
IA WEB Coriandre Pre-re- registration

2021 Manual
Not applicable for first
time registration

Registrar department

IA WEB Pre-Re-registration Guide

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

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Introduction

In this guide, different screen shots will help you input information in specific sections.

This guide is for all students enrolled in the ENS de Lyon in 2020-21, who have been granted permission to re-register in 2021-2022.

- either through a confirmed admission to CADENS
- either through an ongoing study plan or validated by the Vice-President of Studies

1. How to connect:

<http://coriandre.ens-lyon.fr>

You can connect via your login account and ENS de Lyon password

ENS DE LYON SERVICE CENTRAL D'AUTHENTIFICATION

Le service auquel vous souhaitez accéder nécessite une authentification.

Pour vous connecter, utilisez le compte informatique fourni par l'ENS de Lyon ou la Bibliothèque Diderot de Lyon (login et mot de passe).

Identifiant:

Mot de passe:

Prévenez-moi avant d'accéder à d'autres services.

Pour des raisons de sécurité, fermez votre navigateur web après avoir accédé aux services protégés !

Nouvelle charte 2016 L'utilisation de l'ensemble des ressources informatiques et numériques de l'établissement est soumise à l'acceptation de la **charte informatique**.

New charter 2016 The use of all the IT and digital resources of the institution is subject to acceptance of the **IT charter**.

Méfiez-vous de tous les programmes et pages web qui vous demandent de vous authentifier. Les pages sécurisées de l'ENS de Lyon demandant votre nom d'utilisateur et votre de passe ont des URLs de la forme "https://xxx.ens-lyon.fr" ou "https://xxx.ens-lyon.eu" ou "https://xxx.bibliotheque-diderot.fr". De plus, votre navigateur doit indiquer que vous accédez à une page sécurisée.

IA Web Année universitaire sélectionnée : 2020/2021 PRENOM NOM

Ré-Inscrit. Inscription Rapport Insc. Rapport Paiement en ligne Paiement

Coriandre

CORIANDRE
 COMposant Régissant les Inscriptions AdmiNistratives et les Droits aux Régimes Etudiants

Le module CORIANDRE est le module de gestion de l'Inscription Administrative.

Il intègre la gestion des pré- et des ré-inscriptions web ainsi que toute la chaîne et le traitement des inscriptions administratives.

2. What to do if you notice incorrect information?

When entering information, if you find non-modifiable information, that is incorrect, please email your Director of Studies, indicating the change to be taken into account. Don't forget to include your name, first name, status and the tab where the information needs to be changed.

The generic addresses of head of faculty are:

For the Literature, Arts and Humanities faculty: etudes_depensements_lash@ens-lyon.fr

For Languages and Social Sciences faculty: etudes_depensements_iss@ens-lyon.fr

For the Sciences faculty: etudes_depensements_monod@ens-lyon.fr

3. “General info” TAB

IA Web PRENOM NOM

Ré-Inscript. Inscription Rapport Insc. Rapport

Coriandre

Dossier Ré-inscription 2019

Attention, pour valider votre pré-inscription, le dossier doit être imprimé (Menu Rapport Inscription)
* Champs obligatoires

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

Informations administratives

Identifiant National de l'Etudiant (INE) ou Code Base Elèves Académique (BEA) * N°Etud. 3600131

N° CVEC * Code inconnu

Civilité *

Nom de famille * Nom d'usage

Prénom * Autres pré noms

Numéro de Sécurité Sociale * Nationalité *

Numéro CNI

Numéro Passeport Date d'expiration du VISA

Date de naissance * Pays de naissance *

Département de naissance * Ville de naissance *

Situation familiale * Enfant(s) à charge

Photo privée
Photo changée le

3.1 Administrative information

CVE Certificate: 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](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.

The grey boxes cannot be changed. If you find incorrect information, write them down, following the instructions in the §2 'Report incorrect section'.

Green boxes are boxes to be filled in or changed if the information needs to be modified.

3.2 Personal Addresses

Information in this section is already filled in by default with information for the year 2019-2020. If this information is no longer correct, you need to change it. If you do not know your

student address for 2020-2021, leave this information as it is. You can change it as soon as you become aware of it by following the instructions of §2 - "report incorrect information."

Please note, regarding the student email section: we expect you to put a personal email address and not that of the School @ens-lyon.fr. We will use this email address for the Coriandre communication until you receive the certificate of schooling attendance. Once you have this, the institutional address firstname.familyname@ens-lyon.fr will be used.

3.3 Personal Telephone Information

Information about personal telephone numbers will already be entered. If you need to modify the number, use the pictogram 

To erase a telephone number, use the pictogram 

To add a new number, use the last line and enter the information in the order below. Click on ADD ("ajouter" in French) to put this new number back in the table

Téléphone mobile 1 ↑	Etudiant 2 ↑	FRANCE (+33) 3 ↑	4 ↑	Ajouter 5 ↑
-------------------------	-----------------	---------------------	-----	----------------

To activate the access title tab, you need to click the NEXT button at the bottom of the page

Type de téléphone Sélectionner un type de numéro de téléphone Ajouter un nouveau numéro de téléphone

Suivant

If the following tabs don't become active, check that all required fields have been typed in or filled out.

If the problem persists, delete addresses

- Main address library reader
- Secondary address library reader

And try again.

4. “Required qualifications” TAB

4.1 Baccalauréat or equivalent giving access to Higher Education

This section has already been completed and cannot be modified

If any information is incorrect, make a note of it and follow the §2 instructions "report incorrect information." ("signalez une information erronée" – in French)

4.2 Diplomas/Other qualifications required for the selected training program

VERY IMPORTANT: It is the information provided in this section that will enable you to select, according to the required level, the trainings in the tab [selected training program].

Very important: Check/tick this box and then complete the new information requested. By default, it is not checked/ticked.

Diplôme / Autre titre d'accès à la formation souhaitée			
<input checked="" type="checkbox"/> 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 *	<input type="text"/>	/	<input type="text"/>
Quel établissement avez-vous fréquenté sur cette période ?			
Pays	FRANCE	Ville	<input type="text"/>
Département	-	Etablissement *	Veillez renseigner le département
Quelle formation avez-vous suivie dans cet établissement sur cette période ?			
Type *	-	Grade *	-
Niveau *	-		
Intitulé	<input type="text"/>		
Avez-vous obtenu un diplôme pour cette formation sur cette période ? Si oui, indiquez son intitulé ci-dessous			
Intitulé	<input type="text"/>		

Year: **2020 / 2021**

Include the institution in which you were registered in 2020-2021. If you were registered administratively at the ENS de Lyon and in another establishment, indicate only the ENS de Lyon (in the establishment box, type the code **0694123G** for ENS de Lyon)

4.3 Years enrolled in French Higher Education

Information that is already entered in the pre-registration section.

Années d'inscription dans l'enseignement supérieur français			
Année de 1ère inscription dans l'enseignement supérieur *	<input type="text"/>	Année de 1ère inscription à l'université	<input type="text"/>
	pré-rempli		pré-rempli
Année d'entrée dans l'établissement *	<input type="text"/>		pré-rempli

4.4 Previous establishment/university attended

1. Information that is already entered in pre-registration section.

Click on NEXT (SUIVANT) to activate a new tab.

5. Planned training TAB

Click on  (ADD in English) to obtain the list of the training courses available for pre-registration.

If you are:

5.1 Unregistered Master's student

If you register:

- **In Master's**, select the specialty subject of your Master's that you can find 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 application space.

Level: M1 (first year Master's degree) or M2 (2nd year of Master's degree)

Program: this field doesn't exist for all Masters. When applicable, you will need to select a course choice (the same is applicable CADENS). This information could be modified at the beginning of the academic year if you do not have all the information.

Price of the training: Select from the list that corresponds to your student profile.

Level: M1 or M2

Registration: Choose **Anticipation**.

When you have finished, click on "save"



5.2 Normalien pupil or the Normalien student

Registration: Choose **Anticipation**.

You have filed a study plan on ENSCOL that is already validated or in the process of validation. Select the tab “Courses that you would like to apply for”:

- **ZFICT-PE - Current or validated VPE study plan**

Registration: Choose **Anticipation**.

When you have finished, click on “save”



Your pre-re-registration will then be modified by the Student Affairs department study ? according to the **study plan validated by the VPE**; it will indicate the courses ad hoc to trigger the payment of tuition fees if necessary.

Example of a screen shot:

Typ. Inscription	Diplômes souhaités	Parcours	Niveau	Parcours	Profil	Tarif	Redo	Reor	P. Cont	Am	Date
Anticipati...	Plan d'études en cours ou validé VPE						x	x	x	x	18/07/20...

Ajouter Modifier Supprimer

Diplôme * ZFICT-PE - Plan d'études en cours ou validé VPE x

Grade * Master

5.3 What if your course is not in the drop-down box?

Go back to paragraph 4.2 "Diploma/Other equivalent qualification for chosen course." You must have forgotten to check and/or have not properly completed the requested information.

6. “Student Curriculum” TAB

6.1 Student curriculum section

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

by clicking on “add a course”

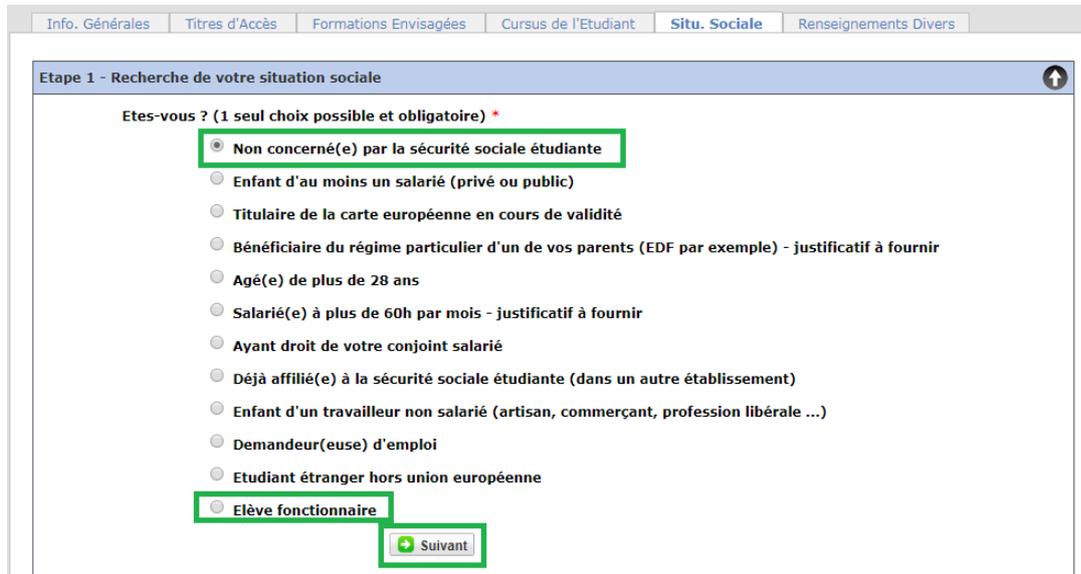


Don't click on “add a competitive entrance exam”



7. “Social Status” TAB

NB: The different options pop-up as you click on the NEXT button , there are 4 steps.



7.1 For normalien pupils with civil servant status

7.1.1 Step 1: Select your social status

select “Pupil with civil servant status” click on NEXT  and Step 2 will appear

7.1.2 Step 2: Information on your social status.

7.1.3 Choose **MAGE** or **MGEN** click on NEXT  and Step 3 will appear

7.1.4 Step 3: Resources

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

7.1.5 Step 4: Scholarships

NB: Normalien pupils with civil servant status (whether they have a year of salary or they are on leave for personal convenience) cannot be a scholarship holder of the CROUS. Click on

NEXT 

7.2 For all the other students (except the 7.1.1)

7.2.1 Step 1: Finding your social status

Select **Not concerned by student social status** then click on NEXT  and Step 2 will appear

7.2.2 Step 2: Information on your social status

Click on NEXT  and Step 3 will appear

7.2.3 Step 3: Resources

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

7.2.4 Step 4: Scholarship

If you have a scholarship, fill in the requested information and click on NEXT 

To go onto the next tab, click on NEXT to the right at the bottom of the page 

8. “Documents Attached” TAB

If you are re-registering, you must upload the requested documents depending on your profile. The "profile" documents are available on the School's website: <http://www.ens-lyon.fr/formation/inscription-scolaire/inscription-et-reinscription-ens-de-lyon>

The necessary documents will be verified/checked by the administrative registration department and only then can registration be finalized with the payment of the registration fee, if necessary, and when you have sent in your school attendance certificate.

9. “Miscellaneous information” TAB

9.1 Miscellaneous information

Fill in or modify, if necessary, the information already present on this screen.

9.1.1 Preferred method of payment for the registration fees

Choose how you wish to pay in the drop-down list.

9.1.1.1 By credit card

During the pandemic, please pay by credit card whenever possible. Moreover, for re-registration in August and September, 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.

9.1.1.2 By cheque

If you choose to pay by cheque, you must send your CORIANDRE registration report (see 10) 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 d'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 in pencil.

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

9.1.1.3 Other means 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

9.1.1.4 Not applicable (Scholarships)

If you have a Crous scholarship, you should select “Non concerné” which means “not applicable”.

9.1.2 Image Rights

I agree to cede my image rights (non-modifiable). This data will be taken from your first registration. If it comes up as “yes”, it is because you have signed the image rights charter valid for the duration of your studies at ENS de Lyon.

9.2 Military status

This field cannot be modified. If you notice an error, write it down and follow the instructions listed in the "report incorrect information" section.

9.3 IT Charter and Internal Regulations

All of these items are pre-selected with a “yes”, they cannot be modified. You can complete

your registration by clicking on SAVE



10. 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

If you have followed all the instructions in this guide, the amount to be paid is €0.00

Récapitulatif de votre dossier pour l'inscription 2020

Nom : TEST	Prénom : Acelle	Date de naissance : 4/02/1994
Formations Choiesies :		
Diplôme : Mondes anciens	Grade : Master	Type d'inscription : Anticipation
Diplôme : Plan d'études validé VPE	Grade : Master	Type d'inscription : Anticipation

Détails des sommes dues dans le cadre des droits d'inscription à la formation souhaitée
(Cette information est fournie à titre indicatif et peut être modifiée dans le cadre des validations pédagogiques)

Libellé des articles de paiement	A payer
	Montant total restant dû des droits d'inscription 0,00 €

[Imprimer et Valider l'inscription](#)

Erreur

Une erreur est survenue lors du calcul du montant total restant à payer. Impossible de déterminer le montant de l'article 'ENSL - Master' car aucun type de tarif de formation n'est renseigné alors que la formation est soumise aux tarifs différenciés.

If you have an error message like this go back to § 5 – click on the tab “courses that you would like to apply for” (“onglet Formation envisagées” in French) and check the registration section, you have selected.

The registration fees will be calculated once your registration has been taken care of by the Registrar and once it has been checked. If you have chosen to pay by credit card, you will be notified automatically by email with your personal email address provided in Coriandre as from August 26.

For information, the amounts of the fees for the diplomas are listed on the School's website. <http://www.ens-lyon.fr/formation/inscription-scolaire/inscription-et-reinscription-lens-de-lyon>

11. Registration Certificate

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.