



Handling the CodexPro Aulario

CSMV

CONSERVATORIO SUPERIOR
DE MÚSICA DE VIGO

Access

We access the application through the website of the Conservatory www.csmvigo.com in the section CSM Virtual / CodexPro Access



Access

Next, we will access the access platform, where we have to enter our user, which corresponds to the NIF and password.

The screenshot shows a login form for the Xunta de Galicia. At the top, there is a logo consisting of a crown above a cross and a chalice, followed by the text "XUNTA DE GALICIA" and "CONSELLERÍA DE EDUCACIÓN, UNIVERSIDADE E FORMACIÓN PROFESIONAL". Below this, the heading "Acceso usuarios" is displayed. The form contains two input fields: "DNI, NIE o pasaporte:" and "Contraseña:", both with accompanying text input boxes. To the right of the first input field is a checkbox labeled "No es DNI, NIE ni PASAPORTE". Below the input fields is a blue "Entrar" button. At the bottom left of the form is a link "He olvidado mi contraseña" with a question mark icon. A blue arrow points from the text "Contraseña:" towards the "Contraseña:" input field.

DNI, NIE o pasaporte: No es DNI, NIE ni PASAPORTE

Contraseña:

[? He olvidado mi contraseña](#)

Access

If you do not remember the password we must click on the "I forgot my password" box, and automatically the system will send us an email with a new password. The email account to which the password is forwarded is the one we have registered with in the CodexPro of the Center. If we do not know the mail that we have registered (usually csmvigo.com), we should consult this information in the secretariat of the Center.

XUNTA DE GALICIA
CONSELLERÍA DE EDUCACIÓN, UNIVERSIDADE
E FORMACIÓN PROFESIONAL

Acceso usuarios

DNI, NIE o pasaporte: No es DNI, NIE ni PASAPORTE

Contraseña:

[He olvidado mi contraseña](#)

Aulario

Through the "aulario" tab we will be able to access the classroom reservation of the CSM de Vigo

The screenshot shows the homepage of the Xunta de Galicia Enseñanza Superior de Música 2015. At the top, there is a logo of the Xunta de Galicia and the text "XUNTA DE GALICIA", "CONSELLERÍA DE EDUCACIÓN, UNIVERSIDADE", and "E FORMACIÓN PROFESIONAL". Below this, it says "Enseñanza Superior de Música 2015". On the right side, there is a "Desconectar" button. A red arrow points from the text above to the "Aulario" icon in the user options section.

ESTAS SIMULANDO UN USUARIO, PARA VOLVER A TÚ USUARIO PINCHA [AQUI](#)

Opciones de usuario

- Mis datos
- Preinscripciones
- Alumno
- Matrículas
- Manual de Uso
- Documentos para alumnos
- Encuestas de alumno
- Faltas por curso escolar

- Aulario
- Cambiar contraseña

[Cambiar de centro](#)

Desarrollado por [Dial S.L.](#) | XHTML 1.0 | CSS 2.1 | YAML | icon sets by iconshock | TeamViewer | icon sets by flaticon| icon sets by icons8

Aulario

Then we will see this window where we can view and manage the reservation of classrooms and study cabins.

The screenshot displays the Aulario software interface for managing classroom reservations. On the left, there is a sidebar with various filters and search options. At the top, a date selector shows November 2020. The main area is a grid-based calendar for the month of November, from 08:00 to 13:30. Rows represent different classrooms (Aula 0 to 27), and columns represent hourly time slots. Each slot contains icons representing students or staff, indicating who is present in the room at that specific time. The interface uses a color-coded system: grey for available slots, yellow for occupied slots, and blue for slots reserved for specific users like students or professors.

Fecha
- Noviembre, 2020 x
« < Hoy > »
Lun Mar Mie Jue Vie Sab Dom
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30
Seleccione fecha

Filtros Buscador
Aula: (Ctrl para selección múltiple)
-- TODAS --
Aula 0
1
2
3
4
Hora Inicio: 08:00
Hora Fin: 22:00
Intervalo: 30 minutos
Prestaciones del Aula: (Ctrl para selección múltiple)
-- TODAS --
Permitido exclusivamente para: (Ctrl para selección múltiple)
-- SIN FILTRO --
Alumnos
Profesores
Reserva Externa
Vista: Estándar Exportar
Buscar
Exportar

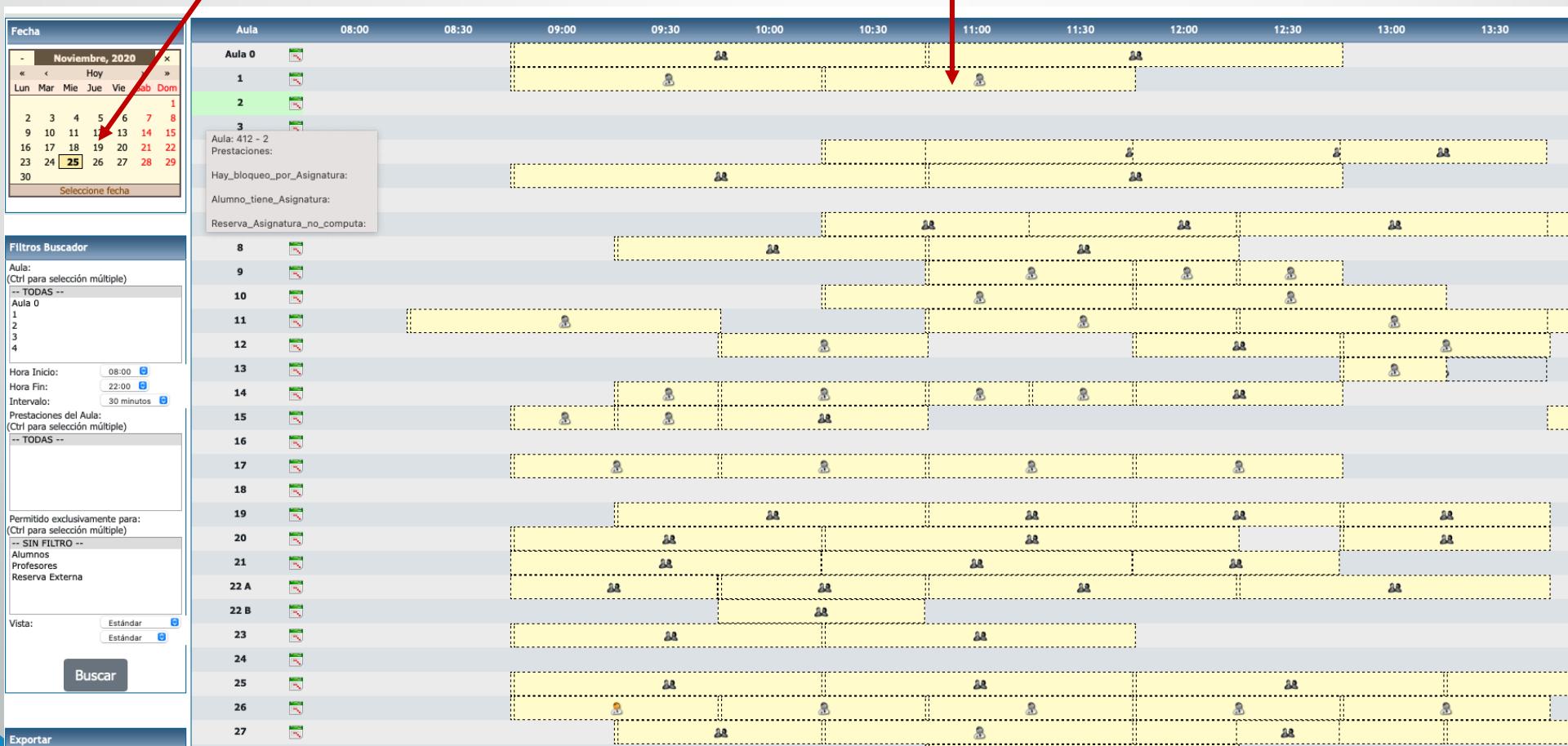
Aula 0 08:00 08:30 09:00 09:30 10:00 10:30 11:00 11:30 12:00 12:30 13:00 13:30

1
2
3
4
5
6
7
8
9
10
11
12
13
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28
29
30

Aula: 412 - 2
Prestaciones:
Hay bloqueo_por_Asignatura:
Alumno_tiene_Asignatura:
Reserva_Asignatura_no_computa:

Aulario

We'll be able to see the calendar for the whole month. By default it is indicated every day. Occupied spaces are shown in yellow. We can see the occupation by clicking on the icon. In addition, there will also be spaces reserved for cleaning and that will be assigned as a "Cleaning" group. Once the reservation is made, it will appear in blue (differentiated from the school hours)



Aulario

1. Standards of use of the Aulario application:
2. Please note that a classroom can only be booked one day before the day chosen for booking.
3. Please note that only one maximum reservation can be made per day.
4. The maximum booking time will be 120 minutes.
5. The reservation can be cancelled up to 2 hours before the requested time for the study.
6. The Concierge profile will be responsible for managing the system.
You can also reorganize and carry out manual bookings.

Clarifications

- Any incident you have with the application, you will be able to contact Antonio in the Office, the consultation takes place in the morning hours, or through the administracion@csmvigo.com