



VIRTUAL SECRETARY GUIDE

# GUIDE FOR VIRTUAL SECRETARY

## ENROLLMENT

Self-enrollment: [\(SELF-ENROLLMENT\)](#)

After the self-registration you will be given access to the Virtual Secretary of the University of Burgos.

### Step 1:

Access to the self-registration programme is from the website of the University of Burgos [\(VIRTUAL SECRETARY\)](#)

### Step 2:

Select option Own Studies / TCS generic student profile / General Foundation.

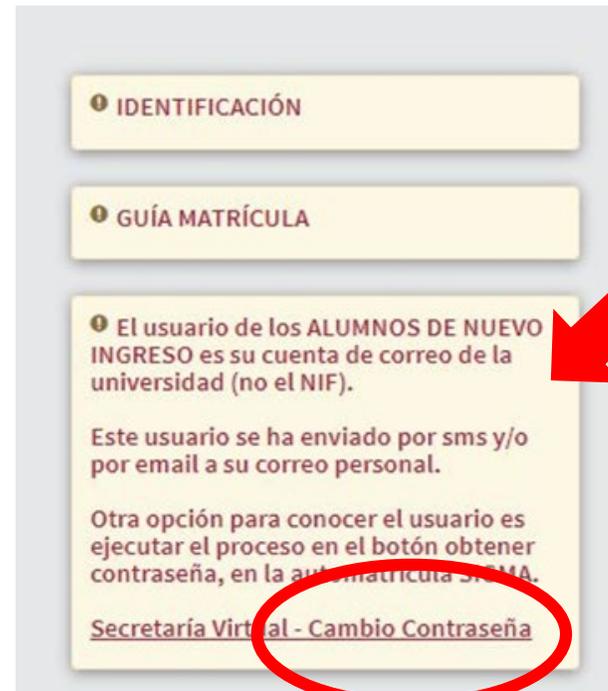
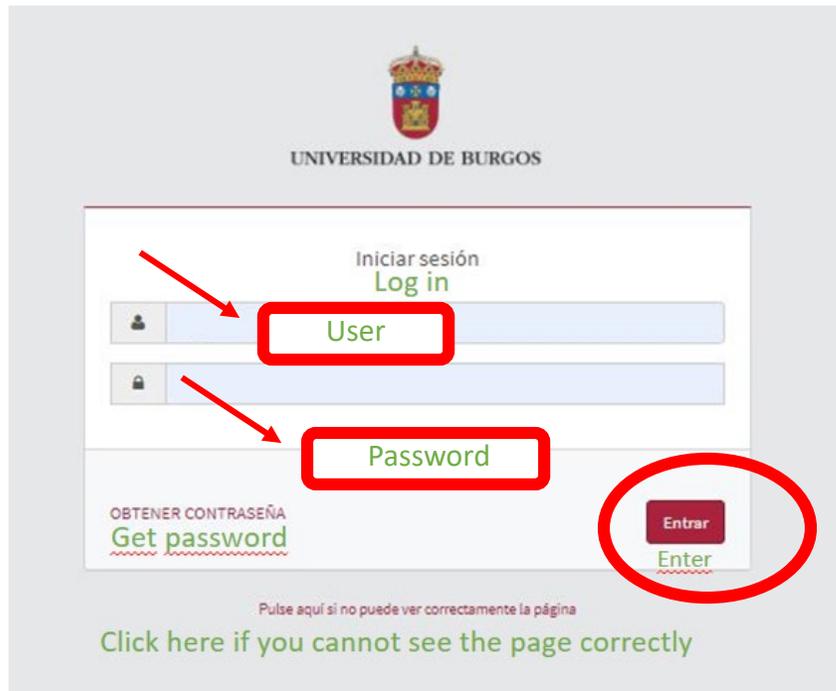
### Step 3:

Follow the steps indicated

### Step 4:

The application must be submitted, together with the corresponding documentation in order to be admitted to the course, by sending it by email to the following address [epropios@ubu.es](mailto:epropios@ubu.es) or at the offices of the General Foundation of the University of Burgos - Faculty of CC. Economics and Business Studies - Office 73.

Please, for login, enter your user and password



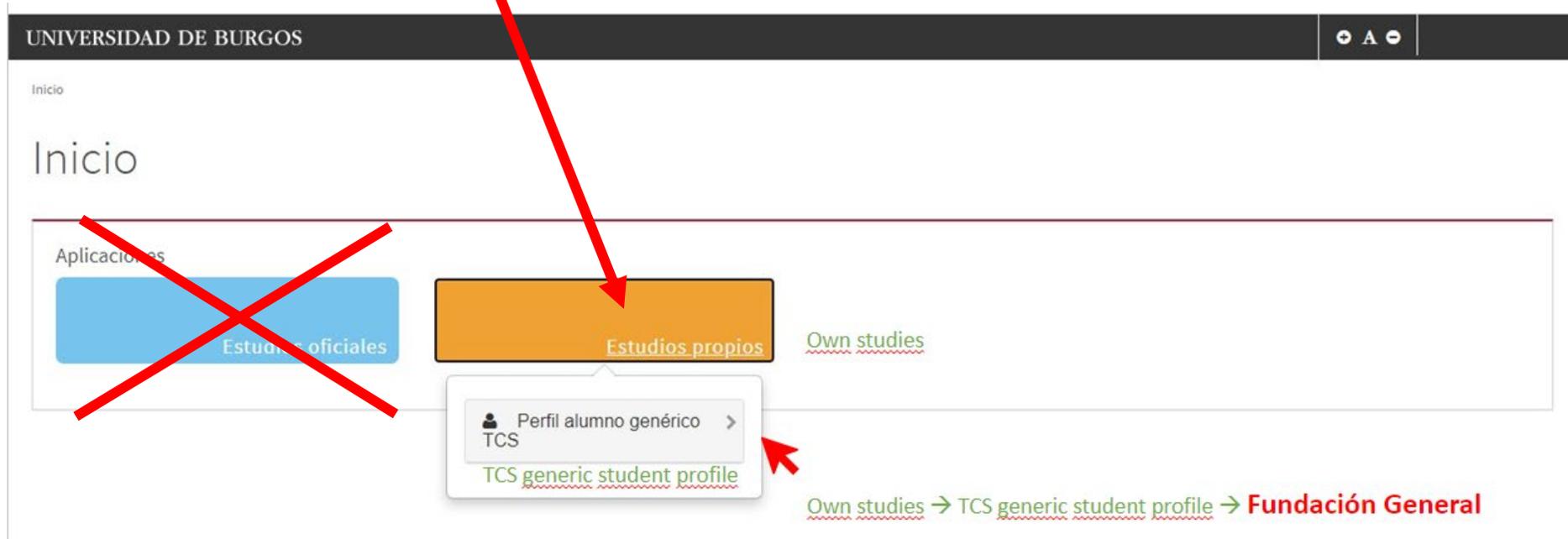
The user of the new students is their university email account (not the NIF).

This user has been sent by SMS and / or by email to his personal email.

Another option to know the user is to run the process on the get password button, in the SIGMA self-enrollment.

If you want to change your password

Please, select Own Studies



The screenshot shows the 'Inicio' (Home) page of the University of Burgos website. At the top, there is a dark header with 'UNIVERSIDAD DE BURGOS' on the left and navigation icons on the right. Below the header, the word 'Inicio' is displayed. A section titled 'Aplicaciones' (Applications) contains two buttons: 'Estudios oficiales' (Official Studies) and 'Estudios propios' (Own Studies). The 'Estudios oficiales' button is crossed out with a large red 'X'. A red arrow points from the text 'Please, select Own Studies' to the 'Estudios propios' button. Below the 'Estudios propios' button, a dropdown menu is open, showing 'Perfil alumno genérico >' (Generic student profile) and 'TCS' (TCS). A red arrow points to the 'TCS' option. Below the dropdown, there is a text annotation: 'Own studies → TCS generic student profile → **Fundación General**'. The text 'TCS generic student profile' is underlined in green.

Please, select now Pre-enrollment



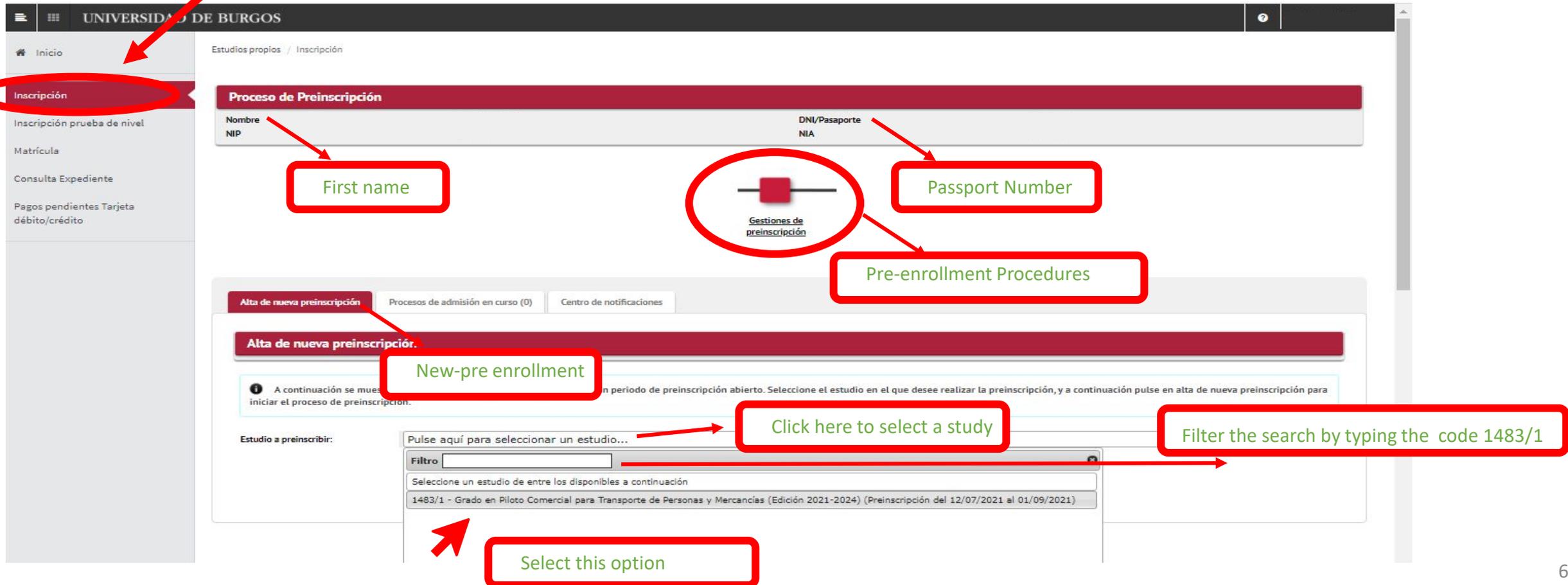
The screenshot shows the website's navigation menu on the left side. The menu items are: Inicio, Inscripción **pre-enrollment**, Inscripción por nivel **level test registration**, Matrícula **Enrollment**, Consulta Expediente **File consultation**, Pagos pendientes Tarjeta débito/crédito **Pending payments**, and Credit/debit card. The 'pre-enrollment' item is circled in red, and a red arrow points to it. The main content area displays the text 'Estudios propios /' at the top, followed by the University of Burgos crest and the text 'UNIVERSIDAD DE BURGOS' at the bottom. A red text annotation 'You will first pre-register' is positioned to the right of the 'pre-enrollment' menu item.

UNIVERSIDAD DE BURGOS

Estudios propios /

You will first pre-register

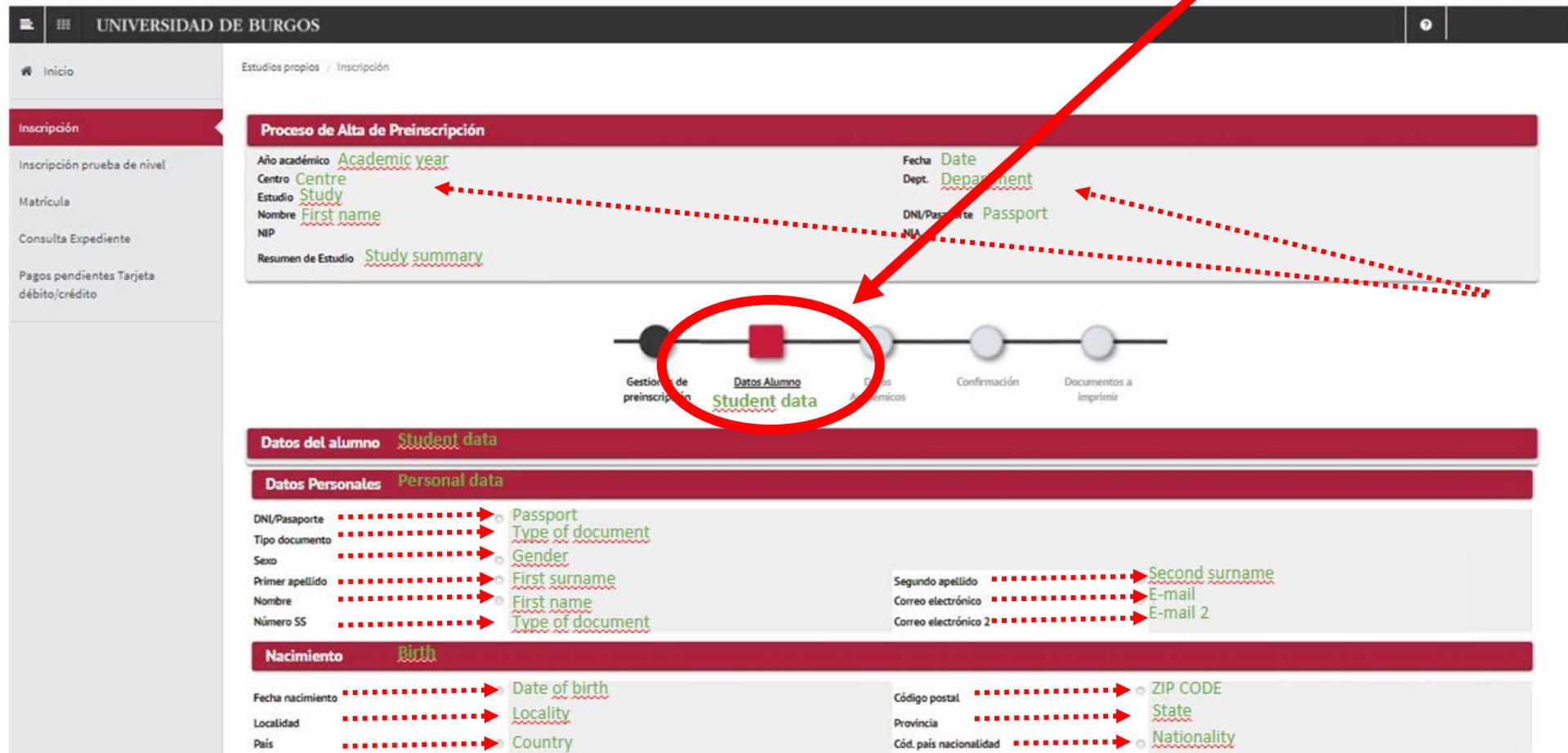
Please, select now Pre-enrollment and fill in the blankets.  
Some data may be filled in automatically as you have already completed it by self-enrollment



The screenshot shows the 'Proceso de Preinscripción' (Pre-enrollment Process) page. The left sidebar has 'Inscripción' circled in red. The main content area has several red callouts:

- 'First name' points to the 'Nombre NIP' field.
- 'Passport Number' points to the 'DNI/Pasaporte NIA' field.
- 'Pre-enrollment Procedures' points to the 'Gestiones de preinscripción' button.
- 'New-pre enrollment' points to the 'Alta de nueva preinscripción' button.
- 'Click here to select a study' points to the 'Pulse aquí para seleccionar un estudio...' dropdown.
- 'Filter the search by typing the code 1483/1' points to the 'Filtro' input field.
- 'Select this option' points to the selected study option: '1483/1 - Grado en Piloto Comercial para Transporte de Personas y Mercancías (Edición 2021-2024) (Preinscripción del 12/07/2021 al 01/09/2021)'.

Please, fill in now the next blankets. You are in the section of Student Data  
Some data may be filled in automatically as you have already completed it by self-enrollment



**Proceso de Alta de Preinscripción**

Año académico Academic year      Fecha Date  
 Centro Centre      Dept. Department  
 Estudio Study      DNI/Pasaporte Passport  
 Nombre First name      NIP  
 Resumen de Estudio Study summary

**Datos del alumno Student data**

**Datos Personales Personal data**

DNI/Pasaporte      Passport  
 Tipo documento      Type of document  
 Sexo      Gender  
 Primer apellido      First surname      Segundo apellido      Second surname  
 Nombre      First name      Correo electrónico      E-mail  
 Número SS      Type of document      Correo electrónico 2      E-mail 2

**Nacimiento Birth**

Fecha nacimiento      Date of birth      Código postal      ZIP CODE  
 Localidad      Locality      Provincia      State  
 País      Country      Cód. país nacionalidad      Nationality

Please, accept when all blankets are completed

UNIVERSIDAD DE BURGOS

**Domicilio habitual** *Usual place of residence*

Dirección → Address      Código postal → ZIP CODE  
Localidad → City  
Provincia → Province  
País → Country  
Teléfono1 → Telephone number 1      Teléfono Móvil → Phone number

**Domicilio durante el curso** *Address during the course*

[Copiar datos Domicilio Habitual](#)

Dirección → Address      Código postal → ZIP CODE  
Localidad → City  
Provincia → Province  
País → Country  
Teléfono1 → Telephone number 1      Teléfono Móvil → Phone number

**Para este estudio no se permite la domiciliación**  
For this study, no direct debit is allowed

[Vol.](#) [Aceptar](#)

[Back to](#) [Accept](#)

## Introducción de datos académicos de la preinscripción

## Pre-enrolment academic data

## Mi preinscripción

Asignaturas

0

Créditos

0.0

MI SELECCIÓN

 No hay asignaturas seleccionadas para su preinscripción Seleccione asignaturas de la tabla de asignaturas disponibles mostrada a continuación para añadirlas a su selección para la preinscripción

Select the subjects from the table of available subjects shown below for pre-enrolment

Seleccionar todas

	Código	Descripción	Créditos	Carácter	Curso	Año Acad.
	200845	Fundamentals of pilot I	10.4	Obligatoria	Primero	2021/22
 Añadir	200846	Fundamentals of pilot II	10.8	Obligatoria	Primero	2021/22
	200847	Mathematics I	1.5	Obligatoria	Primero	2021/22
	200848	Physics of flight principles I	1.5	Obligatoria	Primero	2021/22
	200849	ICAO English Language Level 4 (I)	1.5	Obligatoria	Primero	2021/22
	200850	Aircraft general knowledge: Instruments	3.5	Obligatoria	Primero	2021/22
	200851	Aircraft general knowledge: systems	7.5	Obligatoria	Primero	2021/22

Please, add by clicking on the "plus" the subjects you are going to take depending on the course you are going to study.

If you start your degree from the first course, you must select the subjects in which "Primero" appears.

Here you will see the number of subjects and ECTS that you have enrolled in.

**Mi preinscripción**

Asignaturas	Créditos
15	66.9

MI SELECCIÓN

Eliminar todas

	Código	Descripción	Créditos	Carácter	Curso	Año Acad.
🔍 📄 ✖	200845	Fundamentals of pilot I	10.4	Obligatoria	Primero	2021/22
🔍 📄 ✖	200846	Fundamentals of pilot II	10.8	Obligatoria	Primero	2021/22
🔍 📄 ✖	200847	Mathematics I	1.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200848	Physics of flight principles I	1.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200849	ICAO English Language level 4 (I)	1.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200850	Aircraft general knowledge: Instruments	3.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200851	Aircraft general knowledge: systems	7.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200852	Flight performance and planning: performance	6.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200853	Flight performance and planning: mass and balance	1.0	Obligatoria	Primero	2021/22
🔍 📄 ✖	200854	Knowledge skills and attitudes	3.0	Obligatoria	Primero	2021/22
🔍 📄 ✖	200855	Performance and flight planning: flight planning	3.0	Obligatoria	Primero	2021/22
🔍 📄 ✖	200856	Meteorology	6.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200857	Human performance & limitations	4.0	Obligatoria	Primero	2021/22
🔍 📄 ✖	200858	ICAO English Language level 4 (I)	1.5	Obligatoria	Primero	2021/22
🔍 📄 ✖	200859	Flight instruction SE-VFR (Phase I + II)	4.7	Obligatoria	Primero	2021/22



No autorizo la cesión de nombre, dirección y titulación a empresas del sector comercial y/o formativo con fines educativos y laborales

**Asignatura(as) preinscrita(as)**

Asig.	Título Asig/Módulo	Grupo	Créd.	Carácter	Curso	Duración
200845	Fundamentals of pilot I	1 - Grupo Teoría / 1	10.4	Obligatoria	Primero	Anual
200846	Fundamentals of pilot II	1 - Grupo Teoría / 1	10.8	Obligatoria	Primero	Anual
200847	Mathematics I	1 - Grupo Teoría / 1	1.5	Obligatoria	Primero	Anual
200848	Physics of flight principles I	1 - Grupo Teoría / 1	1.5	Obligatoria	Primero	Anual
200849	ICAO English Language level 4 (I)	1 - Grupo Teoría / 1	1.5	Obligatoria	Primero	Anual
200850	Aircraft general knowledge: Instruments	1 - Grupo Teoría / 1	3.5	Obligatoria	Primero	Anual
200851	Aircraft general knowledge: systems	1 - Grupo Teoría / 1	7.5	Obligatoria	Primero	Anual
200852	Flight performance and planning: performance	1 - Grupo Teoría / 1	6.5	Obligatoria	Primero	Anual
200853	Flight performance and planning: mass and balance	1 - Grupo Teoría / 1	1.0	Obligatoria	Primero	Anual
200854	Knowledge skills and attitudes	1 - Grupo Teoría / 1	3.0	Obligatoria	Primero	Anual
200855	Performance and flight planning: flight planning	1 - Grupo Teoría / 1	3.0	Obligatoria	Primero	Anual
200856	Meteorology	1 - Grupo Teoría / 1	6.5	Obligatoria	Primero	Anual
200857	Human performance & limitations	1 - Grupo Teoría / 1	4.0	Obligatoria	Primero	Anual
200858	ICAO English Language level 4 (II)			Obligatoria	Primero	Anual
200859	Flight instruction SE-VFR (Phase I + II)			Obligatoria	Primero	Anual

**i** Al finalizar la preinscripción recibirás por correo electrónico una copia de tu resguardo.

Cancelar

✓ Aceptar

Cancel

Accept

Please, accept when all subjects are completed

At the end of the pre-enrollment you will receive a copy of your receipt by e-mail.



THANK YOU VERY MUCH