

Instructions for applying through the IAC site with username/password.

NOTE: Not meant for citizens with a valid Spanish Digital Certificate!¹

The official web application for applying for positions is being developed by the Spanish Administration. Regrettably, only Spain's official languages are at present supported. We are trying to get the Administration to translate it to English, but it is a slow and manual process over which we have no control.

For your convenience the IAC offers this guide to help you with your application.

- **Registering as a new user**
- **Applying for a position**
 - **Signing an application**
- **Recovering a lost password**

Registering as a new user

First of all please switch language, as some fields have been translated (hopefully all will be in the future):

¹ Citizens who are eligible to obtain a valid Spanish Digital Certificate but who are unable to do so in time or renew it may also use this system, bearing in mind that they must use a different form of ID (e.g. passport number) to register.



Scroll down to “Username and password login”

The screenshot shows the homepage of the SEDE ELECTRÓNICA DEL IAC. The header includes the IAC logo, the title 'SEDE ELECTRÓNICA DEL IAC', and the subtitle 'Consortio Instituto de Astrofísica de Canarias, M.P.'. The navigation menu includes 'HOME', 'PROCEDIMIENTOS', 'MIS EXPEDIENTES', 'MIS NOTIFICACIONES', and 'HELP'. The main content area is divided into several sections: 'DESTACADOS' (Featured) with links to 'Instancia genérica', 'Informe técnico', 'Certificación de lámparas y luminarias', 'Certificado de exención de aduanas / Customs Exemption Certificate', and 'Acceso a la información pública'; 'PROCEDIMIENTOS' (Procedures) with links to 'Instancia genérica y acceso a la información pública', 'Protección de la calidad del cielo', 'Importación de Instrumentación científica / Importation of Scientific Instrumentation', and 'Selección y contratación-RRHH'; 'UTILITIES' with links to 'Validation of electronic documents (CVE)', 'Information and Verification of Certificates', 'Password recovery', 'Username and password login' (circled in red), and 'Non-Working Day Calendar'; 'Mis expedientes' (My cases); and 'Do you need help?' (Do you need help?).

The screenshot shows the 'Username and password' login page. The page title is 'Username and password' and the subtitle is 'Username and password'. The text explains that foreign citizens without a Spanish ID (DNI / NIE) can use a valid ID or passport number to register and login with a username and password. A link to 'Access the registering form' is highlighted with a mouse cursor. The text also states that once registered, the site offers the option to use the user and password to access the procedures through the 'Acceso con Usuario' button.

Fill in the fields (mandatory ones marked “*”)



Home / New User

New User

Register

Register form

*First Name (Given Name):

*Last Name (Surname):

Second Surname:

*Document Type:

*Identification Number:
The Identification Number can be a Passport, foreign identity document or any other unique identifier that is not a Spanish NIF, CIF or NIE.

*Password:

*Repita Contraseña:

*Email: *This identifier will be used to access the Electronic Office.*

*Confirm email:

*De acuerdo con la vigente Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos española y el R.D. 1720/2007 que

NOTE: “Repita contraseña” is just “Repeat password” to verify you can reproduce it later.



You must check that you agree to the Spanish Data Protection Law 15/1999 so that we can add your data to our systems:

Nombre y apellidos:

*Email: *This identifier will be used to access the Electronic Office.*

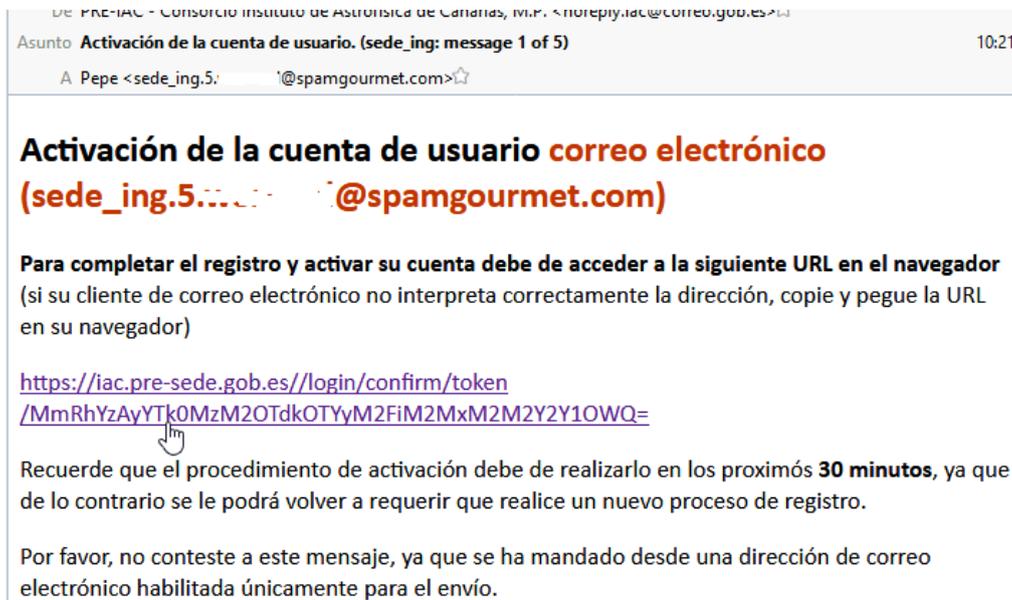
*Confirm email:

*De acuerdo con la vigente Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos española y el R.D. 1720/2007 que la desarrolla, le comunicamos que los datos que incorpore en el presente formulario pasan a formar parte de nuestra base de datos, teniendo usted derecho de oposición, acceso, rectificación y cancelación de sus datos. Si desea ejercer estos derechos, contacte con nosotros enviándonos un correo electrónico con su nombre y apellidos, indicando en el campo asunto el texto: "Borrar Datos Personales"

*I declare that the information contained in my register is true otherwise assuming the responsibilities that may arise from its inaccuracy.

No soy un robot  reCAPTCHA
Privacidad · Condiciones

You will hopefully receive an e-mail such as this one indicating that your account has been activated:





Applying for a position

Go to “PROCEDIMIENTOS” (Procedures) and “Selection and Recruitment-HR” on the menu:

The screenshot shows the website's main navigation menu. The 'PROCEDIMIENTOS' menu is expanded, showing several options. The option 'Selection and recruitment-HR' is highlighted with a black box. The other options include 'Instancia genérica y acceso a la información pública', 'Protección de la calidad del cielo', 'Importation of Scientific Instrumentation', and 'Sugerencias y quejas'. The website header includes the IAC logo, the title 'SEDE ELECTRÓNICA DEL IAC', and the subtitle 'Consorcio Instituto de Astrofísica de Canarias, M.P.'. The top navigation bar contains 'HOME', 'PROCEDIMIENTOS', 'MIS EXPEDIENTES', 'MIS NOTIFICACIONES', and 'HELP'. The top right corner shows the date '07/11/2018 10:23:54', the text 'Welcome', and a 'Sign-in' button.

Click on the one you are interested in:

The screenshot shows the 'Selection and employment-HR' page. The page title is 'Selection and employment-HR' with the subtitle 'Procedures for employment and grants.'. Below the title, there is a section titled 'Procedimientos de la categoría Selection and employment-HR' with '6 procedimientos'. The first procedure listed is 'Participation in selection processes for the employment of staff (excluding pre- and postdoc)'. Below this, there are two links: 'Selection of Postdoctoral Research Staff +' and 'Selection of Predoctoral Research Staff +'. The 'Selection of Predoctoral Research Staff +' link is circled in red. The page header is identical to the previous screenshot, showing the IAC logo, the title 'SEDE ELECTRÓNICA DEL IAC', and the subtitle 'Consorcio Instituto de Astrofísica de Canarias, M.P.'. The top navigation bar contains 'HOME', 'PROCEDIMIENTOS', 'MIS EXPEDIENTES', 'MIS NOTIFICACIONES', and 'HELP'. The top right corner shows the date '07/11/2018 10:23:54', the text 'Welcome', and a 'Sign-in' button.



Click on the “Acceder al Procedimiento” (Access the procedure) to get to the application form:

Acceder al Procedimiento

First you must validate your Username/Password (see previous section):

The screenshot shows the website interface for the 'SEDE ELECTRÓNICA DEL IAC'. At the top left is the IAC logo. The main header contains the text 'SEDE ELECTRÓNICA DEL IAC' and 'Consorcio Instituto de Astrofísica de Canarias, M.P.'. Below the header is a navigation menu with 'HOME', 'PROCEDIMIENTOS', 'MIS EXPEDIENTES', and 'MIS NOTIFICACIONES'. The main content area shows 'Home / Login' and a large heading 'Acceso a la sede'. At the bottom, there are two blue buttons: 'Acceso con Usuario' and 'Acceso con cl@ve'. A mouse cursor is pointing at the 'Acceso con Usuario' button.



HOME PROCEDIMIENTOS MIS EXPEDIENTES MIS NOTIFICACIONES HELP

Home / Login

Certificado

Sign-in

Sign-in using username and password

*Document Type : Others

Email: sede_ing@spangot

Password:

No soy un robot  reCAPTCHA
Privacidad - Condiciones

[Log in](#) [Create User](#) [Restablecer contraseña](#)

Once inside, fill in at least all required fields (marked “*”). All descriptions should show up in English (provided you chose to switch language in the top-right menu!)



HOME PROCEDIMIENTOS MIS EXPEDIENTES MIS NOTIFICACIONES HELP

Home / Selection and recruitment-HR / Formulario

Postdoctoral researcher

Esta es la descripción de su formulario. Haga click para editarla.

(*) Mandatory field

Applicant

First Name (Given Name)
Pepe Prueba

ID
123456799

Email*

Phone

Si desea comunicarse por medios no electrónicos, seleccione aquí

Plaza solicitada y datos personales / Position and personal data	Documentación / Documentation	Primer avalista / First Referee	Segundo avalista (opcional) / Second Optional Referee	Tercer avalista (opcional) / Third Optional Referee	Encuesta / Survey
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Position code *

<https://iac.pre-sede.gob.es/form/index/idp/209/ida/0#tab20>

To be able to send the form the Encuesta/Survey (last tab) must also be filled in:



SEDE ELECTRÓNICA DEL IAC

Phone

Si desea comunicarse por medios no electrónicos, seleccione aquí

Plaza solicitada y datos personales / Position and personal data	Documentación / Documentation	Primer avalista / First Referee	Segundo avalista (opcional) / Second Optional Referee	Tercer avalista (opcional) / Third Optional Referee	Encuesta / Survey
Please indicate how you knew about this position *					
<input type="checkbox"/> Scientific colleagues					
<input checked="" type="checkbox"/> IAC website					
<input type="checkbox"/> Research Gate					
<input type="checkbox"/> Academic Positions					
<input type="checkbox"/> AAS Job Register					
<input type="checkbox"/> Euraxess					
<input type="checkbox"/> European Astronomical Society (EAS)					
<input type="checkbox"/> Sociedad Española de Astronomía (SEA)					
<input type="checkbox"/> Other					

If all goes well (please have patience, the application works on servers hosted in the Spanish General Administration site!) you should see a pop-up window. By clicking “Send” you should then proceed to sign it.

Signing an application

In the pop-up window, select “Firma básica” (basic signature, i.e. username / password) and “Doy mi consentimiento” (“I agree”):

ay datos | Documentación | Primer | Segundo evaluista | Tercer evaluista

Confirmación del envío de datos

Solicitante

Nombre y apellidos
Pepe Prueba

Documento identificativo
123456799

Datos

Ver datos de la solicitud en PDF [↗](#)

Ver datos a firmar ▼

Firma

Seleccione un método de firma:

Firma básica (Firma no criptográfica)
Sólo requiere volver a identificarse mediante cl@ve.
[Más información](#)

Firma con certificado (@firma/Autofirma)
Permite firmar mediante DNI electrónico o un certificado digital instalado en el dispositivo o navegador.
[Más información](#)

Doy mi consentimiento

Firmar

When pressing “Firmar” (“Sign”) you will be prompted for your password (as a way of signing):

ific | ebs | irch | mic | ob | ess | ean | y (E | lad | om

Confirmación de la contra...

Contraseña:

.....

Confirmar



“Confirmar” to confirm that you are signing your application:

If all goes well you will see a screen such as this one:

The screenshot shows the website interface for the 'SEDE ELECTRÓNICA DEL IAC' (Electronic Office of the IAC). The header includes the IAC logo and navigation links: HOME, PROCEDIMIENTOS, MIS EXPEDIENTES, MIS NOTIFICACIONES, and HELP. A central message box with an information icon states: 'Su solicitud ha sido registrada con éxito' (Your application has been successfully registered) and 'Envío correcto. Sus datos han sido guardados correctamente!' (Correct sending. Your data has been saved correctly!). Below this, a breadcrumb trail reads 'Home / Application / Investigador postdoctoral'. The main content area is titled 'Investigador postdoctoral' (Postdoctoral Researcher) with the subtitle 'Contrato postdoctoral' (Postdoctoral Contract). It features a table with columns for 'Formulario' (Form) and 'Contrato postdoctoral' (Postdoctoral Contract). The 'Formulario' row contains a 'Justificante registro' (Registration Justification) button and an 'Application' button. The 'Contrato postdoctoral' row contains a description: 'Esta es la descripción de su formulario. Haga click para editarla' (This is the description of your form. Click to edit it). A right-hand sidebar contains a 'UTIL' (UTILITIES) section with links for 'Validation document' and 'Information'.

And you will receive an e-mail such as the following one confirming your application and receipt number:

The screenshot shows an email confirmation from 'PRE-IAC - Consorcio Instituto de Astrofísica de Canarias, M.P.' with the email address 'noreply.iac@correo.gob.es'. The subject line is '[TESTING] IAC : Consorcio Instituto de (sede_ing: message 2 of 5) Astrofísica de Canarias, M.P. - Nuevo expediente - Investigador postdoctoral'. The email body contains the following text: 'Hemos recibido su solicitud de registro del procedimiento: 209-003882.' (We have received your registration request for procedure: 209-003882.), 'Puede usted acceder a la solicitud desde la <https://iac.pre-sede.gob.es/> desde la sección "Derecho de acceso a la información - Estado de mis solicitudes" que podrá encontrar en la parte superior de la página.' (You can access the request from the <https://iac.pre-sede.gob.es/> from the section "Right of access to information - Status of my requests" which you can find in the upper part of the page.), and 'Consorcio Instituto de Astrofísica de Canarias, M.P.' (Consorcio Instituto de Astrofísica de Canarias, M.P.).

Recovering a lost password

Consortio Instituto de Astrofísica de Canarias, M.P.

HOME PROCEDIMIENTOS MIS EXPEDIENTES MIS NOTIFICACIONES HELP

DESTACADOS

- Instancia genérica**
Presentación de instancias genéricas en el Registro del IAC con solicitudes no cubiertas por otros procedimientos...
- Informe técnico**
Solicitud de emisión del informe preceptivo al que se refiere la Ley del Cielo (Ley 31/1988).
- Certificación de lámparas y luminarias**
Solicitud de certificación de la adecuación de lámparas y luminarias a la Ley 31/1988.
- Certificado de exención de aduanas / Customs Exemption Certificate**
Solicitud de emisión del certificado de exención de aduanas para la importación de instrumentación científica...
- Acceso a la información pública**
Solicitud de acceso a la información pública al amparo de la Ley de Transparencia (Ley 19/2013).

Mis expedientes
Acceda aquí a su área de usuario. Descargue notificaciones, gestione expedientes, realice solicitudes...

Do you need help?
Consulte nuestra sección de preguntas frecuentes, envíe una incidencia a nuestro servicio técnico

PROCEDIMIENTOS

- Instancia genérica y acceso a la información pública**
Procedimientos de instancia genérica y de solicitud de acceso a la información pública.
- Protección de la calidad del cielo**
Procedimientos relacionados con Ley del Cielo (Ley 31/1988).
- Importación de Instrumentación científica / Importation of Scientific Instrumentation**
Importación de instrumentación científica a Canarias. / Importation of scientific instrumentation to
- Selección y contratación-RRHH**
Procedimientos de empleos y becas.

UTILITIES

- Validation of electronic documents (CVE)
- Information and Verification of Certificates
- Password recovery**
- Username and password login
- Non-Working Dav Calendar

Follow the link to Access the form to establish a new password:

Home / Password reset

Password reset

Password reset

If you have already registered in our site, but have forgotten your password, you can reset it if you remember the e-mail you used when registering. In this case you can use the [form provided](#) and we shall send you an e-mail with a link by which to reset your password:

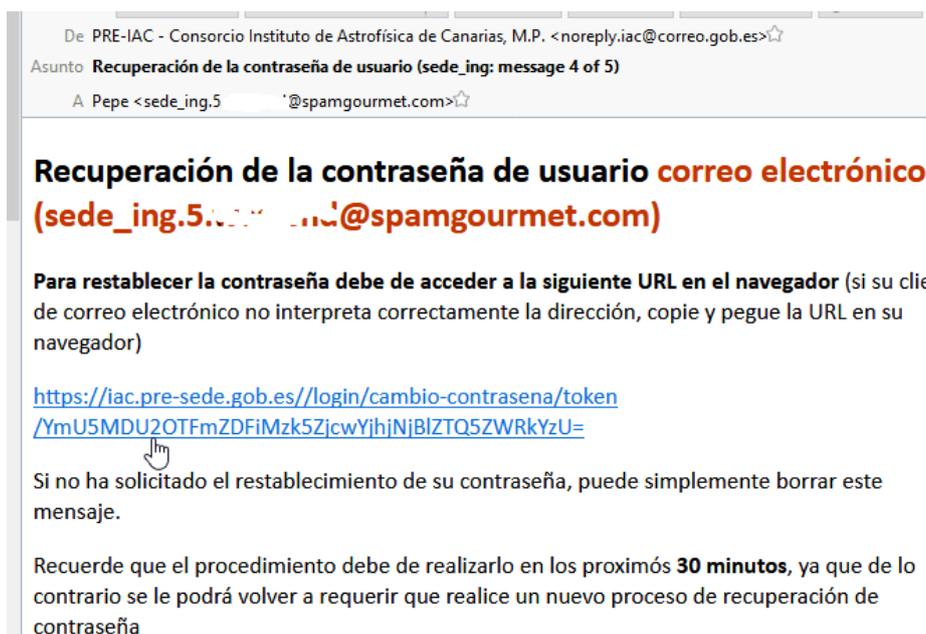
- [Access the form to reset the password](#)



Insert the e-mail you used to register with, solve the Captcha and press “Submit”:

The screenshot shows the website header with the logo and navigation menu (HOME, PROCEDIMIENTOS, MIS EXPEDIENTES, MIS NOTIFICACIONES). Below the header, the page title is "Home / Recuperar Contraseña". The main heading is "Restablecer contraseña". A message states: "Enter the email address you used to register. We will send you an email to reset your password." The form includes a dropdown menu for "*Document Type:" set to "Others", an "Email:" input field containing "sede_ing.5@spamg", a reCAPTCHA widget with a green checkmark and the text "No soy un robot", and a "Submit" button.

You will receive an e-mail (check your Spam!) such as this one with a link to enable you to reset your password:





Following this link, you will be presented with a form that reads “Volver a establecer contraseña” (“Set a new password”):

The screenshot shows a web interface for setting a new password. At the top, there is a dark blue navigation bar with the following links: HOME, PROCEDIMIENTOS (with a dropdown arrow), MIS EXPEDIENTES, MIS NOTIFICACIONES, and HELP. Below the navigation bar, the breadcrumb path reads 'Home / Establecer Contraseña'. The main heading is 'Volver a establecer contraseña' in a large blue font. Underneath, the form is titled 'Formulario de nueva contraseña'. The form contains two input fields: '*Nueva contraseña:' and '*Repita Contraseña:'. Below these fields is a reCAPTCHA widget with a green checkmark and the text 'No soy un robot', along with the reCAPTCHA logo and links for 'Privacidad - Condiciones'. At the bottom of the form is a blue 'Submit' button.

On this form you must enter a new password (“Nueva contraseña”) and repeat it (“Repita Contraseña”).