

REGISTRATION IN THE CINMA VIRTUAL COURSES

If you decide to register and/or to enroll in some of the free/paid courses offered by CINMA, the steps that will be carried out starting from this moment are the following ones:

1. if it is the first time that you register in the Educational Platform of CINMA, follow this steps:
 - a) Choose your course of interest offered by CINMA
 - b) Give us the initial basic data: Identification of Citizenship or Document of Identification, Name, Last names, Electronic Mail and the selected course. This information should send it to e-mail:
serviciosgenerales@fundacioncinma.org
 - c) If your application is of a paid course, by return of post you will receive a format of registration to complete additional data and with the instructive on process that follow. After registration and Admission, administrator of the course will sent you a Key of Access. These courses are certified by CINMA with diplomas as workouts, Seminars, National and International lectures, Symposia and panels. Covenants with institutions as Colleges, Universities, NGO's, Ethnic Groups, Technological and Technicians Centers will receive multiple certification for CINMA and the associates (Partners).
 - d) If your application is a free course (open learn) you will receive an email of confirmation so that yours instruction begins. These courses don't have certification.

Next it follows your entrance (log in) to the Educational Virtual platform through the following procedure:

- 1) Make click in **Our Classes** in the green vertical bar of our Home Page
- 2) Then make click in **Virtual Classroom** in the right square **Virtual Technological Platform**
- 3) Already in the virtual educational platform make click in: **create a new account** that appears in the square to the right of the platform: **Is this your first time here?**
- 4) For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may

also have a one-time "enrolment key", which you won't need until later.
Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enroll" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

5) if you are already user of the Virtual Educational Community of CINMA, you will give their your User name) and the selected course (free/ pay) and to send it to the e-mail: serviciosgenerales@fundacioncinma.org and your inscription will be activated according to its modality for its free access or by means of the supply of a Enrollment Key for Access in at most next seven days