Municipal Courses for Adults
Instructions for candidates

The connection procedures for the registration site of the Municipal Courses for Adults have evolved.

You must now use your Paris account or create one to access the site of the Municipal Courses for Adults.

The Paris account is a unique account to access all the services of the City of Paris.
Instructions for applicants to Municipal Admissions Courses

How to register for a course?

A. Create your account on the site of the Municipal Courses of Adults

B. Sign up for a training session

C. Register your application
A. Create your account

To apply for one of the courses, you must first create a Parisian account.

To create your Parisian account, click on:

- Créer un compte parisien

If you already have a Parisian account, enter your email and your password. Click on Valider.

And then go to page 10.
Creation of your Parisian account

Enter your email

Enter a password
(Your password must contain a minimum of 8 characters with a capital letter, a lowercase letter and a number - characters <, >, 3, » & are not allowed)

Confirm your password

Optional phone number

Check the box « J’accepte les conditions générales d’utilisation » (I accept the terms and conditions)

Copy the characters of the verification code

Click on « JE M’INSCRIS » (I REGISTER)
DASCO - Bureau des Cours Municipaux d’Adultes

**Creation of your Parisian account**

This information is displayed

Click on « continuer » (continue)

The confirmation message appears prompting you to go to your email to confirm your account
Confirming your Parisian account

In your mail, you will receive this email
It is sent within 5 minutes of the confirmation of the previous form
If you do not receive it, click « me renvoyer le mail d’activation de mon compte » (send me the activation email from my account) on the previous screen

Click on « Cliquez pour activer votre compte » (Click to activate your account)
Confirming your Parisian account

The confirmation message appears
Click on « Continuer »

Your Parisian account is created and validated.

It is not compulsory for municipal adult classes to supplement your personal information on the Parisian account. They will be asked for later in the application of municipal adult courses, and their input will be mandatory to validate your candidacy (s).
Log in with your Parisian account

Back to the CMA website
https://cma.paris.fr

Connect with your Parisian account
E-mail
Password

Click on « valider »
You are now logged in to your Parisian account, you have to create your CMA account if you do not have one, or to link it to your Parisian account if you have already registered.

To create your CMA account click on:

Compléter votre fiche

If you already have a CMA account, enter your email and password. Click on:

Valider

Then go to page 13.
Complete your CMA account

Your email address is automatically resumed from your Parisian account.

Fill in all mandatory fields (marked with the red asterisk).

Only one telephone number is mandatory, prefer the mobile phone (French).

Check the box corresponding to your situation (How did you know the CMA).

Click on « Valider »
NOTES:
Your CMA account is created.

➢ The image opposite shows the example of the message that will be sent to you after the creation of your account.

➢ In case you do not receive this confirmation email, consider consulting your "unwanted messages" as it may be there. Shipper: dasco-atlas@paris.fr

➢ Add address dasco-atlas@paris.fr to your contacts

To submit an application, go to page 14
Pairing your Parisian account with your old CMA account

After entering your Parisian account and CMA account (page 8 and 9)

You will arrive on this screen presenting you the information registered on your CMA account

Check your information and update if necessary

Click on

Your accounts are then connected

The only identifiers to use and store are those of the Parisian account
B. Sign up for a training session

- Click on “Se connecter”
- Enter your email provided by you when creating your Parisian account
- Enter the password for your Parisian account
- Click on “Valider“
When you are logged in to your account, your name appears here.

Click to navigate in the various domains proposed in the catalog.

You can search by label (example: photo, web, ...)

You can search by arrondissements, then by establishments.
Choose a training by clicking on one of them.

Click on "Inscrire dans mes choix" to choose this course.

NB : If the button “incrire dans mes choix” (insert in my choices) does not appear : the session is not open for registration, it is not possible to register.

NB : A training is defined by a specific title, a place and a specific timetable.
C. Register your application

Fill in ALL fields of the application form

NB: You will find on pages 17 to 21 a guide to complete this section

Click on the button "Save temporarily"

To access the suite
### Explanations for completing the registration form (Step 1)

<table>
<thead>
<tr>
<th>Situation actuelle (Current situation)</th>
<th>Select the proposal that best suits your situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salarié (Employee)</td>
<td>go to page 19</td>
</tr>
<tr>
<td>Demandeur d’emploi (unemployed)</td>
<td>go to page 20</td>
</tr>
<tr>
<td>Autres cas (Other cases)</td>
<td>go to page 21</td>
</tr>
</tbody>
</table>
Explanations for completing the registration form (Step 1)

**Your current situation is: Employee**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Category</th>
<th>Contract</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried</td>
<td>Narrow category: Worker, Employee, Executive</td>
<td>Specify type of contract: CDI (permanent), CDI (temporary), Contrat aidé, Interim, Stage</td>
<td></td>
</tr>
<tr>
<td>Choose from headings: Agriculture, Pêche, Industries, Energie,…</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Then go to page 21
Explanations for completing the registration form (Step 1)

Your current situation is: unemployed

Use the calendar to indicate the approximate date of your job search start
## Explanations for completing the registration form (Step 1)

<table>
<thead>
<tr>
<th>Field</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Etes-vous bénévole associatif ? *</td>
<td>Select yes or no</td>
</tr>
<tr>
<td>Lieu de travail pour l’année en cours *</td>
<td>For employees, select a place of work (City and postal code)</td>
</tr>
<tr>
<td>Lieu de travail : Arrondissement (Paris)</td>
<td></td>
</tr>
<tr>
<td>ou Code Postal (Banlieue) *</td>
<td></td>
</tr>
<tr>
<td>Lieu d’étude pour l’année en cours *</td>
<td>For students, select a study location (City and postal code)</td>
</tr>
<tr>
<td>Lieu d’étude : Arrondissement (Paris)</td>
<td></td>
</tr>
<tr>
<td>ou Code Postal (Banlieue) *</td>
<td></td>
</tr>
<tr>
<td>Diplômes déjà obtenus *</td>
<td>Tick the box (es) corresponding to your diplomas already obtained</td>
</tr>
<tr>
<td>1. Sans</td>
<td></td>
</tr>
<tr>
<td>2. CFG (ex. certificat d’études)</td>
<td></td>
</tr>
<tr>
<td>3. CAP ou BEP</td>
<td></td>
</tr>
<tr>
<td>4. DNB (ex. Brevet des collèges, ex. BEPC)</td>
<td></td>
</tr>
<tr>
<td>5. Brevet professionnel</td>
<td></td>
</tr>
<tr>
<td>6. Baccalauréat</td>
<td></td>
</tr>
<tr>
<td>7. Diplôme d’enseignement supérieur</td>
<td></td>
</tr>
</tbody>
</table>
Explanations for completing the registration form (Step 1)

Select your level of study

<table>
<thead>
<tr>
<th>Niveau d’études * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sélectionner une valeur</td>
</tr>
<tr>
<td>Jamais scolarisé</td>
</tr>
<tr>
<td>Scolarisé jusqu’à 11 ans</td>
</tr>
<tr>
<td>Scolarisé jusqu’à 16 ans</td>
</tr>
<tr>
<td>Scolarisé jusqu’à 18/20 ans</td>
</tr>
<tr>
<td>Etudes supérieures</td>
</tr>
</tbody>
</table>

Select from among the proposed choices a desired objective for the follow-up of the training

<table>
<thead>
<tr>
<th>Objectif recherché * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sélectionner une valeur</td>
</tr>
<tr>
<td>Changement de métier</td>
</tr>
<tr>
<td>Développement personnel</td>
</tr>
<tr>
<td>Évolution professionnelle</td>
</tr>
<tr>
<td>Expatriation</td>
</tr>
<tr>
<td>Installation en France</td>
</tr>
<tr>
<td>Recherche d’emploi</td>
</tr>
<tr>
<td>Autre</td>
</tr>
</tbody>
</table>

Explain your motivation to take the training

<table>
<thead>
<tr>
<th>Motivation de votre choix (250 caractères maximum) * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>cette formation va me permettre...</td>
</tr>
</tbody>
</table>

*Attention: be concise, 250 characters maximum*
Explanations for completing the registration form (Step 1)

Indicate here your availability of time and geographical availability.
If you answer yes to any of the questions, indicate your time availability in the "When" box and in the "Where" box.
This information will be used to offer you another assignment, if the course you are applying for is complete.
After completing the registration form, click **Enregistrer temporairement** (Save Temporarily) and continue. The following message will appear when you click on **OK** after reading the comment in the dialog box:

The chosen course will be saved in your account and you can modify it as many times as you want until it is permanently registered.

Please note that your application will not be validated until you have registered it definitively.
You get the screen below. You are in the « Mon panier » tab

You are in your basket containing all your requests, those already registered definitively and those awaiting confirmation.

Warning: request awaiting confirmation. Any request must be confirmed using “Enregistrer définitivement”, before the registration deadline, to be taken into account.

Click OK again to confirm the final registration of your request.
A confirmation message of your registration request is sent to you by email, keep it until the reception of your final answer.
Once the registration period has ended, you can follow the processing of your applications in the « Mon historique » ("My History“) tab.

The response to your registration request will be sent to you by e-mail from the sender dasco-atlas@paris.fr.