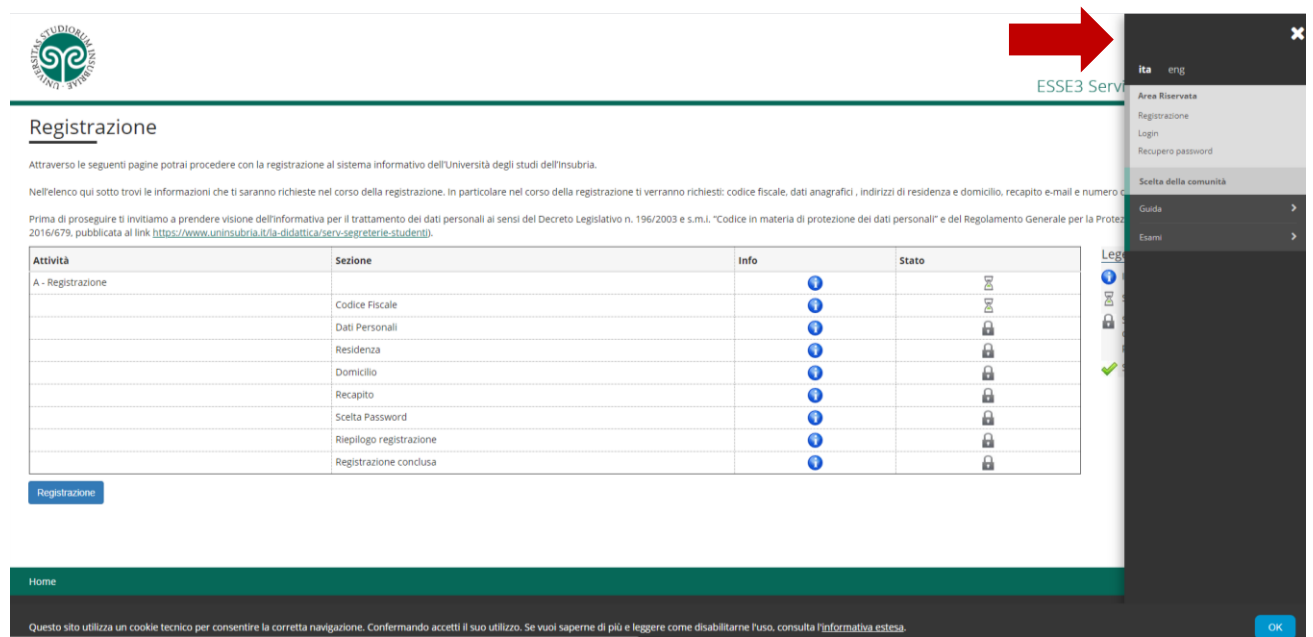


In order to enroll to any Program or to access the online applications for benefits such as grants, scholarships and accommodation facilities, you first have to register to the online services following the steps listed below.

The first step is to access the creation account webpage at the following link:  
<https://uninsubria.esse3.cineca.it/AddressBook/ABStartProcessoRegAction.do>

then click on the menu and choose the English language



**Registrazione**

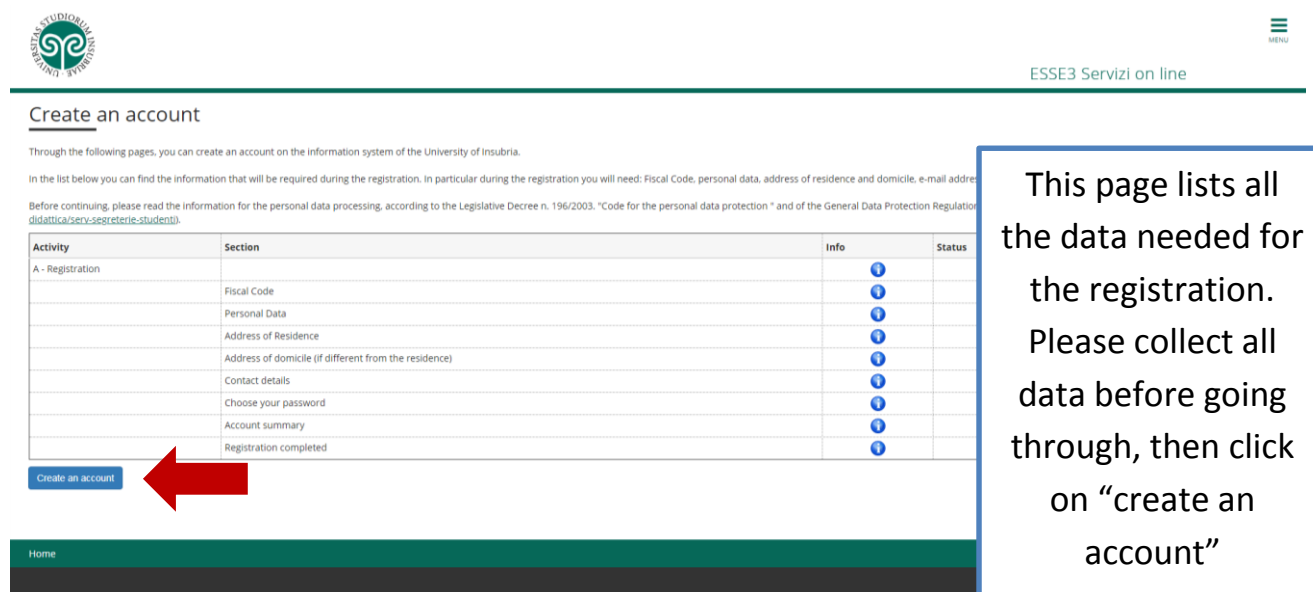
Attraverso le seguenti pagine potrai procedere con la registrazione al sistema informativo dell'Università degli studi dell'Insubria.

Nell'elenco qui sotto trovi le informazioni che ti saranno richieste nel corso della registrazione. In particolare nel corso della registrazione ti verranno richiesti: codice fiscale, dati anagrafici, indirizzi di residenza e domicilio, recapito e-mail e numero di telefono.

Prima di proseguire ti invitiamo a prendere visione dell'informativa per il trattamento dei dati personali ai sensi del Decreto Legislativo n. 196/2003 e s.m.i. "Codice in materia di protezione dei dati personali" e del Regolamento Generale per la Protezione dei Dati (GDPR) pubblicato al link <https://www.uninsubria.it/ia-didattica/serv-segreterie-studenti>.

| Attività          | Sezione                 | Info | Stato |
|-------------------|-------------------------|------|-------|
| A - Registrazione |                         |      |       |
|                   | Codice Fiscale          | ?    | ?     |
|                   | Dati Personali          | ?    | ?     |
|                   | Residenza               | ?    | ?     |
|                   | Domicilio               | ?    | ?     |
|                   | Recapito                | ?    | ?     |
|                   | Scelta Password         | ?    | ?     |
|                   | Riepilogo registrazione | ?    | ?     |
|                   | Registrazione conclusa  | ?    | ?     |

Registrazione



**Create an account**

Through the following pages, you can create an account on the information system of the University of Insubria.

In the list below you can find the information that will be required during the registration. In particular during the registration you will need: Fiscal Code, personal data, address of residence and domicile, e-mail address and telephone number.

Before continuing, please read the information for the personal data processing, according to the Legislative Decree n. 196/2003, "Code for the personal data protection" and of the General Data Protection Regulation (GDPR) published at the link <https://www.uninsubria.it/ia-didattica/serv-segreterie-studenti>.

| Activity         | Section   | Info | Status |
|------------------|---|------|--------|
| A - Registration |   |      |        |
|                  | Fiscal Code   | ?    |        |
|                  | Personal Data   | ?    |        |
|                  | Address of Residence                                  | ?    |        |
|                  | Address of domicile (if different from the residence) | ?    |        |
|                  | Contact details                                       | ?    |        |
|                  | Choose your password                                  | ?    |        |
|                  | Account summary                                       | ?    |        |
|                  | Registration completed                                | ?    |        |

Create an account

This page lists all the data needed for the registration. Please collect all data before going through, then click on "create an account"

REGISTRATION PROCEDURES - ACCOUNT CREATION

ESSE3 Servizi on line

Legend:  
★ Mandatory Field

Fiscal Code

Fiscal Code

Foreign student without Fiscal Code

Back Continue

Home

If you already have one, enter your fiscal code, otherwise tick the case "Foreign student without Fiscal Code" and click "continue"

ESSE3 Servizi on line

Legend:  
★ Mandatory Field  
Checklist

Registration: Personal data

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

Personal data

Name\*

Family Name\*

Date of birth\*  
(dd/mm/yyyy)

Gender\*  
 Male  Female

Nationality\*  
Please, select the NATIONALITY

Country\*  
Please, select the COUNTRY OF BIRTH

City not listed\*

Fiscal code\*

Back Forward

Home

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Enter your personal data, then click "Forward"

ESSE3 Servizi on line

Legend:  
★ Mandatory Field  
Checklist

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

Town/City\*  
Please, select the Town/City

ZIP CODE\*  
if in Italy

Locality

Address\*  
(street, square, road)

Street no.\*

Telephone

Current address is the same as permanent address\*  
 Y  N

Back Forward

Home

Enter your address, then click "Forward"

ESSE3 Servizi on line

Registration: Delivery details

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

Delivery address

Correspondence address\*  Permanent address  Current address

Email\*

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code

International dialling code\*

(international dialling code - number)

Mobile phone\*

Maximum length 16 characters including the international dialling code

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003\*  Y  N

Back Forward

Legend:  
★ Mandatory Field  
Checklist

Enter the required data then click "Forward"  
ATTENTION: pay attention to enter your e-mail address correctly

ESSE3 Servizi on line

Registration: Choose password

You can define your personal access password on this page.

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

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

- there must be at least 8 characters
- there must be no more than 20 characters
- 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 at least 1 characters of the set +!@\_&
- there must be at least 1 characters of the set a-z
- non deve contenere sottostringhe del cognome di lunghezza maggiore di 4 caratteri
- non deve contenere sottostringhe del nome di lunghezza maggiore di 4 caratteri
- it must not contain parts of the user name longer than 4 characters

Choose password

Password\*

Confirm password\*

Back Forward

Legend:  
★ Mandatory Field  
Checklist

Choose a password according to the listed rules, then click "Forward"

REGISTRATION PROCEDURES - ACCOUNT CREATION

Personal Data

|   |                  |
|---|------------------|
| Name  | LUCA             |
| Family Name   | GALLO            |
| Gender  | Male             |
| Date of birth   | 01/07/1983       |
| Nationality   | AFGHANISTAN      |
| Country of birth  | AFGHANISTAN      |
| The Town/City entered was not found among those listed. | Azarajat         |
| Tax code  | GLLLCU83L01Z200T |

[Edit Personal Data](#) Use the link to edit Personal Data

Permanent address

|  |             |
|--|-------------|
| Country  | AFGHANISTAN |
| Town/City not listed                             | hazarajat   |
| ZIP CODE   | 00004       |
| Locality   |             |
| Address  | hazarajat 2 |
| Street no.                                       | hazarajat 2 |
| Phone number                                     |             |
| Current address is the same as permanent address | Y           |

[Edit Permanent Address](#) Use the link to edit Permanent Address

Delivery Details

|   |                     |
|---|---------------------|
| Correspondence address  | Permanent address   |
| Email   | lucagallo@libero.it |
| Mobile phone  | +420 3288116297     |
| I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003 | Y                   |
| I agree to the transmission of my Personal Data in compliance with current legislation                | Not available       |
| I agree to the disclosure of my Personal details in accordance with current legislation               | Not available       |

[Edit Delivery Details](#) Use the link to edit Delivery Details

Back Confirm

Verify your data and, if everything is correct click "Confirm" otherwise go back to edit the previous pages



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

Personal Authorization Details:

|             |                     |
|-------------|---------------------|
| Name        | LUCA                |
| Family Name | GALLO               |
| E-Mail      | lucagallo@libero.it |
| Username    | lgallo3             |
| Alias       |                     |
| Password    | Puntalizzu011       |

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

Login Print Exit

Home

The registration is completed, if you want proceed with the enrollment, wait 10 minutes then click "Log in"

If you want to apply for benefits such as grants, scholarships and accommodation facilities, go to:

<https://uninsubria-ol.dirittoallostudio.it/apps/V3.1/sol/public/index.php>

and login using the created credentials



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