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UNIMORE



UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

SERVIZI WEB PER STUDENTI E DOCENTI

# GUIDE FOR ADMISSION APPLICATION TO SUMMER SCHOOLS

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**Edited by the Help On-line Service**


**Direzione Pianificazione, Valutazione e Formazione**

SISTEMA INTEGRATO PER LA GESTIONE DELLA DIDATTICA



**SUMMARY:**

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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. 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:

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA  
SERVIZI WEB PER STUDENTI E DOCENTI

Home

Area Riservata  
Registrazione  
Login  
Password dimenticata  
La mia email

Didattica » Direzione Servizi agli Studenti - Servizi didattici

Direzione Servizi agli Studenti - Servizi didattici

IMMATRICOLAZIONI E ISCRIZIONI ANNO ACCADEMICO 2012/2013

Informazioni generali: <http://www.unimore.it/ammissione/immaisc.html>.

Guida alla immatricolazione on-line: clicca [qui](#) per scaricarla.

Guida alla domanda di ammissione per i Corsi di Laurea ad accesso programmato: clicca [qui](#) per scaricarla.

Guida alla domanda di valutazione iniziale per Corsi di Laurea Magistrale ad accesso libero: clicca [qui](#) per scaricarla.

Placement test di lingua inglese: [informazioni generali](#) - [guida all'iscrizione](#).

Informativa sulle credenziali di accesso

Le credenziali di accesso a ESSE3 (di **studenti** e **docenti**) sono unificate a quelle che si utilizzano per accedere via web alla propria casella di posta elettronica di Ateneo ed agli altri servizi informatici UNIMORE (Dolly, Wi-fi, VPN, ecc...).

In caso di smarrimento della propria password è possibile ottenerne una nuova utilizzando la funzione **"Password dimenticata"** presente anche nel menù di sinistra di questa pagina web.

Se non risultasse efficace l'utilizzo di tale funzione, è possibile richiedere le credenziali scrivendo all'indirizzo di posta elettronica **webhelp@unimore.it**. Nella richiesta occorre:

1. indicare i propri **dati anagrafici** (cognome, nome, data e luogo di nascita e Codice Fiscale);
2. specificare l'**indirizzo di posta elettronica personale** (quindi non unimore.it) al quale si desidera ricevere le credenziali;
3. allegare la copia elettronica fronte e retro (ottenuta con scansione o fotografia digitale) di un **documento di identità** in corso di validità.

**ATTENZIONE:** e-mail di dimensioni complessive superiori a **2 Megabyte** non saranno prese in carico dal servizio di assistenza.

Per i soli **docenti**: è consigliabile rivolgersi prioritariamente all'incaricato per l'identificazione della propria struttura di riferimento.

Fig. 1 – ESSE3 homepage

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

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA  
SERVIZI WEB PER STUDENTI E DOCENTI

Home Ateneo Help

Reserved Area  
**Registration**  
Login  
Forgotten password  
my e-mail

Didactics » Didactic Structure Area

Didactic Structure Area

This page is the start point to find out the information regarding the courses offered by the University of Modena and Reggio Emilia.

Via the menu items is possible the access to the information regarding the faculties, the study courses and the University governance.

If you already have a **badge** you can access to the student services by clicking 'Login' and following the instruction.

If you are not a student and you want to access to the **enrollment** section or **register** to the access exams for the courses with programmed entry, you should register on this website by clicking 'Registration'.

Didactics  
Departments / former Faculties  
Courses of study  
Specialization courses  
Doctoral courses

Fig. 2 – Registration link position

## Web registration

Through the following pages you can complete the website registration. At the end of the procedure you will be assigned a username and a password that will allow you to access the system to update your data and access to the available services. You will be asked to provide the following information:

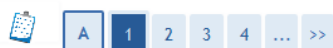
Check List			
Activity	Step	Info	Status
A - Web registration			
	Notices		
	Tax Code		
	Personal data		
	Residence		
	Domicile		
	Contacts		
	Registration summary		
	Username and Password		

Web registration

Fig. 3 – Registration steps

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 a **"Tax code"** click **Next** and the system will calculate it (Fig. 5).



### Privacy notice

Before going any further we invite you to read the notice for students regarding data insertion for identity registration according to article 13 of D.Lgs. 196/2003. [Read the notice.](#)

Back Next

Fig. 4 – Step 1: Privacy notice



### Tax Code

Insert your Tax Code (if you have one) or flag "Foreign Student without Italian Tax Code" and click "Next" to proceed.

**Tax Code**

\* Tax Code

Foreign student without Italian Tax Code ☒

Back Next



### Registration: Personal data

The page shows the form for entering and changing the user's personal details and place of birth.

**Personal data**

Name\* JOHN

Surname\* DOE

Date of birth\* 01/01/1985 (dd/mm/yyyy)

Sex\* Male ☒ Female ☐

First nationality\* UNITED KINGDOM

Country of birth\* United Kingdom

Municipality/City\* London

Tax Code\* DOEJHN85A01Z114Z (automatically calculated if not provided)

Warning:  
Your TAX CODE has been calculated automatically, check that it is correct and proceed. If you don't have a tax code, you only have to select NEXT and confirm the code automatically calculated by the system.

Back Next

Fig. 5 – Step 2: Personal data form



&lt;&lt; ... 2 3 4 5 6 ... &gt;&gt;

**Registration: residence address**

This page shows the form for entering or changing the user's address of residence.

**Residence**

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 is same as residence* Yes <input type="radio"/> No <input type="radio"/>	

Back

Next



&lt;&lt; ... 3 4 5 6 7 ... &gt;&gt;

**Registration: domicile address**

This page shows the form for entering or changing the user's address of domicile.

**Domicile**

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. 6 – Step 3: Addresses information form**

&lt;&lt; ... 4 5 6 7 8

**Registration: Contacts**

This page shows the form for entering or changing the user's contacts.

**Contacts**

Document contact*	Residence <input checked="" type="radio"/> Domicile <input type="radio"/>
Tax contact*	Residence <input checked="" type="radio"/> Domicile <input type="radio"/>
E-mail*	email.address@domain.com
Certified e-mail	
FAX	
(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
Mobile phone operator	
I declare that I have received the Y <input checked="" type="radio"/> N <input type="radio"/> information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the of the University of Modena and Reggio Emilia; I also give my consent pursuant to articles 20, 23 and 26 of Legislative Decree no. 196/2003 for the treatment of my sensitive data.*	

Back

Next

**Fig. 7 – Step 4: Contact information**



## Registration: Registration summary

In this page is summarized the information provided in the previous steps.

### Personal data

Name	JOHN
Surname	DOE
Sex	Male
Date of birth	01/01/1986
Nationality	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Tax code	DOEJHN86A01Z114A

 [Change personal data](#) Use this link to change your personal data

### Residence

Country	United Kingdom
Municipality/City	London
Postcode	
Hamlet	
Address	Malet Street
N°	15
Telephone	+44 020 7132
Domicile same as residence	Yes

 [Change residence data](#) Use this link to change your residence data

### Contacts

Document contact	Residence
Tax contact	Residence
Email	email.address@domain.com
Mobile phone	+44 77222110
Mobile phone operator	
Authorization of treatment of personal data according to Legislative Decree no. 196/2003	Yes

 [Change contacts](#) Use this link to change your contacts

[Back](#)[Confirm](#)

Fig. 8 – Step 5: Registration summary

After entering all the information, the system will show you your login credentials (Fig. 9).



**TAKE NOTE OF YOUR LOGIN CREDENTIALS BEFORE CLICKING [Perform Login](#). YOU WILL NEED THESE KEYS TO ACCESS THE SYSTEM.**



### Registration: Registration completed!

All the information required has been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so.

We recommend you to keep safe your username and password for future access.

Access keys	
Name	JOHN
Surname	DOE
E-mail	email.address@domain.com
Username	184891
Password	XXXXXXXX

The access keys have been sent successfully to the e-mail address you provided.

[Perform Login](#)

Fig. 9 – End of registration and Login credentials

Click [Perform Login](#) and use your **Username** and **Password** to enter your personal area (Fig. 10).



### Registration: Registration completed!

All the information required has been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so.

We recommend you to keep safe your username and password for future access.

Autenticazione richiesta

Un nome utente e una password sono stati richiesti da https://unimore.esse3.pp.cineca.it. Il sito riporta: "ESSE3"

Nome utente: 184891

Password: .....

[OK](#) [Annulla](#)

[Perform Login](#)

Fig. 10 – Login window

## 2. COMPLETION OF APPLICATION

Once acceded, click the "**Admission**" link on the left menu (Fig. 11).

JOHN DOE

[Reserved Area](#)  
[Logout](#)  
[Change Password](#)  
[my e-mail](#)

[Registered visitor area](#)  
[Master data](#)  
[Taxes](#)  
[Admission](#)  
[Evaluation test](#)

[HOME](#)  

### Registered Users Area - Welcome JOHN DOE

The service was created to maintain contacts with users interested in the University world. In this section you can find all the news and appointments and keep up to date with the changes in the University world.

Registered Area Organisation

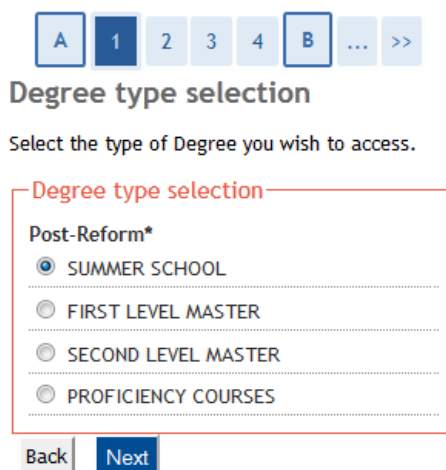
Fig. 11 – Registered user area

Click **Admission Exams** to proceed.



**IMPORTANT: EVEN IF THE ON-LINE APPLICATION REFERS TO ADMISSION EXAMS, ADMISSION TO SUMMER SCHOOLS IS OPEN TO EVERYBODY AND DOES NOT REQUIRE PARTICIPANTS TO PASS ANY ADMISSION EXAM.**

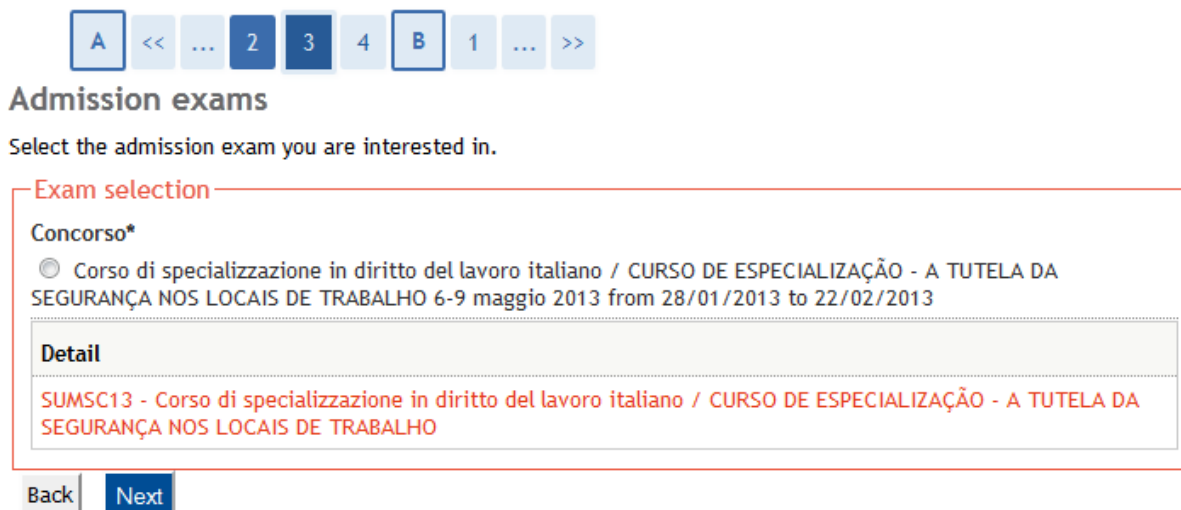
Select "**Summer school**" from the list in Fig. 12 and click **Next**.



The form shows a navigation bar with buttons A, 1, 2, 3, 4, B, ..., >>. Below it is the title "Degree type selection" and the instruction "Select the type of Degree you wish to access." A red box highlights the "Degree type selection" section, which includes "Post-Reform\*" and four radio button options: SUMMER SCHOOL (selected), FIRST LEVEL MASTER, SECOND LEVEL MASTER, and PROFICIENCY COURSES. At the bottom are "Back" and "Next" buttons.

Fig. 12 – Course type selection

Choose from the list the Summer School you wish to enrol in (Fig. 13). Click **Next** to proceed.



The form shows a navigation bar with buttons A, <<, ..., 2, 3, 4, B, 1, ..., >>. Below it is the title "Admission exams" and the instruction "Select the admission exam you are interested in." A red box highlights the "Exam selection" section, which includes "Concorso\*" and a radio button option: "Corso di specializzazione in diritto del lavoro italiano / CURSO DE ESPECIALIZAÇÃO - A TUTELA DA SEGURANÇA NOS LOCAIS DE TRABALHO 6-9 maggio 2013 from 28/01/2013 to 22/02/2013". Below this is a "Detail" section with the text "SUMSC13 - Corso di specializzazione in diritto del lavoro italiano / CURSO DE ESPECIALIZAÇÃO - A TUTELA DA SEGURANÇA NOS LOCAIS DE TRABALHO". At the bottom are "Back" and "Next" buttons.

Fig. 13 – Summer School courses list

In the next form you will be asked to specify if you need any kind of assistance.

A
B
1
2
3
C

### Other data

Area reserved to candidates who need assistance to take the test (if expected).

**Request for assistance to take the test**

I request assistance to take the test (Act 104/92 and subseq. amendments) ☐ Yes ☒ No

Disability type -

Percentage of disability  percentage must be between 0 and 100

The assistance note length must be less than 2000 characters

Assistance note

Back
Next

Fig. 14 – Assistance request

Click Next to continue.

## 2.1 CANCELING 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).

JOHN DOE

Reserved Area

Logout

Change Password

my e-mail

### Pending processes

Pending processes

**Process list**

Select	Description	Info	Status
<input checked="" type="radio"/>	Admission Exams: Corso di specializzazione in diritto del lavoro italiano / CURSO DE ESPECIALIZAÇÃO - A TUTELA DA SEGURANÇA NOS LOCAIS DE TRABALHO 6-9 maggio 2013		

Continue the selected process
Cancel the selected process

Fig. 15 –Pending process

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

## 3. APPLICATION PRINT AND PAYMENT

After making the application confirmed, it will become PERMANENT and **no further change can be made**.

Print the application by clicking Print application (Fig. 16) and click Payments to go to the “**Taxes**” area (this link also appears in the left menu).



### Admission exam application summary

To check the status of your admission application, scroll down the page and check:

- if you see the button "Print application", your application is complete and you will no more be able to modify it;
- if otherwise you see the button "Modify application", your application is incomplete and you can still modify it. In this case, remember to explicitly confirm it and to continue until you click the button "Save the data" in order to participate to the selection.

Admission exam	
Description	Corso di specializzazione in diritto del lavoro italiano / CURSO DE ESPECIALIZAÇÃO - A TUTELA DA SEGURANÇA NOS LOCAIS DE TRABALHO 6-9 maggio 2013
Year	2012/2013
Pre-roll list	1

Other data	
Request for assistance	No

### Valid for

Detail	Scad. ammissione	Scad. preimmatricolazione
SUMSC13 - Corso di specializzazione in diritto del lavoro italiano / CURSO DE ESPECIALIZAÇÃO - A TUTELA DA SEGURANÇA NOS LOCAIS DE TRABALHO		

### Tests

No test is associated to this admission

[Admission exams homepage](#)
[Print application](#)
[Payments](#)

Fig. 16 – Final page: "Print application" and "Payments" buttons

Clicking [Payments](#) you will enter the "Taxes area" (Fig. 17), where you can pay the fee on-line via credit card.

### Tax List

This page displays tax list and relevant amount.

#### Payment not received

Invoice	Bulletin code	Year	Description	Expiry Date	Amount	Status
1061658	00000000000001061658	12/13	Summer school	22/02/2013	€ 1100,00	

Fig. 17 – Tax list

Finally, click [Online Payment](#) to perform the payment via credit card (Fig. 18).

### Invoice Detail

Invoice1061658

Expiry Date: 22/02/2013

Amount: € 1100,00

Procedures: MAV

#### Summer school

Instalment	Item	Amount
Rata Unica	Iscrizione Summer School	€ 1100,00

[Online Payment](#)

[MAV Print](#)

Fig. 18 – Invoice detail



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