AUTOMATRÍCULA

SELF-REGISTRATION

UNIVERSIDAD DE MURCIA

INTERNATIONAL WELCOME POINT

ÁREA DE RELACIONES INTERNACIONALES

OFFICE OF INTERNATIONAL RELATIONS

VICERRECTORADO DE INTERNACIONALIZACIÓN

VICE-RECTORATE FOR INTERNATIONALIZATION

SELF-REGISTRATION

- **These slides aim at guiding throug the selfregistration process.**

- **Although the information covers all the steps of the process, students may experience difficulties since you are not familiar with the system. Therefore, we strongly recommend to contact your mobility programme Coordinator at the Office of International Relations of the University of Murcia and ask for assistance if needed.**

- **Should you have questions about a course syllabi, timetable, practical class, group distribution, please contact your academic advisor whose name and e-mail can be found in your International Student Certificate. If you do not hear back from them, please contact your programme Coordinator for guidance.**

- **Feel free to also contact instructors, be it while their office hours (tutorías) or by e-mail. This information is available on the "Guías Docentes".**

- **Be aware that access to Aula Virtual is granted once you are registered. In the meantime you are adviced to contact instructors to get the information shared through the virtual campus or ask local classmates.**

- **All in all, contact us for any question, concern or doubt you may have. We will be happy to help!**

SELF-REGISTRATION

BEFORE YOU START:

1. Make sure you have made your **STUDY PLAN PROPOSAL** through one of the following mobility platforms:

- https://erasmus.um.es
- https://isep.um.es

or the following link for Bilateral Exchanges:

- https://programasweb.um.es/programasweb/programas.aluincoming.login_form.do

2. Check that your Study Plan Proposal has been **validated** by your tutor. If it is not validated yet, contact your tutor.

3. Access PIN. This is the PIN you used for the first time to enter the mobility platform. If you have forgotten it, see the next slide.

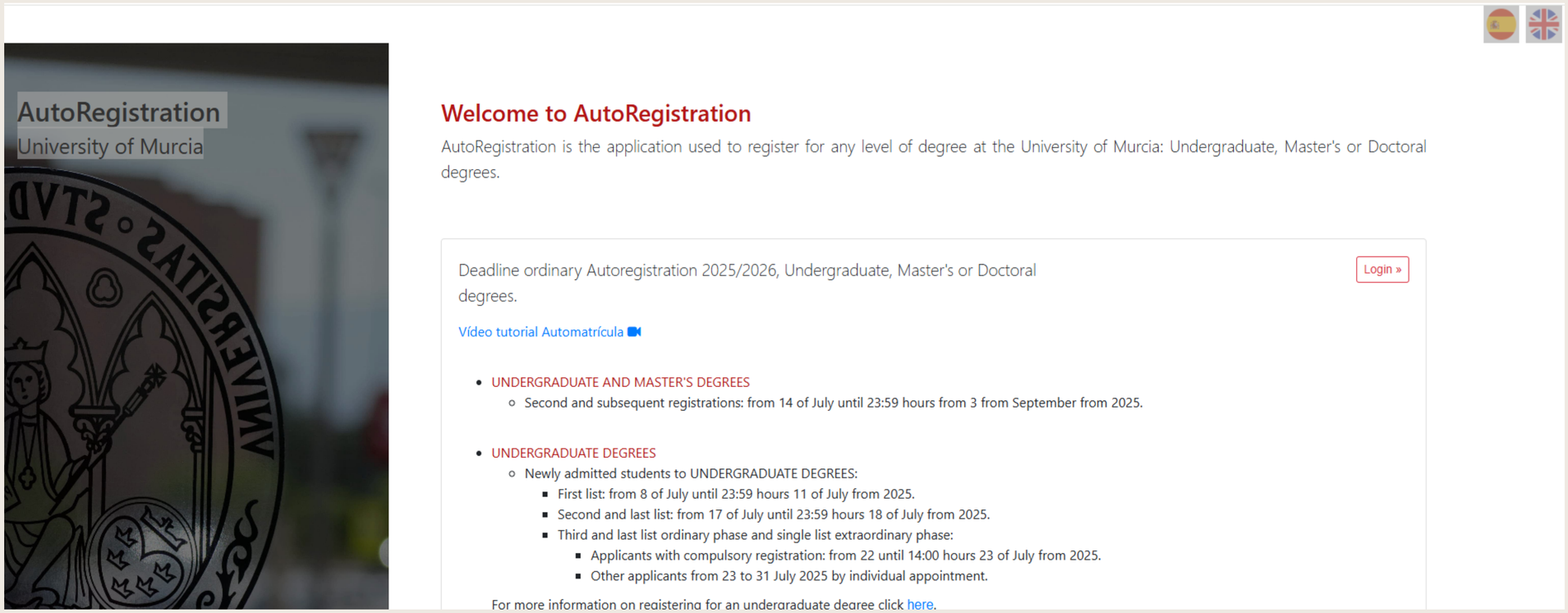
4. Have at hand your Credit Card for payment of the School Insurance (6,13 euros).

SETP 1

SELF-REGISTRATION

- Go to the following link: https://automatricula.um.es

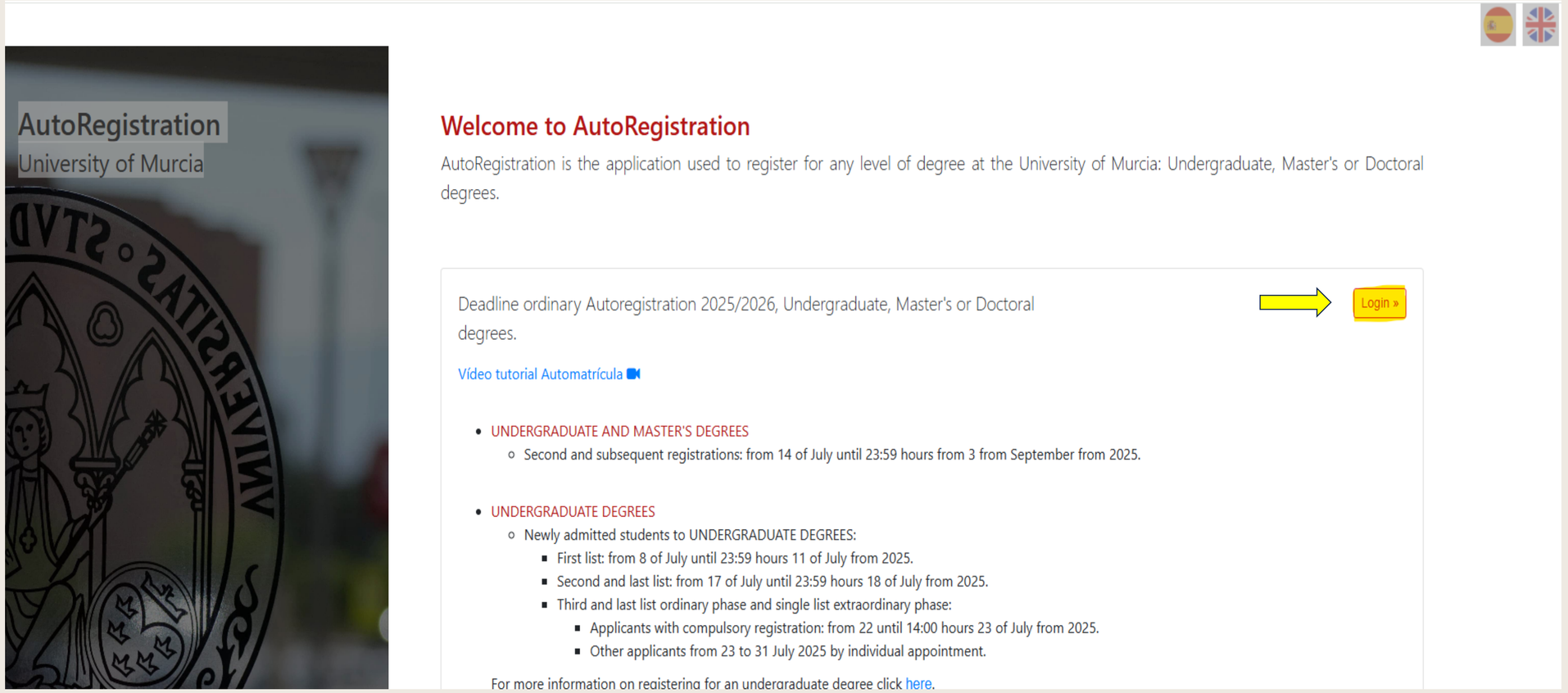
- Click on the British flag icon for English



SETP 2

SELF-REGISTRATION

2. Click on the Login button

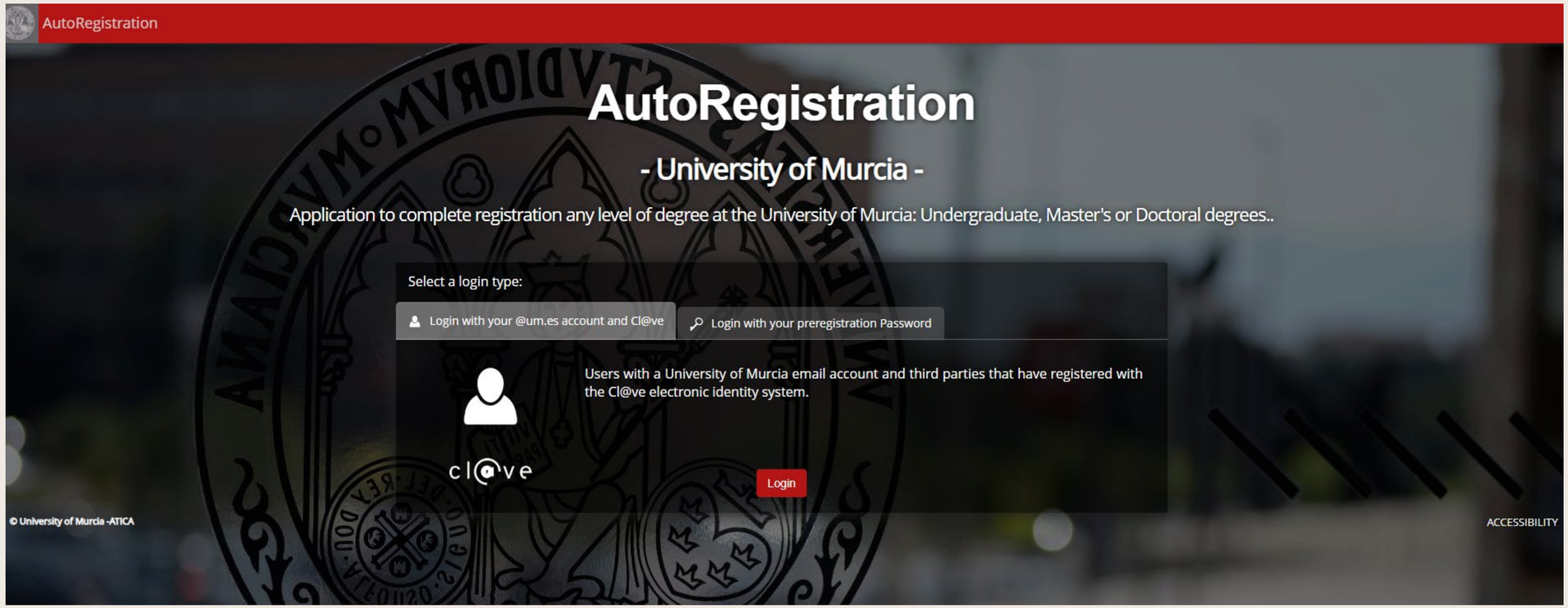


SETP 3

SELF-REGISTRATION

2 Login options:

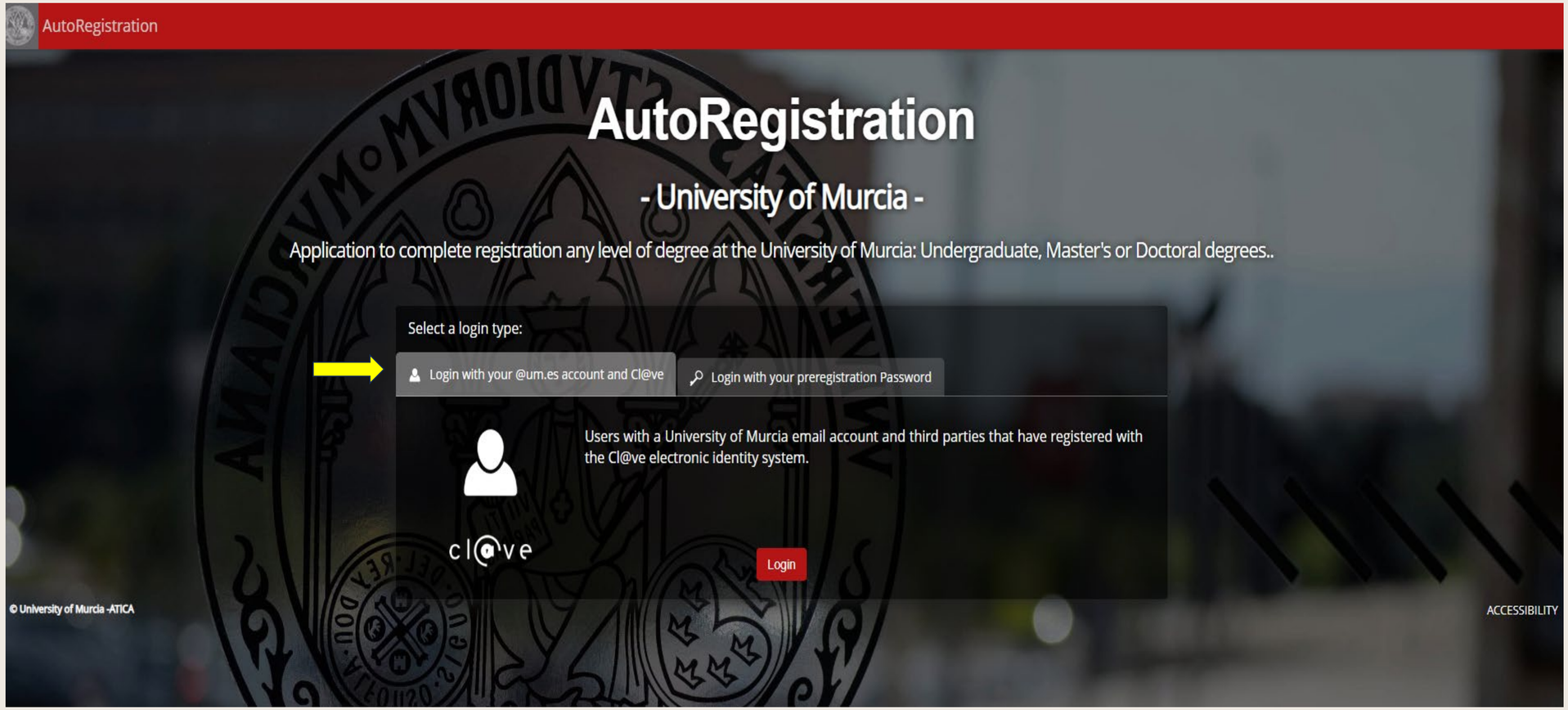
- **@um.es** account
- **PIN number** created when submitted your application through your international mobility programme: Erasmus+, ISEP, Bilateral Exchanges.



SETP 4

SELF-REGISTRATION

Loging with @um.es account



SETP 5

SELF-REGISTRATION

Enter you @um.es account

And PASSWORD



Click on ACCEDER **and the system will redirect you to the 2-Factor Autenthiation portal**

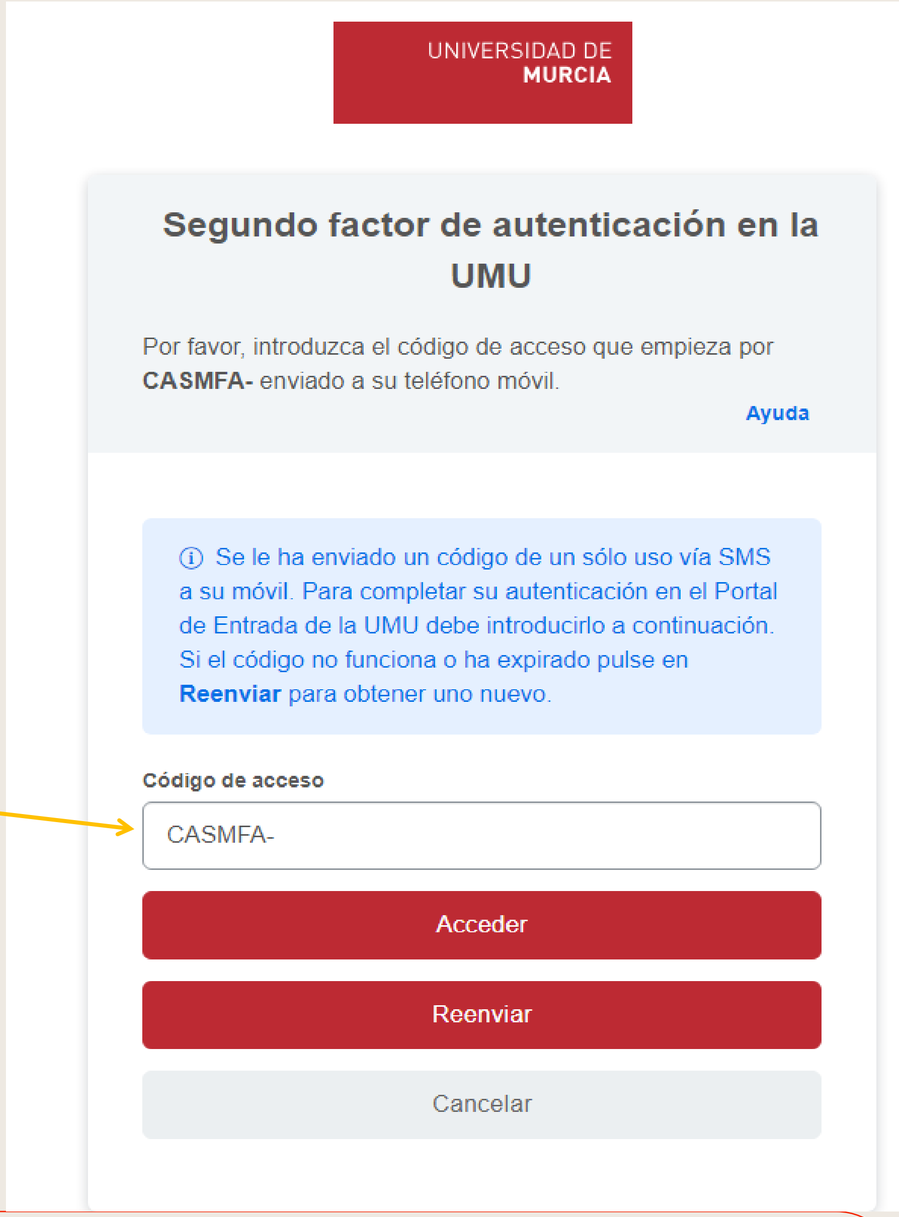
STEP 6: 2-Factor Athentication

After clicking on **“Login with your @um.es account”,** the 2-Factor Authentication System pops up on the screen

You need a code sent by SMS on the phone number you entered in your application form.

Introduce here the ACCESS CODE and you will be re-route to the automatrícula website.

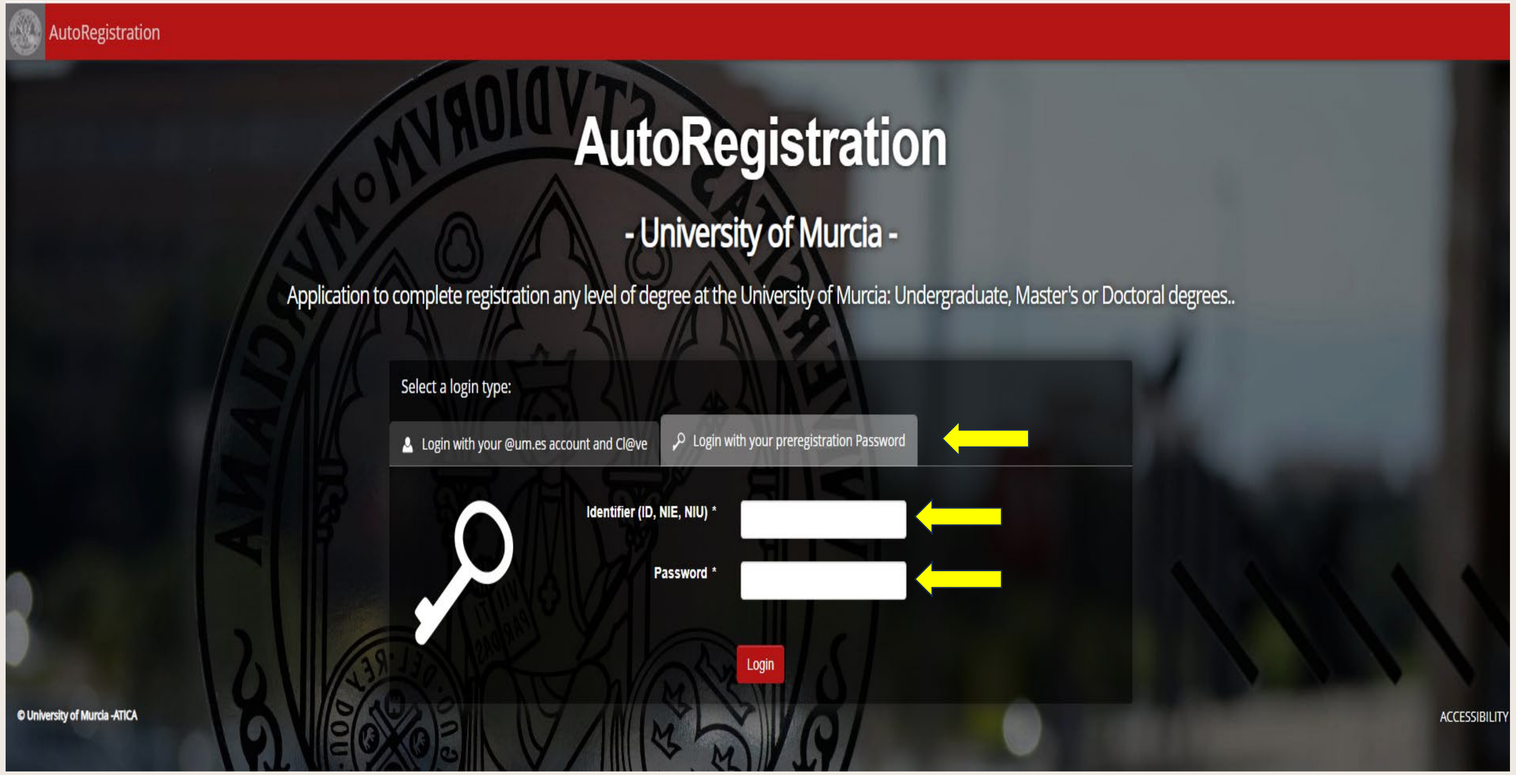
But, what if I do not receive that SMS? → Next slide



SETP 7

SELF-REGISTRATION

If do not succeed at login with your @um.es due to the 2-factor authentication, then choose “Login with your registration password (PIN)”



1. **Enter your NIU** (ID at UMU). Your NIU can be found on your International Student Certificate given at the orientation and available in the Student Portal of your program, **:** you created this when submitting your aunder **My Mobility/My Certificates**
2. **Enter your password**pplication through your programme portal at UMU: Erasmus+, ISEP, Bilateral Exchanges.

3. Have you forgotten that password?

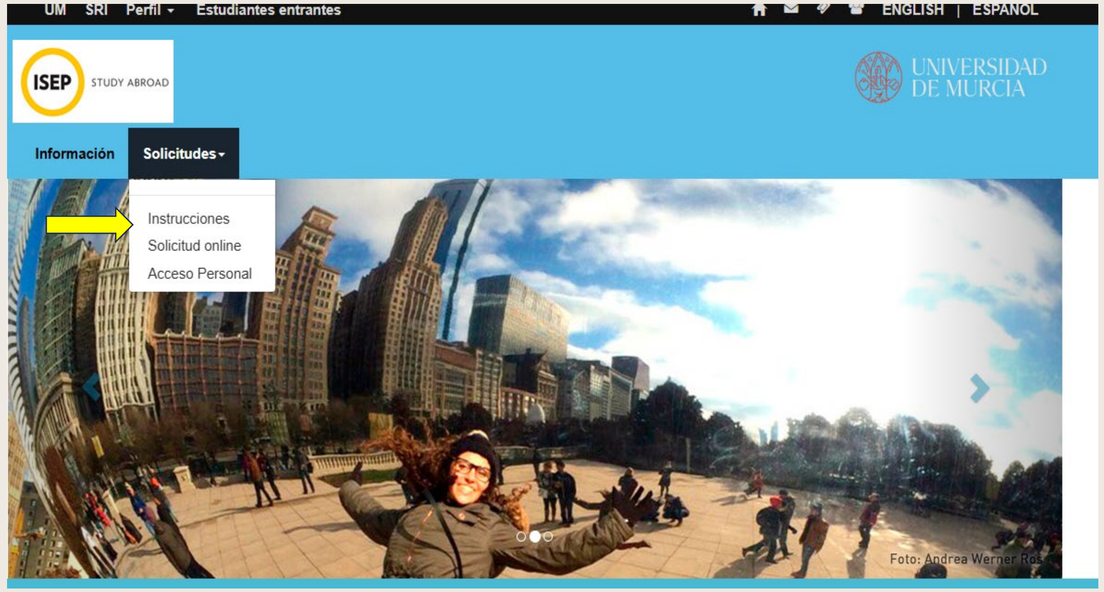


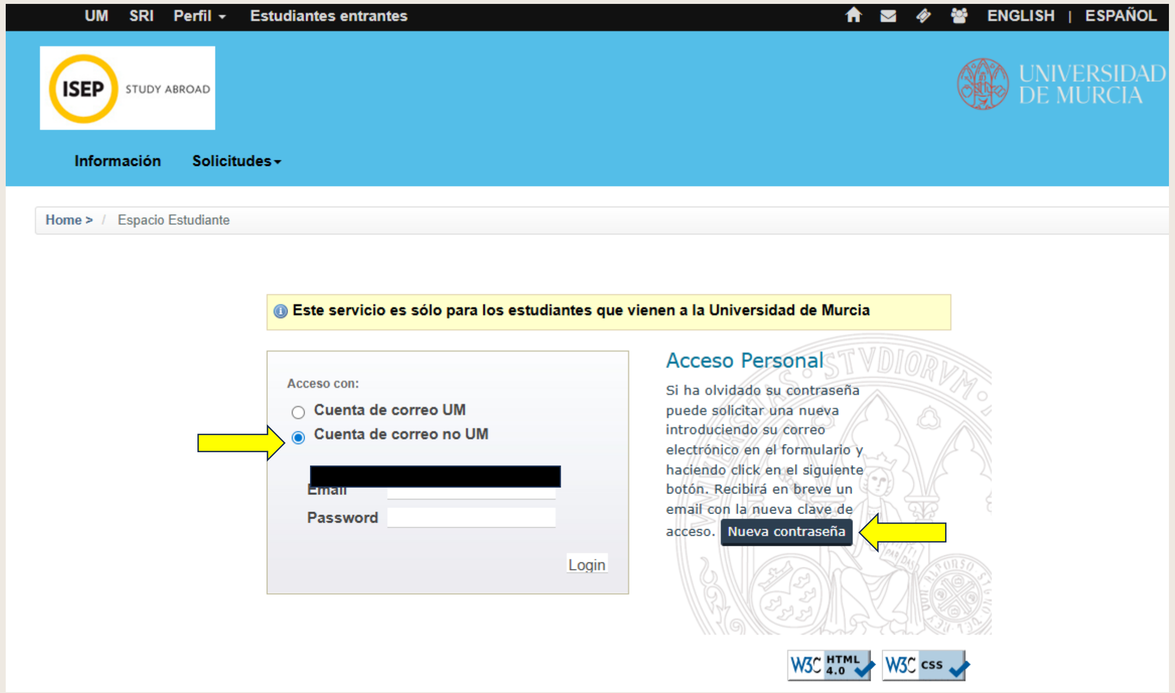
next slide

STEP 8

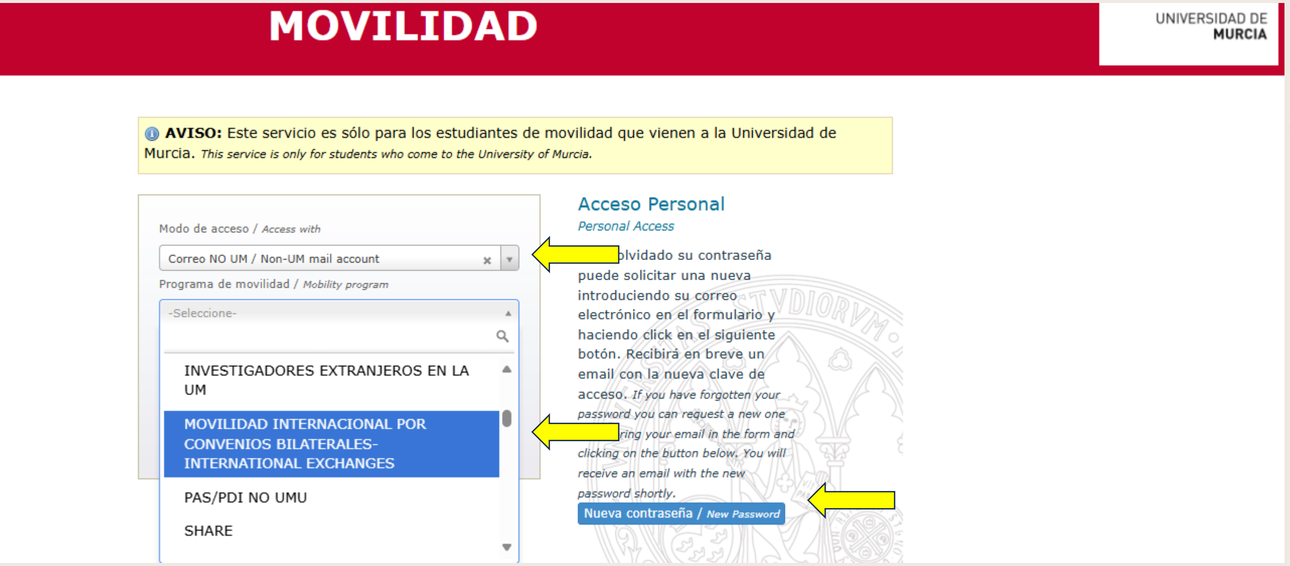
IF YOU DO NOT GET THE CODE FOR THE TWO - FACTOR AUTHENTICATION:

Go to your student portal: SOLICITUDES → ACCESO PERSONAL → CUENTA CORREO no UM and enter the email account you used to apply for the first time through your mobility program portal at UMU.





Bilateral Exchanges:



Click on **“Nueva contraseña/New Password”** and it will be sent to thatt e-mail.

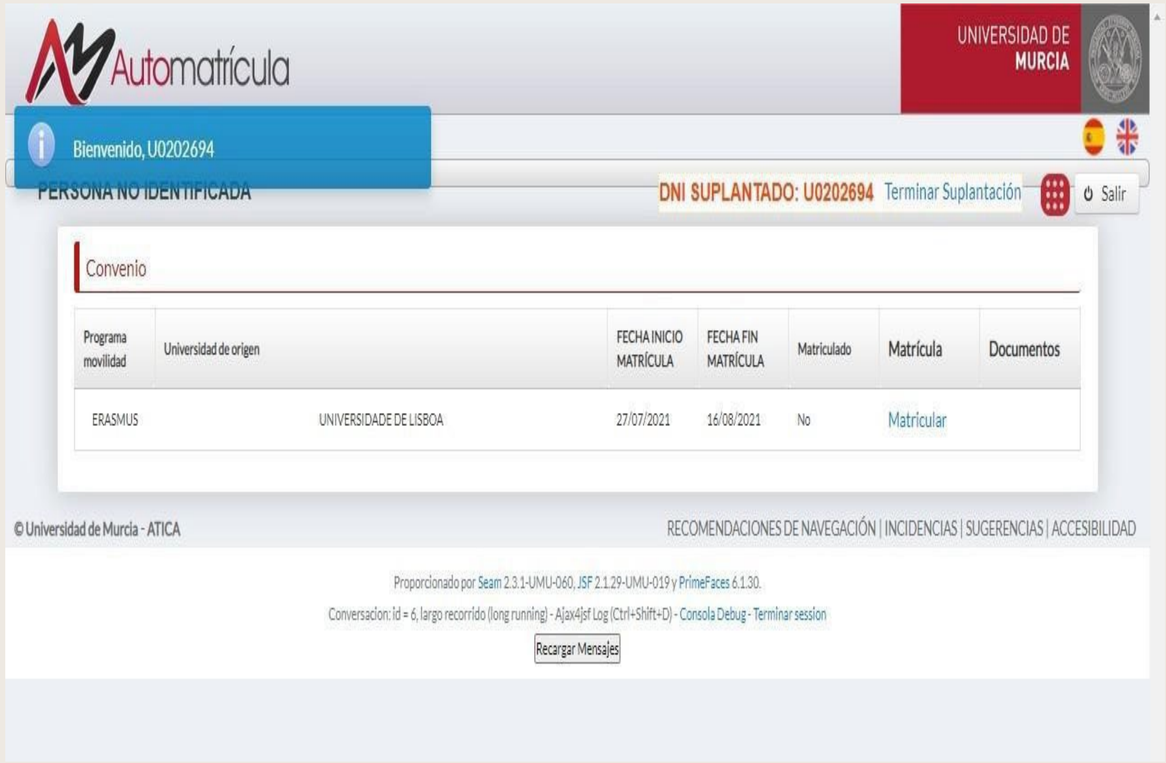
STEP 9

SELF-REGISTRATION

After login a new page opens with the following data:

- Mobility programme
- University of origin
- Dates of the enrolment period

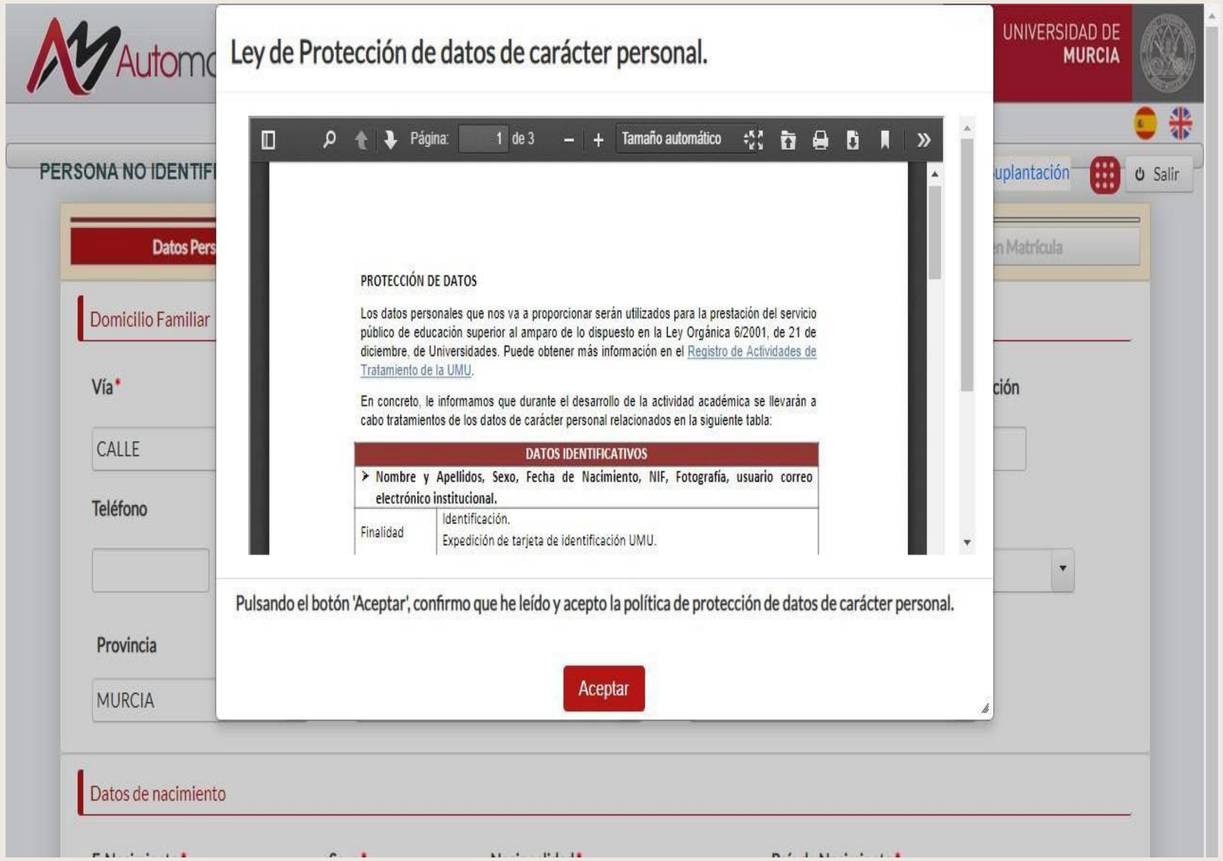
Click on the link "**Enrol**" to continue.



STEP 10

SELF-REGISTRATION

Data protection. To continue you must click the button "**Accept**".



UNIVERSIDAD DE MURCIA

ÁREA DE RELACIONES INTERNACIONALES

STEP 11

SELF-REGISTRATION

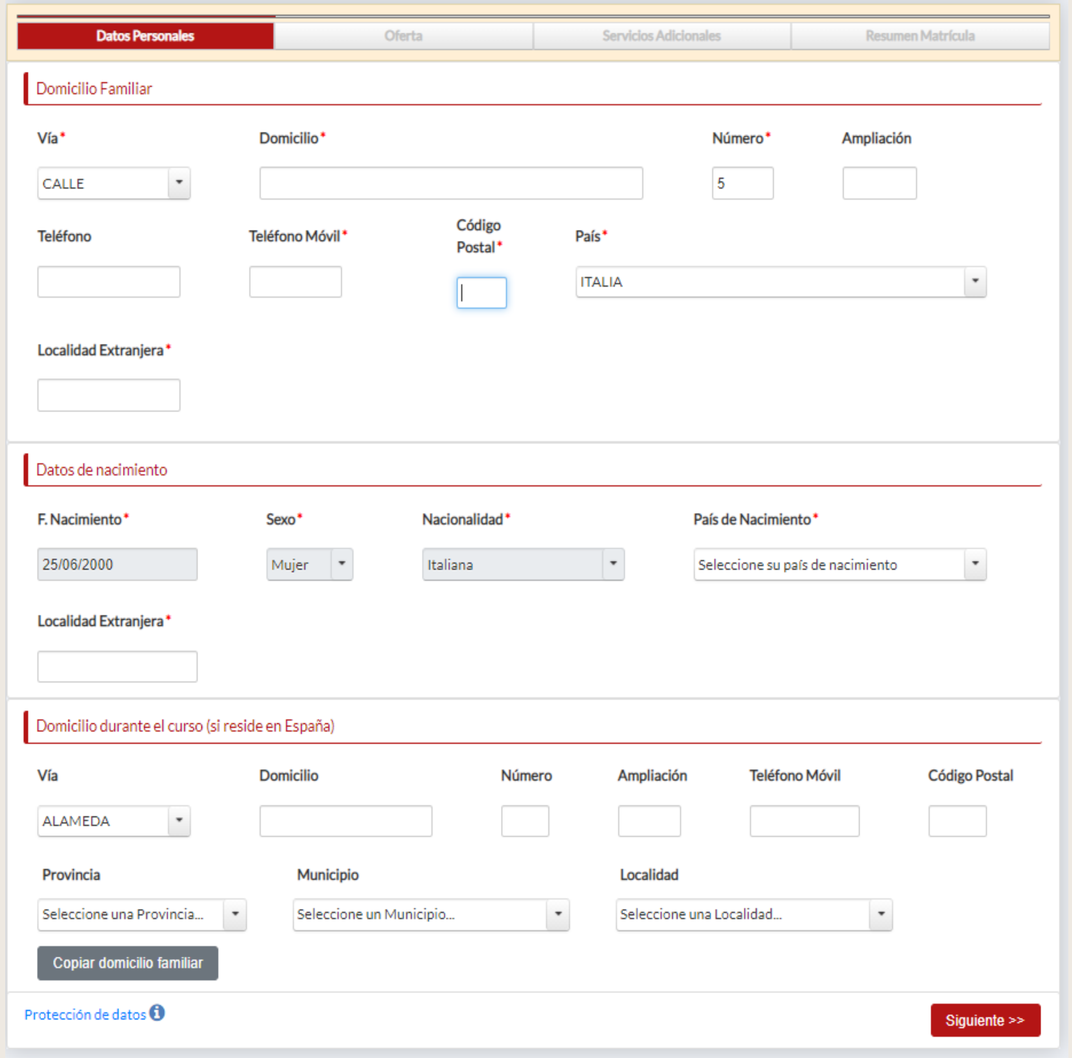
- Personal details:

A. Family Address (required)

1. Select your country of origin
2. In the Via section, select "Street".
3. Street number, enter 0
4. Postal code, enter 00000

- **Birth data (required)**

1. Address: enter your full address in Murcia
2. Click next to **continue**



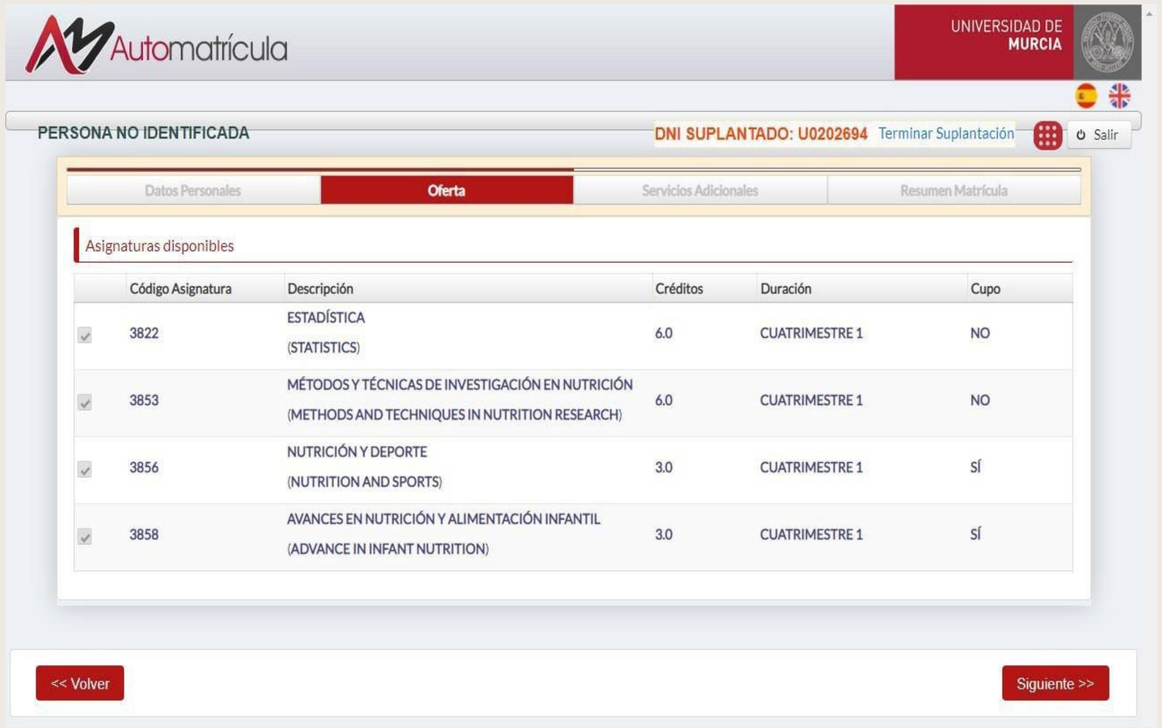
STEP 12

SELF-REGISTRATION

- Courses *(asignaturas):* this screen shows the list of courses you enter in your Proposed Program of Study in your application which have been approved by your UMU academic advisor

This data cannot be modified.

Click **next** to continue



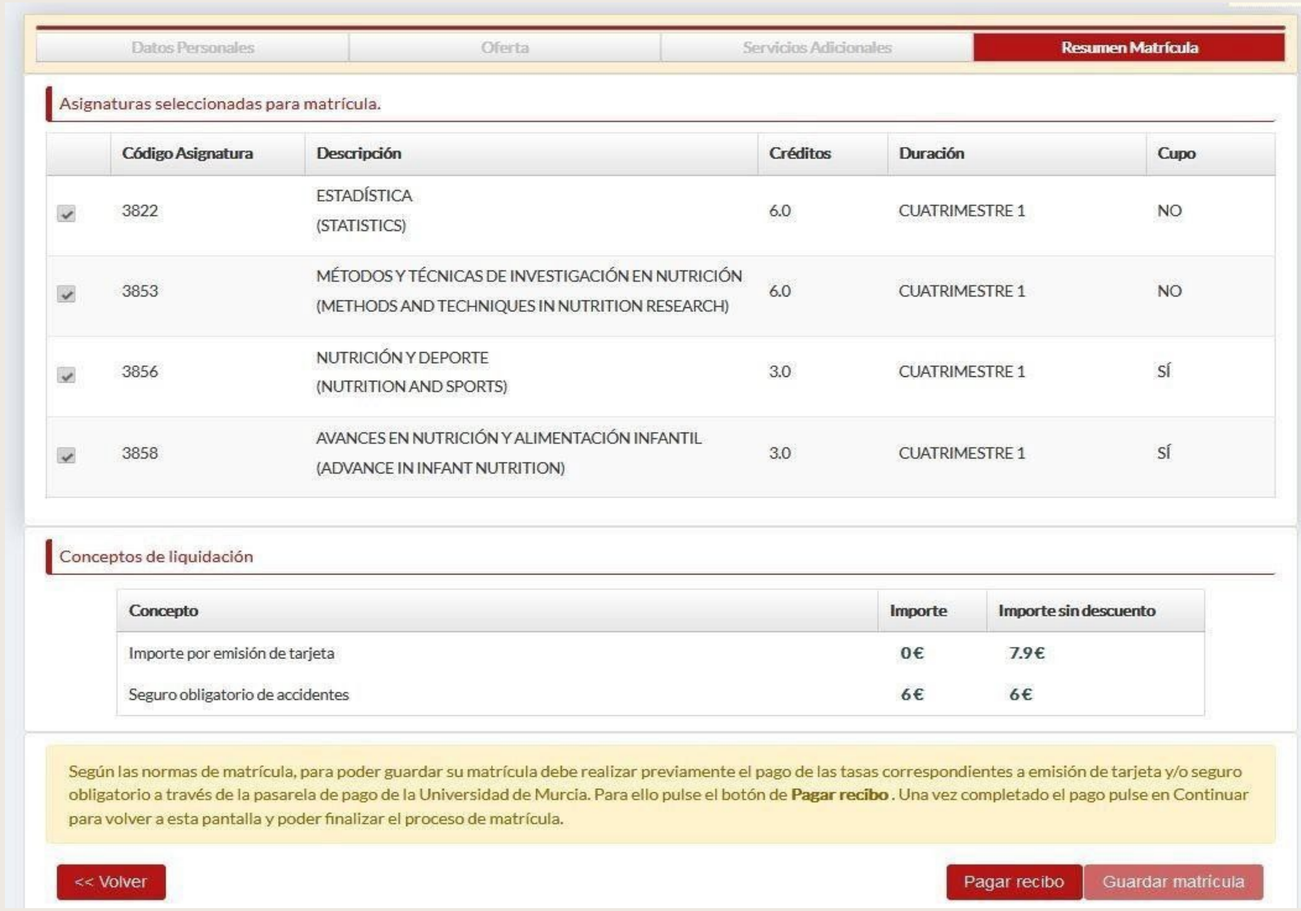
STEP 13

SELF-REGISTRATION

- Summary of the enrolment:

A. Subjects selected for enrolment
B. Settlement of fees:

Compulsory accident and liability insurance (6.13 euros)

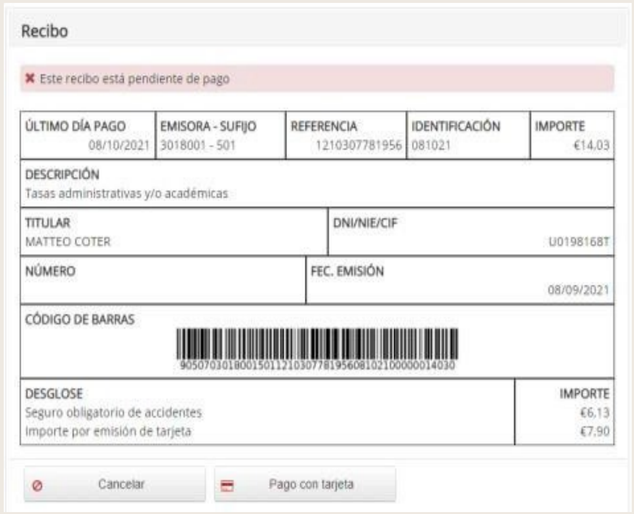


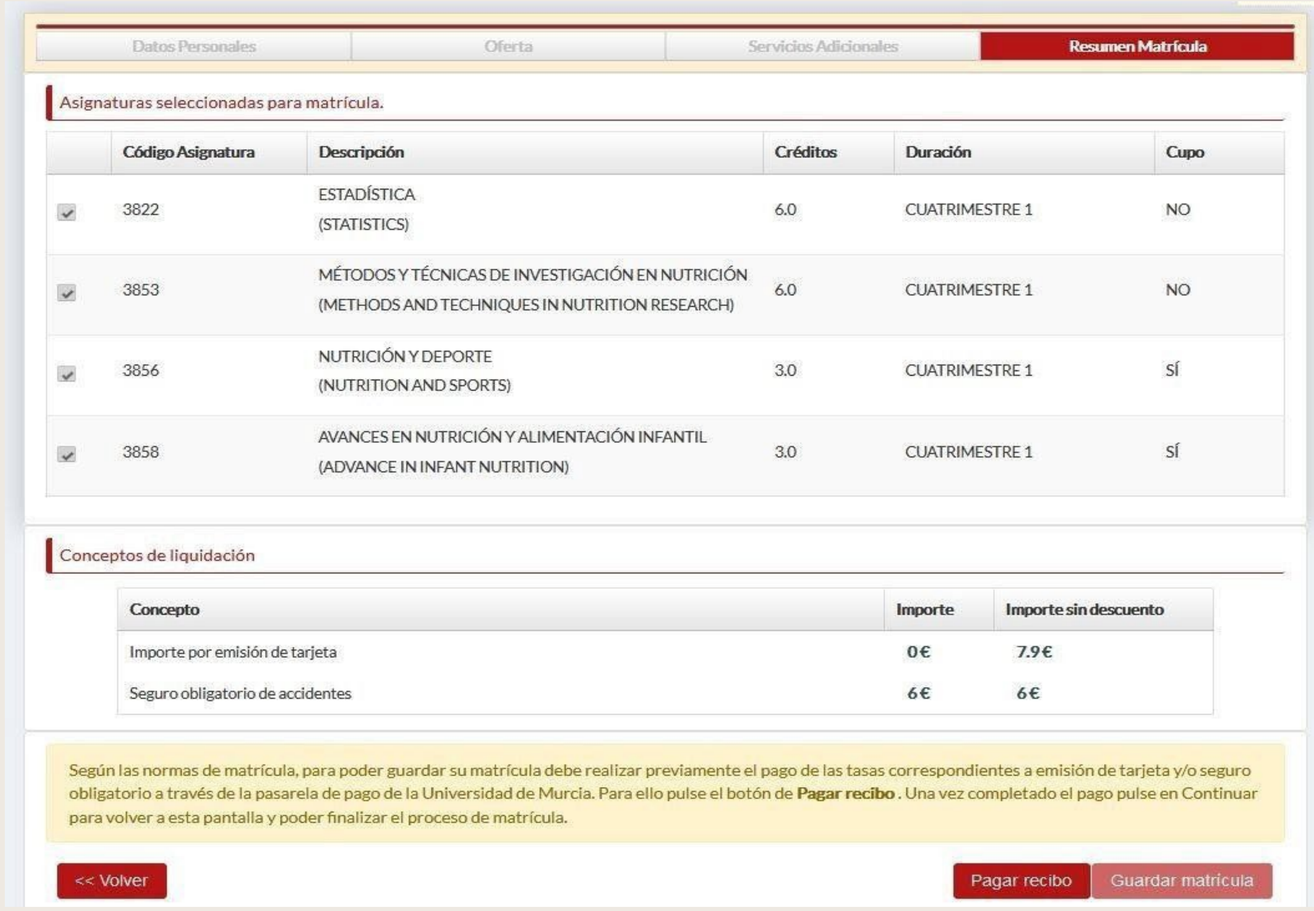
STEP 14

SELF-REGISTRATION

- **Payment**

Click on the “Pagar recibo”

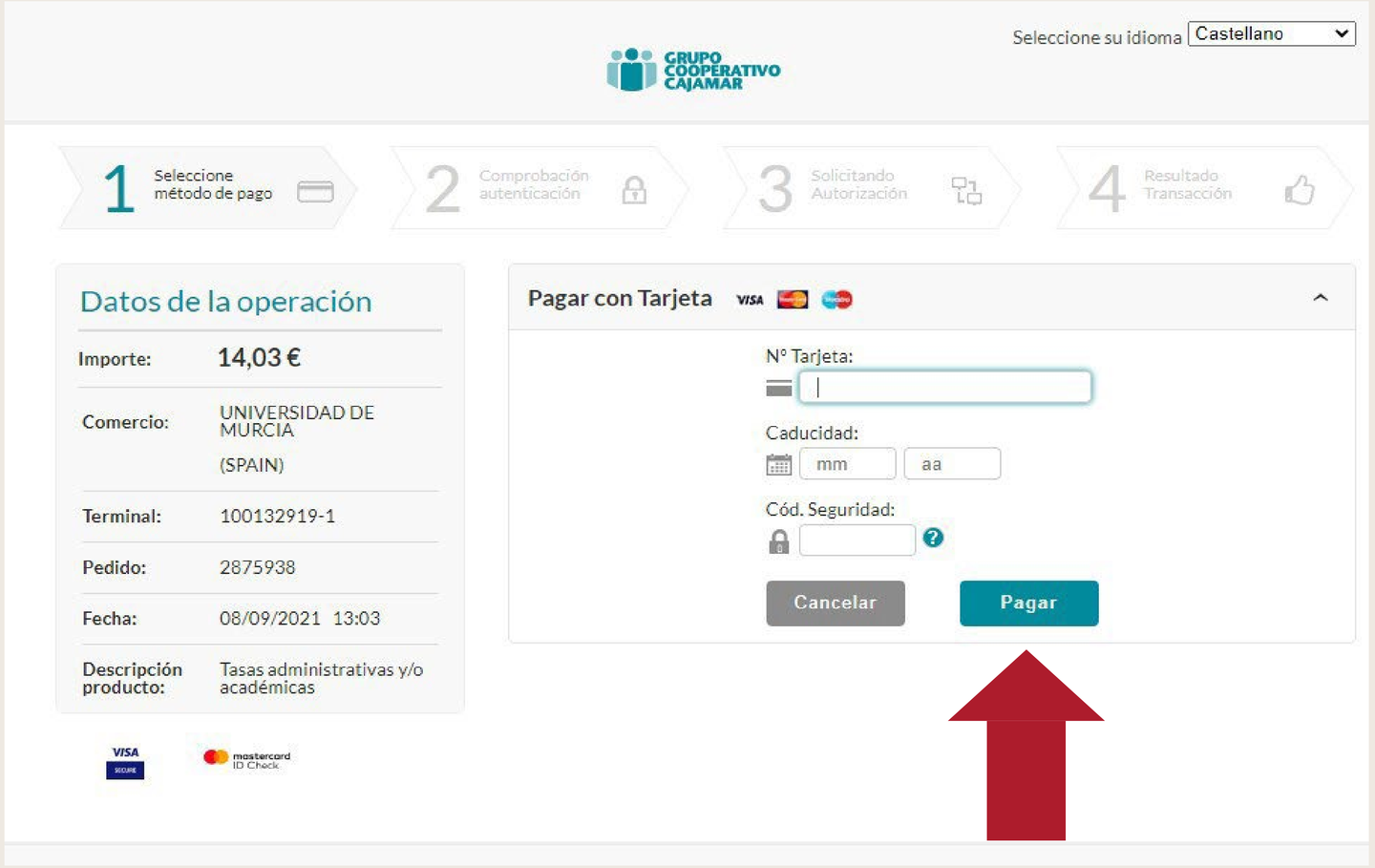




STEP 15

SELF-REGISTRATION

On-line payment:



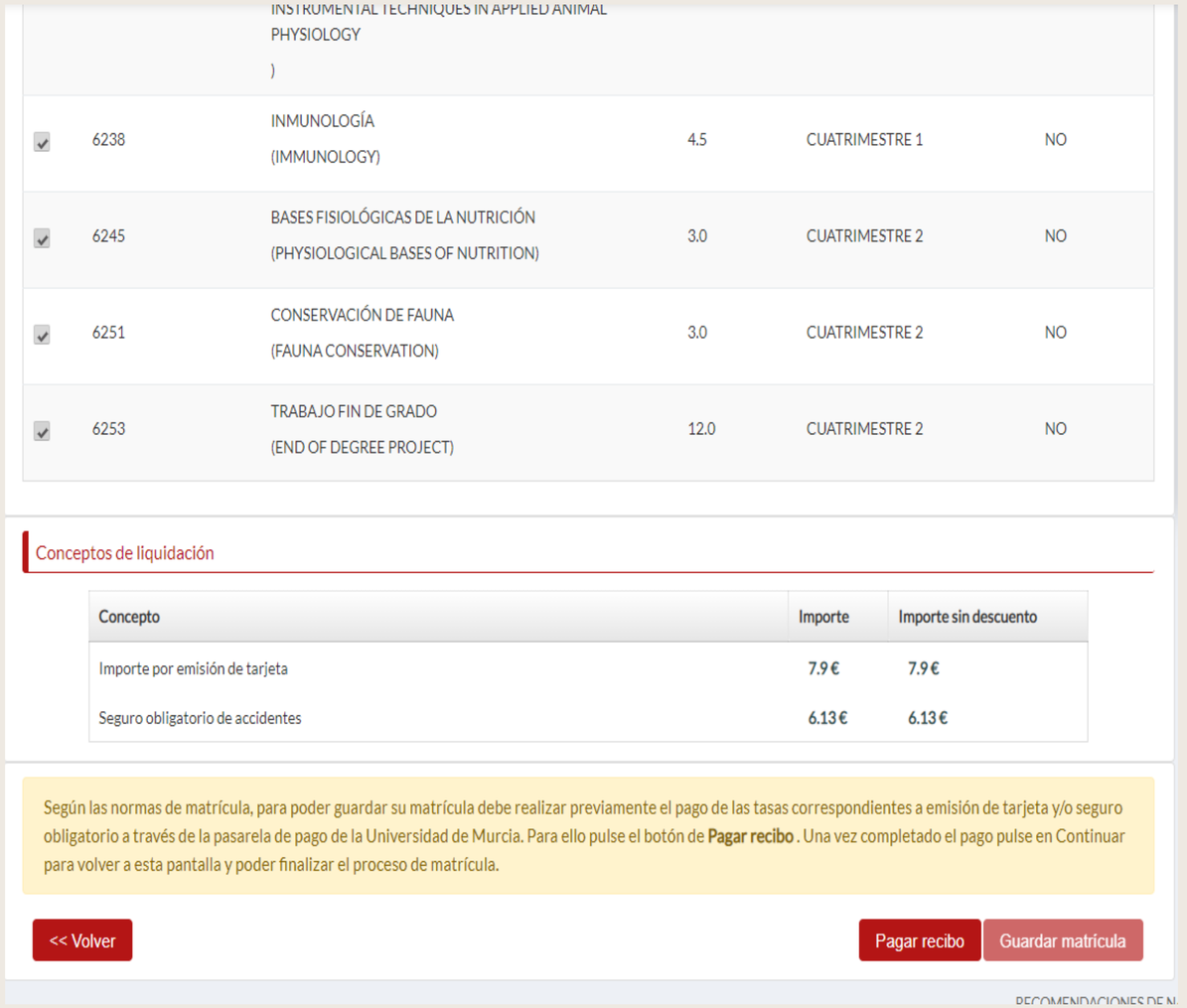
STEP 16

AUTOMATRíCULA

- **VERY IMPORTANT:**

Click on“ Guardar matricula”

“Guardar Matricula”



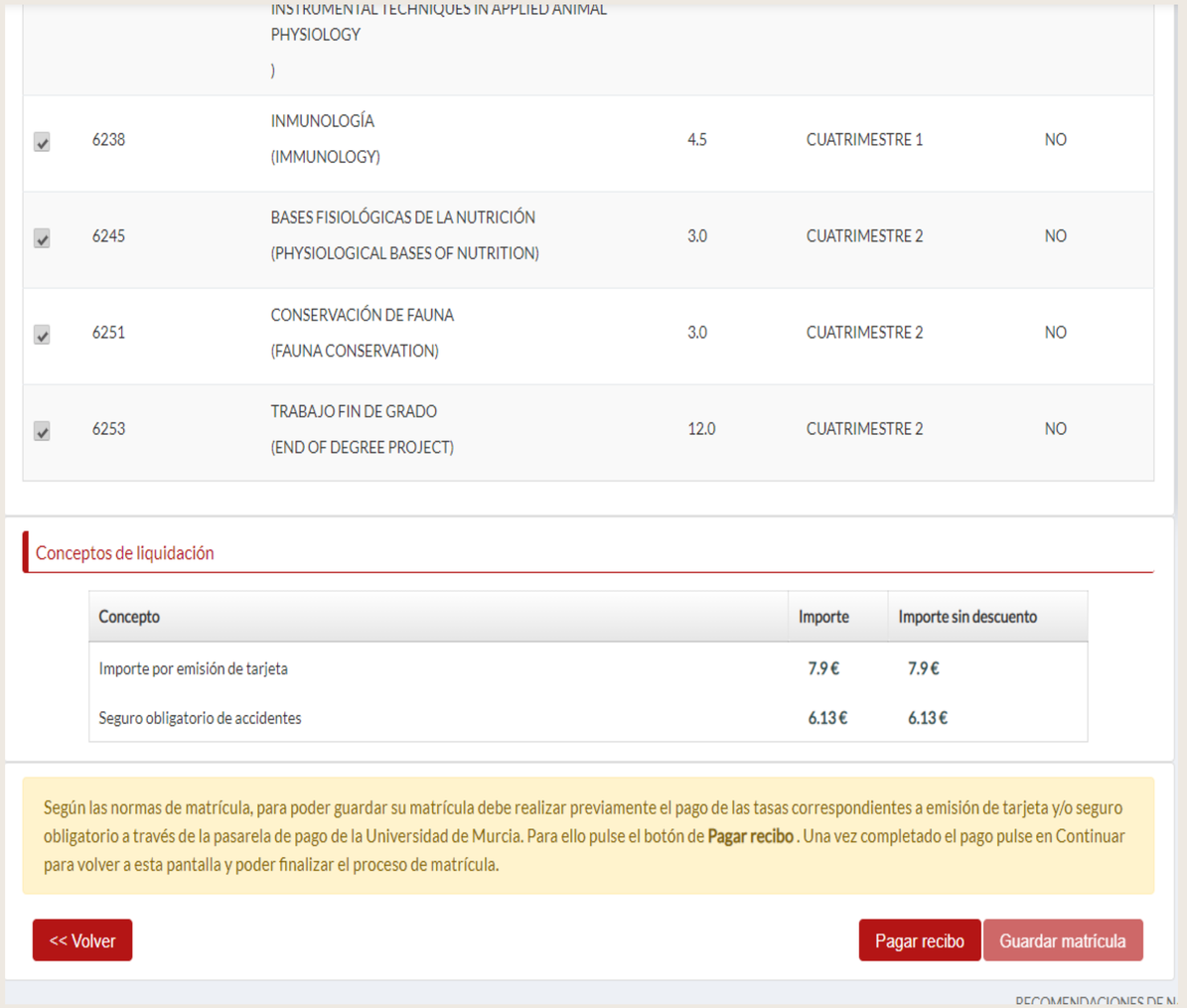
STEP 16

AUTOMATRíCULA

- **VERY IMPORTANT:**

Click on“ Guardar matricula”

“Guardar Matricula”





Thank you for your attention