USER 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 for every call is available on our website: https://www.conicyt.cl/becasconicyt/postulantes/calendario-anual-de-concursos/

2. ACCESSING THE REFERENCE LETTERFORM

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

A. **Option 1:** Entering to the reference form with an user account in SPL (online application system)

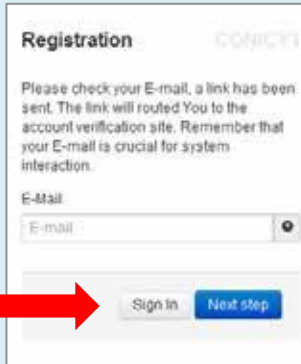B. **Option 2:** Entering to the reference form by a direct link (registration in SPL is not needed)

OPTION 1: Entering to the reference 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 SPL by typing the following address in your browser: 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".
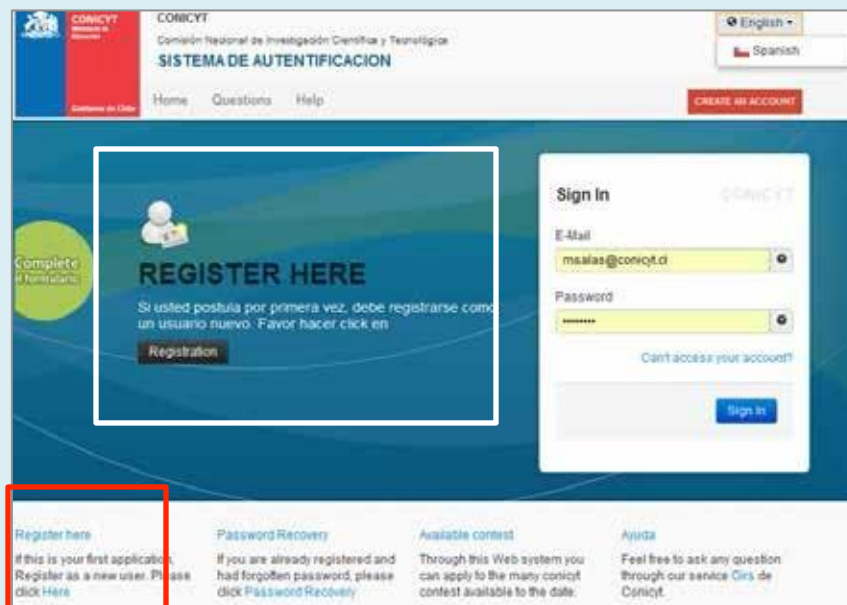
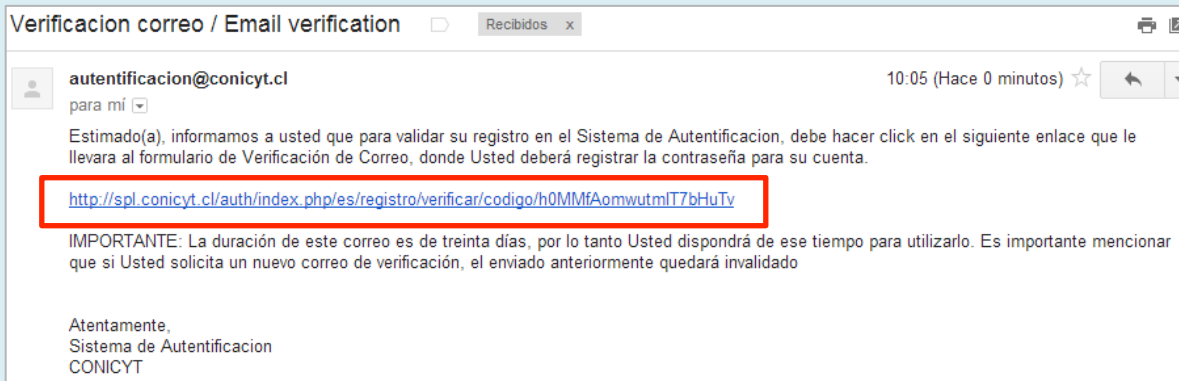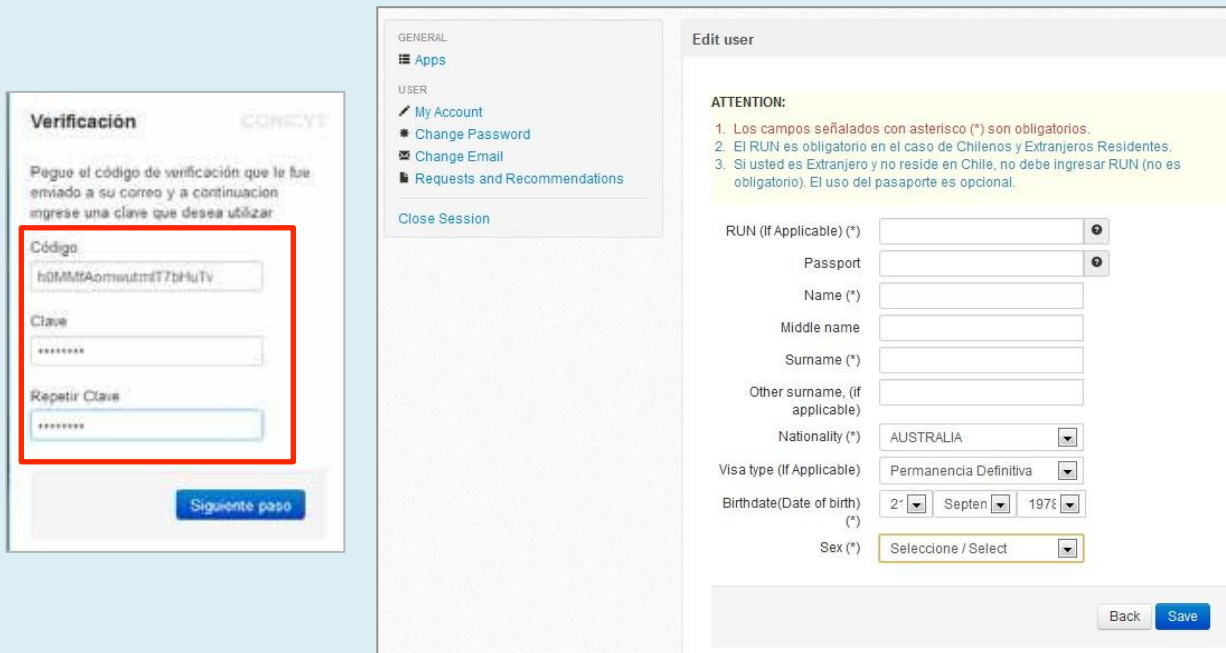2. Write your e-mail address and click the "**Next step**" button.

3. You will automatically receive an e-mail from **autentificacion@conicyt.cl**, containing the URL needed 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. (This URL is valid for 30 days)

4. Open the link in the body of the message to create and confirm your account's password. Then, type in 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

5. Once your information has been saved, the message "**Your registration process is complete**" will be displayed.
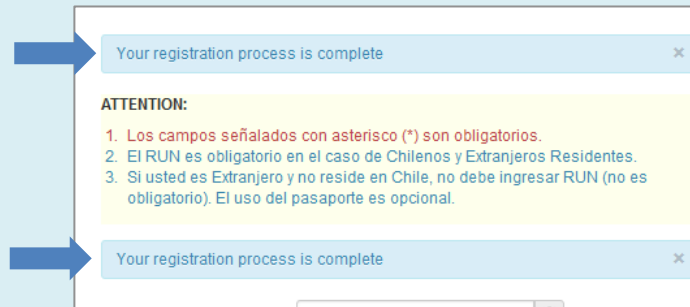
IMPORTANT

- If you don't remember your user's e-mail, please contact our support platform at: https://ayuda.conicyt.cl/ , select "***Envía tu Requerimiento en línea***" (Send us your request online) 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 Inbox**.

How to recover your password

1. Please go to http://spl.conicyt.cl, 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.
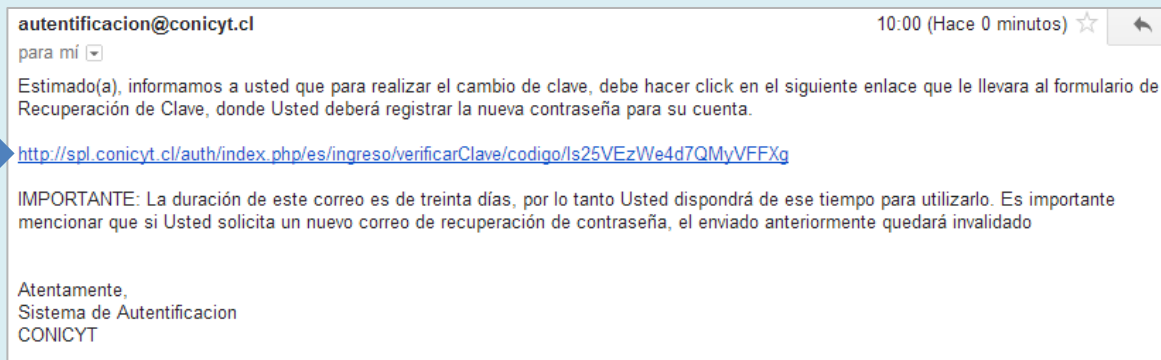
4. Then, you will be allowed to create and confirm your new password.
5. To finish, press "**Next Step**".
6. SPL will confirm the new password with the message "**The password has been changed**".

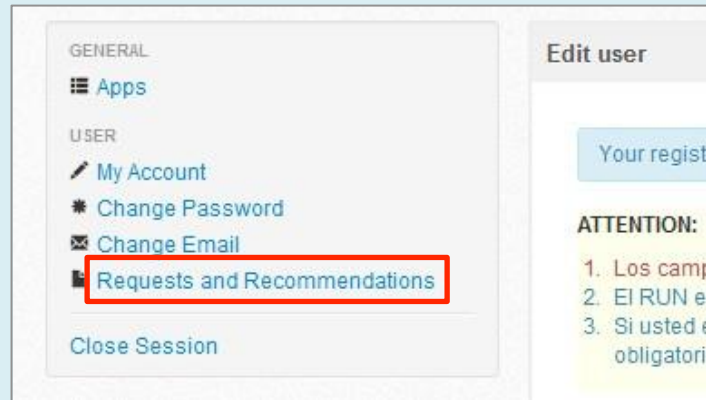## Second step: accessing and completing your reference letter

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

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

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 reference 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 reference" to your user account.**

5. Once you access to Reference Letter Form, you should write the requested information and answer the questions. Consider that **your session will automatically close every 45 minutes if you do not save it**.

6. It is highly recommended that you save your progress by pressing "**Save and continue**" at the end of the Form every couple of minutes.

7. **You can re-enter to the References 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 References" 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 t h e reference.

OPTION 2: Entering to the reference form by direct link (registration in SPL is not necessary)

You may also access to the reference 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 the References 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 before logging out. Be aware that the session logs out after 45 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**.