



Alliance Française  
PARIS ÎLE-DE-FRANCE

## USER GUIDE : online registration on [www.alliancefr.org](http://www.alliancefr.org)

1- Click on "Sign up" (<http://www.alliancefr.org/en/registration-form>)

2- Create your Alliance Française online profile on  
<https://aurion.alliancefr.org/faces/CreationCompte.xhtml>

*Option : I can select French or English language*

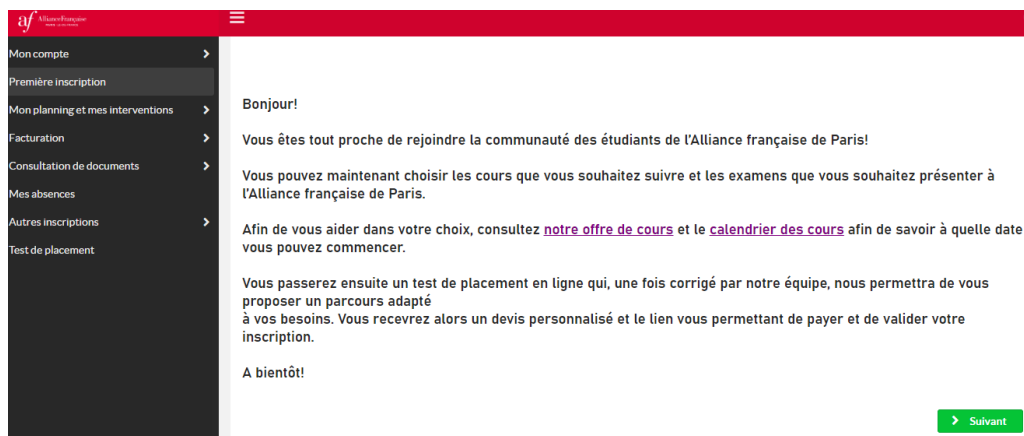
The screenshot shows a registration form with the following fields:

- Titre Individu \* (dropdown menu)
- Nom \* (text input)
- Prénom \* (text input)
- Date naissance \* (date input)
- Nationalité \* (text input with placeholder "Saisir ici")
- Ville de naissance (si en France) (text input "Code postal" and dropdown menu)
- Ville de naissance (si étranger) (text input)

The screenshot shows a user interface with a dropdown menu. The menu is open, displaying two options:

- Se connecter
- Langue

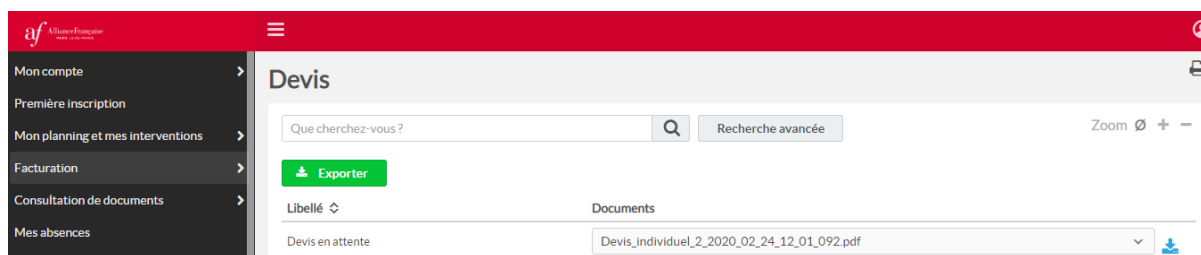
3- Click on *First registration* and select your courses and workshops from the list.



In order to help you make the right choice, please browse our [course offer](#) and our [course calendar](#). Once you have filled up the form, you will resume a summary by email.

4- Take the online *Placement test* right after the needs expression form. You can also find it in the menu on the left hand side. The placement test takes between 10 and 15 minutes. At the end, you will be asked to write a short text. Once assessed by one of our teachers, you will receive an email with your level information.

5- You will then receive another email with a payment link so that you can finalize your registration. You will be able to check the quote in your online profile under Invoice and then Quote. You will have 48 hours to proceed to online payment once we have sent the payment link.



6- Once we have received the payment, your timetable will appear in your online profile.