

# ESSE3 Registration

Get visual aid in filling-in the forms at:

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

# Screen 1

The screenshot shows the UNIPR.IT website interface. At the top, there is a blue header with the University of Parma logo and the text "UNIVERSITÀ DI PARMA il mondo che ti aspetta". To the right of the header is the UNIPR.IT logo. Below the header is a navigation menu with links: "HomePage", "Managing Credentials", "Other services", "FAQ (in Italian)", and "Contact us" with an Italian flag icon. The main content area is divided into two columns. The left column has a "Login" section with a "New user registration" link. Below this is a section titled "@ Step 1 to 5: personal e-mail address validation". It contains a form with a label "Personal e-mail (\*)" and an empty text input field. Below the input field is a button labeled "Validate e-mail personal address". The right column has an "Instructions" section with the text "Insert your personal e-mail".

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

**UNIPR.IT**

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

**Login**

[New user registration](#)

**@ Step 1 to 5: personal e-mail address validation**

Personal e-mail (\*)

**Instructions**

*Insert your personal e-mail*

N.B. (\*) Mandatory Field

Enter your personal email. You will get a verification code by email, that you have to enter in this form to validate it.

# Screen 2

 Step 2 of 5: Minimum personal information

**MAIN DATA**

Italian TAX code (\*) (a)  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)

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

- (a) Calculate your Italian Tax code: <https://www.ilcodicefiscale.it/en/index.php>  
(it is unique and will be useful many times)
- (b) tick here: you allow your data to be processed by the University (a pdf will automatically open with italian regulations about Data processing. Close it)

# Screen 3



Step 3 to 5: Personal information

## CONTACTS

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

## REGISTERED RESIDENCE ADDRESS

Street (*)	<input type="text"/>
Street Number (*)	<input type="text"/>
ZIP (*)	<input type="text"/>
Foreign Town / City / Village	<input type="text"/>
Country (*)	<input type="text" value="Italy"/>
Provinces (*)	<input type="text"/>
Municipality (*)	<input type="text"/>
Phone number (*)	<input type="text" value="(c)"/>

## DATA OF HOME INSTITUTION

Home Institution	<input type="text" value="(d)"/>
Country of the home institution	<input type="text"/>

(a,b) leave blank

(c) home phone number. Can enter your cell phone.

(d) Where you got your BS

# Screen 4



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: 8-digit number

Password Activation Code:

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

After confirming your data, your ESSE3 username (ESSE3\_ID\_number, an 8-digit number) will be created with a temporary password activation code. Click on “Password activation Page” to be redirected to a page that allows you to select your ESSE3 password.

# Screen 5

## 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

Continue

## 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).*

select your ESSE3 password.  
Fill in all fields.

# Screen 6

## Activate password

Step 2/3: enter data to retrieve lost password

Question (\*)

Choose the question

Secret answer (\*)

Personal Email Address for password recovery (\*)

Continue

Enter data to retrieve your password in case you forget it

# Screen 7



## 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:



### Access to the services

Use the username 10188890 and the password you just choose to access the University's services, e.g.:

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

By clicking “Student’s registry office Services (ESSE3)” you reach your personal UNIPR management website:

[www.unipr.esse3.cineca.it/Home.do](http://www.unipr.esse3.cineca.it/Home.do)

where you can login with your ESSE3\_ID\_number username, and your password.

# Screen 8

Click here to  
Switch to English  
and to LOGIN to  
ESSE3



UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

Servizi online



MENU

## Reserved Area

To register and / or access the reserved area, open the drop-down menu that can be activated from the **hamburger** icon (consisting of three horizontal lines) *at the top right* and choose the item [Register / Login](#)

## PAYMENTS REGULARITY

We remind you that you must be up to date with the payment of university fees according to the deadlines in order to carry out any act relating to your career. such as, for example. registration and participation in exams, passages, transfers, registration of internships, final test, etc. On the personal page of ESSE3 it is possible to check the regularity of your payments, updated in real time, or to make the payment using the PagoPA system. For information, please contact the relevant student office.

## LOSS OF USERNAME OR PASSWORD

[Username recovery](#)  
[Password recovery](#)

## PRESENTATION OF THE STUDY PLANS

The periods for submitting [online study plans](#) differ from course to course. It is therefore advisable to consult the websites of the relevant Departments or to inquire at the relevant [Student Secretariat](#) . If the Study Plan is not presented, the exams are NOT shown in the booklet and you cannot register for the exams.

## TEACHING EVALUATION QUESTIONNAIRES

Ongoing students are asked to fill [in the didactic evaluation questionnaires of](#) the courses provided in their booklet for the current year.

## REGISTRATION FOR THE EXAMS

It is possible to [register for the exams](#) only through this system. To consult the dates of all the exams of a given Department, degree course or teaching, click on the link on the left Appeals Notice Board.

ATTENTION: to register for an exam you must log in to the system: once connected you will be able to see the exams of only the courses present in your electronic booklet.

## ELECTRONIC VERBALIZATION

Here you have a list of things you can manage from your personal ESSE3 website

# Screen 9



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

Web Access Service - For security reasons, please logout and exit your web browser when you are done accessing services that require authentication

Username

10-8-digit number

Password

Don't Remember Login

Login

Se non hai username e password né SPID

Registrati

ita eng

Entra con SPID

Informazioni su SPID

- > Password forgot?
- > Password to change?
- > Need Help?

Unipr joined:



Enter your 8-digit ESSE3\_ID\_number and password

# Screen 10



## Completion of Personal Data Web

On this page you must click on the **Web Master Data Completion** button to complete any missing master data.  
At the end of the process, the items in the student menu will be activated.

*In case of difficulty, call the dedicated number 0521.902050 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (name, surname, social security number) and the problem encountered.*

### Warning!

*For post-graduate courses you will have to contact, in case of difficulty, the competent secretariats, specifying your data (name, surname, tax code) and what difficulty you encountered:*

- *for masters, write to [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)*
- *for doctorates write to [dottorati@unipr.it](mailto:dottorati@unipr.it)*
- *for specialization schools write to [specializzazione@unipr.it](mailto:specializzazione@unipr.it)*

Completing Personal Details Web

Click the blue box to complete insertion of your personal data

# Screen 11

← → ↻ [unipr.esse3.cineca.it/auth/AddressBook/MsgComplAnaPreForm.do](https://unipr.esse3.cineca.it/auth/AddressBook/MsgComplAnaPreForm.do)

Enter or change your residential address.

The **Valid From Date** field corresponds to the date from which you reside at this address. If you don't know this date, enter the first day of the current year (for example 01/01/2016).

In case of difficulty, call the dedicated number **0521.902050** or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (name, surname, **social security** number ) and the problem encountered.

Attention: for post-graduate courses you will need to contact, in case of difficulty, the competent secretariats, specifying your data (name, surname, tax code) and what difficulty you encountered:

- master [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- dottorati [dottorati@unipr.it](mailto:dottorati@unipr.it)
- specialization schools [specializations@unipr.it](mailto:specializations@unipr.it)

Nation*	PAKISTAN
Municipality / City not listed*	
POSTAL CODE	Do not fill this line until you reside in Italy
	if resident in Italy
Fraction	Leave blank
Address*	
	(street, square, street)
Street number Civic number*	03
Validity start date *	
	(dd / mm / yyyy)
	Enter the effective start date
Phone*	00923115267613
Domicile coincides with residence*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Click yes, until you get a lodging in Parma

Back Next

# Screen 12

- the University **Student Card** will be sent to the **postal address** if required for your type of course (for more information see the page: <http://www.unipr.it/studentcard> )

In case of difficulty, call the dedicated number **0521.902050** or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (name, surname, **social security** number ) and the problem encountered.

Attention: for post-graduate courses you will need to contact, in case of difficulty, the competent secretariats, specifying your data (name, surname, tax code) and what difficulty you encountered:

- master [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- dottorati [dottorati@unipr.it](mailto:dottorati@unipr.it)
- specialization schools [specializations@unipr.it](mailto:specializations@unipr.it)

Contact details

<b>Postal address*</b>	<input type="radio"/> Residence <input checked="" type="radio"/> Domicile
	The field is required
<b>E-mail</b>	<input type="text"/>
<b>Certified email</b>	<input type="text" value="Leave blank"/>
<b>International Pref</b>	<input type="text" value="-"/> <span>don't click on this</span> <input type="text"/>
<b>International Pref</b>	<input type="text" value="+92"/> <span>Type in your phone country code</span>
	if you do not find the international prefix in the drop-down list above, write it on the side
<b>Mobile number</b>	<input type="text" value="I know, it's the 8&lt;sup&gt;th&lt;/sup&gt; time you enter your phone number! don't be shy, do it once more: it's the beauty of bureaucracy"/> <span>Max 16 characters</span>

Back

Next

These are the contact details that will be used to get in touch with you, ship paper documents and so forth. You can choose either your fiscal residence (normally where your parents live) or where you actually live (Domicile) if different from fiscal Residence.