



How to register online

How to REGISTER ONLINE

Registration as a user of the University of Sannio is necessary in order to be able to enroll in the entrance tests or to register for a degree course. To register, link to the web address <https://unisannio.esse3.cineca.it/Home.do>

Click the **“Login”** section of the menu on the left, then log in using your **University portal credentials or create a new account** from scratch.

Click on **“Registration”** then **“Web Registration”** on the left menu. There will be a series of pages:

- 1. The first one guides you in the recording of personal data;**
- 2. The second step you need to do is register your identity document;**
- 3. Then enter the data relating to the residence;**
- 4. On the next page you will have to fill in your contact information details and express your consent to the processing of personal data;**
- 5. Choose the password that will have to meet some minimum-security criteria;**
- 6. Click on “Forward” to get to the “Register Summary” page, where you will be able to review the information, you have previously entered.**

Once the registration has been completed, you will be informed of the credentials to access your reserved area.

Click on **“Login”**, enter your Username and Password and login to ESSE3. .

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1 How to register online

1.1 Introduction

Registration as a user of the University of Sannio is necessary in order to be able to enroll in the entrance tests or to register for a degree course.

To register, link to the web address <https://unisannio.esse3.cineca.it/Home.do>

The following page will open:

The screenshot shows the 'Servizi online' page of the University of Sannio. On the left, there is a vertical navigation menu with the following items: 'Login', 'Registrazione', 'Studenti/Dottorandi', 'Registrazione with SPID', 'Authorization code from Access Code', 'Password Recovery', 'Login menu' (with a sub-item 'If you are already registered sign in via LOGIN'), 'Future student', 'Student', 'Graduated', and 'Teaching staff'. The main content area is organized into a grid of service categories: 'University' (Go to University website), 'Online Guides' (Faculties, Bachelor's Degrees, First and Second Level University Masters, Graduate Schools, Ph.D), 'Lessons and Exams' (Teachings, programs and timetables, Teachers and tutoring, Educational materials and handouts, Student evaluation, Exams' calendar, Booking appeals, Exam results), 'Orientation' (Orientation, enrollment and pre-enrollment, basic knowledge tests), 'Student Office' (Student office's timetable, Certifications, Forms and self-certifications, Deadlines, Enrollment), 'International mobility' (International Mobility Programs, Services for Students in International Mobility), 'Scholarships and Taxes' (Scholarships and Taxes), 'Degree and Post-Degree' (Stage and Internships, Graduation Appeals Calendar, High University Education, License to practice, Alumni, AlmaLaurea), 'Job' (Post lauream Stage and Internships, Jobs, Graduate Employment Data), 'Services' (Orientation, Students Accomodation, University cafeteria, Student services, Tutoring and counseling), and 'Extracurricular and recreational activities' (Language Courses, ECDL Courses, Sports Equipment, Student Activities, Chorus, Greek).

You can perform two different types of operations depending on whether you are a:

- **User already registered** (*also in the past*). You already have your login credentials and just click on **“Login”** of the right menu and log in.
- **New user**. In this case you can register with the online services portal by creating a new account from scratch.



1.2 Guided registration of the University's online services portal

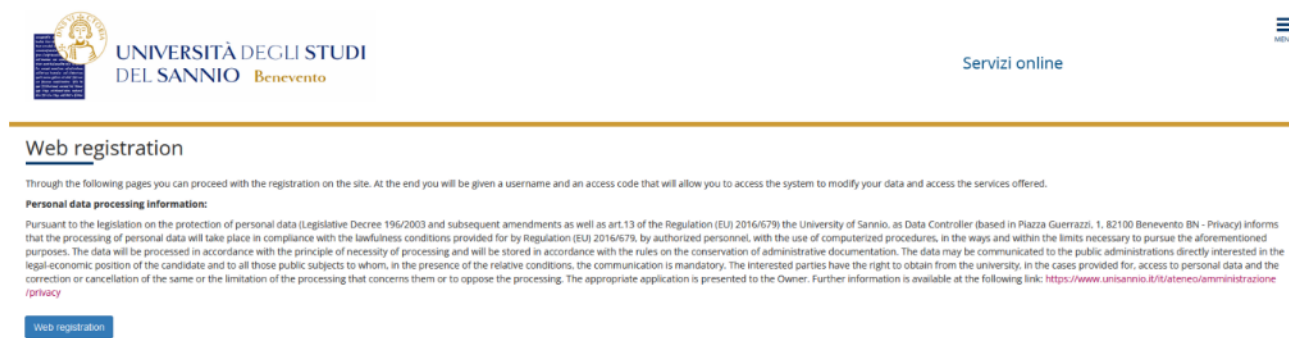
To start the registration process, please refer to the web address <https://unisannio.esse3.cineca.it/Home.do>.

Click on **"Registration"** of the left menu as shown in the figure:



You will be shown the following page, which also presents the information on the processing of personal data. This and further information can be found at the following link.

<https://www.unisannio.it/it/ateneo/amminist.azione/privacy>



Click on **"Web Registration"** to continue. You will be offered a series of pages. At the top left are the totals to be compiled numbered in ascending order.

The first one guides you in the *recording of personal data*:



1 2 3 4 5 ... >>

Registration: Personal data

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

Legend:
Mandatory Field

Form for entering personal data: Name, Family Name, Date of birth, Gender, Nationality, Country, City not listed, Italian ID no.

Back Forward

Once you have entered the personal data, click on the "Forward" button to continue. The second step you need to do is register your identity document:



1 2 3 4 5 ... >>

Registration: Identity Documents

Legend:
Mandatory Field

Form for entering identity document details: Document types, ID Number, Released By, Release Date, Expiration Date.

Back Next



Once you have entered the details of the document, click on the button **“Next”** to continue and enter the *data relating to the residence* as shown below:

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.*

Release date* (dd/mm/yyyy)

Telephone

Current address is the same as permanent address* Y N

Back Forward

Legend:
* Mandatory Field

Once inserted, click on the **“Forward”** button. On the next page you will have to fill in the information related to your contact details and express your consent to the processing of personal data (*art.13 and art.14 of the G.D.P.R.*). Please note that all circulars, decrees, regulations, guidelines regulations and information are available and can be consulted at the link: [product https://www.unisannio.it/it/ateneo/amministrazione/p:privacy](https://www.unisannio.it/it/ateneo/amministrazione/p:privacy)

Registration: Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address:

Email*

Confirm your E-mail
(Please, confirm your E-mail)

International dialling code*
(international dialling code - number)

Mobile phone*
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
 Y N

Submissions*
I agree to the transmission of my Personal Data in compliance with current legislation
 Y N

Dissemination of personal data*
I agree to the disclosure of my Personal Data in compliance with current legislation
 Y N

Back Forward

Legend:
* Mandatory Field



Once entered, click on the "Forward" button to continue and choose the password that will have to meet some minimum-security criteria as shown below:

Click on "Forward" to get to the Register Summary page, where you will be able to review the information, you have previously entered:



Once the registration has been completed, on the following page you will be informed of the credentials to access your reserved area.

UNIVERSITÀ DEGLI STUDI DEL SANNIO Benevento

Servizi online

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	JOHN
Family Name	DOE
E-Mail	john.doe@provaregistrazione.com
Username	j.doe1
Password	XXXXXXXX

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

Login

Exit

Legend:
★ Mandatory Field

Then click on **“Login”**, enter your **Username** and **Password** and login to ESSE3.