

Who is eligible to register online?

Can I register for the Early Childhood Program online?

No, to register for MusicTIME, Music Times Two, Music Makers or Clef Club, use the [ECMS Registration Form](#) found on the ECMS website.

I am a new student, can I register online?

No, online re-registration is available for students who were registered for lessons and/or classes at ECMS during the previous semester. New students should complete the [ECMS Registration Form](#).

I am a continuing student but I want to start private lessons with a new instructor, can I register online?

You may re-register for courses and ensembles, but to register for lessons with a new teacher or with a new instrument, please click here to complete the [ECMS Registration Form](#).

I have studied at ECMS in the past, but was not registered last semester, can I register online?

No, online re-registration is only available for students who were registered for lessons and/or classes in the previous semester. If you were not registered in the previous semester, please click here to complete the [ECMS Registration Form](#).

Can UR students or alumni register for EMS classes online?

Yes! ECMS is a separate Academic Unit within UR Student, and University of Rochester students and alumni can now register online.

Do I have to register online?

No, if you prefer to submit a paper application, you may request a form by contacting the office at community@esm.rochester.edu or (585) 274-1400.

I have not finished paying for the previous semester. Can I register online?

No, you will not be able to register online if there is an outstanding financial hold on the account.

Login information

How do I get a NetID to log-in to UR Student for the first time?

Please use your 8-digit University ID (found on your bill) to activate your NetID online at <https://myidentity.rochester.edu/newuser/init.jsp>

Enter your University ID and Date of Birth and follow the directions to create your new password, set up your forgotten password questions, and enroll in Duo Authentication. Complete instructions were emailed in April.

Why did I receive multiple emails?

If there is more than one student account with the same email address referenced, you will receive a note for each active student account.

I received an email, but it referred to someone not associated with me. What do I do?

Please call the office (585) 274-1400 or email us at community@esm.rochester.edu to report the problem.

I received an email, but I want a different one to be used for future mailings?

Please update your contact information within [UR Student](#). Please be sure to check the “primary” box next to the student’s email that you wish to receive account notifications.

What is my URID?

It is the 8-digit number found at the top right corner of your bill. This number was also emailed to students in April. If you cannot find a copy of your bill or the email, contact the office at community@esm.rochester.edu or (585) 274-1400 and we can look up your URID.

If I lost or forgot my NetID, what do I do?

Click here: <https://myidentity.rochester.edu/newuser/init.jsp?forgotnetid=true>

If I lost or forgot my password, what do I do?

Click here: <https://myidentity.rochester.edu/itim/self/Login/ChallengeResponse.do>

Registration

How do I register for classes/ensembles/lessons?

Please [click here](#) for step-by-step instructions or [click here](#) for a video tutorial.

What if I have a hold on my account?

[Click here](#) for instructions on viewing your holds or [click here](#) for a video tutorial on holds. Most often, a financial hold simply means that a past due balance on your account is greater than \$25 (Spring 2020) or \$100 (Fall 2020 and beyond). It is also used for cases where an old balance was written off or when more than one check has been returned for insufficient funds. When you are able to pay your balance, you will then be able to register online during the registration window of mid-May through mid-September.

I have logged on, but can’t seem to register for anything. What have I done wrong?

If you are trying to register before mid-September, please [click here](#) for troubleshooting instructions or [click here](#) for a troubleshooting video. You can also contact the UR Student support team at univithelp@rochester.edu or (585) 275-2000.

If you are trying to register after mid-September, the registration window has closed and you will need to fill out the [ECMS Registration Form](#).

I want to register for lessons with a new teacher, can I do that online?

No, if you are starting lessons on a new instrument, or want lessons with a new teacher, you must fill out the [ECMS Registration Form](#).

How do I request permission to register for an audition-based ensemble?

[Click here](#) for instructions or [click here](#) for a video tutorial.

I do not want to sign up for 17 weeks of instruction. How do I modify this?

When registering online, it is for the full 17 week semester. If you have made other arrangements with the teacher, send an email to community@esm.rochester.edu with the teacher's name and the number of lessons planned. Once this is confirmed with the teacher, your account will be adjusted.

How does Spring Registration work with the online system?

As with paper applications, once you register for a class in the fall, it automatically registers you for the full year. If you want to drop something in the spring, you must [click here to withdraw](#) or email the office. Online dropping will not work. If you want to add something in the spring, you will need to fill out the [ECMS Registration Form](#).

Do I have to sign up for everything in one session?

You may login/logout any number of times to add, drop or review your courses while the registration window is open, from mid-May until mid-September.

Dropping courses

Can I drop courses online?

You can add and drop courses online while the registration period is open (until mid-September). [Click here](#) for instructions. After September, you will need to submit a drop form via the online [Withdrawal Form](#).

Will I receive a refund if I drop a course?

Refunds will be processed in accordance with our [Withdrawal and Refund Policy](#).

Contact Information

How do I change student or parent contact information after onboarding?

Yes, login as you would to register, and click the blue cloud in the upper right corner of the screen. Then click on your name ("view profile"). This will take you to your full profile. On the left side of the screen, click "Contact" within the blue menu. You can then click "edit" to update your contact information, or click "Friends and Family" to update emergency and parent/guardian contact info.

Can I enter a separate billing address?

Yes, login as you would to register, and click the blue cloud in the upper right corner of the screen. Then click on your name ("view profile"). This will take you to your full profile. On the left side of the screen, click "Contact" within the blue menu. You can then click "edit" to update your contact information, and add a second address. Be sure to check "billing" under the "usage" drop down menu.