

## mitec

Padres

Proceso de implementación

Proceso general **MiTecPadres** 



## mitec Proceso general



#### Generación de ID y claves de activación MiTecPadres

(Actividad de Escolar)



# Generación de ID´s y claves de activación

La generación de ID´s y claves de activación (NIP´s), tanto para alumnos admitidos, alumnos inscritos como para personas relacionadas (padre, madre, patria potestad, responsable de pago) se realiza a través de la plataforma Banner>Procesos y Reportes>SF\_NIPS



## Consideraciones especiales

Antes de iniciar con la generación de ID´s y cuentas de activación es importante considerar que:

- 1. Se debe asegurar que el alumno cuente con las personas relacionadas antes de correr el proceso
- La generación de ID de personas relacionadas se puede realizar cuando el alumno tiene estatus "EL" en el bloque "Registración (Enrollment Information)" de la forma SFAREGS en el ejercicio procesado y que cuenten con un registro en la forma SGASTDN para el periodo y campus que se procesa.
- Si el alumno tiene relacionada una o más personas cuyo tipo de relación corresponda a las relaciones válidas para generación de NIP's ("D", "M", "P", "Q" y "2"), se generará un identificador "F" y una clave de activación a cada una de estas personas.
- 4. Si hubiese cambios en las relaciones del alumno se deberán correr el proceso nuevamente

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| AKCHIVO INICIO INSEKIAR DISENGOL PAGINA FORMULAS DATOS<br>Desde Desde Desde De otras<br>Access web texto fuences<br>tadov - Getarincias<br>Editar vinculos | REVISAR   | VISTA CON<br>Borrar<br>Volver a aplicar<br>Avanzadas | Texto en Re<br>columnas rá | IEAM            | Validación (<br>os de datos • | Consolidar An | aálisis de Relacio | nes Agrupar | Desagrupar Su | * Mos<br>- Ocu<br>btotal | trar detalle<br>itar detalle |          |
| Obtener datos externos Conexiones  | Ordenar y filt  | rar  |                            | · ·             | lerramientas de               | datos         |                    |             | Esqu          | iema                     | F <sub>M</sub>               | ^        |
| 🛛 🔹 🗄 🔀 🖌 🖌 🖌 Ap. Paterno Persona   Ap. Materno Pe   | A1 🔹 🗄 🔀 🗸 f_X ap. Paterno Persona   Ap. Materno Persona   Nombre Persona   ID F   Nip   Relacion   Desc Relacion   Matricula |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| A B C D E F  | G   | н  | I.                         | J               | к                             | L             | М                  | Ν           | 0             | Р                        | Q                            |          |
| 1 Ap. Paterno Persona   Ap. Materno Persona   Nombre Persona   ID F   Nip   Rela   | icion   Desc Rel  | acion Matricul                                       | a                          |                 |                               |               |                    |             |               |                          |                              |          |
| 2 Soltero   Álva rez   Marco Antonio   F00226066   13493934   D   Padre   A00226595  |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 3 Egurrola   Ga: télum   Laura   F00226067   92372252   Q   Responsable Pago Coleg   | . A00226595   |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 4 Egurrola   Ga: télum   Laura   F00226067   92372252   M   Madre   A00226595  |   |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 5 Soltero   Alverez   Marco Antonio   F00226066   13493934   P   Patria Potestad   A   | 0226595   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 6 Verdugo Raicón Rosa Guadalupe F00284085 53734166 M Madre A002270   | 11  |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 7 Elizondo Rivera Carlos Alberto F00284084 15582024 P Patria Potestad Ad   | 0227011   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 8 Elizondo   Rivera   Carlos Alberto   F00284084   15582024   Q   Responsable Pago   | Coleg. A0022  | 7011   |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 9 Elizondo   Rivera   Carlos Alberto   F00284084   15582024   D   Padre   A00227011  |   | · .  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 10 Del Cid López Reina Azucena F00284124 56979872 Q Responsable Pago C   | oleg.   A002270   | 134  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 11 Del Cid López Reina Azucena F00284124 56979872 P Patria Potestad A00  | 227034  |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 12 Del Cid   López   Reina Azucena   F00284124   56979872   M   Madre   A00227034  |   |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 13 Fierro   Leal   Dracio   F00284069   15923650   D   Padre   A00227024   |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 14 Espinoza   Moreno   Myriam   F00025069   35649438   M   Madre   A00226442   |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 15 Balderrama Ponce Luis Carlos F00025068 16398 Q Responsable Pago Cole  | g.   A00226442  | 1  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 16 Balderrama Ponce   Luis Carlos   F00025068   16398   P   Patria Potestad   A00220   | 5442  |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 17 Balderrama Ponce   Luis Carlos   F00025068   16398   D   Padre   A00226442  |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 18 Estrella Grania Cruz Della F00301215 39510255 Q Responsable Pago Cole   | g.   A00226969  |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 19 Rascon Meriz Juan Antonio F00301216 83238588 D Padre A00226969  |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 20 Estrella   Gradia   Cruz Della   F00301215   39510255   M   Madre   A00226969   |   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 21 Ortega   Corchado   Jesus Gerardo   F00239099   76446766   P   Patria Potestad   A  | 00226637  |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 22 Orrega   Corchado   Jesus Gerardo   F00239099   76446 766   D   Padre   A00226633   | ()<br>()  |  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 25 Peimbert   Komero   Mariene Judith   F00239100   69006995   M   Madre   A00226  | 037   | 266271   |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 24 Untega   Cordnado   Jesus Gerardo   F00239099   76446766   Q  Responsable Pag   | o coleg.   A002   | 20037  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 25 Schraidt Barcelo I Marcia Cechia (200256049) 65304130 [M] Madre (A0022666   | 51  |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 20 Fimbres Weins Warco Antonio F00239135 80371693 D Padre A00226688  | 000066601   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
| 27 Finitures   Weins   Marco Antonio   F00239135   80371093   P   Patria Potestad   Al   | 0220008 <br>Colog   400220  | 56691  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 20 Phillores Wein's Iwardo Antonio (200239135) 803/1093 (Q Responsable Pago  | Coleg. A0022  | 00001  |                            |                 |                               |               |                    |             |               |                          |                              | _        |
| 30 Pablos   Bórg 😤 (Ctrl) zurto laime   F00024666   1646   D   Pablos   Bórg 🖄 (Ctrl) zurto laime   F00024666   1848   D   Patria Botostad   A002          | 66381   |  |                            |                 |                               |               |                    |             |               |                          |                              |          |
|  | 0000  |  |                            |                 |                               |               |                    |             |               |                          |                              | <b>▼</b> |
| nojai (+)  | _   |  |                            |                 | : [4]                         |               |                    |             |               |                          |                              |          |
| LISTO 🛗  |   |  |                            |                 |                               |               | RECU               | JENTO: 1909 | ₩             | ш -—                     | +                            | 100 %    |

Pega los datos en la primer columna y selecciónalos todos.

#### Distribuye en columnas

| 🚺 且 🍤 · 👌 ·   |                               | Libro6 - Excel (Error de a             | ctivación de product                  | os)                                     | X BX                   | X                    | 2007                | A - 8 ×              |
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| ARCHIVO INICIO INSERTAR DISEÑO DE PÁGINA FÓRMULAS   | DATOS REVISAR                 | VISTA COMPLEMEN                        | EOS TEAM                              |   |                        |                      |                     | ring Quesney 👻 🂒     |
| Desde Desde Desde De otras<br>Access web texto fuentes - veisientes   | 2↓ ZAZ<br>Z↓ Ordenar Filtro V | Borrar<br>Volver a aplica<br>Avanzadas | n elleno Quitar<br>as ápido duplicado | Validación Consolidar A<br>s de datos * | Análisis de Relaciones | Agrupar Desagrupar S | * Mostra<br>Ocultar | r detalle<br>detalle |
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|   |                               | a liastri la                           |                                       | 1                                       |                        |                      |                     |                      |
| A1 V : X JX AP. Paterno Persona   Ap. Materno Persona   Nombre Persona   D F   Nip   Relacion   Datr Cula   V |                               |  |                                       |   |                        |                      |                     |                      |
| A B C D E   | F G                           | H I                                    | J                                     | K L                                     | М                      | N O                  | Р                   | Q 🔺                  |
| 1 Ap. Paterno Persona Ap. Materno Persona Nombre Persona ID   | F   Nip   Relacion   Desc Rel | acion   Matricula                      |                                       |   |                        |                      |                     |                      |
| 2 Soltero   Álvarez   Marco Antonio   F00226066   13493934   D   Padre   A                                    | A00226595                     |  |                                       |   |                        |                      |                     |                      |
| 3 Egurrola   Ga: télum   Laura   F00226067   92372252   Q   Responsable                                       | Pago Coleg. A00226595         |  |                                       |   |                        |                      |                     |                      |
| 4 Egurrola   Ga: télum   Laura   F00226067   92372252   M   Madre   A0022                                     | 6595                          |  |                                       |   |                        |                      |                     |                      |
| 5 Soltero   Álva rez   Marco Antonio   F00226066   13493934   P   Patria P                                    | otestad A00226595             |  |                                       |   |                        |                      |                     |                      |
| 6 Verdugo   Ra cón   Rosa Guadalupe   F00284085   53734166   M   Madi   | e A00227011                   |  |                                       |   |                        |                      |                     |                      |
| 7 Elizondo   Rivera   Carlos Alberto   F00284084   15582024   P   Patria P                                    | otestad A00227011             |  |                                       |   |                        |                      |                     |                      |
| 8 Elizondo   Rivera   Carlos Alberto   F00284084   15582024   Q   Respon                                      | sable Pago Coleg. A00227      | 7011                                   |                                       |   |                        |                      |                     |                      |
| 9 Elizondo   Rivera   Carlos Alberto   F00284084   15582024   D   Padre   A                                   | 00227011                      |  |                                       |   |                        |                      |                     |                      |
| 10 Del Cid   López   Reina Azucena   F00284124   56979872   Q   Responsa                                      | ble Pago Coleg. A002270       | 34                                     |                                       |   |                        |                      |                     |                      |
| 11 Del Cid López Reina Azucena F00284124 56979872 P Patria Pot  | estad A00227034               |  |                                       |   |                        |                      |                     |                      |
| 12 Del Cid   López   Reina Azucena   F00284124   56979872   M   Madre   A                                     | 00227034                      |  |                                       |   |                        |                      |                     |                      |
| 13 Fierro   Leal   Dracio   F00284069   15923650   D   Padre   A00227024                                      |                               |  |                                       |   |                        |                      |                     |                      |
| 14 Espinoza   Moreno   Myriam   F00025069   35649438   M   Madre   A002                                       | 26442                         |  |                                       |   |                        |                      |                     |                      |
| 15 Balderrama Ponce Luis Carlos F00025068 16398 Q Responsable   | e Pago Coleg. A00226442       |  |                                       |   |                        |                      |                     |                      |
| 16 Balderrama Ponce Luis Carlos F00025068 16398 P Patria Potes  | tad A00226442                 |  |                                       |   |                        |                      |                     |                      |
| 17 Balderrama Ponce Luis Carlos F00025068 16398 D Padre A002  | 26442                         |  |                                       |   |                        |                      |                     |                      |
| 18 Estrella Gravia Cruz Delia F00301215 39510255 Q Responsable  | Pago Coleg. A00226969         |  |                                       |   |                        |                      |                     |                      |
| 19 Rascón   Mer Iz   Juan Antonio   F00301216   83238588   D   Padre   A00                                    | 226969                        |  |                                       |   |                        |                      |                     |                      |
| 20 Estrella Gradia Cruz Delia F00301215 39510255 M Madre A002   | 26969                         |  |                                       |   |                        |                      |                     |                      |
| 21 Ortega   Corc nado   Jesus Gerardo   F00239099   76446766   P   Patria                                     | Potestad A00226637            |  |                                       |   |                        |                      |                     |                      |
| 22 Ortega   Corc nado   Jesus Gerardo   F00239099   76446766   D   Padre                                      | A00226637                     |  |                                       |   |                        |                      |                     |                      |
| 23 Peimbert Romero Marlene Judith F00239100 69006995 M Mac  | re A00226637                  |  |                                       |   |                        |                      |                     |                      |
| 24 Ortega Corchado Jesus Gerardo F00239099 76446766 Q Respo   | nsable Pago Coleg. A002       | 26637                                  |                                       |   |                        |                      |                     |                      |
| 25 Schraidt Barcelo Martha Cecilia F00256049 65304130 M Madre   | A00226668                     |  |                                       |   |                        |                      |                     |                      |
| 26 Fimbres   Weihs   Marco Antonio   F00239135   80371693   D   Padre   A                                     | 00226668                      |  |                                       |   |                        |                      |                     |                      |
| 27 Fimbres   Weihs   Marco Antonio   F00239135   80371693   P   Patria P                                      | otestad A00226668             |  |                                       |   |                        |                      |                     |                      |
| 28 Fimbres   Weihs   Marco Antonio   F00239135   80371693   Q   Respon  | sable Pago Coleg.   A00226    | 668                                    |                                       |   |                        |                      |                     |                      |
| 29 Pablos   Borquez   Edilberto Jaime   F00024888   1848   D   Padre   A00                                    | 226638                        |  |                                       |   |                        |                      |                     |                      |
| 30 Pablos   Borquez   Edilberto Jaime   F00024888   1848   P   Patria Pote                                    | stad   A00226638              |  |                                       |   |                        |                      |                     | <b>.</b>             |
| < → Hoja1 (+)   |                               |  |                                       | : •                                     |                        |                      |                     | •                    |
| LISTO 🔚   |                               |  |                                       |   | RECUEN                 | ITO: 1909 🌐 🗐        |                     | + 100 %              |

Haz clic en la opción "Texto en columnas"

#### Distribuye en columnas

| Asistente para convertir texto en columnas - paso 1 de 3 ? ×  |
|---|
| El asistente estima que sus datos son Delimitados.<br>Si esto es correcto, elija Siguiente, o bien elija el tipo de datos que mejor los describa.<br>Tipo de los datos esiginales   |
| Elija el tipo de archivo que describa los datos con mayor precisión:  |
| Delimitados     - Caracteres como comas o tabulaciones separan campos.  |
| <ul> <li>De <u>ancho fijo</u> - Los campos están alineados en columnas con espacios entre uno y<br/>otro.</li> </ul>  |
| Vista previa de los datos seleccionados:<br>1 Ap. Paterno Persona Ap. Materno Persona Nombre Persona ID F Nip<br>2 Soltero Álvarez Marco Antonio F00226066 13493934 D Padre A00226<br>3 Egurrola Gastélum Laura F00226067 92372252 Q Responsable Pago C<br>4 Egurrola Gastélum Laura F00226067 92372252 M Madre A00226595 <br>5 Soltero Álvarez Marco Antonio F00226066 13493934 P Patria Potes v |
|   |
| Cancelar< AtrásSiguiente >Finalizar   |

#### Selecciona la opción "Delimitados" y haz clic en el botón "Siguiente"

#### Distribuye en columnas

| Asistente para convert  | ir texto en colum                                 | nas - paso 2 de 3  | 3 <b>?</b>   | ×           |
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| Esta pantalla le permite establece<br>cambia el texto en la vista previa.               | r los separadores cont                            | tenidos en los datos.  | Se puede ve  | r cómo      |
| Separadores<br>Tabulación<br>Punto y coma<br>Comside<br>Comside<br>Calificador<br>Qtro: | erar separadores cons<br>de te <u>x</u> to:       | ecutivos como uno so   | >lo<br>V   |             |
| Ap. Paterno Persona Ap.<br>Soltero Álv.<br>Egurrola Gas<br>Egurrola Gas<br>Soltero Álv. | Materno Persona<br>arez<br>télum<br>télum<br>arez | Nombre Persona<br>Marco Antonio<br>Laura<br>Laura<br>Marco Antonio | ID F<br>F00226066<br>F00226067<br>F00226067<br>F00226066 | ^<br>~<br>~ |
|   | Cancelar < A                                      | t <u>r</u> ás <u>S</u> iguiente                                    | > <u>F</u> ina   | lizar       |

Selecciona la casilla "Otro" y en el recuadro teclear el carácter Pipe "|" Haz clic en el botón "Finalizar"

#### Guarda en tu computadora

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| ARC  | HIVO INICI                 | o ins       | ERTAR DISEÑO DE PA                | ÁGINA FÓRMULAS                          | DATOS               | REVISAR         | VISTA                               | COMPLEMENTOS TEAM                                   |                                       |                |                                  |
| Der  | sde Desde De<br>ess web te | esde De o   | Conexiones Actu<br>existentes too | Conexiones<br>Conexiones<br>Propiedades | 2↓ ZAZ<br>Z↓ Ordena | r Filtro        | 3orrar<br>/olver a apl<br>Avanzadas | icar<br>Texto en Relleno Qu<br>columnas rápido dupl | →<br>uitar Validaci<br>icados de dato | ión Consolidar | Análisis de Relac<br>hipótesis * |
| -    | Obten                      | er datos ex | ternos                            | Conexiones                              |                     | Ordenar y filtr | ar                                  |   | Herramient                            | as de datos    |                                  |
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|      | A                          |             | В                                 | С                                       | D                   | E               | F                                   | G   | Н                                     | 1              | J                                |
| 1    | Ap. Paterno                | Persona     | Ap. Materno Persona               | Nombre Persona                          | ID F                | Nip             | Relacion                            | Desc Relacion                                       | Matricula                             |                |                                  |
| 2    | Soltero                    |             | Álvarez                           | Marco Antonio                           | F00226066           | 13493934        | D                                   | Padre   | A00226595                             |                |                                  |
| 3    | Egurrola                   |             | Gastélum                          | Laura                                   | F00226067           | 92372252        | Q                                   | Responsable Pago Coleg.                             | A00226595                             |                |                                  |
| 4    | Egurrola                   |             | Gastélum                          | Laura                                   | F00226067           | 92372252        | м                                   | Madre   | A00226595                             |                |                                  |
| 5    | Soltero                    |             | Álvarez                           | Marco Antonio                           | F00226066           | 13493934        | Р                                   | Patria Potestad                                     | A00226595                             |                |                                  |
| 6    | Verdugo                    |             | Rascón                            | Rosa Guadalupe                          | F00284085           | 53734166        | M                                   | Madre   | A00227011                             |                |                                  |
| 7    | Elizondo                   |             | Rivera                            | Carlos Alberto                          | F00284084           | 15582024        | P                                   | Patria Potestad                                     | A00227011                             |                |                                  |
| 8    | Elizondo                   |             | Rivera                            | Carlos Alberto                          | F00284084           | 15582024        | Q                                   | Responsable Pago Coleg.                             | A00227011                             |                |                                  |
| 9    | Elizondo                   |             | Rivera                            | Carlos Alberto                          | F00284084           | 15582024        | D                                   | Padre   | A00227011                             |                |                                  |
| 10   | Del Cid                    |             | López                             | Reina Azucena                           | F00284124           | 56979872        | Q                                   | Responsable Pago Coleg.                             | A00227034                             |                |                                  |
| 11   | Del Cid                    |             | López                             | Reina Azucena                           | F00284124           | 56979872        | P                                   | Patria Potestad                                     | A00227034                             |                |                                  |
| 12   | Del Cid                    |             | López                             | Reina Azucena                           | F00284124           | 56979872        | м                                   | Madre   | A00227034                             |                |                                  |
| 13   | Fierro                     |             | Leal                              | Oracio                                  | F00284069           | 15923650        | D                                   | Padre   | A00227024                             |                |                                  |
| 14   | Espinoza                   |             | Moreno                            | Myriam                                  | F00025069           | 35649438        | M                                   | Madre   | A00226442                             |                |                                  |
| 15   | Balderrama                 |             | Ponce                             | Luis Carlos                             | F00025068           | 16398           | Q                                   | Responsable Pago Coleg.                             | A00226442                             |                |                                  |
| 16   | Balderrama                 |             | Ponce                             | Luis Carlos                             | F00025068           | 16398           | Ρ                                   | Patria Potestad                                     | A00226442                             |                |                                  |
| 17   | Balderrama                 |             | Ponce                             | Luis Carlos                             | F00025068           | 16398           | D                                   | Padre   | A00226442                             |                |                                  |
| 18   | Estrella                   |             | Gracia                            | Cruz Delia                              | F00301215           | 39510255        | Q                                   | Responsable Pago Coleg.                             | A00226969                             |                |                                  |
| 19   | Rascón                     |             | Meraz                             | Juan Antonio                            | F00301216           | 83238588        | D                                   | Padre   | A00226969                             |                |                                  |
| 20   | Estrella                   |             | Gracia                            | Cruz Delia                              | F00301215           | 39510255        | м                                   | Madre   | A00226969                             |                |                                  |
| 21   | Ortega                     |             | Coronado                          | Jesus Gerardo                           | F00239099           | 76446766        | P                                   | Patria Potestad                                     | A00226637                             |                |                                  |
| 22   | Ortega                     |             | Coronado                          | Jesus Gerardo                           | F00239099           | 76446766        | D                                   | Padre   | A00226637                             |                |                                  |
| 23   | Peimbert                   |             | Romero                            | Marlene Judith                          | F00239100           | 69006995        | M                                   | Madre   | A00226637                             |                |                                  |
| 24   | Ortega                     |             | Coronado                          | Jesus Gerardo                           | F00239099           | 76446766        | Q                                   | Responsable Pago Coleg.                             | A00226637                             |                |                                  |
| 25   | Schraidt                   |             | Barcelo                           | Martha Cecilia                          | F00256049           | 65304130        | M                                   | Madre   | A00226668                             |                |                                  |
| 26   | Fimbres                    |             | Weihs                             | Marco Antonio                           | F00239135           | 80371693        | D                                   | Padre   | A00226668                             |                |                                  |
| 27   | Fimbres                    |             | Weihs                             | Marco Antonio                           | F00239135           | 80371693        | P                                   | Patria Potestad                                     | A00226668                             |                |                                  |
| 28   | Fimbres                    |             | Weihs                             | Marco Antonio                           | F00239135           | 80371693        | Q                                   | Responsable Pago Coleg.                             | A00226668                             |                |                                  |
| 29   | Pablos                     |             | Bórquez                           | Edilberto Jaime                         | F00024888           | 1848            | D                                   | Padre   | A00226638                             |                |                                  |
| 30   | Pablos                     |             | Bórquez                           | Edilberto Jaime                         | F00024888           | 1848            | P                                   | Patria Potestad                                     | A00226638                             |                |                                  |
|      | 4 F                        | Hoja1       | (+)                               |   |                     |                 |                                     |   | : [                                   | 4              |                                  |
| 1163 | · • • •                    |             |                                   |   |                     |                 |                                     |   |                                       | _              |                                  |
| LIST |                            |             |                                   |   |                     |                 |                                     |   |                                       |                |                                  |

Agrégale al archivo el programa y el nombre del alumno y el correo de la persona relacionada para poder proceder a la entrega

#### Gracias!!

