

# Tutorial

## GENERAL APPLICATION

<b>Tutorial</b> MYADMIN	<b>Name</b> General Application
<b>Document Date</b> 13/12/2018	<b>Process I.D Code</b> RYCSOG001
<b>Latest version</b> 3.0	<b>Description</b> Tutorial on how to submit a General Application.

### LOG RECORDS

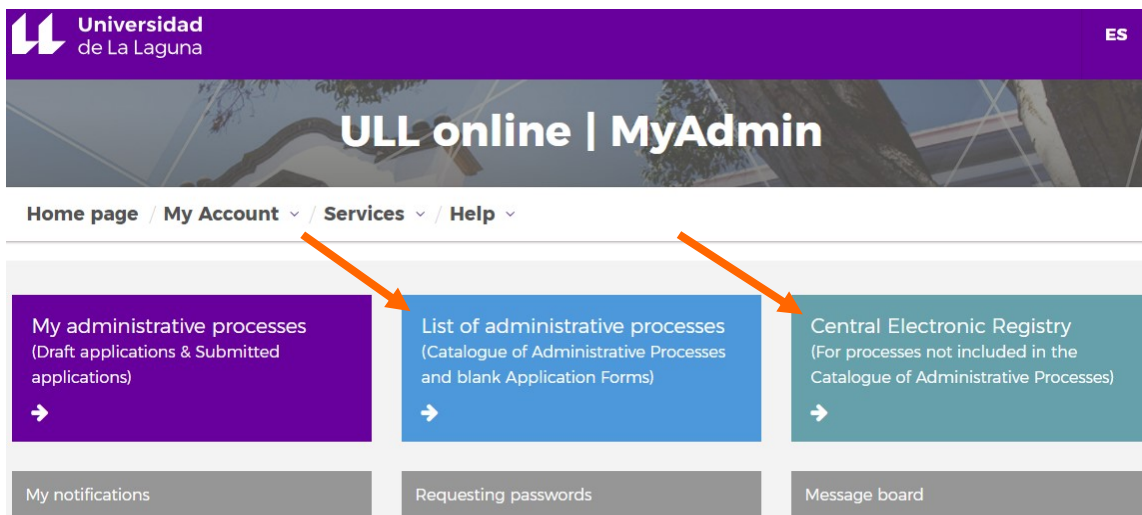
Version	Date	Changes	Author
1.0	04/10/2013	Document drafted	GAP
2.0	16/02/2016	Document revised	GAP
3.0	03/10/2018	Adapted to new format of MyAdmin	GAP

## GENERAL APPLICATION

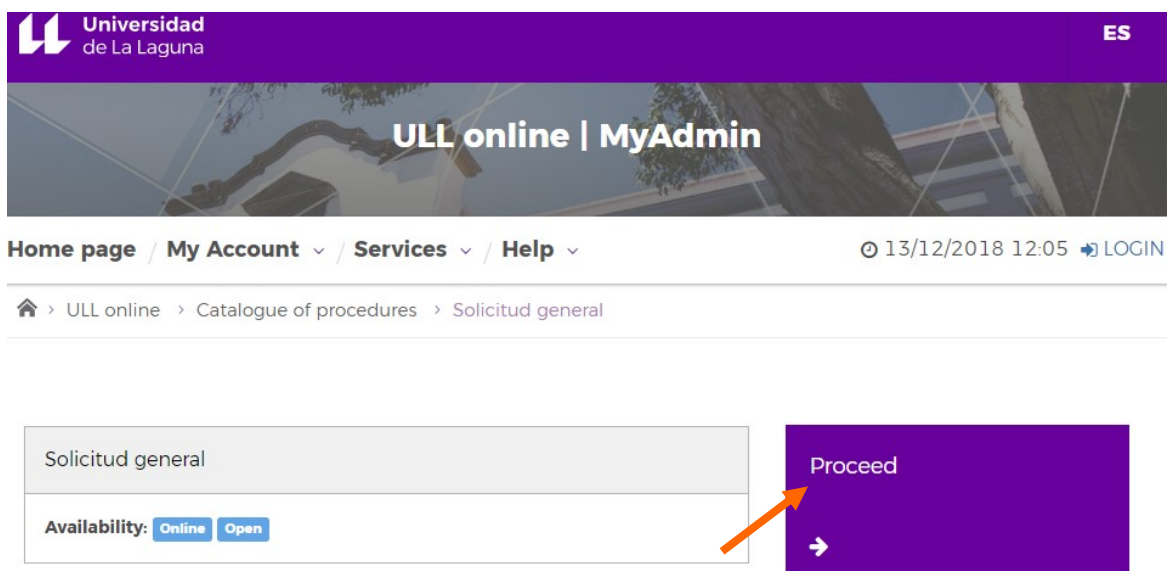
This tutorial explains how to present an application in the Electronic Registry using the **'General Application'** administrative process.

Important note: this type of application is only used when there is no specific administrative process available for your needs. Please check the **'List of Administrative Processes > (Catalogue of Administrative Processes and blank Application Forms)'** before starting to ensure there is no other specific process available.

You can access the **General Application** form by clicking on **'General Electronic Registry'** on this screen.

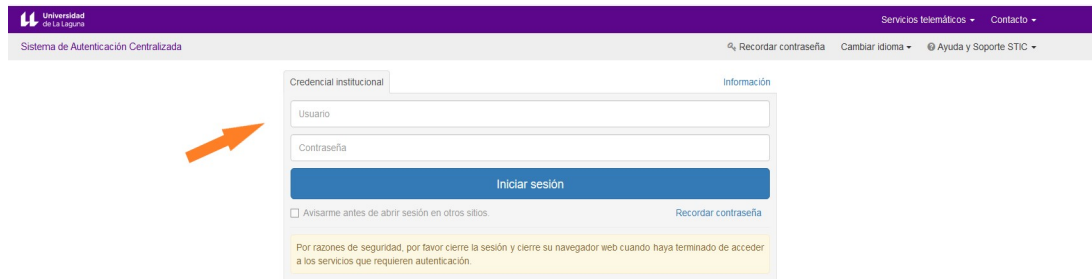


The following page contains an information section for this administrative process, as well as contact details and a **'Proceed'** / 'Tramitar' button. To start your application process you will need to click on the Proceed button.

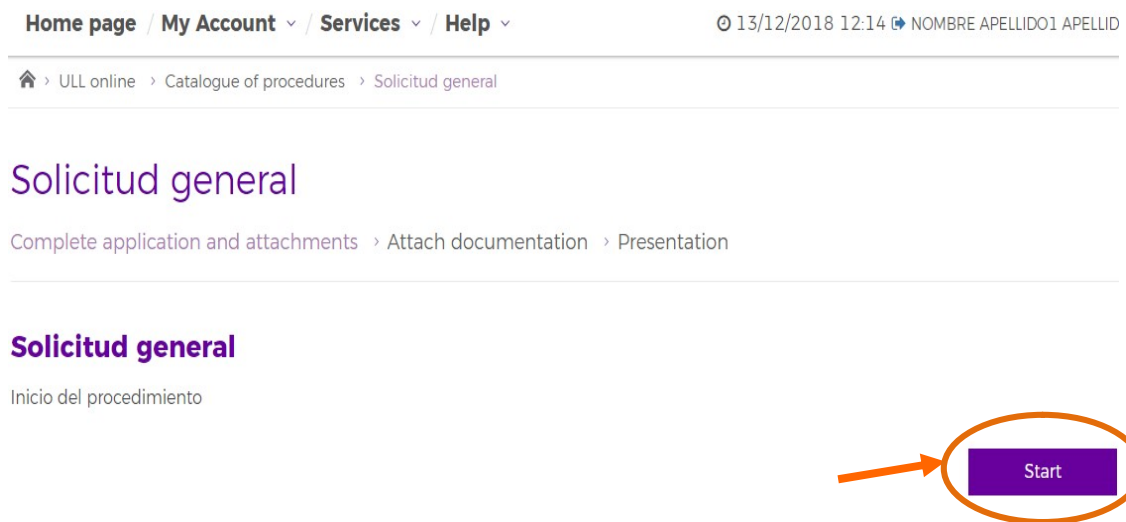


### Information

The online system will then ask you to identify yourself using a valid Username and Password.



Once successfully logged in, click on **'Start' / 'Iniciar'**:



You will be taken to a blank General Application form. Fill in all of the blank fields. The fields marked with (\*) must be filled in. If you fail to fill in any of the fields marked with (\*) it will be impossible to sign the document using a electronic signature.

## SOLICITUD GENERAL GENERAL APPLICATION

Indique el colectivo al que pertenece Indicate intended					
<input checked="" type="radio"/> PAS Funcionario Administrative and Services Staff	<input type="radio"/> PAS Laboral Administrative and Services Employees	<input type="radio"/> PDI Funcionario Research and Teaching Staff	<input type="radio"/> PDI Laboral Research and Teaching Employees	<input type="radio"/> Alumnado Students	<input type="radio"/> Otros Others

DATOS PERSONALES PERSONAL INFORMATION				
Documento(*) Personal ID	Número (*) Number	Primer Apellido (*) First Surname	Segundo Apellido Second Surname	Nombre (*) Name

Once the application form has been filled out, click on **'Save' / 'Guardar'**.

**Cargo de la persona o Unidad a la que se dirige la solicitud (\*)**  
Name of Unit or job title of individual to whom the application is being sent(\*)

Quedo enterado de que la validez de la solicitud está condicionada a la veracidad de los datos consignados en este formulario.  
Applicants are aware that the validity of the application is conditional upon the veracity of the information contained in this form.

(\*) Campos obligatorios  
(\*) Compulsory fields



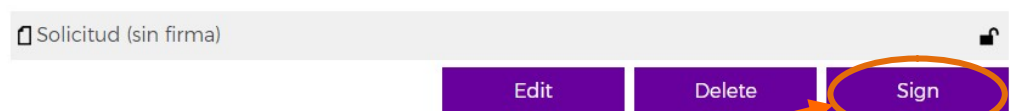
In the event that any of the obligatory fields have been left blank, you will need to click on **'Edit' / 'Editar'** in order to return to the form and fill them in.

Once the form has been saved, you will be taken to the next screen. Here you will see the message that your form has been completed, but that it has not been electronically signed (open padlock icon).

At this stage you can still continue to edit the form using the **'Edit' / 'Editar'** button, or you can delete it entirely by clicking on **'Delete' / 'Borrar'**. To complete the form you must click on the **'Sign' / 'Firmar'** button and a closed padlock icon will appear once done.

## Solicitud general

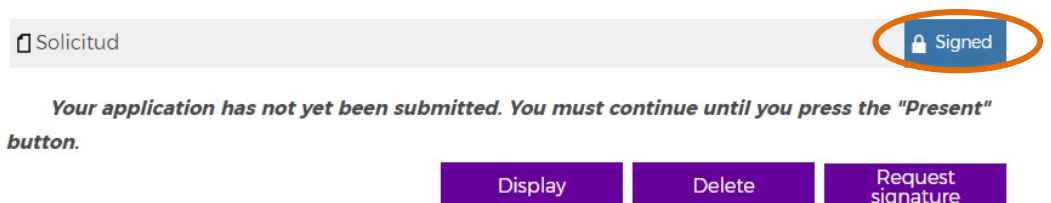
Inicio del procedimiento



Next, after signing the form, you will need to click on **'Continue' / 'Continuar'**.

## Solicitud general

Inicio del procedimiento



## Annexes

 There are no annexes to contribute for this procedure.



On screen you will now see the **'Attach documents'** / 'Adjuntar documentación' instruction. If you need to attach any documents click on **'Select file'** / 'Seleccionar archivo' and then locate the file you want to attach. All documents must be uploaded in non-editable **PDF format**.

Once you have attached your documents and added a brief description for each (\*description compulsory), click on **'Accept'** / 'Aceptar' to upload them and finalize the process.

## Solicitud general

Complete application and attachments **Attach documentation** Presentation

### Accompanying documents

**i** There are no attached documents to provide for this procedure.

### Additional Documents

You may attach as many additional documents as you deem necessary.

Attach another document.

**Choose File** No file chosen

**NOTE:** Please note that the format of the document must be valid, cannot be editable and its size must be smaller than 10 MB.

Add a description to the document:

Accept

**Your application has not yet been submitted. You must continue until you press the "Present" button.**

Continue

Save to draft

Cancel

If the documentation is accepted the **'Continue'** / 'Continuar' button will activate and the following options will become available to you: **'View document'** / 'Ver documento', **'Delete'** / 'Eliminar', or **'Sign'** / 'Firmar'. To continue, you must select **'Sign'** / 'Firmar'.

### Additional Documents

You may attach as many additional documents as you deem necessary.

Attach documentation

Resguardo\_Título\_V4\_R.pdf

View  
document

Delete

Sign

The document now appears as signed but with an alert indicating that it has not been submitted. In order to submit the documentation you will need to click on **“Continuar”** / ‘Continuar’. In this step you will be shown the signed application form together with a list of all attached documents.

However, you may also decide to **‘Save draft’** / ‘Guardar en borrador’ and continue later, or you may decide to cancel the process entirely by clicking on **‘Cancel application’** / ‘Cancelar la solicitud’.

*Your application has not yet been submitted. You must continue until you press the “Present” button.*



If you need **additional documentation** signed, click on **‘Request signature’** / ‘Solicitar Firma’, and then **Save as a draft** until you receive the notification that the documentation has been signed. Once signed, you can return to the General Application form by going to **‘My Account’ > ‘My administrative processes’ – Applications not submitted’**.

If everything is in order and if you do not need to make any further corrections, click on the **‘Submit’** / ‘Presentar’ button.

## Solicitud general

Complete application and attachments > Attach documentation > Presentation

### Summary

First name: Solicitud general  
Administrative unit processing: Unidades sin gestor

### Data of the holder

First name: NOMBRE APELLIDO1 APELLIDO2  
ID: E20120111

### Application

Modify

Solicitud

Signed

### Annexes

No annexes are required for this procedure.

### Accompanying documentation

No attachments are required for this procedure.

### Additional documentation

Modify

Attach documentation

Resguardo\_Titulo\_V4\_R.pdf

Signed





You will be shown the application form and corresponding eRegistration acknowledgement receipt.

## Solicitud general / General Application

Complete application and attachments > Attach documentation > Presentation

### Result of the presentation

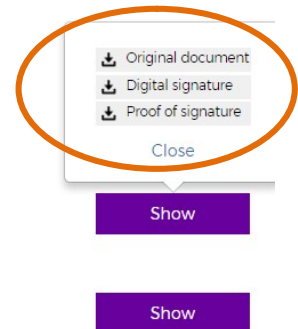
**i** The application has been successfully submitted.

#### Application

Click on the following link if you want to see the application

#### Proof

Click on the following link if you want to see the receipt



By clicking on the documents you can:

- Download the original document.
- Download the digital signature
- Download the document with proof of signature.

To view the attached documents, go to **'My Account' - 'My administrative processes - Applications submitted'**. Here you will be able to view the application form and corresponding eRegistration acknowledgement receipt

Home page / My Account ▾ / Services ▾ / Help ▾

🕒 23/01/2019 14:55 🔗

🏠 > ULL online > My Administrative Processes > Applications submitted

## My Administrative Processes



Applications not submitted



Applications submitted

### Applications submitted

Procedure	Code	Date
Solicitud general / General Application	S2019/38	23/01/2019 14:50:51

Application S2019/38

**Code:** S2019/38

**Procedure Code:** RYCSOG001

**Procedure:** Solicitud general / General Application

**Date of creation:** 23/01/2019 14:50:51

**Interested:**

## Associated documentation

- 23/01/2019 - Justificante de registro
- 23/01/2019 - Documento adicional aportado por el ciudadano
- 23/01/2019 - Solicitud

**IMPORTANT\*:** To close your session you must click on '[Close Session](#)' / 'Cerrar sesión' in the top right corner of the screen.