GUIDE TO ON-LINE REGISTRATION FOR COURSES AND EVENTS

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DURING THE ENTIRE PROCEDURE USE THE NAVIGATIONAL BUTTONS IN EACH STEP. DO NOT USE THE 'BACK' AND 'FORWARD' BUTTONS ON YOUR INTERNET BROWSER.
1. USER REGISTRATION

Write the following address in your web browser: http://www.esse3.unimore.it/. The homepage of the site will appear as showed in Fig. 1:

![Fig. 1 – ESSE3 homepage](image)

Select the english language on the top right corner (Fig. 1) and click the “Registration” link on the left menu (Fig. 2).

![Fig. 2 – Registration link position](image)

In case you remember your UNIMORE username or the e-mail address provided during your registration, but you forgot your password, click the link “Forgotten password” on the left section of the ESSE3 website or go to http://iam.unimore.it/cambia_password/login.php.

Click “Non ricordo le mie credenziali!”, flag the option “Username” or “E-mail personale” (un UNIMORE) registrata and click “avanti”. Type in your UNIMORE username or the e-mail address provided during your registration and click “avanti” again. You will receive an e-mail containing a link, click it and you will receive a second e-mail, containing your new 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:

1. your personal data (name, surname, date and place of birth);
2. the e-mail address where you want to receive your login credentials;
3. the digital copy (obtained by scanner or digital camera) of a valid (+ not expired) identity document.
Click **Web registration**, read carefully all the instructions appearing in the pages and fill the forms with the requested information (Figures 4, 5, 6, 7). When selecting the country from the list wait a few seconds to let the page refresh.

If you don’t have an "Italian Fiscal Code" click **Next** and the system will calculate it (Fig. 5).
Registration: permanent address
This page displays the form to enter or change the user's permanent address.

Registration: domicile / correspondence address
This page shows the form for entering or changing the domicile / correspondence address.

Fig. 6 – Step 3: Addresses information form

Fig. 7 – Step 4: Contact information
After entering all the information, the system will show you your login credentials (Fig. 9).

**TAKE NOTE OF YOUR LOGIN CREDENTIALS BEFORE CLICKING**, YOU WILL NEED THESE KEYS TO ACCESS THE SYSTEM. REMEMBER TO KEEP THEM SAFE.
Click **Perform Login** and use your **Username** and **Password** to enter your personal area (Fig. 10).

2. **REGISTERING FOR THE COURSE / EVENT**

Once acceded, click the “Admission” link on the left menu (Fig. 11).
Click **Admission Exams** to proceed.

**IMPORTANT:** EVEN IF THE ON-LINE REGISTRATION REFERS TO ADMISSION EXAMS, THE PARTICIPATION TO MEETINGS OR WORKSHOPS IS OPEN TO EVERYBODY AND DOES NOT REQUIRE ANY TEST.

Select “**Summer School, Meeting, Workshop**” from the list in Fig. 12 and click **Next**.

![Degree type selection](image)

**Fig. 12 – Course type selection**

Choose from the list the course/event you wish to register for (Fig. 13). Click **Next** to proceed.

![Admission exams](image)

**Fig. 13 – Summer School, Meeting, Workshop list**

In the next form you will be asked to specify if you need any kind of assistance.
2.1 CANCELLING OR CONTINUING A PENDING PROCESS

After each partial confirmation given during the process, the system allows you to stop the procedure and resume it later from where you left it. In case there is a pending process, the system will ask you what to do with it (Fig. 15).

After selecting the pending process, you can continue it clicking **Continue the selected process** or cancel it clicking **Cancel the selected process**.

3. CONFIRMATION AND PAYMENT

At the end of on-line procedure, your registration will become **PERMANENT** and **no further change can be made**.
Click the button **Payments** (Fig. 16) to go to the “**Taxes**” area (this link also appears in the left menu).
Clicking the "Payments" button (Fig. 16) will enter the "Taxes area" (Fig. 17), where you can pay the fee on-line via credit card. Click the invoice number (Fig. 17) to proceed.

Finally, click the button to perform the payment via credit card (Fig. 18 and Fig. 19).
Fig. 19 – On-line payment by credit card

IF YOU REQUIRE FURTHER HELP CONCERNING THE ON-LINE PROCEDURE SEND AN E-MAIL TO webhelp@unimore.it SPECIFYING YOUR NAME AND DESCRIBING THE PROBLEM YOU ENCOUNTERED.