SEP
SECRETARÍA DE
EDUCACIÓN PÚBLICA

INSTITUTO
NACIONAL PARA
LA EDUCACIÓN
DE LOS ADULTOS

# Documents required for the issuance of certificates

1. Birth Certificate or alternate document.

The following are considered as alternate documents: Current passport, Consular registration, Mexican National Military Service ID, Voter registration Card (IFE), in the case of Mexican students.

In the case of interns from any other nationality, an equivalent official document* is necessary.

2. Two identification card photos

3. Registration of the student (printed in SASACE)

4. Report card (Printed in SASACE)

5. Primary education certificate (or elementary school). This is in the case of requesting the issuance of a high school certificate.[1]

# Documents required for the issuance of records or certificates in Correctional Centers

In case of requiring a *record* you must include:

1) Record of the identity of the student, which shall have a legible photograph and the seal of the Correctional Center.

2) Two identification card photos.

3) Registration of the student, it shall be signed by the student and the person responsible or the program in the Correctional Center (Printed in SASACE).

4) Report Card. (Printed in SASACE).

To request a *certificate* the following documents are necessary:

1) Copy of the birth certificate or alternate document, duly revised, with name, date and signature of the person who revises it. The following are considered as alternate documents: Current passport, Consular registration, Mexican National Military Service ID, Voter registration Card (IFE), in the case of Mexican students.

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[1] **Both the birth certificate as well as the elementary school certificate shall be checked by the Responsible for the Space with his name, date and signature.**

2) Two identification card photos.

3) Registration of the student shall be signed by the student and by the person responsible for the program in the Correctional Center. (Printed in SASACE).

4) Report Card. (Printed in SASACE).

## How to link students in SASACE



Remember that only one module or service can be linked at a time.
Please leave the termination date in blank.

1) After entering with your SASACE account, enter the Attention Menu, click the Link button.

2) Look for the student's name and select it.

3) Select the module to be studied and the advisor who will be supporting.

4) Don't forget to click on Assign when you are done, to save your changes.

## How to modify the status of students in SASACE
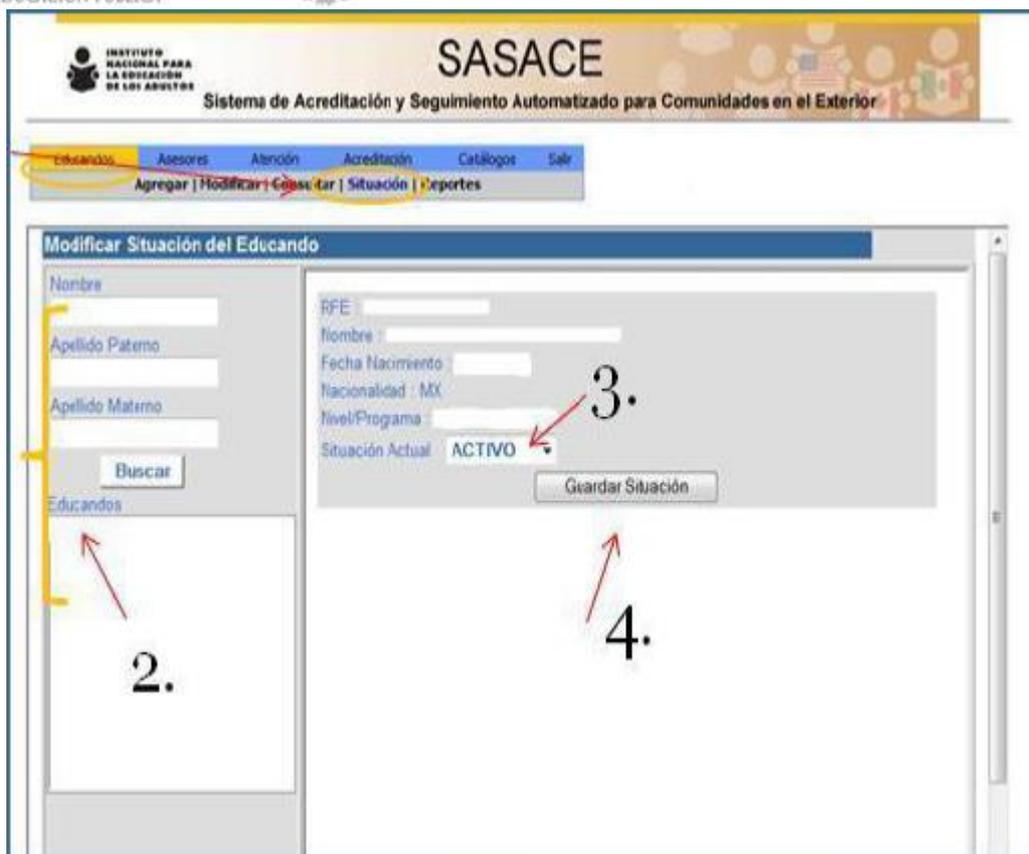
1) Upon entering SASACE with your account, look for the Students Menu and the Submenu Situation.

2)  Look for the student's name and select it.

3) Select the current student's status.

4) Save the changes with the Save Situation option.

5)

## Procedure for grading the diagnostic tests with open questions

1. Upon entering SASACE, in the section of Accreditation, click on the option Print Test.

2.  Choose the exam to be printed and graded. Be careful in the battery number you choose. At the end, click on the Accept button.

3. Options will appear: Open Test; **Criteria for open questions** and Exit. Click on the second option.

4. A new screen will appear, with the Criteria to grade the open questions on PDF format. We recommend that you save this file in your computer for the time when you will be grading the test.

5. To grade the test in the Accreditation section, click in the option Grade.

6. Enter the name of the student and click on the Search button.

7. The options to grade the diagnostic tests will appear. Choose Diag. 1 and the battery number of the test. When you are done, click on the Test button.

8. On the new screen, the option to grade the test will appear. Here it is necessary that you have at hand the Criteria for grading the open questions, which shall come in handy upon grading the test.
When you are done grading, click the Grade button.

# Reset Password to enter SASACE

As of November 1st, for security reasons, the process for entering SASACE will change. Now it will have two elements: The KEY and the PASSWORD. The KEY shall be the one you have right now, and the PASSWORD shall be the one that will be created as follows:

1. To create a new PASSWORD, the user will be requested to enter his KEY in the two spaces provided by the system. (In Key and Password). Once entered in both fields, click on the button ACCEPT.

2. There we will write our new password and underneath we will be required to write it again, at the end click on the SAVE button. The key shall have a maximum of 10 characters, and the use of letters and numbers is recommended for greater safety.

3. A message stating that our password has been created will appear. Now we click on the word FINISH and we will be sent to the beginning of the system, where we will enter the KEY (our current key, the one we have always used) and PASSWORD (the one we just created).

This procedure shall only be made once. It is recommended also to write down in a safe place the KEY and PASSWORD you have just created, so that you don't forget them and so that no one misuses the system, since said access codes are your responsibility.