



REGISTRATION GUIDE FOR INCOMING STUDENTS

LAST UPDATED: 16/05/2014

Edited by the Help On-line Service

Direzione Pianificazione, Valutazione e Formazione

**with the support of the
Students Mobility Office - Direzione Servizi agli Studenti**



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1. ON-LINE REGISTRATION

Go to the website <http://www.esse3.unimore.it/>, select the english language (Fig. 1) and click the **"Registration from Access Code"** link on the left menu (Fig. 2).

The screenshot shows the UNIMORE website homepage. At the top, there is a header with the university logo and name. Below the header, there is a navigation bar with links for Home, Ateneo, and Help. On the right side of the navigation bar, there is a language selection menu with options for 'eng' (English) and 'ita' (Italian). A red box highlights the 'eng' option, and a red arrow points to it. On the left side, there is a vertical menu with various links. The 'Area Riservata' (Reserved Area) is expanded, showing links for 'Registrazione' (Registration), 'Login', 'Password dimenticata' (Forgot password), and 'La mia email' (My email). Below this, there is a section for 'Didattica' (Didactics) with links for 'Dipartimenti / ex Facoltà' (Departments / former Faculties), 'Corsi di Laurea' (Courses of study), 'Corsi di Specializzazione' (Specialization courses), 'Dottorati di ricerca' (Doctoral courses), 'Master di primo livello' (Master of first level), 'Master di secondo livello' (Master of second level), and 'Offerte di Tirocinio' (Internships). Further down, there is a section for 'Esami' (Exams) with links for 'Bacheca Appelli d'esame' (Exam board calls) and 'Bacheca Appelli di Laurea' (Degree exam board calls). At the bottom of the left menu, there is a section for 'Mobilità internazionale' (International mobility) with a link for 'Registration from Access Code'. A red box highlights this link, and a red arrow points to it.

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA
SERVIZI WEB PER STUDENTI E DOCENTI

Home Ateneo Help

Area Riservata
Registrazione
Login
Password dimenticata
La mia email

Didattica » Direzione Servizi agli Studenti - Servizi didattici
Direzione Servizi agli Studenti - Servizi didattici

IMMATRICOLAZIONI E ISCRIZIONI ANNO ACCADEMICO 2014/2015

Sono aperte le iscrizioni alla prova di selezione per i corsi di laurea Magistrali a ciclo unico in Medicina e Chirurgia (LM 41) e in Odontoiatria e protesi dentaria (LM 46).
Per maggiori informazioni, leggere attentamente il bando :<http://www.unimore.it/bandi/StuLau-LauCUMed.html>.

Informativa sulle credenziali di accesso

Le credenziali di accesso a ESSE3 (di **studenti** e **docenti**) sono unificate a quelle che si utilizzano per accedere via web alla propria casella di posta elettronica di Ateneo ed agli altri servizi informatici UNIMORE (Dolly, Wi-fi, VPN, ecc...).

In caso di smarrimento della propria password è possibile ottenerne una nuova utilizzando la **funzione "Password dimenticata"** presente anche nel menù di sinistra di questa pagina web.

Se non risultasse efficace l'utilizzo di tale funzione, è possibile richiedere le credenziali scrivendo all'indirizzo di posta elettronica **webhelp @ unimore.it**. Nella richiesta occorre:

1. indicare i propri **dati anagrafici** (cognome, nome, data e luogo di nascita e Codice Fiscale);
2. specificare l'**indirizzo di posta elettronica personale** (quindi non unimore.it) al quale si desidera ricevere le credenziali;
3. allegare la copia elettronica fronte e retro (ottenuta con scansione o fotografia digitale) di un **documento di identità** in corso di validità.

ATTENZIONE: e-mail di dimensioni complessive superiori a 2 Megabyte non saranno prese in carico dal servizio di assistenza.

Fig. 1 – ESSE3 homepage and language choice

The screenshot shows the UNIMORE website 'Didactic Structure Area'. The header and navigation bar are the same as in Fig. 1. The left menu is expanded to show the 'Didattica' (Didactics) section, which includes links for 'Dipartimenti / former Faculties', 'Courses of study', 'Specialization courses', 'Doctoral courses', 'Master', 'Classes of laurea degrees', 'Places', and 'Internships'. Below this, there is a section for 'Exams' with links for 'Notice board exams roll calls' and 'Notice board exams results'. At the bottom of the left menu, there is a section for 'International mobility' with a link for 'Registration from Access Code'. A red box highlights this link, and a red arrow points to it. The main content area on the right is titled 'Didactic Structure Area' and contains text explaining the purpose of the page and how to access student services.

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA
SERVIZI WEB PER STUDENTI E DOCENTI

Home Ateneo Help

Reserved Area
Registration
Login
Forgotten password
my e-mail

Didactics » Didactic Structure Area
Didactic Structure Area

This page is the start point to find out the information regarding the courses offered by the University of Modena and Reggio Emilia.

Via the menu items is possible the access to the information regarding the faculties, the study courses and the University governance.

If you already have a **badge** you can access to the student services by clicking 'Login' and following the instruction.

If you are not a student and you want to access to the **enrollment** section or **register to the access exams** for the courses with programmed entry, you should register on this website by clicking 'Registration'.

Fig.2 – Application code from Access Code link

Fill-in the form with your name, family name and date of birth (Fig. 3).

The **ACCESS CODE** is the number you have received from the UNIMORE Students Mobility Office.

Then, click [Proceed](#).

Registration from ACCESS CODE

Complete information for Incoming Students: click [here](#) to read it

Quick registration guide for Incoming Students: click [here](#) to download it

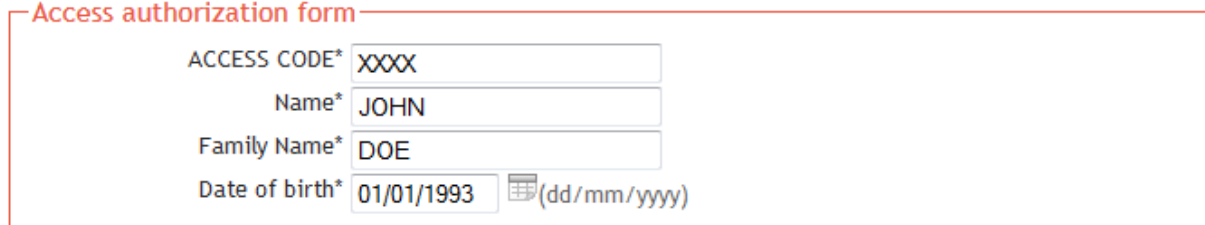
Complete registration guide for Incoming Students: click [here](#) to download it

Fill-in the form with your name, family name and date of birth.

The ACCESS CODE is the number you have received from the Unimore Students Mobility Office.

After the registration, you will get the username and the password you will need to complete the Application Form: print and send it (together with the required documentation) to the Unimore Students Mobility Office.

Access authorization form



ACCESS CODE* XXXX

Name* JOHN

Family Name* DOE

Date of birth* 01/01/1993 (dd/mm/yyyy)

[Proceed](#)

Fig. 3 – Access code form

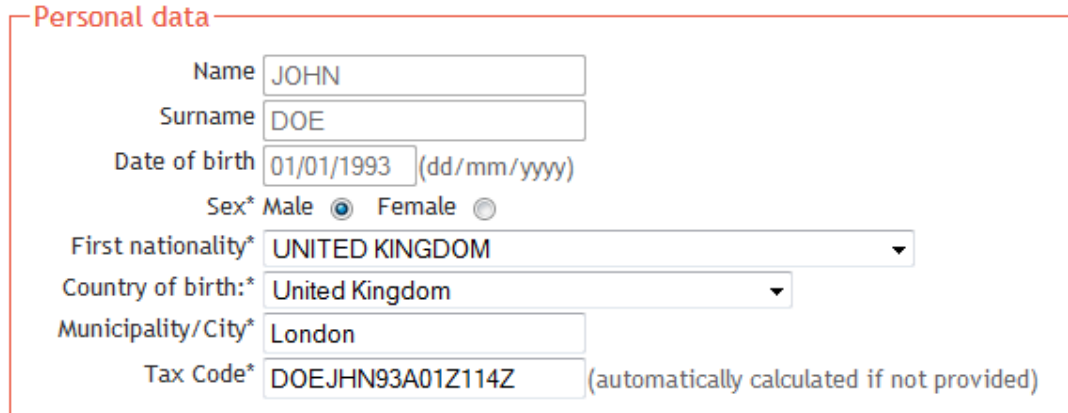
In the next form you will see your personal data (Fig. 4). Check it and in case you find any errors correct them.

The **TAX CODE** is automatically calculated by the system. You don't have to check it.

Registration: Personal data

The page shows the form for entering and changing the user's personal details and place of birth.

Personal data



Name JOHN

Surname DOE

Date of birth 01/01/1993 (dd/mm/yyyy)

Sex* Male ☒ Female ☐

First nationality* UNITED KINGDOM

Country of birth:* United Kingdom

Municipality/City* London

Tax Code* DOEJHN93A01Z114Z (automatically calculated if not provided)

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[Next](#)

Fig. 4 – Personal data form

In the next form (Fig. 5), insert the information about your permanent address (residence) and your eventual domicile in your own country.



Registration: residence address

This page shows the form for entering or changing the user's address of residence.

Residence

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address * (street, square, road)

N**

Telephone number

Domicile is same as residence* Yes ☐ No ☐

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



Registration: domicile address

This page shows the form for entering or changing the user's address of domicile.

Domicile

C/O

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address * (street, square, road)

N**

Telephone number

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

Fig. 5 – Permanent address information

Then, you will be asked to enter your contact information (Fig. 6).



Registration: Contacts

This page shows the form for entering or changing the user's contacts.

Contacts

Email*

(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

I declare that I have received the Y ☒ N ☐
information pursuant to art. 13 of
Legislative Decree no. 196/2003
and I consent to the treatment of
my personal data by the
University of Modena and Reggio
Emilia; I also give my consent
pursuant to articles 20, 23 and 26
of Legislative Decree no.
196/2003 for the treatment of my
sensitive data.*

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Fig. 6 – Contact information

The fields listed in this page (Fig. 6) are:

- **E-mail:** insert the e-mail address you want to be used for receiving communications. UNIMORE will use this address to contact you, so choose an e-mail address you usually check for e-mails;
- **Country code:** insert the international country code (e.g.: +34 for Spain, +33 for France, +49 for Germany, etc.) of your mobile phone number;
- **Mobile phone:** insert your mobile phone number (without the international country code);
- **Personal data treatment:** you have to choose Y (= Yes) in order to continue.

Next (Fig. 7), you will be asked to choose the password that will allow you to **register to the exams** (see Chapter 5 of this guide) and to use the UNIMORE on-line services, such as **Wi-Fi, university computers, DOLLY** websites, etc.

The password you choose must be **8 characters** long and must contain UPPERCASE LETTERS and/or numbers (other symbols are not allowed).

In case you type any lowercase letters they will automatically be converted in UPPERCASE ones. For example: even if you type your password as 'proj4us7' it will be automatically converted in UPPERCASE ones, so your password will be 'PROJ4US7'.



Registration: Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

The password you choose must be **8 characters long** and must contain **UPPERCASE LETTERS* and/or numbers** (other symbols are not allowed).

** in case you type any lowercase letters they will automatically be converted in UPPERCASE ones. FOR EXAMPLE: even if you type your password as proj4us7 it will be automatically converted in UPPERCASE ones, so your password will be PROJ4US7.*



WARNING: the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be no more than 8 characters

Choose password

Password (8 characters)*

Confirm password*

Back

Forward

Fig. 7 – Password choice

Clicking **Forward**, you will get to the registration summary (Fig. 8).



Registration: Registration summary

In this page is summarized the information provided in the previous steps.

Personal data

Name	JOHN
Surname	DOE
Sex	Male
Date of birth	01/01/1993
Nationality	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Tax code	DOEJHN93A01Z114Z

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

Residence

Country	United Kingdom
Municipality/City	London
Postcode	
Hamlet	
Address	Malet Street
N°	10
Telephone	
Domicile same as residence	Yes

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

Contacts

Email	email.address@domain.com
Mobile phone	+44 12345678
Authorization of treatment of personal data according to Legislative Decree no. 196/2003	Yes

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

[Back](#) [Confirm](#)

Fig. 8 – Registration summary


After clicking [Confirm](#) (Fig. 8), your username and password will be shown in the final page of the registration process (Fig. 9) and also sent to the e-mail address you provided in your contact information (Fig. 6).

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.

Access keys	
Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	192440
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 your username and password

The username and the password you've chosen (Fig. 9) allow you to login to your personal area of the website <http://www.esse3.unimore.it/> (Fig. 10) and to register to the **Italian language placement test** (you can find all the information about the test at the following web address: <http://www.clamore.unimore.it/en/exams/placement-test-it>).

You will also need username and password to **register to the exams** (again by logging into the website <http://www.esse3.unimore.it/>, see Chapter 5 of this guide) and to use the UNIMORE on-line services, such as **Wi-Fi, university computers, DOLLY** websites, etc.

2. APPLICATION FORM COMPLETION

In order to fill-in your application form, you have to login to the ESSE3 website (<http://www.esse3.unimore.it>) using your username and password (Fig. 10).



The screenshot shows the UNIMORE website header with the logo and navigation links (Home, Ateneo, Help). On the left, a sidebar menu lists 'Reserved Area' with sub-items: 'Registration', 'Login' (highlighted with a red circle and arrow), 'Forgotten password', and 'my e-mail'. Below this is a 'Didactics' section with links to 'Departments / former Faculties', 'Courses of study', 'Specialization courses', 'Doctoral courses', and 'Master'. The main content area shows the 'Didactics » Didactic Structure Area' page, which provides information about the university's courses and services.

Fig. 10 – ESSE3 login link

Once entered into your personal area, click the **“Application Form for Incoming students”** link on the left menu (Fig 11).

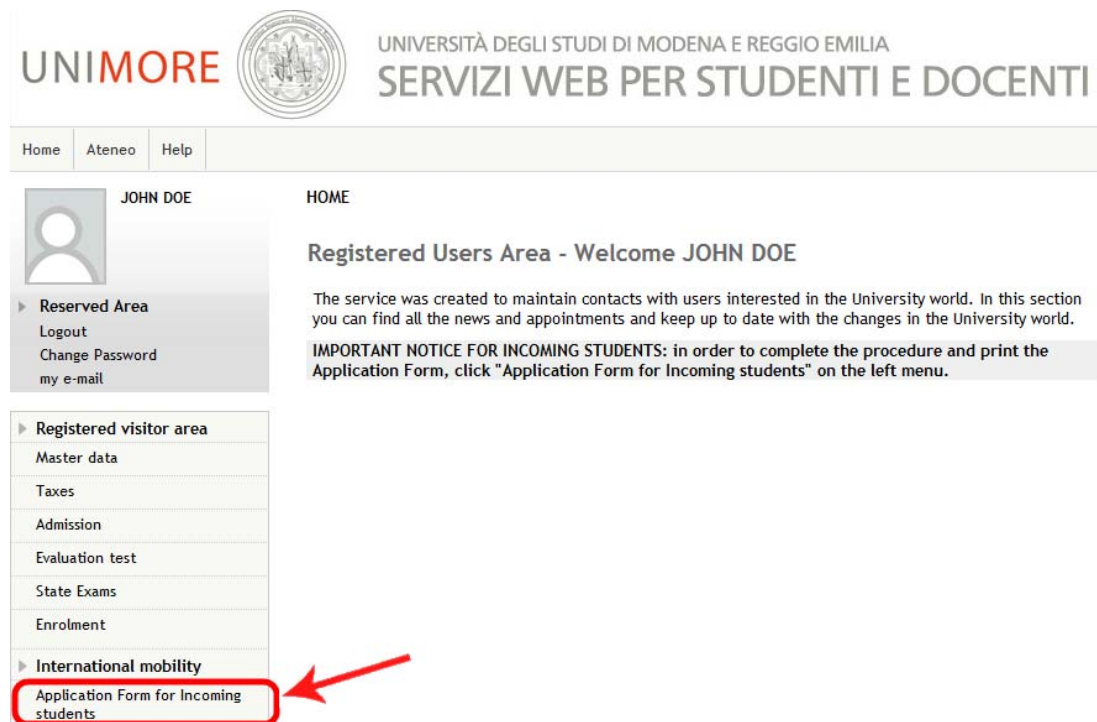


Fig. 11 – Link to the “Application Form for Incoming students”

Then, click [Application Form for Incoming Students](#) (Fig. 12), click [Forward](#) and you will be asked to enter your identity document information (Figg. 13).

Application Form for Incoming Students

Through the following pages you will be able to fill-in your Application Form as an Incoming Student to the University of Modena and Reggio Emilia. At the end of the procedure, you must print your Application Form then put a photo on it, fill-in the fields with your Home Institution data and the other fields which need to be completed.

When finished, please send by ordinary post:

- the printed copy of the Application Form;
- 1 original signed copy of the learning agreement (duly signed by you and your Home Institution);
- 1 copy of the transcript of records.

IMPORTANT NOTICE:

- students who will study in Modena campus must send the above mentioned documents to the following address: Università degli Studi di Modena e Reggio Emilia - Ufficio Mobilità Studentesca - Via Università, 4 - 41121 Modena - ITALY within the deadlines foreseen in the e-mail sent by the Students Mobility Office;
- students who will study in Reggio Emilia campus must send the above mentioned documents to the following address: Università degli Studi di Modena e Reggio Emilia - Ufficio Mobilità Studentesca - Viale Allegri, 15 - 42121 Reggio Emilia - ITALY within the deadlines foreseen in the e-mail sent by the Students Mobility Office.

Click the blue button "Application Form for Incoming Students" to continue.


[Application Form for Incoming Students](#)

Fig. 12 – Application Form for Incoming students: read the instructions and click the blue button to continue

Click [Insert a new Identity document](#) (Fig. 13a) to continue.

Identity document

Identity documents to be entered

 No Identity documents inserted

[Insert Identity Document](#)

[Back](#) [Forward](#)

Fig. 13a – Identity document information

Identity Document

The page shows the form for entering and changing the identity document details

IMPORTANT NOTICE:


1. For NON EU STUDENTS it is compulsory to indicate only the PASSPORT NUMBER;
2. UE STUDENTS can choose only ONE document type: or IDENTITY CARD or PASSPORT NUMBER.


Identity Document

Document type*

Number

Issued by

Date of Issue  (dd/mm/yyyy)

Validity Expiry Date  (dd/mm/yyyy)

[Back](#) [Forward](#)

Fig. 13b – Identity document information

Identity document

Identity documents to be entered

Document type	Number	Issued by	Date of issue	Validity expiry date	Status	Actions
Passport	123456789	United Kingdom authority	01/01/2009	01/01/2019		 

[Back](#) [Forward](#)

Fig. 13c – Identity document list

Then, the procedure will ask you to insert your expected dates of arrival and departure and the expected duration (in months) of your study period (Fig. 14).

Application Form for Incoming Students

The page shows the required data for the Application Form

Origin	
Institution of Origin:	UNIVERSITY OF BIRMINGHAM
ERASMUS Code:	UK BIRMING02

Destination	
Academic Year:	2014
Type of Program:	EXCHANGE PROGRAMS
Project:	LLP/ERASMUS

Period of Study

Academic Year	2014/2015
Planned arrival date*	15/09/2014 (dd/mm/yyyy)
Planned departure date*	15/02/2015 (dd/mm/yyyy)
Expected duration (in months)*	5

[Back](#) [Forward](#)

Fig. 14 – Study period information

Once you have filled-in the form, click [Forward](#) to complete your Application Form.

At the end of the on-line procedure, click [Print Application Form](#) to **print** your Application Form, put a **photo** on it, **fill-in** the fields with your Home Institution data and the other fields which need to be completed.

When finished, please **send by ordinary post**:

- the printed copy of the **Application Form**;
- 1 original signed copy of the **learning agreement** (duly signed by you and your Home Institution);
- 1 copy of the **transcript of records**.

IMPORTANT NOTICE:

- students who will study in Modena campus must send the above mentioned documents to the following address: **Università degli Studi di Modena e Reggio Emilia - Ufficio Mobilità Studentesca - Via Università, 4 - 41121 Modena – ITALY** within the **deadlines** foreseen in the e-mail sent by the Students Mobility Office;
- students who will study in Reggio Emilia campus must send the above mentioned documents to the following address: **Università degli Studi di Modena e Reggio Emilia - Ufficio Mobilità Studentesca - Viale Allegri, 15 - 42121 Reggio Emilia – ITALY** within the **deadlines** foreseen in the e-mail sent by the Students Mobility Office.

3. APPLICATION FORM PRINT

As soon as you have completed your Application Form you can either **print it immediately** or you can logout and **print it later**.

To print your Application Form at a later time, you have to login again to the ESSE3 website (<http://www.esse3.unimore.it>) using your username and password (Fig. 10) and click the link “**Application Form for Incoming students**” on the left menu (Fig 11).

Then, click the button [Print Application Form](#) on the right side of the webpage.

4. HOW TO CHANGE YOUR PASSWORD

After completing the registration (Fig. 9), you will be given a username and a password you will need to use the UNIMORE on-line services.

To change your password click the link “**Password dimenticata / Forgotten password**” on the left menu of the ESSE3 website (Fig. 1) or go to https://iam.unimore.it/cambia_password/login.php (Fig. 15).



Fig. 15 – Password management webpage

Enter your UNIMORE username and your current password and click “**accedi**”.

Then, type in your new password twice (be careful: the password is case-sensitive, UPPERCASE letters are different from lowercase ones) and click “**Cambia**”.

The new password must be at least **8 characters** long.

5. HOW TO GET A NEW PASSWORD

In case you remember your UNIMORE username but you **forgot your password**, click the link “**Password dimenticata / Forgotten password**” on the left menu of the ESSE3 website (Fig. 1) or go to https://iam.unimore.it/cambia_password/login.php (Fig. 15).

Insert your username, flag the option “**Ho scordato la password**” and click “**accedi**”.

You will receive an e-mail to the address you provided during the registration (Fig. 6) containing a link. Click the link and you will receive a second e-mail, containing your new password.

You can change the password by following the instructions described above (Chapter 4, “How to change your password”).


In case you **forgot both username and password**, send a request in order to obtain again a username and a password to the e-mail address webhelp@unimore.it containing:

- your personal data (name, surname, date and place of birth);
- the e-mail address you want to be used to receive your username and a password;
- the digital copy (obtained by scanner or digital camera) of a valid (= not expired) identity document.

6. HOW TO REGISTER TO EXAMS

A. Go to <http://www.esse3.unimore.it/> (Fig. 10) and login using your username and password.



- B. Click "**Appelli d'esame / Exams roll calls**" on the left menu. If the exam you look for is not shown, click "**Ricerca appelli / Call search**", write the name of the exam (or part of it) in the blank space and click "**Cerca / Search**".
- C. If more than one exam is found, be careful and choose the correct one by checking the course of study it is related to.
- D. Click the icon  next to the exam you want to register to and follow the registration procedure until you obtain the final confirmation.
- E. Finally, click "**Bacheca prenotazioni / Booking notice board**" on the left menu to check the exams you registered to and, if necessary, print the receipt of registration.
- F. To check the results of your exams you can click "**Results notice board**" on the left menu of your ESSE3 personal area or check your UNIMORE e-mail (by logging in at the website <http://start.studenti.unimore.it/> using your username and password).