

Micro-credential - University of Cantabria

Instructions for applying to a micro-credential of the University of Cantabria

The process consists of 3 steps:

1. Pre-registration
2. Admission
3. Enrolment

1. Pre-registration

1.1. If you already have an e-mail account of the University of Cantabria (UC), skip this step and go directly to 1.2.

If you do not have one yet, start by [creating](#) an UC e-mail account:

The screenshot shows the 'Alta de usuarios externos a la UC' (Registration of external users to the UC) form. It is divided into two main sections: 'DATOS DE INICIO DE SESIÓN' (Login Data) and 'DATOS PERSONALES' (Personal Data). The 'DATOS DE INICIO DE SESIÓN' section includes fields for 'Correo electrónico' (Email), 'Repta e-mail', 'Contraseña' (Password), and 'Repta contraseña' (Repeat password). The 'DATOS PERSONALES' section includes fields for 'Nombre' (Name), 'Primer apellido' (First surname), 'Segundo apellido' (Second surname), 'Género' (Gender), 'Tipo DNI' (DNI type), 'DNI', 'Fecha nacimiento' (Date of birth), and 'Teléfono móvil' (Mobile phone). The form also includes a 'Enviar' button and a note: 'Por favor, rellene el formulario con sus datos y pulse el botón de "Enviar" al final de la página. Al menos los campos sombreados deben ser completados.' (Please fill in the form with your data and click the 'Enviar' button at the end of the page. At least the shaded fields must be completed.)

Then, you will have to [login](#) into the e-mail account you created previously, where you will receive an email from Technical Support-UNICAN with the UC e-mail account information and a link to validate your account.

Remember to save your UC credentials (username and password). They will be necessary for accessing UC platforms (Virtual Campus, Virtual Classroom, email, etc.) and for communication with professors and administrators.

1.2. Access UC Virtual Campus: choose one from the following two options and enter the username and password of your UC e-mail account.

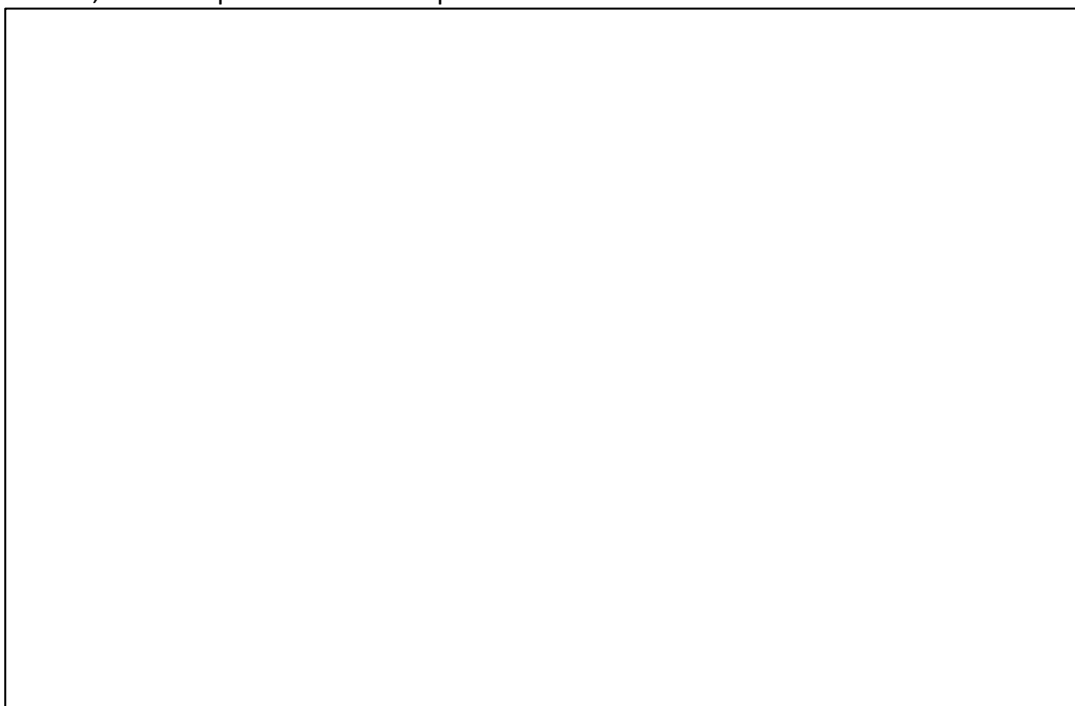
a) [Pre-registration for students enrolled in the UC in the previous academic year or with a previous active UC account.](#)

b) [Pre-registration for other students](#)

The screenshot shows the 'Identificación' login page. It includes a header with the UC logo and 'Campus Virtual Universidad de Cantabria'. Below the header, there is a section titled 'Por su seguridad' with a warning icon. The main area contains a 'Códigos' section with a text input field for a code and a dropdown menu for 'Profesorado e investigadores'. There is a 'Permisos e roles de los roles de análisis' checkbox and a 'Inicio' button. At the bottom, there is a link to 'Obtener o recuperar contraseñas' and a button for 'Acceso con certificado (DNIe o FNMT)'. A 'Aviso Legal' section is visible on the left side.

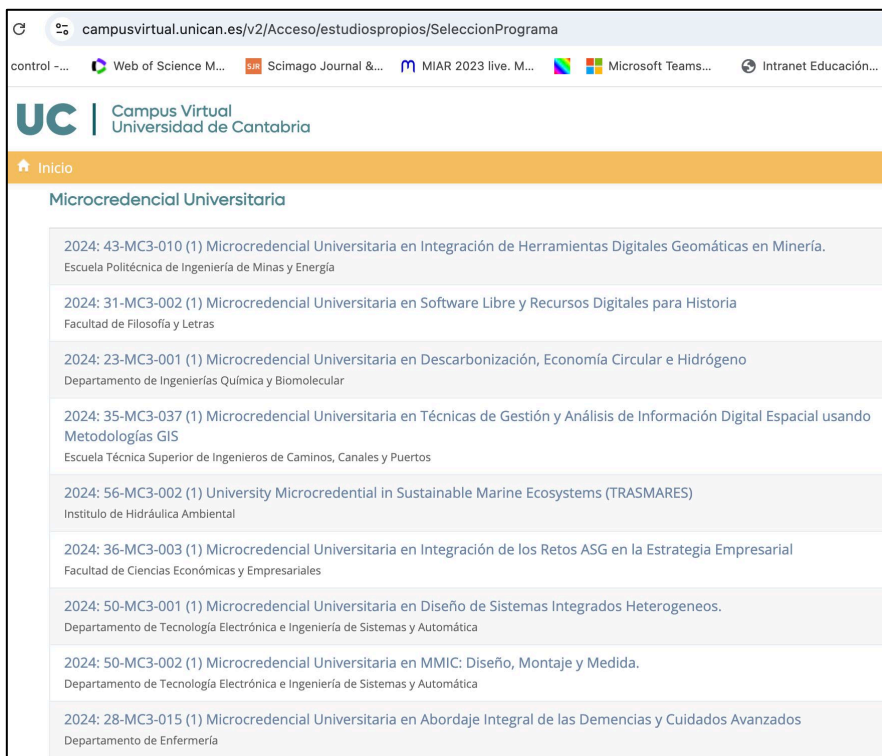
The screenshot shows the 'Identificación como Externo' login page. It includes a header with the UC logo and 'Campus Virtual Universidad de Cantabria'. Below the header, there is a section titled 'Por su seguridad' with a warning icon. The main area contains a 'Códigos' section with a text input field for a code and a dropdown menu for 'Clase'. There is a 'Permisos e roles de los roles de análisis' checkbox and a 'Inicio' button. At the bottom, there is a link to 'Obtener o recuperar contraseñas' and a button for 'Acceso con certificado (DNIe o FNMT)'. A 'Aviso Legal' section is visible on the left side.

1.3. Select in the left column 'AUTOSERVICIOS'->'Autoservicios Activos' and then, on the right column, 'Preinscripción Estudios Propios':

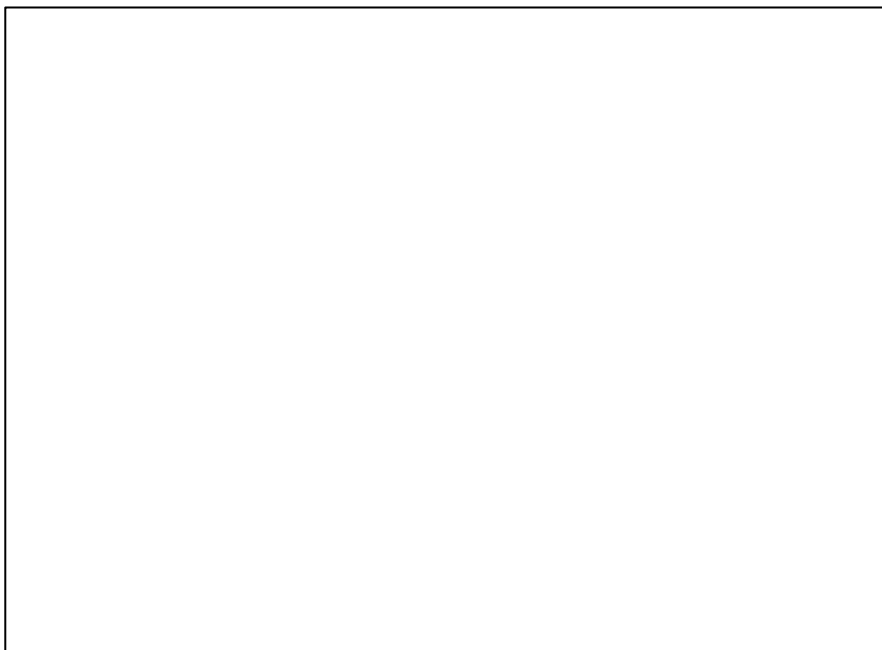


1.4. Fill in your personal data.

You will arrive at the 'Programas ofertados' screen. On this screen, select the micro-credential you are interested in:



1.5. Proceed further to the screen 'Estudios académicos aportados', where you should click "Via profesional/Sin Requisitos". Write 'Sin requisitos' and click 'Continuar'.



1.6. If the micro-credential offers scholarships and you wish to apply for one, scroll down and select 'Prioridad 1' on the 'Solicitudes de becas del programa' screen. Here is an example:



1.7. The following screen will show you a summary of the micro-credential requested. If it is correct, click on 'Guardar datos'.

The system will confirm the pre-registration made on the micro-credential and will show a summary of the data.

1.8. If the micro-credential requires additional documents (academic qualifications, university degree, etc.), please send them to the email indicated in the specific "**Academic Guide**".

2. Admission

During this step, no action is needed from your side. Everything is done by the University of Cantabria with the information received in the pre-registration process.

3. Enrolment

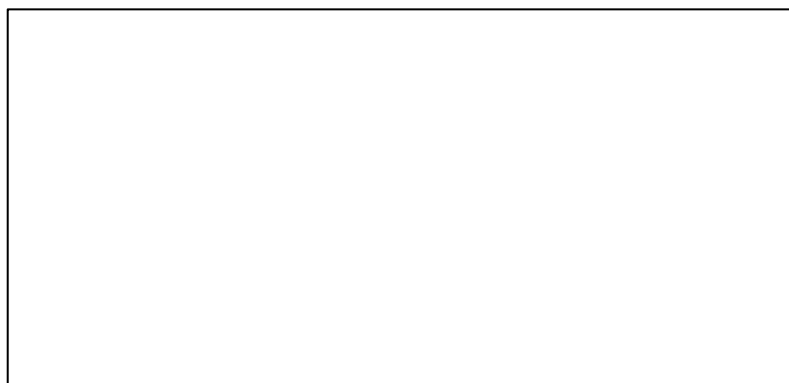
Once you have been admitted, you need to enrol in the micro-credential.

For this purpose, you have to login again in the Virtual Campus of the University of Cantabria (see step 1.2) during the enrolment period.

Select, in the left column, 'Autoservicios' -> 'Autoservicios activos' and then, on the right column, select 'Matrícula Estudios Propios'.



On the following screen you will see the courses you have been admitted to. Select the micro-credential you wish to enrol in.



On the following screens, click "Comenzar". Then, check your personal data and provide us with your personal e-mail address (when you finish the course, the university will send you a survey about the quality of the course to this email address).

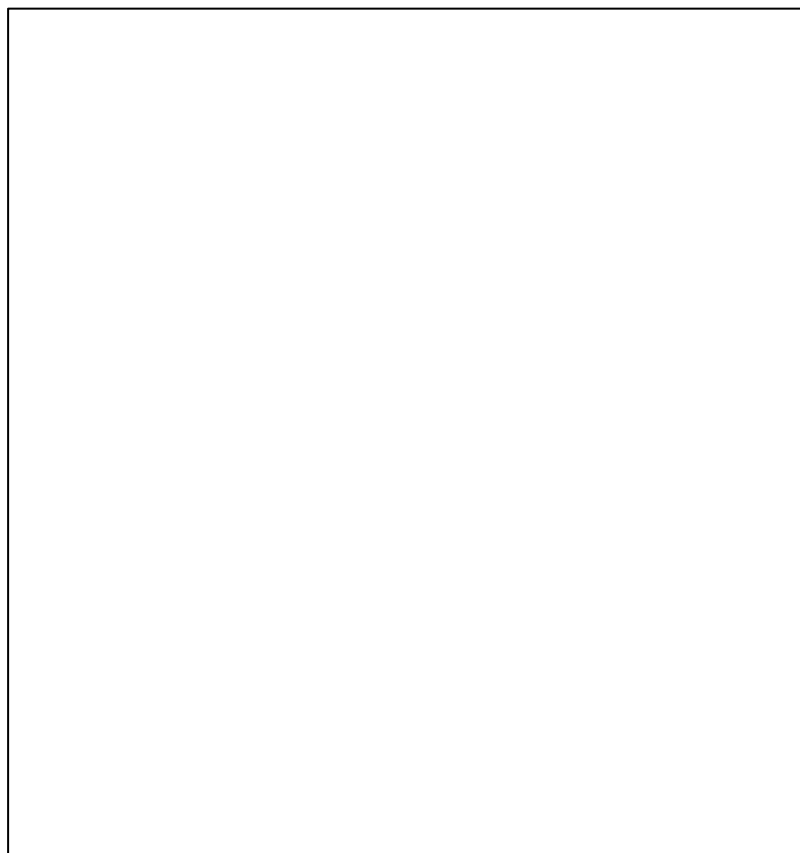
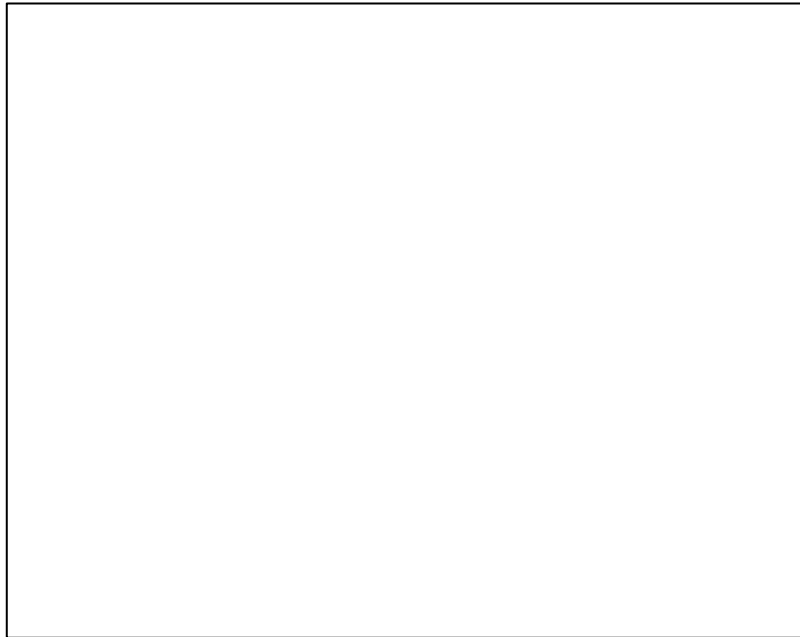




Click “Continuar con la matriculación”. The next screen informs you about the insurance UC has for its students.



Finally, you reach the enrolment summary and the payment information. Here is an example:



Follow the instructions to make payment by card or by wire transfer.

If you have any doubts or questions, we will be happy to help you at:

vr.propiosydistancia@unican.es
gestion.academica@unican.es
info@capacitacionihcantabria.com