

User Guide

Registering to the CIESS Virtual
Campus from CISS NexUs



Welcome

To provide users with centralized access to the various services offered by the Inter-American Conference on Social Security (CISS) and the Inter-American Center for Social Security Studies (CIESS), an integrated services platform, CISS NexUs, has been developed. Through this platform, we aim to streamline a variety of administrative processes and enhance your overall user experience.

This manual is intended to guide you through the registration process on the platform. Once registered, you will be able to explore the full academic offerings available through CIESS and facilitate your enrolment and access to the Campus for the training programme you have chosen.

After completing your registration, the portal will serve as the primary communication channel through which you can monitor the progress of your enrolment process.

We appreciate your careful attention to this guide and look forward to supporting you throughout your registration journey.

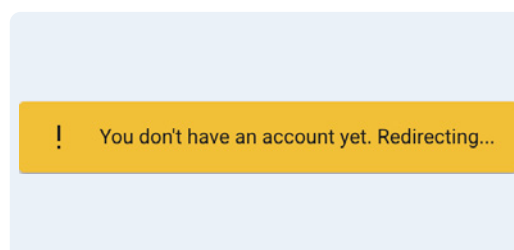
Before you begin, choose the option that best describes you:

New User

Returning User

Step 1

Open your preferred web browser on your computer, tablet, or mobile device. For the best experience, we recommend using a private (Incognito) browsing window. Go to <https://nexus.ciiss-bienestar.org/> and enter your email address:

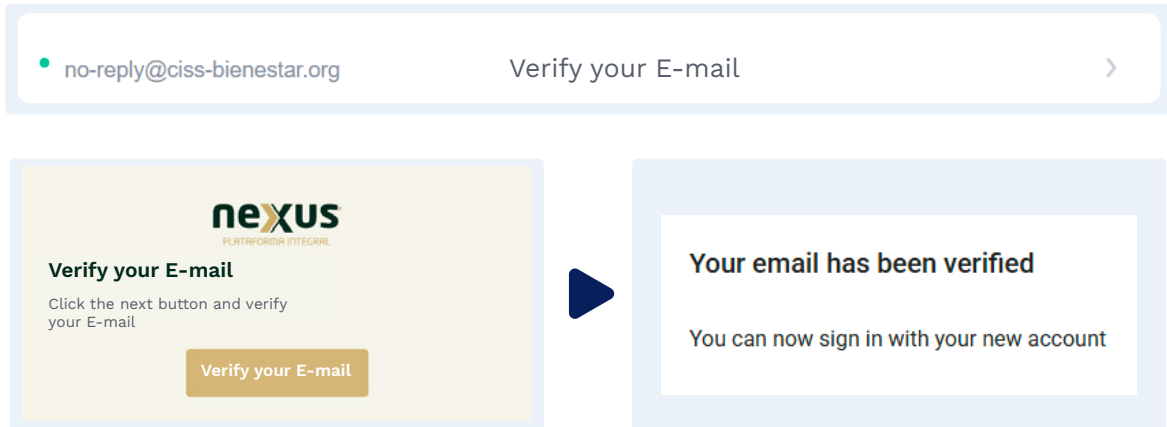


- If you belong to a CISS member institution or a research or higher education organisation related to social security, please register using your institutional email address. (e.g. user.name@institution.org) and verify if you have access to any benefits available to your institution on our academic or research offer.
- If you are not affiliated with a CISS member institution, simply register using your personal email address.
- CISS NexUs will verify whether your email address has already been registered.
- Please make sure you enter your first and last names exactly as they should appear on official documents, do not use abbreviations, select your gender, and the platform will automatically identify if you belong to a CISS member institution.
- Create a password with at least 6 characters, confirm your password and click [NEXT]

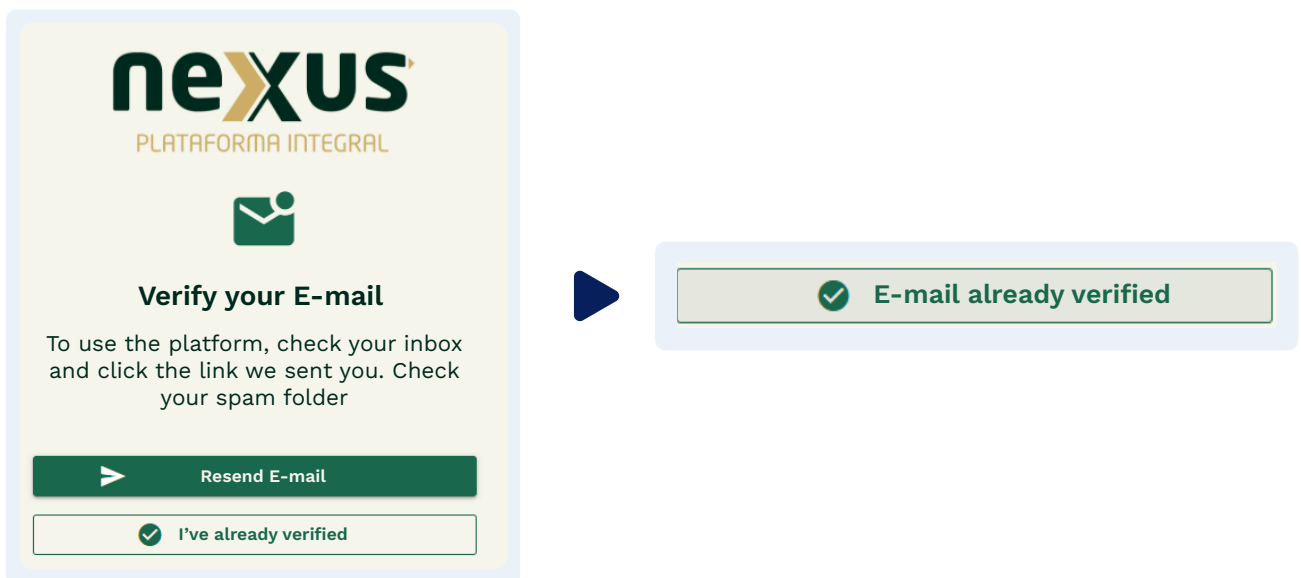
Step 2

A verification email will be sent from: **no-reply@ciss-bienestar.org** to the email address you provided during registration on **step 1**:

- Go to your email and click on the [Verify my email] button.
- If you do not receive the message, please check your Spam or Junk folder.



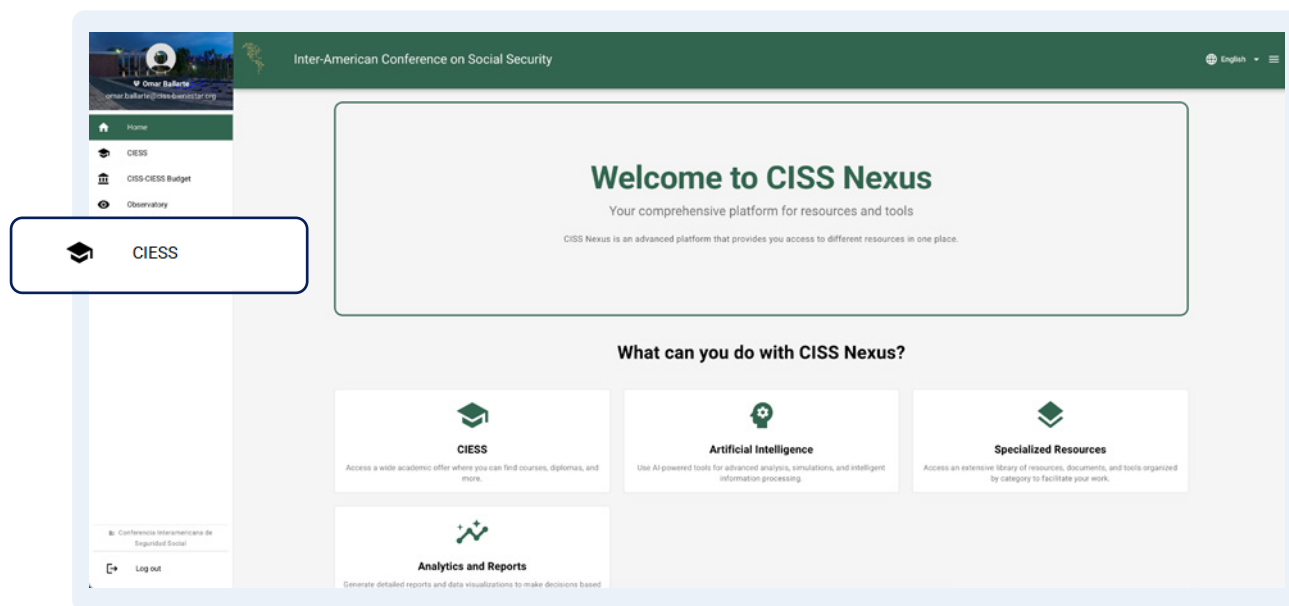
- After verifying your email, return to the registration page and select [I'VE VERIFIED MY EMAIL. CONTINUE]



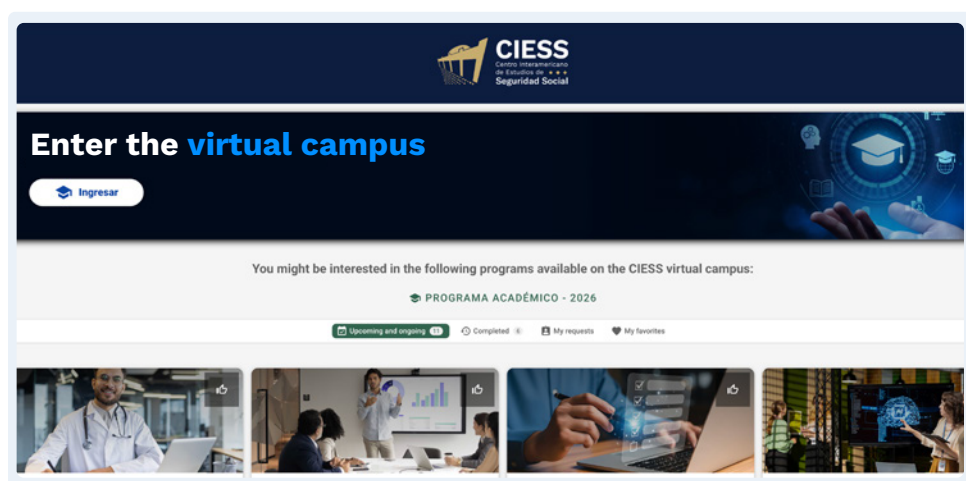
Step 3

After completing your account registration, you will be automatically redirected to CISS NexUs and now you will be able to access the benefits available to you:

- Click on the left CISS menu display to browse the available Academic Program.



- To enroll in one of our available academic activities, click More Information on the program you wish to attend.



- On the activity's site select [START REGISTRATION]

The screenshot shows a webpage for a course titled "Directriz sobre Comunicación de las administraciones de seguridad social" (DCASS - 2024). The page includes a header with the CISS logo and a welcome message. A sidebar on the right contains contact information: EMAIL (inscripciones@ciess.org), WHATSAPP (521 55 6127 8620), and TELEFONO (521 55 5377 4740). The main content area features a "START REGISTRATION" button. Below the course title, it lists details: Type: Curso, Capacity: 30 personas, General objective, Duration: 40 horas, Investment: 475.00 USD, and Scholarships: Con opción a becas. At the bottom, there is a section for "Your request status" with a circular icon.

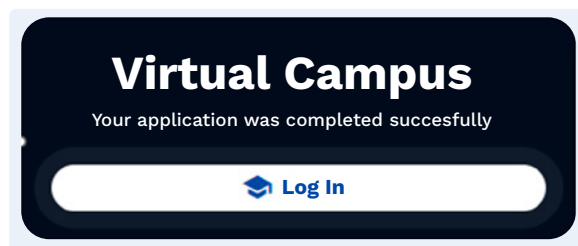
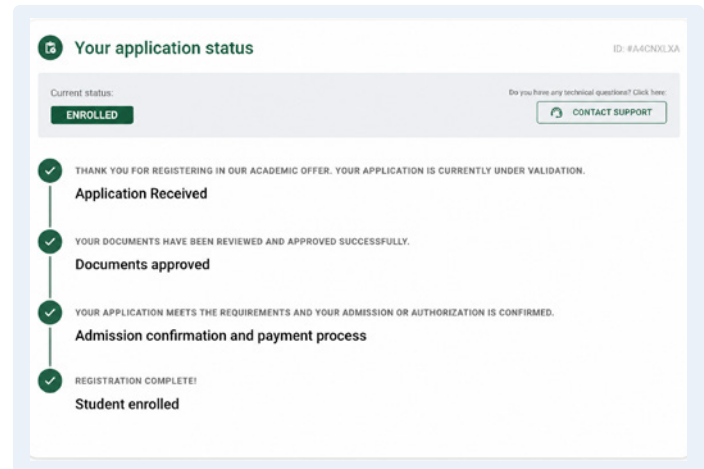
- If this is your first CISS registration, you will be asked to complete your academic profile, this will help us to know more about your academic preferences so you can make the best of it.
- You will be able to confirm your institutional email and access our academic offer benefits, scholarships and discounts.

The screenshot shows a registration form with fields for: Género (Masculino), Fecha de nacimiento (1980-07-01), Grado académico (Licenciatura), Código país (+52), Teléfono móvil (555-657-8659), Correo electrónico (antonio.compan@ciess-bienestar.org), and Datos institucionales. It also includes a section for "Datos institucionales" with a checkbox for "Usar mi correo actual como correo institucional" and a "Guardar cambios" button.

The screenshot shows a confirmation page titled "Request program registration" with the subtitle "Formulation of public policies on social security". It lists two steps: "Required information for your registration" and "Submission of the application". A message states: "Upon confirmation, your application will be sent to the CISS team. Once reviewed and validated, you will receive instructions to continue by email." At the bottom, there is a "CANCEL" button and a "CONFIRM AND SUBMIT APPLICATION" button.

- When you have completed all required information, select [CONFIRM AND SUBMIT APPLICATION].
- Once you have completed your profile, you may then register for any academic activity offered by CISS.
- In order to register for another activity, please follow the same steps and continue with the enrollment process.

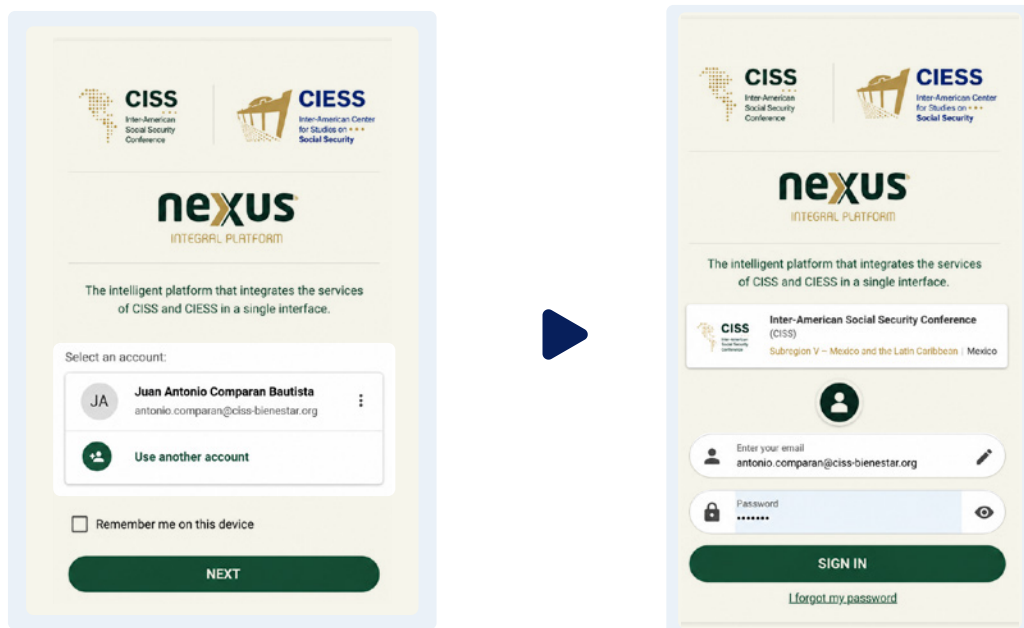
- Throughout the registration process, you will receive email notifications and platform alerts with important updates that you must follow through CISS NexUS, until you complete your registration.
- Once your enrollment has been approved, you will be automatically registered and will have access to the Virtual Campus by clicking on [Log in].



Step 4

If you already have a NexUs account:

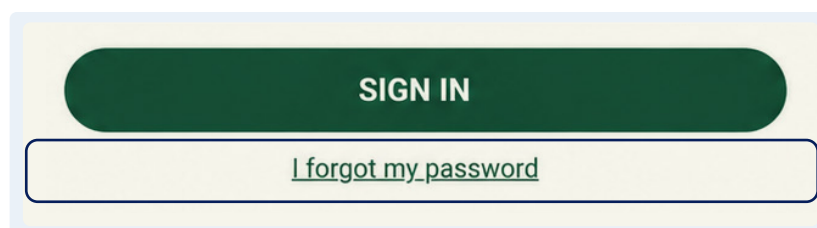
- Go to <https://nexus.ciss-bienestar.org/> on the browser on your computer, tablet or mobile device (preferably on a private window) and sign in using your registered email address and password.
- If you previously selected [x] Remember me on this device, future access will be faster since your account information will be securely saved on your device. If this be the case, you just need to select the account you wish to access through and you will be redirected automatically to the CISS NexUs application.



Step 5

If you have forgotten your password:

- Enter your registered email address and click [NEXT].
- Select [Forgot my password](#) and follow the instructions sent to your email to create a new password.





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