You may now enter your candidates for Local Centre examinations online!

We are delighted to inform you that the Royal Irish Academy of Music is re-launching the Local Centre section of its extranet.
The extranet is located at URL: http://extranet.riam.ie/

Here are a few guidelines that we hope will be of assistance to you when you visit the site for the first time:

1 You may proceed to log in by choosing the option <u>log in</u> and using your valid username and password
2 You will be taken to a page with a number of options on the left-hand side. Please choose <u>Local Centre Examinations</u> if you wish to enter candidates for examinations
3 You then indicate the examination session eg Pre-Easter and then the year eg 2006
4 You then choose music or speech examinations by ticking the appropriate box
5 Similarly, you indicate whether the candidates are being entered for individual examinations or as part of a group by ticking the next box
6 The next question refers to examination type so you choose either practical, recital or theory examination. This means that you will need to divide your students into these categories and enter students for practical, recital and theory examinations on separate applications
7 You will also be asked at this stage for the number of candidates that you wish to enter. The system then produces the appropriate number of forms required for that number of candidates. You may need to divide candidates up depending on when and where you wish to have them examined
8 You then choose 'personal address' in the next field
9 Under the preferred centre option you may choose Academy, a particular county or venue ie Rochestown (Cork) or Anno Santo (Galway)
10 You then click on the submit button to be brought to the next stage
11 You may then enter your candidates' names and choose subjects and levels from dropdown menus
12 You will be given the option on the next page to edit any details that you wish
13 You are ready now to submit the application
14 A confirmation number and the total cost of all your applications (ie practical, recital and theory will be indicated on the screen)
15 After clicking on the submit button you will be asked for your credit card details and your payment will then be processed
16 This is a secure area and your details will be safely transmitted to AIB bank
17 For further information please do not hesitate to email info@riam.ie

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