Registration and Enrolment Guide RECSM Summer Methods School

RECSM Summer Methods School - UPF

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Step 1 – REGISTER: Obtain access the UPF electronic system (only for non-UPF Students)

First, if you are not a UPF student and therefore you do not have a username or password, you have to register by entering your personal information here:
https://gestioacademica.upf.edu/regi/controlreg/registroPublico

Once your data has been validated, you will be able to access the UPF electronic system by entering the passport or ID number that you registered with as the username, and your date of birth in ddmmyyyy format as the password.
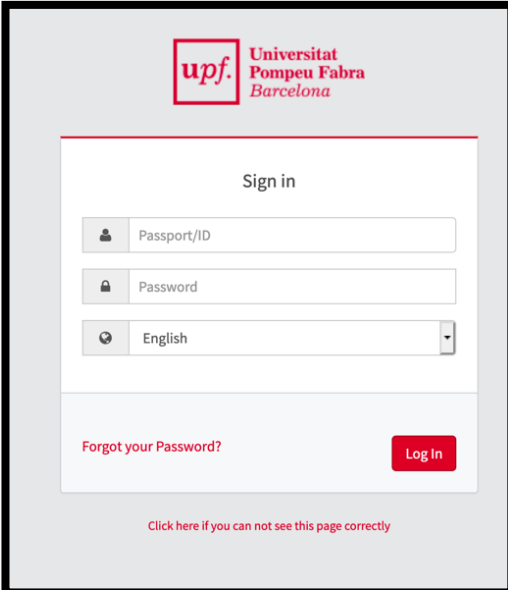
Username: your passport or ID number
Password: your date of birth in ddmmyyyy format

You will then be asked to update your password.

Step 2 - Enroll through the UPF electronic system 'Secretaria Virtual'

In order to access the UPF electronic system, you need to enter your ID number (the one you provided for your registration) and your password. **If you have just registered for the first time, your password will be your date of birth in the ddmmyyyy format and you will be asked to update it on entering into the system. If you do not remember your password, you can use the *Forgot your password* button to retrieve it.**
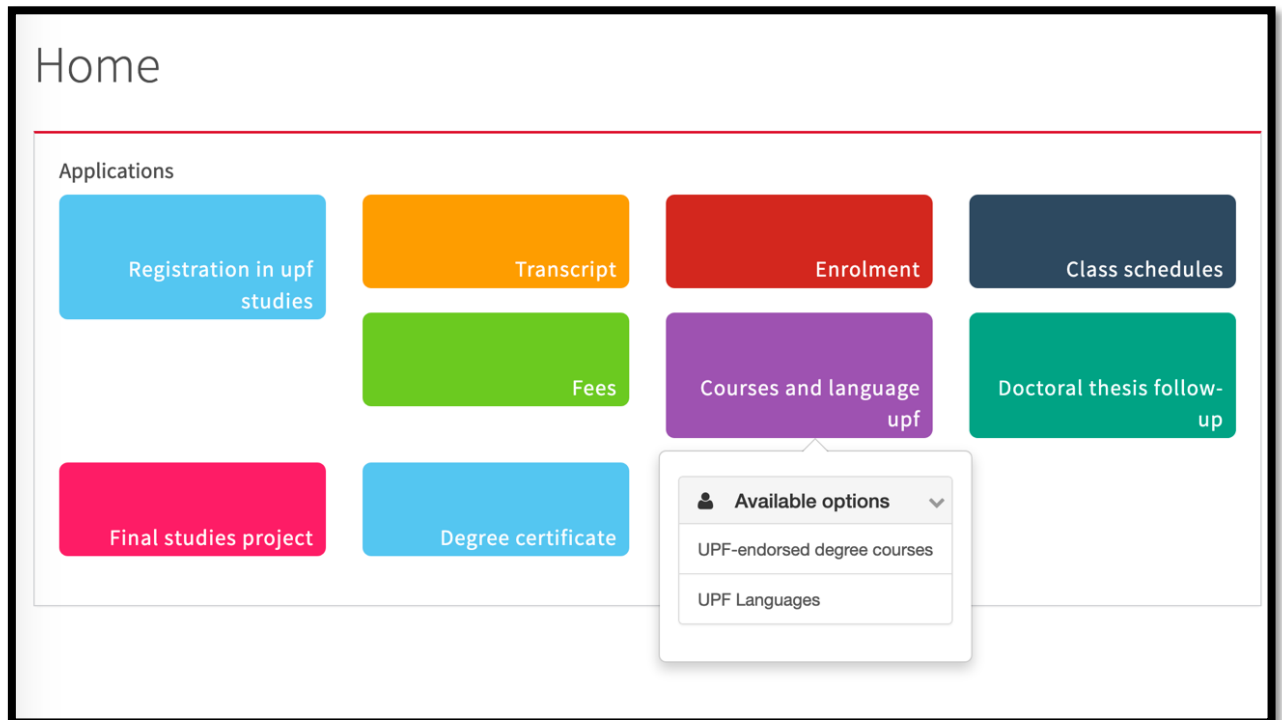

You will be asked to create a new personalized password.

Next, from the *Home Menu* you have to access to *UPF-endorsed degree courses*, which you will find within the option:
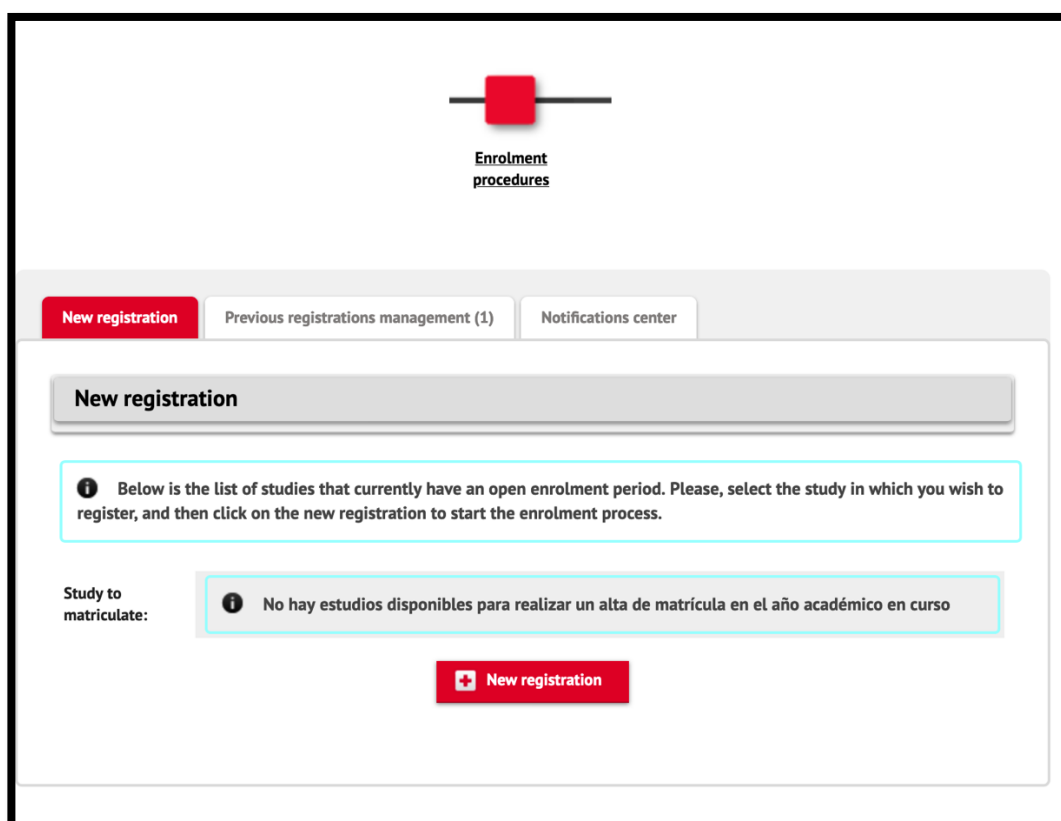
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And click on *Enrolment*

On this screen, you have to select the code for the Summer School. Select **1705/11-RECSM Summer Methods School 2024** and click on: ➕ **New registration**

Step 3 – Select your courses and pay

Once you have selected the course **1705/11- RECSM Summer Methods School 2024**, go to the *Student Data section*. Attention, you only have to modify this screen if any of your personal data has changed or if you have not yet entered the compulsory data.

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To continue to the next section, you must read and accept the *Basic Information on Personal Data Protection* and click on *OK*.

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For *Documents to be attached*, you need to attach the mandatory documentation in any format. Then, you have to click on *OK* and you will be able to access to the next screen.

In the section for *Academic Data*, select the courses you wish to register for.

Click on the ⊞ button to select each of the modules you want to register for.

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Once you have selected the subjects you wish to register, click on *Tuition Payment Details*. In this screen you will find the academic fees.

IMPORTANT!

The student is responsible for choosing the discount applicable to him/her.

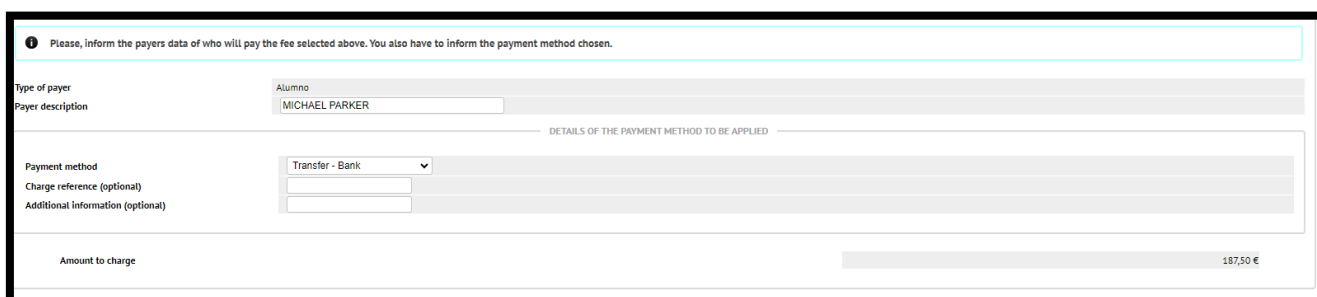If you are entitled to one or more discounts, please select it from the list and then click *Calculate Total*.
Please be aware we will check that you qualify for the discount selected:

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Below you can then select your method of payment, either 'Transfer – Bank' or 'Electronic Payment' and click *Confirm*.

Payment methods:

a) **Electronic payment or POS**: payment by debit/ credit card. If you choose this option, once you have confirmed the information, a pop-up window will take you to the online payment platform.

b) **Financial transfer:** If you choose this option, once the registration is completed, the system will give you the option to download a document with the payment instructions.
IMPORTANT: please note that this payment method may involve an extra charge by the bank.

Once you have chosen your payment method, you will be taken to the *Confirmation* section, where you will find a summary of your registration.

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In this section you need to check that all the information provided is correct (personal details, subjects registered, fees and discounts).

If any information is not correct, you can return with the *Back* button to the corresponding section for any modifications or by clicking on the corresponding section on the tab bar that appears at the upper part of the screen.
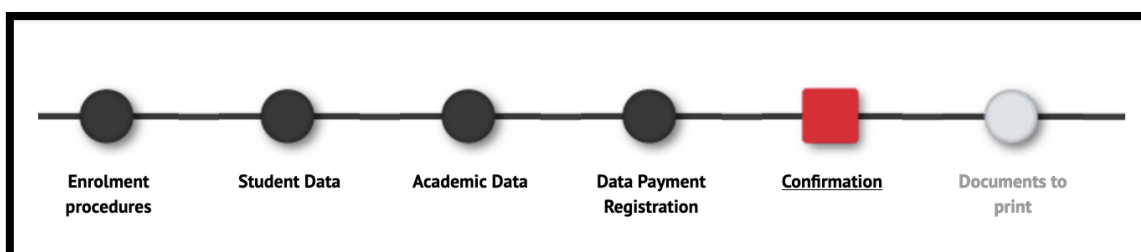
If everything is correct, confirm to save the request and make the payment.

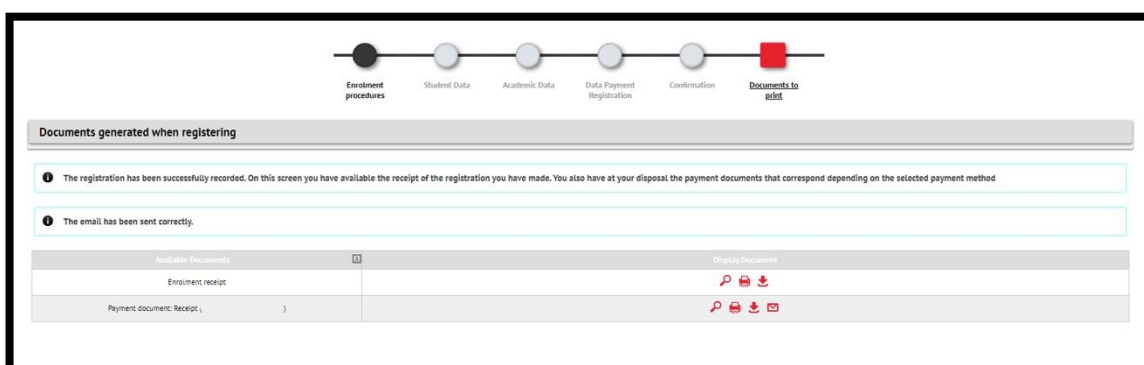Finally, once you have completed the registration, you can download the registration receipt and the payment document from the section *Documents to print*. If you have chosen the payment option *Financial transfer*, the document will contain the bank account to which you have to make the transfer to complete the registration.

Once you have downloaded or printed these documents, you can exit by clicking on the *Disconnect* button in your profile on the upper right part of the screen.
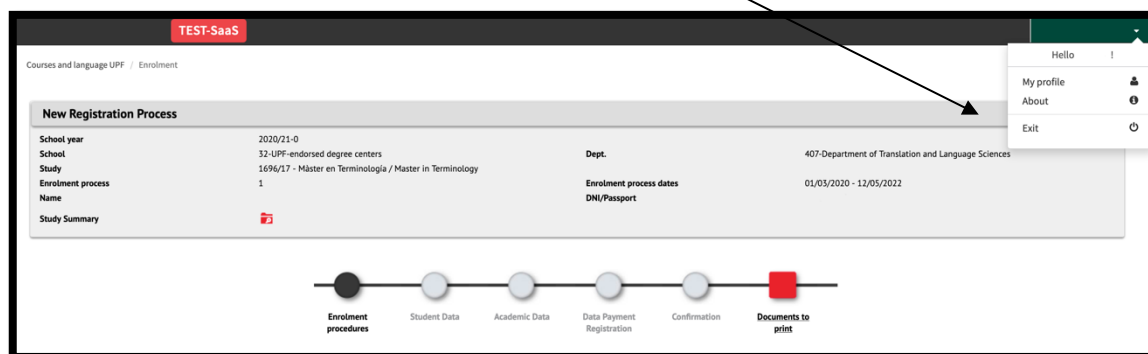
NOTE: if you have any questions, please contact the Research and Expertise Centre for Survey Methodology of Pompeu Fabra University (recsm@upf.edu).