

USER'S MANUAL ONLINE APPLICATION SYSTEM (SPL)

Reference Letters

http://spl.conicyt.cl

CONICYT

PROGRAMA FORMACIÓN DE CAPITAL HUMANO AVANZADO

CONTENTS

Deadline for reference letters	page 2
Access the recommendation letterform	Page 2

OPTION 1: Entering to the recommendation form by your user account in SPL (online application system)					
First step: how to create a user account in our on line application system	Page 2				
How to recover your password	Page 4				
Second step: access and fill in your reference letter	Page 5				
OPTION 2: Entering to the recommendation form by direct link	Page 6				
(registration in SPL is not needed)					



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: <u>http://www.conicyt.cl/becasconicyt/category/fichas-concursos/?estado=abierto</u>

2. ACCESS THE RECOMMENDATION LETTERFORM TO BE COMPLETED

As a recommender, you will receive an email from "<u>genesis@conicyt.cl</u>" 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)

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

CONCYT Consider Traducal de Investigación Cientifica y Teurológica SISTEMA DE AUTENTIFICACIÓN			nuligia		O English -
	Home	Questions Help			CHEME HI ACCOUNT
	2			Sign In E-Mail	CONCET.
Complete Doctores REG		ISTER HERE		maalas@coniqt.d	
	Si usted p un usuario	ostula por primera vez, debe rej o nuevo. Favor hacer click en	pistrarse com	Password	•
	Registrat			Canta	iccess your account?
					Sign in
		~			
Register here		Password Recovery	Available context	Ауыла	
# this is your first a Register as a new click Here		If you are already registered and had forgotten password, please dick Password Recovery	Through this Web system can apply to the many co contest available to the d	nicit through or	o ask any question ar senice Cirs de



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

Please check your E-mail, sent. The link will routed Yo	
account verification site. Re your E-mail is crucial for sy interaction.	emember that
E-Mail	
E-mail	0

3. You will automatically receive an e-mail from <u>autentificacion@conicyt.cl</u>, 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

 El RUN es obligatorio e Si usted es Extranjero y 	en el caso de Chilenos y Extranjero / no reside en Chile, no debe ingre			
 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		0		
Name (*)				
Middle name				
Surname (*)				
Other surname, (if applicable)				
Nationality (*)	AUSTRALIA			
Visa type (If Applicable)	Permanencia Definitiva 💌			
Birthdate(Date of birth) (*)	21 💌 Septen 💌 1978 💌			
Sex (*)	Seleccione / Select			
	Name (*) Middle name Surname (*) Other surname, (if applicable) Nationality (*) Visa type (if Applicable) Birthdate(Date of birth) (*)	Name (*) Middle name Surname (*) Other surname, (if applicable) Nationality (*) Visa type (If Applicable) Birthdate(Date of birth) (*) (*)		



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: <u>https://oirsvirtual.conicyt.cl/pages/consultas/consultas.aspx</u> 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.

autentificacion@conicyt.cl	10:00 (Hace 0 minutos) ☆	*
para mí 💌		
Estimado(a), informamos a usted que para realizar el cambio de clave, debe hacer click en el siguien Recuperación de Clave, donde Usted deberá registrar la nueva contraseña para su cuenta.	te enlace que le llevara al formula:	rio de
http://spl.conicyt.cl/auth/index.php/es/ingreso/verificarClave/codigo/ls25VEzWe4d7QMyVFFXg		
IMPORTANTE: La duración de este correo es de treinta días, por lo tanto Usted dispondrá de ese tie mencionar que si Usted solicita un nuevo correo de recuperación de contraseña, el enviado anteriorm		
Atentamente,		
Sistema de Autentificacion CONICYT		

- 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

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

GENERAL Apps	Edit user
user My Account	Your registr
 Change Password Change Email 	ATTENTION:
Requests and Recommendations	1. Los camp 2. El RUN es
Close Session	3. Si usted e obligatorio

2. You must select the edit tool to access the reference letter (see the image below)

Gabierre de Chile	Mis postulaciones	Mis solicitudes •	Mi curriculum	Concursos abie		
blicitudes de Refe	erencia Confidencial				Gum	cuturii Vitari
Concurso			Pla	o de envio	Nombre Postulante	
	orado en el extranjero co	monimiente 2013		e abril de 2013 las 14.00 ©	MIGUEL SALAS	1

3. 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).

If a different e-mail user is created when generating this account, you must necessarily select the URL of association at the end of this notice.	
Please note that you can only submit the letter when completed and before the deadline of the contest. We remind you that the deadline to sen recommendation letters is 27 de junio de 2013, a las 14:00 (Chile Standard Time). After submitting the letter you will not be able to edit or modify it.	bd
You may download a PDF file of the recommendation letter, when finished the sending process,	
For inquiries, you may contact recomendadores@conicyt.cl	
URL partnership letter of reference: http://spl.conicyt.cl/genesis/frontend.php/es/solicitudes/asociar?codigo=dxVx9dgmHhKq5V1xQrQQ&correo=miguel.andres.salas@gmail.com	Γ
Thank you very much for your collaboration, CONICYT	
NOTES: - This mail may have special characters in the letters with accents. - This mail is generated automatically; please do not reply to this message.	

- 4. Through this link you will be able to associate the "request of recommendation" to your user account.
- 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.

<u>OPTION 2:</u> 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.