Registration guide for Incoming Students

Last updated: 09/05/2024

Edited by the UNIMORE IT Services

Direzione Sistemi Informativi (ufficio RTD) e Assicurazione Qualità

**with the support of the
International Relations Office**

Summary:

1. On-line registration

Go to the website https://www.esse3.unimore.it , open the right menu (Fig. 1) and select the english language (Fig. 2).

Fig. 1 – ESSE3 homepage and navigation menu

Click "**International mobility → Registration from access code**" on the right menu (Fig. 2).

Fig.2 – Language choice and International mobility menu

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

The <u>ACCESS CODE</u> is the number you have received from the UNIMORE International Relations 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 International Relations and Students' Mobility Office.

After the registration, you will get the username and the password you will need to complete the Application Form.

Access authorization form

ACCESS CODE*	XXXX
Name*	JOHN
Family Name*	DOE
Date of birth*	01/01/1999
	(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 <u>ITALIAN FISCAL CODE</u> is automatically calculated by the system. You don't have to check it.

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	JOHN
Surname	DOE
Date of birth	01/01/1999
	(dd/mm/yyyy)
Gender*	◉ Male ○ Female
First Citizenship*	UNITED KINGDOM
Country of birth:*	United Kingdom
Municipality/City*	London
Italian Fiscal Code*	DOEJHN99A01Z730L
	(automatically created if not provided)

[Back] [Next]

Fig. 4 – Personal data form

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

Registration: permanent address

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

Permanent Address

Country*	United Kingdom
Municipality/City*	London
Postcode	
	if in Italy
Hamlet	
Address *	Malet Street
	(street, square, road)
N°*	15
Telephone number	+44 020 7132
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/o	
Country*	France
Municipality/City	Paris
Postcode	
	if in Italy
Hamlet	
Address *	Rue d'Alger
	(street, square, road)
N°*	10
Telephone number	+33 0144582

Back Next

Fig. 5 – Permanent address and domicile information

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

Registration: Contacts

This page displays the form to fill out, where you can change your contacts details.

Contacts

Email*	email.address@domain.com
	(country code - number) if you can't find your country code write it in the blank field:
Country code	--
Country code*	+44
	(e.g.: for UK insert +44)
Mobile phone*	77222110
	Max. 16 digits
Privacy*	I declare that I have been informed about principles laid down in art. 13 of EU Regulation 2016/679 and I authorize the processing of my personal data by the University of Modena and Reggio Emilia. ● YES ○ NO

Back Next

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 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**, **Moodle**, etc.

The password you choose must be <u>8 characters</u> 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 <u>8 characters long</u> and must contain <u>UPPERCASE LETTERS*</u> <u>and/or numbers</u> (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).

UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

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	01/01/1999
Citizenship	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Italian Fiscal Code	DOEJHN99A01Z730L

🖉 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	Yes

🖉 Change permanence address data **Use this link to change your permanent address data**

Contacts

Email	email.address@domain.com
Mobile phone	+44 77222110
Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation)	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).

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

To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

Login credentials

Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	210290
Password	XXXXXXXX

Your credentials 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 https://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.cla.unimore.it/site/en/home/language-tests/italian-placement-test.html).
You will also need username and password to **register to the exams** (again by logging into the website https://www.esse3.unimore.it, see Chapter 5 of this guide) and to use the UNIMORE on-line services, such as **Wi-Fi**, **university computers**, **Moodle**, etc.

2. Application form completion

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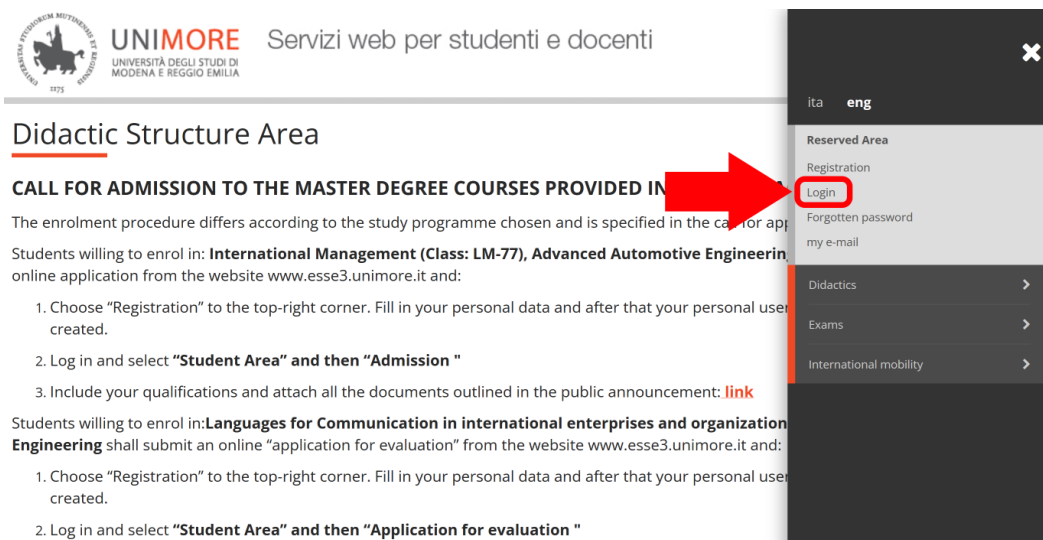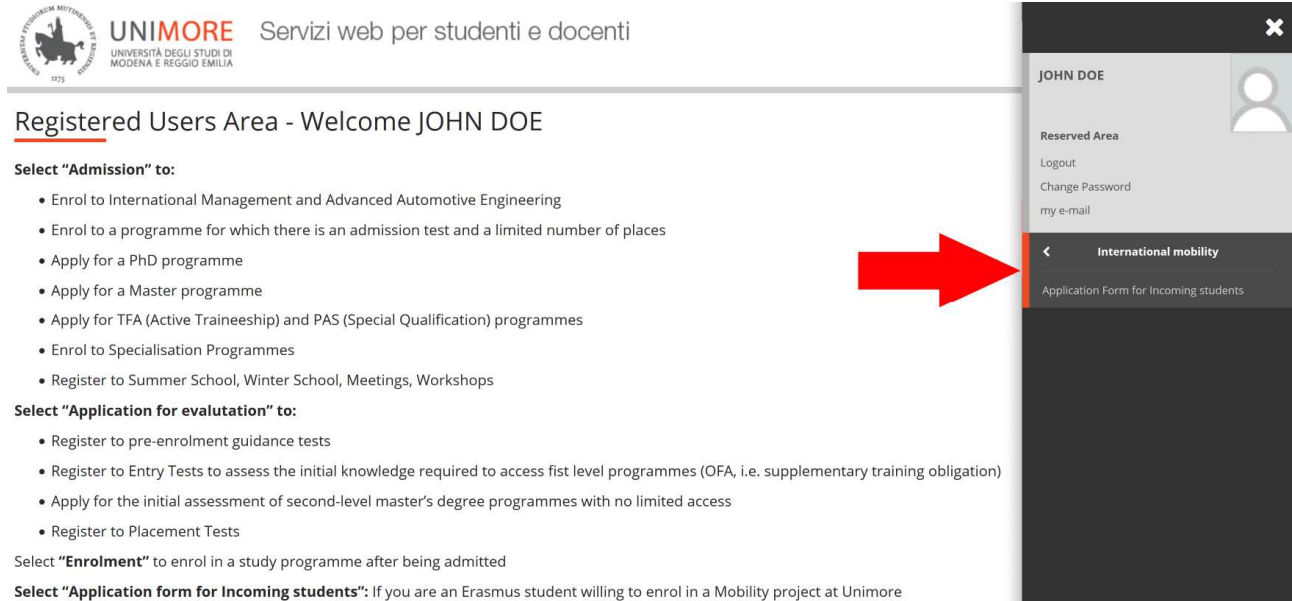

Fig. 10 – ESSE3 login link

Once entered into your personal area, click the **"Application Form for Incoming students"** link on the right section (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 (Figs. 13).

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

Click [Insert Identity Document] (Fig. 13a) to continue.

Identity document

The page displays the form to enter and change the identity document details.
It is compulsory to enter the data related to the ID.

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 documents to be entered ─────────────────────────┐
│ ⚠ No Identity documents inserted   │
│   │
│ [Insert Identity Document]   │
└──┘

[Back] [Forward]

Fig. 13a – Identity document information

Identity Document

┌─ 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

The page displays the form to enter and change the identity document details.
It is compulsory to enter the data related to the ID.

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 documents to be entered ───┐
│   │

Document type	Number	Issued by	Date of issue	Validity expiry date	Status	Actions
Passport	123456789	United Kingdom Authority	01/01/2016	01/01/2026	🟢	🔍 🗑

│   │
└──┘

[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).

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, **fill-in** the fields with your Home Institution data and the other fields which need to be completed.

When finished, please **upload** at the following web page https://www.isu-services.it/en/universities/39 :
– copy of your valid **Passport/Identity card** (pdf format);
– the scan printed copy of the **Application form** duly signed by you (pdf format);
– the scan copy of the **Learning agreement** duly signed by you and your Home Coordinator (pdf format);
– the scan copy of the **Transcript of records**, it is a certificate that lists the exams you've already passed and it's issued by your Home Institution (pdf format);
– one **Picture** passport size (we mean a picture like the one you've put on your passport and/or identity card) (jpg format).

You have to upload the above listed documents within the deadlines foreseen in the e-mail sent by the International Relations 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 (https://www.esse3.unimore.it) using your username and password (Fig. 10) and click the link **"Application Form for Incoming students"** on the right 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 right section of the ESSE3 website (Fig. 1) or go to https://iam.unimore.it/cambia_password/login.php (Fig. 15).

Fig. 15 – Password management web page

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 or the e-mail address provided during your registration, but you **forgot your password**, click the link **"Password dimenticata / Forgotten password"** on the right section of the ESSE3 website (Fig. 1) or go to https://iam.unimore.it/cambia_password/login.php (Fig. 15).

Click **"Non ricordo le mie credenziali!"**, flag the option "Username" or "Email personale (non UNIMORE) registrata" and click **"Avanti"**. Type in your UNIMORE username or the e-mail address provided during your registration and click **"Continua"**. You will receive an e-mail containing a link, click it 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 login credentials and e-mail address**, send a request in order to obtain again a username and a new 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 https://www.esse3.unimore.it (Fig. 10) and login using your username and password.

B. Click **"Area Studente / Student Area → Appelli d'esame / Exams roll calls"** on the right 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 **"Area Studente / Student Area → Bacheca prenotazioni / Booking notice board"** on the right 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 **"Area Studente / Student Area → Bacheca esiti / Results notice board"** on the left menu of your ESSE3 personal area or check your UNIMORE e-mail (by logging in at the website https://start.studenti.unimore.it/ using your username and password).