

## **(1) PROCESS TO DOWNLOAD THE CERTIFICATE**

The process, which is already running, is the following:

- Go to <http://cursosweb.uclm.es>
- Log in clicking in the upper right menu with your username (usually your ID without the letter) and password.
- If you don't remember your password click on '¿has olvidado tus credenciales?'
- Go to 'mis cursos' (my courses), which is on the left menu.
- On the next screen, go to the line of the course whose certificate you want to download and select the option 'certificados'.
- You will get a certificate signed electronically and fully valid.

## **(2) RESTORING OF THE PASSWORD**

- Click here: <https://mis.tic.es/credenciales/recuperarCredenciales.aspx>
- If you get a message when you type your username saying that the username doesn't exist ('Este usuario no existe'), you have to activate the username.
- If the user does exist, you will have to select either your mail or phone and they will send instructions there for the restoring.
- Once you get the text or the mail, you have to insert the code provided there in the following link:

<https://mis.tic.uclm.es/Credenciales/codigo.aspx>

(You have to use your ID without letter, the activation code provided, and the password you wish to use.)

## **(3) ACTIVATING USERNAME**

If you enrolled without providing the UCLM username and password, you will have to activate the account in order to download the certificate.

The process is the following:

- Go to <https://mis.tic.uclm.es/credenciales/alta.aspx>

Type in the login information: Type of ID, ID and security number.

- Once the system has checked that you haven't been previously registered, a screen in which you will have to type in your personal information will appear.

Type in your information: Name, Surnames, alternative email, alternative phone number.

- Then you will get a mail to the alternative email with your user and your password.

- Go to the page indicated in the mail: <https://mis.tic.uclm.es/Credenciales/codigo.aspx>

Type in your username and activation code. Then type in the password you wish to use.

- Having done this, you will have access to the system for future occasions, and you won't need to type in the information to recuperate the password.

- To access your certificate you have to go to <https://cursosweb.uclm.es/> and log in with your username and password, and follow the instructions in (1).