


## Institutional Sign In Process - Hochschule für Musik und Tanz Köln

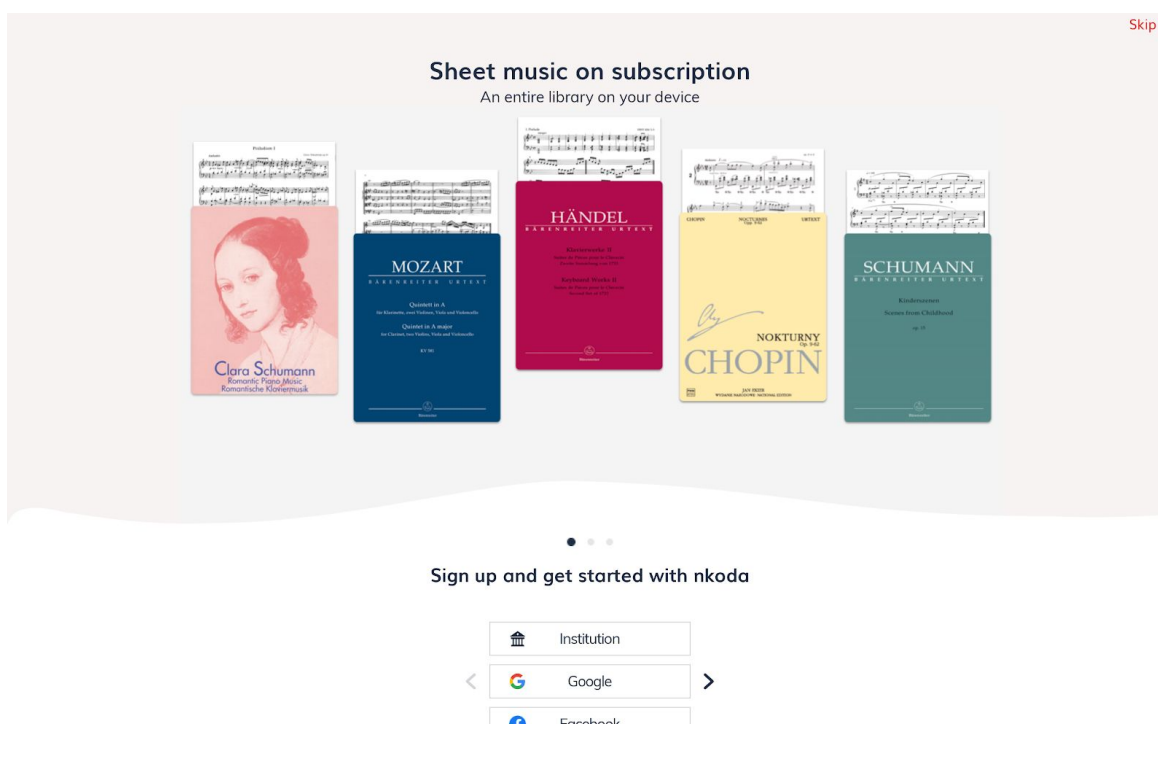
**NOTE: It's very important to follow each of the steps carefully, to ensure that you are signing in as a member of the HFMT.**

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



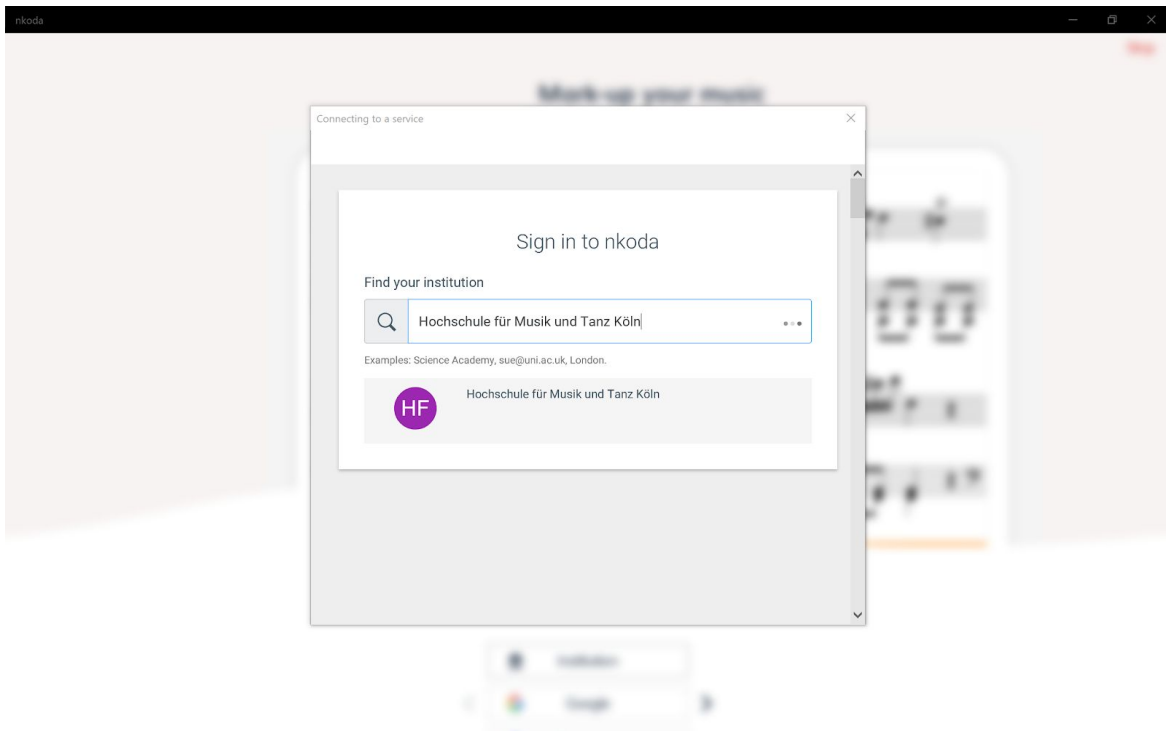
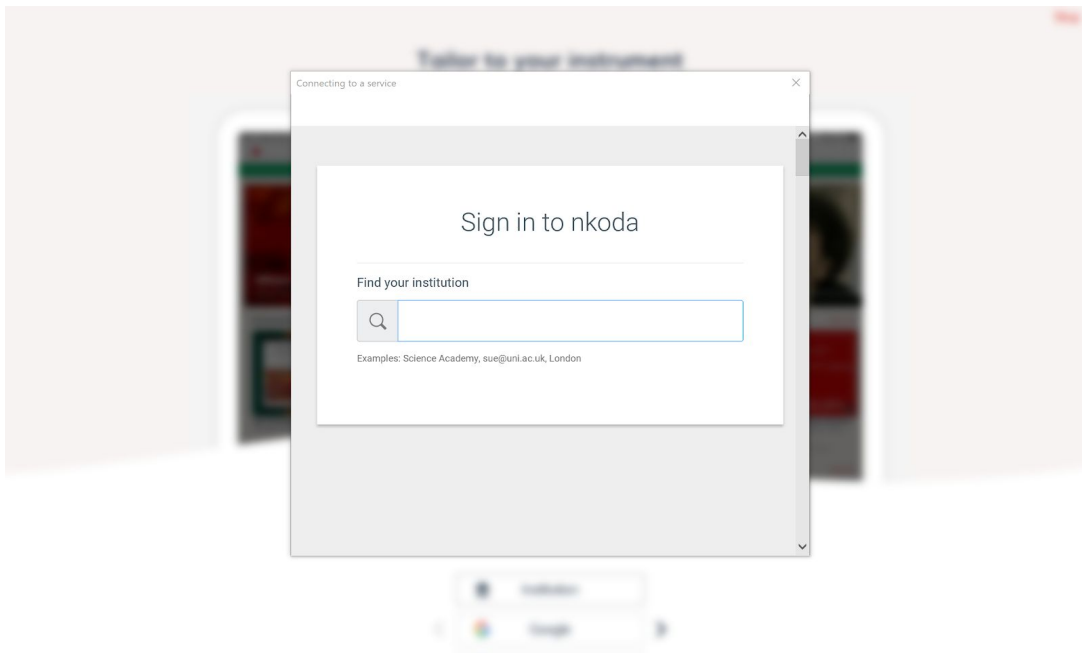
Please note that Mac users should follow this link to download the App  
<https://nkoda.com/download/mac>

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



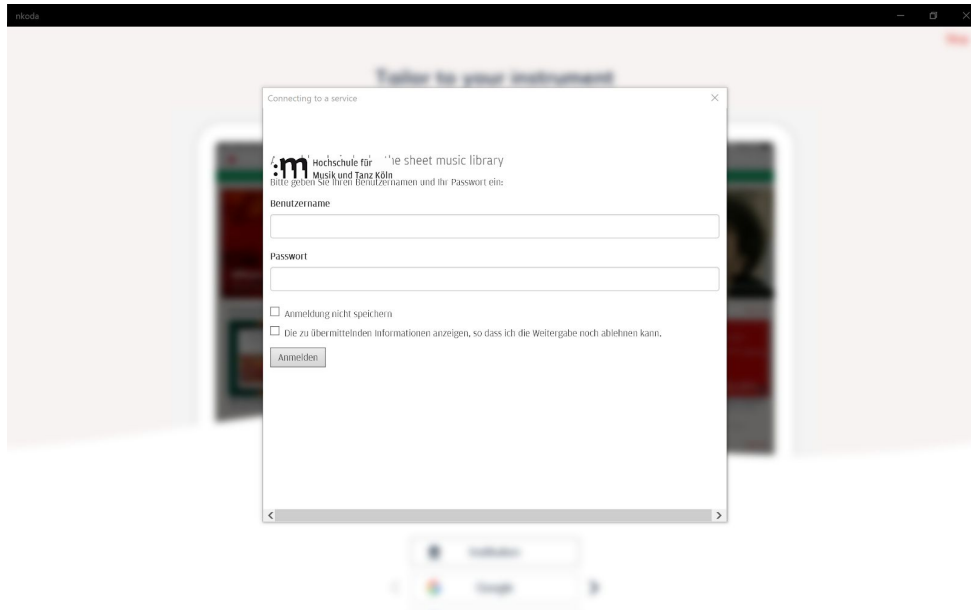


- Following this, you will be prompted to **'Sign in to nkoda'**. At this point, you should find your Institution by using the search bar presented. Once you've found it, **click or tap on your institution**. In this case please select **'Hochschule für Musik und Tanz Köln'**

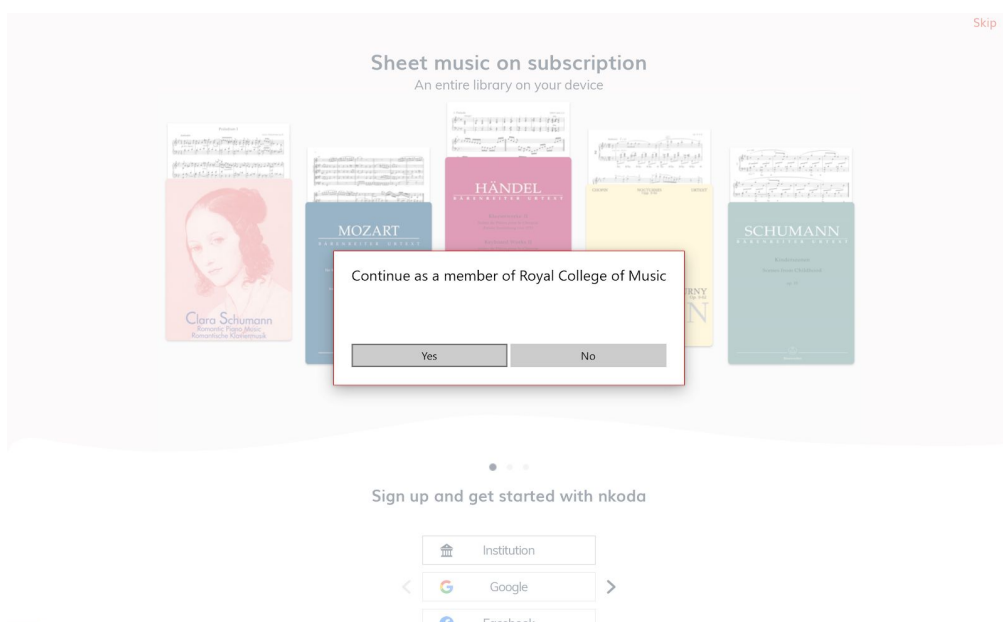




- The next step will be for you to **sign in with your HFMT credentials**. Simply **enter your Email Address and Password** as below, then **click or tap 'Sign In'**. Following this, you'll be asked to create your account details - you must use your HFMT email address for this.



- 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 Hochschule für Musik und Tanz Köln'. 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.**

The screenshot shows the nkoda website interface. At the top, there is a navigation menu with 'Help' and the nkoda logo. A green banner indicates the user is signed in as a member of the Royal College of Music, with a 'Log out' link. Below the banner, there are three featured sections: a Ricordi advertisement for Bruno Maderna, a portrait of Romuald Twardowski, and a red banner for the '4 Strings Series' by Tansy Davies. The main content area is divided into two sections: 'Orchestral Music' and 'Premieres 2019'. The 'Orchestral Music' section features a grid of score covers for composers like Tchaikovsky, Rimsky-Korsakov, Mahler, Lindberg, Bartók, Brahms, and Beethoven. The 'Premieres 2019' section features a grid of score covers for composers like Richard Whalley, Robert HP Platz, Peter Eötvös, Carlo Boccadoro, and Maria Tataru. A 'Personalise' button is visible at the bottom right of the 'Premieres 2019' section.