

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://univr.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



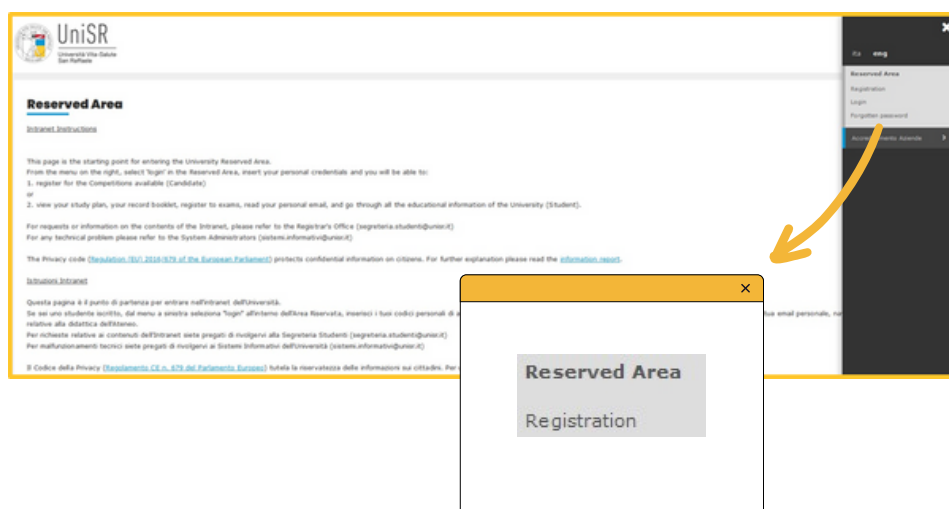
Codice fiscale (Italian Tax code number); don't worry if you do not have it, it will be automatically generated

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

Registration

By following this procedure you can create an "Intranet" profile. Once the procedure is complete you will receive your Username and Password at the email address you have indicated. With these you will be able to access the services offered. If you forget your password click on the right Menu and on "Forgot your password".

Activities	Section	Info	Status
A - Registration	Information	1	2
	Fiscal Code	1	2
	Personal Details	1	2
	Insertion or modification of the residence permit	1	2
	Identity documents	1	2
	Permanent Address	1	2
	Place of Residence	1	2
	Registration; Contact number	1	2
	Academic consent	1	2
	Password	1	2
	End of Registration	1	2
	Summary	1	2
	Username and Password	1	2

Legenda

- Information
- Work in progress
- Section blocked. It will start working again after all previous sections have been completed.
- Section correctly completed

Registration

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.

Welcome to UniSR

The online registration will allow you to access registration to Admission test.

If during the registration you have internet connection problems or you close the browser by mistake you will have to insert all the information again because the program does not automatically save the details.

Once you have the username and password confirmed, you can access, enroll or register whenever you wish.

Remember to print the registration email which you will need for remembering the details you have inserted and the credentials for access.

For any information you can send an email to contacts@univr.it

Forward



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@univr.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".

Codice fiscale - Italian tax code number

Indicate your codice fiscale if you have one: if you do not have an Italian codice fiscale, flag "Foreign Student without Codice Fiscale" and proceed.

Codice Fiscale - Italian tax code number:

Codice Fiscale* - Italian code tax number

Foreign Student without Codice Fiscale I declare that I am a foreign Student without "Codice Fiscale"

Forward

Registration: Personal Details

On this page you can start entering your personal details: if you do not have an Italian Codice Fiscale the system will generate one automatically. This does not have any legal value but is only meant for identification purposes.

Please note that the entries "COUNTRY" and "CITY" refer to the place of birth

Personal Details:

Name*

Surname*

Date of Birth*

Gender* Male Female

First Citizenship (select from the Menu)*

Second Citizenship

Country of birth*

City of birth not in the List*

Codice fiscale*

If not indicated the system generates one automatically

Back **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 n°" with your landline telephone number, including country code, if you possess one.

Registration: Home address

On this page you can enter or modify your address and contact number

Permanent address

Country*

Province*

City - select from below*

Zip Code*

Frazione (for Italy only)

Address*

Number

Telephone n°

The Address is listed in official books* Yes No

Back **Forward**

5. PROVIDE YOUR CONTACT DETAILS

Registration: Contact Number

On this page you can enter or modify your contact number.

Contacts

The Documents can be delivered to:* Permanent address Mailing address

Email*

Confirm your E-mail

(Please, write your Email again)

Country code (select from below or insert in the next field)

Country code - number (Italy)

Country code - number (Italy)

(international dialing code - number)

Mobile Phone

Maximum length 36 characters including the international dialing code

Back **Forward**

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**.

Privacy Policy

On this page you can find the information notice regarding the processing of personal data by Università Vita-Salute San Raffaele.

Privacy Policy

Download the Information Notice

Yes No

Università Vita-Salute San Raffaele undertakes to constantly safeguard the privacy of the data subjects. This information notice is aimed at disclosing the privacy policy implemented by UniSR in order to: (i) explain to the data subjects the terms and conditions pursuant to which their personal data are processed; and (ii) allow the data subjects to provide their explicit and conscious consent to the processing of their personal data. Please, download the document.

[Download the general document](#)

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**.

Registration: Choose your password

On this page you can decide your personal password for accessing

The white spaces at the start and at the end of the password will be cancelled

ANY ATTENTION: the password must satisfy the following criteria:

- there must be at least 8 characters
- there must be no more than 16 characters
- there must be no more than 0 characters of the set [4 800]

Choose your password

Password*

Confirm your password*

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**.

Now you are registered

Now you have the access credentials for the reserved area: in the next page you will see the summary of the details you have inserted. For each block of details you have the possibility of accessing again and to change them: please read it carefully because your details are needed for all the next steps you will do.

After having controlled your details proceed with confirm. Control that your email is working well since you will receive the email with the access credentials: remember the address you inserted is the one which will be used for sending the email and for all communications from the University.

[Back](#) **Forward**

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

Registration: Registration Summary

On this page you can find the summary of the entered personal data

Personal Data

Name	EXAMPLE
Surname	EXAMPLE1
Gender	Male
Date of birth	01/01/2004
Citizenship	AUSTRIA
Second citizenship	
Nation of Birth	Austria
City of Birth not in the List	SALZBURG
Codice Fiscale	XMFKPL04A01Z102J

[Choose the personal details](#) Click on the Link to modify

Permanent address

Nation	Italy
Province	Milano (MI)
City	Milano
ZIP CODE	20100
Address	Via Olgettina
Number of the address	55
Phone	
Mailing address coincides with permanent address	Yes

[Choose the data of permanent address](#) Click on the Link to modify

Contacts

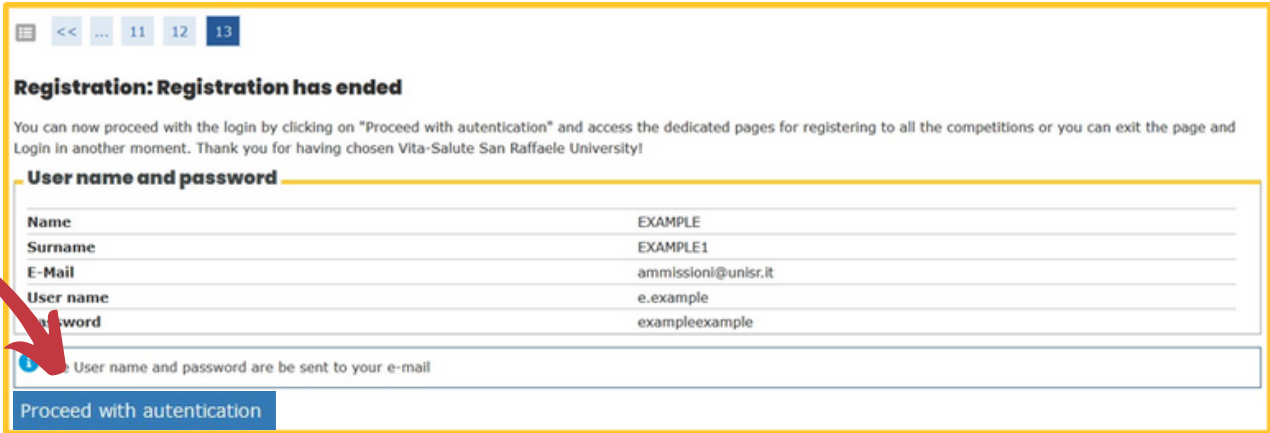
Email	ammissioni@univr.it
Mobile	+39 347 0000347

[Choose the contacts](#) Click on the Link to modify

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.



The screenshot shows a web interface with a navigation bar at the top containing a menu icon, a back arrow, an ellipsis, and page numbers 11, 12, and 13. The main heading is "Registration: Registration has ended". Below this is a paragraph of text: "You can now proceed with the login by clicking on 'Proceed with authentication' and access the dedicated pages for registering to all the competitions or you can exit the page and Login in another moment. Thank you for having chosen Vita-Salute San Raffaele University!". A section titled "User name and password" contains a table with the following data:

Name	EXAMPLE
Surname	EXAMPLE1
E-Mail	ammissioni@univr.it
User name	e.example
Password	exampleexample

Below the table is a notification box with a blue circular icon containing a white 'i' and the text "User name and password are be sent to your e-mail". A red arrow points to this icon. At the bottom of the form is a blue button labeled "Proceed with authentication".