UNIVERSITÀ DEGLI STUDI DI PADOVA

UNIWEB Registration

Instructions

UNIVERSITÀ DEGLI STUDI DI PADOVA

Go to https://uniweb.unipd.it

Uniweb

MENU

AVVISI

Compila il questionario Good Practice

Cara studentessa, caro studente,

aiutaci a migliorare i servizi dell'Ateneo! Compila il questionario Good Practice inviato alla tua casella e-mail oppure partecipa subito: https://websurvey.unipd.it/survey/index.php/342839?lang=it

Per qualsiasi informazione controllo.gestione@unipd.it

Coronavirus

La didattica, gli esami e le prove finali di laurea sono organizzate secondo quanto stabilito dalle strutture didattiche di riferimento nel rispetto delle linee di indirizzo di Ateneo e dei protocolli per l'emergenza COVID-19.
Si suggerisce agli studenti di verificare sulla piattaforma Moodle o presso le segreterie didattiche le modalità di svolgimento delle attività e su Uniweb le modalità di esame. Per ulteriori comunicazioni si rinvia a https://www.unipd.it/coronavirus-didattica

Scarica subito l'app OrariUniPD!

Dal primo semestre 2020-21 sarà necessario registrare la propria presenza a lezione ed agli esami scritti con l'app OrariUniPD. L'app permette anche di visualizzare l'orario delle lezioni, degli esami e lo stato di occupazione delle aule e degli spazi studio. Per maggiori informazioni visita il nostro sito https://www.unipd.it/orariunipd

Biblioteca digitale

Scopri le opportunità della Biblioteca Digitale a tua disposizione per:

1) cercare un documento in modo facile e veloce

2) consultare da casa periodici e banche dati

3) gestire e organizzare in autonomia le tue ricerche bibliografiche

4) accedere ad una vasta gamma di oggetti multimediali (immagini, documenti, libri, audio, musica, video, risorse per la didattica). Se sei interessato, consulta la piattaforma Phaidra.
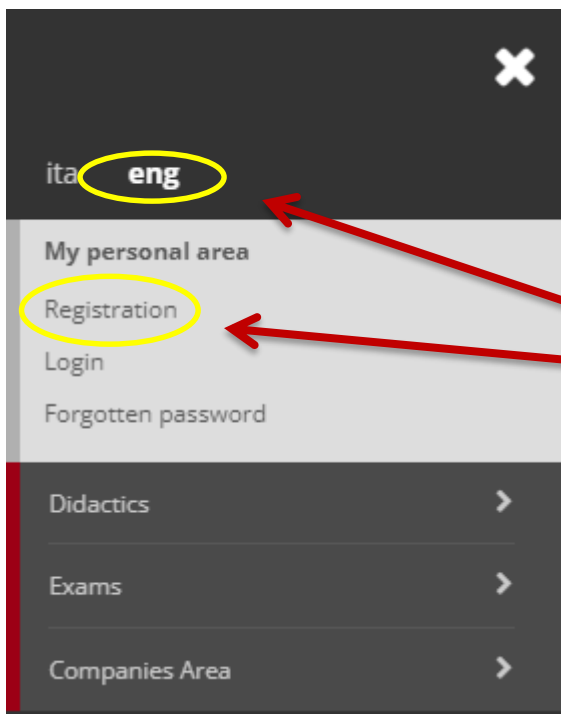
Tutto questo e molto altro consultando il seguente link http://bibliotecadigitale.cab.unipd.it.

Before starting, change language to English (top right)

Home

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Uniweb

ADVISE

ita **eng**

My personal area

Registration
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Click on *«Menu»* on top right of the page

Select the English version «eng» and click on *«Registration»* to start your registration procedure.

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Online registration

For the registration to the system you will be asked to enter the information listed below. At the end of the process you will be given a username and password for the access. Please click on "Online registration" button to proceed.

Activity	Section	Info	Status
A - Online registration		ℹ️	⧖
	Information on personal data protection	ℹ️	⧖
	Italian tax code (codice fiscale)	ℹ️	🔒
	Personal details	ℹ️	🔒
	Identity Document	ℹ️	🔒
	Permanent address (residence)	ℹ️	🔒
	Current address (Domicile)	ℹ️	🔒
	Contact details	ℹ️	🔒
	Summary	ℹ️	🔒
	Your access codes	ℹ️	🔒

Legend:
- ℹ️ Information
- ⧖ Open or in progress section
- 🔒 Locked section. It will be enabled once the previous sections are completed
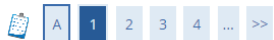- ✅ Section completed successfully

[Online registration]

These are the information you are required to enter during your online registration

Click «*Online registration*» to continue

Read the information on *personal data protection carefully*


Information on personal data protection

Data protection

The new Regulation (EU) 2016/679 of the European Parliament (L. 119) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, published on May 4th 2016, has come into effect on May 25th. The full text is available on The Italian Data Protection Authority website at the UE Regulation page: https://www.garanteprivacy.it/en/home_en

Students

Personal Data Treatment Policy for users who are going to enroll, students, graduands, graduates, scholarship recipients, residents and PhD students of Università degli Studi di Padova Policy

Back   Next
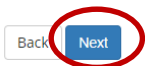
Then click on «Next»

If you hold Italian citizenship, enter your Italian tax code

A 1 2 3 4 ... >>

Tax Identification Number

Please type your Tax Identification Number

Tax Identification Number

Tax Identification Number*

I am not an Italian citizen and I do not have a Tax Identification Number ☐ I'm a foreign student without Tax Identification Number

Back Next

Legend:
* Mandatory Field
Checklist

If you are not an Italian citizen, tick «*I am not an Italian citizen and I do not have an Italian tax code*».

Then click «*Next*»

<< ... **1** **2** **3** 4 5 ... >>

Online registration: Personal details

Please enter your personal details.

Personal details

Field	
Name*	
Surname*	
Date of birth*	
	(dd/mm/yyyy)
Gender*	○ Male ○ Female
First citizenship*	Please select Citizenship
Country of birth:*	Country of birth:
Place of birth: *	
Tax Identification Number*	
	(automatically calculated if not typed in)

Pay attention! The NAME has to be written before the SURNAME!

Enter your personal details, by filling in all fields of the form

Be careful to enter ALL your full name(s) and surname(s) as reported on your ID card/Passport, without diacritical marks!

ex. André → Andre
    Jörg → Joerg

Back **Next**

Tax Identification Number*	CHRJGM00B18Z128T
	(automatically calculated if not typed in)
	Warning:The Italian tax code (codice fiscale) has been calculated automatically, please check it and click next

Click «Next» and your Italian tax code will be generated automatically
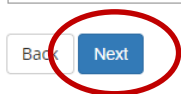
Then click «Next» again to continue

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<< … 2 3 4 5 6 … >>

Online registration:Identity document

Please insert or edit your ID (as a travel document) information

ID document

Type of ID*	
Number*	
Issuing Athority*	
Issue date*	
	(dd/mm/yyyy)
Expiry date*	
	(dd/mm/yyyy)
Country	digita per ricercare

Back | Next

PAY ATTENTION!!!
This is the document you will have to UPLOAD in the Application form later!

Enter a valid ID: choose between your _ID card_ (<u>only</u> if it is valid as a travel document) or your _Passport_.

Driving Licence
ID card
Passport

!!! Your DRIVING LICENCE is not an acceptable document !!!
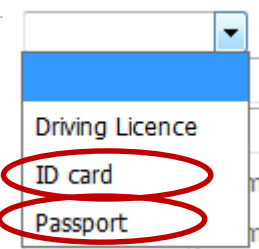
Fill in all fields of the form as stated on your document of choice, check if your details are correct and then click «_Next_»

The system automatically sets «*Italy*» as country of residence, so be sure to SELECT YOUR COUNTRY!

<< ... 3 4 5 6 7 ... >>

Enter your Residence address

Registration: Permanent address (Residence)

Please enter or edit your permanent address (Residence)

— Residence —

Country*	Portugal
Town/City:*	
Postcode	
	if in Italy
Part of town/city	
Address (if not in Italy, please enter also the postcode)*	
	(St, Rd, Av, Square..)
n°*	
Valid from *	
	(gg/mm/aaaa)
Telephone n°*	
Domicile coincides with residence (permanent address)*	○ Y ○ N

Back Next

In the «*Address*» section enter the Street, Road, etc, and Postcode/ZIP code.
Leave the previous field «*Postcode*» empty, it's only for Italian ZIP codes

If your domicile coincides with your residence, tick «*Y*». If your domicile address is different, tick «*N*» and, after clicking «*Next*», you will be redirected to a similar form to fill in with your domicile details.

In «*Valid from*» insert the starting date of residence at this address

Check your details, then click «*Next*»

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<< ... 4 5 6 7 8

Online registration:Contact details

Please enter or edit your contact details

Contact details

Documents delivered to:*	○ Residence ○ Domicile
E-mail address*	
	xxxx)
International dialling code (IDC)	--
International dialling code (IDC)	
	International dialling code (non-Italian numbers)
Mobile	
	(ex: 3486767676 - without IDC - if you do not have a mobile number insert xxxx)
Favourite language for communications	Italian
Student Policy*	I hereby declare that I have read the student policy pursuant to article 13 of the Regulation (EU) 2016/679
	● Y ○ N

Back **Next**

Enter your contact details:
delivery address, e-mail address, mobile

N.B: Enter your country's international dialling code in the second section «International dialling code».

Check your data and click «Next»

Online registration:Summary page

Please find the summary of the information you provided previously. Please check and eventually modify them. Then finally confirm the registration.

Personal details

Name	▬▬
Surname	▬▬
Sex	▬
Date of birth	▬▬
Citizenship	▬▬
Country of birth	▬
Type Town/City	▬
Italian tax code (codice fiscale)	▬▬

✎ Edit personal details Use the link to edit personal details

Identity document

Type of document	▬▬
Issuing Athority	▬▬
Number	▬
Issue date	▬
Expiry date	▬
Issuing country	▬

✎ Edit ID details Use the link to edit Identity document details

Residence

Country	▬
Town/City	▬
Postcode	
Part of town/city	
Address	▬▬
n°	▬
Valid from	▬
Telephone n°	▬
Domicile coincides with residence	Y

✎ Edit residence details Use to link to edit Residence details

Contact details

Delivery of documents	▬
E-mail	▬▬
Mobile	
Favourite language for communications	English
I hereby declare that I have been informed about art. 13 of the Italian Legislative Decree no. 196 dated 30/06/2003 and authorise the University to use and process my personal details; I also authorise, in compliance with artt. 20, 23 and 26 of the Italian Legislative Decree no. 196 dated 30/06/2003, to the use and processing of my personal data.	Y

✎ Edit contact details Use the link to edit Contact details

Back   Confirm

In the summary page, check if all your details are correct.

If needed, you may edit each section separetely.

Once everything has been corrected, click «Confirm» at the bottom of the page

<< ... 7 8 **9**
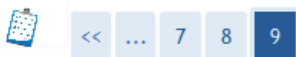
Online registration: The Registration is finalised

All the information has been entered correctly. To sign onto your new Personal page, please log in using the **username** and **password** you can find below. You are advised to write these down and keep them in a safe place for future reference.

Data you need for activating your password

Name	▬▬▬▬▬
Surname	▬▬▬▬▬
E-mail	▬▬▬▬▬
Username	10501506@unipd.it
Activation code	ct8326ha

ℹ️ Username and Activation code details have been sent to the e-mail address you provided. Please check your e-mail account.

[Leave page]

Once your registration is finalised, you will receive a temporary *username* (which will change in *name.surname@studenti.unipd.it* after your enrollment) and an *activation code* to activate your account in Uniweb.

Username and activation code will be sent to your e-mail address too.

Then click *«Leave page»* and activate your account by setting your own password

You can activate your account at this webpage:
https://uniweb.unipd.it/
And then click on MENU > Forgotten password > First activation

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ita | eng

Utente non autenticato

Instructions
First Activation
Change Password
Forgotten Password
Retrieve Username

First Activation

The new password is valid for the email address @studenti.unipd.it and for the Single Sign On online services provided by the University.

Username

- The username can be either 'name.surname@studenti.unipd.it' or '12345678@unipd.it'

Confirm

Before activating your account, change language to English (top right)

For online support call Call centre

User Authentication

Instructions
First Activation
Change Password
Forgotten Password
Retrieve Username

Activation code

Confirm

**Enter your *Activation code*,
then click *«Confirm»***

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Question List

Warning:
⚠️ You still haven't set up your three security questions. These are important in case you forget your password, or it expires and you need to set a new one. Your security questions are the only way you'll be able to set up a new password. Once you'll have filled in correctly the fields, this method will substitute any other password recovery procedure. Please pay attention when you set your secret questions and answers. If you forget the answers to your security questions, you will have to go the Univerity's secretary's office with a valid ID to set up a new password.

ℹ️ **Information**
Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale?Go to your Uniweb profile to complete this information

Question

Add a question

You are asked to set *three security questions* in order to retrieve your password if you lose or forget it. To do so, click on *«Add a question»*

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Please choose your security question and insert the related answer

Question

What was your nickname as a child?

Answer

Back

Choose a question and enter the related answer. Then click «*Confirm*»

Confirm

Repeat this passage two more times to set all the three questions

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Question List

ⓘ **Information**
You have correctly set up all of your security questions. You can go on to set up your password or you can modify the questions and answers you've given.

ⓘ **Information**
Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale?Go to your Uniweb profile to complete this information

Question

What was your nickname as a child? ✎

What was the last name of your teacher in first grade (primary school)? ✎

What is the last name of your favourite teacher in High School? ✎

Set Password

For online support call Call centre

When you are done setting up your security questions, click on *«Set Password»*

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Set User Password

Chosen Password

- • The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more than 12
- • The password can contain also characters, such as *? - _ < > ( ) @ + - . ,*
- • The password must be different from your current one and from your previous one
- • Uppercase and lowercase letters are considered different characters

Confirm Your Password

Confirm

Type your chosen password twice, by taking into account the following rules:
- your password must be between 8 and 12 characters long
- it must contain letters and numbers
- Uppercase and lowercase letters are considered different characters

Then click «Confirm» to save.

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Instructions

First Activation

Change Password

Forgotten Password

Retrieve Username

You have successfully set up your password. Please return back to the login page.

Then go back to https://uniweb.unipd.it click on MENU on the top right of the page and Login.
(remember to set English as your language)

ita **eng**

My personal area

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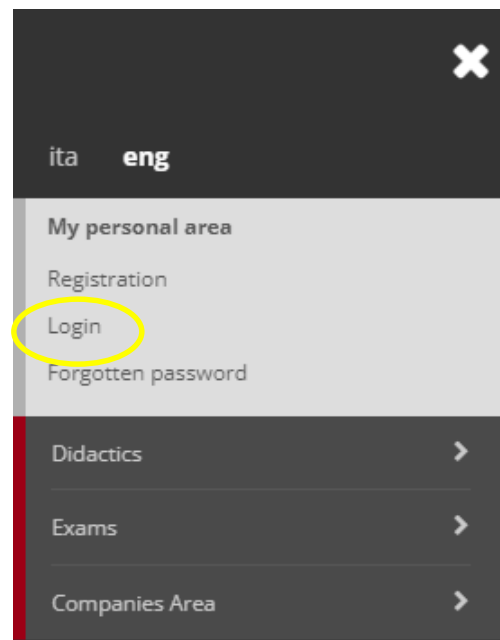
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SINGLE SIGN ON

ita 🇬🇧 eng

| Username | mario.rossi | ⦿ @unipd.it |
| Password | | ○ @studenti.unipd.it |

Login

Login by entering your given *username* (only numbers) and your *new* password

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Servizi online

Registered Users Area – Welcome ▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮

Notices

There is a current theft attempt of the e-mail users credentials by a phishing message massive sending. That message, asking to transmit your personal details by e-mail, must be overlooked. details to their users.

Printer friendly version of the notices

Organisation of the Registered User Area

**You are now successfully registered in Uniweb.
Now you can fill out the APPLICATION FORM**