

# **TUTORIAL FOR INTERNATIONAL AND ERASMUS+ STUDENTS**

To register as student you need to go on the following webpage: <a href="https://www.unirc.it/">https://www.unirc.it/</a>



You need to select the the voice ESSE3: 🔨





# On the following page you can select the English language and proceed with **REGISTRATION.**

Servizi web ESSE3 per studenti e docenti	ita eng Area Riservata
Servizi web ESSE3 per studenti e docenti Bervenuto nel portale web dedicato ai Servizi Esse3 per gli Studenti e i Docenti. Per accedere ai servizi a te dedicati, clicca sulla voce Login nel menu in alto a destra.	Registrazione Registrazione con SPID Login Login con SPID
AVVISO PER PAGAMENTO TASSA REGIONALE PER STUDENTI DI ALTRE ISTITUZIONI - CONSERVATORIO CILEA DI RC, ACCADEMIA DI BELLE ARTI DI RC, SCUOLA SUPERIORE PER MEDIATORI LINGUISTICI DI RC processo nagamento tassa regionale altre istluzioni	🗛 Mobilità internazionale 🔶
ATTENZIONE PER GLI IMMATRICOLANDI AI CORSI MAGISTRALI BIENNALI Andare a questo link per le istruzioni di immatricolazione Istruzioni processo immatricolazione Magistrale biennale	
AVVISO: l'accesso con SPID è attivo. Al primo accesso, gli studenti già in possesso di un'utenza del tipo CODICEFISCALE@studenti.unirc.it dovranno eseguire una procedura guidata di "riconciliazione" dell'utenza SPID con quella locale.	
AVVISO: A partire dal giorno 13 marzo 2023, all'atto dell'accesso al sistema degli studenti di UNIRC verrà richiesto il caricamento obbligatorio della foto. Di seguito le istruzioni per un corretto inserimento.	
La fotografia deve: - inquadrare in primo piano il viso e le spalle; - intrare la persona con lo sguardo diretto verso l'obbiettivo; - essere a fusco e nitida; - senza scritte e non danneggiata; - essere recente (ron più di sei mes); - in formato JPEG, JPG o BITMAP.	
ATTENZIONE PER I LAUREANDI : la compilazione del questionario Almalaurea dovrà essere momentaneamente effettuata al seguente link Accedi ad Almalaurea	

On the following page you'll see the data required, so click "**REGISTRAZIONE**" and proceed on the next page.

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#### Registrazione

Attraverso le pagine seguenti potrai procedere con la registrazione al sito. Al termine ti saranno consegnati un nome utente e un codice di accesso che ti permetteranno di accedere al sistema per modificare i tuoi dati e accedere ai servizi offerti. Le informazioni che ti verranno richieste le trovi nell'elenco qui sotto: \* Dati anagrafici \* Codice Fiscale \* Indirizzi: Residenza e Domicilio \* Recapito: email, fax, numero cellulare

Activity	Section	Info	Status	Legend:
A - Registrazione Web		0	X	<li>Information</li>
	Dati Personali	3	X	Working Section
	Indirizzo Residenza	0	6	Locked Section
	Indirizzo Domicilio	0	6	Completed Section
	Recapito	0	6	
	Dati Bancari Rimborso/pagamento borse di studio	0	6	
	Scelta Password	0	6	
	Riepilogo Registrazione Utente	0	6	
	Riepilogo Credenziali	6	6	

## On the following pages you can fill the "PERSONAL DATA" form. Then click on Forward.

ation: Personal dat	ta	+ megena.
		* Mandatory Field
data	and modifying the user's personal data and place of birth.	Checklist
Name*	GEORGES	
Family Name*	BIZET	
Date of birth*	14/03/2001	
	(dd/mm/yyyy)	
Gender*	Male     O Female	
Nationality*	FRANCE	
Country:*	France	
City not listed*	Paris	
Italian ID no.*	BZTGGS01C14Z1105	
	(automatically calculated if not provided)	

MBNU

#### Back Forward

On the following page you can fill the the "PERMANENT ADDRESS" data form. Then click on Forward.

stration: Permanent a	iddress	* Mandatory Field
ge shows the form for entering a	and modifying the user's permanent address.	Checklist
Country*	France	-
The town entered was not ound among those listed.*	Paris	
ZIP CODE	d in Task	
Locality	Paris	1
Address*	Rue du Montparnasse	
Street no.*	(street, square, road) 6	
Telephone*	+33 784168459	
arrent address is the same as permanent address*	• Y O N	

# On the following page you can fill the "DELIVERY DETAILS" data form. Then click on Forward.

Back Forward

#### ♣ Legend: Registration: Delivery details \* Mandatory Field The page shows the form for entering and madifying the user's delivery details. E Checklist Delivery address-Correspondence address\* O Permanent address Current address Email\* georges.bizet@google.com Conferma E-mail georges.blzet@google.com (Si prega di confermare la E-mail) if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44) International dialling code International dialling code +33 (international dialling code - number) Mobile phone 784168459 Maximum length 16 characters including the international dialling code Privacy\* I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003 OY ON

On the following page you find "DATA BANK ACCOUNT (REFUNDS)", you need to leave blank and go to next page.

Servizi	web ESSE3 per studenti e docenti	
E << 2 3 4 5 Registration:Data Bank Ad	6 >> count (Refunds)	₽ Legend:
The page shows the form for entering a	d modifying the user's Data Bank Account.	* Mandatory Field
Payment methods	Seleziona	

On the following page you need to "CHOOSE PASSWORD". Then click on Forward.



Print

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ristration Choose pass	rand	I Legend:
gistration.enoose pass		* Mandatory Field
can define your personal access pa	sword on this page.	Checklist
the spaces at the beginning and end	of the password will be eliminated.	
WARNING: the password entered	must meet the following requirements:	
<ul> <li>there must be no more than 20 c there must be at least 1 characte</li> <li>there must be at least 1 characte</li> <li>there must be at least 1 characte</li> <li>there must be at least 1 characte</li> <li>non deve contenere sottostringhe</li> <li>non deve contenere sottostringhe</li> </ul>	iaracters s of the set A Z s of the set A Z s of the set 0-9 s of the set [0#5%6^& <sup>*</sup> _++=;;,?/ del nome di lunghezza maggiore di 3 caratteri del cognome di lunghezza maggiore di 3 caratteri	
hoose password		
Password*		

## On the following page you can find the "**REGISTRATION SUMMARY**" to verify the data before to confirm.

egistration: Registration Summary		
		* Mandatory Field
he information entered in the previous sections can be reviewed on this page.		E Checklist
Personal Data		
Name	GEORGES	
Family Name	BIZET	
Gender	Male	
Date of birth	14/03/2001	
Nationality	FRANCE	
Country of birth	France	
The Town/City entered was not found among those listed.	Paris	
Italian ID no.	BZTGGS01C14Z110S	
Edit Personal Data Use the link to edit Personal Data		
Permanant address		
rermanent address		
Country	France	
Country Town/City not listed	France Paris	
Country Town/City not listed ZIP CODE	France Paris	
Country Town/City not listed ZIP CODE Locality	France Paris Paris	
Country Town/City not listed ZIP CODE Locality Address	France Paris Paris Rue du Montparnasse	
Country Town/City not listed ZIP CODE Locality Address Street no.	France Paris Paris Rue du Montparnasse 6	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number	France Paris Paris Rue du Montparnasse 6 +33 784168459	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address	France Paris Paris Rue du Montparnasse 6 +33 784168459 Y	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address Fett Bermanent Address Fett Bermanent Address Fett Bermanent Address	France Paris Paris Rue du Montparnasse 6 +33 784168459 Y	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address Fdt Permanent Address Deliverent Potentials Deli	France Paris Rue du Montparnasse 6 +33 784168459 Y	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address * Edt Permanent Address Delivery Details	France Paris Paris Rue du Montparnasse 6 +33 784168459 Y	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address Phone number Current address Use the link to edit Permanent Address Delivery Details Email Email	France Paris Paris Rue du Montparnasse 6 +33 784168459 Y Y	
Country Town/City not listed ZIP CODE Locality Address Street no. Phone number Current address is the same as permanent address  Edit Permanent Address Delivery Details Email Mobile phone	France           Paris           Paris           Rue du Montparnasse           6           +33 784168459           Y           georges.bizet@google.com           +33 784168459	

On the following page you see the the webservice "REGISTRATION COMPLETED" page with user name and password to access to the webservice

Servizi web ESSE3 per stu	denti e docenti	
<< 6 7 8		
		I Legend:
egistration Registration completed		
egistration:Registration completed		* Mandatory Field
egistration:Registration completed the required information has been entered correctly. To enter your ner Personal Authorization Details:	r Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.	<ul> <li>★ Mandatory Field</li> <li>☐ Checklist</li> </ul>
egistration:Registration completed the required information has been entered correctly. To enter your ne Personal Authorization Details:	v Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.	* Mandatory Field
egistration:Registration completed the required information has been entered correctly. To enter your ne Personal Authorization Details:	v Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access. GEORGES	* Mandatory Field
egistration:Registration completed the required information has been entered correctly. To enter your ne Personal Authorization Details: Name Family Name Username	Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.    GEORGES  BIZET  bitroe01c14c110c	* Mandatory Field
egistration:Registration completed the required information has been entered correctly. To enter your ne Personal Authorization Details: Name Family Name Usemane Password	v Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.  GEORGES BIZET bit0g901c142110s Medterranee99	* Mandatory Field

