



@nline services for the student

One password for many services

Online registration tutorial

This document gives the relative guidelines for registering your assignment credentials to access your Reserved Area.

Connect to the
<https://studenti.unimc.it> website
and click on "**Menu**" icon at the
top right.

Online student services

This page is the starting point to access the online services for student at the University of Macerata.

On 28th August ESSE3 online services will not available from 8:00 am to 1:00 pm for technical reasons.

If this is your first contact with the University of Macerata, first enter your data, then you'll receive your username and password.
Before the first access, your browser will ask you to confirm the website authenticity. After confirming it, the message will not be displayed any more.

For further information about undergraduate programmes, administrative enquiries and any issues concerning registration and enrolment, please email ss.foreignstudent@unimc.it.

For further information about postgraduate programmes, administrative enquiries and any issues concerning registration and enrolment, please email postlauream@unimc.it.

For technical problems in accessing your personal page, please email servizi.online@unimc.it.

For any problems with the English version of this online service, please email servizi.online@unimc.it.

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After opening the menu, select
“**Data Entering**” to start the
procedure.



data entering

On the following pages you can enter your data to register yourself on this site. When the procedure will be completed, you will be given a username and password which will allow you to access the system to change your details and to access the services offered. You can see the information you will be asked for in the list below: fiscal code, personal information, residence and domicile addresses, e-mail, mobile number

data entering

Press the botton “**Data entering**” to start the procedure.



Italian fiscal code

The identification number (codice fiscale) provides a means of identification of foreign citizens in their relations with public authorities and other administrations. For individuals, it is determined on the basis of personal data and is made up of an expression of 16 alphanumeric characters.

Italian fiscal code

Italian fiscal code*

International student without
the Italian fiscal code

☐

Back

Next

Remarks

* Needed datum

Insert your tax code carefully if you're an Italian student, otherwise check the option "**International student without the Italian fiscal code**" and click on "**Next**".



Data entering: Personal Data

This page shows a form to enter user's personal details and place of birth.
Please enter your data and click on NEXT.
The software will calculate your italian fiscal code.

Personal Data

Name*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text"/> 
	(dd/MM/yyyy)
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
First Citizenship*	<input type="text" value="ALBANIA"/>
Country*	<input type="text" value="ALBANIA"/>
City not listed*	<input type="text" value="Tirana"/>
Italian fiscal code*	<input type="text"/>
	(automatically calculated if not entered)

Back

Next

Enter your personal details: name, surname, date of birth, gender, citizenship and place of birth. Click on "Next".



Data entering: Contact address

This page shows a form to enter or change user's address.

Contact addresses

e-mail*

Conferma E-mail

(Si prega di confermare l'e-mail)

International dialling code*

(international dialling code - number)

Mobile phone*

Max 16 figures

Dichiaro di aver preso visione dell'informativa ai sensi dell'art.13 del D.Lgs. 196/2003 e successivi aggiornamenti (<https://www.unimc.it/it/privacy-policy/front-page>) e presto il mio consenso al trattamento dei miei dati personali da parte dell'Università di Macerata; inoltre presto il mio consenso ai sensi degli artt. 20, 23 e 26 del D.Lgs. 196/2003 e successivi aggiornamenti per il trattamento dei miei dati sensibili:

I confirm to have received the Privacy Policy Information (art. 13 D. Lgs. 196 30/06/2003) and I give my consent (artt. 20, 23 e 26 del D. Lgs. 196/2003).*

☒ Y ☐ No

Back

Next

Enter your contact details, mobile phone and personal email, then view the privacy policy.

ATTENTION: correctly type your email address, which is essential for activating your account.

Click on "**Next**".

 Remarks

✳ Needed datum

 **WARNING:** the password entered must meet the following requirements:

- there must be at least 10 characters
- there must be no more than 16 characters
- there must be at least 1 characters of the set a-z
- there must be at least 1 characters of the set A-Z
- there must be at least 1 characters of the set 0-9
- there must be no more than 0 characters of the set `\!"#$%&/'() =?^_`{+*}~@â" #ù$<>.,;:_ÄÅÄÊËËÎÎÑÕÖÜÜÝàáâäåæîïïöüö`
- it must not contain parts of the user name longer than 4 characters

- Password choice

Password*

•••••

Confirm password*

[Back](#)

Next

ATTENTION: your password choice must meet the requirements listed on the page.



Data entering: Data entering summing up

Here you can find the information that you already filled in the previous sections.

Personal details

Name	XXXXXXXXXX
Surname	XXXXXXXXXX
Gender	Male
Date of birth	12/12/1990
Citizenship	ALBANIA
Country of birth	ALBANIA
City not listed	Tirana
Italian fiscal code	XXXXXXXXXX

[Change personal details](#) Click on the link to change your personal details

Contact addresses

E-mail	XXXXXXXXXX@unimc.it
Mobile phone	XXXXXXXXXX

I confirm to have received the Privacy Policy Information (art.7 D. Lgs. 196 30/06/2003) and I give my consent ☒ Yes

[Change contact addresses](#) Go to the link to change contact address


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

Remarks

Needed datum

The registration procedure is complete. Click on "Confirm".






DAL 1290

l'umanesimo che innova

Servizi online

MENU



Data entering: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.

Username and Password

Name

Surname

E-mail

Username

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

Il link per confermare ed attivare la sua registrazione è stato inviato correttamente per posta elettronica all'indirizzo da lei inserito.

Remarks

★ Needed datum

To activate your account, follow the instructions in the automatic email that was sent to your private email address.

Rispondi Rispondi a tutti Inoltra



Università degli Studi di Macerata <sistemainformativostudenti@unimc.it>

@unimc.it

Università degli Studi di Macerata - Servizi online - Richiesta attivazione

**unimc**
UNIVERSITÀ DI MACERATA**l'umanesimo che innova**

Servizio online

Benvenuto **ATTIVA IL TUO SERVIZIO ONLINE**,
grazie di esserti registrata/o al portale dei Servizi online dell'Università degli Studi di Macerata.
Per completare la tua registrazione devi attivare le tue credenziali.

Attiva le credenziali

Se il link sopra indicato non dovesse funzionare, copia questo indirizzo (anche se fosse visualizzato su più righe) e incollalo nella barra degli indirizzi del tuo browser:

<https://studenti.unimc.it/ConfermaReg.do?token=31C21433D9E1FF82326A4F2BD7FACE93>

Solo dopo la loro attivazione potrai accedere ai servizi online dalla tua area riservata.

Servizi online Ateneo myUNIMC|App Servizi informatici studenti Helpdesk/Assistenza

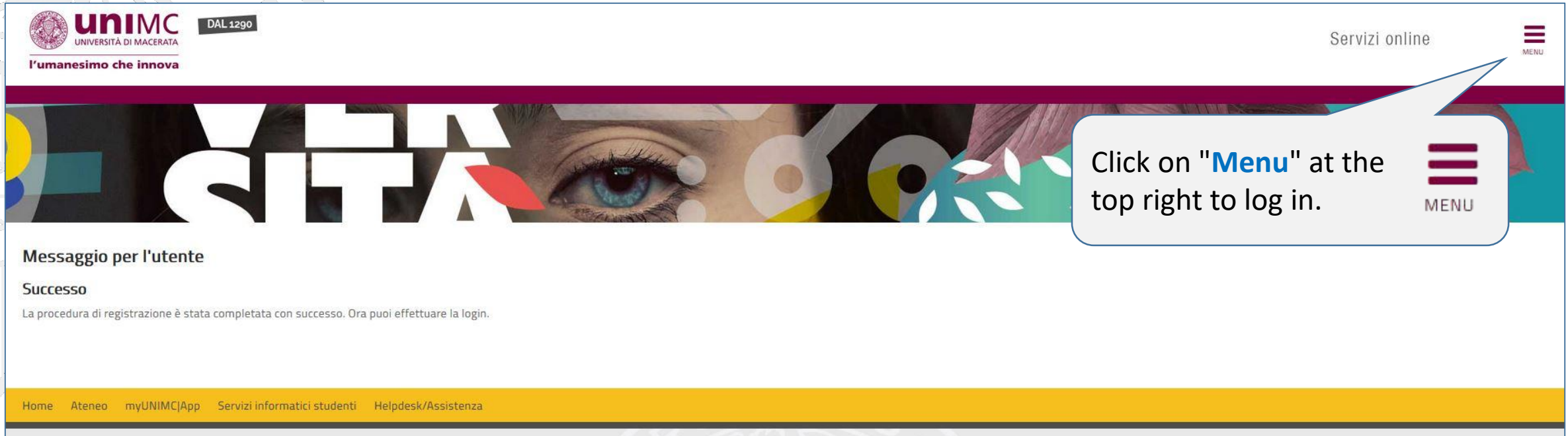
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HR EXCELLENCE IN RESEARCH

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CHIAMA UNIMC (+39) 0733 2581
Numero Verde 800 22 40 71
PEC ateneo@pec.unimc.it

Activate your account by clicking on the link in the email that was sent to you.



The screenshot shows the unIMC website interface. At the top left is the unIMC logo with the tagline "l'umanesimo che innova" and "DAL 1290". At the top right, there is a "Servizi online" link and a "MENU" button represented by three horizontal lines. A callout box points to this menu button with the text: "Click on **'Menu'** at the top right to log in." Below the header is a banner image featuring a close-up of a person's eye and the word "VITA" in large, stylized letters. Under the banner, a message box titled "Messaggio per l'utente" displays a success message: "Successo" followed by "La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login." At the bottom, a yellow navigation bar contains links for "Home", "Ateneo", "myUNIMC|App", "Servizi informatici studenti", and "Helpdesk/Assistenza".

If the activation of the account has been successful, the following message will be displayed:
“**The registration procedure has been completed successfully. Now you can log in**” (La procedura di registrazione è stata completata con successo. Ora puoi effettuare il login).



The screenshot shows the unimc website header with the logo and tagline "l'umanesimo che innova". Below the header is a large banner image. A message box titled "Messaggio per l'utente" displays "Successo" and states: "La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login." A callout bubble points to the "Login" link in the "Area Riservata" menu, with the text "Click on 'Login' to access."

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Servizi online

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Area Riservata

Registrazione

Login

Reset password

Posta Elettronica

Didattica

Bacheca Appelli d'esame

Messaggio per l'utente

Successo

La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login.

Home Ateneo myUNIMCApp Servizi informatici studenti Helpdesk/Assistenza

The screenshot shows the unimc website header with the logo and tagline "l'umanesimo che innova". Below the header is a large banner image. A message box titled "Messaggio per l'utente" displays "Successo" and states: "La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login." A login dialog box titled "Autenticazione richiesta" is open, showing fields for "Nome utente" and "Password" and buttons for "OK" and "Annulla". A callout bubble points to the "OK" button, with the text "Enter your credentials and click on 'Ok'."

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MENU

Messaggio per l'utente

Successo

La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login.

Autenticazione richiesta

https://studenti.unimc.it richiede un nome utente e una password. Il sito riporta: "ESSE3"

Nome utente:

Password:

OK Annulla

Home Ateneo myUNIMCApp Servizi informatici studenti Helpdesk/Assistenza



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FOR MORE DETAILS OR SUPPORT, YOU CAN CONSULT THE FOLLOWING LINKS:

- ❖ [Teaching](#)
- ❖ [Enrollment and course of studies](#)
- ❖ [Registration](#)
- ❖ [Tuition and fees](#)
- ❖ [Exemptions](#)
- ❖ [International students](#)
- ❖ [Contacts](#)