

MEXICO PARTNERSHIP SERVICES
Public Partnership & Outreach

CONACYT: ACCESS TO ONLINE SERVICES

CREATE A USER AND PASSWORD

1. Access the link <http://www.conacyt.mx/index.php/el-conacyt/registro-nacional-de-instituciones-y-empresas-cientificas-y-tecnologicas-reniecyt>

2. At the center of the page, a section labelled **Trámites en línea** (*Online Registration*) is provided. Click on **Nuevo Usuario (Persona Moral y Persona Física)** [*New user (Legal Entities and Individuals)*] The system displays a “Welcome” message to all new users.. Translate the page to English if required.

NEW USER REGISTRATION

“Welcome to the key request as registered user of online services CONACYT. This key is unique and confidential, so if you have ever requested or obtained support from the Council, it is likely that you have a user ID and password to make use of these services. If you are a registered user, and do not have your key, please contact our technical support center whose hours are from Monday through Friday from 9:00 to 19:00, Saturday from 10:00 to 14:00 hours.

This key can also be used by the representative of a legal entity, to begin the process of registration to the National Register of Institutions and Scientific and Technological Enterprises-RENIECYT.”



Registration

3. Click on **Registro** (*Registration*) to begin.

The next screen requires you to enter your: Name, Last name, Second last name, Date of Birth (Click on calendar), Email and Confirm Email

The above information must be written as in the official documents, any discrepancy with the original documents could cause a delay in the registration procedure as it is not possible to make corrections online.

4. Press **Continuar** (*Continue*)

The next screen requires you to enter your:

DATOS GENERALES (*GENERAL DATA*)

Nombre (*Name*)

Apellido paterno (*First last name*)

Apellido materno (*Second last name*)

Correo electrónico (*Email*)

Clave Lada – Teléfono – Extension (*Long distance code - Telephone – Extension*)

Estado Civil (*Civil Status*) (Click on the arrow: **casado** (*married*), **divorciado** (*divorced*), **otro** (*another*), **separado** (*separate*), **soltero** (*single*), **union libre** (*common law marriage*), **viudo** (*widower*))

IDENTIDAD (*IDENTITY*)

Fecha de nacimiento (*Birth date*)

Sexo (*Gender*) (Click on the arrow. It says **Femenino** (*Female*) or **Masculino** (*Male*))

País de origen (*Country of origin*) (click the lens for options)

Estado Natal (*Home state*) (click the lens for options)

Nacionalidad (*Nationality*)

If you are an American Citizen, the system will assign you a **Clave Única de Registro de Población** (CURP) (*Unique Key Population Registration*). It is an instrument used to individually record all inhabitants of Mexico, native Mexicans and native Mexicans living abroad.

USUARIO (*USER*)

Usuario (*User*) (Code assigned by the system)

Contraseña (*Password*)

Confirmar contraseña (*Confirm password*)

5. Click on **Guardar** (Save)

A new window/screen will be displayed with the following information:

Thank you for registering as a user of online services CONACYT.

The user key has been generated and the password is the one you identified and confirmed in the previous phase. However, a reminder has been sent to the registered email address. Also, a number CVU (Unique Curriculum Vitae), created at the end of this page will be sent via email.

This CVU number allows the researcher to have access to other parts of the CONACYT system or to perform certain tasks.

You are already registered.

From this point you can enter your username and password in the records section to access your resume.

CVU Register XXXXXX

User X_XXX



[Finalizar](#)

6. Click on **Finalizar** (*Conclude*)

PROCEDURE TO FILL THE UNIQUE CURRICULUM VITAE (CVU)

1. Access the link <http://www.conacyt.mx/index.php/el-conacyt/registro-nacional-de-instituciones-y-empresas-cientificas-y-tecnologicas-reniecyt>

2. At the center of the page, a section labeled **Trámites en línea** (*Online Registration*) is provided. Click on **Ingreso de Usuario Registrado (Solo si cuenta con clave y contraseña)** [*Registered User Login (Only if you have key and password)*]

A new window/screen with the following message is displayed:

Iniciar sesion (*Login*)

ID Usuario (*User ID*)

Contraseña (*Password*)

Type the requested information.

3. Click on **Conexión** (*Connection*)

The following screen is a Menu that contains a list of applications.

Click on **Curriculum Vitae Unico (CVU)** (*Unique Curriculum Vitae*). The sub-menu **Registro CVU** (*CVU Register*) appears. Click on it

A screen requesting the Personal Data, Identity and Additional data will appear.

[Datos Personales](#) | [Identidad](#) | [Datos Adicionales](#)

4. Fill in the required fields and whatever optional fields are applicable.

Contact information

RENIECYT Contact:

- Hours: Monday to Friday from 9:00 to 14:00.
- Phone: (55) 5322 7700 Ext: 7244, 7241, 7227 and 7246.
- Email: reniecyt@conacyt.mx
- Address: Av Insurgentes Sur 1582 Col. Benito Juarez Credit Builder C.P. 03940, Mexico, DF

Assistance on the online system:

Contact Technical Support Center

<http://www.conacyt.gob.mx/ElConacyt/Paginas/Contacto.aspx>

Telephone for Mexico City and the metropolitan area: 5322 7708

Rest of the country: 01 800 800 8649

TAMU Mexico Partnership Services

Teresa Olvera: tolvera@tamu.edu