

Online registration of examination's programs Tutorial

DEADLINE FOR THE DATA CAPTURE:

31st January 2018 Diplôme Supérieur de Concertiste/7 months Diplôme Supérieur de Concertiste/16 months/2nd year (Instruments, Voice)
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Step 1: Validate your examination's program(s) with your teacher

Step 2: Register your program(s) on the ENMP's website.

1) LOG INTO YOUR STUDENT ACCOUNT ON THE SCHOOL'S WEBSITE : www.ecolenormalecortot.com

Go to the **"Students' Corner"** tab, and click on **"Examination data entry"**

2) LOGIN (screen 1)

Type your email address from the Ecole Normale de Musique de Paris (surname.firstname@enmp.fr) and the associated password, given when you registered at the school.

Click on **"ok"**.

No email address, except the ENMP's will be accepted (no personal address such as @gmail, hotmail, etc.)

If you have forgotten your password, click on **"click here"**, (screen 2).

In case of problems, contact the « Secrétariat des Etudes » or the « Bureau des Inscriptions ».

3) "EXAMINATION'S PROGRAMS" TAB (screen 3)

Click on « **EXAMINATION'S PROGRAMS** » the 3rd tab, on the top of the screen.

4) ENTERING EXAMINATION'S PROGRAM(S) (screen 4)

On this page, you can see the discipline(s) for which you are allowed to take an exam.

For each of them, click on **"Add a piece"** and repeat this procedure with every piece of your program.

To validate a piece, you have to fill in the five following fields (screen 5):

- Composer's name
- Title of the piece (including opus and tonality)
- "Formation" concerns only Chamber music: indicate the number of musicians in the group (duo, trio, quartet, etc.) and the names of each of your partners.
- Movement(s) (if it applies)
- Duration (in minutes, without seconds)

ATTENTION: Do not use quotation marks « ... » for the titles; do not use accents, do not include the set piece (Song cycle), do not use the sign « ° ».

Once you had fill in the fields click on **"CONFIRM"** to register the piece.

5) MODIFICATIONS (screen 6)

Until the deadline, you can login as often as you need to modify, add or delete elements of your program(s), as well as the order of pieces. **DIPLÔME de CONCERTISTE** (competitions in April): the order is very important!

Once modifications are done, click on "Save changes" to confirm the modifications.

ATTENTION: After the deadline, changes are not possible anymore.

If you encounter any problems, contact the "Secrétariat des Etudes."

No capture will be done by the school's administration. If you don't have Internet access at home, please go to an Internet point.

REMINDER: in the framework of the preparation of your competitive exam, you should write a Notice explaining the constitution of your program (historical or esthetic reasons, connections within the pieces, etc.). This commentary should be written in French or English and submitted to the "Secrétariat des Etudes" by the end of January.

Screen 1

WEBMAIL and EXAMINATION'S PROGRAMS

Please Login :

Email : (surname.firstname@enmp.fr)

Password:

Forgotten password :

Screen 2 *(In case you forgot your password)*

FORGOTTEN PASSWORD

Enter your email @ ENMP, your password will be sent to your personal email.

Screen 3

Screen 4

MANAGING YOUR STUDENT ACCOUNT

Discipline(s):

- **1st discipline and level** (e.g. Piano – 5e division exe)

- (eventually) **2nd discipline** (e.g. Chamber Music – 3e division)

Screen 5

ADD A PIECE

Add a piece in (Discipline and level):

Composer

Piece

(including opus and tonality)

Movement(s)

Duration mn

(in minutes)

Formation (for Chamber music. Duo, trio, quartet... and names of each of your partners)

Screen 6

MODIFY THE PROGRAM

Discipline :

Discipline- level (e.g. Piano – 5e division exe)

Order	Composer	Piece	Movement(s)	Duration	Formation	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>