
UNIMORE



UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

SERVIZI WEB PER STUDENTI E DOCENTI

GUIDE TO ON-LINE REGISTRATION FOR COURSES AND EVENTS

LAST UPDATE: 25/02/2016

Edited by the Help On-line Service


Direzione Pianificazione, Valutazione e Servizi Informatici Applicativi

SISTEMA INTEGRATO PER LA GESTIONE DELLA DIDATTICA



SUMMARY:

1. **USER REGISTRATION**3
2. **REGISTERING FOR THE COURSE / EVENT**7
 - 2.1 CANCELING OR CONTINUING A PENDING PROCESS..... 9
3. **CONFIRMATION AND PAYMENT**9

 **DURING THE ENTIRE PROCEDURE USE THE NAVIGATIONAL BUTTONS IN EACH STEP. DO NOT USE THE 'BACK' AND 'FORWARD' BUTTONS ON YOUR INTERNET BROWSER.**



1. USER REGISTRATION

Write the following address in your web browser: <http://www.esse3.unimore.it/>. The homepage of the site will appear as showed in Fig. 1:

Fig. 1 – ESSE3 homepage

Select the english language on the top right corner (Fig. 1) and click the “**Registration**” link on the left menu (Fig. 2).

Fig. 2 – Registration link position

Web registration

On the following pages you can complete your registration to the website. At the end of the procedure you will be provided with a username and a password that will allow you to access the system in order to update your data and to access the available services. You can find the requested information and the procedure's steps below:

Check List

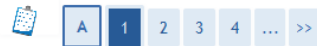
Activity	Step	Info	Status
A - Web registration			
	Notices		
	Italian Fiscal Code		
	Personal data		
	Permanent address		
	Domicile / correspondence address		
	Contacts		
	Registration review		
	Username and Password		

[Web registration](#)

Fig. 3 – Registration steps

Click [Web registration](#), read carefully all the instructions appearing in the pages and fill the forms with the requested information (Figures 4, 5, 6, 7). When selecting the country from the list wait a few seconds to let the page refresh.

If you don't have an "Italian Fiscal Code" click [Next](#) and the system will calculate it (Fig. 5).



Privacy Statement

You are kindly requested to read the Privacy statement for students regarding the data entry for identity registration according to article 13 of D.Lgs. 196/2003 (Privacy Act). [Read the statement.](#)

[Back](#) [Next](#)

Fig. 4 – Step 1: Privacy notice



Italian Fiscal Code

Enter your Italian Fiscal Code (if you have one) or flag "Foreign Student without Italian Fiscal Code" and click "Next"

Italian Fiscal Code

* Italian Fiscal Code

Foreign student without Italian Fiscal Code

[Back](#) [Next](#)



Registration: Personal data

The page displays the form to enter and change the user's personal details including the place of birth.

Personal data

Name*

Surname*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

First nationality*

Country of birth*

Municipality/City*

Italian Fiscal Code* (automatically created if not provided)

Warning: Your ITALIAN FISCAL CODE has been created automatically, check that it is correct and proceed. If you don't have an Italian Fiscal Code, you only have to select NEXT and confirm the code automatically created by the system.

[Back](#) [Next](#)

Fig. 5 – Step 2: Personal data form



Registration: permanent address

This page displays the form to enter or change the user's permanent address.

Permanent Address

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address *
(street, square, road)

N**

Telephone number

Domicile/correspondence address is same as permanent address* Yes No

Back Next



Registration: domicile / correspondence address

This page shows the form for entering or changing the domicile / correspondence address.

Domicile / Correspondence address

C/d

Country*

Municipality/City*

Postcode if in Italy

Hamlet

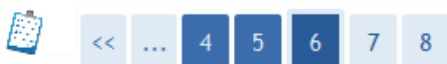
Address *
(street, square, road)

N**

Telephone number

Back Next

Fig. 6 – Step 3: Addresses information form



Registration: Contacts

This page displays the form to enter or change the user's contacts.

Contacts

Document contact* Permanent address Domicile/correspondence address

Email*

Certified e-mail

FAX

(country code - number) if you can't find your country code write it in the blank field:

Country code

Country code* (e.g.: for UK insert +44)

Mobile phone* Max. 16 digits

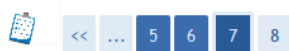
Mobile phone operator

I authorize the University to send YES NO
to my mobile text messages (SMS) of interest to UNIMORE students.*

I declare that I have been YES NO
informed about principles laid down in art. 13 of the Privacy Act ("Legislative Decree no. 196/2003") and I authorize the processing of my personal data by the University of Modena and Reggio Emilia. I also authorize the processing of my confidential data as stated in articles 20, 23 and 26 of the Privacy Act ("Legislative Decree no. 196/2003").*

Back Next


Fig. 7 – Step 4: Contact information




Registration: Registration review

This page displays a review of the information provided in the previous steps.


Personal data	
Name	JOHN
Surname	DOE
Gender	Male
Date of birth	01/01/1987
Nationality	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Italian Fiscal Code	DOEJHN87A01Z114B

 [Change personal data](#) Use this link to change your personal data

Permanent address	
Country	United Kingdom
Municipality/City	London
Postcode	
Hamlet	
Address	Malet Street
N°	15
Telephone	+44 020 7132
Domicile/correspondence address same as permanent address	No

 [Change permanence address data](#) Use this link to change your permanent address data

Domicile/correspondence address	
Country	France
Municipality/City	Paris
Postcode	
Hamlet	
Address	Rue d'Alger
N°	10
Telephone	+33 0144582
C/o	

 [Change domicile/correspondence address data](#) Use this link to change your domicile/correspondence address data

Contacts	
Document contact	Permanent address
Email	email.address@domain.com
Mobile phone	+44 77222110
Mobile phone operator	
Authorization to receive text messages from the University	Enabled
Authorization to processing of personal data according to Privacy Act ("Legislative Decree no. 196/2003")	Yes


 [Change contacts](#) Use this link to change your contacts

Fig. 8 – Step 5: Registration summary

After entering all the information, the system will show you your login credentials (Fig. 9).



TAKE NOTE OF YOUR LOGIN CREDENTIALS BEFORE CLICKING . YOU WILL NEED THESE KEYS TO ACCESS THE SYSTEM. REMEMBER TO KEEP THEM SAFE.

**Registration: Registration completed!**

If you entered all the requested information, the registration is completed.
To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

NOTICE FOR ERASMUS AND OTHER MOBILITY PROGRAMS INCOMING STUDENTS: YOUR REGISTRATION IS NOT YET COMPLETED. In order to complete the registration and print the application form, please access the reserved area clicking on "Login" and use your credentials.

Access keys	
Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	209488
Password	XXXXXXXX

The access keys have been sent successfully to the e-mail address you provided. It is recommended to wait about 1 minute before logging in, in order to allow the update of your registration data. IMPORTANT: when you'll perform login, remember to type your password using UPPERCASE letters.

[Perform Login](#)

Fig. 9 – End of registration and Login credentials

Click [Perform Login](#) and use your **Username** and **Password** to enter your personal area (Fig. 10).

**Registration: Registration completed!**

All the information required has been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so.
We recommend you to keep safe your username and password for future access.

[Perform Login](#)

Fig. 10 – Login window

2. REGISTERING FOR THE COURSE / EVENT

Once acceded, click the **"Admission"** link on the left menu (Fig. 11).

JOHN DOE HOME

Registered Users Area - Welcome JOHN DOE

The service was created to maintain contacts with users interested in the University world. In this section you can find all the news and appointments and keep up to date with the changes in the University world.

Registered Area Organisation

- Reserved Area
 - Logout
 - Change Password
 - my e-mail
- Registered visitor area
 - Master data
 - Taxes
 - Admission**
 - Evaluation test

Fig. 11 – Registered user area

Click **Admission Exams** to proceed.

IMPORTANT: EVEN IF THE ON-LINE REGISTRATION REFERS TO ADMISSION EXAMS, THE PARTICIPATION TO MEETINGS OR WORKSHOPS IS OPEN TO EVERYBODY AND DOES NOT REQUIRE ANY TEST.

Select "**Summer School, Meeting, Workshop**" from the list in Fig. 12 and click **Next**.

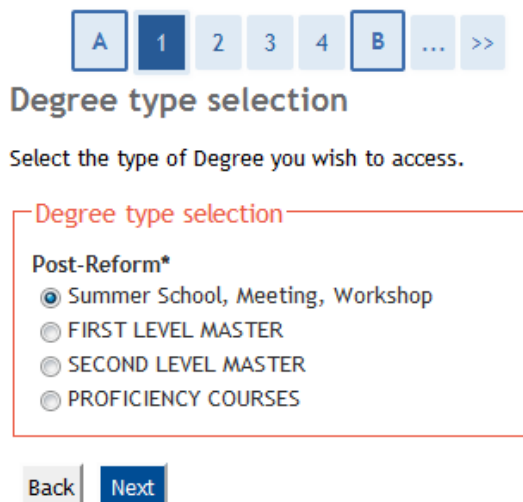


Fig. 12 – Course type selection

Choose from the list the course/event you wish to register for (Fig. 13). Click **Next** to proceed.

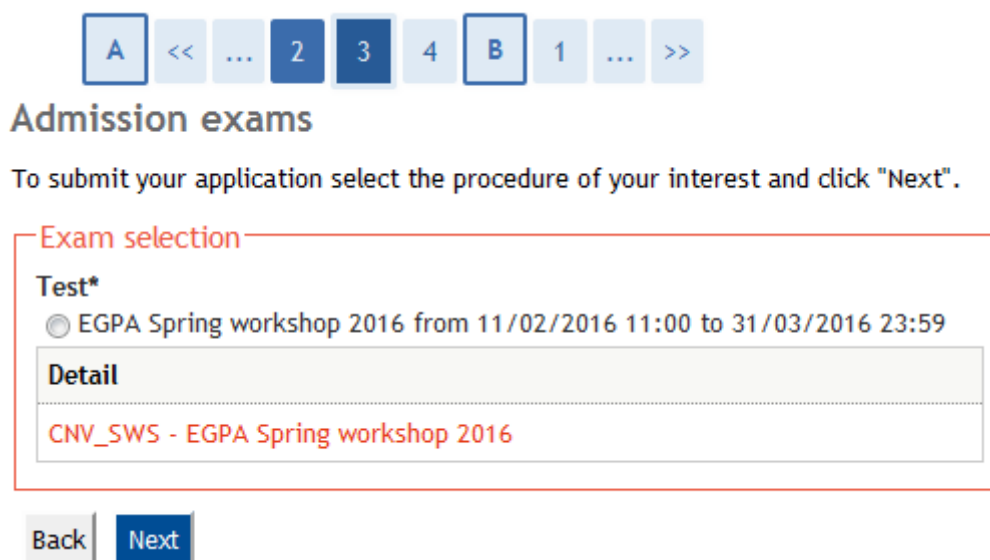


Fig. 13 – Summer School, Meeting, Workshop list

In the next form you will be asked to specify if you need any kind of assistance.



Other data

Area reserved to candidates who need assistance to take the test (if expected).

Request for assistance to take the test

I request assistance to take the test (Act 104/92 and subseq. amendments) Yes No

Disability type

Percentage of disability percentage must be between 0 and 100

The assistance note length must be less than 2000 characters

Assistance note

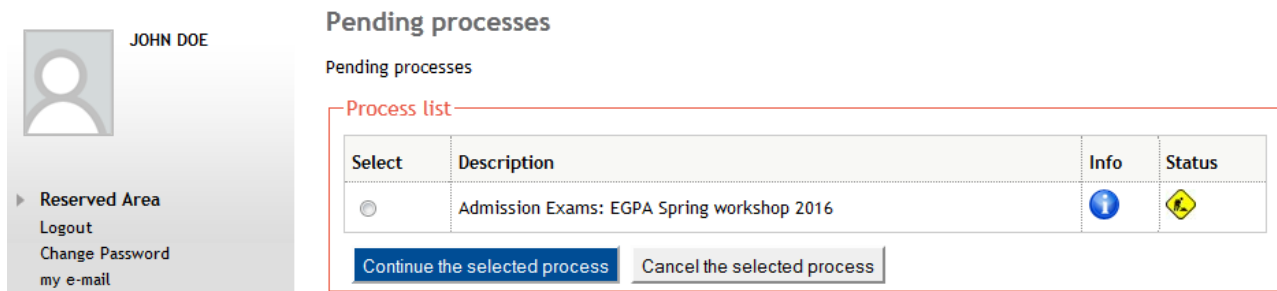
[Back](#) [Next](#)

Fig. 14 – Assistance request

Click [Next](#) to continue.

2.1 CANCELING OR CONTINUING A PENDING PROCESS



After each partial confirmation given during the process, the system allows you to stop the procedure and resume it later from where you left it.
In case there is a pending process, the system will ask you what to do with it (Fig. 15).



Pending processes

Pending processes

Process list

Select	Description	Info	Status
<input type="radio"/>	Admission Exams: EGPA Spring workshop 2016		

[Continue the selected process](#) [Cancel the selected process](#)

Fig. 15 –Pending process

After selecting the pending process, you can continue it clicking [Continue the selected process](#) or cancel it clicking [Cancel the selected process](#).

3. CONFIRMATION AND PAYMENT

At the end of on-line procedure, your registration will become PERMANENT and **no further change can be made**.

Click the button [Payments](#) (Fig. 16) to go to the “**Taxes**” area (this link also appears in the left menu).

Admission exam application review

To check the status of your admission application, scroll down the page and check:

- if you see the button "Print application", your application is complete and you will no more be able to modify it;
- if otherwise you see the button "Modify application", your application is incomplete and you can still modify it. In this case, remember to explicitly confirm it and to continue until you click the button "Save the data" in order to participate to the selection.

Admission exam	
Description	EGPA Spring workshop 2016
Year	2015/2016
Pre-roll list	1

Other data	
Request for assistance	No

For		
Detail	Scad. ammissione	Scad. preimmatricolazione
CNV_SWS - EGPA Spring workshop 2016		

Details about requirements

No test is associated to this admission

[Admission exams homepage](#)
[Payments](#)

Fig. 16 – Final page and "Payments" button

Clicking [Payments](#) you will enter the "Taxes area" (Fig. 17), where you can pay the fee on-line via credit card. Click the invoice number (Fig. 17) to proceed.

Tax List

This page displays tax list and relevant amount.


Invoice	Bulletin code	Year	Description	Expiry Date	Amount	Status
Payment not received						
1372632	00000000000001372632	15/16	Meeting / Workshop	31/03/2016	€ 100,00	

Fig. 17 – Tax list

Finally, click the button [Online Payment](#) to perform the payment via credit card (Fig. 18 and Fig. 19).

Invoice Detail

Tasse			
Anno	Instalment	Item	Amount
Meeting / Workshop			
2015/2016	Rata Unica	Iscrizione convegni	€ 100,00

[Online Payment](#)

[MAV Print](#)

Fig. 18 – Invoice detail

The screenshot shows a web browser window with the address <https://pagamenti.unicredito.it/startInsert.do>. The page features the UniCredit logo on the left and the PagOnline Business logo on the right. The main content is divided into two sections: "Order information" and "Credit card data".

Order information

Order number:	4881165
Order amount:	100,00
Currency:	EURO
In favour of:	UNIV.MODENA E REGGIO

Credit card data

Credit card holder:

Card type:

Card number:

expiration date mm/yyyy:

Our bank will send you an email about the result of your credit card transactions. Please indicate your email address in the following field:

For more information regarding your order, please contact the merchant:
UNIV.MODENA E REGGIO

Press one of the following buttons in order to cancel or continue with payment

[Informativa cookies](#)

Fig. 19 – On-line payment by credit card

 IF YOU REQUIRE FURTHER HELP CONCERNING THE ON-LINE PROCEDURE SEND AN E-MAIL TO webhelp@unimore.it SPECIFYING YOUR NAME AND DESCRIBING THE PROBLEM YOU ENCOUNTERED.