

### **School of Music**

# **Online Jury Processing - Student Instructions**

The School of Music provides an online system for students to submit a repertory record in preparation for each semester's jury examination. This system has been overhauled for Fall 2023. Students should review this document to learn about the important updates.

Your applied professor may set a certain deadline for when repertory records should be submitted. If a specific deadline hasn't been set, be sure to submit at least one full week prior to your selected jury date.

Graduate Students (Using a computer, tablet, or phone)

https://fmp.music.sc.edu/fmi/webd/Grad\_Students

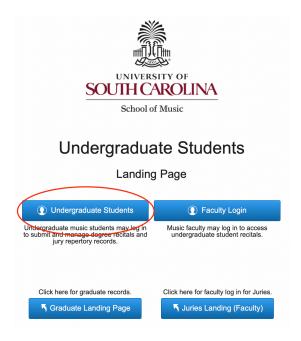
Undergraduate Students (Using a computer, tablet, or phone)

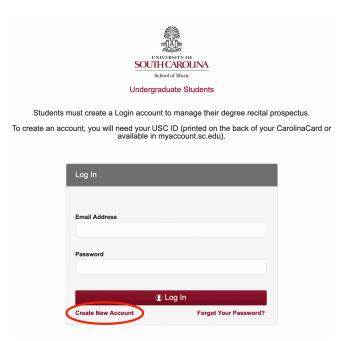
https://fmp.music.sc.edu/fmi/webd/Undergrad\_Students

## First Log In

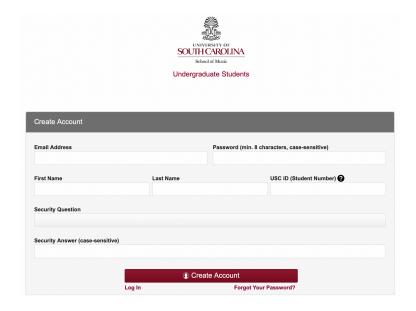
Students must create an account when first accessing this system. First, click the Students button, then click the Create New Account link at the bottom left of the student login screen. Please note, you will log in with the same account information to manage both jury repertory records and student recitals. Do not create multiple accounts for logging into this system.

**Please Note:** A login optimized for phones is available for accessing jury repertory records. Recital records, however, require logging in from a computer.



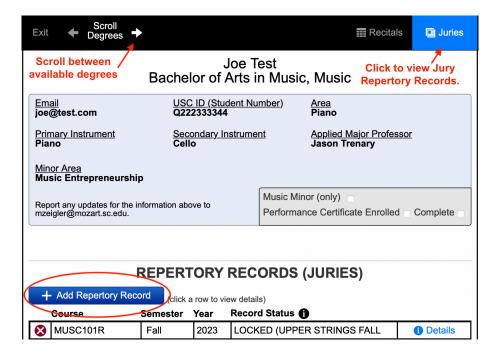


On the Account Creation Screen, all information is required. The exact spelling of your first and last name along with your USC ID must match a record in our system in order for an account to be created. An appropriate contact for assistance will be displayed if inaccurate information is supplied. The spelling of your first and last name (including any special characters, hyphens, apostrophes, etc.) should match what is shown on your Carolina Card or what can be verified by logging into Self Service Carolina (https://my.sc.edu).



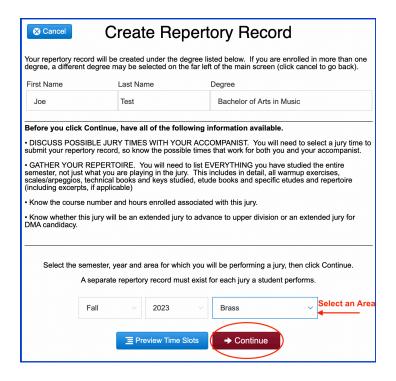
#### **Student Information**

Upon successful login, student information as it exists on file will be displayed along with any repertory records created. If you are enrolled in multiple degrees, or a degree plus performance certificate, select the correct degree using the scroll arrows at the top of the screen before creating a new record. The Recitals and Juries buttons provide access to each record type. Click Juries to proceed in creating a new Repertory Record.



# **Add Repertory Record**

Click Add Repertory Record to begin, then read the information to confirm what is required. Click the Preview Time Slots button to view which time slots are currently available. When ready, choose an area and click Continue.



## Complete the Repertory Record

This form is similar to previous versions. Complete all required fields, then click the Submit button to choose a time slot and submit your record. Due to system updates, students may now return to this screen as much as is needed before submitting. Please note: YOUR RECORD MUST BE SUBMITTED IN ORDER FOR FACULTY TO BE ABLE TO COMPLETE JURY REPORTS DURING YOUR JURY.

