



Latin American and Caribbean Institute for Economic and Social Planning (ILPES)  
Economic Commission for Latin America and the Caribbean

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Santiago, Chile 2021



# Application Guide

## What is SIGCA?

It is the Integrated Training Management System of the Latin American and Caribbean Institute for Economic and Social Planning (ILPES) of ECLAC. This system was created to facilitate the online registration and application process for the Institute's diverse course offerings.

- Through the ECLAC training website  
<https://www.cepal.org/en/training>



## How can I access SIGCA?

- Or going directly to the system:  
<https://sigcaportal.cepal.org>



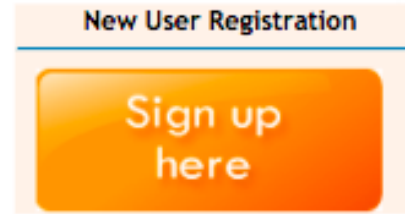
[dioma=en](https://sigcaportal.cepal.org)

## What steps should I follow to apply to a course?

- Once you have logged into the SIGCA portal, you must click on the orange button that says, " Sign up here". MAKE SURE YOU HAVE CHANGED THE LANGUAGE TO ENGLISH IN THE UPPER LEFTHAND CORNER



- If you are already registered, just click on the " Sign in" button, where you will be asked for your username and password, and then you will be able to apply.



- Upon entering the system, a screen with the background form will be displayed. In this section, it is essential that the applicant provides all the required information.

**Register**

\* Mandatory Attributes

**Personal Data**

Enter your Full Name as it appears on your ID document

\* Names:

\* Last Name:

Mother's Maiden Name:

\* Gender:  Femenino  Masculino

\* Date of Birth:  /  /  (dd/mm/aaaa)

\* Country of Birth:

**Contact**

The e-mail address entered must be valid and be active. This e-mail will be your username to log into the system

\* e-Mail:

\* Re-Enter your e-mail:

\* Country:

\* City:

Other City:

Phone: (49 - 599!)

Type of phone:  Home phone  Mobile

**Training**

\* Profession:

Another Profession:

Graduate Studies:

Complete all the required information.

Enter correctly your e-mail address. It is at this address where you will receive all the course information.

Select your primary and secondary occupation (if applicable)

3. Once you have completed your data in the form, press the "Save" button, this way your data will be stored in the system.

Areas of interest:

<input type="checkbox"/> Commerce	<input type="checkbox"/> Local Development
<input type="checkbox"/> Regional Development	<input type="checkbox"/> Decentralization
<input type="checkbox"/> Economy	<input type="checkbox"/> Regional Economics
<input type="checkbox"/> Business	<input type="checkbox"/> Spatial Planning
<input type="checkbox"/> Local Planning	<input type="checkbox"/> Technology

**Other Details**

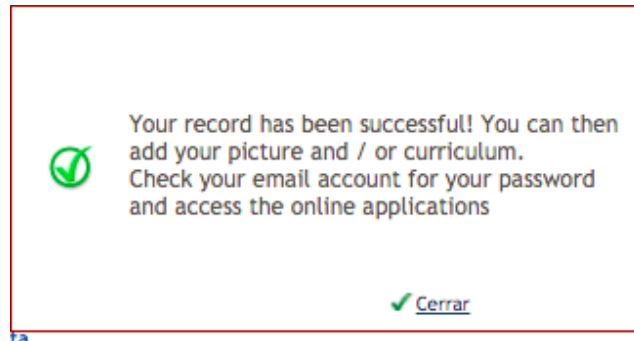
Areas of Interest:

<input type="checkbox"/> Comercio	<input type="checkbox"/> Desarrollo Local
<input type="checkbox"/> Desarrollo Regional	<input type="checkbox"/> Descentralización
<input type="checkbox"/> Economía	<input type="checkbox"/> Economía Regional
<input type="checkbox"/> Negocios	<input type="checkbox"/> Ordenamiento Territorial
<input type="checkbox"/> Planificación Local	<input type="checkbox"/> Tecnología

Please send me information:

**Save**

After clicking the "Save" button, the following message will appear:



4. At this stage you can verify that the registration data entered is correct and most importantly, you can change the password to one that is easy for you to remember. First you must close the previous window and go directly to the "Change Password" button.

Home Registered User:

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**Register**

\* Mandatory Attributes

**Personal Data**

Enter your Full Name as it appears on your ID document

\* Names:

\* Last Name:

Mother's Maiden Name:

\* Gender:  Femenino  Masculino

\* Date of Birth:  /  /  (dd/mm/aaaa)

\* Country of Birth:

**Change User Password**

**Menu**

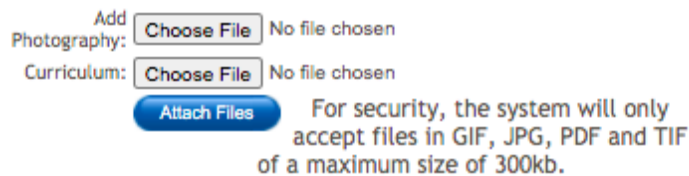
- [My Portal](#)
- [Change Password](#)
- [Edit Record](#)

**News**

The password change window will appear where you must enter your new password (2 times) as shown in the following image:



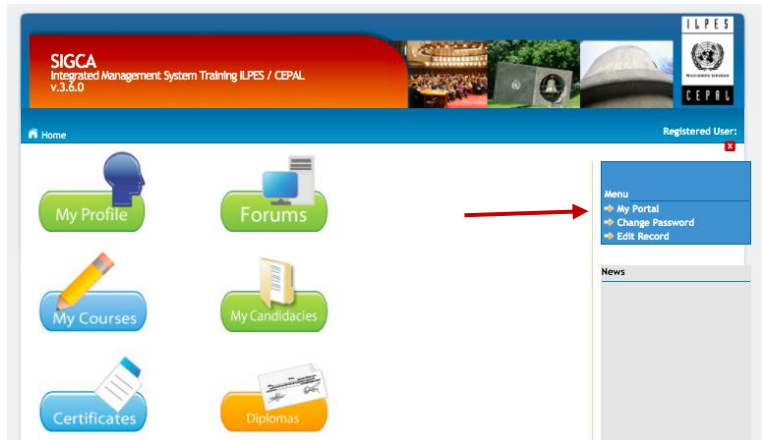
5. Below the save button (after the first time we save the data) you may attach your resume and if you wish your profile picture as shown in the following figure:



Once this process has been completed, we are now fully registered in our SIGCA portal. It is important to note that in this registration process we can also check the box "I wish to receive information" which subscribes you to our newsletter informing you of courses and seminars during the year.

6. Check your email inbox. You will receive a message with your username and password. The username will be the e-mail address you provided.

All the information entered in your registration can be modified from "My Portal" by logging in with your username and password registered in our portal.



7 Now you must log in again to the SIGCA portal, but this time you must enter the **Registered User** section, with your e-mail address as user and the password.



8. Once you have entered your data, the buttons on each of the courses will turn green.



9. When you click on the green "Postular!" (Apply) button of the desired course, your personal file with the data provided above will be displayed. This time the system will ask you for some additional data, such as employment history, among others.

**Application Details**

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**Additional Personal Data**

Identification Number:   
 (RUT / DNI / Pasaporte / Social Security Number)

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**Employment History**

Independiente |  No Aplicable

\* Institution:   
 \* Country:   
 \* City:   
 Other City:

Organization Type:

\* e-mail Work:   
 \* Position:   
 Describe your duties:   
 500

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**Financing**

\* Financing way:   
 Financing Institution:

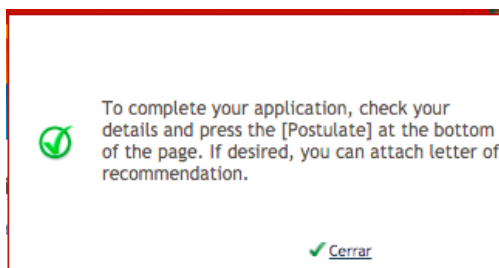
Organization type:  
 Académica – Academic  
 Gubernamental: Government  
 Municipal -Municipal  
 ONG – NGO  
 Organización Internacional –  
 International Organization  
 Otro - Other

Financing way:  
 Institucional – Institutional  
 Propio – Self  
 Mixto - Both

10. Once you have completed all the requested data, you must click on the "Siguiete" (Next) button. After pressing the button, the system will give you the option to add your CV and a letter of recommendation at the end of the application form (this last action is optional).

**Siguiete**

11. Then a box with the following message will appear:



12. At this time, you are eligible to apply. By clicking on the click on the "Apply" button, a screen will appear indicating the success of your operation. Once you have completed all these steps, you have finished the process.



13. Welcome to ILPES courses

