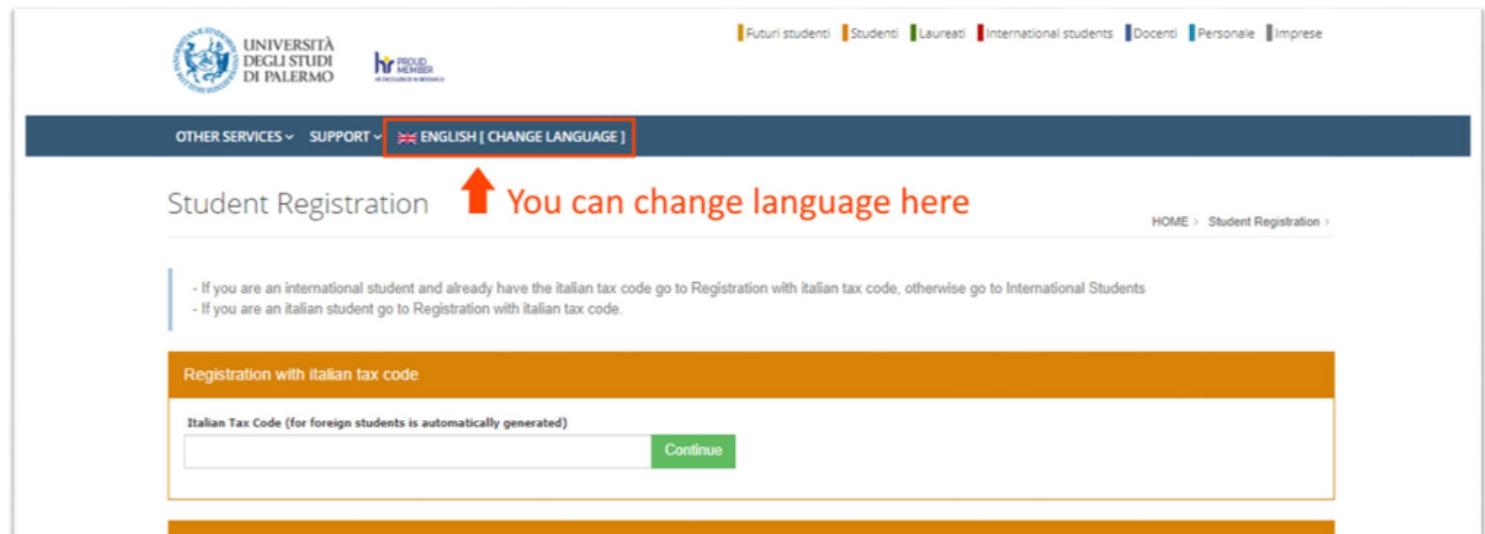


## STEP 1 – UNIPA PROFILE REGISTRATION

Go on the following website to start your registration:

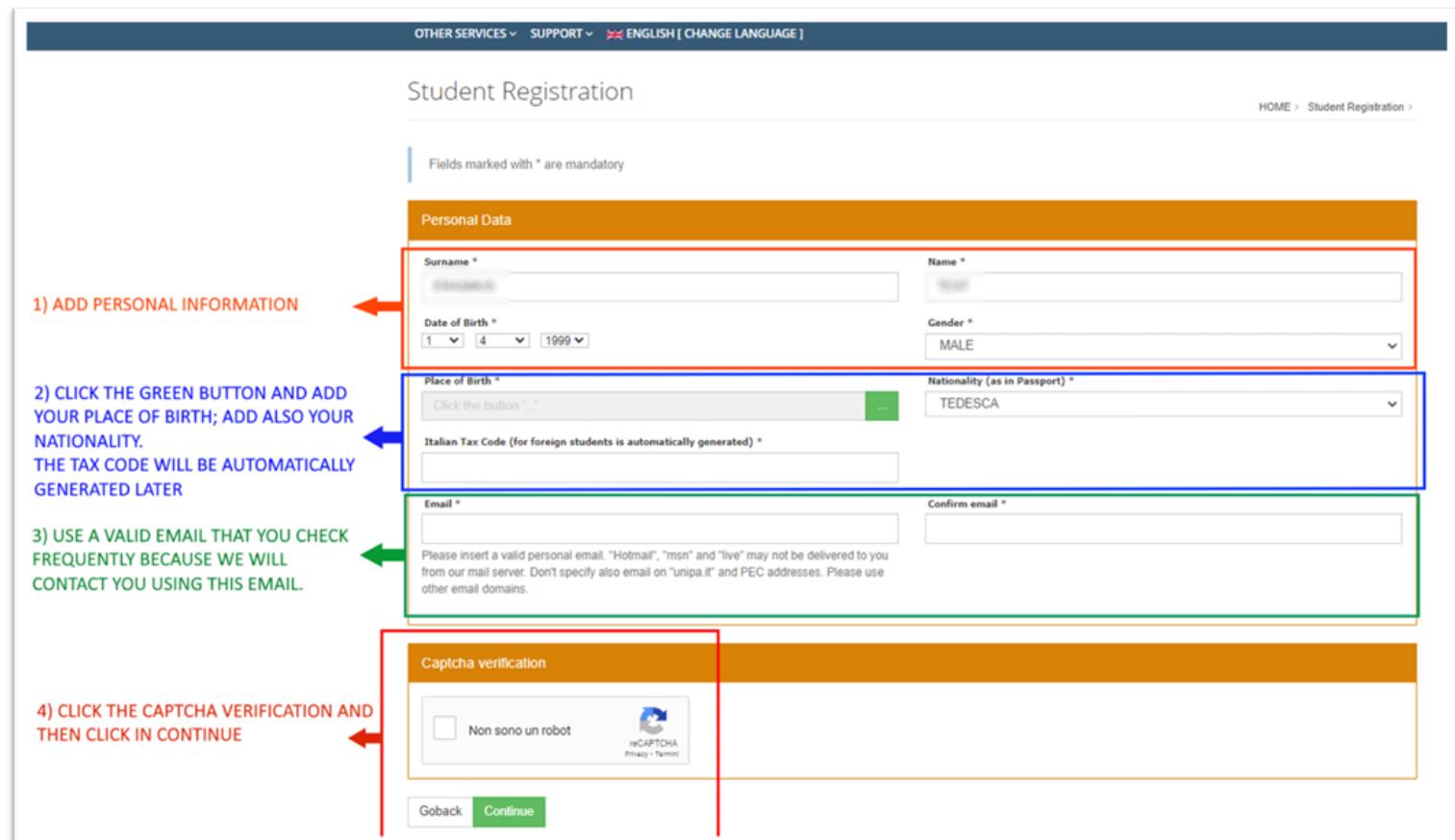
[https://immaweb.unipa.it/immareg/facelets/anag/ins\\_anag\\_generale.seam?cid=2179](https://immaweb.unipa.it/immareg/facelets/anag/ins_anag_generale.seam?cid=2179)

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 "Student Registration" page. At the top, there are links for "Futuri studenti", "Studenti", "Laureati", "International students", "Docenti", "Personale", and "Imprese". Below these are "OTHER SERVICES" and "SUPPORT" dropdowns, and a "ENGLISH [CHANGE LANGUAGE]" button, which is highlighted with a red box and an arrow pointing to it. The main content area is titled "Student Registration" and contains the text "You can change language here". Below this, there is a note: "- 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  
- If you are an italian student go to Registration with italian tax code." A "Continue" button is visible at the bottom of the registration form.

**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 filed empty: it will be generated automatically later as explained in the picture below. Then click on “Continue” to proceed.



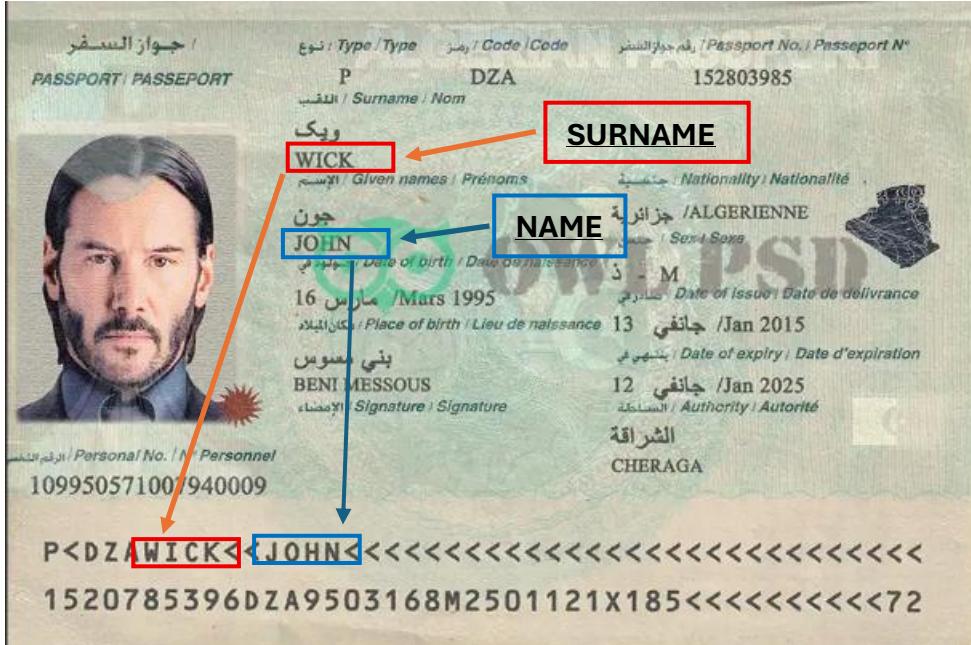
The screenshot shows the "Personal Data" section of the "Student Registration" form. The form is divided into four main sections:

- 1) ADD PERSONAL INFORMATION** (orange border): Surname, Name, Date of Birth (with dropdown menus for day, month, year), and Gender (with a "MALE" option selected).
- 2) PLACE OF BIRTH AND NATIONALITY** (blue border): Place of Birth (with a "Click the button" placeholder and a green "Continue" button), Nationality (set to "TEDESCA"), and Italian Tax Code (with a note: "for foreign students is automatically generated").
- 3) EMAIL** (green border): Email and Confirm email fields, with a note: "Please insert a valid personal email. 'Hotmail', 'msn' and 'live' may not be delivered to you from our mail server. Don't specify also email on 'unipa.it' and PEC addresses. Please use other email domains."
- 4) CAPTCHA VERIFICATION** (red border): A reCAPTCHA verification box with the text "Non sono un robot" and a "Continue" button.

At the bottom of the form, 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\*  Search 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\*  Search 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. +44333123456789) 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	
clo	Send Mail

Other Addresses	
Mobile Phone	Fax

[Goback](#) [Confirm](#)

4

## 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

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**

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

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

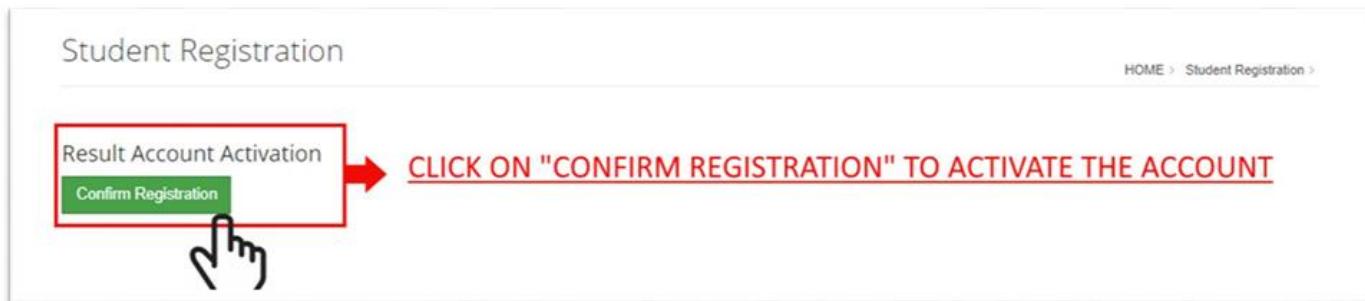
**CLICK ON THE LINK TO ACTIVATE THE ACCOUNT**

To confirm your registration please click on the following link:  
<http://immaweb.unipa.it/immareg/creg.seam?i=RSMTST99D01Z112G&t=Ozoyhar2MQDFHh>

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

[Rispondi](#) [Inoltra](#)

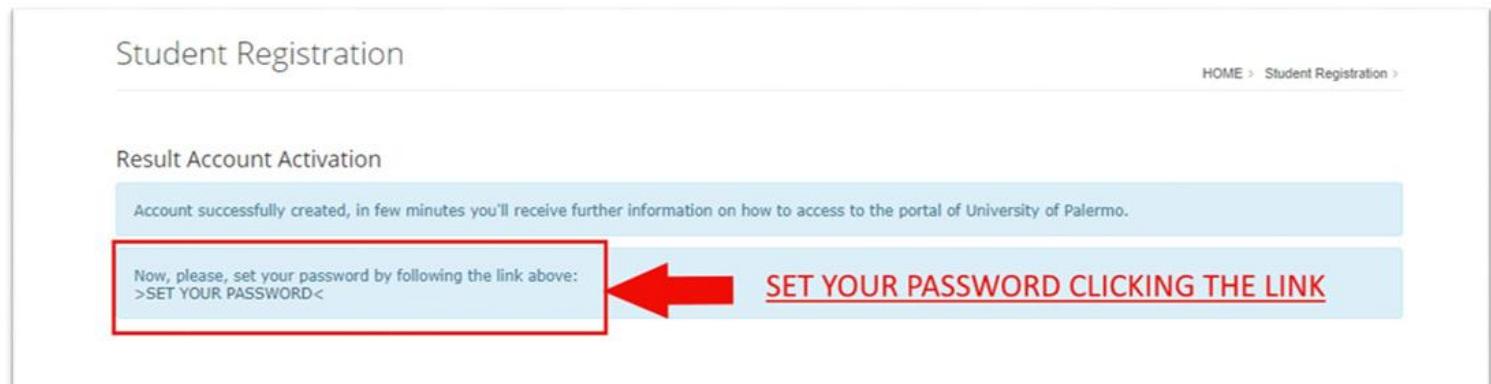
**2.1** After clicking the confirmation link in your email, you can now confirm your account, and set your password as shown below.



**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

A<sup>3</sup> Portale di Gestione delle Identità > Imposta password

One Time Password

Nuova Password

Conferma Nuova Password

Non sono un robot  reCAPTCHA  
Privacy + Termini

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

**PLEASE, TAKE NOTE OF THE PASSWORD THAT YOU SELECT!**

**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 @ # \$ ! % ^ ? & \_