

Registration procedure

1) Access the following website:

<http://www.studenti.ict.uniba.it/esse3/AddressBook/ABStartProcessoRegAction.do;jsessionid=009CD8FAB43B743F8124C9808C4FFC47.jvm2b>

2) Click on “Web Registration” blue button

The screenshot shows a table with the following rows: Permanent Address, Current Address, Contact Address, Password Choice, Credential Summary, and User Registration Summary. Each row has a blue circular icon with a question mark to its right. Below the table is a blue button labeled 'Web Registration'. A large red arrow points from the top-left towards the 'Web Registration' button.

3) If you have one, insert your Italian "Codice Fiscale". If you do not have one, just flag the “Foreign Student” checkbox (you may have to insert 16 digits in the box "Codice Fiscale"; a string of zeros should do the job)

Italian ID no.

Digitare il proprio codice fiscale e cliccare su procedi:

The form contains the following fields and options:
Italian ID no. (text input)
Codice Fiscale* (per studenti senza codice fiscale, il valore è fittizio) (text input with red text: "not required for foreign students")
Foreign Student without Italian ID number (checkbox) with label: "Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano"

Indietro

Avanti

1. it's enough to flag the checkbox

2. click here to continue

4) Fill in the form with personal details, then click next

Registration: Personal Data

The pages shows the form for entering and changing the user's personal details and place of birth.

The form contains the following fields:
Name* (text input)
Family name* (text input)
Date of Birth* (calendar icon) (text input with format: (dd/MM/yyyy))
Gender* (radio buttons: Male, Female)
First nationality* (dropdown menu: Select the nationality)
Country of Birth:* (dropdown menu: Select the country)
City not listed* (text input)
Italian ID no.* (text input)

Back

Next

Legend

★ Mandatory data

Checklist

The **Italian ID no.** will be calculated automatically, if not provided. Please check that it is correct and continue

5) Fill-in all required fields (ID, permanent address, current address, contacts, choice of the password) till the end of the procedure.