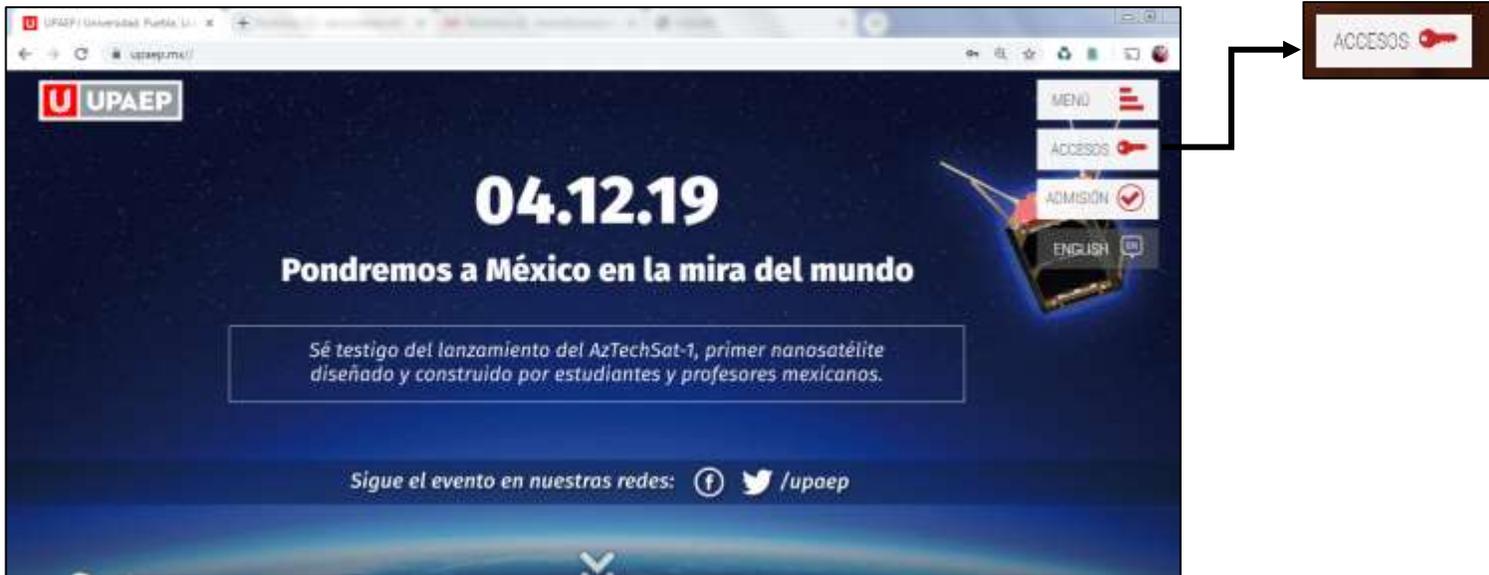
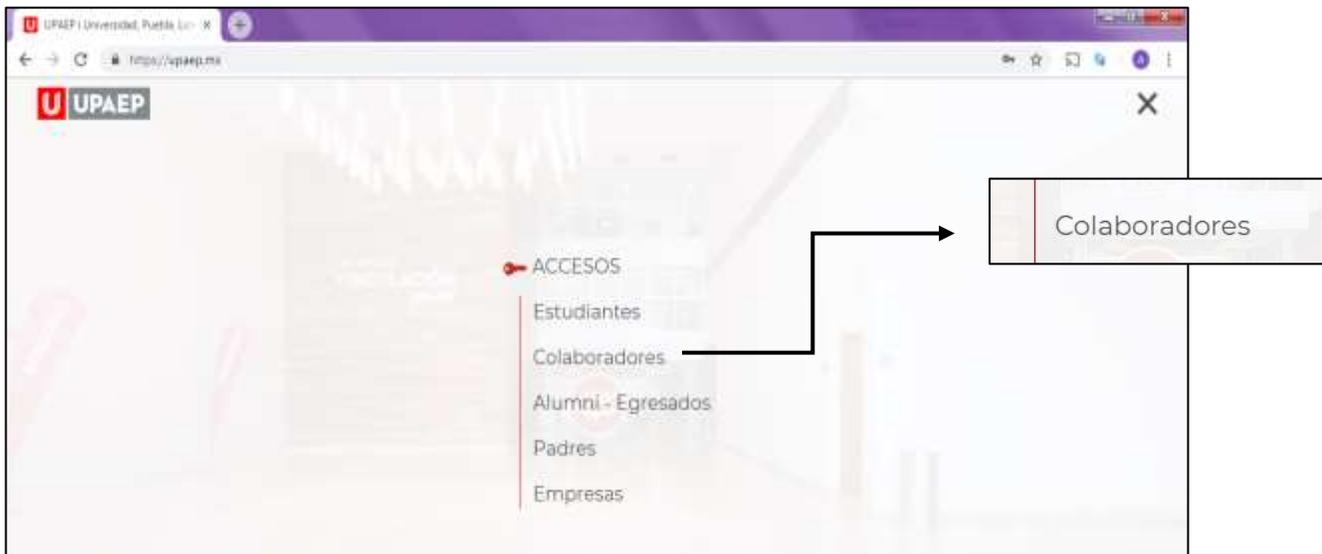


Ingresa a [www.upaep.mx](http://www.upaep.mx) y selecciona "Accesos":



Selecciona "Colaboradores":



Ingresar a "Unisoft":

The image shows a web page with a dark blue promotional banner on the left and a white login form on the right. The banner features the date "04.12.19" and the headline "Pondremos a México en la mira del mundo". Below this, it says "Sé testigo del lanzamiento del AzTechSat-1, primer nanosatélite diseñado y construido por estudiantes y profesores mexicanos." and "Sigue el evento en nuestras redes: /upaep". Logos for "Misión Águila", "UPAEP", "NASA", and "AEM" are visible at the bottom of the banner. The login form is titled "ACCESO" and contains two input fields: the first has the ID "82631" and the second has a masked password "\*\*\*\*\*". A red button labeled "INICIAR SESIÓN" is positioned below the password field. To the right of the form is a circular "UNISOFT" logo. Below the form are icons for "UNISOFT", "BLACKBOARD", and "CORREO", along with an "AYUDA" button. An arrow points from the "INICIAR SESIÓN" button to the "UNISOFT" logo on the right.

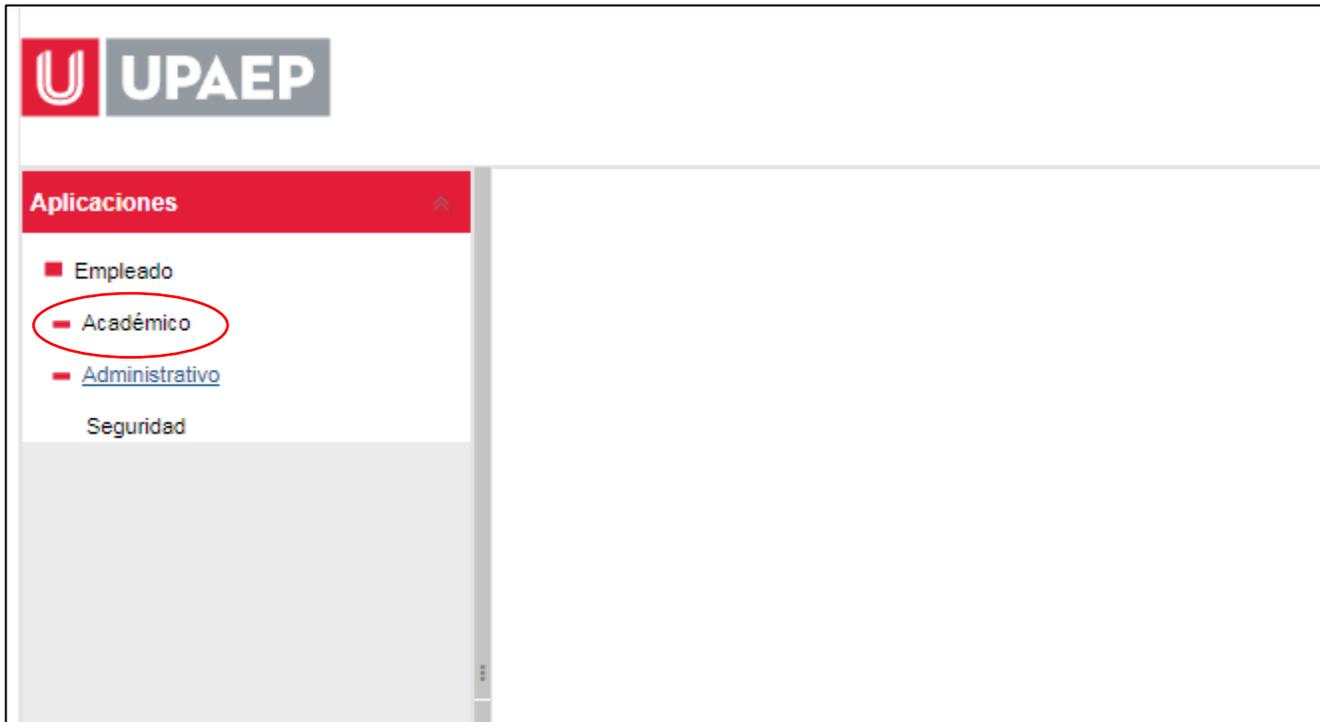
Ingresar tu ID y contraseña:

The image shows a login page with a solid red background. On the left side, there is a logo consisting of a white "U" inside a red square followed by the text "UPAEP". On the right side, there is a login form with two input fields: "ID: 82631" and "Contraseña: \*\*\*\*\*". A "Login" button is located below the password field.

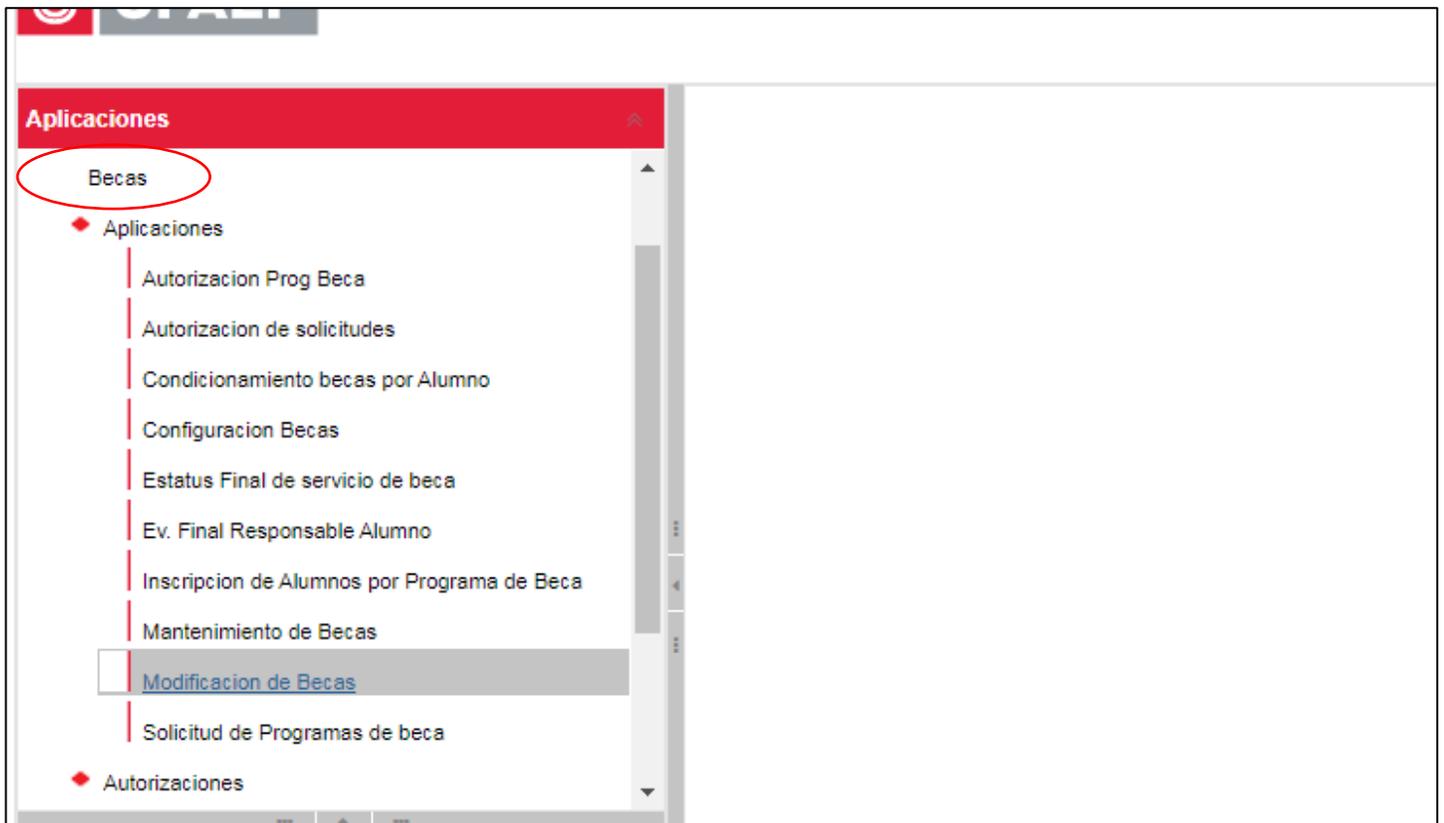
Selecciona V5:

The image shows the Unisoft V5 interface. In the top left corner, the "unisoft" logo is displayed, followed by the text "Bienvenido: ANDREA CARBO PINEDA". On the left side, there is a sidebar titled "Aplicaciones" with a sub-item "Empleado". In the top right corner, there is a logo for "UPAEP" with the text "Unisoft V5" and "Click para acceder" below it. This logo and text are circled in red.

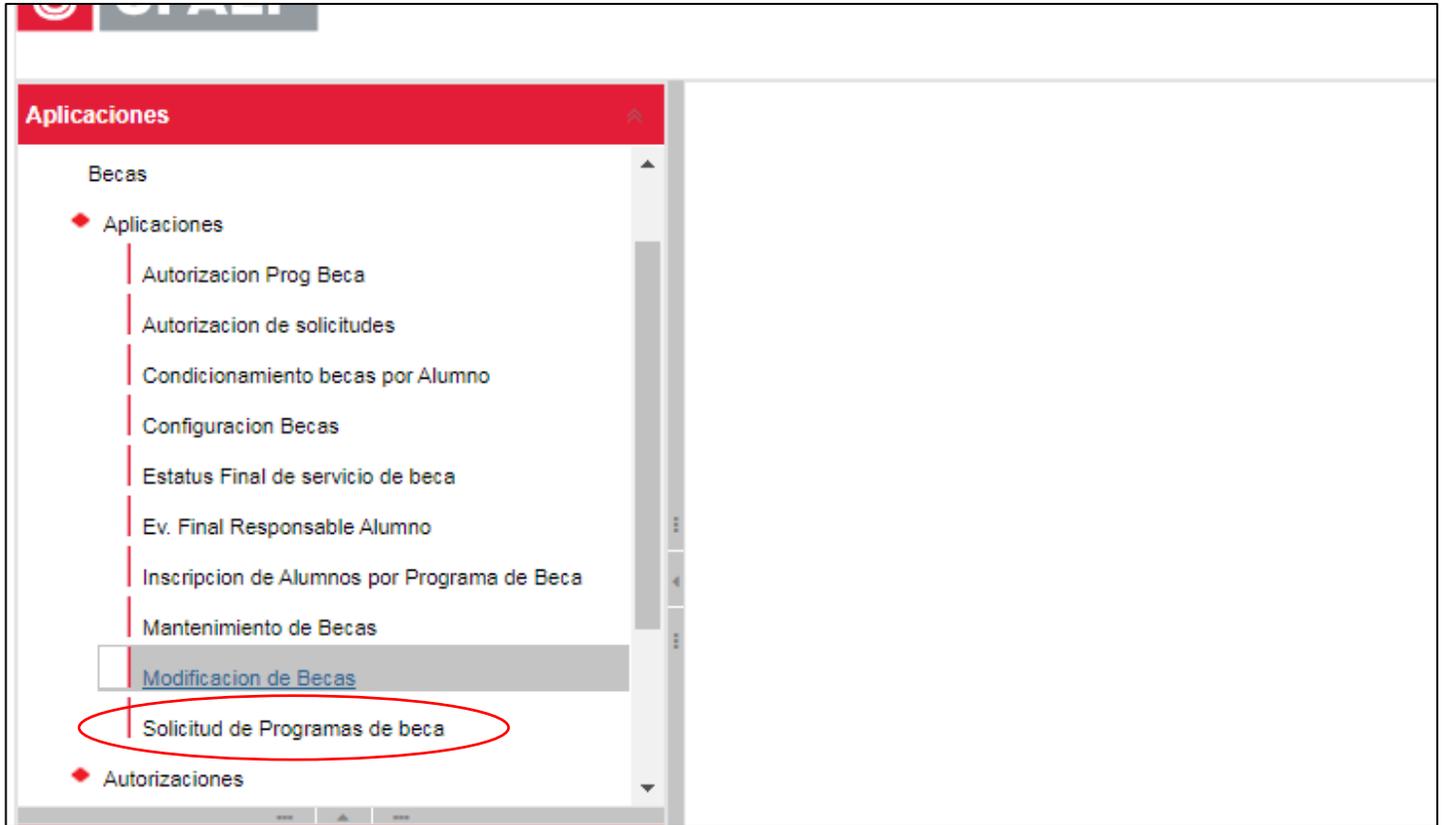
En el menú de Empleado selecciona “Académico”:



En el menú de Becas selecciona “Aplicaciones”:



Selecciona "Solicitud de programas de beca":



Da clic en "Insertar" para comenzar el llenado:

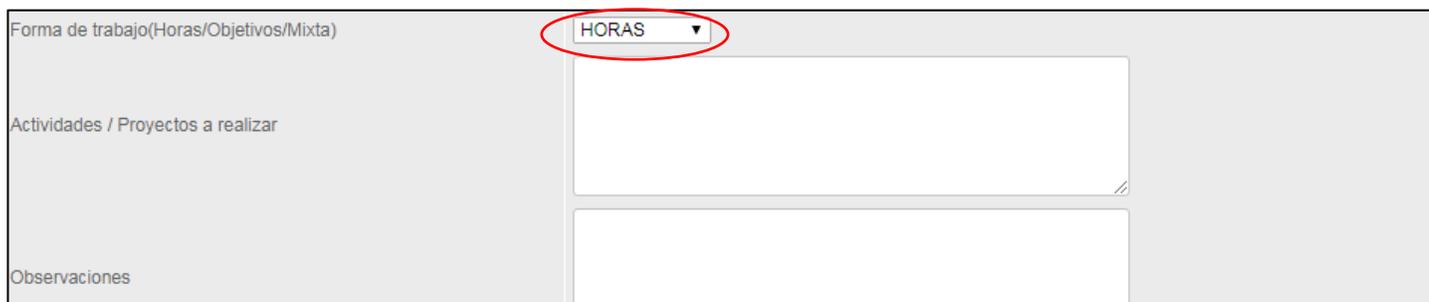
The image shows a form titled "Solicitud de Programas de beca". At the top left of the form area, there are four icons: a plus sign (labeled "Insertar" in the original image), a refresh icon, a trash icon, and a print icon. The plus sign icon is circled in red. Below the icons, the form contains several input fields for data entry: "Unidad" (with a search icon), "Periodo", "Clave de Programa", "Nombre de programa", "Responsable Programa Beca" (with a search icon), "Departamento Solicitante", "Ubicación oficina", "Numero de oficina", "Teléfono", "Extensión", and "Objetivo del Programa de Servicio de Beca".

Da clic en la “lupa” para seleccionar el sistema del cual te gustaría tener alumnos:



A screenshot of a web form. At the top left, there are two icons: a folder and a circle with a slash. Below them are four input fields: 'Unidad' (with a search icon circled in red), 'Periodo' (with '0'), 'Clave de Programa' (with '0'), and 'Nombre de programa' (empty). The search icon is a magnifying glass inside a square, circled in red.

Indica la forma de trabajo que tendrán tus becarios; Horas, Objetivos o Mixto:



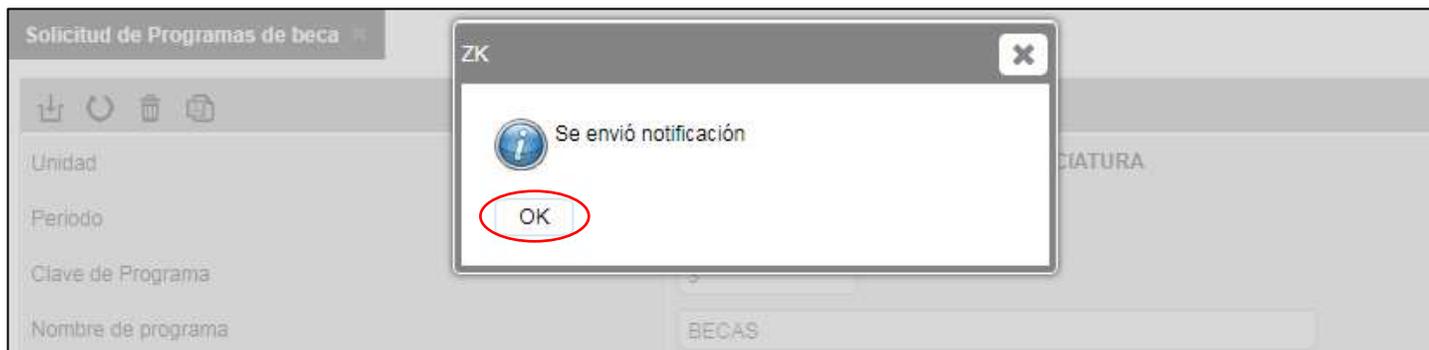
A screenshot of a web form. The first field is 'Forma de trabajo(Horas/Objetivos/Mixta)' with a dropdown menu showing 'HORAS' circled in red. Below it is a large text area for 'Actividades / Proyectos a realizar' and a smaller one for 'Observaciones'.

Una vez que hayas llenado todos los campos necesarios; da clic en “Guardar”:



A screenshot of a web form. At the top left, there are two icons: a folder and a circle with a slash, with the folder icon circled in red. Below them are four input fields: 'Unidad' (with '101' and a search icon), 'Periodo' (with '122'), 'Clave de Programa' (with '0'), and 'Nombre de programa' (empty). The search icon is a magnifying glass inside a square, circled in red.

Te aparecerá una pantalla con la confirmación de tu solicitud, da clic en “Ok”:



A screenshot of a web form with a confirmation dialog box. The dialog box is titled 'ZK' and contains the text 'Se envió notificación' with an information icon. Below the text is an 'OK' button circled in red. The background shows the same form as the previous images, with the 'Unidad' field containing '101' and the search icon circled in red.



En caso que quieras volver a descargar tu PDF, selecciona en la parte de abajo tu programa:

Observaciones

Número de personas impactadas con este programa de servicio de beca: 1000

Autorizado: N

Estado del programa(N=nuevo, C=normal, C=condicionado, I=definido)

UNIDAD	PERIODO	PROGRAMA	NOMBRE	AUTORIZADO	DEPARTAMENTO
101	122	1	BECAS Y APOYOS FINANCIEROS	N	APOYOS FINANCIEROS

A continuación, da clic en "Ver pdf":

↓ ↺ 🗑️ **📄**

Unidad

Periodo

**¡UNA VEZ AUTORIZADA TU SOLICITUD TE LLEGARÁ UN CORREO ELECTRÓNICO!**

**LAS INSCRIPCIONES DE ALUMNOS SERÁN LAS 2 PRIMERAS SEMANAS DE CLASES.**