GUIDE TO REGISTRATION - “SEGRETERIA STUDENTI ONLINE”

To register online you have to access the online service “Segreteria online”: visit https://segreteriaonline.unite.it/ or click on “Gestione profilo” from the home page of the university www.unite.it.

To access the Reserved Area - “Area riservata” (at the top right) you need to have your login credentials. In particular:

- **NEW STUDENTS**: those who have never been enrolled at the University of Teramo must register and follow the guided procedure, at the end of it, a user name and password will be released, with which you can access the “segreteria studenti online”.

- **ENROLLED STUDENTS**: Students already enrolled don’t have to register again and can access - after logging in the reserved area - with the credentials already in possession (Tax Code and Password).

To register for the first time, click - at the top right - on the square icon with the three lines and then on "Registration".
The site shows a summary page with the informations that will be required to proceed (Personal Data, Tax Code, Address, email etc ...). To continue click on the "Registrazione Web" button.

On the first page you find "informativa privacy" (the privacy policy), click on “Avanti” to proceed.
GUIDE TO REGISTRATION

Then enter your tax code. A foreign student, not in possession of the Italian tax code, check the box indicated.

In “Dati personali” screen, enter your details: name, surname, date of birth, gender, nationality, birth place.
In the “indirizzo di residenza” screen, enter: country, province, municipality, postal code, address and telephone. If the domicile coincides with the residence, tick the "YES" box. If the domicile is different, click on "No". In this case, a new screen will open in which to specify the home.

In the "Recapito" screen, enter: personal email, certified PEC email, international prefix (+39) and mobile number. Then choose to declare that you have read the consent to the privacy policy and if you want to receive informative emails / SMS from the University of Teramo.
In the “scelta password” screen, write twice the password according to the instructions on the site.

In the "Riepilogo registrazione" screen, you can check the data entered. You can modify your data by clicking on the "Modifica" button. Clicking the "Conferma" button you will conclude the registration procedure.
GUIDE TO REGISTRATION

The last screen shows a summary of the registration. You can click on "Stampa promemoria" to keep your access data. Your access keys will still be sent by e-mail, at the address indicated during the registration.