



USER'S MANUAL

ONLINE APPLICATION SYSTEM (SPL)

Reference Letters

<http://spl.conicyt.cl>

CONICYT

PROGRAMA FORMACIÓN DE CAPITAL HUMANO AVANZADO

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1. DEADLINE FOR REFERENCE LETTERS

The deadline for submission of the reference letter is indicated in the Application Guidelines/Regulations, which will depend on the scholarship selection process that you have been asked to be recommender. (PhD or Master's Degree).

The corresponding information about deadlines, Regulations/Guidelines, benefits, etc. is available on our website: <http://www.conicyt.cl/becasconicyt/category/fichas-concursos/?estado=abierto>

2. ACCESS THE RECOMMENDATION LETTERFORM TO BE COMPLETED

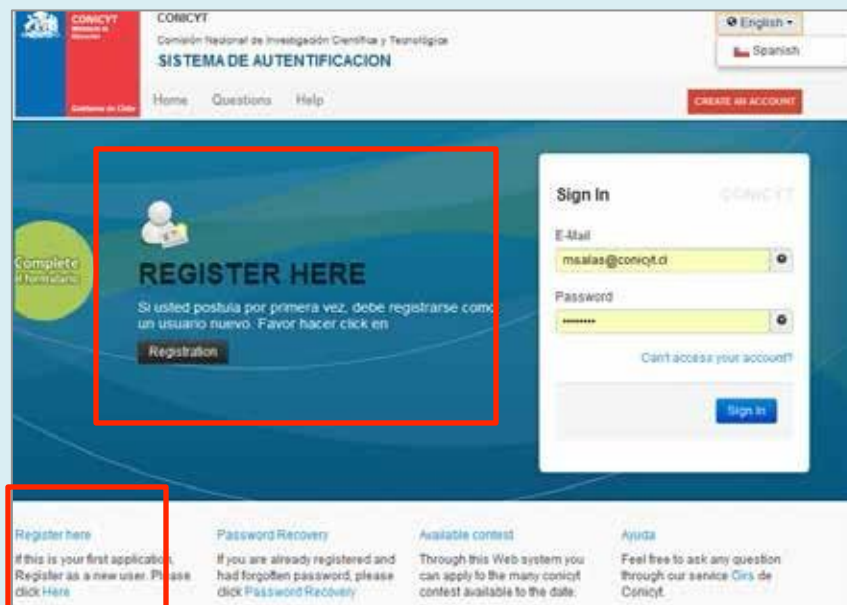
As a recommender, you will receive an email from "genesis@conicyt.cl" with the subject "**Solicitud de recomendación**" within 2 possible options to accessing to the recommendation form.

- A. **Option 1:** Entering to the recommendation form with an user account in SPL (online application system)
- B. **Option 2:** Entering to the recommendation form by direct link (registration in SPL is not needed)

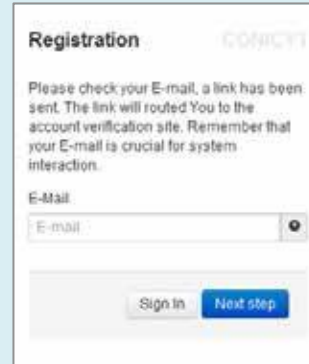
OPTION 1: Entering to the recommendation form with an user account in SPL (online application system)

First step: how to create a user account in our Online Application System (SPL)

1. Access to SPL at: <http://spl.conicyt.cl/> and change the language in the **upper right corner** of the screen as shown in the picture below, then click in "Register here".



2. Write your e-mail and click “Next step” button.



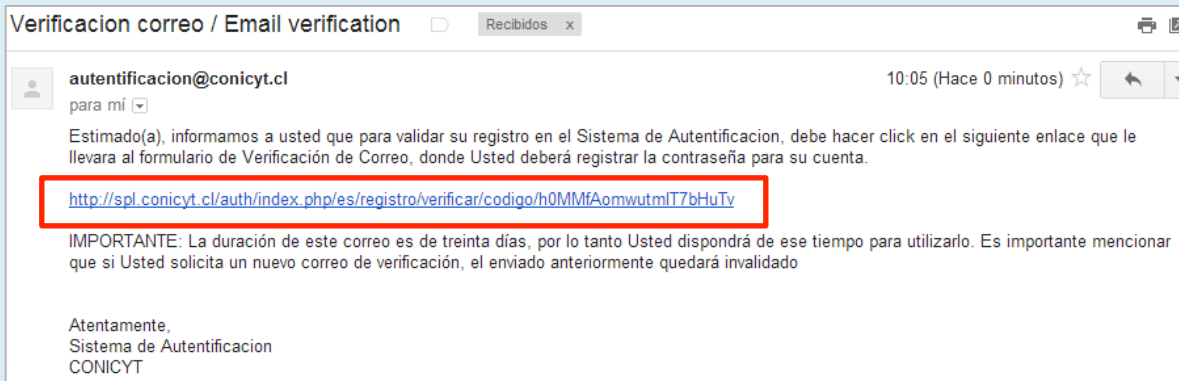
Registration CONICYT

Please check your E-mail, a link has been sent. The link will routed You to the account verification site. Remember that your E-mail is crucial for system interaction.

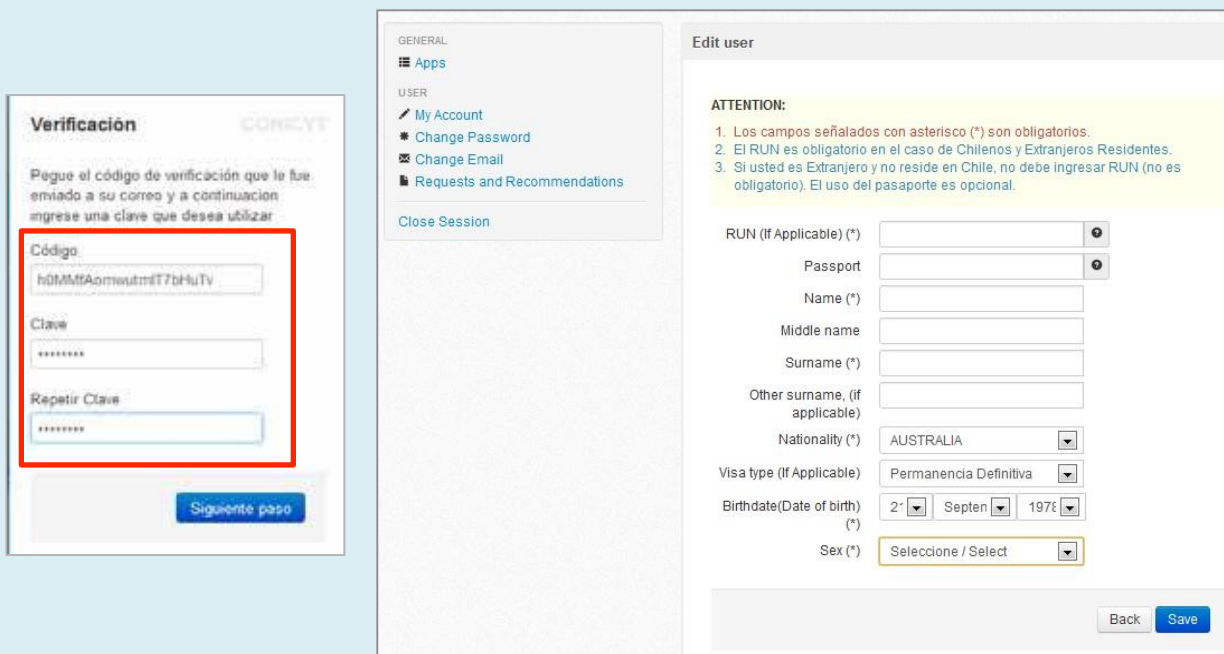
E-Mail

E-mail

3. You will automatically receive an e-mail from autenticacion@conicyt.cl, containing the URL to activate you user’s account. **You may receive this e-mail in your spam**, so please make sure to check this folder as well.



4. Open the link in the body of the message to create and confirm you account’s password. Then, complete your personal information **and press “Save”**. The field **RUN** is not mandatory if you are not a Chilean citizen or a foreign resident in Chile



Verificación CONICYT

Pegue el código de verificación que le fue enviado a su correo y a continuación ingrese una clave que desea utilizar

Código:
h0MMfAomwutmlT7bHuTv

Clave

Repetir Clave

Edit user

ATTENTION:

- Los campos señalados con asterisco (*) son obligatorios.
- El RUN es obligatorio en el caso de Chilenos y Extranjeros Residentes.
- Si usted es Extranjero y no reside en Chile, no debe ingresar RUN (no es obligatorio). El uso del pasaporte es opcional.

RUN (if Applicable) (*)

Passport

Name (*)

Middle name

Surname (*)

Other surname, (if applicable)

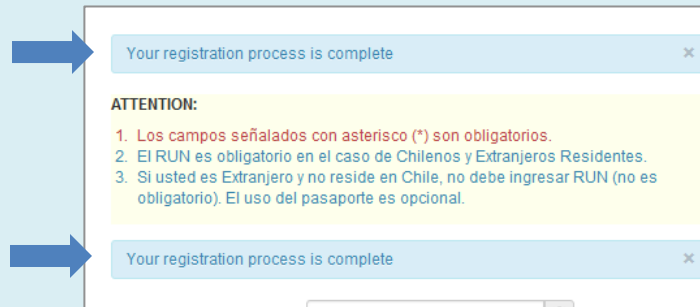
Nationality (*) AUSTRALIA

Visa type (If Applicable) Permanencia Definitiva

Birthdate(Date of birth) (*) 21 Septen 1976

Sex (*) Seleccione / Select

5. Once your information has been saved, the message “Your registration process is complete” will be displayed.

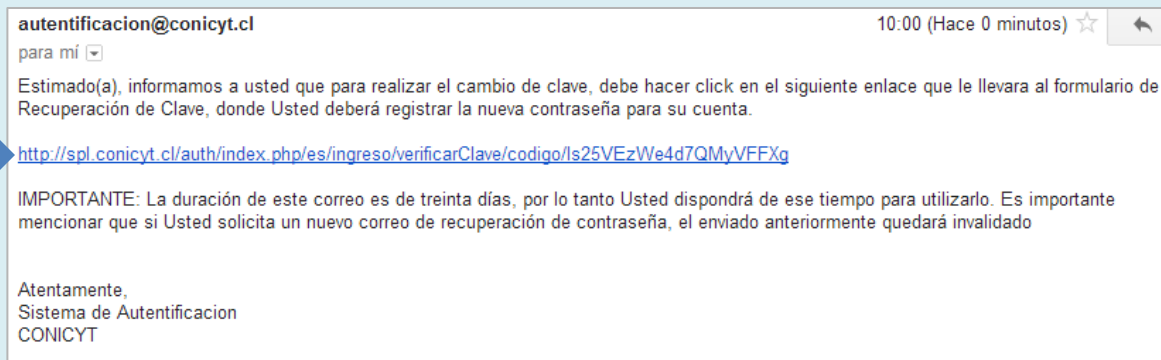


IMPORTANT

- If you don't remember your user's e-mail, please contact our support platform at: <https://oirsvirtual.conicyt.cl/pages/consultas/consultas.aspx> and tell us your problem in order to provide assistance.
- In case you do not have access to your registered e-mail account, please contact us and send us a new e-mail in order to update it.
- If you do not receive the verification e-mail, please check your **Spam**.

How to recover your password

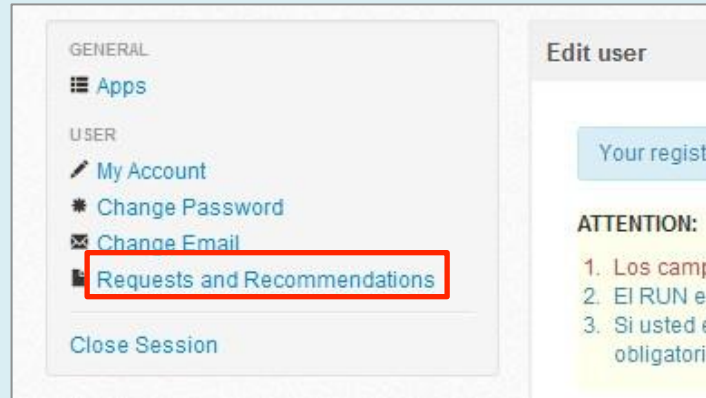
1. Access to <http://spl.conicyt.cl/auth/>, and click on **Password Recovery**.
2. Write your e-mail address and click “**Next step**”.
3. You will receive an e-mail with a verification link.



4. Then, you will be allowed to create and confirm your new password.
5. To finish, press “**Next Step**”.
6. SPL will confirm the new password with the message “**The password has been changed**”.

Second step: access and complete your reference letter

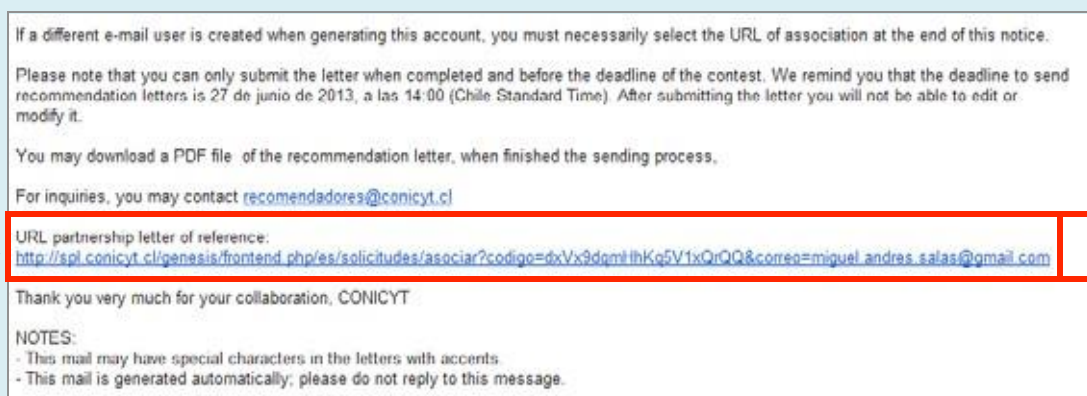
- Once you have completed the registration steps, you may access **Requests and Recommendations** on the left menu



- You must select the **edit tool** to access the reference letter (see the image below)



- In case the request message has been sent to a different e-mail address (other than the one registered in our system), you should access the **Request recommendation message in your email inbox** and open the **URL partnership letter of reference at the end of the message** (see the image below).



4. Through this link you will be able to **associate the “request of recommendation” to your user account.**
5. Once you access to Reference Letter Form, you will have to write the requested information and answer the questions. Consider that **your session will automatically close every 30 minutes if you don’t save it.**
6. It’s highly recommended that you save your progress by pressing **“Save and continue”** at the end of the Form.
7. **You can re-enter to Recommendations Requests section only by accessing through Option1, otherwise you will not be able to access the saved information.**
8. When the form is completely finished, press **Send.**
9. To check **that your reference letter has been properly sent**, you can enter to the “Request and Recommendations” section. If the letter has been sent, you will not be able of edit the form.
10. Finally, you may download a PDF file containing the recommendation.

OPTION 2: Entering to the recommendation form by direct link **(registration in SPL is not needed)**

You may also access to the recommendation form by clicking to the direct link sent to your email. You do not have to register in SPL.

The platform allows you to save the form in progress, before sending it.

IMPORTANT

- **You can re-enter to Recommendations Requests section only by accessing through Option2, otherwise you will not be able to access the saved information.**
- You should make sure to click “save” after completing each section or logging out. Be aware that the session logs out after 30 minutes of inactivity.
- **After submitting the letter you will not be able to edit or modify it**, so we suggest you to check the information written in the letterform before sending it.
- When the process has been completed, **you may download a PDF file of the sent reference letterform.**