

REGISTRATION

Go to the online registry Segreterieonline (<http://www.unimib.it/segreterieonline>) and select “Registration”.

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Online Student Registry - University of Milan - Bicocca

Welcome to the Online Registry (Segreterie OnLine): the digital platform of the University of Milan - Bicocca which provides services for students, lecturers and companies.

Students
Services are available for registered users. **Registration** can be carried out at any time and is free. Users already possessing credentials (user name and password) gain access to services following **login**.

Lecturers
It is not necessary to register. You may log in with your university credentials (@unimib.it). Services for teachers (online verbalization), are available following **login**.

Companies
In order to use services for companies (e.g. stage or apprenticeship organization), it is necessary to receive accreditation. A user name and password will be given for access to the system. To receive accreditation it is necessary to carry out **Accreditation request** by inserting the VAT no. and/or tax code of the company, whilst not modifying the information relative to the company headquarters and filling in only the information relative to job position and work location. If you already possess access credentials, you may gain access to services following **login**.

Public administration and public services managers
Companies registered for the consultation service about student academic careers may gain access following **login**.

Il logo di Segreterie Online

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Web Registration

In order to register, the following information will be asked for:

- Tax code (not required if foreign student without Italian tax code)
- Personal data
- Addresses: residence and domicile
- Email, fax, cell phone number

At the end of the procedure you will be given your **username and password**. Please take care not to lose them.

You cannot register more than once in the "Segreterie OnLine" system. If you **forget** your password use the **Forgotten password** function or, if you have problems, follow the instructions at the page: www.unimib.it/recuperapassword. **Do not insert changed information or of other people.**

The University treats personal data in accordance with the regulations governing privacy of information.

In accordance with Art. 13 of the DL 196/2003 you may see the **information sheet concerning Privacy** as visualized on the University web site.

Web Registration

Enter your fiscal code, otherwise flag “Foreign student without tax code”. The code will be generated automatically.

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Tax code

Insert your tax code and click on Forward to proceed. Foreign students without Italian tax code please click appropriate button and then press Forward to proceed.

Tax Code

Tax code*

Foreign student without tax code

Back **Forward**

Enter your personal data.

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Registration: Personal data

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

Foreign students without Italian tax code do not need to insert the tax code. A provisional Tax code will instead be generated based on the information given.

Personal data

Name*

Family Name*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

Nationality*

Country:*

Town/City*

Italian Tax code* (automatically calculated if not provided)
Warning:italian Tax code has been calculated automatically; check that it is correct and continue.

Back **Forward**

Enter your address. If your current address is different from your residence (permanent address) choose "N", then proceed.

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Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	United States
Town/City*	NEW YORK
Post code	<input type="text"/> Country code
Locality	<input type="text"/>
Address*	42 STREET <small>(street, square, road)</small>
Street no.*	19
Valid from*	01/02/2000 <small>(dd/mm/yyyy)</small>
Telephone	35956446411
Current address is the same as permanent address*	<input checked="" type="radio"/> Y <input type="radio"/> N

Enter your e-mail and phone number.

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Registration: Contact details

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

⚠ You must provide a valid personal email address. Failure to do so will not allow, among others, to access the procedure of recovering your password should you forget it.

Contact details

Email	B.HAPPY@GMAIL.IT <small>if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)</small>
Country code	--
Country code	+11 <small>(e.g.: +44)</small>
Mobile phone	3597949798 <small>Number (es: 3486767676), max. 16 characters</small>
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003*	<input checked="" type="radio"/> Y <input type="radio"/> N
I agree to the transmission of my Personal Data in compliance with current legislation*	<input type="radio"/> Y <input checked="" type="radio"/> N
I agree to the disclosure of my Personal Data in compliance with current legislation*	<input type="radio"/> Y <input checked="" type="radio"/> N

Choose a personal password that you will use for future access and note it down.

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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 10 characters
- there must be at least 2 characters of the set 0-9
- there must be at least 1 characters of the set !?-*^/\.:;'"(),
- there must be no more than 20 characters

Choose password

Password*	●●●●●●●●
Confirm password*	●●●●●●●●

The final page of the registration shows an overview of the data you entered. Check it carefully and correct, if appropriate, then confirm.

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 - » Support Services
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 - » Other Regulations
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 - » Faculty
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 - » Students accommodation
 - » Food services

Personal Data

Name	BILL
Family Name	ARLAN
Gender	Male
Date of birth	05/12/1996
Nationality	UNITED STATES
Country of birth	United States
The Town/City entered was not found among those listed.	NEW YORK
Italian ID no.	RLNBL96T05Z404W

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

Permanent address

Country	United States
Town/City not listed	NEW YORK
Post code	
Locality	
Address	42 STREET
Street no.	19
Phone number	35956446411
Current address is the same as permanent address	Y

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

Contact details

Email	B.HAPPY@GMAIL.IT
Mobile phone	+11 35979497989
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	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

[Edit Contact details](#) Use the link to edit Contact details

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Confirm

The registration is completed. Press LOGIN and proceed with the pre-enrolment application

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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 safe for future access.

Personal Authorization Details:

Name	BILL
Family Name	ARLAN
E-Mail	B.HAPPY@GMAIL.IT
Username	b.arlan

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

Login