



New student and enrolled student

In order to carry out any procedure online on the university portal, you must be registered. At the end of the registration process you will be assigned a **username and password**. Connect to www.uninsubria.eu portal under Log in > [Student office online service](#).

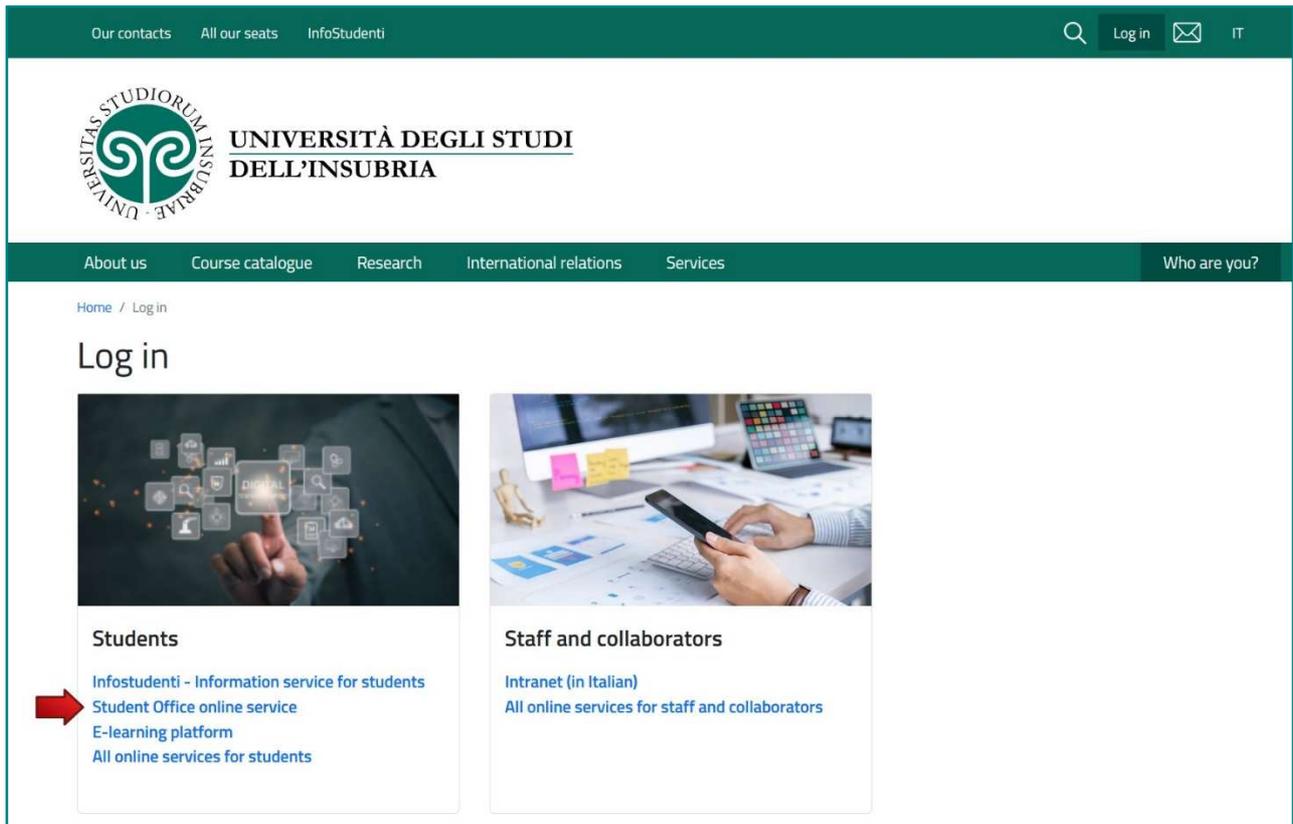
You can find it in the Homepage at the top of the page.

Our contacts All our seats InfoStudenti Log in IT

UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA

About us Course catalogue Research International relations Services Who are you?

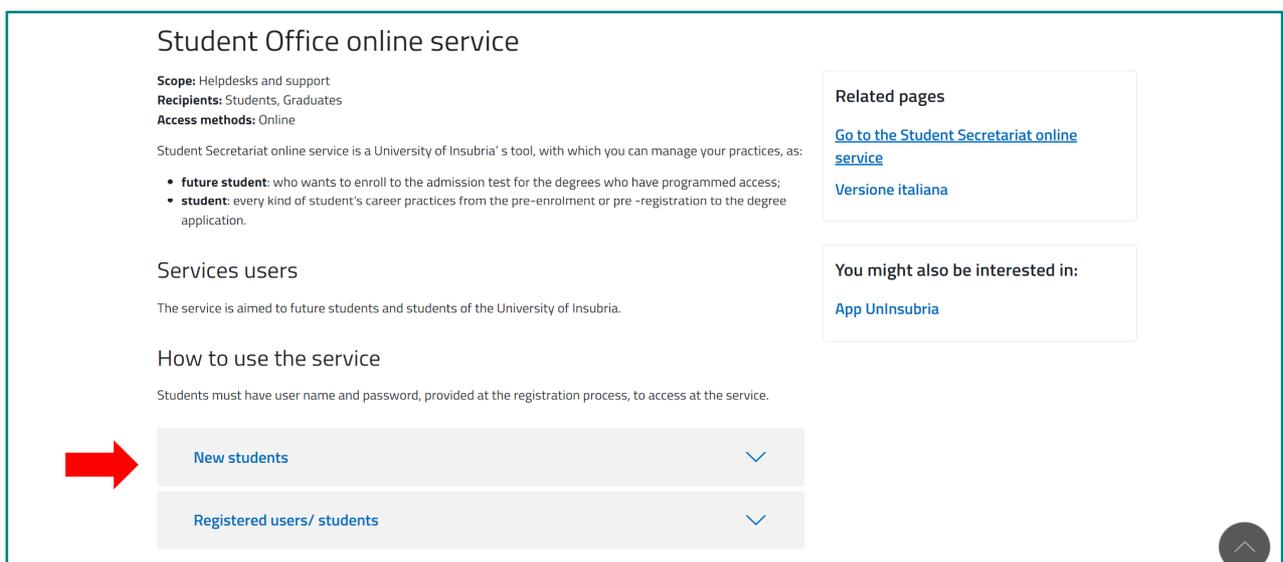
University of Insubria: the excellence close to you
The new video for the international promotion of the university



The screenshot shows the home page of the University of Insubria. At the top, there is a navigation bar with links for 'Our contacts', 'All our seats', and 'InfoStudenti'. A search icon, 'Log in' button, and 'IT' icon are also present. Below the navigation bar is the university's logo and name: 'UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA'. A secondary navigation bar includes 'About us', 'Course catalogue', 'Research', 'International relations', 'Services', and 'Who are you?'. The main content area features a 'Log in' section with two columns. The left column, titled 'Students', contains a red arrow pointing to a list of links: 'Infostudenti - Information service for students', 'Student Office online service', 'E-learning platform', and 'All online services for students'. The right column, titled 'Staff and collaborators', contains links for 'Intranet (in Italian)' and 'All online services for staff and collaborators'.

New student

Open "New Students" and click [Student office online service](#)



The screenshot displays the 'Student Office online service' page. The main heading is 'Student Office online service'. Below it, the following information is provided: **Scope:** Helpdesks and support; **Recipients:** Students, Graduates; **Access methods:** Online. A description states: 'Student Secretariat online service is a University of Insubria' s tool, with which you can manage your practices, as:'. A bulleted list defines:

- future student:** who wants to enroll to the admission test for the degrees who have programmed access;
- student:** every kind of student's career practices from the pre-enrolment or pre-registration to the degree application.

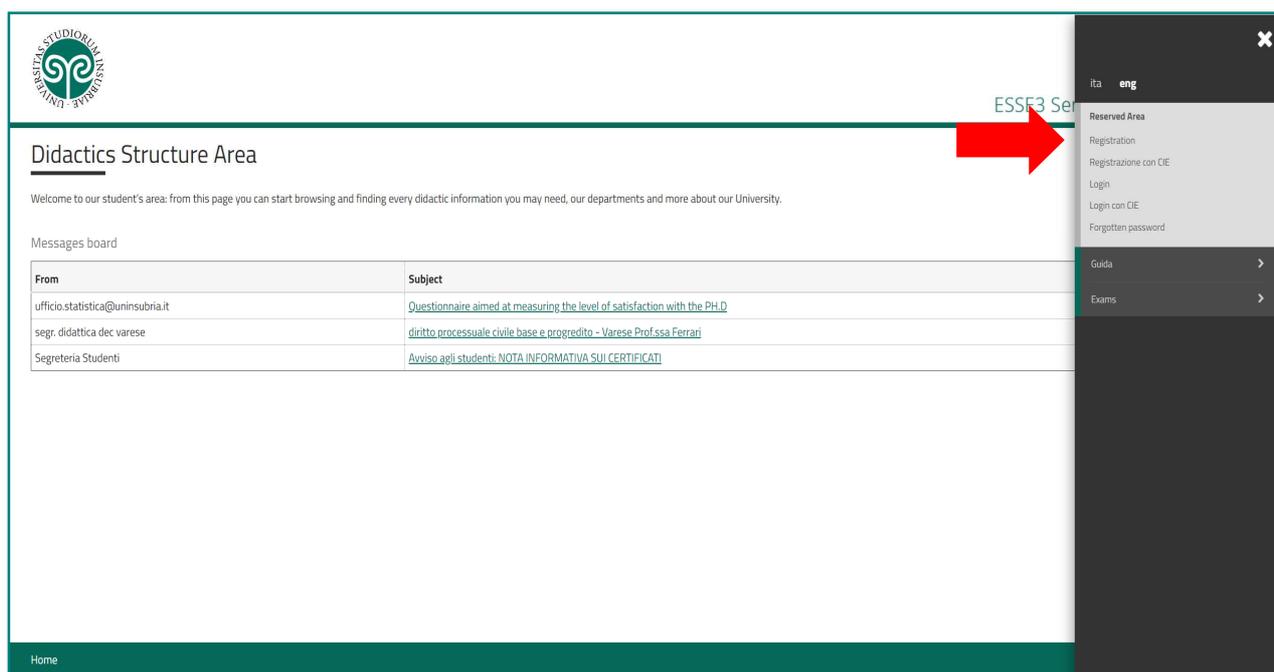
 The page also includes sections for 'Services users' (aimed at future students and current students) and 'How to use the service' (requiring a user name and password). On the right, there are 'Related pages' with links to 'Go to the Student Secretariat online service' and 'Versione italiana', and a section 'You might also be interested in:' with a link to 'App UnInsubria'. At the bottom, a navigation menu is shown with a red arrow pointing to the 'New students' dropdown menu.

Select registration from the menu on the right top

What you need:

- Italian fiscal code if you have it
- personal data
- email address

Read first our [privacy policy](#) and then make the registration pressing the bottom: create an account



Didactics Structure Area

Welcome to our student's area: from this page you can start browsing and finding every didactic information you may need, our departments and more about our University.

Messages board

From	Subject
ufficio.statistica@uninsubria.it	Questionnaire aimed at measuring the level of satisfaction with the Ph.D.
segr. didattica dec varese	diritto processuale civile base e progredito - Varese Prof.ssa Ferrari
Segreteria Studenti	Avviso agli studenti: NOTA INFORMATIVA SUI CERTIFICATI

Home

ESSE3 Ser

Ita eng

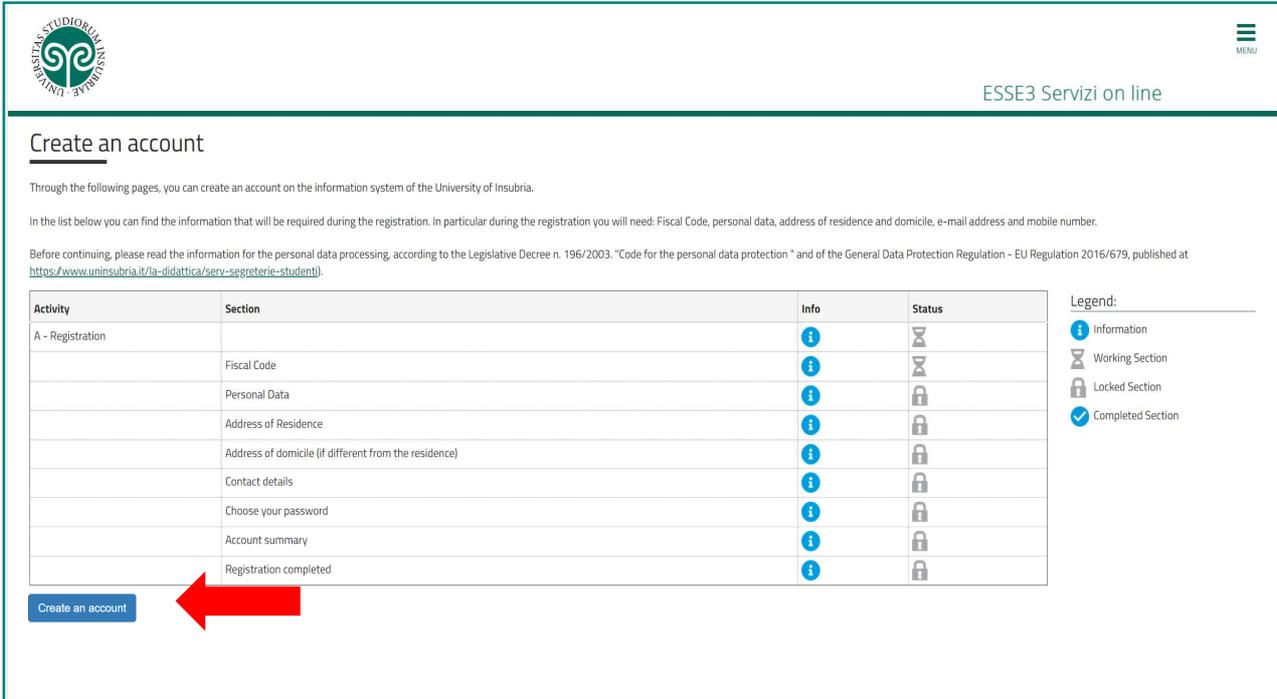
Reserved Area

- Registration
- Registrazione con CIE
- Login
- Login con CIE
- Forgotten password

Guida >

Exams >

If you have an Italian fiscal code make sure to have it during registration process, if you haven't it yet you have to declare it at the first step of the registration process and you will be able to proceed.



ESSE3 Servizi on line

Create an account

Through the following pages, you can create an account on the information system of the University of Insubria.

In the list below you can find the information that will be required during the registration. In particular during the registration you will need: Fiscal Code, personal data, address of residence and domicile, e-mail address and mobile number.

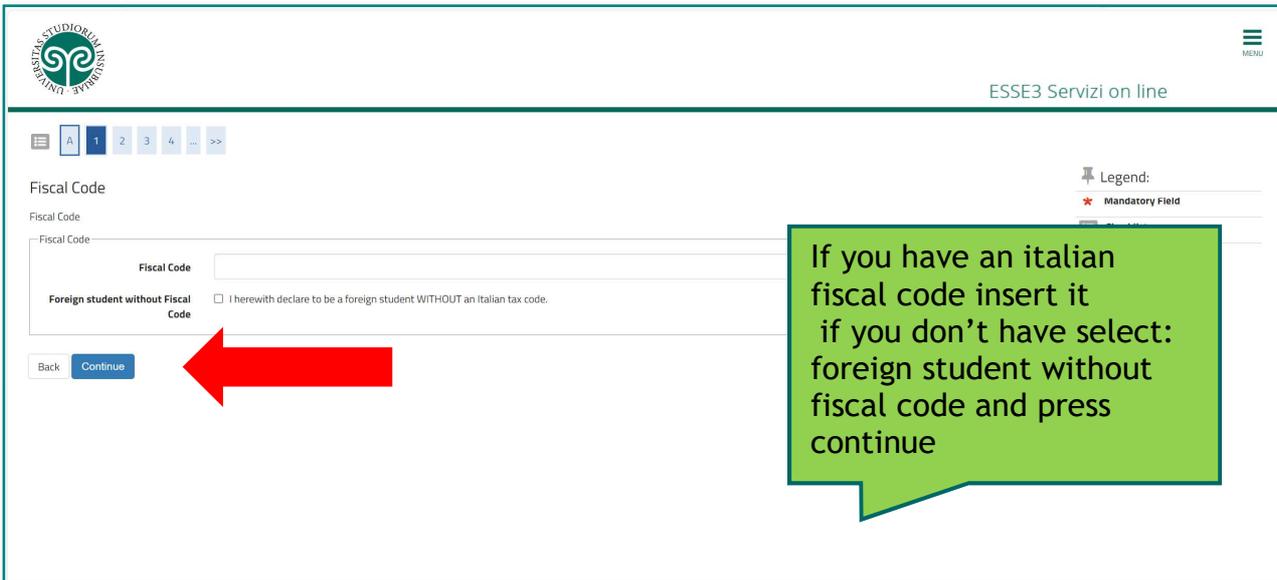
Before continuing, please read the information for the personal data processing, according to the Legislative Decree n. 196/2003. "Code for the personal data protection" and of the General Data Protection Regulation - EU Regulation 2016/679, published at <https://www.uninsubria.it/la-didattica/serv-segreterie-student/>.

Activity	Section	Info	Status
A - Registration			
	Fiscal Code		
	Personal Data		
	Address of Residence		
	Address of domicile (if different from the residence)		
	Contact details		
	Choose your password		
	Account summary		
	Registration completed		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

[Create an account](#)



ESSE3 Servizi on line

Fiscal Code

Fiscal Code

I herewith declare to be a foreign student WITHOUT an Italian tax code.

Back [Continue](#)

If you have an italian fiscal code insert it if you don't have select: foreign student without fiscal code and press continue

Registration: Personal data

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

Personal data

Name*

Family Name*

Date of birth*
(dd/mm/yyyy)

Gender* Male Female

Nationality* Please, select the NATIONALITY

Country* Please, select the COUNTRY of BIRTH

City not listed*

Fiscal code*

Back Forward

Legend:
* Mandatory Field
Checklist

Fill in all the fields with your personal data and then click on **forward** to continue

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country* ITALY

Province* Please, select the Province
if in Italy

Town/City* Please, select the Town/City

ZIP CODE*
if in Italy

Locality

Address*
(street, square, road)

Street no.*

From*
(dd/mm/yyyy)

Telephone

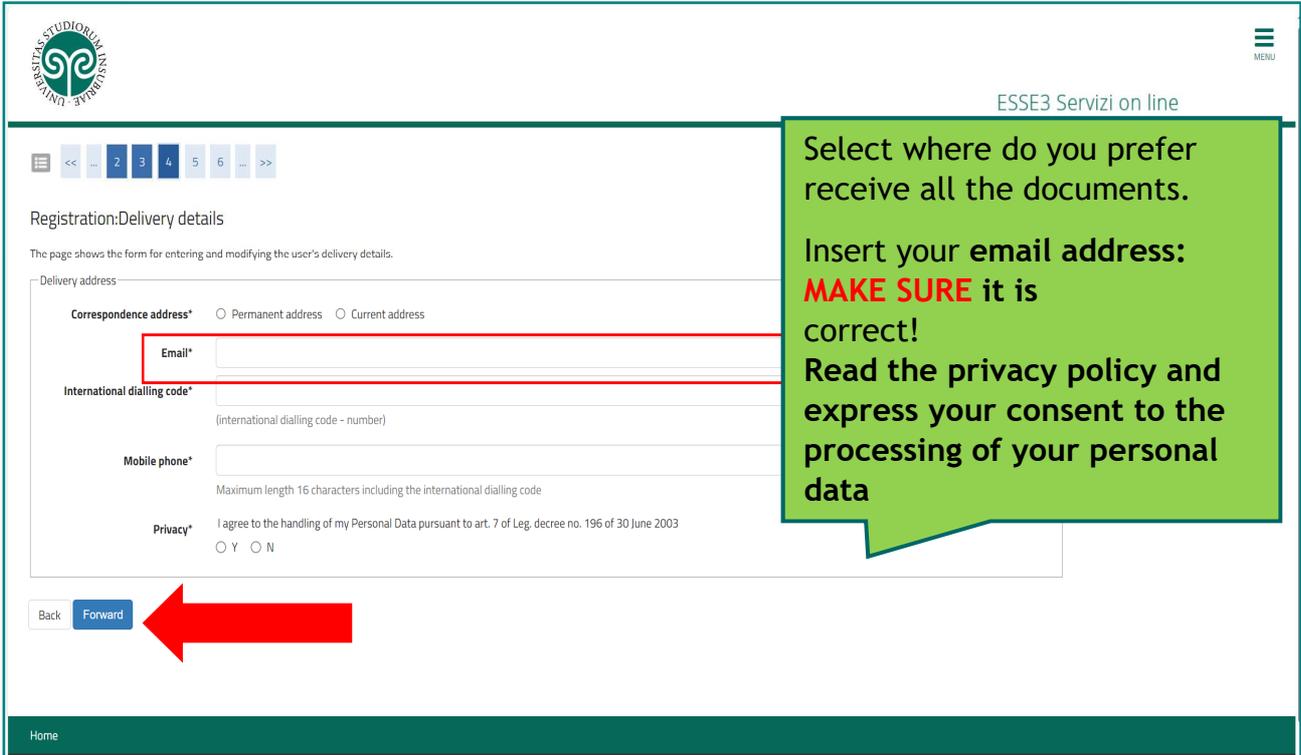
Current address is the same as permanent address* Y N

Back Forward

Legend:
* Mandatory Field

Insert the information about your permanent address.

➤ If you have also a temporary address please insert the information in the field below. In the next step you have to select where do you prefer receive eventual documents, letters and notices. Then click on **Forward**



The screenshot shows a web form titled "Registration: Delivery details" with a sub-header "The page shows the form for entering and modifying the user's delivery details." The form includes a "Delivery address" section with radio buttons for "Correspondence address*" (Permanent address or Current address), an "Email*" field, an "International dialling code*" field (with a note "(international dialling code - number)"), a "Mobile phone*" field (with a note "Maximum length 16 characters including the international dialling code"), and a "Privacy*" section with a checkbox for "I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003" (options Y or N). At the bottom left, there are "Back" and "Forward" buttons. A large red arrow points to the "Forward" button. A green callout box on the right contains the following text: "Select where do you prefer receive all the documents. Insert your email address: **MAKE SURE** it is correct! Read the privacy policy and express your consent to the processing of your personal data".

The screenshot shows the 'Registration:Choose password' page. A green callout box on the right contains the text: 'Choose your password which respects all the criteria set out for protecting your personal data. Then click on **Forward**'. A red arrow points from the callout box to the 'Forward' button. Another red arrow points from the callout box to the password requirements list. The page includes a navigation bar with 'ESSE3 Servizi on line', a legend for 'Mandatory Field' and 'Checklist', and a 'Choose password' section with 'Password*' and 'Confirm password*' fields. A 'Back' button and a 'Forward' button are at the bottom left.

Registration:Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

WARNING: the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be at least 1 characters of the set .+!-
- there must be at least 1 characters of the set a-z
- there must be at least 1 characters of the set 0-9
- it must not contain parts of the first name longer than 4 characters
- there must be no more than 20 characters
- it must not contain parts of the user name longer than 4 characters
- it must not contain parts of the last name longer than 4 characters
- there must be at least 1 characters of the set A-Z

The chosen password must meet all the criteria set out.

WARNING: do not enter your first name or surname or parts of them (up to 4 letters), as this is not allowed.

Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

Personal Data

Name	BENJAMIN
Family Name	FIRST
Gender	Male
Date of birth	10/06/2002
Nationality	UNITED STATES
Country of birth	United States
Town/City	Atlanta
Fiscal code	FRSBJM02H10Z404L

[Edit Personal Data](#) Use the link to edit Personal Data

Permanent address

Country	ITALY
Province	Roma (RM)
Town/City	Roma
ZIP CODE	00042
Locality	
Address	Via Piave
Street no.	11
Phone number	
Current address is the same as permanent address	Y

[Edit Permanent Address](#) Use the link to edit Permanent Address

Delivery Details

Correspondence address	Permanent address	
Email		jbria.it
Mobile phone		+39 3576522847

Check with attention the information inserted from the summary and click on **Confirm**.

You can correct the information clicking on the button edit in each field.

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Not available
I agree to the disclosure of my Personal details in accordance with current legislation	Not available

[Edit Delivery Details](#) Use the link to edit Delivery Details

Back **Confirm**

Registration: Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

Personal Authorization Details:

Name	BENJAMIN
Family Name	FIRST
E-Mail	benjaminfirst@gmail
Username	bfirst
Alias	
Password	Brian10062002!

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

Legend:
★ Mandatory Field
☑ Checklist

Buttons: Login, Print, Exit

Callout: Choose one of the options below and end the procedure

• What happens now?

Proceed with the authentication: go to the next screen that allows you to login directly to the reserved area on the University portal.

Print Reminders: Download a full reminder with the data you entered. It is always useful to save it, but if you can avoid printing it it's a **Green choice** 🌿

Exit: The Registration procedure ends, without proceeding with the authentication that allows you to immediately access the reserved area. You can authenticate later, using the Username and Password chosen.