

User manual

MOVIXU

Partner University

1. Login in the MOVIXU platform:

To enter the platform, it is necessary to enter the following link MOVIXU.javeriana.edu.co.

2. Login as an external user:

For user authentication with accounts external to Javeriana's institutional accounts, you must use your institutional email and proceed to recover your password. (The system does not accept non-institutional mail).

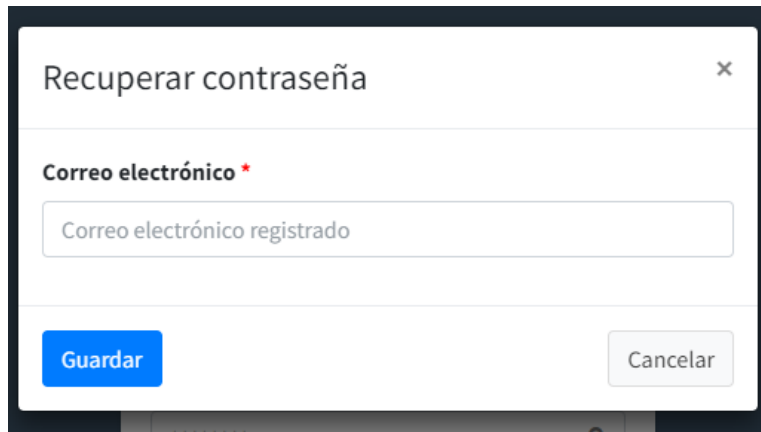


The image shows a login interface for the MOVIXU platform. At the top, there is a teal button labeled "Iniciar sesión como usuario externo". Below this is a dark blue rectangular area containing the "Movixu" logo. The main login form is white and includes the following elements: a text input field for "Nombre de usuario" with an envelope icon; a password input field with asterisks and a lock icon; a reCAPTCHA section with a checkbox labeled "No soy un robot" and the reCAPTCHA logo; a blue "Iniciar sesión" button; and a link for "Recuperar contraseña".

Illustration 1- Authentication for external User.

3. Password change:

To be able to change the password it is necessary to be only External user, since these accounts can be managed in MOVIXU, for this it is only necessary to Click on “**Recover password/ Recuperar Contraseña**”, enter the email and wait for the new password in your inbox of the email written.



A screenshot of a web form titled "Recuperar contraseña" (Recover password). The form has a close button (X) in the top right corner. Below the title, there is a label "Correo electrónico*" (Email*) and a text input field containing the placeholder text "Correo electrónico registrado" (Registered email). At the bottom of the form, there are two buttons: a blue "Guardar" (Save) button and a grey "Cancelar" (Cancel) button.



STUDENT NOMINATION:

From the Partner University role, you can **nominate a student** for an incoming international mobility, for this it is necessary to enter the **main menu - incoming mobility/ movilidad Entrante**. You will be directed to the page of the calls for nominations and you must select **“MOVILIDAD INTERNACIONAL ENTRANTE / INCOMING INTERNATIONAL MOBILITY”** option.

Movilidad entrante

Movilidad nacional entrante Rotaciones Nacionales Entrantes Estancia de Investigación Internacional Entrante

Movilidad Internacional Entrante

País
Todos los países ×

Instituciones
Todas las instituciones ×

Sede
Todas las sedes ×

Buscar



Convocatoria Movilidad Internacional Entrante 2330
Pontificia Universidad Javeriana
Sede: Bogotá

Colombia

Ver más

In order to make a nomination, please click on see more **“Ver más”**.

When you click on **“Ver más”** you will be directed to the page with information about the call to which the student will be nominated, and the dates to carry out the processes.



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Ver más

Convocatoria Movilidad Internacional Entrante 2330
— Movilidad Internacional Entrante

País: Colombia

Institución: Pontificia Universidad Javeriana

Sede: Bogotá

Período: 2023

Fecha inicial para la nominación: 2023-02-01

Ciclo lectivo: 2310

Fecha final para la nominación: 2023-03-30

Fecha inicial para la postulación: 2023-02-01

Fecha final para la postulación: 2023-04-14

Fecha final para el registro de materias: 2023-05-05

Grado académico: Todos

Idioma: Español B1

Fecha inicial para el registro de materias: 2022-10-20

Programas: Todos

Días restantes: 36

Nomina ahora

Click on "**nominate now/ nominar ahora**", and the page will direct you to the section where you will complete the form fields to nominate your students.

Movilidad entrante

/ Convocatoria Movilidad Internacional Entrante 2330: Pontificia Universidad Javeriana

/ Nueva nominación

Primer apellido *	Otros apellidos
<input type="text"/>	<input type="text"/>
Primer nombre *	Otros nombres
<input type="text"/>	<input type="text"/>
Correo electrónico *	Institución *
<input type="text"/>	Seleccione...
<input type="button" value="Guardar"/>	

The student will automatically receive an e-mail notification informing him/her that he/she has been nominated and indicating the access data.

Hola Jeisson,
 Has sido nominado para una convocatoria, por favor postulate en el siguiente enlace: Aca va enlace.

Tus credenciales son las siguientes:
 Correo electrónico: **jeisonortiz0016@gmail.com**
 Contraseña: **vEfZIJhsC**

Hello Jeisson,
 You have been nominated for an announcement, please apply at the following link: Aca va enlace.


Your credentials are the following:
 Email: **jeisonortiz0016@gmail.com**
 Password: **vEfZIJhsC**

Universidad Javeriana


SEE NOMINATION STATUS:

To see the nominations made, click on the top menu "**my nominations/ mis nominaciones**" and it will show a list of all the nominations made.

Nombre	Convocatoria	Institución	País	Acciones
entrante Estudiante	Jeisson	Pontificia Universidad Javeriana - Bogotá	Colombia	

To review the certificates, it is necessary to click on the button view certificates. 

On this page you can check that the student has the respective certificates and that these can be reviewed by the partner (PUJ).

Correo electrónico	Codigo de verificación	Grado academico	Tipo de certificación	Codigo programa	Acciones
estudiante@entrante	54646454564ds	PRE	08	888	

In case **the student does not have the respective certificates**, the system will display the following alert:

