

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 login interface. At the top is a blue header with the University of Parma logo and name, navigation links (HomePage, Managing Credentials, Other services, FAQ (in Italian), Contact us), and the UNIPR.IT logo. Below the header is a grey bar with 'Login' and 'New user registration' links. The main content area is titled '@ Step 1 to 5: personal e-mail address validation'. It contains a form with a label 'Personal e-mail (*)', an empty text input field, and a 'Validate e-mail personal address' button. To the right of the form is a sidebar with an 'Instructions' section containing the text 'Insert your personal e-mail'.

UNIVERSITÀ DI PARMA
il mondo che ti aspetta

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 (*)

Validate e-mail personal address

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

The screenshot shows a web form titled "Step 2 of 5: Minimum personal information". It is divided into two main sections: "MAIN DATA" and "IDENTIFICATION DOCUMENT".

MAIN DATA

- Italian TAX code (*) (a) [text input field]
- Name (*) [text input field]
- Surname (*) [text input field]
- Citizenship (*) [dropdown menu: Select country of citizenship ▼]
- I'm a foreign student without TAX code ☐

IDENTIFICATION DOCUMENT

- Identity document type (*) [dropdown menu: Select Identity document type ▼]
- Identity document number (*) [text input field]
- Document Issuing Authority (*) [text input field]
- Date of document issue (*) (gg/mm/aaaa) [text input field]
- Document expiration date (*) (gg/mm/aaaa) [text input field]

(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 (*)	?	+39
Mobile Phone Number (*)	?	
Certified E-mail Address (PEC e-mail)	?	(a)
FAX	?	(b)

REGISTERED RESIDENCE ADDRESS

Street (*)	?	
Street Number (*)	?	
ZIP (*)	?	
Foreign Town / City / Village	?	
Country (*)	?	Italy ▼
Provinces (*)	?	▼
Municipality (*)	?	▼
Phone number (*)	?	(c)

DATA OF HOME INSTITUTION

Home Institution	?	(d)
Country of the home institution	?	▼

(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

**UNIVERSITÀ DI PARMA**
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HomePageManaging CredentialsOther servicesFAQ (in Italian)Contact usLogin





Activate password

Step 1/3: choose password

Username (*)

?

Password Activation Code (*)

?

Choose your new password (*)

?

Re-enter the password (*)

?

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

?

☐

Continue

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).

select your ESSE3 password.
Fill in all fields.

Screen 6

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

HomePageManaging CredentialsOther servicesFAQ (in Italian)Contact usLogin

Activate password

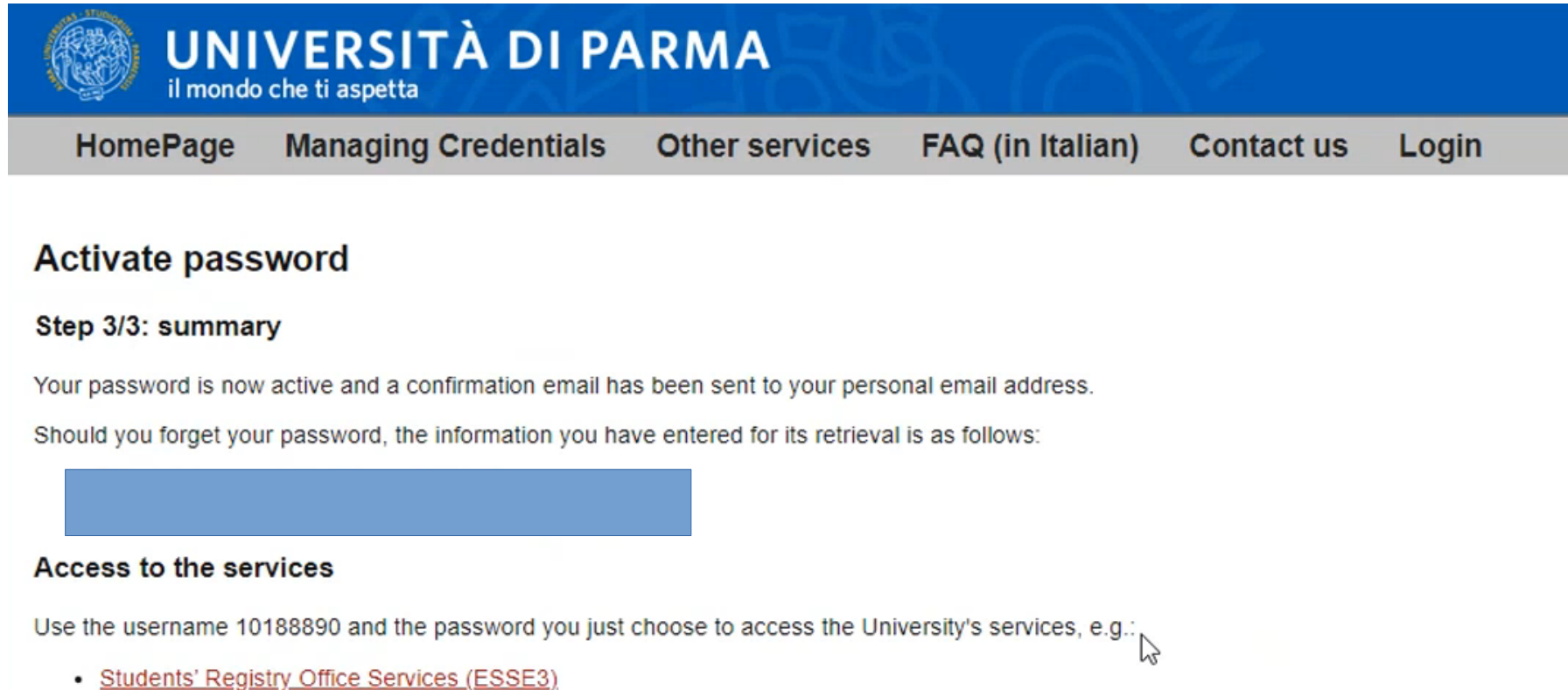
Step 2/3: enter data to retrieve lost password

Question (*)	<input type="text" value="Choose the question"/>
Secret answer (*)	<input type="text"/>
Personal Email Address for password recovery (*)	<input type="text"/>

Continue

Enter data to retrieve your
password in case you forget it

Screen 7



The screenshot shows the University of Parma website header with the logo and navigation menu. The main content area is titled 'Activate password' and 'Step 3/3: summary'. It states that the password is now active and a confirmation email has been sent. It then provides a summary of the information entered for password retrieval, which is obscured by a blue box. Below this, it lists 'Access to the services' and provides instructions on how to use the username 10188890 and the chosen password to access the University's services, specifically mentioning 'Students' Registry Office Services (ESSE3)'.

UNIVERSITÀ DI PARMA
il mondo che ti aspetta

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

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:

[Redacted information]

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

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
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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



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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

> Password forgot?

> Password to change?

> Need Help?

Unipr joined:



Entra con SPID

Informazioni su SPID

Enter your 8-digit ESSE3_ID_number and password

Screen 10



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Italian English

☒ Always translate Italian

Google Translate

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 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
- for doctorates write to dottorati@unipr.it
- for specialization schools write to 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

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 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
- dottorati dottorati@unipr.it
- specialization schools 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 checked="" type="radio"/> Yes <input 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 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
- dottorati dottorati@unipr.it
- specialization schools specializations@unipr.it

Contact details

Postal address*

☐ Residence ☒ Domicile

The field is required

E-mail

Certified email

International Pref

 don't click on this

International Pref

 Type in your phone country code

if you do not find the international prefix in the drop-down list above, write it on the side

Mobile number

Max 16 characters

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.