

Handling the CodexPro Aulario

CSMV

CONSERVATORIO SUPERIOR
DE MÚSICA DE VIGO

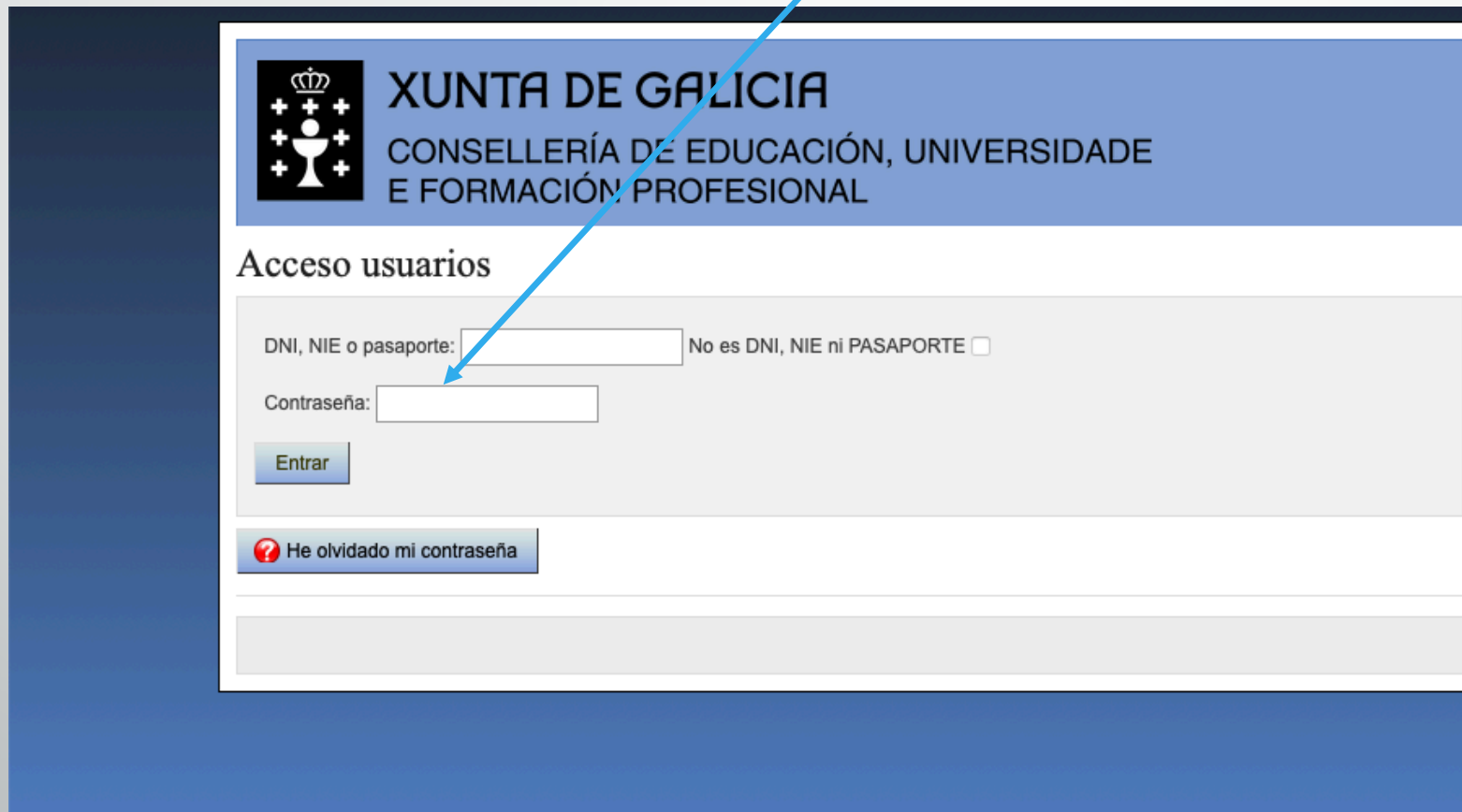
Access

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 the login interface of the Xunta de Galicia. At the top, there is a blue header with the Xunta de Galicia logo (a crown above a chalice with four crosses) and the text "XUNTA DE GALICIA" and "CONSELLERÍA DE EDUCACIÓN, UNIVERSIDADE E FORMACIÓN PROFESIONAL". Below the header, the section is titled "Acceso usuarios". There are two input fields: "DNI, NIE o pasaporte:" and "Contraseña:". A blue arrow points from the text "Next, we will access the access platform, where we have to enter our user, which corresponds to the NIF and password." to the "DNI, NIE o pasaporte:" input field. To the right of the "DNI, NIE o pasaporte:" field is a checkbox labeled "No es DNI, NIE ni PASAPORTE". Below the input fields is a blue button labeled "Entrar". At the bottom, there is a link with a red question mark icon and the text "He olvidado mi contraseña".

XUNTA DE GALICIA
CONSELLERÍA DE EDUCACIÓN, UNIVERSIDADE
E FORMACIÓN PROFESIONAL

Acceso usuarios

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


Contraseña:

Entrar

? 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.

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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


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Enseñanza Superior de Música 2015


(Desconectar )


ESTAS SIMULANDO UN USUARIO, PARA VOLVER A TÚ USUARIO PINCHA AQUÍ

Opciones de usuario



Mis datos



Preinscripciones



Alumno

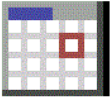

Matrículas



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

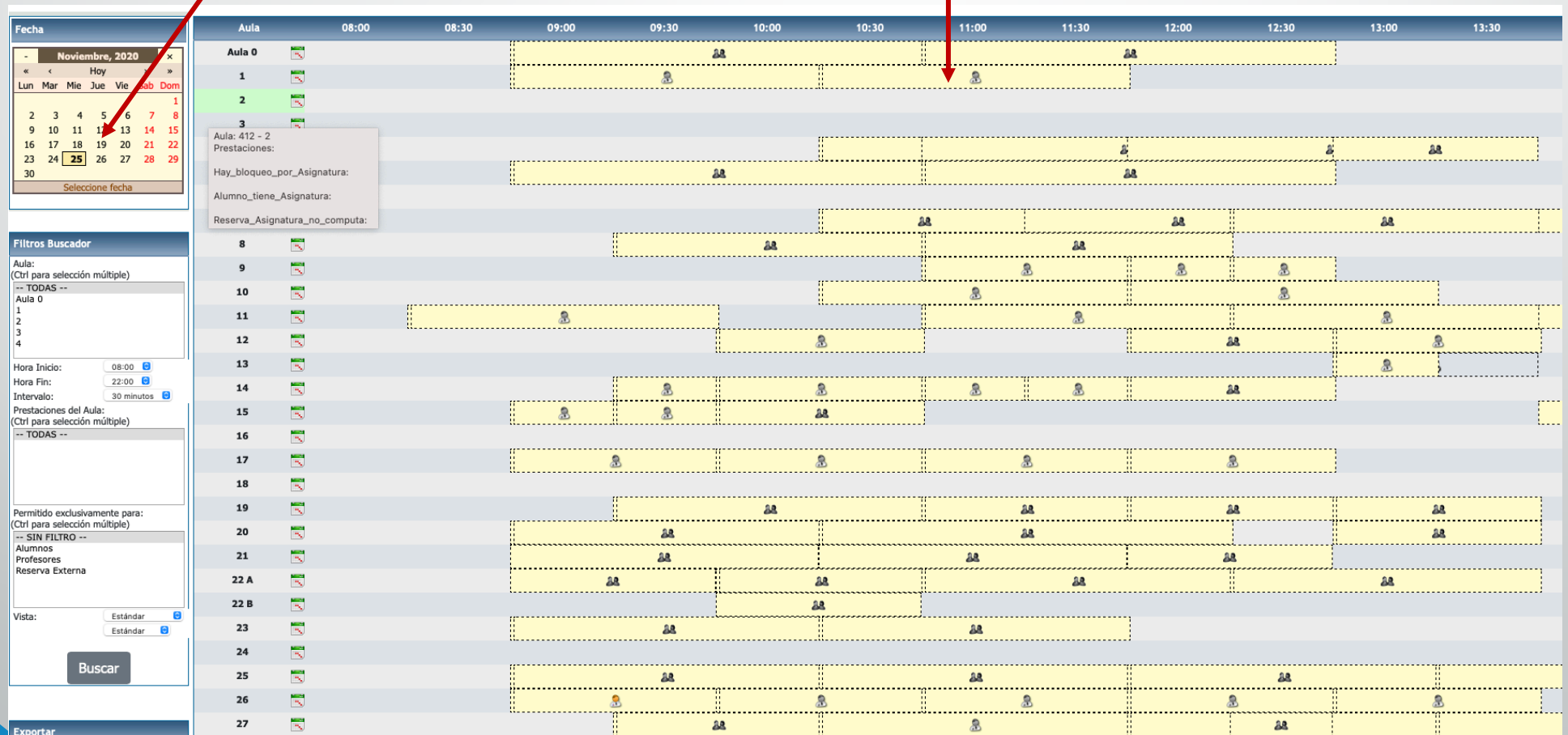
Aulario

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

[illegible]

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