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Connie

At DMJX, as a student (and teacher) you have access to the Connie program (If you are a teacher, you must contact the person responsible for your education to be set up – if you want to publish projects to your students)

Connie is a digital contract and document management tool, developed specifically for film, television and creative productions. The program makes it easy to create, send, sign and archive contracts digitally and keep track of rights and consents.

At DMJX, we use it specifically to obtain permissions in relation to GDPR and permission to use recordings.

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Create User:

1. Go to this address: https://signup.getconnie.com/dmjx
2. Create your user.
    1. Type in: Full name, DMJX-email, Select your program and agree to Connie's pricacy policy
3. Fill out the form about yourself and your personal settings.
    1. In Company Name – use the one you selected as your programe
    2. Type in Company Address as the address on your campus.
4. You are now ready.

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Log In To Connie

1. Go to: https://app.getconnie.com/
2. Enter your DMJX email
3. Log in with your DMJX password

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Create A Project

If your teacher hasn't created a project for you – then you need to create one so that you have control over what your participants need to sign.

Here you can watch a video on how to create a project. Connie has made this video.

You can find more about creating projects here:
https://help.getconnie.com/en/articles/12052088-creating-your-first-project

Invite Collaborators To Your Project

If you have collaborators (typically a fellow student) on your project, you can invite them into your project.

REMEMBER that when you invite a fellow student, it must be at their DMJX address.

You can see how to invite here:
https://help.getconnie.com/en/articles/11148677-adding-team-members-and-collaborators

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Create A Document

For Signing

How you as a student can create a document for your participants to sign (We always create from a templates)

You can watch the video below – or see more on Connie's help page:
https://help.getconnie.com/en/articles/10918891-creating-and-issuing-your-first-document

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How Your Participants Sign

When your participants need to sign, do this:

You can watch the video below – or see more on Connie’s help page:
https://help.getconnie.com/en/articles/12052133-collecting-signatures-with-a-signpage

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Help – In General

You can always find help from Connie – you can find their help page here:
https://help.getconnie.com/en

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