

STEP 1 – UNIPA PROFILE REGISTRATION

Go on the following website to start your registration:

https://immaweb.unipa.it/immareg/facelets/anag/ins_anag_generale.seam?cid=2179

Here you can start your registration procedure; you can change language choosing Italian or English. Click on “Continue” as shown in the picture below to proceed with the registration.

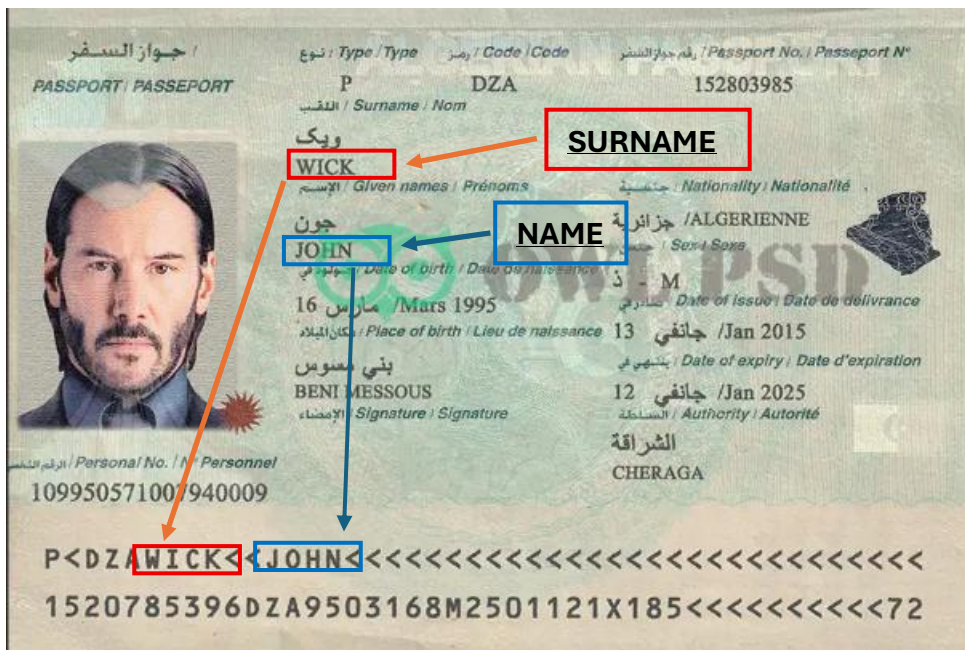
The screenshot shows the top navigation bar of the UNIPA website with logos for the University of Palermo and the PROUD member. The main navigation bar includes links for 'OTHER SERVICES', 'SUPPORT', and 'ENGLISH [CHANGE LANGUAGE]'. The 'ENGLISH' link is highlighted with a red box. Below the navigation bar, the page title is 'Student Registration' with a red arrow pointing to the 'ENGLISH' link and the text 'You can change language here'. A breadcrumb trail shows 'HOME > Student Registration >'. Below the title, there are instructions: '- If you are an international student and already have the Italian tax code go to Registration with Italian tax code, otherwise go to International Students' and '- If you are an Italian student go to Registration with Italian tax code.' The main content area is titled 'Registration with Italian tax code' and contains a form with a text input field for 'Italian Tax Code (for foreign students is automatically generated)' and a green 'Continue' button.

1.2 Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality; you can leave the Italian Tax Code field empty: it will be generated automatically later as explained in the picture below. Then click on “Continue” to proceed.

The screenshot shows the 'Student Registration' page with the 'Personal Data' section highlighted. The page has a navigation bar with 'OTHER SERVICES', 'SUPPORT', and 'ENGLISH [CHANGE LANGUAGE]'. The breadcrumb trail is 'HOME > Student Registration >'. Below the title, it says 'Fields marked with * are mandatory'. The 'Personal Data' section contains several fields: 'Surname *', 'Name *', 'Date of Birth *' (with dropdowns for day, month, and year), 'Gender *' (with a dropdown for 'MALE'), 'Place of Birth *' (with a button 'Click the button *'), 'Nationality (as in Passport) *' (with a dropdown for 'TEDESCA'), 'Italian Tax Code (for foreign students is automatically generated) *', 'Email *', and 'Confirm email *'. There are four numbered instructions with arrows pointing to specific fields: 1) 'ADD PERSONAL INFORMATION' points to the 'Surname' field; 2) 'CLICK THE GREEN BUTTON AND ADD YOUR PLACE OF BIRTH; ADD ALSO YOUR NATIONALITY. THE TAX CODE WILL BE AUTOMATICALLY GENERATED LATER' points to the 'Place of Birth' button; 3) 'USE A VALID EMAIL THAT YOU CHECK FREQUENTLY BECAUSE WE WILL CONTACT YOU USING THIS EMAIL.' points to the 'Email' field; 4) 'CLICK THE CAPTCHA VERIFICATION AND THEN CLICK IN CONTINUE' points to the 'Captcha verification' section. The 'Captcha verification' section includes a checkbox for 'Non sono un robot' and a reCAPTCHA logo. At the bottom, there are 'Goback' and 'Continue' buttons.

BE VERY CAREFUL !!!! while entering your Personal Data

Don't switch your "Name" and "Surname"



1.3 Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality, paying also attention to the phone number format and other fields. **IF YOU CAN'T FIND YOUR PLACE OF BIRTH, PLEASE USE THE CLOSEST MUNICIPALITY AVAILABLE IN THE LIST.**

Fields marked with * are mandatory

Home address

Province
City* If you can't find your city, please insert the closest municipality

Postal Code
Address* (e.g. Downing Street, 10)

Phone* (e.g. +44-1234567) pay attention in putting the "+" and the "-"

Italian address

Province
City* if you do not have any italian address already you can put the home address and change later

Postal Code
Address* (e.g. Downing Street, 10)

Phone* (e.g. +44-1234567)

Postal address

c/o (e.g. Rossi Family)

Send Mail* ☐ ☐ click on residenza ☐ ☐

Domicilio/Residenza

Other Addresses

Mobile Phone* (e.g. +4433123456789) Warning: If you enter here an incorrect mobile number, the University of Palermo will not be responsible for any failure to provide you with useful information. Use a valid phone number; we will use mainly the e-mail to contact you.

Fax (e.g. +44-1234567)

1.4 Here you can find the summary of your personal data; we ask you to note the **ITALIAN TAX CODE generated by the system because it can be useful to recover your password if needed later and must be inserted in the excel information sent by email.**

Click on **CONFIRM** and you will successfully register your account.

Summary Personal Data Student

Upon confirmation of the underlying data you will receive an email containing a link of activation account.
 Make sure you have provided a valid email address otherwise the account can not be activated

Personal Data	
Surname	Name
Italian Tax Code (for foreign students is automatically generated)	Gender
Date of Birth	Place of Birth
Nationality (as in Passport)	Email

PLEASE TAKE NOTE OF THE ITALIAN TAX CODE GENERATED BY THE SYSTEM

Home address	
City	Postal Code
Country	Address
Phone	

Postal address	
c/o	Send Mail

Other Addresses	
Mobile Phone	Fax

Goback Confirm

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STEP 2 – ACCOUNT ACTIVATION

After confirming the registration, you will be shown this confirmation screen. You will receive a confirmation email as in the sample below.

Student Registration

HOME > Student Registration >

Registration : Step 4/4

Result of the Registration **YOU HAVE 24 HOURS TO VALIDATE YOUR ACCOUNT**

Registration successfully completed! Within a few hours you will receive an e-mail. Click on the confirmation link to complete your registration.

Click here to access to our services

Registration to the Portal of University of Palermo

Traduci messaggio in: Italiano | Non tradurre mai da: Inglese

THIS IS A SAMPLE OF THE ACTIVATION EMAIL YOU WILL RECEIVE

UP University of Palermo <immaweb.noreply@unipa.it>
A: Utente corrente

Dear TEST DIAGNOSTIC,
welcome at the University of Palermo Internet portal.

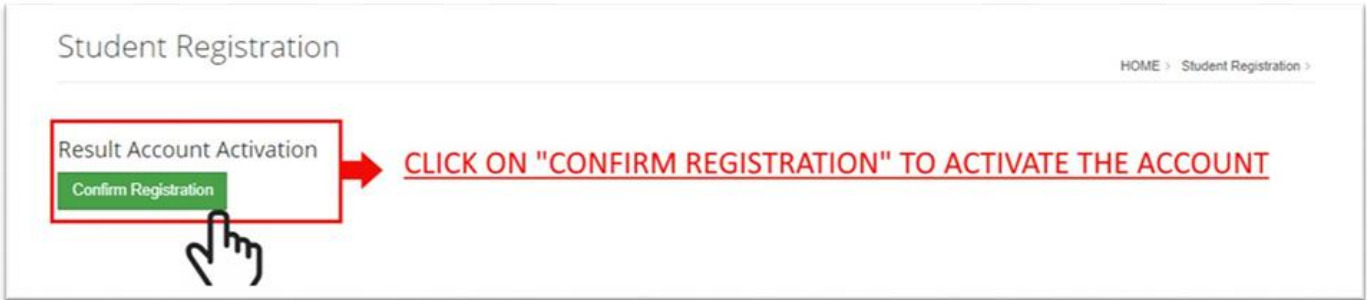
CLICK ON THE LINK TO ACTIVATE THE ACCOUNT

To confirm your registration please click on the following link:
<http://immaweb.unipa.it/immareg/creg.seam?u=RSMTST99D01Z112G&t=Ozoyhar2MQDFHhI>

After you'll receive another email containing more detailed instructions on how to access to the Internet portal.

Rispondi Inoltra

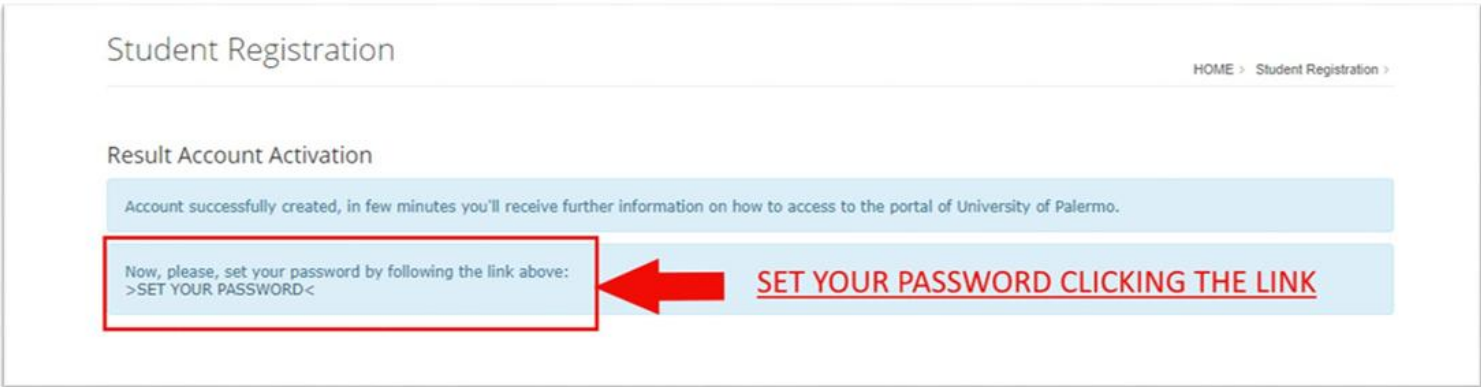
2.1 After clicking the confirmation link in your email, you can now confirm your account, and set your password as shown below.



2.3 After clicking the confirmation link in your email, you can now confirm your account. You will now receive a new email containing the information of the account, in particular your **USER** that usually is *name.surname*



2.4 Set your password, paying attention to save the your user information, password, Italian tax code.



2.5 Set your password and save the information.

Password e Sicurezza

Utilizza una password esclusiva per questo sito.
La compromissione di password utilizzate per altri siti potrebbe arrecare gravi danni all'Ateneo.

Imposta password

A³ Portale di Gestione delle Identità > Imposta password


One Time Password

00000000 1111 2222 3333 444455556666

Nuova Password

Conferma Nuova Password

☐ Non sono un robot


reCAPTCHA
[Privacy](#) • [Termini](#)

Salva

Imposta password

Ricorda che la tua nuova password deve essere di lunghezza compresa tra 8 e 20 caratteri e deve comprendere almeno una lettera maiuscola ed una cifra. Sono inoltre ammessi i seguenti caratteri speciali @ # \$! % * ? & _

SELECT YOUR PASSWORD, CLICK ON THE CAPTCHA
AND THEN CLICK ON "SALVA" TO SAVE

PLEASE, TAKE NOTE OF THE PASSWORD THAT YOU SELECT!