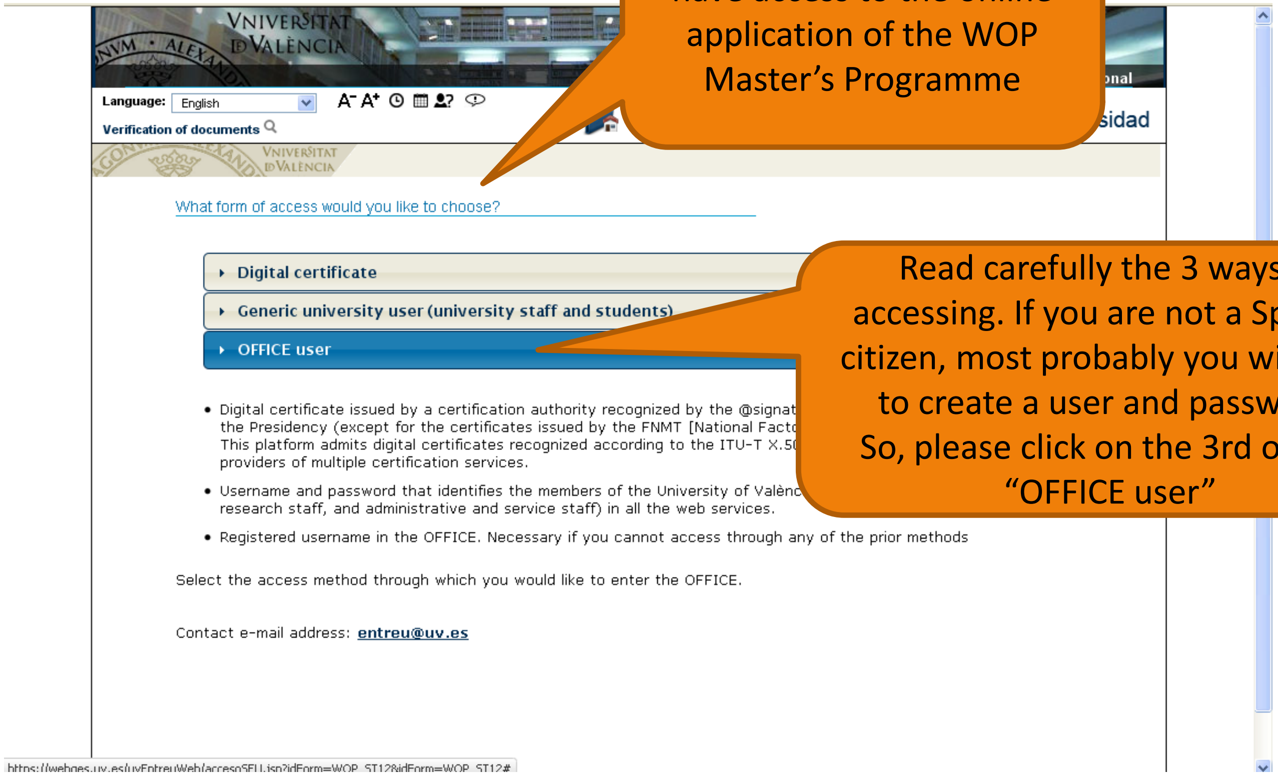
Guide for the WOP online Application

Instructions for Students

Guide for the WOP Application

Your first screen



What form of access would you like to choose?

- Digital certificate
- Generic university user (university staff and students)
- OFFICE user

- Digital certificate issued by a certification authority recognized by the @signat
the Presidency (except for the certificates issued by the FNMT [National Facto
This platform admits digital certificates recognized according to the ITU-T X.50
providers of multiple certification services.
- Username and password that identifies the members of the University of Valènc
research staff, and administrative and service staff) in all the web services.
- Registered username in the OFFICE. Necessary if you cannot access through any of the prior methods

Select the access method through which you would like to enter the OFFICE.

Contact e-mail address: entreu@uv.es

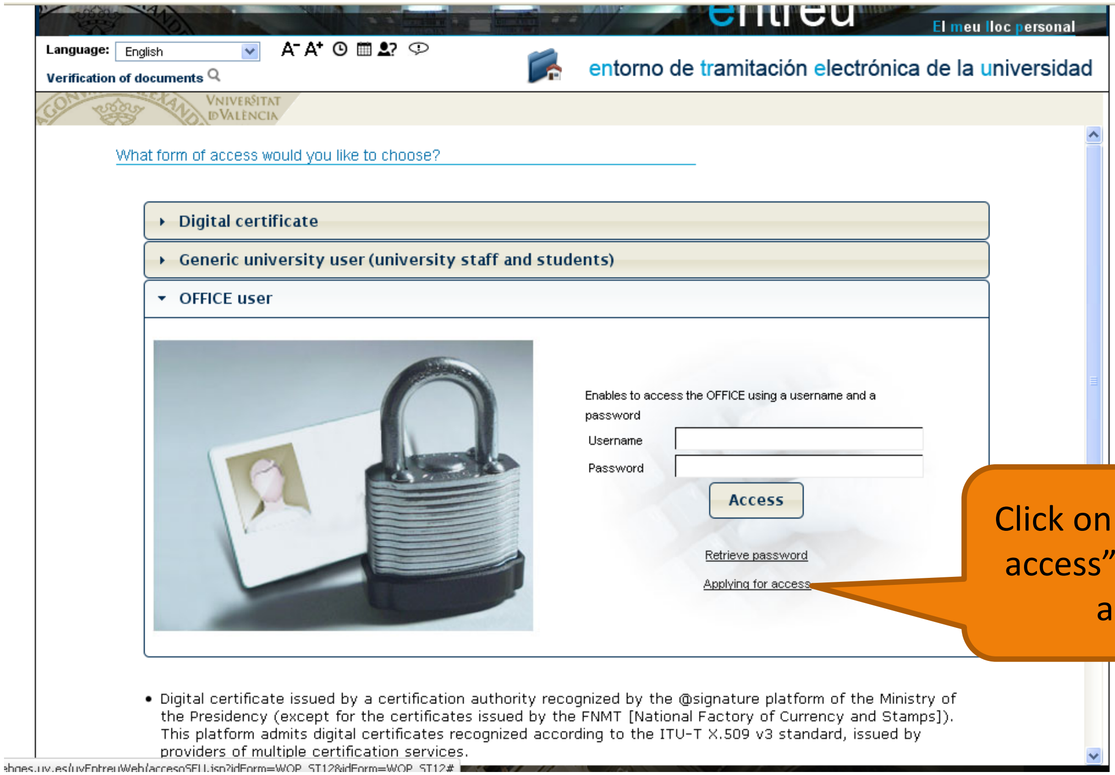
https://webges.uv.es/uvEntreuWeb/accesoSEU.jsp?idForm=WOP_ST12&idForm=WOP_ST12#

This is a previous step to have access to the online application of the WOP Master's Programme

Read carefully the 3 ways of accessing. If you are not a Spanish citizen, most probably you will have to create a user and password. So, please click on the 3rd option "OFFICE user"

Guide for the WOP Application

Your second screen (when creating an OFFICE user)



entreu
El meu lloc personal
Language: English
Verification of documents
entorno de tramitación electrónica de la universidad
VNIVERSITAT DVALÈNCIA

What form of access would you like to choose?

Digital certificate
Generic university user (university staff and students)
OFFICE user

Enables to access the OFFICE using a username and a password

Username

Password

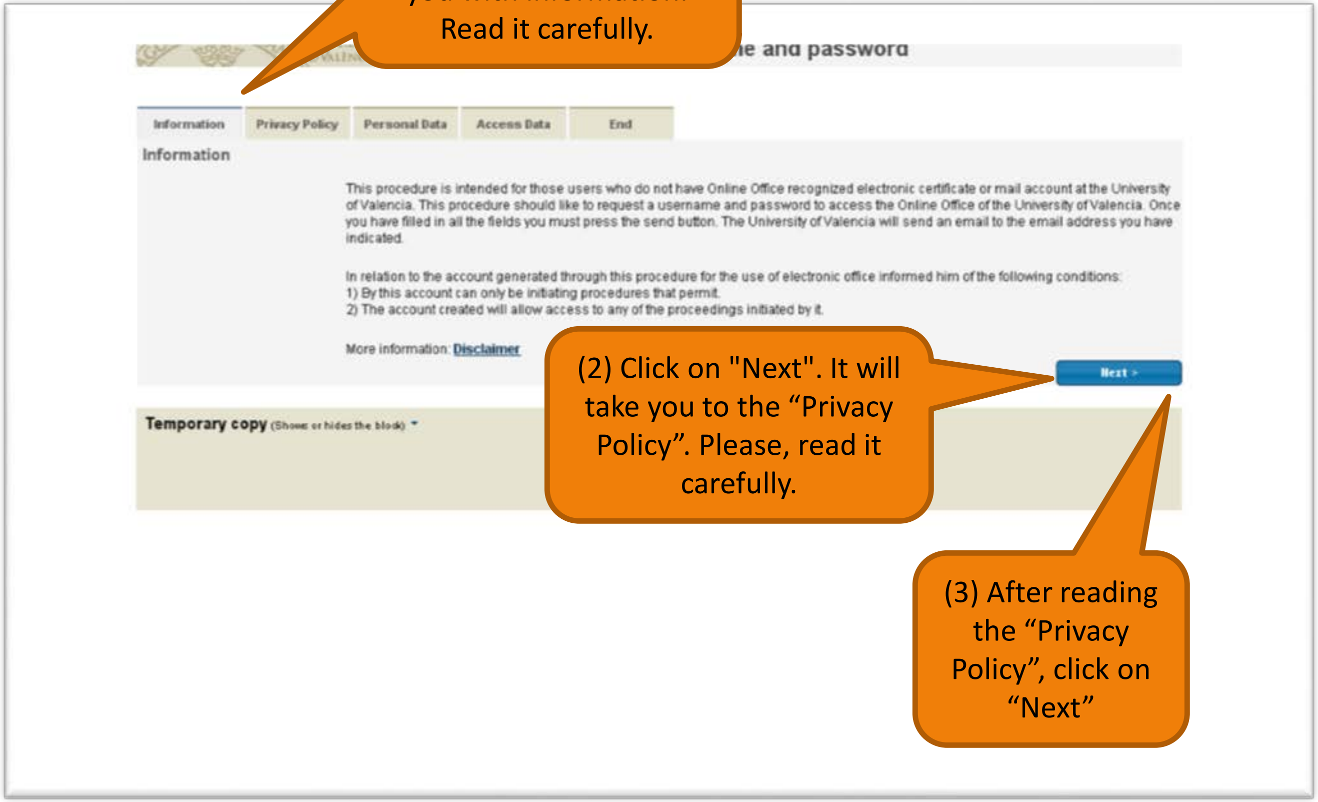
Access
Retrieve password
Applying for access

- Digital certificate issued by a certification authority recognized by the @signature platform of the Ministry of the Presidency (except for the certificates issued by the FNMT [National Factory of Currency and Stamps]). This platform admits digital certificates recognized according to the ITU-T X.509 v3 standard, issued by providers of multiple certification services.

Click on “Applying for access” to create an account

Guide for the WOP Application

Your third screen (when creating an OFFICE user)



Information

This procedure is intended for those users who do not have Online Office recognized electronic certificate or mail account at the University of Valencia. This procedure should like to request a username and password to access the Online Office of the University of Valencia. Once you have filled in all the fields you must press the send button. The University of Valencia will send an email to the email address you have indicated.

In relation to the account generated through this procedure for the use of electronic office informed him of the following conditions:
1) By this account can only be initiating procedures that permit.
2) The account created will allow access to any of the proceedings initiated by it.

More information: Disclaimer

Temporary copy (Shows or hides the block)

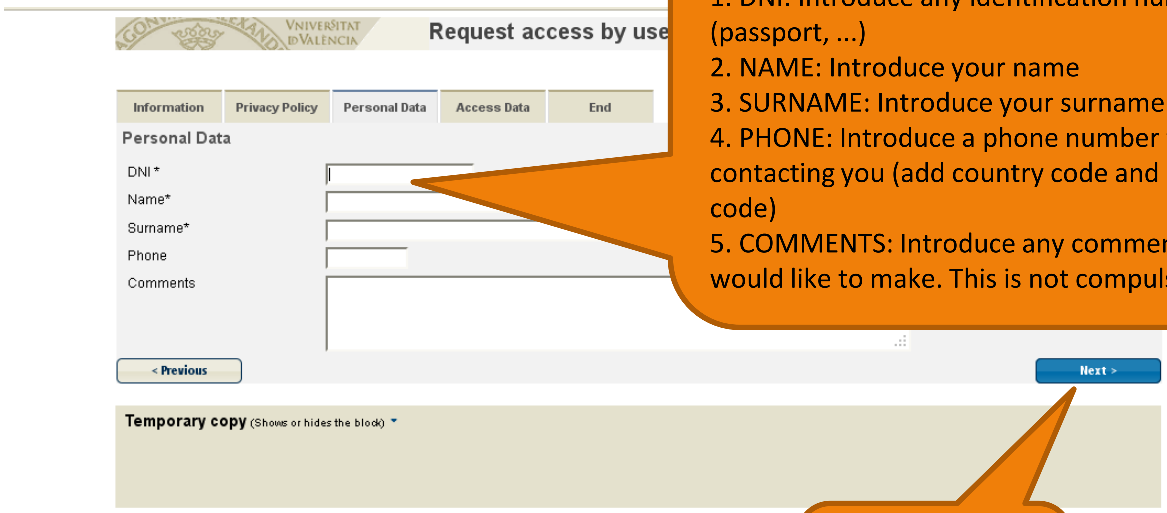
(1) This step "Information" provides you with information. Read it carefully.

(2) Click on "Next". It will take you to the "Privacy Policy". Please, read it carefully.

(3) After reading the "Privacy Policy", click on "Next"

Guide for the WOP Application

Your next screen: Personal Data (when creating an OFFICE user)



Request access by use

Personal Data

DNI *

Name*

Surname*

Phone

Comments

Temporary copy (Shows or hides the block)

VNIVERSITAT DE VALÈNCIA
Information
Privacy Policy
Personal Data
Access Data
End
< Previous
Next >

Instructions for

1. DNI: Introduce any identification number (passport, ...)
2. NAME: Introduce your name
3. SURNAME: Introduce your surname(s)
4. PHONE: Introduce a phone number for contacting you (add country code and city code)
5. COMMENTS: Introduce any comment you would like to make. This is not compulsory.

After filling in these fields, click on “Next”

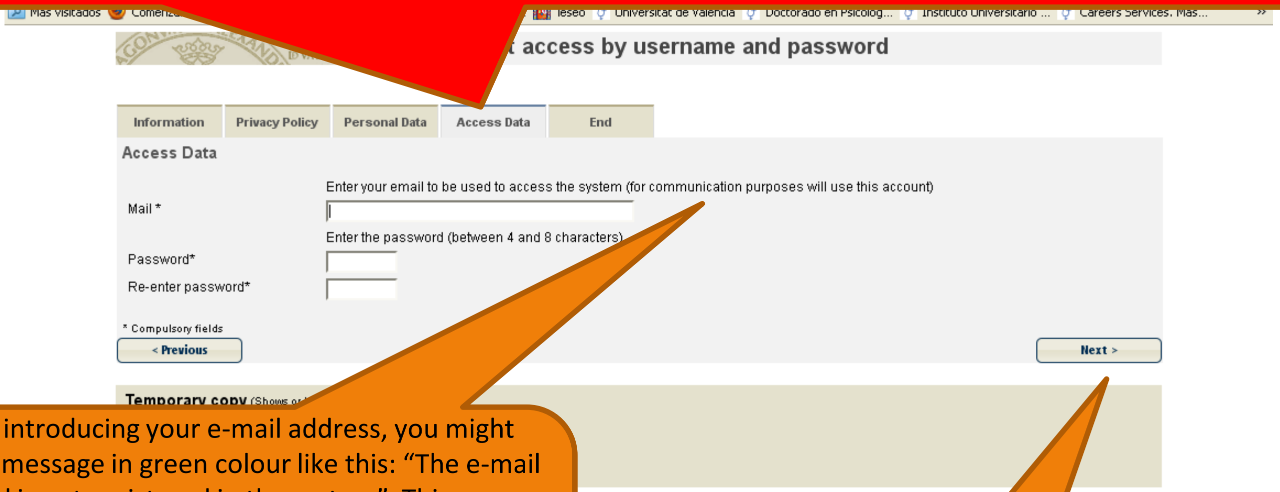
Guide for the WOP Application

Your

ser)

This step is the most important one. Make sure that the e-mail address you introduce will be available at least for 6 months from the date of your application. In this e-mail address you will receive the confirmation of access for WOP Application.

Remember both the e-mail (your e-mail address will be your user) and password or keep them in a safe place. You might need them in order to access several times to your application form. Notifications about your selection process (missing documents and data, results of selection, etc) will be available in your personal site created after this process.



Mas visitados
Comenz
Teseo
Universitat de Valencia
Doctorado en Psicolog...
Instituto Universitario ...
Careers Services. Mas...
Information
Privacy Policy
Personal Data
Access Data
End
< Previous
Next >
Temporary copy (Shows o

t access by username and password

Access Data

Enter your email to be used to access the system (for communication purposes will use this account)

Mail *

Enter the password (between 4 and 8 characters)

Password*

Re-enter password*

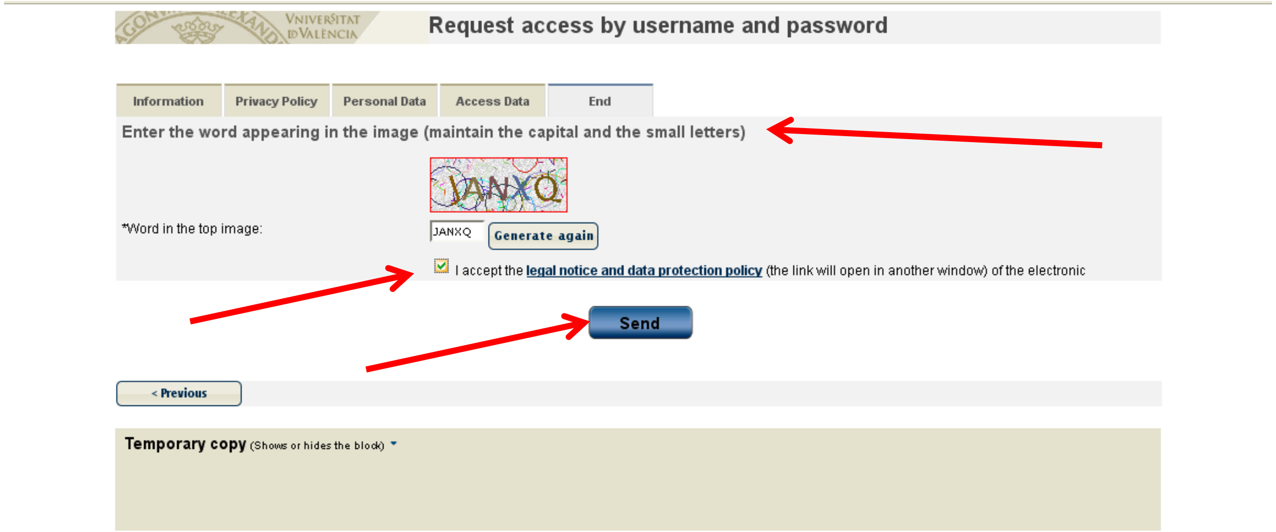
* Compulsory fields

After introducing your e-mail address, you might get a message in green colour like this: “The e-mail stated is not registered in the system”. This means that YOU CAN USE this e-mail address.
If you get a message saying that the system has already that e-mail address, either you have done this process or someone has your same e-mail address and has already registered with it.

Click on “Next”

Guide for the WOP Application

Your next screen: End (when creating an OFFICE user)



Request access by username and password

Information
Privacy Policy
Personal Data
Access Data
End

Enter the word appearing in the image (maintain the capital and the small letters)

*Word in the top image: JANXQ

Generate again

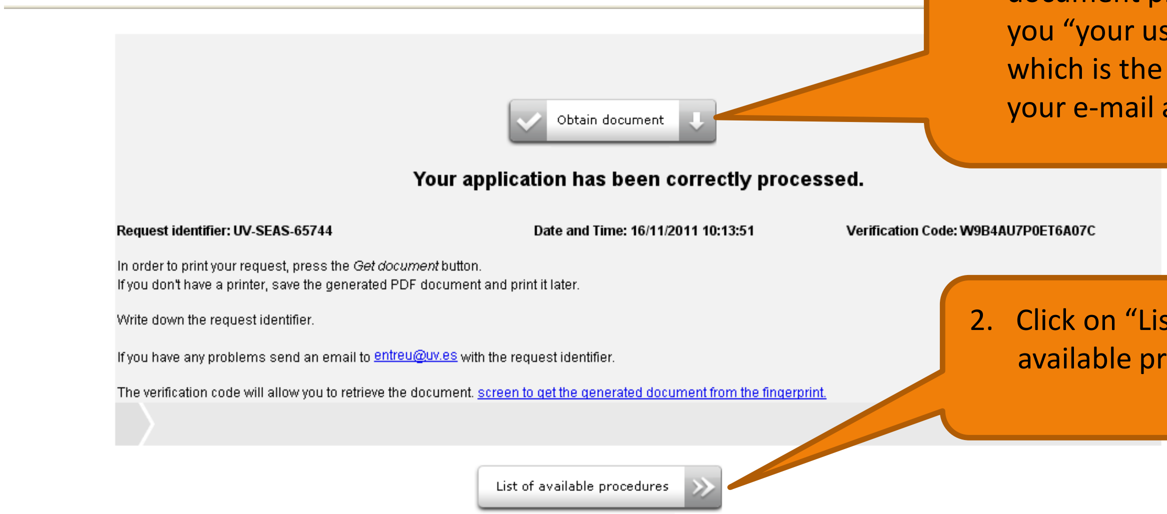
☑ I accept the **legal notice and data protection policy** (the link will open in another window) of the electronic

Send
< Previous

Temporary copy (Shows or hides the block)

Guide for the WOP Application

Your last screen: End (when creating an OFFICE user)



Your application has been correctly processed.

Request identifier: UV-SEAS-65744 **Date and Time: 16/11/2011 10:13:51** **Verification Code: W9B4AU7P0ET6A07C**

In order to print your request, press the *Get document* button.
If you don't have a printer, save the generated PDF document and print it later.

Write down the request identifier.

If you have any problems send an email to entreu@uv.es with the request identifier.

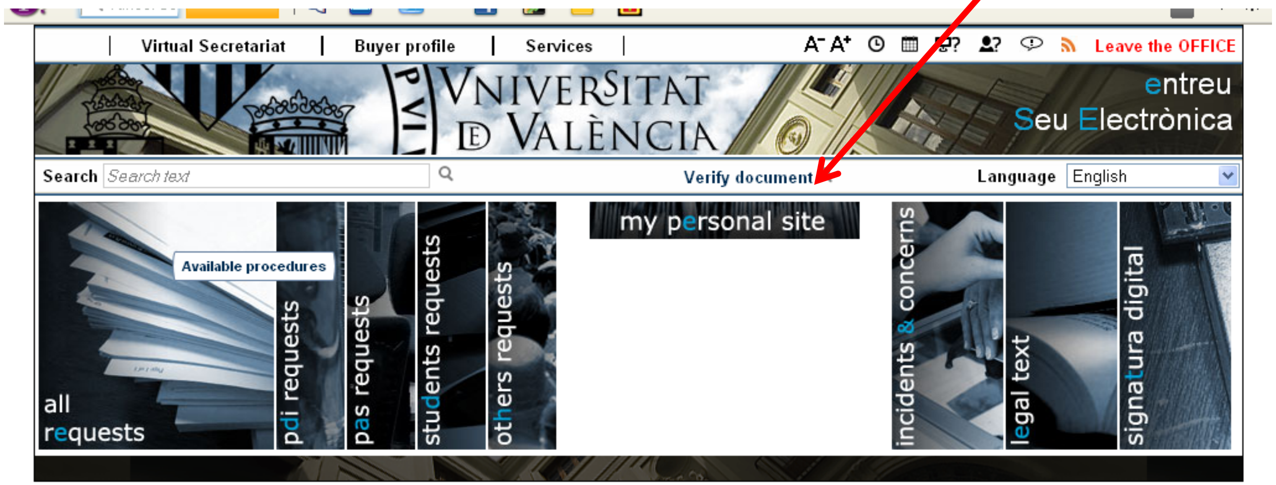
The verification code will allow you to retrieve the document. screen to get the generated document from the fingerprint.

1. Click on "Obtain document". This document provides you "your user" which is the same as your e-mail address.

2. Click on "List of available procedures"

Guide for the WOP Application

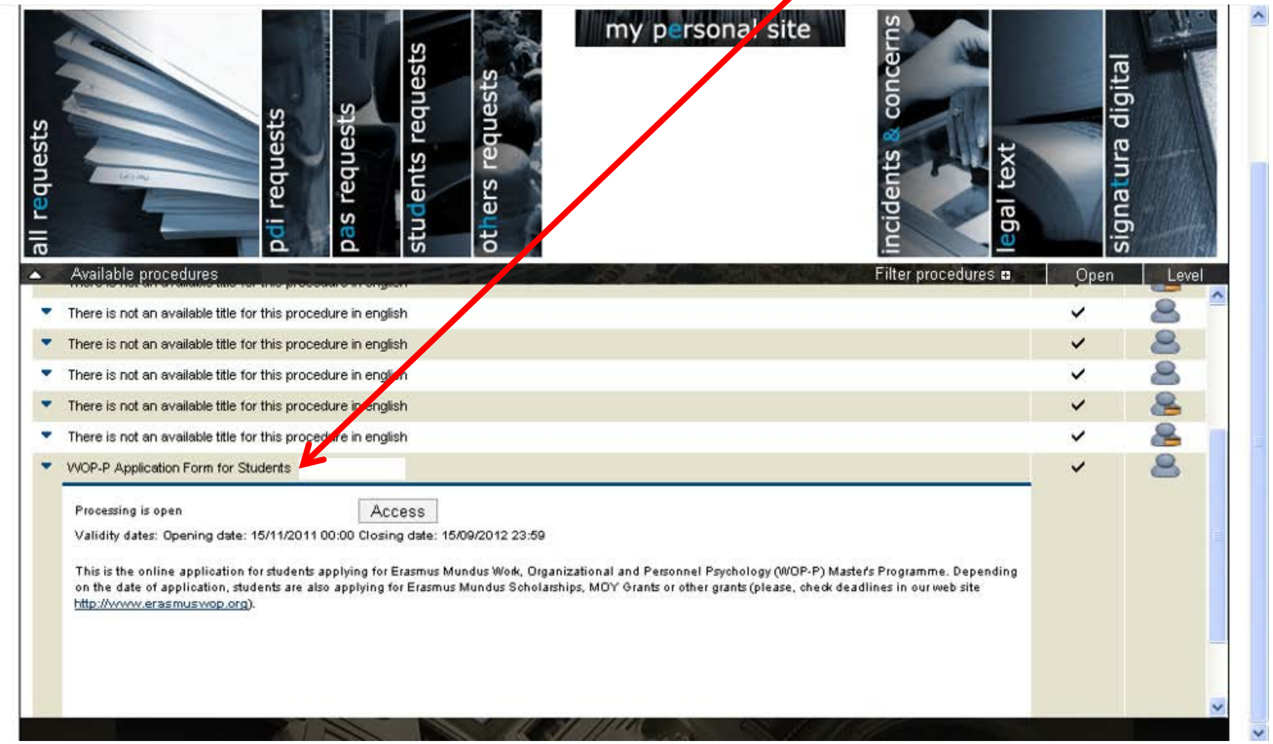
You are now accessing to all applications in the University of Valencia


Virtual Secretariat
Buyer profile
Services
A⁻ A⁺
Leave the OFFICE
VNIVERSITAT DE VALÈNCIA
entreu
Seu Electrònica
Search
Search text
Verify document
Language
English
my personal site
Available procedures
all requests
pdi requests
pas requests
students requests
others requests
incidents & concerns
legal text
signatura digital

https://webges.uv.es/uvEntreuWeb/entradaSEU.jsp#

Guide for the WOP Application

You have to look for WOP Application for Students


all requests
pdi requests
pas requests
students requests
others requests
my personal site
incidents & concerns
legal text
signatura digital
Filter procedures
Access

Available procedures	Open	Level
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
WOP-P Application Form for Students	✓	

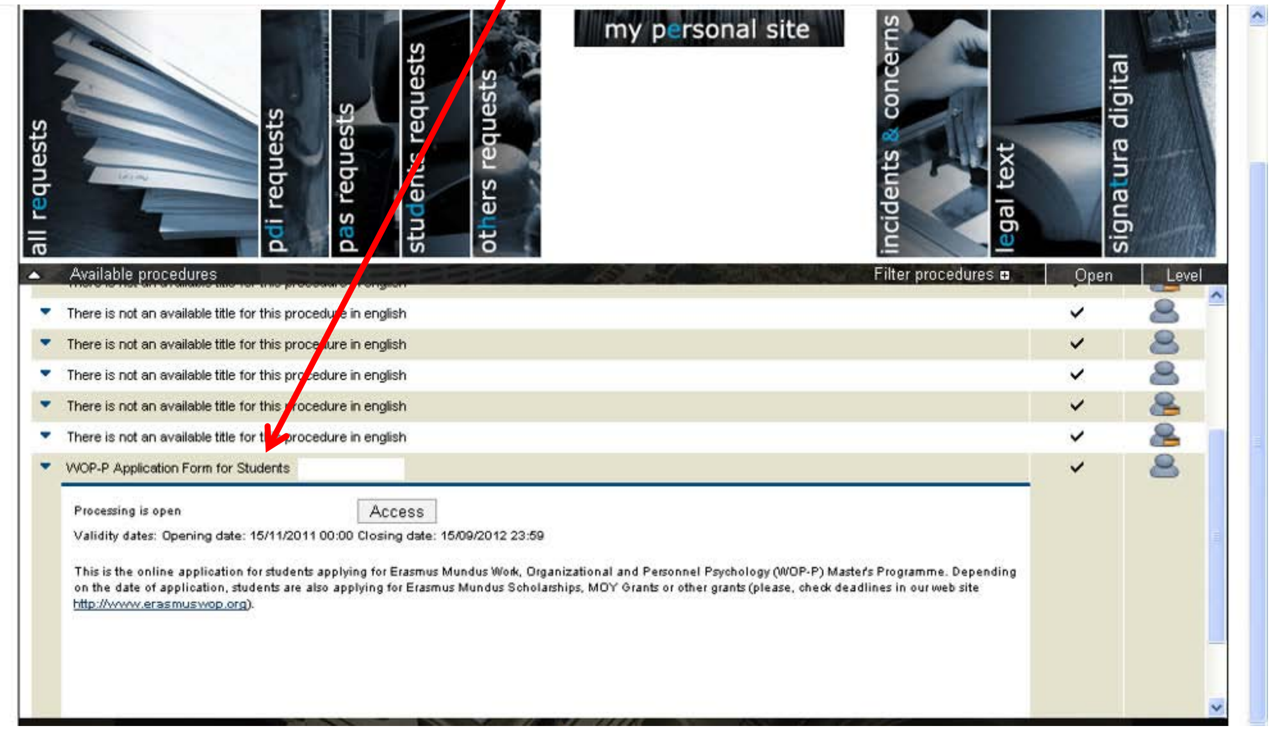
Processing is open

Validity dates: Opening date: 15/11/2011 00:00 Closing date: 15/09/2012 23:59

This is the online application for students applying for Erasmus Mundus Work, Organizational and Personnel Psychology (WOP-P) Master's Programme. Depending on the date of application, students are also applying for Erasmus Mundus Scholarships, MOY Grants or other grants (please, check deadlines in our web site http://www.erasmuswop.org).

Guide for the WOP Application

Click on WOP-P Application Form for Students


all requests
pdi requests
pas requests
students requests
others requests
my personal site
incidents & concerns
legal text
signatura digital
Filter procedures
Access

Available procedures	Open	Level
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
There is not an available title for this procedure in english	✓	
WOP-P Application Form for Students	✓	

Processing is open

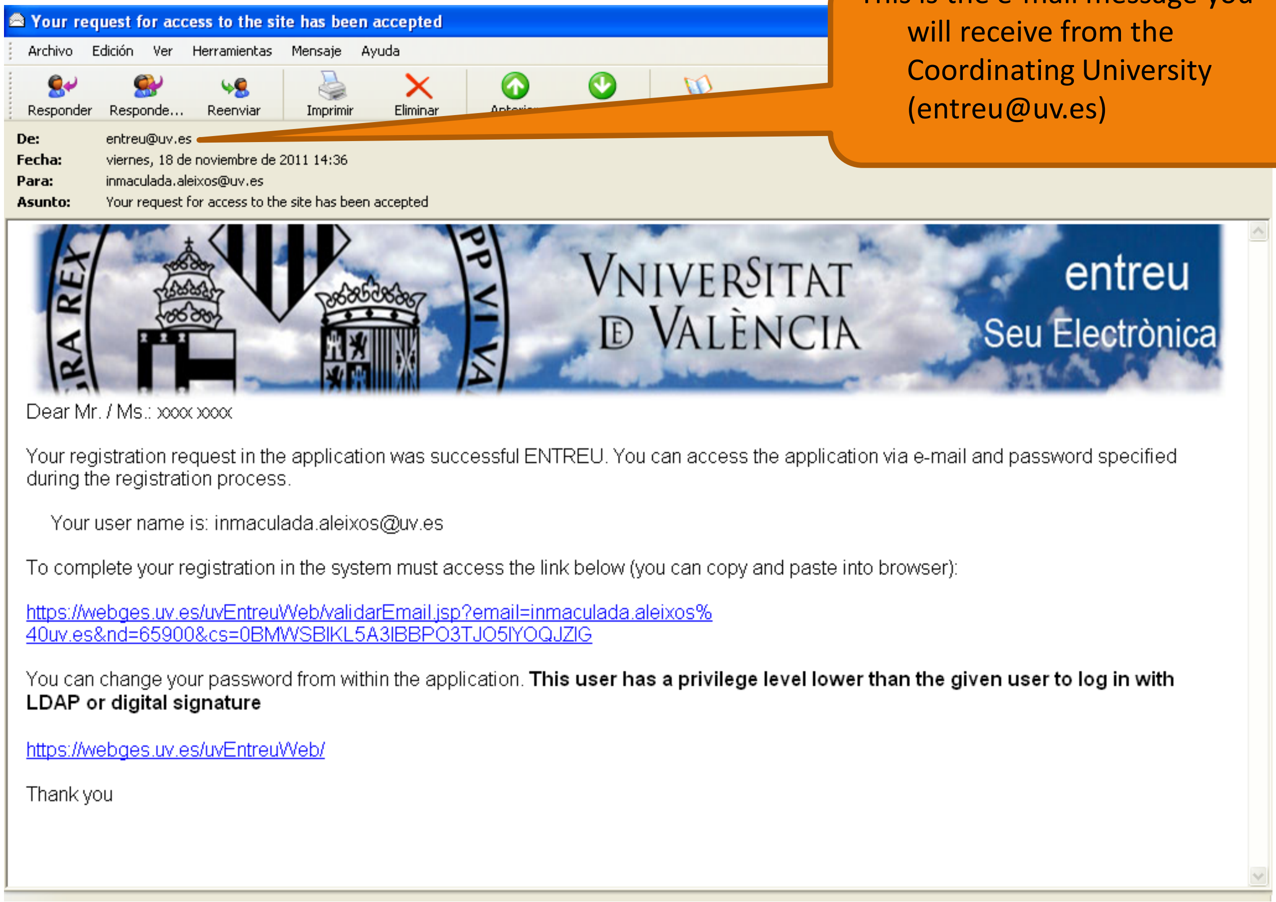
Validity dates: Opening date: 15/11/2011 00:00 Closing date: 15/09/2012 23:59

This is the online application for students applying for Erasmus Mundus Work, Organizational and Personnel Psychology (WOP-P) Master's Programme. Depending on the date of application, students are also applying for Erasmus Mundus Scholarships, MOY Grants or other grants (please, check deadlines in our web site http://www.erasmuswop.org).

Guide for the WOP Application

Confirm your account by checking your e-mail

This is the e-mail message you will receive from the Coordinating University (entreu@uv.es)


Your request for access to the site has been accepted
Archivo
Edición
Ver
Herramientas
Mensaje
Ayuda
Responder
Responde…
Reenviar
Imprimir
Eliminar
VNIVERSITAT D VALÈNCIA
entreu
Seu Electrònica

De: entreu@uv.es
Fecha: viernes, 18 de noviembre de 2011 14:36
Para: inmaculada.aleixos@uv.es
Asunto: Your request for access to the site has been accepted

Dear Mr. / Ms.: xxxx xxxx

Your registration request in the application was successful ENTREU. You can access the application via e-mail and password specified during the registration process.

Your user name is: inmaculada.aleixos@uv.es

To complete your registration in the system must access the link below (you can copy and paste into browser):

https://webges.uv.es/uvEntreuWeb/validarEmail.jsp?email=inmaculada.aleixos%40uv.es&nd=65900&cs=0BMWSBIKL5A3IBBPO3TJO5IYOQJZIG

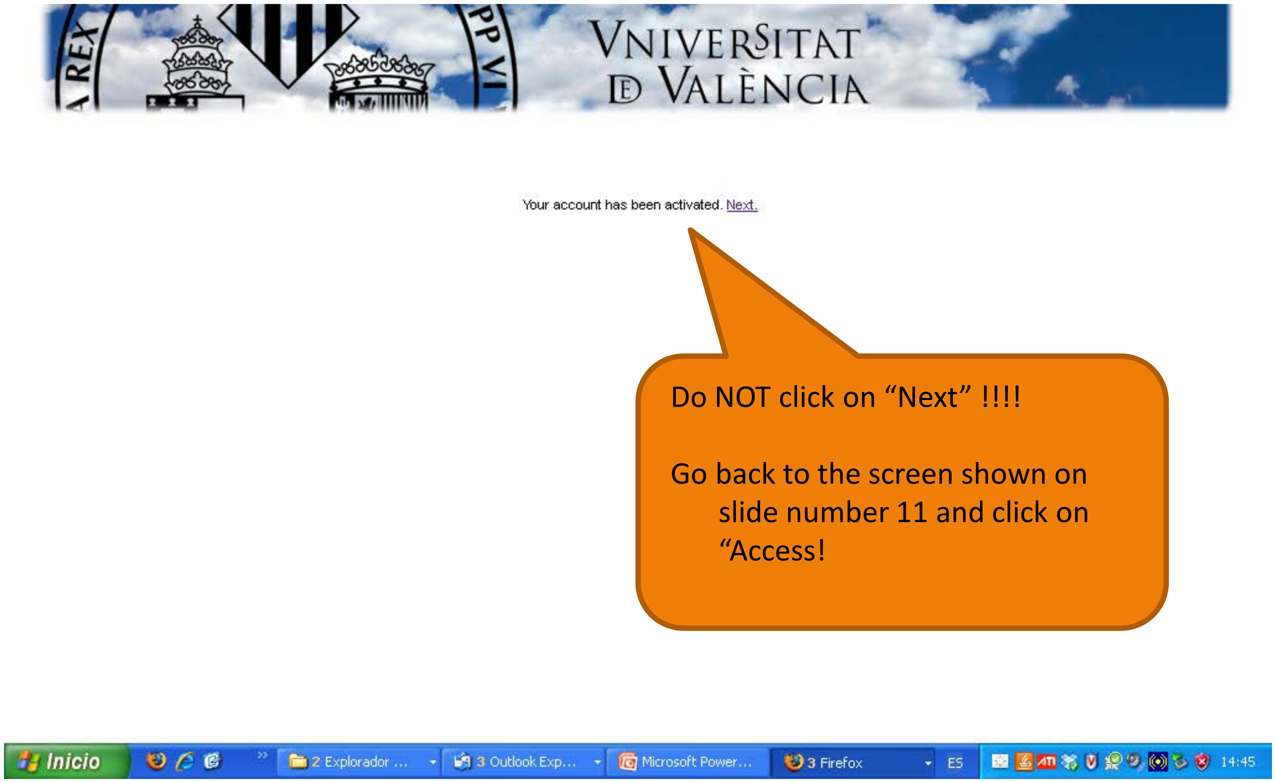
You can change your password from within the application. **This user has a privilege level lower than the given user to log in with LDAP or digital signature**

https://webges.uv.es/uvEntreuWeb/

Thank you

Guide for the WOP Application

After clicking the link provided in your e-mail inbox (when creating an OFFICE user)

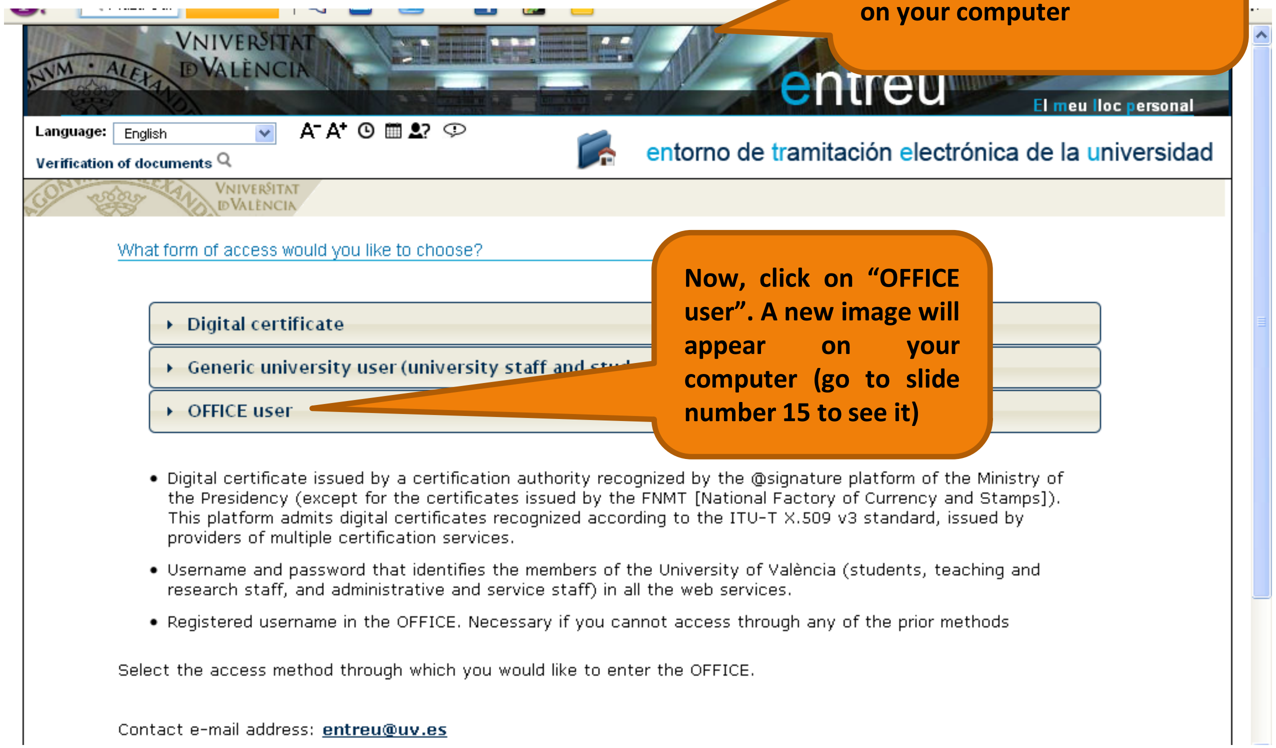

VNIVERSITAT D VALÈNCIA
Inicio
2 Explorador ...
3 Outlook Exp...
Microsoft Power...
3 Firefox
ES
14:45

Your account has been activated. Next.

Do NOT click on “Next” !!!!

Go back to the screen shown on slide number 11 and click on “Access!

Guide for the WOP Application



VNIVERSITAT DVALÈNCIA
entreu
El meu lloc personal
Language: English
Verification of documents
entorno de tramitación electrónica de la universidad

After clicking on "Access" from step on slide number 11, you will find again this screen on your computer

What form of access would you like to choose?

Digital certificate
Generic university user (university staff and stu
OFFICE user

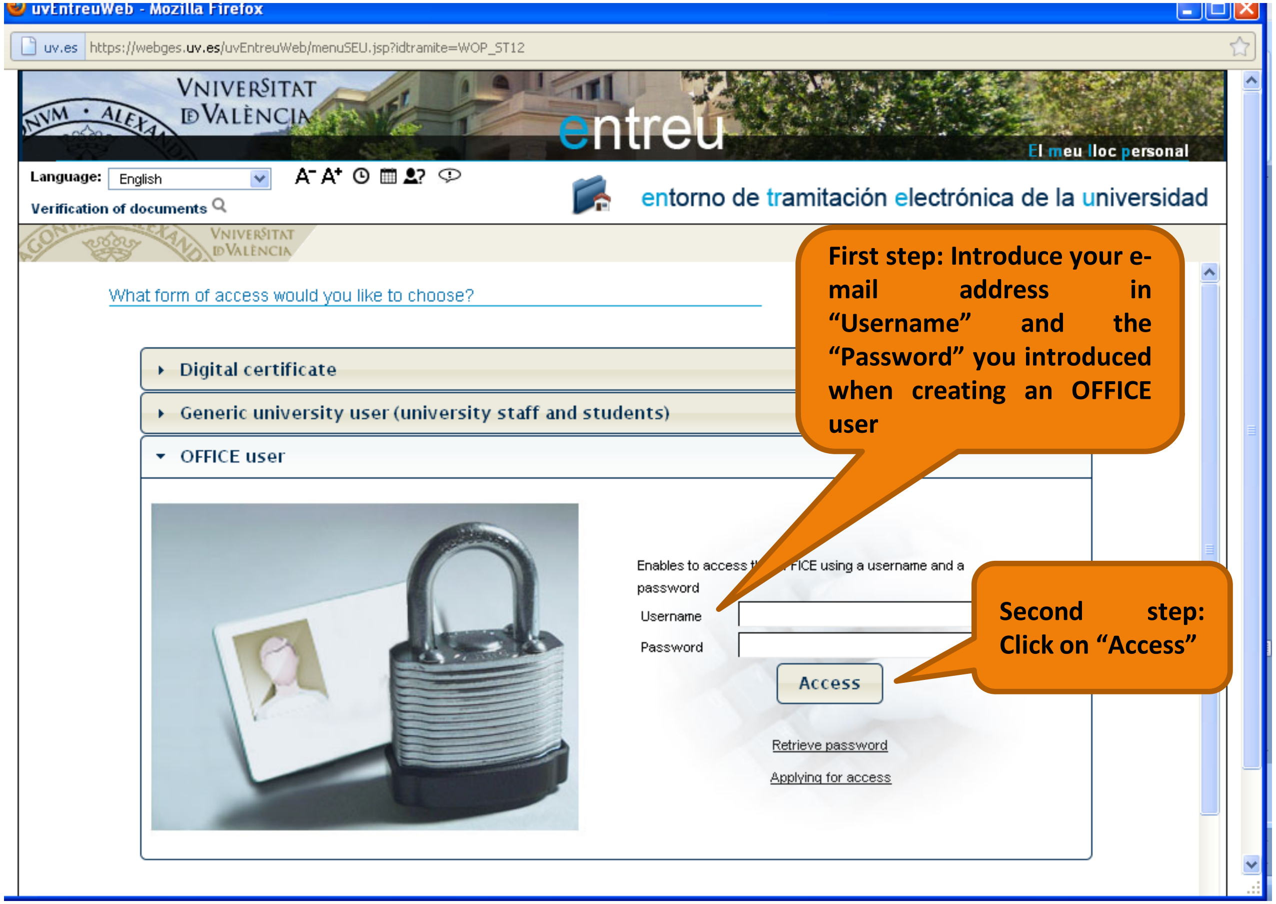
Now, click on "OFFICE user". A new image will appear on your computer (go to slide number 15 to see it)

- Digital certificate issued by a certification authority recognized by the @signature platform of the Ministry of the Presidency (except for the certificates issued by the FNMT [National Factory of Currency and Stamps]). This platform admits digital certificates recognized according to the ITU-T X.509 v3 standard, issued by providers of multiple certification services.
- Username and password that identifies the members of the University of València (students, teaching and research staff, and administrative and service staff) in all the web services.
- Registered username in the OFFICE. Necessary if you cannot access through any of the prior methods

Select the access method through which you would like to enter the OFFICE.

Contact e-mail address: entreu@uv.es

Guide for the WOP Application


uvEntreuWeb - Mozilla Firefox
uv.es
VNIVERSITAT DE VALÈNCIA
entreu
El meu lloc personal
A⁻ A⁺
entorno de tramitación electrónica de la universidad
VNIVERSITAT DE VALÈNCIA
Digital certificate
Generic university user (university staff and students)
OFFICE user
Access
Retrieve password
Applying for access

https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idtramite=WOP_ST12

Language: English

Verification of documents

What form of access would you like to choose?

Enables to access t… FICE using a username and a password

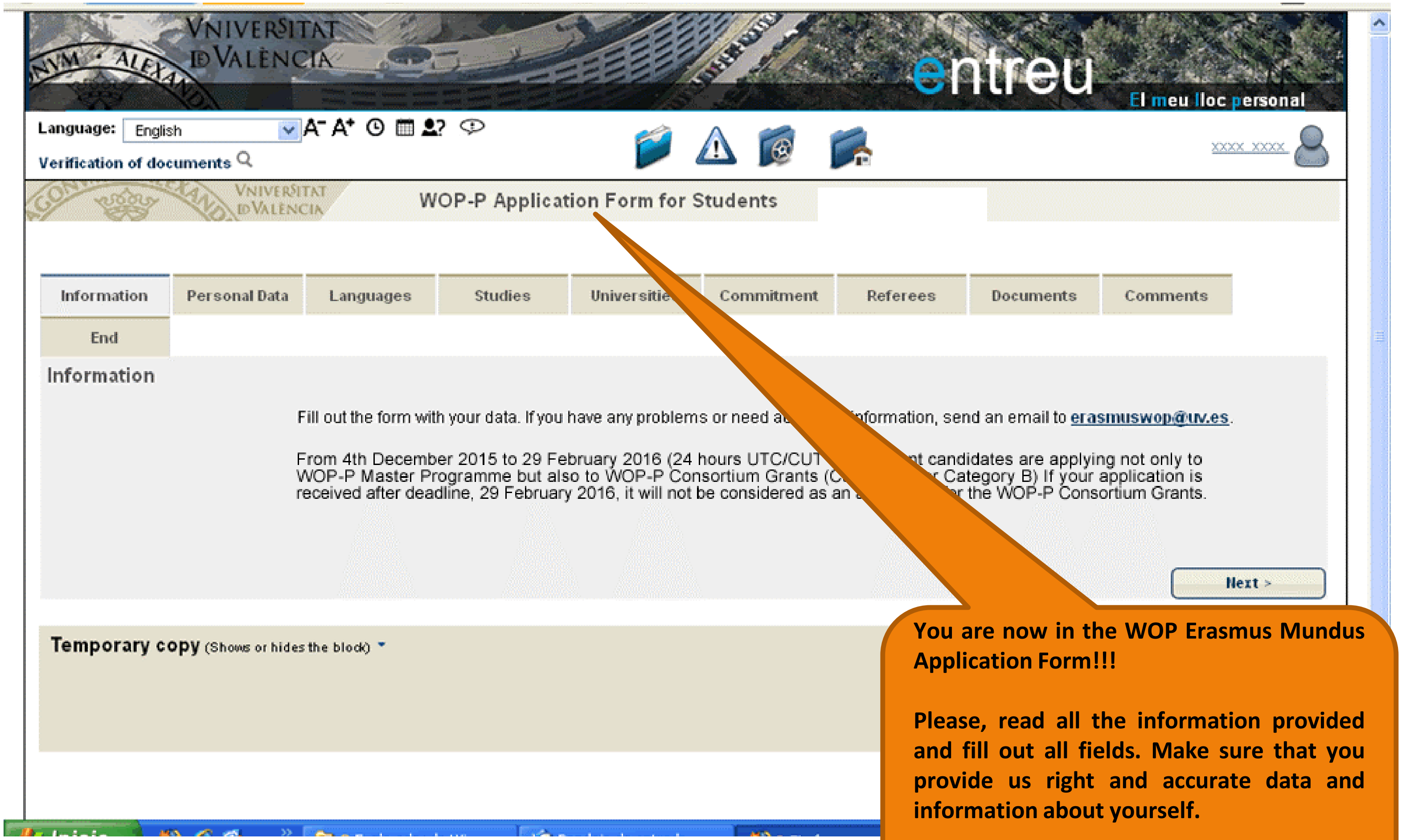
Username

Password

First step: Introduce your e-mail address in "Username" and the "Password" you introduced when creating an OFFICE user

Second step: Click on "Access"

Guide for the WOP Application


VNIVERSITAT DE VALÈNCIA
entreu
El meu lloc personal
Language: English
Verification of documents
xxxx xxxx

WOP-P Application Form for Students

Information
Personal Data
Languages
Studies
Universitie
Commitment
Referees
Documents
Comments
End

Information

Fill out the form with your data. If you have any problems or need a information, send an email to erasmuswop@uv.es.

From 4th December 2015 to 29 February 2016 (24 hours UTC/CUT nt candidates are applying not only to WOP-P Master Programme but also to WOP-P Consortium Grants (C r Category B) If your application is received after deadline, 29 February 2016, it will not be considered as an r the WOP-P Consortium Grants.

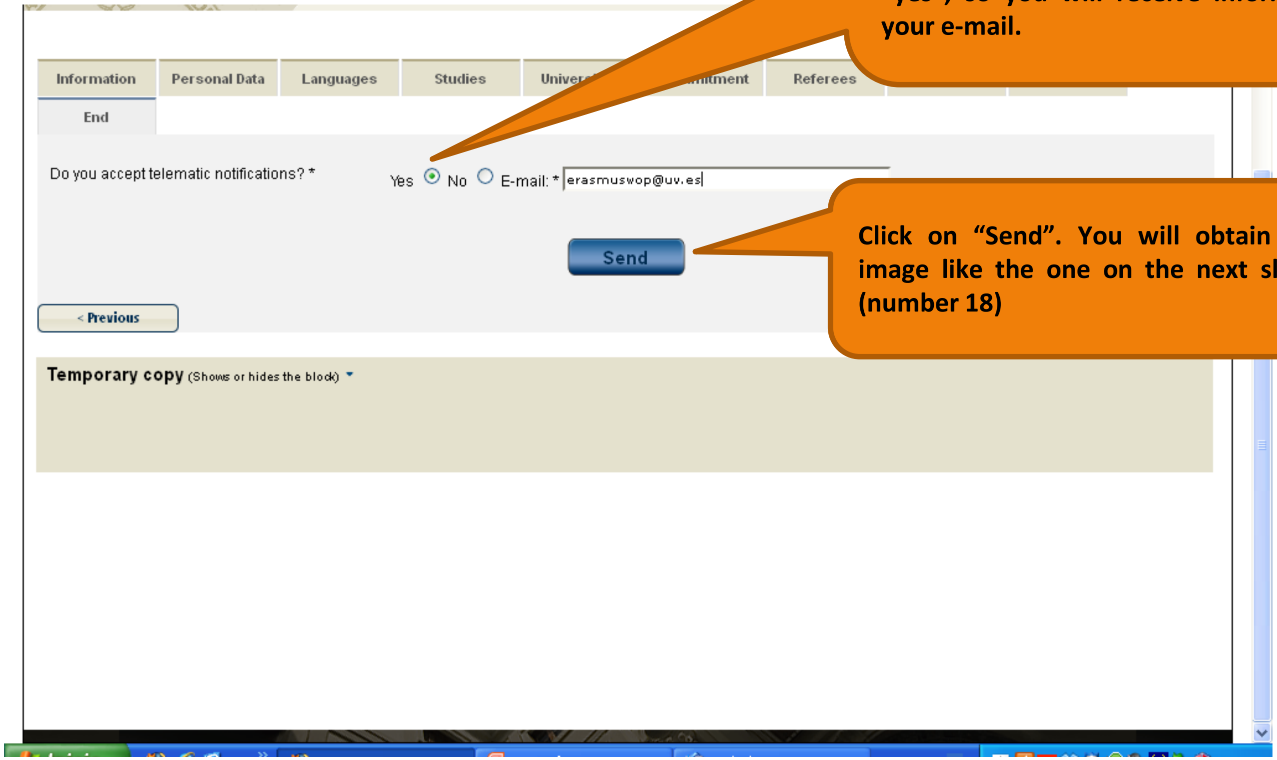
Next ›
Temporary copy (Shows or hides the block)

You are now in the WOP Erasmus Mundus Application Form!!!

Please, read all the information provided and fill out all fields. Make sure that you provide us right and accurate data and information about yourself.

Click on “Next” to go to the following step!

Guide for the WOP Application

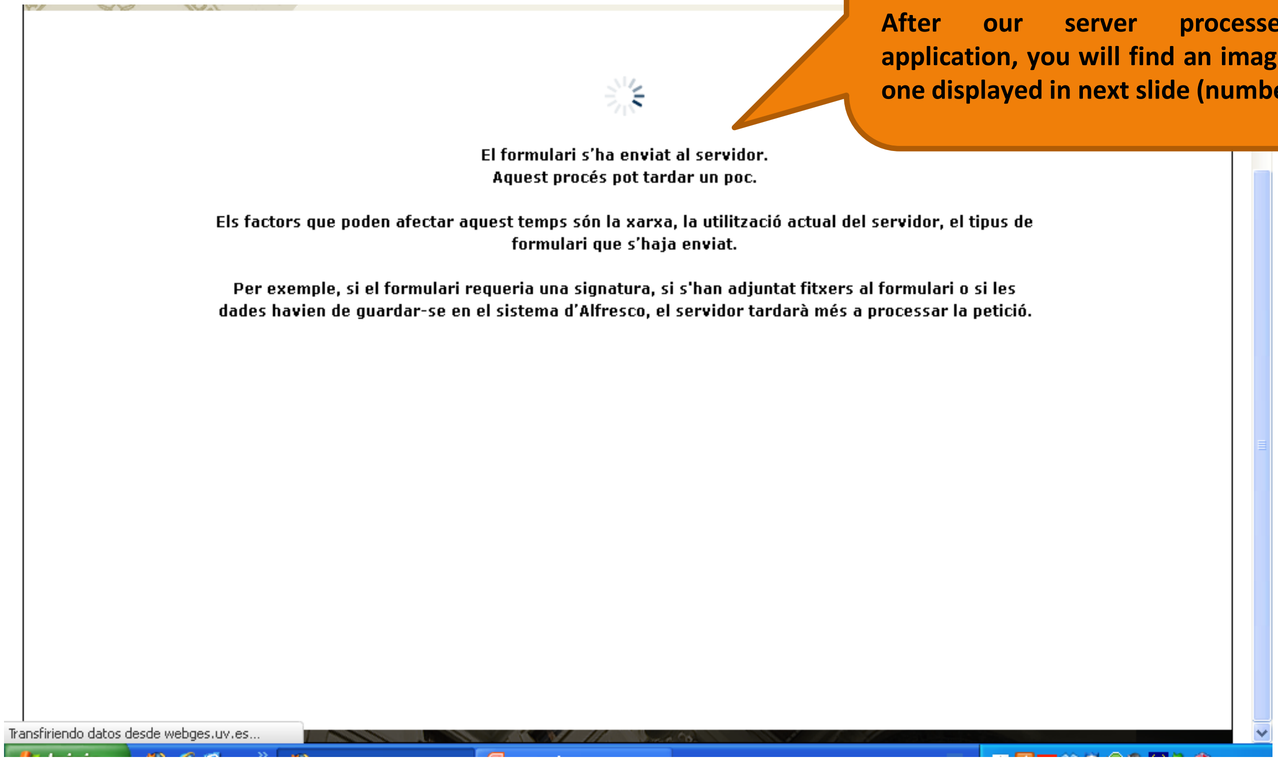

Information
Personal Data
Languages
Studies
Univer
itment
Referees
End
Send
< Previous
Temporary copy (Shows or hides the block)

Do you accept telematic notifications? * Yes ● No ○ E-mail: * erasmuswop@uv.es

At the end of the application process, you have the option to mark "yes" or "no" in order to receive feedback on your application.
We strongly recommend you to click on "yes", so you will receive information in your e-mail.

Click on "Send". You will obtain an image like the one on the next slide (number 18)

Guide for the WOP Application



El formulari s'ha enviat al servidor.
Aquest procés pot tardar un poc.

Els factors que poden afectar aquest temps són la xarxa, la utilització actual del servidor, el tipus de formulari que s'haja enviat.

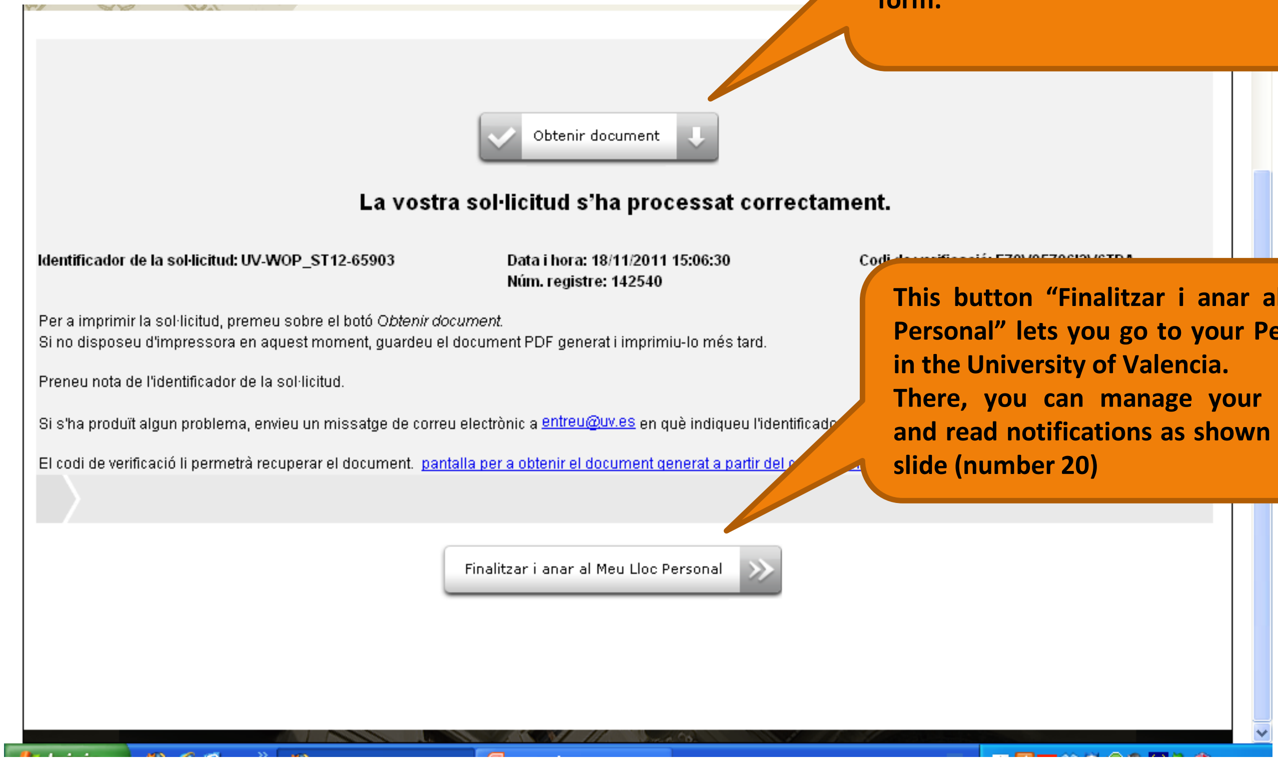
Per exemple, si el formulari requeria una signatura, si s'han adjuntat fitxers al formulari o si les dades havien de guardar-se en el sistema d'Alfresco, el servidor tardarà més a processar la petició.

This message is just informing you that your application is being sent. Our server needs some time. So please, be patiente and wait for a while.

After our server processes your application, you will find an image like the one displayed in next slide (number 19)

Guide for the WOP Application

This screen lets you obtain a copy of your application by clicking on "Obtenir document". You will get a pdf with all your data introduced in the online application form.



La vostra sol·licitud s'ha processat correctament.

Identificador de la sol·licitud: UV-WOP_ST12-65903

Data i hora: 18/11/2011 15:06:30
Núm. registre: 142540

Codi

Per a imprimir la sol·licitud, premeu sobre el botó *Obtenir document*.
Si no disposeu d'impressora en aquest moment, guardeu el document PDF generat i imprimiu-lo més tard.

Preneu nota de l'identificador de la sol·licitud.

Si s'ha produït algun problema, envieu un missatge de correu electrònic a entreu@uv.es en què indiqueu l'identificado

El codi de verificació li permetrà recuperar el document. pantalla per a obtenir el document generat a partir del

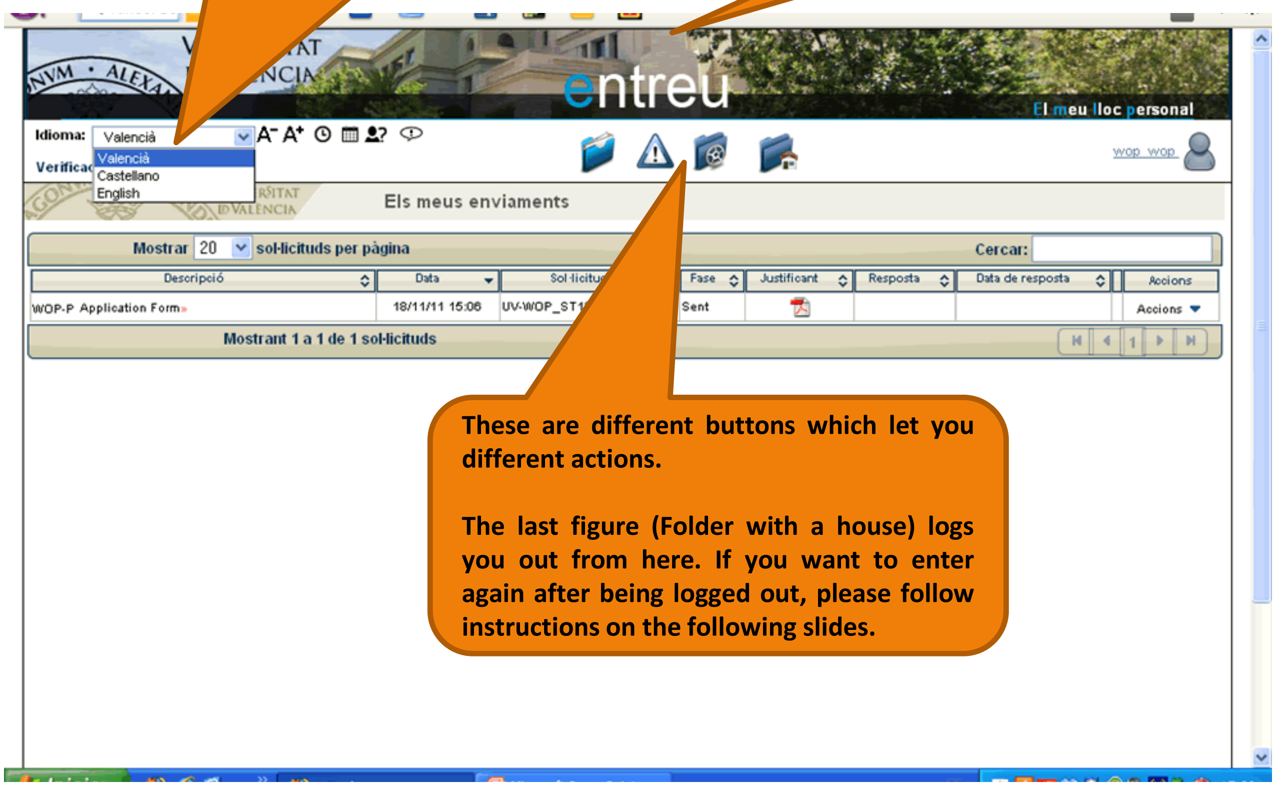
This button "Finalitzar i anar al Meu Lloc Personal" lets you go to your Personal Site in the University of Valencia.
There, you can manage your application and read notifications as shown in the next slide (number 20)

Guide for the WOP Application

As default, this screen appears in a language other than inEnglish.

From “Idioma” you can change into English language.

This is your Personal Site in the University of Valencia (Coordinating University of WOP-P Master’s)



Idioma: Valencià

Els meus enviaments

Mostrar 20 sol·licituds per pàgina

Cercar:

Descripció	Data	Sol·licitu	Fase	Justificant	Resposta	Data de resposta	Accions
WOP-P Application Form	18/11/11 15:06	UV-WOP_ST1	Sent				Accions

Mostrant 1 a 1 de 1 sol·licituds

These are different buttons which let you different actions.

The last figure (Folder with a house) logs you out from here. If you want to enter again after being logged out, please follow instructions on the following slides.

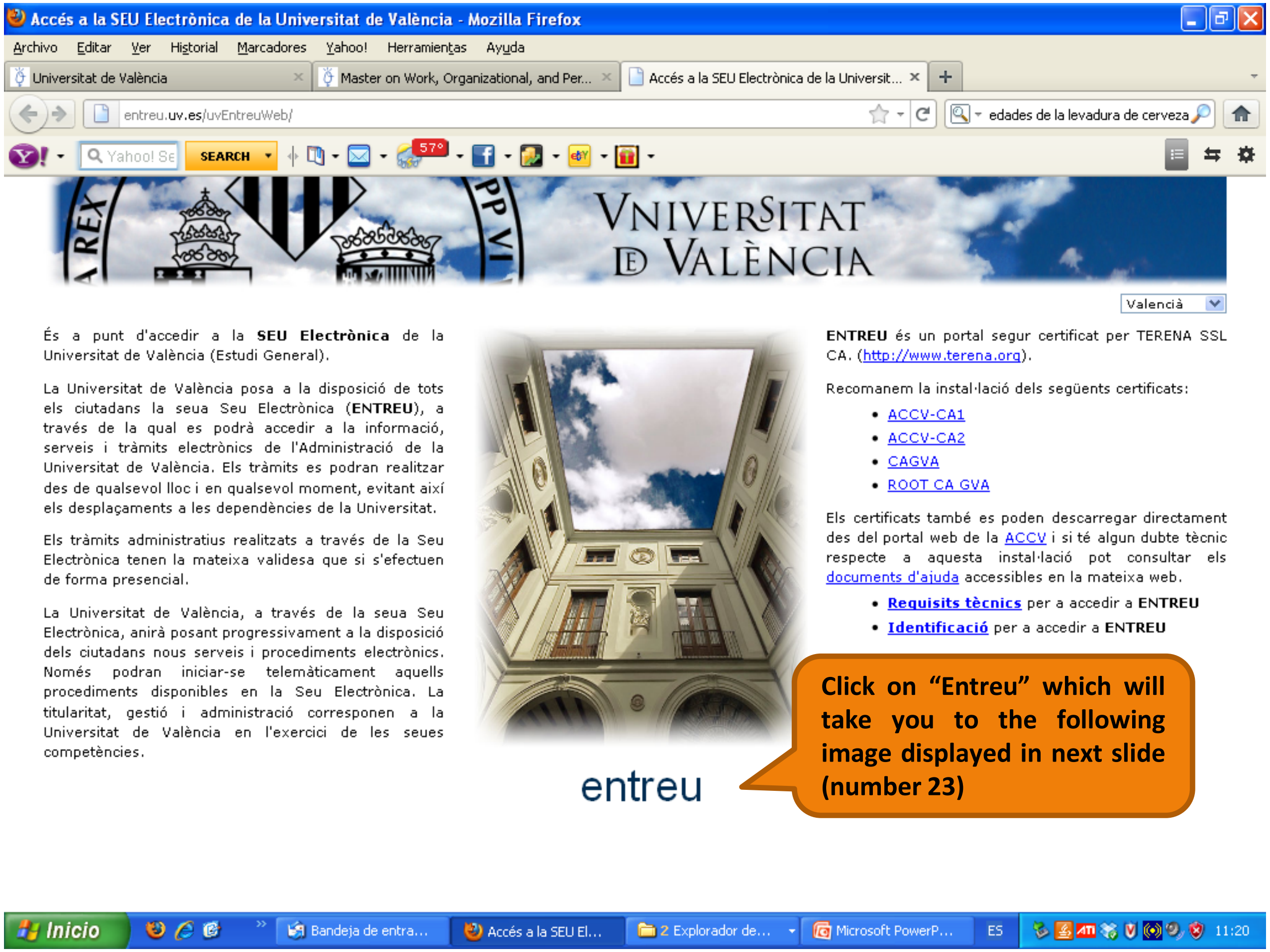
Guide for entering again in your Personal Account of your Application for WOP Master's.

Click on the following link:

http://entreu.uv.es/uvEntreuWeb/

(you will find an image on your screen like the one displayed on next slide (number 22)

Guide for entering again in your Personal Account of your Application for WOP Master’s.


Accés a la SEU Electrònica de la Universitat de València - Mozilla Firefox
Archivo Editar Ver Historial Marcadores Yahoo! Herramientas Ayuda
Universitat de València
Master on Work, Organizational, and Per...
Accés a la SEU Electrònica de la Universit...
entreu.uv.es/uvEntreuWeb/
edades de la levadura de cerveza
Yahoo! Se
SEARCH
57°
VNIVERSITAT
D VALÈNCIA
Valencià
entreu
Inicio
Bandeja de entra...
Accés a la SEU El...
2 Explorador de...
Microsoft PowerP...
ES
11:20

És a punt d'accedir a la **SEU Electrònica** de la Universitat de València (Estudi General).

La Universitat de València posa a la disposició de tots els ciutadans la seua Seu Electrònica (**ENTREU**), a través de la qual es podrà accedir a la informació, serveis i tràmits electrònics de l'Administració de la Universitat de València. Els tràmits es podran realitzar des de qualsevol lloc i en qualsevol moment, evitant així els desplaçaments a les dependències de la Universitat.

Els tràmits administratius realitzats a través de la Seu Electrònica tenen la mateixa validesa que si s'efectuen de forma presencial.

La Universitat de València, a través de la seua Seu Electrònica, anirà posant progressivament a la disposició dels ciutadans nous serveis i procediments electrònics. Només podran iniciar-se telemàticament aquells procediments disponibles en la Seu Electrònica. La titularitat, gestió i administració corresponen a la Universitat de València en l'exercici de les seues competències.

ENTREU és un portal segur certificat per TERENA SSL CA. (http://www.terena.org).

Recomanem la instal·lació dels següents certificats:

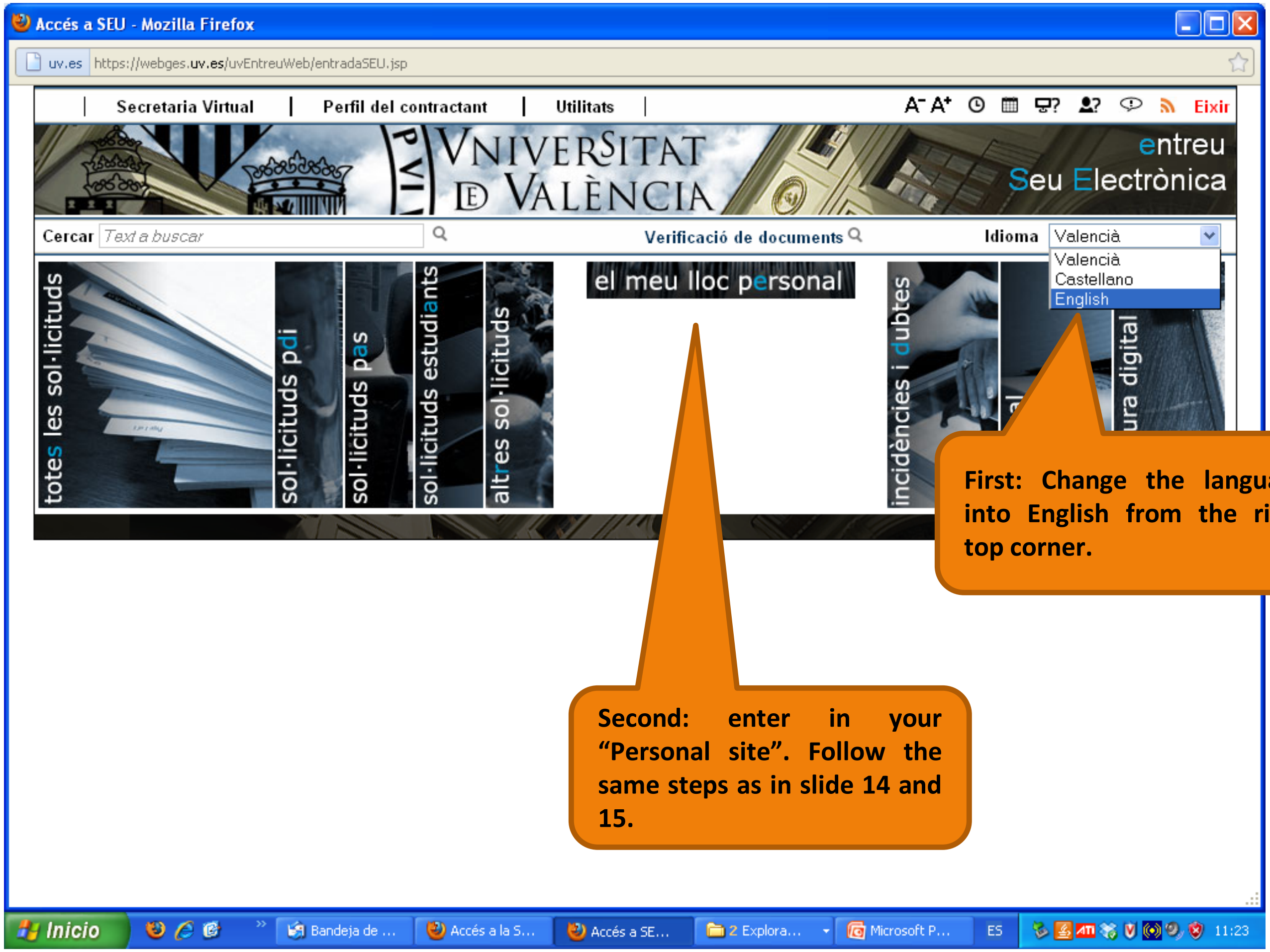
- ACCV-CA1
- ACCV-CA2
- CAGVA
- ROOT CA GVA

Els certificats també es poden descarregar directament des del portal web de la ACCV i si té algun dubte tècnic respecte a aquesta instal·lació pot consultar els documents d'ajuda accessibles en la mateixa web.

- **Requisits tècnics** per a accedir a **ENTREU**
- **Identificació** per a accedir a **ENTREU**

Click on “Entreu” which will take you to the following image displayed in next slide (number 23)

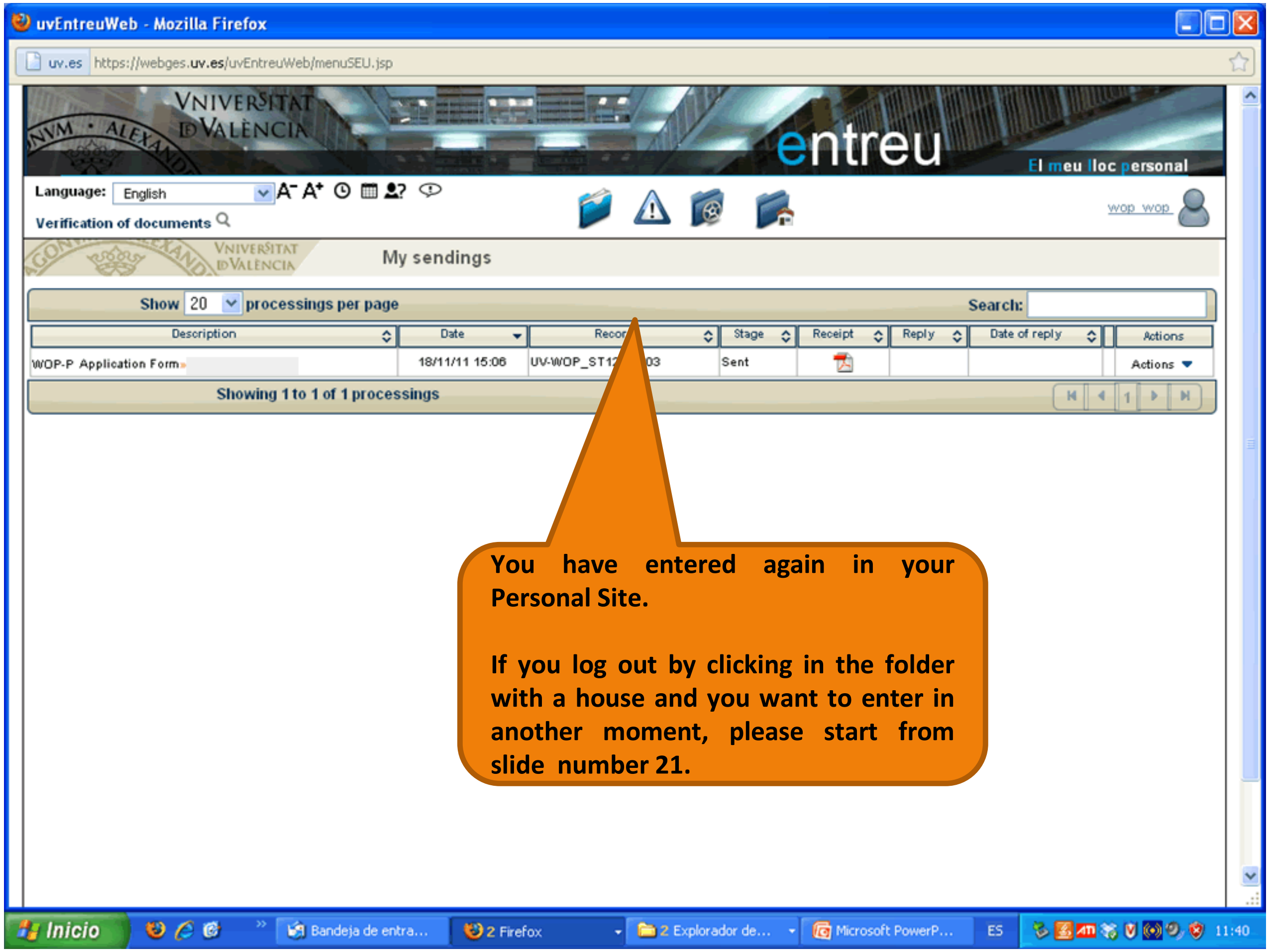
Guide for entering again in your Personal Account of your Application for WOP Master's.


Accés a SEU - Mozilla Firefox
uv.es https://webges.uv.es/uvEntreuWeb/entradaSEU.jsp
Secretaria Virtual
Perfil del contractant
Utilitats
Eixir
VNIVERSITAT DE VALÈNCIA
entreu
Seu Electrònica
Cercar
Text a buscar
Verificació de documents
Idioma
Valencià
Valencià
Castellano
English
totes les sol·licituds
sol·licituds pdi
sol·licituds pas
sol·licituds estudiants
altres sol·licituds
el meu lloc personal
incidències i dubtes
ura digital
Inicio
Bandeja de ...
Accés a la S...
Accés a SE...
2 Explora...
Microsoft P...
ES
11:23

First: Change the language into English from the right top corner.

Second: enter in your "Personal site". Follow the same steps as in slide 14 and 15.

Guide for entering again in your Personal Account of your Application for WOP Master's.


uvEntreuWeb - Mozilla Firefox
uv.es https://webges.uv.es/uvEntreuWeb/menuSEU.jsp
VNIVERSITAT DVALÈNCIA
entreu
El meu lloc personal
Language: English
Verification of documents
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Inicio
Bandeja de entra...
2 Firefox
2 Explorador de...
Microsoft PowerP...
ES
11:40

My sendings

Show 20 processings per page

Search:

Description	Date	Record	Stage	Receipt	Reply	Date of reply	Actions
WOP-P Application Form» [redacted]	18/11/11 15:06	UV-WOP_ST12 03	Sent				Actions

Showing 1 to 1 of 1 processings

You have entered again in your Personal Site.

If you log out by clicking in the folder with a house and you want to enter in another moment, please start from slide number 21.