicitados (tamaño máximo de cada documento 2MB)	Observaciones
Fotocopia de DNI / Pasaporte/ NIE * <input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	(Obligatorio)
Acreditación de Estudiante o Titulación Universitaria (opcional) <input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Recibo/Resguardo de pago <input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	
Una fotografía tamaño carnet <input type="button" value="Seleccionar archivo"/> Ningún archivo seleccionado	

- Identity card / Passport photocopy (Mandatory)
- Document that prove you are enrolled undergraduated, graduated studies in an University (optional)
- Proof of payment of the registration fees (Mandatory)
- Student photo (optional)

Finally, indicate if the information provided is OK, click on “Enviar”

Declaro que los datos aportados en la presente solicitud son ciertos.