
IA WEB Coriandre Pre- registration

2021 Manual
First time
registration

Registrar department

IA WEB Pre-registration Guide

In this guide, downloadable on the ENSL website, you will find different screen shots with advice on how to fill in specific sections.

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1. How to connect

Your connection link and applicant-student number have been communicated to you by email.

2. General Information TAB

1.1. Administrative Information section

Fill in all of the required information. All information must absolutely correspond to the ID that you have uploaded.

CVE Certificate N°: Since 2018, before enrolling on any program/course, you must pay for the Student Life and Campus Contribution (CVEC) set up by the government (ORE Law).

To pay for the CVEC (unless you are exempt if you have a CROUS grant), go to the website <http://cvec.etudiant.gouv.fr/>. At the end of the process, you will receive a certificate with a number to put in the CVEC box on the form. You can also download the CVEC document.

1.2. Personal Addresses and Telephone numbers

Personal Addresses

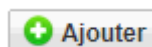
If you haven't got your student address yet, indicate your present address or that of your parents and you can make a change once you know your address by sending an email to your head of faculty.

- If you are in the Sciences faculty: etudes_departements_monod@ens-lyon.fr
- If you are in the Literature, arts and humanities: etudes_departements_lash@ens-lyon.fr
- If you are in the Languages, social sciences faculty: etudes_departements_lss@ens-lyon.fr

Personal Telephone N°

Enter your student cell phone number.
Add the telephone number of a parent.

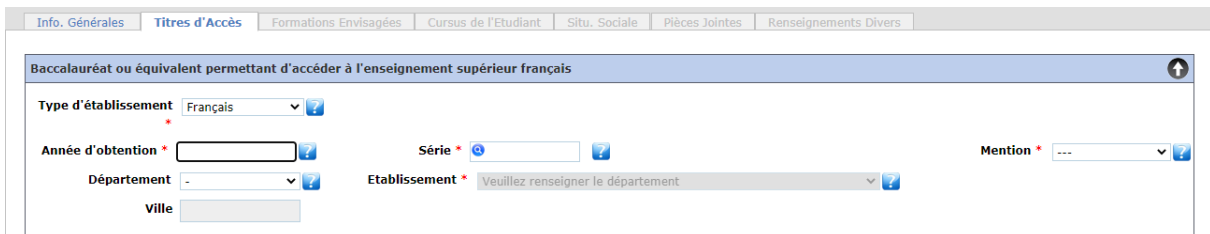
To add them to your file please click on "ADD"



At the end of the page, please click on “NEXT”  to go to the next tab.

3. “Required Qualifications” TAB

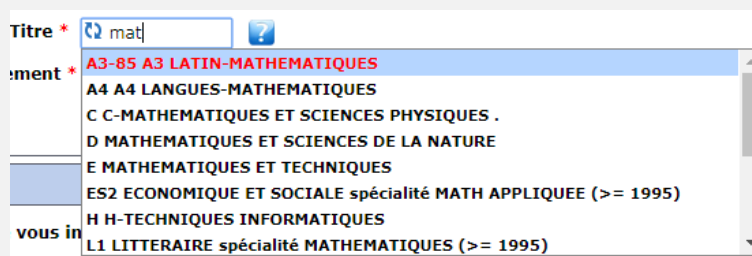
3.1. French national Baccalauréat or equivalent giving access to Higher Education



Year qualification was attained: please fill this in before the section entitled “série” as this box will give you options in a list form depending on the different “baccalauréat” options of that particular year.

“Série” or options: To help you, you can just partially type in the series or majors that you took to get to the drop-down list.

Example: “math” will lead you to the following list



The indication (>=1995) means that this baccalauréat option only existed as from 1995

The indication (<1995) means that this baccalauréat option existed before 1995

3.2. Diplomas/Other qualifications required for the selected degree program

VERY IMPORTANT: It is the information provided in this section that will enable you to select, in the tab “selected degree program”, all the degree programs you will have access to.



You need to tick this box to then fill in the new information requested.

Diplôme / Autre titre d'accès à la formation souhaitée

Avez-vous un autre titre d'accès/diplôme permettant de vous inscrire à la formation souhaitée (CPGE, DUT, Licence, autre...)? Si oui, cochez la case.

Année * / ?

Quel établissement avez-vous fréquenté sur cette période ?

Pays FRANCE Ville

Département - Etablissement * Veuillez renseigner le département

Quelle formation avez-vous suivie dans cet établissement sur cette période ?

Type * - Grade * - Niveau * -

Intitulé

Avez-vous obtenu un diplôme pour cette formation sur cette période ? Si oui, indiquez son intitulé ci-dessous

Intitulé

- Which establishment did you go to during this time?
⇒ If you are/were in CPGE* (*Preparatory Class for Prestigious Universities known as Grandes Ecoles) and currently registered at the university during this time, you must write down which other university you were enrolled in.
- Which degree program did you follow in this establishment during this period?
⇒ If you are/were in CPGE, you should register at the same time in a "Licence" (Bachelor's degree level) in a university; you can fill in the information as follows:

Type of qualification: Licence | **Grade** = Licence | **Niveau** = 2 if you have acquired 120 ECTS

| **Niveau** = 3 if you have acquired 180 ECTS

Title: "CPGE 3/2 or 5/2 + discipline" for Scientific CPGEs

"CGPE 1^{er} année de Khâgne + discipline" (CGPE 1st year of preparatory school (known as "année de Khâgne" in French) + discipline or CGPE 2nd year of preparatory school + discipline) for CPGE literary studies.

If you have obtained an equivalent degree, please write it in the section below. "Have you obtained a qualification for this training program during this period? If you have, put its title under the words "Intitulé" which means "title"

⇒ If you are not/or you were not in CPGE

Fill in the fields with the elements of your program.

3.3. Section regarding N° of years registered in Higher Education in France

Années d'inscription dans l'enseignement supérieur français

Année de 1^{ère} inscription dans l'enseignement supérieur * Année de 1^{ère} inscription à l'université Année d'entrée dans l'établissement *

Fill in details of your course

3.4. Last establishment attended

Dernier établissement fréquenté

Pays * FRANCE Ville LYON

Département 69 - RHONE Etablissement 0690028F - LYCEE GENERAL ET TECHNOLOGIQUE SAINT JUST

Complete the country first, then the department. In the "establishment" field, type a discriminating element of the establishment to reduce the list.

Exemple : je recherche le lycée Saint Just dans le département du Rhône

Après avoir mis 69 dans département, je tape Just dans Etablissement et voici la liste présentée dans laquelle je choisis le lycée général et technologique Saint Just

Etablissement Rechercher un établissement pour un département donné

just

- 0692697G - COLLEGE SAINT JUST
- 0691959E - ECOLE PRIMAIRE PRIVEE SAINT JUST SAINT IRENEE
- 0690028F - LYCEE GENERAL ET TECHNOLOGIQUE SAINT JUST

4. Selected Training Courses TAB

To open up the selected training courses, click on ADD 

If you register in:

4.1. In PhD

- Select a training course starting by D- in **Diploma**

Level = PhD 1 that corresponds to your first year of registration.

4.2. The ENS de Lyon diploma

- Select in **Diploma**, the training program "DIPN – Diplôme de l'Ecole Normale Supérieure de Lyon"

⇒ **Level = Year 1** for all the "normaliens" (pupils and et students) in the 1st year of the ENS diploma

Program: select the discipline

⇒ If you had 120 ECTS when you started at ENS de Lyon and you can justify these results by uploading the document: select your discipline + L3

⇒ If you have 180 ECTS when you started at ENS de Lyon and you can justify these results by uploading the document: select your discipline + Premaster.

⇒ **Niveau = Year 2** for normaliens students admitted through application file in ENS Diploma 2nd year

Program: choose **Primo-entrant (1st registration) + the discipline**

In this case, you can also select a Masters with a M1 level (see 4.3 below) by pressing on “ADD” or “ajouter” in French.

4.3. Master's degree

- Select in the **Diploma section** the specialization of your Master's (you can find details on the School's website: <http://www.ens-lyon.fr/formation/offre-de-formation/vue-masters>)

Program: you can find this information on your admission letter available on your CADENS applicant space.

Level: M1 or M2

Program: this field doesn't exist for all Master's degrees. When you find yours, you need to select your specialty. This information could be modified by the Registrar once your file and if you don't know, you can leave it blank.

For the cases with the following numbers (4.1; 4.2; 4.3):

Inscription: Choose **Anticipation**

4.4. What if my chosen program isn't in the scroll down list?

Go back to paragraph 3.2. if you have forgotten to tick/ check it and/or you haven't filled in the required information correctly.

Click on NEXT the bottom of the page  to open the next tab.

5. “Student Curriculum” TAB

5.1. Student Curriculum

This tab enables you to summarize your school curriculum from the Bachelor's degree (or equivalent).

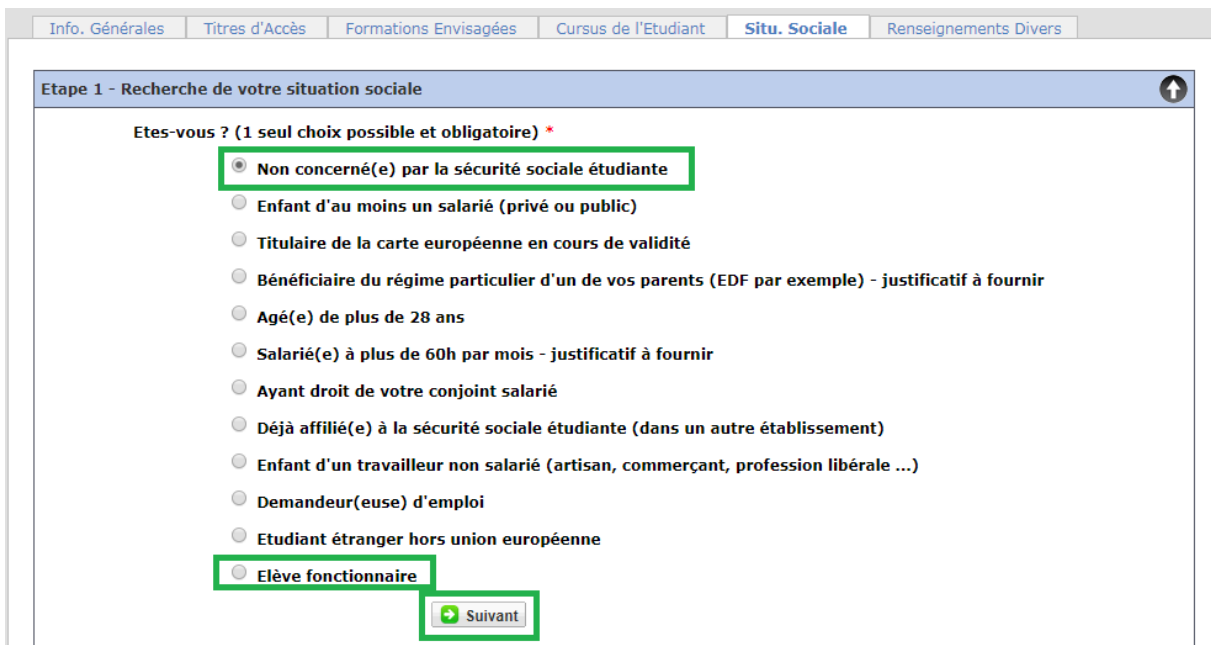
You must therefore enter all the courses taken and/or diplomas obtained in this section.

Information entered in the previous sections will appear on the screen. You can add courses.

At the bottom of the page, click on NEXT  to go onto the next tab.

6. “Social Status” TAB

NB: The different options pop-up as you click on the NEXT button 

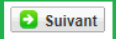


Info. Générales Titres d'Accès Formations Envisagées Cursus de l'Etudiant **Situ. Sociale** Renseignements Divers

Etape 1 - Recherche de votre situation sociale

Etes-vous ? (1 seul choix possible et obligatoire) *

- Non concerné(e) par la sécurité sociale étudiante
- Enfant d'au moins un salarié (privé ou public)
- Titulaire de la carte européenne en cours de validité
- Bénéficiaire du régime particulier d'un de vos parents (EDF par exemple) - justificatif à fournir
- Agé(e) de plus de 28 ans
- Salarié(e) à plus de 60h par mois - justificatif à fournir
- Ayant droit de votre conjoint salarié
- Déjà affilié(e) à la sécurité sociale étudiante (dans un autre établissement)
- Enfant d'un travailleur non salarié (artisan, commerçant, profession libérale ...)
- Demandeur(euse) d'emploi
- Etudiant étranger hors union européenne
- Elève fonctionnaire



If you don't apply through the competitive entrance exam, select Pupil with Civil servant status “Elève fonctionnaire”, if not for the other cases, select “Non concerné(e)” which means not concerned by the student social security.

Click on NEXT 

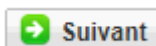
You should then go to Step 4 before moving onto the next tab.

6.1. Steps 1 to 4

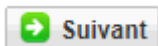
1.1.1 Admitted through competitive entrance exam

1.1.1.1 Step 1:

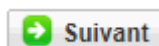
Select Civil Servant Pupil “Elève fonctionnaire” in French, and click on NEXT and Step 2 will appear

**1.1.1.2 Step 2: Information concerning your social status**

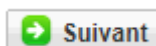
select MAGE or MGEN by clicking on NEXT and you will go onto Step 3

**1.1.1.3 Step 3: Resources**

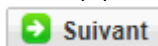
Fill in the required information and click on NEXT and Step 4 will appear

**1.1.1.4 Step 4: Scholarships**

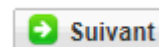
NB : Normaliens pupils cannot have a CROUS scholarship, click on NEXT

**1.1.2 Admitted on file (CADENS or Campus France or PhD 1st year)****1.1.2.1 Step 1**

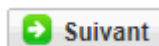
Check “Non concern(é)” which means “not applicable” by the student social security then click on NEXT and Step 2 will appear

**1.1.2.2 Step 2: Information about your social status**

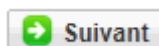
Click on NEXT and Step 3 will appear

**1.1.2.3 Step 3: Resources**

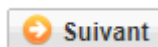
Fill in the required information and click on NEXT and Step 4 will appear

**1.1.2.4 Step 4: Scholarships**

Fill in the required information and click on NEXT



At the bottom of the page click on NEXT to open the following tab.



7. “Attached documents” TAB

You should upload the required documents depending on your profile. These documents will be checked by the department in charge of administrative inscriptions and only then can the inscription be finalized with the payment of the registration fees and once the school attendance certificate has been received.

7.1. For the Master’s, for the ENS de Lyon qualification

Some of the required documents are downloadable on the ENS de Lyon website: <http://www.ens-lyon.fr/formation/inscription-scolarite/inscription-et-reinscription-lens-de-lyon>

At the bottom of the page, click on NEXT  and you will open the next tab.

7.2. For 1st year PhD Students

Some of the required documents are downloadable on the ENS de Lyon website: <http://www.ens-lyon.fr/formation/inscription-scolarite/premiere-inscription-en-doctorat>

At the bottom of the page, click on NEXT  and you will open the next tab.

8. “Miscellaneous Information” TAB

8.1. Miscellaneous information

Fill in the required information.

The following information must be filled in:

- Last name and first name of the person to contact in case of an emergency
- Relationship with student
- Telephone n°
- Country (and/or regional code)

1.1.3 Method of payment for registration fees

Indicate how you wish to pay your registration rights in the scroll-down list.

1.1.3.1 By credit card

Please pay by credit card whenever possible.

If you register between the end of August and the end of October, you can choose to pay "in one installment" or in "3 installments." **You can only pay in 3 installments if you pay by credit card.** The first payment is immediate, the second payment is on the 15th of the month M+1, and the third on the 15th of the month M+2.

1.1.3.2 By cheque

If you choose to pay by cheque, you must send your CORIANDRE registration report (see 9) with a cheque made out to the accounting officer of the ENS de Lyon, at the following address:

ENS de Lyon
Service Etudes et Scolarité - Droits inscription
(**SEE or LSH/LSS please specify**)
15 parvis René Descartes
BP 7000

69342 Lyon cedex 07

On the back of the cheque, the student's LAST NAME, first name and date of birth should be written with a pencil.

Registration fees per training course, will be listed on the ENS de Lyon website.

1.1.3.3 Other method of payment

You are only allowed to select another means of payment if you are unable to pay with the means mentioned above.

If you choose to pay in cash (only for amounts less than €300), you will receive an email from the Registrar department inviting you to go to the accounting agency. Payment by transfer is only permitted with prior agreement from the Registrar.

1.1.3.4 Not applicable (Scholarship)

If you have a scholarship from the Crous (French scholarship) or from the French government, you should choose "Not applicable".

1.1.4 Image Rights

I accept to cede my image rights: select your answer from the scroll-down list **YES** or **NO**.

This information must be in line with the file "authorization image rights" on the attached documents tab.

8.2. Military situation

Only foreign citizens should check/tick « not applicable », if not you should indicate Yes or No depending on your situation.

8.3. IT Charter and Internal Regulation

These items must be checked/ticked YES. You can finish your registration by clicking on

SAVE 

The IT charter and Internal Regulation are downloadable on the ENS website – under the institutional documents tabs by clicking on the link below.

<http://www.ens-lyon.fr/lecole/nous-connaitre/organisation/bilans-et-documents-institutionnels>

9. Printing out the pre-registration report

Once your pre-registration is complete, please print out your registration document by clicking on the pictogram at the top of the page.



Don't take into account the possible amounts written on the screen. They could be wrong. The registration fees will be fixed by the registrar once your inscription has been approved. The amount of the registration fees are indicated on the School's website.

10. Registration Certificate and Login account

Once the payment or duty exemption is registered, your administrative registration will be complete. You will receive a confirmation email and you will then be able to re-connect to Coriandre to download your registration certificate and find out how you can get your login account and password.