



# **GUIDE TO REGISTER ON THE UNIVERSITY SYSTEM AND TO RECOVER CREDENTIALS IN THE EVENT OF LOSS**

## **ESSE3**

This guide was created to facilitate the online registration for competition of students for first and second level professional master programmes via the University online services.

Please note, the examples reported below were done in a simulation context therefore there may be differences related to later updates of the pages or procedures.

The data entered are purely random and are for illustrative purposes and do not refer to any existing person.



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## 1. Registration to the secretarial system ESSE3

In order to access the online services of the University, you must register by entering your personal details in the student secretarial system in order to obtain the credentials necessary.

It is advisable to proceed well in advance to the start of enrolment/admission for competitions.

If you have already registered in the past, proceed promptly to verify that the credentials in your possession are still valid.

At any time and for any difficulty you may contact the Service Desk by sending an email to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) or by calling the number +39 0521 906789.

### Access Queue

In case of a high number of accesses (for example during click day), the ESSE3 system provides for the creation of a queue based on the time of arrival. You will be placed on a waiting list that will update every ten seconds. While you wait do not press any buttons, the page will automatically transfer you to the ESSE3 student secretarial system when it is your turn.

The screenshot shows the University of Parma website interface for the ESSE3 system. At the top, there is a blue header with the university logo and name, the slogan "il mondo che ti aspetta", and a "Servizi online" link. Below the header, there are language options "ITA" and "ENG". The main content area displays the message "Sei in attesa di accedere al sistema." followed by "Davanti a te ci sono 6 persone;". A warning message states: "Non chiudere né ricaricare la pagina per non perdere la priorità acquisita. L'elevato numero di accessi è causato dall'apertura delle immatricolazioni." Below this, there is a progress indicator consisting of a circular gauge showing the number "6" and a horizontal bar with a red location pin icon and "45%" above it, indicating the current progress of the queue.

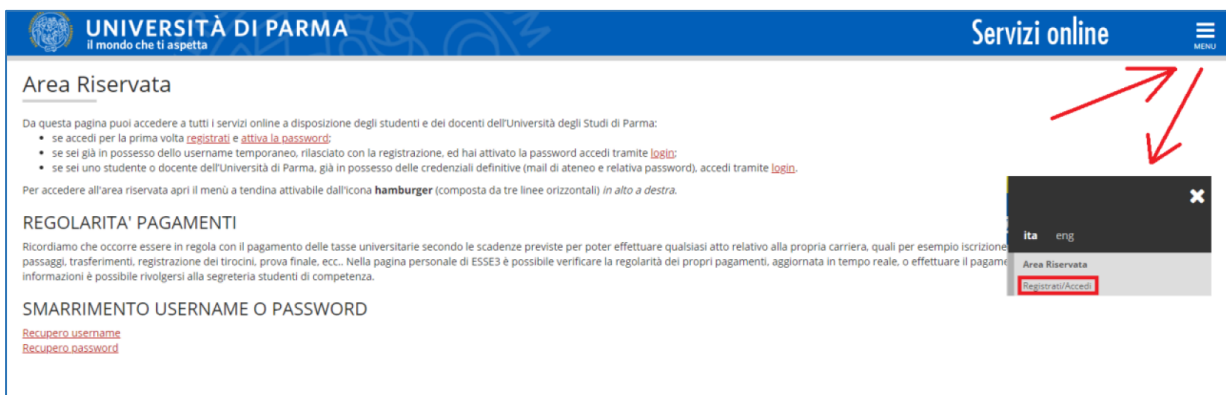
## New Student

If you are a new student, you may follow two different paths to do this:

- through the use of SPID (Public Digital Identity System)
- without the use of SPID (available only for foreign citizens)

For information on the SPID system, refer to [AGID website](#).

In both cases start from the main menu of the ESSE3 student secretarial system at the link <https://unipr.esse3.cineca.it> under Register/Login.



This operation will take you to the centralized authentication system from which you can choose whether to register (by clicking on the **Registrali** link) or to log in with SPID (by clicking on the **Entra con SPID** button).





At the end of both procedures, you will be shown on the video:

**Temporary username**<sup>1</sup> (8-digit numeric code)

**Password Activation Code**

In addition to being shown on the video, this information will also be sent to your personal email address. If you do not use SPID you will have to use them to proceed with the activation of the real access credentials, as described in the later paragraph **Activation of credentials**.

The username and activation code will also be provided to you if you use SPID. They may be useful for accessing services for which you cannot use SPID. It is therefore recommended to activate the password, even if not essential, when using SPID to access the ESSE3 student secretarial system.

In chapter **2. Registration without SPID** it is explained how to register if you do not use SPID. In chapter **3. Registration with SPID** it is explained how to register if you use SPID.

## People Already Registered

However, if the University already has your data and therefore you already have an account, the access system will direct you to the most correct procedure, also in case of SPID use.

If you use SPID and are already registered in the ESSE3 student secretarial system you will be able to login without doing anything.

If you do not use SPID and are already registered in the ESSE3 student secretarial system, you will be able to login without doing anything.

If you need to recover your username, you can do it as indicated in chapter 5. Username recovery or if you need to recover your password, you can do it as indicated in chapter 6. Password recovery.

Whether you use SPID or username and password, if you are not already registered in the ESSE3 student secretarial system (employees, guests, etc.) you will have to carry out the census of your data in the system, using the procedure described in chapter 8. Self-census of your data in ESSE3.

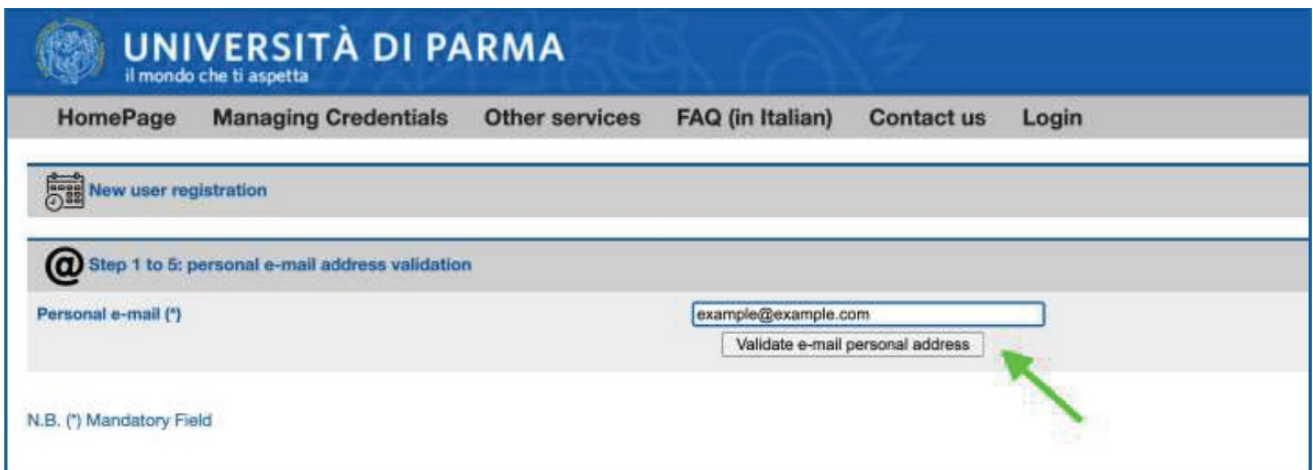
---

<sup>1</sup> The user is defined as temporary until acceptance of your enrolment application by the administrative offices, afterwards it will be replaced by a definitive account of the type: [name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it)

## 2. Registration without SPID

### Mail Validation

The first step concerns the validation of the personal email, in this way, it is made certain that the address is entered correctly and that it is yours.



The system asks you for your address and sends you an email containing a validation code. Look for this email in your inbox, including the SPAM folder.

Enter the code in the second field that appears on the page.



If you got the wrong address, you can start from scratch with the "Wrong e-mail address" button.

The errors that could occur are:

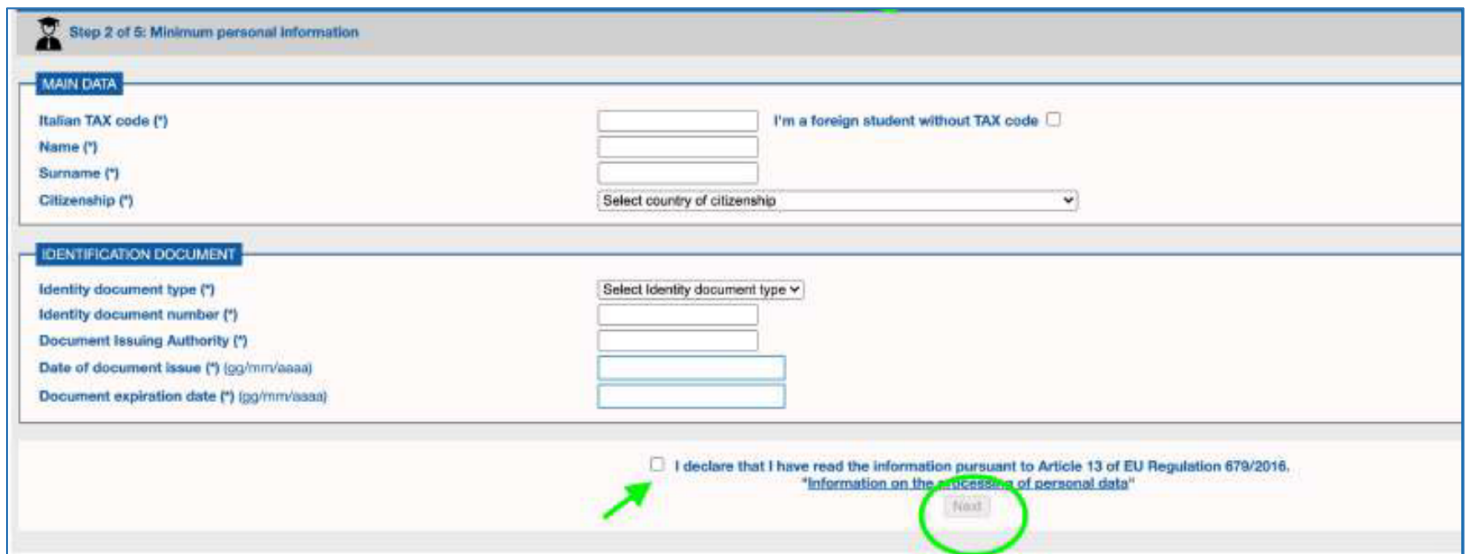
1. Insertion of an incorrect code too many times
2. The personal email is not a valid address or is already associated with another person

3. Too many recording procedures started from the same computer in a brief space of time

## Personal Data

If the code entered is the right one, the personal data and identification request screen opens.

If the *codice fiscale* is already present in the University systems you cannot register, but you can proceed, if you need, with **5. Username recovery** and **6. Password recovery**.



Step 2 of 5: Minimum personal Information

**MAIN DATA**

Italian TAX code (\*)  I'm a foreign student without TAX code

Name (\*)

Surname (\*)

Citizenship (\*)

**IDENTIFICATION DOCUMENT**

Identity document type (\*)

Identity document number (\*)

Document issuing Authority (\*)

Date of document issue (\*) (gg/mm/aaaa)

Document expiration date (\*) (gg/mm/aaaa)


I declare that I have read the information pursuant to Article 13 of EU Regulation 679/2016, ["information on the processing of personal data"](#)

You will also need to read the information on the processing of your personal data (available at the link indicated in the box) which will be carried out for institutional purposes pursuant to the GDPR (EU Regulation 679/2016).







## Other Personal Data

Once you have filled out all the fields and checked the box on the information, you can continue to the following page where you will be asked for contacts and residence details. The data on home institution is optional and concerns people who register as guests and not as students.

 Step 3 to 5: Personal information










---

**CONTACTS**

International Mobile Phone dial code (*)		+39
Mobile Phone Number (*)		<input type="text"/>
Certified E-mail Address (PEC e-mail)		<input type="text"/>
FAX		<input type="text"/>



---

**REGISTERED RESIDENCE ADDRESS**

Street (*)		<input type="text"/>
Street Number (*)		<input type="text"/>
ZIP (*)		<input type="text"/>
Foreign Town / City / Village		<input type="text"/>
Country (*)		Italia 
Province (*)		<input type="text"/>
Municipality (*)		<input type="text"/>
Phone number (*)		<input type="text"/>

---

**DATA OF HOME INSTITUTION**

Home Institution		<input type="text"/>
Country of the home institution		<input type="text"/>

[Next](#)

N.B. (\*) Mandatory Field




## Data Confirmation

After filling in the data, you can continue to the next page, which will display the data and ask you to confirm it.

If you want to change them, you can do so by starting from the first page.

However, the personal email cannot be modified because it has been already validated.

 **Step 4 to 5: Data Confirmation**

**PERSONAL DATA**

Name	John
Surname	SMITH
Personal e-mail	example@example.com
Tax Code	SMTJHN85D01H123X
Sex	maschile
Date of birth	01-01-1985
Country of birth	Japan
Citizenship	Japan (Japanese)

**IDENTIFICATION DOCUMENT**

Identity document type	Passport
Identity document number	AB12345XY
Document Issuing Authority	Authority
Date document issue	01/01/2021
Document expiration date	01/01/2026

**CONTACTS**


Mobile Phone Number	+56 123 45678910
Certified E-mail Address (PEC e-mail)	
FAX	

**REGISTERED RESIDENCE ADDRESS**

Street	Tokyo 131-8634
Street number	10
ZIP	00000
Foreign Town / City / Village	Sumida City
Country	Japan
Province	Tokyo
Municipality	Sumida City
Phone number	123 45678910

**DATA OF HOME INSTITUTION**

Home Institution	
Country of the home institution	



## Credentials Activation Info

Once the data has been confirmed, the system will save them in the University archives and will issue you with the temporary username and password activation code mentioned in chapter 1.

This data will also be sent to you via email. Now you can proceed as explained in chapter 4. **Credentials Activation.**



UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

New User Registration

@ Step 5 to 5: Closing Process

Username: 12345678

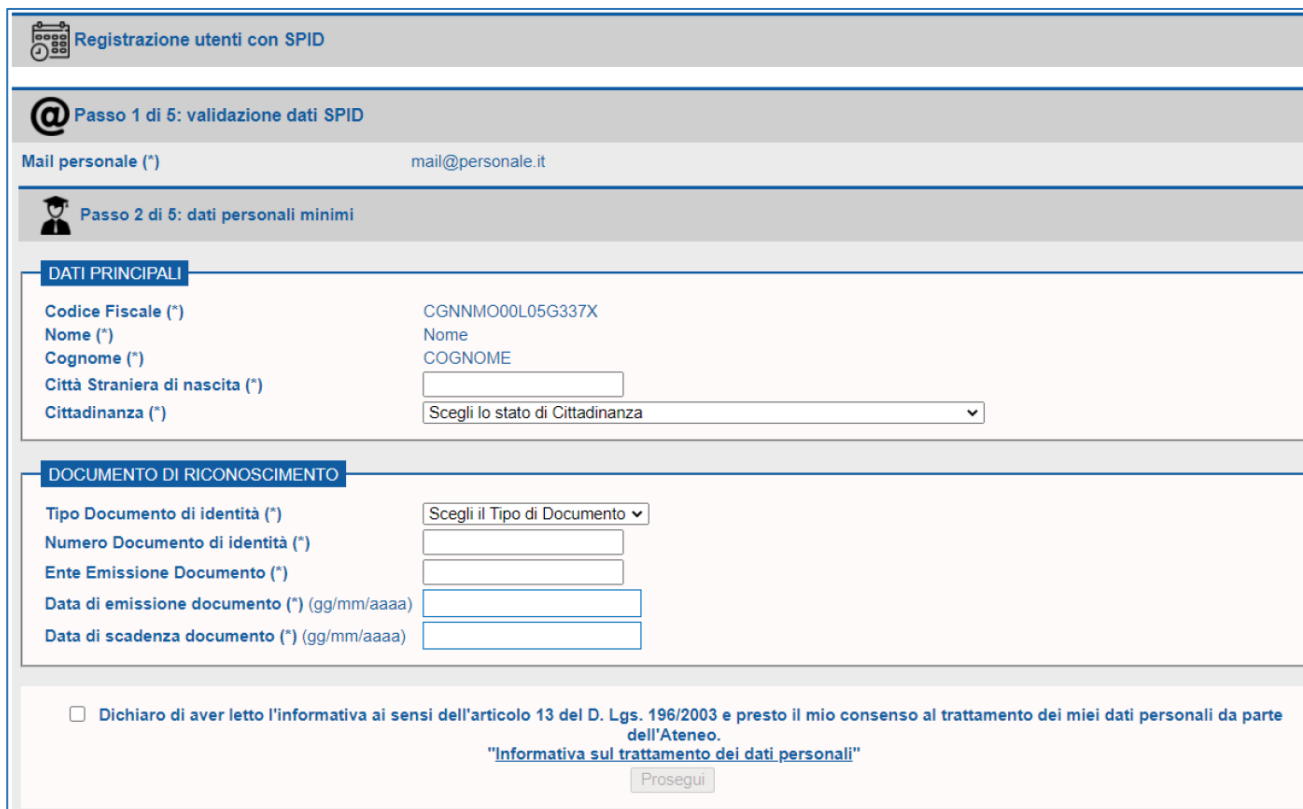
Password Activation Code: nv7634sk

Write down these values, also sent by e-mail, to be used to activate the first password by going to the [Password Activation page](#)

Write them down, they will be necessary to activate your first password at the [Password activation page](#).

## 3. Registration with SPID

By authenticating with SPID, the registration system will receive some personal data: name, surname, *codice fiscale*, personal email. This data will be acquired automatically and you will only have to add your citizenship, any foreign city of birth (if you were born abroad) and your identification data.



The screenshot shows a web form titled "Registrazione utenti con SPID". It is divided into two main steps:

- Passo 1 di 5: validazione dati SPID**: This step includes a field for "Mail personale (\*)" with the value "mail@personale.it".
- Passo 2 di 5: dati personali minimi**: This step is divided into two sections:
  - DATI PRINCIPALI**: Fields for "Codice Fiscale (\*)" (CGNNMO00L05G337X), "Nome (\*)" (Nome), "Cognome (\*)" (COGNOME), "Città Straniera di nascita (\*)" (empty text box), and "Cittadinanza (\*)" (dropdown menu with "Scegli lo stato di Cittadinanza").
  - DOCUMENTO DI RICONOSCIMENTO**: Fields for "Tipo Documento di identità (\*)" (dropdown menu "Scegli il Tipo di Documento"), "Numero Documento di identità (\*)" (empty text box), "Ente Emissione Documento (\*)" (empty text box), "Data di emissione documento (\*) (gg/mm/aaaa)" (empty text box), and "Data di scadenza documento (\*) (gg/mm/aaaa)" (empty text box).

At the bottom, there is a checkbox for "Dichiaro di aver letto l'informativa ai sensi dell'articolo 13 del D. Lgs. 196/2003 e presto il mio consenso al trattamento dei miei dati personali da parte dell'Ateneo." followed by a link to the "Informativa sul trattamento dei dati personali" and a "Prosegui" button.

You will also need to read the information on the processing of your personal data (available at the link indicated in the box) which will be carried out for institutional purposes pursuant to the GDPR (EU Regulation 679/2016).

You will need to enter your contacts and residence details and proceed with their confirmation (as illustrated on pages 8 and 9).

The system will issue the temporary username and password activation code. These credentials may be necessary to access some services for which SPID cannot be used. It is therefore recommended that you proceed with activation.

## 4. Credentials Activation

To activate the access credentials, you must connect to the following link:

<https://www.idem.unipr.it/start/attivapwd>

In the Username and Password Activation Code fields, you will have to type respectively the temporary username and the password activation code obtained at the end of the registration or password recovery procedure.

At the same time, you will have to enter a new password using the **Choose your new password** and **Re-enter the password** fields.

The password must have a minimum of 8, up to a maximum of 15 characters and contain at least one number or one character among these !\$%&/(),. .

### Activate password

Step 1/3: choose password

Username (\*)

Password Activation Code (\*)

Choose your new password (\*)

Re-enter the password (\*)

I have read the [regulation](#) (\*)

**Write your new password**

### instructions


Enter the username and password activation code you have been assigned, and choose your password.

In order to continue you also need to state that you have read the regulation for access to the network, related implementing rules and the GARR Acceptable Use Policy (AUP).

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N.B. (\*) Mandatory field

On the next page you will be asked for further data, which will be used in the future to automatically recover your credentials in case of loss. After entering the required data, click **Continue**.



## UNIVERSITÀ DI PARMA

il mondo che ti aspetta

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

### Activate password

Step 2/3: enter data to retrieve lost password

Question (\*)

Secret answer (\*)

Personal Email Address for password recovery (\*)



Your credentials will be activated and you will be shown the following summary page.

**Activate password**

**Step 3/3: summary**

Your password is now active and a confirmation email has been sent to your personal email address.

Should you forget your password, the information you have entered for its retrieval is as follows:

- Answer: MATHEMATICS
- Personal email: example@example.com

**Access to the services**

Use the username 10188213 and the password you just choose to access the University's services, e.g.:

- [Students' Registry Office Services \(ESSE3\)](#)

From this moment, you will be able to access the system services.

## 5. Username recovery

The username can be recovered at the following link: <https://www.idem.unipr.it/start/recuser>

To recover your username you must provide the following data:

- **Codice Fiscale**
- **Name**
- **Surname**
- **Personal Mail**

After entering the required data, press **Continue**.

Recupero username	istruzioni
<p><b>Passo 1 di 2: individuazione utente</b></p> <p>Codice fiscale (*): <input type="text"/></p> <p>Nome (*): <input type="text"/></p> <p>Cognome (*): <input type="text"/></p> <p>Mail personale (*): <input type="text"/></p> <p>Cellulare: <input type="text"/></p> <p><input type="button" value="Prosegui."/></p> <p>N.B.: (*) = Campo obbligatorio</p>	<p>Hai dimenticato il tuo username, oppure l'Università di Parma non ti ha mai assegnato un account? Nel primo caso, lo username ti sarà inviato per posta elettronica (all'indirizzo personale inserito) o mostrato a video. Nel secondo caso, dopo aver inserito le informazioni richieste, ti sarà mostrato un modulo da stampare, firmare e inviare, allegando una fotocopia di un documento di identità, all'indirizzo <a href="mailto:helpdesk.informatico@unipr.it">helpdesk.informatico@unipr.it</a></p>

The behaviour of the system depends on your situation.

## Former Students Without an Account

The procedure is used to generate an account starting from your data present in the ESSE3 student secretarial system.

Recupero username	istruzioni
<p><b>Passo 2 di 2: modulo da stampare e inviare firmato</b></p> <p><b>Richiesta numero: 321</b></p> <p>Il sottoscritto CGNNMO00L05G337X Nome COGNOME chiede la creazione di un account temporaneo necessario per ESSE3. I dati che mi saranno assegnati saranno:</p> <ul style="list-style-type: none"> <li>• username: 10104297</li> <li>• codice attivazione password: dn2631vk</li> </ul> <p>Allego una foto di un documento di identità.</p> <p>_____, 15/03/2021</p> <p>Firma: Nome Cognome</p> <p>Richiesta numero: 321</p>	<p>Stampa questa pagina e mandala in allegato all'indirizzo <a href="mailto:helpdesk.studenti@unipr.it">helpdesk.studenti@unipr.it</a>, insieme alla foto di un tuo documento di identità. Entro due giorni lavorativi dalla ricezione del modulo, la tua richiesta sarà soddisfatta e non ci saranno ulteriori comunicazioni. In caso emergessero dei problemi, ti contatteremo.</p>



## People that did not Wrote a Personal Mail Address

The procedure will show you the information relating to your username on the screen.

Recupero username	istruzioni
<p><b>Passo 2 di 2: riepilogo informazioni</b></p> <p>Lo username associato al codice fiscale inserito, CGNNMO96A41G337L, è il seguente: 10104297</p>	<p><i>Poichè non abbiamo un tuo indirizzo mail personale, ti mostriamo il tuo username.</i></p>

## People that Wrote a Personal Mail Address

If, however, you have carried out the activation procedure at least once, the username will be sent to your personal email address, as shown in the following screen.

Recupero username	istruzioni
<p><b>Passo 2 di 2: riepilogo informazioni</b></p> <p>Lo username associato al codice fiscale inserito, CGNNMO96A41G337L, è stata inviata alla mail personale nome.cognome@dominio.it</p>	<p><i>In passato ci hai fornito la tua mail personale, nome.cognome@dominio.it, perciò ti abbiamo inviato per posta elettronica il tuo username.</i></p> <p><i>Qualora tu non avessi più accesso a questa casella, manda una richiesta di modifica, allegando una scansione o una foto di un documento di identità, all'indirizzo helpdesk.studenti@unipr.it</i></p>



## 6. Password Recovery

If you have forgotten your password, you can request to set a new one using the automatic **Recover lost password** function available at: <https://www.idem.unipr.it/start/recuperapwd>

More precisely, the procedure will send a new activation code to your personal email address, which you can use to set a new password.

To recover your password autonomously you must:

- know your username (e.g. [name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it) or an 8-digit numeric code);
- have previously activated your credentials (as specified in chapter **4. Credentials Activation**) and set the information for automatic password recovery (password recovery question and related response).

If you don't know your username, follow the instructions in chapter **5. Username recovery**.

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### ATTENTION:

You cannot use the automatic password recovery feature when:

- you have never activated your credentials (i.e. you have never set your own password with the password activation code as specified in chapter **4. Credentials Activation**);
- you have set your password but you don't remember the answer to the password recovery question;
- you no longer have access to the personal email address set for password recovery.

For the cases described above, you must use the manual password recovery procedure (which requires the intervention of a help desk operator) described in chapter **7. Manual password recovery**.

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Enter your username in the **Username** field and press **Continue**.



<h3>Recupero password smarrita</h3> <p><b>Passo 1 di 3: inserimento username</b></p> <p>Username <input type="text"/> <input type="button" value="Prosegui"/></p> <p>N.B. I campi mostrati sono obbligatori.</p> <hr/> <h3>Hai SPID?</h3> <p>Se hai un account SPID valido, puoi recuperare la password dell'account UniPR collegandoti alla pagina <a href="#">Recupero password con SPID</a> e premendo il pulsante "Recupera Password".</p>	<h3>Istruzioni</h3> <p><i>Se hai dimenticato la tua password, tramite questa procedura ti verrà fornito un nuovo codice di attivazione.</i></p>
--	---

Enter your answer to the password recovery question and press **Continue**.

<h3>Recupera password smarrita</h3> <p><b>Passo 2 di 3: risposta alla domanda</b></p> <p>Domanda: <input type="text"/> Il nome del tuo primo animale domestico.</p> <p>Risposta: <input type="text"/> <input type="button" value="Prosegui"/></p>	<h3>Istruzioni</h3> <p><i>Rispondi correttamente alla domanda e il nuovo codice di attivazione password ti sarà inviato alla tua mail personale xxxxxxxxxxxx@email.it. Se non ricordi più la risposta fornita, sbagliala, così da poter procedere con il modulo manuale.</i></p>
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The new password activation code has been sent to your personal email address. At this point you can proceed to set a new password by following the instructions described in chapter **4. Credentials Activation**.

<h3>Attivazione password</h3> <p><b>Passo 3 di 3: fine dell'operazione</b></p> <p>Il sistema ha correttamente generato un nuovo codice di attivazione password, che ti è stato inviato, tramite posta elettronica, al tuo indirizzo personale, inserito appositamente per questa evenienza: nome.cognome@email.it.</p> <p>Se questa mail non arriva, consulta le <a href="#">FAQ</a>.</p>	<h3>Istruzioni</h3> <p><i>Il sistema ha correttamente generato un nuovo codice di attivazione password, che ti è stato inviato, tramite posta elettronica, al tuo indirizzo personale.</i></p>
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## 7. Manual password recovery

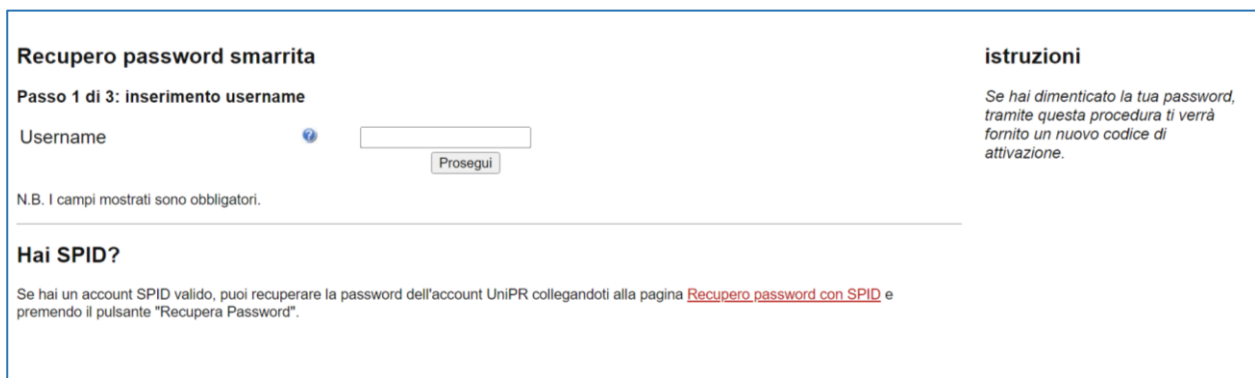
The manual password recovery procedure allows you to reset the password of your access credentials through the intervention of the student help desk service operator.

You must use it only when you cannot use the automatic Password Recovery procedure described in the previous chapter, e.g. when:

- you have never activated your credentials (you have never set your password with the password activation code as specified in chapter **4. Credentials Activation**);
- you have set your password but you don't remember the answer to the password recovery question;
- you no longer have access to the personal email address you set for password recovery.

Perform the Recover password procedure available at:  
<https://www.idem.unipr.it/start/recuperapwd>

Enter your username as prompted by the following screen and press **Continue**.



**Recupero password smarrita**

Passo 1 di 3: inserimento username

Username

N.B. I campi mostrati sono obbligatori.

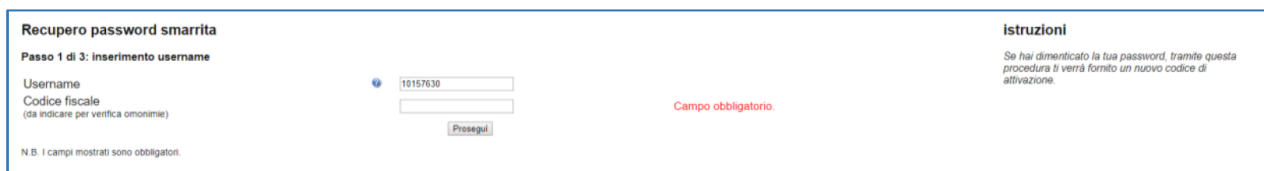
**Hai SPID?**

Se hai un account SPID valido, puoi recuperare la password dell'account UniPR collegandoti alla pagina [Recupero password con SPID](#) e premendo il pulsante "Recupera Password".

**istruzioni**

Se hai dimenticato la tua password, tramite questa procedura ti verrà fornito un nuovo codice di attivazione.

Enter your *codice fiscale* and press **Continue**.



**Recupero password smarrita**

Passo 1 di 3: inserimento username

Username

Codice fiscale

(da indicare per verifica omonimie)

N.B. I campi mostrati sono obbligatori.

**istruzioni**

Se hai dimenticato la tua password, tramite questa procedura ti verrà fornito un nuovo codice di attivazione.

Campo obbligatorio.

The following form will be offered to you only if you had previously set the information for automatic password recovery (password recovery question and related response). Answer incorrectly and press **Continue**.

Click on the **Manual form** link, set the password recovery information that you can use for the next password recovery and click **Continue**.

<h3>Recupera password smarrita</h3> <p><b>Passo 2 di 3: risposta alla domanda</b></p> <p><b>Domanda:</b>  Il nome del tuo primo animale domestico.</p> <p><b>Risposta:</b> <input type="text" value="www"/></p> <p style="text-align: center;">La risposta non è corretta. Prosegui con il <a href="#">modulo manuale</a>.</p> <p style="text-align: center;"><input type="button" value="Prosegui"/></p>		<h3>Istruzioni</h3> <p>Rispondi correttamente alla domanda e il nuovo codice di attivazione password ti sarà inviato alla tua mail personale xxxxxxxxxxxx@email.it.</p> <p>Se non ricordi più la risposta fornita, sbagliata, così da poter procedere con il modulo manuale.</p>
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<h3>Recupero password smarrita</h3> <p><b>Passo 2 di 3: inserimento dati per recupero password</b></p> <p><b>Domanda (*)</b> <input type="text" value="Il cognome da nubile di tua madre."/> Campo obbligatorio.</p> <p><b>Risposta (*)</b> <input type="text" value="GGGG"/> Campo obbligatorio.</p> <p><b>Mail personale per il recupero password (*)</b> <input type="text" value="nome.cognome@dominio.it"/> Campo obbligatorio.</p> <p style="text-align: center;"><input type="button" value="Prosegui"/></p> <p><small>N.B. (*) il campo è obbligatorio.</small></p>		<h3>Istruzioni</h3> <p>Inserisci i dati necessari per il recupero password. Controlla che la mail sia corretta perché, qualora tu smarrisca la password, ti invieremo a quell'indirizzo le informazioni necessarie al recupero. L'opzione di recupero tramite SMS su cellulare, per il momento, non è attiva.</p>
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A form to print and sign, similar to the one shown in the following figure, will be displayed. Send it by email to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) alongside a digital scan of your identification.

<h3>Recupero password smarrita</h3> <p><b>Passo 3 di 3: modulo da stampare e inviare firmato</b></p> <p><b>Richiesta numero:</b> 39918</p> <p>Il sottoscritto CGNNMO00L05G337X Nome COGNOME chiede che al proprio account, nome utente 10157630, sia associato il seguente codice di attivazione password:</p> <p style="text-align: center; font-size: 1.2em;"><b>th3137xe</b></p> <p>Una volta impostato, utilizzerò questo codice per l'attivazione della mia password. In caso di necessità, dalla prossima volta il recupero password smarrita sarà effettuabile in modo autonomo; il codice di attivazione password sarà inviato al seguente indirizzo email: nome.cognome@dominio.it</p> <p>Allego una foto di un documento di identità.</p> <p><input type="text" value="05/07/2019"/></p> <p>Firma: Nome COGNOME</p>		<h3>Istruzioni</h3> <p>Stampa questa pagina, firma in fondo e mandala in allegato all'indirizzo helpdesk.studenti@unipr.it, allegando la foto di un tuo documento di identità. Entro due giorni lavorativi dall'arrivo della richiesta, l'ufficio provvederà a caricare il nuovo codice di attivazione password. Avendo inserito i dati necessari, dalla prossima volta, potrai fare il recupero password in modo autonomo.</p>
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At this point, a help desk operator will process your request as quickly as possible. Your username will be associated with the password activation code contained in the form (in the example: bk2828uc). Upon completion, you will receive a mail to your personal address informing you of the possibility to set a new password using this activation code.

You can then proceed to set a new password by following the instructions described in chapter **6. Password recovery**.

## 8. Self-census of one's data on ESSE3

Users who have already registered in the past or who already has University credentials but does not log in with a student profile in ESSE3 (employees, teachers, guests...), in order to enrol or register for a competition must carry out a procedure that will allow them to access Esse3 with a "student" profile.

The procedure is available at the link [https://www.idem.unipr.it/secure/self\\_anaper](https://www.idem.unipr.it/secure/self_anaper)

If your necessary personal data is not saved in any University archive, you will be presented with all the following sections to complete.

### Registrazione dati personali in ESSE3 come studente

**Dati mancanti**

Mancano dei dati nei nostri sistemi per poterti censire

Per poter accedere a ESSE3 come studente, occorre inserire i tuoi dati personali in quel sistema.

**MAIL PERSONALE**

Mail personale (\*)

**CITTADINANZA**

Cittadinanza (\*)

**Città straniera di nascita**

Città straniera di nascita (\*)

**DATI RESIDENZA ANAGRAFICA**

Indirizzo (\*)

Numero civico (\*)

CAP (\*)

Città straniera / Località / Frazione

Nazione (\*)

Provincia (\*)

Comune (\*)

Telefono (\*)

**DOCUMENTO DI IDENTITÀ**

Tipo Documento di identità (\*)

Numero Documento di identità (\*)

Ente Emissione Documento (\*)

Data di emissione documento (\*) (gg/mm/aaaa)

Data di scadenza documento (\*) (gg/mm/aaaa)

Censisci i miei dati in ESSE3 come futuro studente

N.B. I campi contrassegnati da (\*) sono obbligatori

If the University already has some of this data, only the missing data will be requested.

## 9. Filling the student registry

Once you have registered within the university system and activated your credentials, you will be able to access the student career management system, ESSE3, from the link <https://unipr.esse3.cineca.it>, choosing the Register/Login option.

Upon first access, you will be presented with a Web Personal Data Completion page, where you will have to enter the requested personal data by clicking on the relevant button:



The screenshot shows the 'Completamento Dati Anagrafici Web' page. The header includes the University of Parma logo and name, the slogan 'il mondo che ti aspetta', and the 'Servizi online' menu. The main content area contains the following text:

**Completamento Dati Anagrafici Web**

In questa pagina devi fare clic sul pulsante **Completamento Dati Anagrafici Web** per completare gli eventuali dati anagrafici mancanti. Al termine del processo si attiveranno le voci del menù studente.

*In caso di difficoltà, telefona al numero dedicato 0521.902050 oppure scrivi all'indirizzo [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specificando i tuoi dati personali (nome, cognome, codice fiscale) e il problema riscontrato.*

**Attenzione!**  
Per i corsi post-laurea dovrai contattare, in caso di difficoltà, le segreterie di competenza, specificando i tuoi dati (nome, cognome, codice fiscale) e quale difficoltà hai incontrato:

- per i master scrivere a [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- per i dottorati scrivere a [dottorati@unipr.it](mailto:dottorati@unipr.it)
- per le scuole di specializzazione scrivere a [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

At the bottom of the page, there is a blue button labeled 'Completamento Dati Anagrafici Web'.

In the subsequent screens, the missing data will be highlighted in red compared to those already entered during the registration phase.

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Servizi online

1 2 3 4

### Registrazione: Indirizzo di residenza

Inserisci o modifica il tuo indirizzo di residenza.

Il campo **Data inizio validità** corrisponde alla data a partire dalla quale hai la residenza in questo indirizzo. Se non conosci questa data inserisci il primo giorno dell'anno corrente (per esempio 01/01/2016).

**Legenda**  
★ Dato obbligatorio

<b>Nazione*</b>	ITALIA
<b>Provincia*</b>	Parma
<b>Comune/Città*</b>	Parma
<b>CAP*</b>	43100
	se residente in Italia
<b>Frazione</b>	
<b>Indirizzo*</b>	indirizzo residenza (via, piazza, strade)
<b>N° Civico*</b>	numero
<b>Data inizio validità *</b>	<input type="text"/> (gg/mm/aaaa) Inserire la data di inizio validità
<b>Telefono*</b>	0521112233
<b>Domicilio coincide con residenza*</b>	<input type="radio"/> SI <input checked="" type="radio"/> No

Indietro Avanti

Once you have finished completing the information relating to your residence, if you answer "No" to the field circled in red, the page for entering the information relating to your domicile will open:

### Registrazione: Indirizzo di domicilio

Inserisci o modifica il tuo indirizzo di domicilio.

Il campo **Data inizio validità** corrisponde alla data a partire dalla quale hai il domicilio in questo indirizzo. Se non conosci questa data inserisci il primo giorno dell'anno corrente (per esempio 01/01/2015).

Domicilio

**Presso**

**Nazione\*** ITALIA

Il campo è obbligatorio

**Provincia\*** Selezionare una provincia

Il campo è obbligatorio

**Comune/Città\*** Selezionare un comune

Il campo è obbligatorio

**CAP\***

se residente in Italia  
Il Codice di Avviamento Postale è obbligatorio.

**Frazione**

**Indirizzo\***

(via, piazza, strada)  
L'indirizzo e' mancante o errato.

**N° Civico\***

Il NUMERO CIVICO è mancante o errato.

**Data inizio validità \***

(gg/mm/aaaa)  
Inserire la data di inizio validità

**Telefono**

Indietro **Avanti**

Legenda  
\* Dato obbligatorio

By pressing the **Continue**, you will be asked for some information relating to **Contacts**:

### Registrazione: Contatti

Inserisci o modifica i tuoi recapiti per ricevere informazioni o per essere contattato dall'Università.

Recapiti

**Recapito postale\***  Residenza  Domicilio

Il campo è obbligatorio

**E-mail** mail@personale.it

**E-mail certificata**

**Pref. Internazionale** +39

**Pref. Internazionale**

se non trovi il prefisso internazionale nella tendina sopra scrivilo qui a fianco

**Numero cellulare** 123456789

Max 16 caratteri

Indietro **Avanti**


Legenda  
\* Dato obbligatorio



Once you have completed filling in all the fields, you will be redirected to the home page of the **reserved area** and all the relevant menu items will be activated.

You can always proceed with the modification/update of your personal data by clicking on the **edit** link on the page shown or by clicking on the drop-down menu and choosing **Home -> Personal Data**.



**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

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Personal data

In this page, you can see your personal data. To correct or modify your personal data, you can click Edit at the end of each section.

**Personal Data**

Name	
Family Name	
Sex	
Date of birth	
Nationality	
Country of birth	
Province of birth	
City of birth	
Italian Tax number	

**Permanent address**

ita eng  
  
**Reserved Area**  
Logout  
**Home** >  
Registrar's Office >  
Study Plan >  
Career >  
Exams >