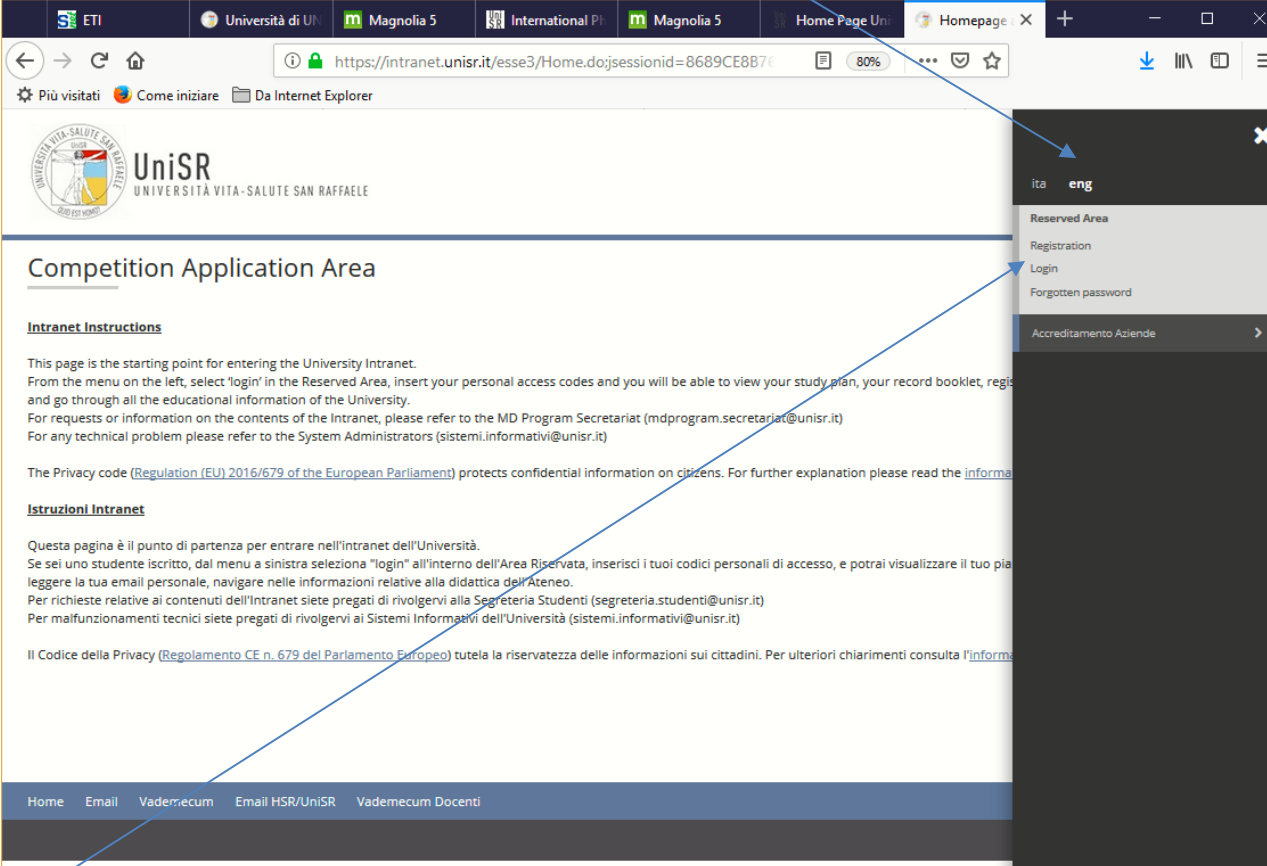


REGISTRATION (personal data): STEP BY STEP INSTRUCTIONS

Enter the Intranet <https://univr.esse3.cineca.it/Home.do> and click on the english



The screenshot shows a web browser window displaying the UniSR Intranet homepage. The browser's address bar shows the URL <https://intranet.univr.it/esse3/Home.do?sessionId=8689CE8B7f>. The page header includes the UniSR logo and the text "UNIVERSITÀ VITA-SALUTE SAN RAFFAELE". The main content area is titled "Competition Application Area" and contains sections for "Intranet Instructions" and "Istruzioni Intranet". A dark navigation menu is open on the right side of the page, showing options: "ita", "eng", "Reserved Area", "Registration", "Login", "Forgotten password", and "Accreditamento Aziende". A blue arrow points from the text "click on the english" to the "eng" option in the menu. Another blue arrow points from the text "Click on 'Registration'" to the "Registration" option in the menu.

Click on "Registration"

Registration

In the following pages you can proceed with registration to the website. When finished you will receive the Username and password at the email address you have inserted. With these you will be able to access the services offered. If you forget your password click on the left Menu "Forgot your password".

Activities	Section	Info	Status
A - Registration		ⓘ	⌚
	Information	ⓘ	⌚
	Fiscal Code	ⓘ	🔒
	Personal Details	ⓘ	🔒
	Identity documents	ⓘ	🔒
	Permanent Address	ⓘ	🔒
	Place of Residence	ⓘ	🔒
	Registration: Contact number	ⓘ	🔒
	Password	ⓘ	🔒
	End of Registration	ⓘ	🔒
	Summary	ⓘ	🔒
	User name and Password	ⓘ	🔒

Legenda

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

Registration

In this web page you will find the list of sections that you will have to fill out: click on "Registration" at the bottom of the page.

Read and click on "Forward"

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** ETI, Università di UN, Magnolia 5, International PH, Magnolia 5, Home Page Uni, Information, X.
- Address Bar:** <https://intranet.unisr.it/esse3/AddressBook/MsgABPreForm.do> (80% zoom).
- Page Header:** UniSR logo (UNIVERSITÀ VITA-SALUTE SAN RAFFAELE) and a MENU icon.
- Page Content:**
 - A navigation bar with buttons labeled A, 1, 2, 3, 4, ..., >>.
 - Welcome to UniSR**
 - The online registration will allow you to access registration to Admission test and subsequently to the results and to the enrolment process.
 - 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 ammissioni@unisr.it
 - Buttons:** Back (white) and Forward (blue).
- Page Footer:** Home | Email | Vademecum | Email HSR/UniSR | Vademecum Docenti
- Bottom Right:** Informativa utilizzo cookie | © CINECA

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

The screenshot shows a web browser window displaying the UniSR intranet page. The browser's address bar shows the URL: <https://intranet.unisr.it/esse3/AddressBook/CodiceFiscaleForm.do>. The page header includes the UniSR logo and the text "UNIVERSITÀ VITA-SALUTE SAN RAFFAELE".

The main content area is titled "Codice fiscale - Italian tax code number". Below the title, there is a instruction: "Indicate your *codice fiscale* if you possess one: if you do not have an Italian *codice fiscale*, put the flag on Foreign Student without *Codice Fiscale* and proceed."

The form contains a section titled "Codice Fiscale - Italian tax code number" with two options:

- Codice Fiscale* - Italian code tax number**: This option is represented by an empty text input field.
- Foreign Student without Codice Fiscale**: This option is represented by a checked checkbox.

At the bottom of the form, there are two buttons: "Back" and "Forward". A blue arrow points from the text above to the "Foreign Student without Codice Fiscale" checkbox.

On the right side of the page, there is a "Legenda" section with two items: "Obligatory field" (marked with a red asterisk) and "Check List" (marked with a blue clipboard icon).

The footer of the page contains navigation links: "Home", "Email", "Vademecum", "Email HSR/Unisr", and "Vademecum Docenti".

Fill in the required fields and click on “Forward” (Asterisks mark **required fields**)

The screenshot shows a web browser window with the URL <https://intranet.unisr.it/esse3/AddressBook/DatiPersonalSubmit.do>. The page header includes the UniSR logo and navigation links. The main content area is titled "Registration: Personal Details" and contains a form with the following fields:

- Name***: Text input field containing "XXXXXXXX".
- Surname***: Text input field containing "YYYYYYYYYY".
- Date of Birth***: Date picker field showing "26/12/1999".
- Gender***: Radio buttons for "Male" and "Female", with "Female" selected.
- First Citizenship (select from below)**: Dropdown menu showing "AUSTRIA".
- Country***: Dropdown menu showing "Austria".
- City not in the List***: Text input field containing "Salisburgo".
- Codice fiscale***: Text input field, empty.

Below the form are "Back" and "Forward" buttons. A legend on the right side indicates that fields with an asterisk are obligatory. A note at the bottom of the form states: "If not inserted the system produces one automatically".

Page footer includes navigation links: Home, Email, Vademecum, Email HSR/UniSR, Vademecum Docenti, and a copyright notice: Informativa utilizzo cookie | © CINECA.

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”

The screenshot shows a web browser window displaying the UniSR registration page. The browser's address bar shows the URL <https://intranet.unisr.it/esse3/AddressBook/DatiPersonalSubmit.do>. The page header includes the UniSR logo and the text "UNIVERSITÀ VITA-SALUTE SAN RAFFAELE".

The main content area is titled "Registration: Personal Details". Below the title, there is a navigation bar with page numbers 1, 2, 3, 4, 5. A legend on the right side indicates that a red asterisk (*) denotes an "Obligatory field" and a clipboard icon represents a "Check List".

The "Personal Details" form contains the following fields:

- Name***: XXXXXX
- Surname***: YYYYYYYYYY
- Date of Birth***: 28/12/1999 (format: dd/mm/yyyy)
- Gender***: Male Female
- First Citizenship (select from below)**: AUSTRIA
- Country***: Austria
- City not in the List***: Salisburgo
- Codice fiscale***: YYYXX99T86Z102E

Below the "Codice fiscale*" field, there is a note: "If not inserted the system produces one automatically" and a warning: "Warning: Codice Fiscale is automatically calculated".

At the bottom of the form, there are two buttons: "Back" and "Forward".

The footer of the page contains navigation links: Home, Email, Vademecum, Email HSR/UNISR, and Vademecum Docenti.

Fill in the required fields and click on “Forward” (Asterisks mark **required fields**)

The screenshot shows a web browser window with the URL <https://intranet.unisr.it/esse3/AddressBook/PermSoggForm.do>. The page header includes the UniSR logo and navigation links. The main content area is titled "Registration: Identity documents" and contains a form for entering document details. The form includes a dropdown for "Type of Document" (set to "Passport"), and several required fields marked with an asterisk: "Number*", "Issued by*", "Date of Issue*", and "Expiry date*". The "Date of Issue*" and "Expiry date*" fields are date pickers. A "Legend" on the right explains that the asterisk denotes an "Obligatory field". At the bottom of the form are "Back" and "Forward" buttons. The footer contains navigation links and a cookie notice.

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Registration: Identity documents

On this page you can find the form for inserting or changing the information on your identity document

Type of Document (Identity Card, Passport, Driver's license)

Typology of Document* Passport

Number* 1234569

Issued by* xxxxyy

Date of Issue* 14/02/2019
dd/mm/yyyy

Expiry date* 13/02/2029
dd/mm/yyyy

Back Forward

Home Email Vademecum Email HSR/UniSR Vademecum Docenti

Informativa utilizzo cookie | © CINECA

Fill in the required fields and click on "Forward" (Asterisks mark **required fields**)

The screenshot shows a web browser window with the URL <https://intranet.unisr.it/esse3/AddressBook/IndirizziSubmit.do>. The browser tabs include 'ETI', 'Università di UN', 'Magnolia 5', 'International P', 'Magnolia 5', 'Home Page Uni', and 'Università di X'. The page header features the UniSR logo and a 'MENU' button. Below the header is a navigation bar with page numbers 3, 4, 5, 6, 7. The main content area is titled 'Registration: Home address' and includes a legend for 'Obligatory field' (marked with a red asterisk) and a 'Check List' button. The form itself is titled 'Home address' and contains the following fields:

- Country***: Austria
- City not in the List***: salisburgo
- Zip Code**: (empty)
- Frazione (for Italy only)**: (empty)
- Address***: xxxxx strasse
- Number**: 5
- Telephone n°**: 3333333333333333
- The Address inserted correspond to the official residence***: Yes No

At the bottom of the form are 'Back' and 'Forward' buttons. The footer of the page contains links for 'Home', 'Email', 'Vademecum', 'Email HSR/UniSR', and 'Vademecum Docenti'.

Fill in the required fields and click on "Forward" (Asterisks mark **required fields**)

This is the easiest way to enter the phone number: select the country code from the Menu and then enter the phone number without country code

The screenshot shows a web browser window with the URL <https://intranet.univr.it/esse3/AddressBook/IndirizziDomForm.do>. The page title is "Registration: Contact Number". Below the title, there is a legend indicating that fields with an asterisk are obligatory. The form itself is titled "Contacts" and contains the following elements:

- A radio button selection for "The Documents can be delivered to:*": Home address, place of residence.
- An "Email*" field containing "xxxx@gmail.com".
- A "Country code - number" dropdown menu currently showing "+39".
- A "Country code - number" text input field.
- A "Mobile Phone" field containing "3333333333333333".
- A note below the mobile phone field: "Max 16 characters including the country code ex. 00393568956".
- Three consent checkboxes, all with "Y" selected:
 - "I declare I have received information according to the art.13 of the Lgs.decreet 196/2003 and I give consent to the University to use my personal details according to the law.*"
 - "I give consent for the communication of personal details according to the present laws*"
 - "I also give consent according to the articles. 20, 23 e 26 of the Lgs.Decree 196/2003 for the use of my sensitive data.*"

At the bottom of the form, there are two buttons: "Back" and "Forward".

Choose your personal password and click on Forward

Registration: Choose your password

In this page you can decide you personal password for accessing

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

⚠ PAY ATTENTION: the password must satisfy the following criterions:

- 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 àé èìòù

Choose your password

Password*

Rewrite the Password*

Back Forward

Legenda

- * Obligatory field

Check List


The Registration is complete. Now, you should have received the access credentials at the email address that you entered previously.

Click on Forward

ETI | Università di UN | Magnolia 5 | International Ph | Magnolia 5 | Home Page Uni | Università di X

https://intranet.unisr.it/esse3/AddressBook/DomandaSegretaFc 80%

Più visitati | Come iniziare | Da Internet Explorer

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MENU

<< ... 6 7 8 9 10

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 all the information that you have entered and click on “Confirm” at the bottom of the page

Registration: Registration

In this page they are recapitulated all the inserted informations

personal Details

Name	XXXXXX
Surname	YYYYYYYYY
gender	Female
date of Birth	26/12/1999
Citizen	AUSTRIA
Nation of Birth	Austria
City not in the List	Salisburgo
Codice Fiscale	YYYYXX99T66Z102E

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

data of identity Document

Typology of Document	Passport
Issued by	xxxxyy
Number	1234569
Date of Issue	14/02/2019
Expiry Date	13/02/2029
Nazione emissione	

[Identity Document](#) Click on the Link to modify

home address

nation	Austria
City not in the List	salisburgo
ZIP CODE	
Address	xxxxx strasse
Number of the address	5
Phone	33333333333333333333
home address coincides with place of residence	Yes

[Change the data of home address](#) Click on the Link to modify

Contacts

Email	xxxx@gmail.com
Mobile	+39 3333333


[Change the contact information](#) Click on the Link to modify

Back Confirm

Home Email Vademecum Email HSR/UNISR Vademecum Docenti

Now you can proceed directly with authentication or exit and log in later.

Per visualizzare qui i Preferiti, seleziona ☆ quindi ☆ e trascina nella cartella della barra Preferiti. In alternativa, importali da un altro browser. [Importa Preferiti](#)

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HOME | EMAIL | VADEMECUM | EMAIL HSR/UNISR | VADEMECUM DOCENTI | ITA ENG

Guest


- Reserved Area
 - Registration
 - Login
 - Forgotten password
- Accreditamento Aziende
 - Trova CV

Registration: Registration has ended

You can now proceed with the login by clicking on "Proceed with authentication" and access the pages reserved for registering to all the competitions or you can exit the page and enter in another moment. Thank you for having chose Vita-Salute San Raffaele University!

User name and password



Name	XXXXXXXX
Surname	YYYYYYY
E-Mail	██████████@██████████.it
User name	x.yyyyyyy
Password	██████████

 The User name and password are be sent to your e-mail

[Proceed with authentication](#)

[Print](#)

Legenda

-  Obligatory field
-  Check List