REGISTRATION GUIDE

How to create an Intranet profile

The registration of your personal data will allow you to access the Online University Services.
It is possible to complete this first step before the opening of registrations for the admission tests.
At the end of the procedure, you will see a summary with the credentials to access your personal area.

To get started go to the link https://unisr.esse3.cineca.it/Root.do or from the homepage of the UniSR website in the bar at the top right click the item "Intranet".

WHAT YOU NEED TO START

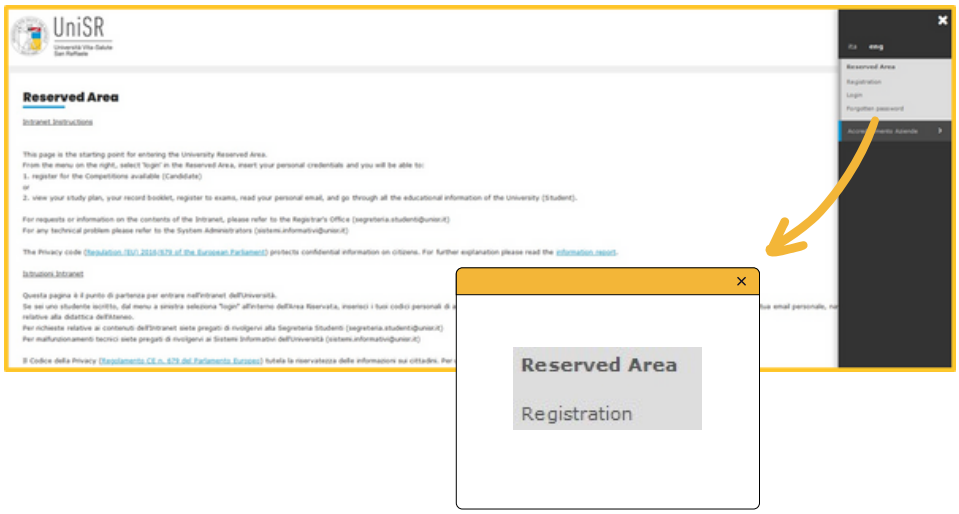
Codice fiscale (Italian Tax code number); don't worry if you do not have it, it will be automatically generated

WHAT ARE THE NEXT STEPS

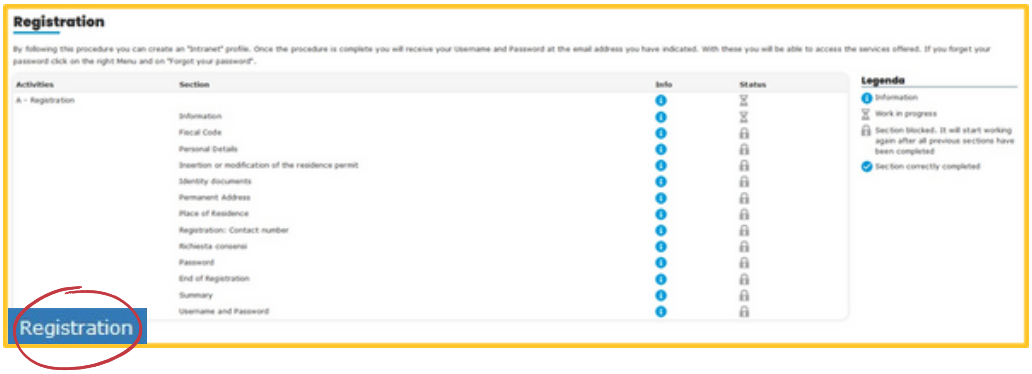
1. Start the registration
2. Italian Tax code number
3. Fill in your personal details
4. Insert your Home address
5. Provide your contact details
6. Verify the Privacy Policy
7. Choose your password
8. Check and confirm the information

1.START THE REGISTRATION

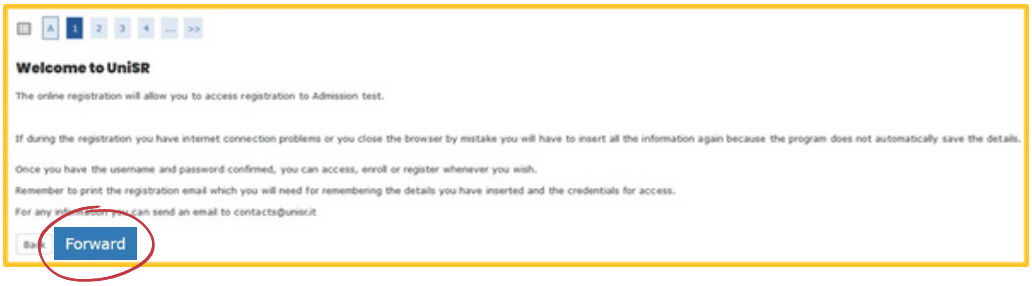
Click on Menu at the top right and select **"Registration"**.



On this page you will find the list of sections that you will need to fill in: click on **"Registration"** at the bottom of the page



Read the notice and click on **Forward**: remember to have your identity document (and codice fiscale) at hand in order to enter the required details.



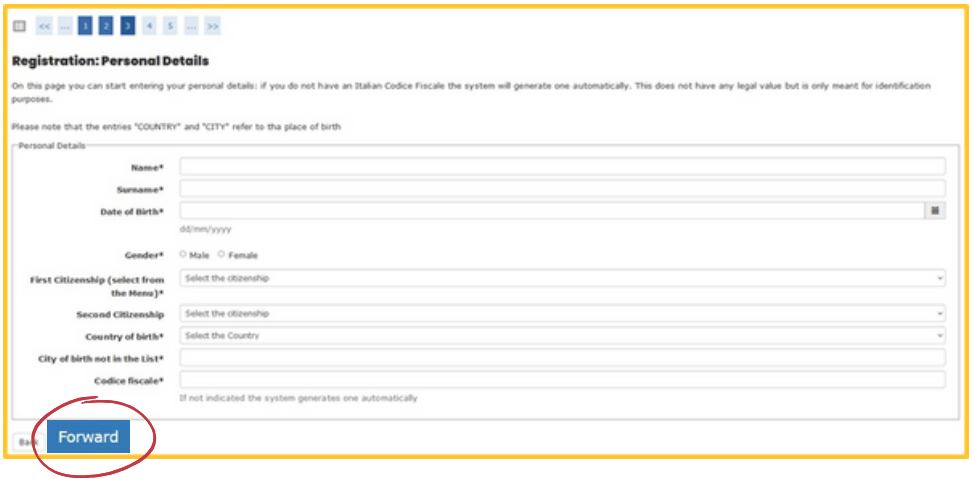
This page warns that the **personal data** you are entering are **saved** only **AFTER** the **final confirmation**; therefore be careful: if you interrupt the procedure for any reason (voluntary or involuntary disconnection) you will have to start the process again by re-entering all the information.

If, on the other hand, you **have already registered** at least once, even in previous years, you can click on **"Forgot password"** and your login credentials will be sent to the email address you previously entered.

If you do not receive your credentials after clicking on "Forgot password", it means that the email address you entered is no longer valid: write an email to **ammissioni@unisr.it** indicating Surname, Name and attaching a copy of your identity document.

2. ITALIAN TAX CODE NUMBER

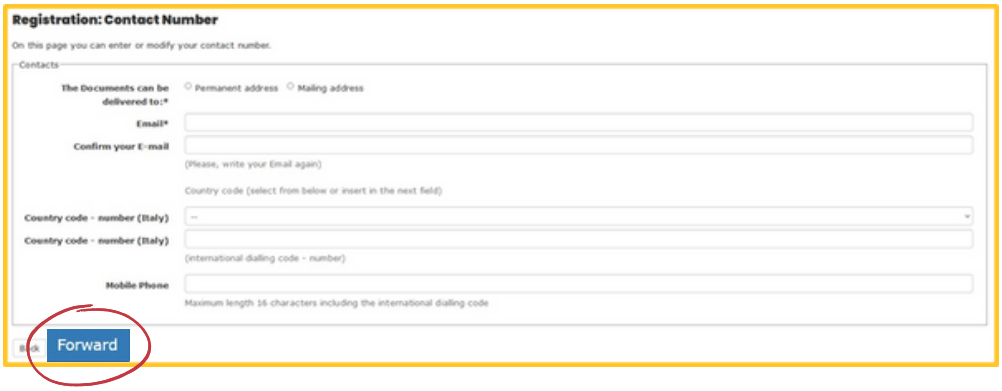
The "Codice Fiscale" is an exclusively Italian tax code: click on the box dedicated to foreign students and then on "Forward".



3. FILL IN YOUR PERSONAL DETAILS
Fill in the required fields (Asterisks mark mandatory fields).
The **Codice Fiscale** is **automatically generated**.
Save or **take note of it**: you will need it in order to access the system in case you have forgotten your password.
Then click on Forward.

4. INSERT YOUR HOME ADDRESS
Fill in the required fields and click on **Forward** (Asterisks mark mandatory fields).
You should fill in the field "telephone nº" with your landline telephone number, including country code, if you possess one.

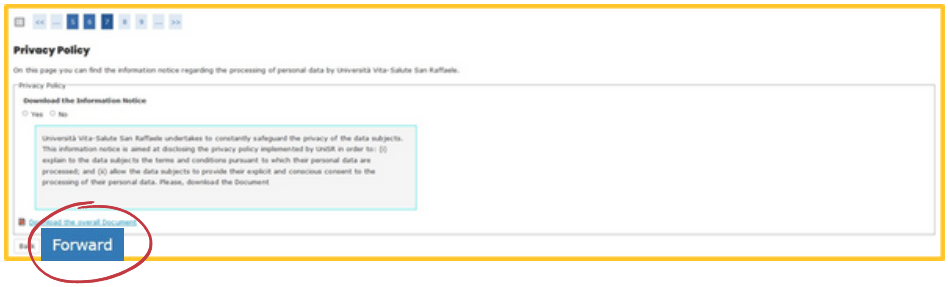
5. PROVIDE YOUR CONTACT DETAILS



ATTENTION THESE DATA ARE VERY IMPORTANT!
The **email address** you will enter here is the one used by the system to generate login credentials and automatically send emails. Therefore, MAKE SURE that it is CORRECT, ACTIVE and WORKING otherwise you could lose important communications.

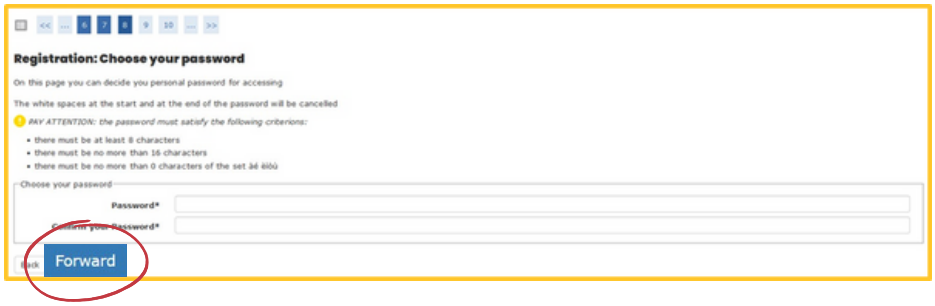
As for the telephone contact, it is preferable to enter the international prefix in the first field from the drop-down menu and in the third field "Mobile" your mobile number without any prefix: other combinations often generate an error.

Then click **Forward**.

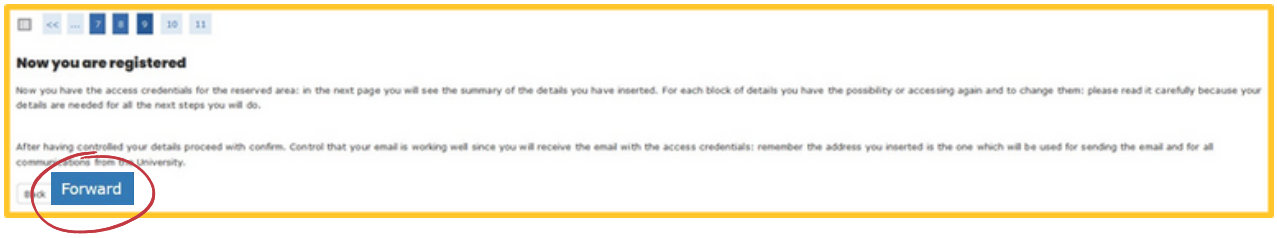


6. VERIFY THE PRIVACY POLICY
Flag "Yes" in order to give your consent for your personal data to be used by UniSR.
Then click **Forward**.

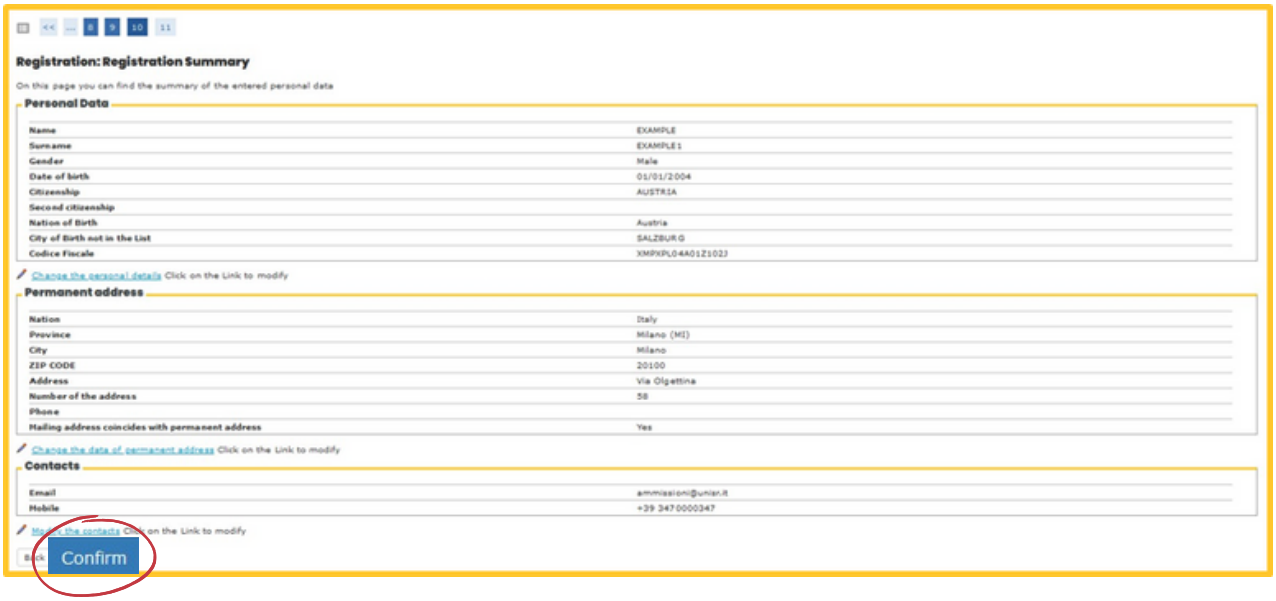
7. CHOOSE YOUR PASSWORD
This is also a very **important step**; by following the instructions choose a password that is also easy to remember: it is the one you will need to use every time you want to access the reserved area.
Then click **Forward**.

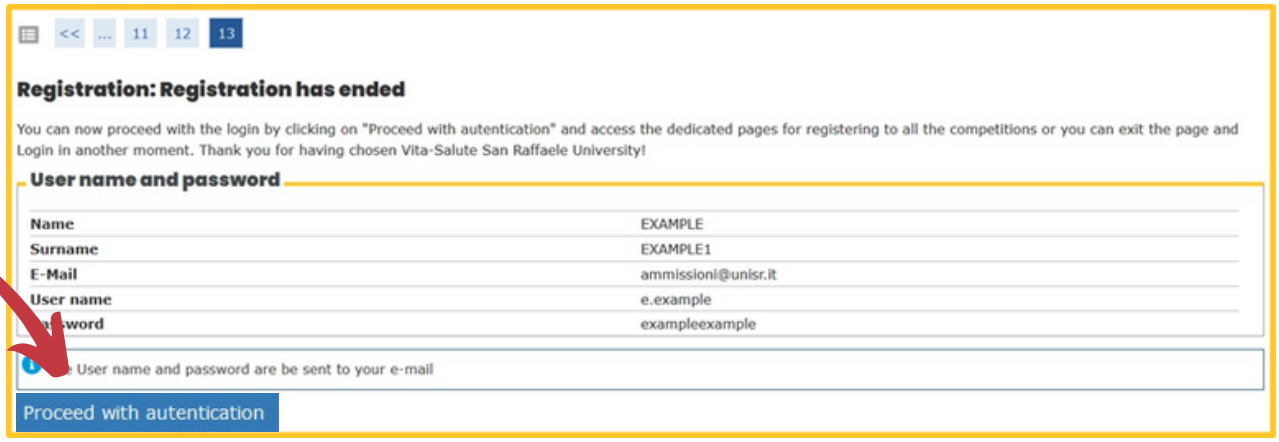


8. CHECK AND CONFIRM THE INFORMATION
The procedure is almost done: all you have to do is check the Summary. To proceed click **Forward**.



Check the information and, if necessary, modify it by clicking on the links you see under each Box.
Then click **Confirm**.



The registration is complete! Here you have your credentials available, which are also sent to the email address you entered.

If you want to proceed immediately with registering for a Competition (check that registrations are already open!) you can click on "Proceed with authentication" and follow the instructions in the "Application Guide"; otherwise you can close the session and access the same link at a later time.