


Institutional Sign In Process - Royal Birmingham Conservatoire

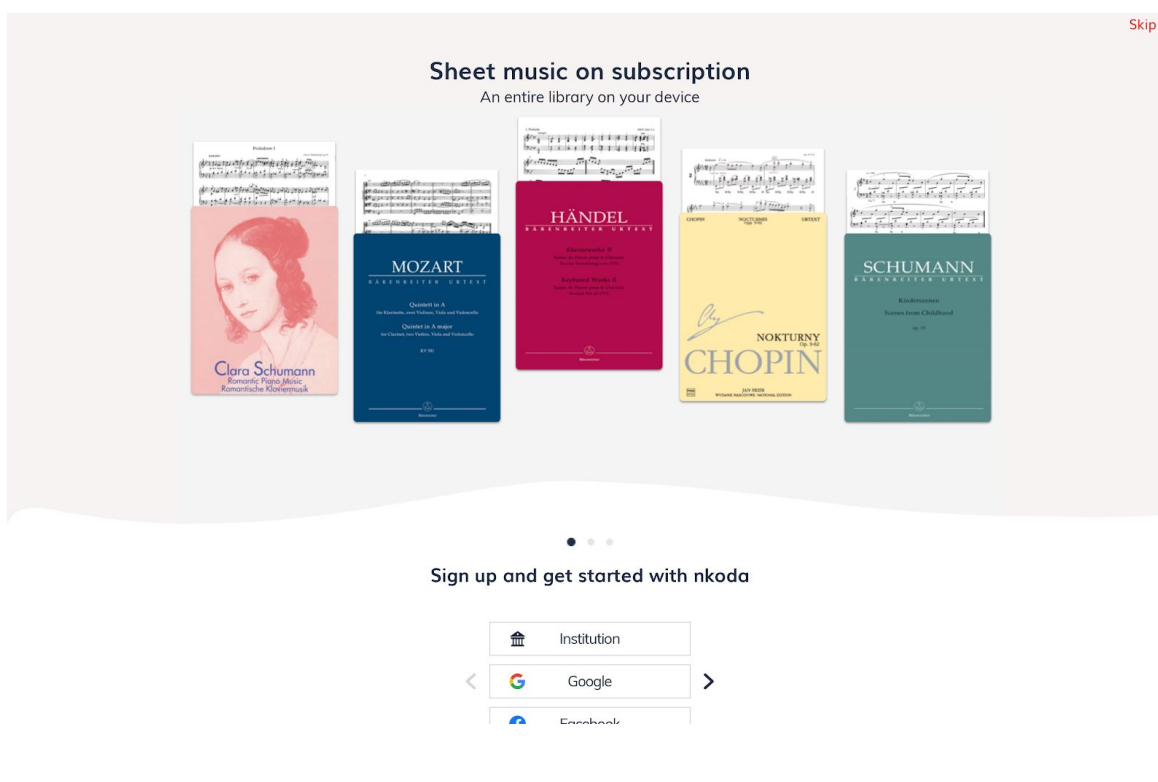
NOTE: It's very important to follow each of the steps carefully, to ensure that you are signing in as a member of the RBC.

1. Download the nkoda app on your own personal device(s); use the relevant App Store links below to download the app:



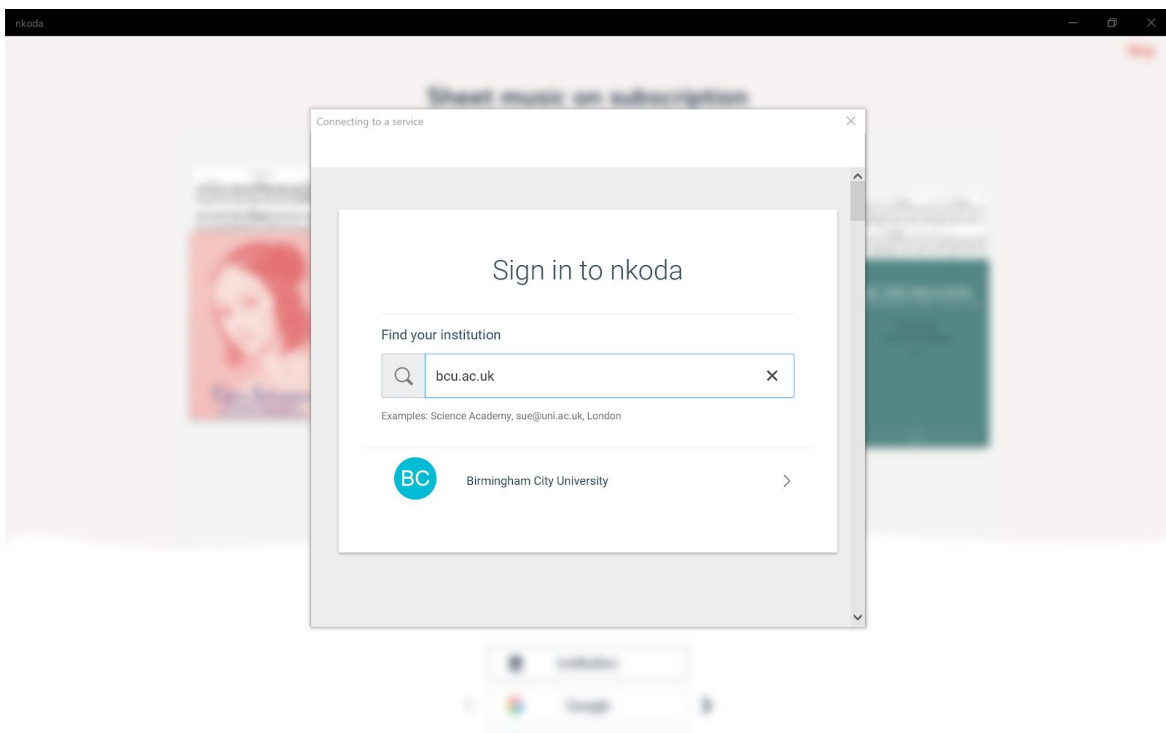
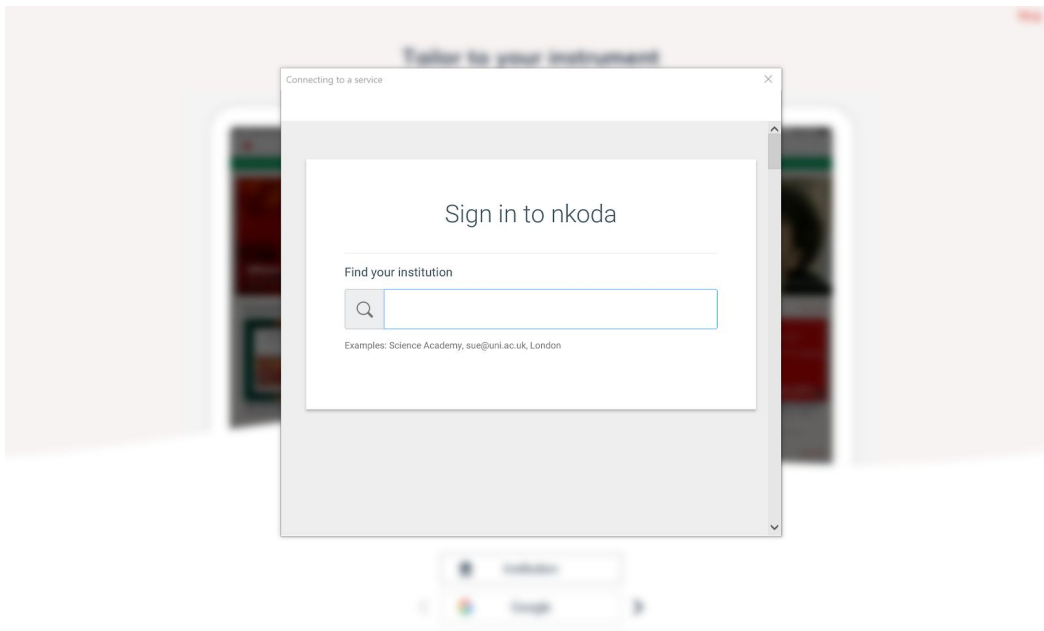
Please note that Mac users should follow this link to download the App
<https://nkoda.com/download/mac>

2. Once you've downloaded and opened the app, you'll be presented with this screen. Click or tap the  Institution button.



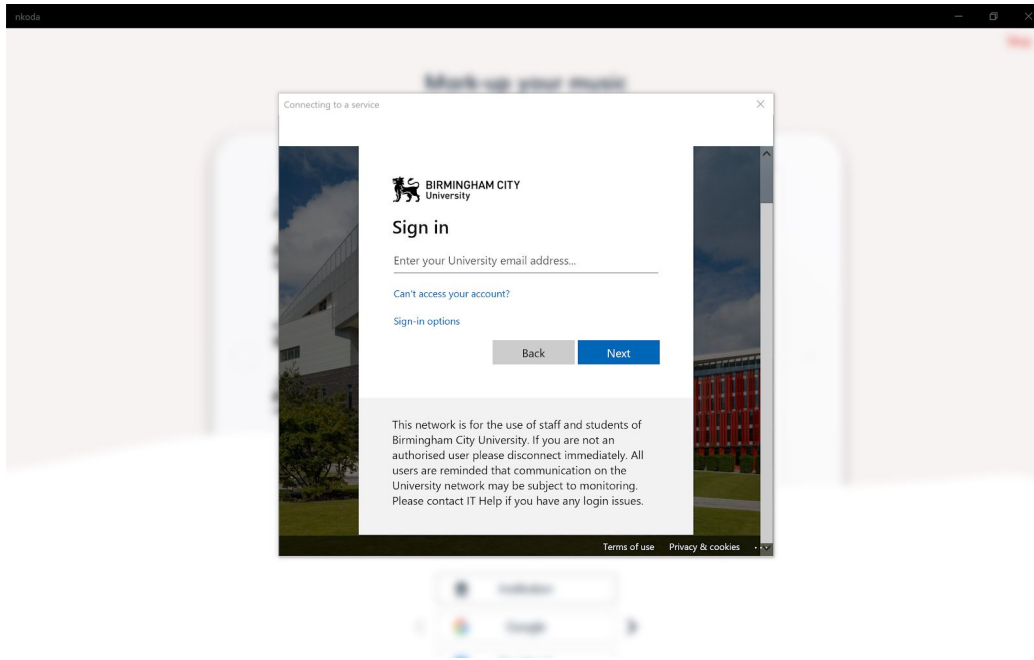


- Following this, you will be prompted to **'Sign in to nkoda'**. At this point, you should find your Institution by using the search bar presented. Once you've found it, **click or tap on your institution**. In this case please select **'Birmingham City University'**

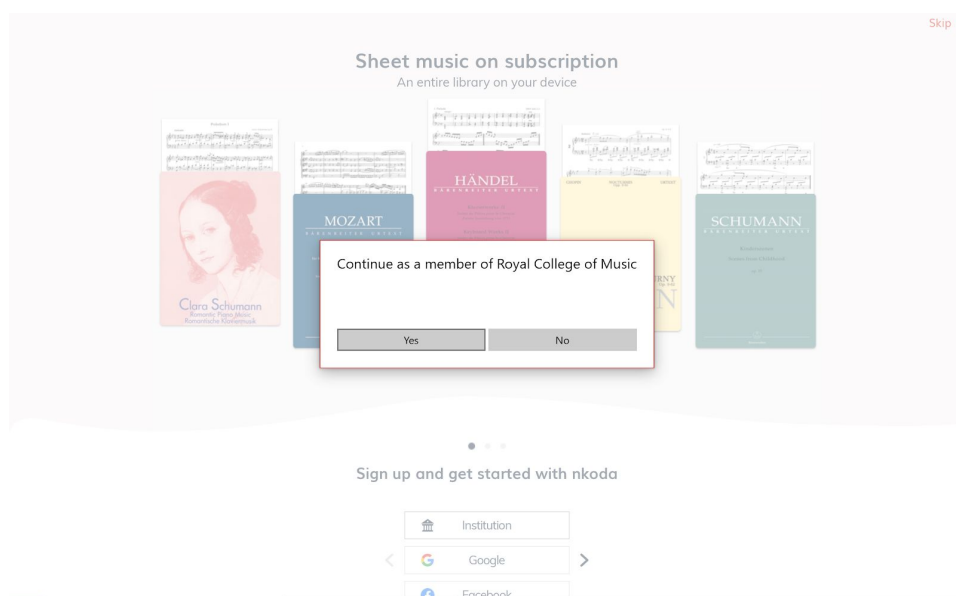




4. The next step will be for you to **sign in with your RBC credentials**. Simply **enter your Email Address and Password** as below, then **click or tap 'Sign In'**. Following this, you'll be asked to create your account details - **you must use your bcu.ac.uk email address for this**.



5. Once this is done, you'll be presented with this screen. **Click or Tap 'Yes'**.





6. You're now logged in and ready to explore! You should see a green banner letting you know that 'You are signed in as a member of the Royal Birmingham Conservatoire'. This means you have completed the process successfully!

N.B. When you view your first score, you'll be asked to verify your phone number for security reasons. **Please note that we will not use your phone number for any other purpose.**

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You are signed in as a member of Royal College of Music - [Log out](#)

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