

**2011/12**

Universidad Carlos III de  
Madrid



**“REGÍSTRAME”**

**NEW USER: CREATE YOUR ACCOUNT  
COURSE 2011/2012**

**ADMISSION IN OFFICIAL MASTERS**

## GUIDE TO OBTAIN YOUR USER NUMBER AND A PASSWORD

### IMPORTANT

We must difference **among** the following situations:

- **If you are currently studying at Universidad Carlos III de Madrid, you may access the application by typing the user number and the password you have been using to log in Campus Global.**  
Go to the application form through this [link](#)
- **If you have already created your account you also have a user number and a password.**  
You may now access the application.  
If you have forgotten your password go [here](#)
- **If you are not a student of Universidad Carlos III de Madrid, or you have not created your account yet, you must follow these steps to do so.**

### CREATE AN ACCOUNT

[CLICK HERE](#)

#### A) STEP 1

Enter personal data

The screenshot shows the 'New registry' button at the top right. Below it is a flow diagram with three steps: 'User Registration Form', 'New user's data validation', and 'Summary of the registration form'. The main form area contains several informational boxes and input fields. A callout box on the right provides detailed instructions for the 'Id number' field.

**IMPORTANT:** there are required fields to be included.

**Id number**

- Spanish: DNI – with zeros and letter at the end (no dashes or spaces)
- Other Nationality: preferably passport or Spanish residence card number (no dashes or spaces)
- - If you have none, request a provisional number by clicking “NO”. If you have been accepted, you should change the provisional number during the registration process.

**Informational boxes in the form:**

- i** If you already are a user/member of the University, please contact the corresponding academic services. Enter your personal details to create a new user
- i** \* The fields marked with \* are compulsory
- i** \*\* A message for validation will be sent
- i** Please enter your nationality and your ID national number. If you have Spanish nationality please enter your NIF/DNI as document of identification. If you have another nationality please enter your passport or Spanish residence card number. If you do not have any ID document, the university will provide you with a provisional ID number.

**Form fields:**

- Nationality: [Dropdown menu]
- Do you have any personal identification document?:  Yes  No
- Passport or Spanish residence card: [Text input field]

**Personal details**

**i** All the required details are compulsory with the exception of the second surname.

First name(s)	<input type="text"/>
First Surname	<input type="text"/>
Second Surname	<input type="text"/>
Birth Date	<input type="text"/> (dd/mm/yyyy) *
Gender	<input type="radio"/> Male <input type="radio"/> Female

**Contact details of the applicant**

**i** Please enter the required contact details . Their accuracy is important since they will be used by the University to contact y

Personal e-mail	<input type="text"/>
Confirm your personal e-mail	<input type="text"/>
Contact Telephone Number	<input type="text"/>

**Include your personal data** (First Name and First Surname fields must not be left blank).

- Name: Please, write the first letter with a capital letter (the rest of the name must be written in lowercase letters).
- Date of birth
- Gender
- Email (your usernumber and your password will be sent to this address).
- Contact telephone number

When all fields have been filled, please , press "CONTINUE"

**Continue**

[Privacy and Legal Information for UCIII](#)

## B) STEP 2

Checking the information entered

**New registry**

User Registration Form → New user's data validation → Summary of the registration form

**Entered information**

**i** Please, verify that your personal data are correct

Nationality	Albanesa
Passport or Spanish residence card	AAAA
First name(s)	AA
First Surname	AA
Second Surname	
Birth Date	21/04/2011 (dd/mm/yyyy)
Gender	Male
Personal e-mail	<input type="text"/>
Contact Telephone Number	4444

**Legal and Privacy Information**

**i** Read carefully the Privacy and legal information of personal data

I verify that my personal data are correct

I understand and accept the legal conditions established in the section Privacy and Legal Information

**Register**

**i** If the information submitted is correct please continue with the registration process by clicking the button "Register"; if you wish to make any changes, you can go back by clicking the button "Back"

**Back** **Register**

[Privacy and Legal Information for UCIII](#)

Once checked, click on these 2 boxes.

**Read before the legal conditions.**

If the information displayed is correct, click "REGISTER". If it is not, you may return to the previous screen by clicking on "BACK".

### C) STEP 3

Please take down the user name (which is your ID) and the password you will receive in your email address (the one given in Step 1)

If you have any enquiries please contact us at [info.postgrado@uc3m.es](mailto:info.postgrado@uc3m.es) .

This should be the final screen :

The screenshot shows a web interface for user registration. At the top right is a button labeled "New registry". Below it is a progress indicator with three steps: "User Registration Form", "New user's data validation", and "Summary of the registration form". The main content area is titled "Entered information" and contains a message: "You should take note of the indicated user or print the page". Below this message, it says "Your user is: AAAA" and "Reference number: 00003117". A table displays the entered information:

Idios and surnames	AAAA	Nationality	Address
Passport of Spain's residence card	AAAA	Gender	1338
Birth Date	21/04/2011 (dd/mm/yyyy)	Contact Telephone Number	4444
Personal e-mail	[REDACTED]		

Below the table, there is a "null" label. A second message box says: "You will receive your password by email shortly. Once successfully registered and username and password provided, please go to the inscription of Official Masters: [Here](#). If there has been any problem during your registration process or you do not receive an e-mail with your password within 24 hours, please contact the secretary's office of Official Masters personally or go to: [info.postgrado@ceaes.uc3m.es](mailto:info.postgrado@ceaes.uc3m.es)". At the bottom are "Print" and "Continue" buttons. Three callout boxes provide instructions: 1) "If you wish, you can print the user number, the password provided, and the reference number of the application by clicking on 'PRINT' ". 2) "Take down your user name and check your e-mail (including the junk mail folder). Write down the password received." 3) "You may continue the admission process by clicking on 'CONTINUE'".

The e-mail you get is similar to the following (the sender is [info.postgrado@uc3m.es](mailto:info.postgrado@uc3m.es)). You may access the application from the email by clicking on the link received.

The screenshot shows an email notification. The header reads "Mensaje original" and "Asunto: Notification of the registered user II". The "Fecha:" field is redacted. The "De:" field is "info.postgrado@ceaes.uc3m.es". The "Responder a:" field is "info.postgrado@ceaes.uc3m.es". The "Para:" field is redacted. The body of the email says: "Your password is 1372. If you want to access your services contact [this link](#)". A callout box on the left says: "You can also access the admission application by clicking 'This link' in the email."

YOU HAVE NOW CREATED YOUR ACCOUNT

PLEASE CONTINUE WITH THE ADMISSION PROCESS (PLEASE READ THE [GUIDE](#) TO COMPLETE THE APPLICATION AND CLICK [HERE](#))