



# @online 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.



## Online student services

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

### NOTICE: ONLINE STUDENT SERVICES SUSPENSION

From 2:00 p.m. on **Tuesday 02/05/2023** until the late morning of **Friday 05/05/2023**, Esse3 online services, will be interrupted for maintenance and updating on our systems. We apologize for the inconvenience.

### ATTENTION:

To contact the University Offices please use the platform **Infostudenti** (<https://infostudenti.unimc.it/>)

### NOTICE

#### Attention:

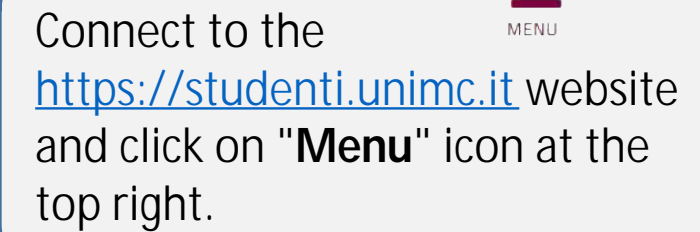
- Starting from the 2019/2020 academic year, the enrollment application will no longer need to be printed.
- If you intend to request the fees reduction for income and merit, you must have the I.S.E.E.U. 2025 (a.a. 2025/26) for subsidized services before carrying out the online procedures. In this way the system will be able to immediately calculate your personalized fee.
- If you are an international student with foreign income, it is not necessary to present the ISEEU, but you must declare your status as an **international student** in the **privacy policy and authorization** section to have the customized enrollment fee applied according to your country of origin as set out in [the university fee regulations](#).

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.

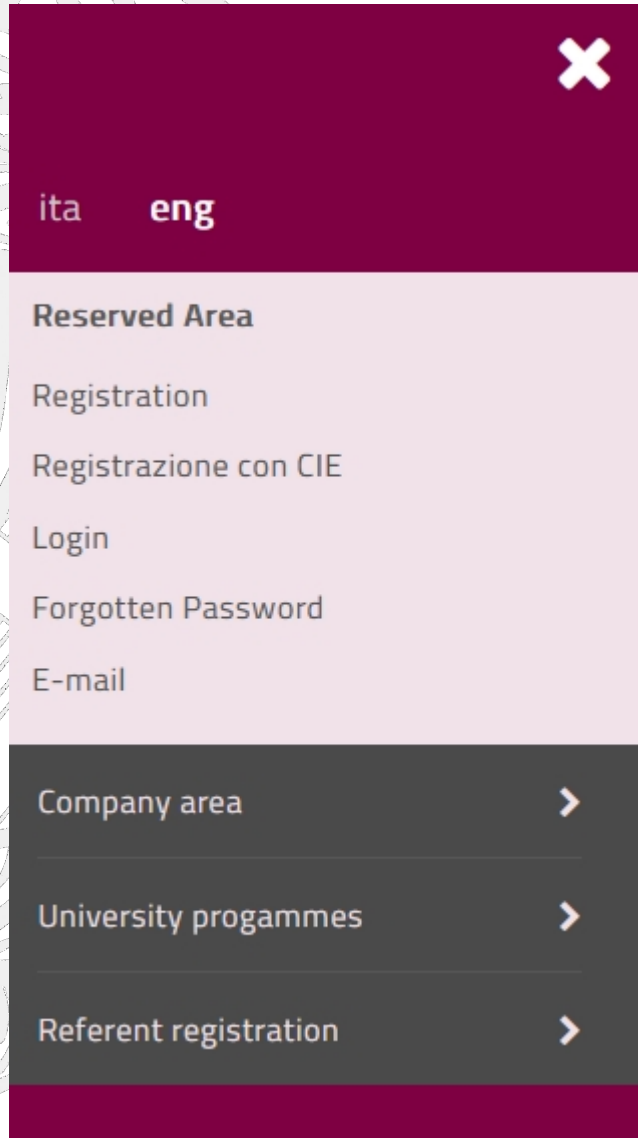
For further information about undergraduate programmes, administrative enquiries and any issues concerning registration and enrolment, please email [ss.foreignstudent@unimc.it](mailto:ss.foreignstudent@unimc.it).  
For further information about postgraduate programmes, administrative enquiries and any issues concerning registration and enrolment, please email [postlauream@unimc.it](mailto:postlauream@unimc.it).

## Login problems

- **Lost password?** You can perform the [Reset password](#) procedure



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



If you are an italian student, please register usign the following access method:

- **Registrazione con CIE** (Electronic Identity Card)

If you are an international student and do not have CIE, please select:

- **Registration**



UNIVERSITÀ

## 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.

UNIVERSITÀ

## 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" value="XXXXXXXXXX"/> (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**".

## Data entering: Password choice

Here you can set your personal access password.

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

**⚠ 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 \!@#\$%^&'()\* =?~^èé[+\*]òç@à" #ù\$<>,,;:~\_ÀÁÂÃÉÊËÌÍÎÏÑÓÔÕÙÚÛÜÝàáâäåæììòùóù
- it must not contain parts of the user name longer than 4 characters

### ■ Password choice

Password\*

Confirm password\*

Back

Next

Remarks

\* Needed datum

Choose your login password and enter it in the two required fields, then click on "**Next**".  
**ATTENTION:** you 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	12/12/1999
Citizenship	ALBANIA
Country of birth	ALBANIA
City not listed	Tirana
Italian fiscal code	XXXXXXXXXX1999

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

### Contact addresses

E-mail	XXXXXXXXXX@unimc.it
Mobile phone	XXXXXXXXXX

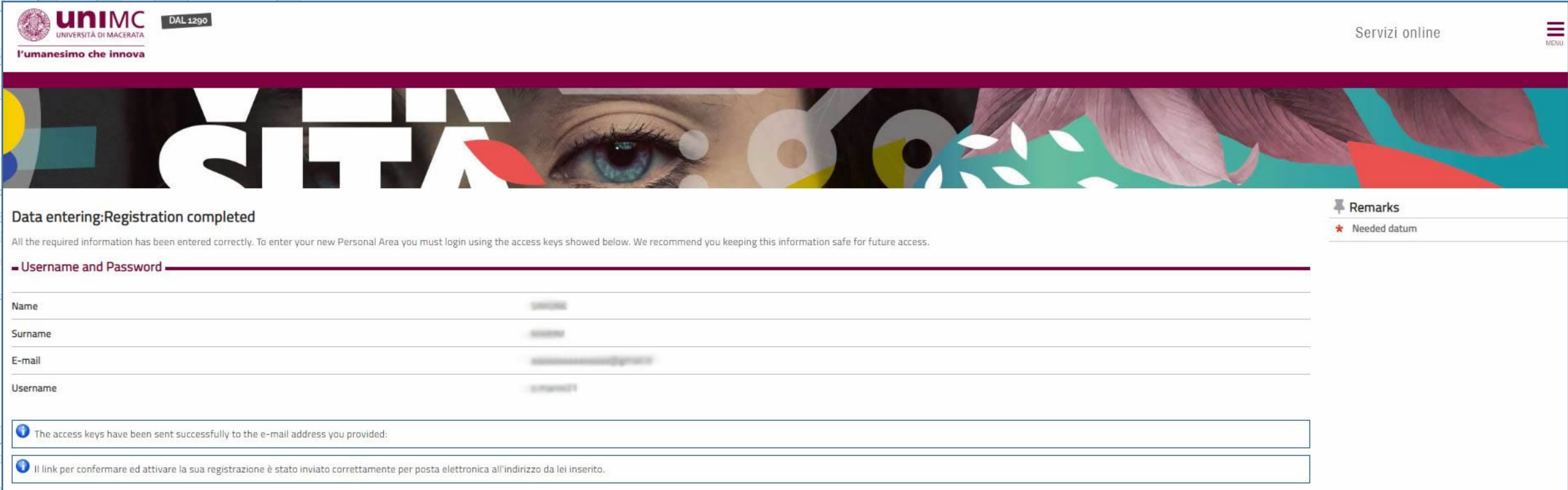
I confirm to have received the Privacy Policy Information ( art.7 D. Lgs. 196 30/06/2003) and I give my consent  Yes

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

### Remarks

 Needed datum

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



The screenshot shows the 'Data entering: Registration completed' page on the unimc website. The header includes the unimc logo, 'UNIVERSITÀ DI MACERATA', 'DAL 1290', and the slogan 'l'umanesimo che innova'. On the right, there is a 'Servizi online' link and a 'MENU' icon. The main content area features a decorative banner with a woman's eye and abstract shapes. Below the banner, the text reads: 'Data entering: Registration completed' and '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.' A section titled 'Username and Password' contains four input fields: 'Name', 'Surname', 'E-mail', and 'Username'. To the right of these fields is a 'Remarks' section with a red star icon and the text 'Needed datum'. At the bottom, two information boxes with blue icons provide instructions: 'The access keys have been sent successfully to the e-mail address you provided:' and 'Il link per confermare ed attivare la sua registrazione è stato inviato correttamente per posta elettronica all'indirizzo da lei inserito.'

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 <systemainformativostudenti@unimc.it>

XXXXXXXXXXXX@unimc.it

Università degli Studi di Macerata - Servizi online - Richiesta attivazione



**unimc**  
UNIVERSITÀ DI MACERATA

**I'umanesimo che innova**

## Servizio online

Benvenuto **XXXXXXXXXXXX**,

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](#)

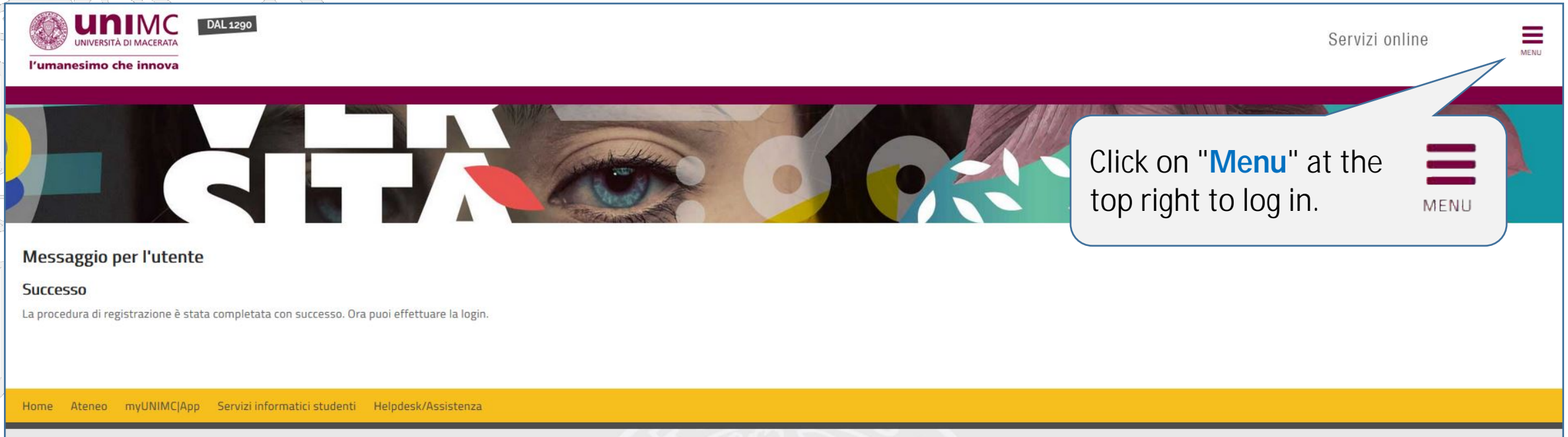
DAL 1290  
UNIVERSITÀ  
DEGLI STUDI  
DI MACERATA



HR EXCELLENCE IN RESEARCH

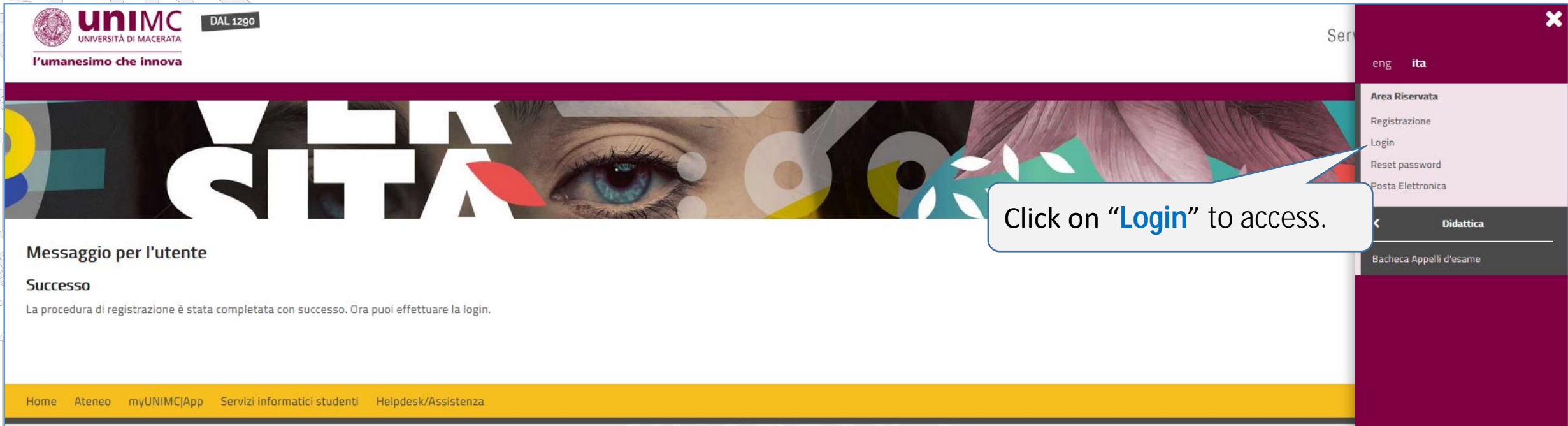
UNIVERSITÀ DI MACERATA 2019 ©  
Via Crescimbeni, 30/32 - 62100 Macerata  
CHIAMA UNIMC (+39) 0733 2581  
Numero Verde 800 22 40 71  
PEC [ateneo@pec.unimc.it](mailto:ateneo@pec.unimc.it)

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



The screenshot shows the top navigation bar of the unimc website. On the left, there is the unimc logo and the text "UNIVERSITÀ DI MACERATA" and "l'umanesimo che innova". In the center, there is a "DAL 1290" badge. On the right, there is a "Servizi online" link and a "MENU" icon. Below the navigation bar, there is a large banner image with the text "UNIVERSITÀ" and a close-up of a person's eye. A callout box points to the "MENU" icon with the text "Click on 'Menu' at the top right to log in." Below the banner, there is a message box titled "Messaggio per l'utente" with the text "Successo" and "La procedura di registrazione è stata completata con successo. Ora puoi effettuare la login." At the bottom, there is a yellow footer bar with the text "Home Ateneo myUNIMC|App Servizi informatici studenti 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).



**unIMC** UNIVERSITÀ DI MACERATA DAL 1290  
l'umanesimo che innova

Servizi online

eng ita

- Area Riservata
- Registrazione
- Login
- Reset password
- Posta Elettronica

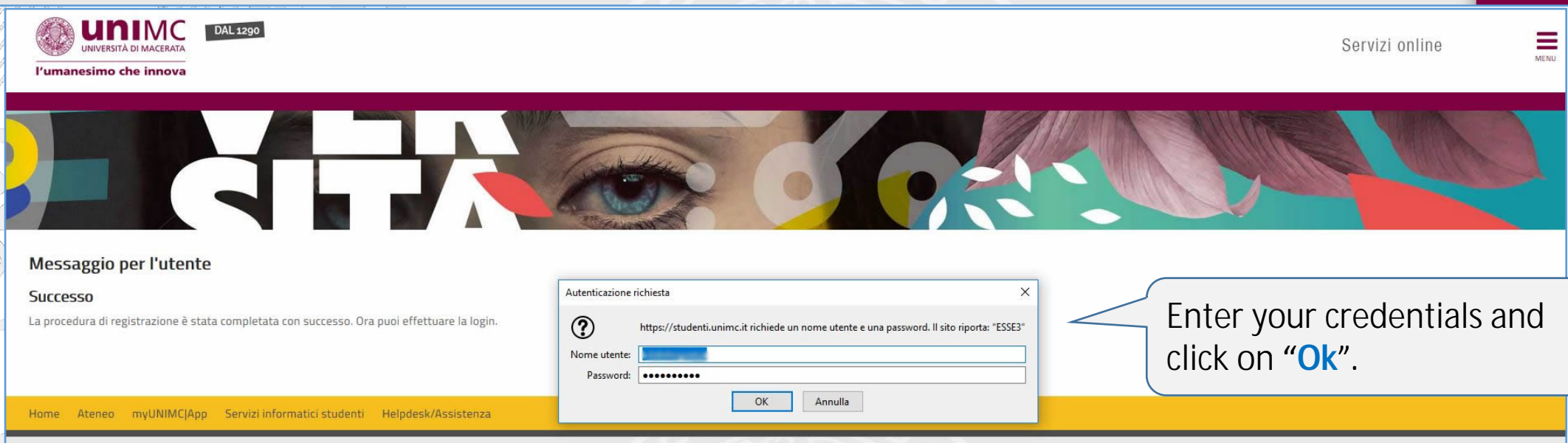
Didattica

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 myUNIMC|App Servizi informatici studenti Helpdesk/Assistenza

Click on **“Login”** to access.



**unIMC** UNIVERSITÀ DI MACERATA DAL 1290  
l'umanesimo che innova

Servizi online

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 myUNIMC|App Servizi informatici studenti Helpdesk/Assistenza

Enter your credentials and click on **“Ok”**.



# @nline services for the student

## One password for many services

### Online registration tutorial

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

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