



The enrollment procedure to a master course consists of the following steps:

- 1. Step 1: Register a "guest" type account (@guest.unitn.it)**
- 2. Step 2: Enroll to a Single UniTN Course**



1. Step 1: Register a "guest" type account (@guest.unitn.it)

NOTE: if you are Italian, 18 years or older you can access with your SPID identity or CIE (electronic ID card).
The following procedure applies to foreigner students and/or to students without Italian document (Tax Code and ID card).

1.1 Connect to UniTN Single Courses Enrollment Website

<https://webapps.unitn.it/Apply/en/Web/Home/cs>



login
Italiano myunitn

Corsi singoli

Authentication info

To access the UniTrento online procedure, identify yourself using the proper credentials: if you are **italian, 18 years or older** you can only access with your **SPID** identity or **CIE** (electronic ID card):

Entra con SPID

Entra con CIE

Are you **under 18**?
Register a "guest" type account

Register

Foreigner or without Italian document (Tax Code *and* ID card)?
Register a "guest" type account

Register

Already have an UniTrento account?
Use it to login

Login

Can't remember your username or password?
Retrieve them

[Retrieve](#)

Read the [data processing disclosure](#).

Do you need help? Consult the [UniTrento ServiceDesk](#) portal



1.2 Click on “Register”

Foreigner or without Italian document (Tax Code *and* ID card)?
Register a "guest" type account



1.3 Click “No”



Registration

Entra | Aiuto

Italiano



Step 1

In accordance with Italian legislation, the registration of a "guest" account on public administration websites, like that of the University, is only possible for people under 18 years old or without Italian document (Tax Code *and* ID card). In all other cases, access must be assured using SPID credentials or the CIE (electronic ID card) issued by the government. For more information: <https://www.spid.gov.it> e <https://www.cartaidentita.interno.gov.it>

Do you have an Italian Tax Code and an Italian ID card? Yes No



1.4 Enter your personal e-mail address and click “Continue”



Registration

Entra | Aiuto

Italiano



Step 1

In accordance with Italian legislation, the registration of a "guest" account on public administration websites, like that of the University, is only possible for people under 18 years old or without Italian document (Tax Code *and* ID card). In all other cases, access must be assured using SPID credentials or the CIE (electronic ID card) issued by the government. For more information: <https://www.spid.gov.it> e <https://www.cartaidentita.interno.gov.it>

Do you have an Italian Tax Code and an Italian ID card? Yes No

Enter a personal email address (not a temporary one, like those issued by schools or employers, nor one shared with other people): you will receive instructions on how to register for a UniTrento "guest" account.





1.5 The following message will be shown asking to check your e-mail account

UNIVERSITÀ DI TRENTO

Entra | Aiuto

Italiano myunitn

Registration

Successful registration!

Check your email account: you will find the instructions to continue your registration for UniTrento.

NOTE: if you do not receive any message within a few minutes, try and check the spam or undesired email folders: our email may have been wrongly stored in one of these folders.

Should you still not receive any message, please register again and check to carefully enter your email address. If troubles persist, please [contact our HelpDesk](#).

exit

1.6 Click the link in the received e-mail with subject “UniTrento - email address registration”

发件人: registration@unitn.it
 发送时间: 2023-03-14 15:49:49 (星期二)
 收件人: xidian.edu.cn
 抄送:
 主题: UniTrento - email address registration



To complete registration of a provisional (“guest”) account to access the UniTrento online services, now enter your personal data on page <https://webapps.unitn.it/Registration/en/Web/Register/a33a9991-c7430f70de21>

If you do not intend to continue with the registration or if you have not made any such request, please ignore this message.

Thank you for your collaboration!
 --
 Account Service
 Service Desk
 Directorate of IT and Library Services
 Email: account.help@unitn.it
 Web: icts.unitn.it

NB: this email is generated by an automatic service. Please do not reply to this address. It is not monitored.

NOTE: If you do not receive this e-mail check your spam folder or try with a different e-mail address



Master Course Enrollment – Step-by-Step Guide for Non-UniTn Participant

1.7 Enter your first name, last name, gender, date of birth, country and city of birth, then click “Continue”



Entra | Aiuto

Italiano

myunitn

Registration

Step 2

Enter your personal data carefully: errors can only be corrected by UniTrento staff, upon submitting a request to this end.

NB: if you have previously had a UniTrento account, the creation of a guest account will be blocked and you will need to seek assistance from the Help Desk.

First name

Enter your complete given name as on passport



Last name

Enter your surname (family name) as on passport



Gender

Male Female



Date of birth

Where were you born?

Country of birth



City of birth



1.8 Check the data and, if correct, click “Confirm”

I have previously had a UniTrento account, the creation of a guest account will be blocked and you will need to seek assistance from the Help Desk.

Minimum data check

Carefully check the data entered; it must coincide with that shown on your identification document (passport or ID card).

First name

Last name

Gender

Date of birth

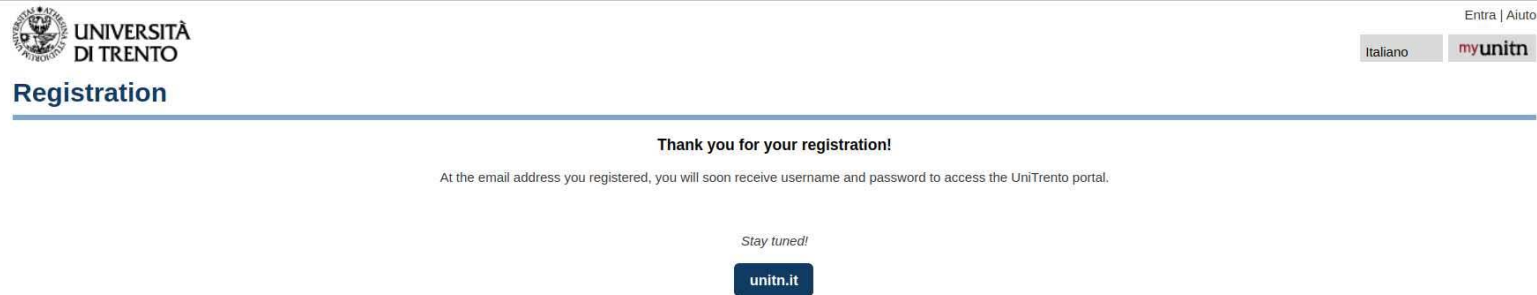
City of birth

Country

I have re-read and checked the data entered. I am aware that any errors may result in anomalies or delays in handling the procedures.



1.9 The following message will be shown asking to check your e-mail account



1.10 Click the link in the received e-mail with subject “UniTrento - account release”

发件人: registration@unitn.it
 发送时间: 2023-03-14 15:55:37 (星期二)
 收件人: - unitn@unitn.edu.cn
 抄送:
 主题: UniTrento - account release

Dear ,
 Your provisional username to access the UniTrento online services as a guest is
[@guest.unitn.it](mailto:guest@unitn.it)

Please note: this is a username, not an email address.

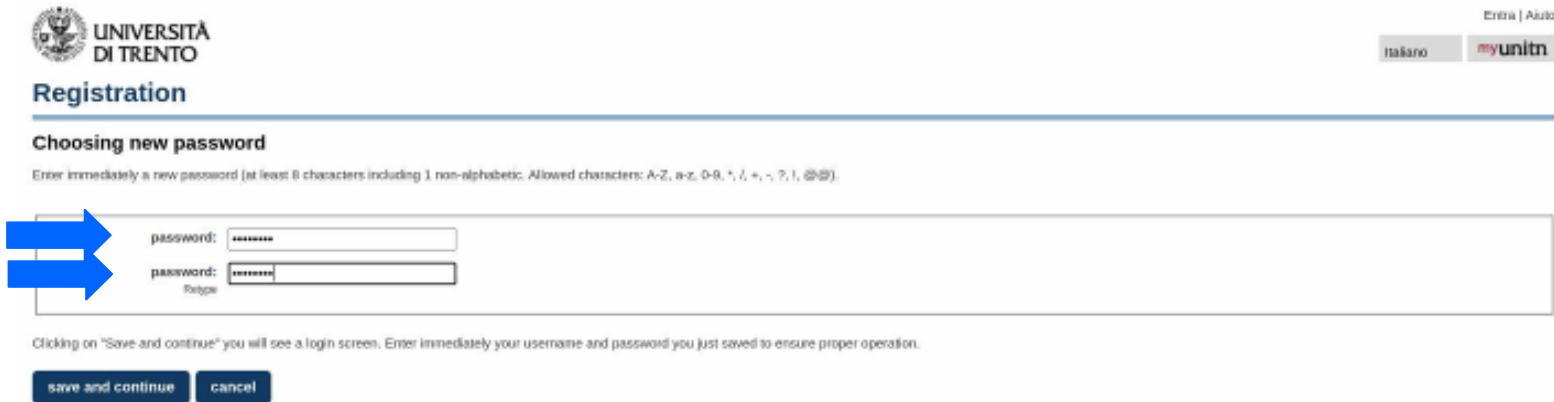
To set the password:
 <https://webapps.unitn.it/Registration/en/Web/InitializePassword/a33a9991-faa0-41f3->

Thank you for your collaboration!
 --
 Account Service
 Service Desk
 Directorate of IT and Library Services
 Email: account.help@unitn.it
 Web: icts.unitn.it

NB: this email is generated by an automatic service. Please do not reply to this address. It is not monitored.

NOTE: If you do not receive this e-mail check your spam folder or try with a different e-mail address

1.11 Type a new password and confirm it, then click “Save and Continue”



UNIVERSITÀ
DI TRENTO

Entra | Aiuto
italiano myunitn

Registration

Choosing new password

Enter immediately a new password (at least 8 characters including 1 non-alphabetic. Allowed characters: A-Z, a-z, 0-9, !, /, +, -, ?, |, @, #).

password:

password:

Clicking on "Save and continue" you will see a login screen. Enter immediately your username and password you just saved to ensure proper operation.

save and continue cancel

1.12 Now you are fully registered and you can enroll to single courses offered at the University of Trento

Step 1 completed!



2. Step 2: Enroll to a Single UniTN Course

2.1 Once you have a “guest” account (see previous section), connect to UniTN Single Courses Enrollment Website

<https://webapps.unitn.it/Apply/en/Web/Home/cs>

The screenshot shows the UniTN website interface. At the top left is the University of Trento logo and the text "UNIVERSITÀ DI TRENTO". To the right, there is a "login" link and a language selector set to "Italiano" with the "myunitn" logo. Below this is a teal header "Corsi singoli". Underneath, there is a section titled "Authentication info" with a note: "To access the UniTrento online procedure, identify yourself using the proper credentials: if you are **italian, 18 years or older** you can only access with your **SPID** identity or **CIE** (electronic ID card):". Two blue buttons are provided: "Entra con SPID" (with a person icon) and "Entra con CIE" (with a CIE ID icon). Below these, there are four registration options, each with a green button: "Are you under 18? Register a 'guest' type account" (Register), "Foreigner or without Italian document (Tax Code and ID card)? Register a 'guest' type account" (Register), "Already have an UniTrento account? Use it to login" (Login), and "Can't remember your username or password? Retrieve them" (Retrieve). At the bottom, there are links for "data processing disclosure" and "UniTrento ServiceDesk portal".

2.2 Click on “Login”

Already have an UniTrento account?
Use it to login





2.3 Enter your user-name and password as created during the registration step

UNIVERSITY OF TRENTO

UniTrento-1
IT | EN

Username
@guest.unitn.it

Password [Forgot your password?](#)
.....

@unitn.it @guest.unitn.it

Login

Otherwise

Login with SPID

Login with CIE

Advanced options

Privacy | Antiphishing | Help & Info

Side eduGAIN

NOTE: Pay attention to select @guest.unitn.it in the bottom of the box

2.4 Click on “Apply for enrollment in ‘Standard’ single classes a.y. 20XX/20YY” where XX/YY must be the Academic Year of the course you are willing to register to



2.5 Click “Create new application”



Corsi singoli

Apply for enrollment in 'Standard' single classes a.y. 2022/2023

Fill in this application if you want to enrol in [Standard single classes for degree courses without restrictions a.y. 2022/2023](#)

@guest.unin.it

Italiano

myunitn

Deadline: Sun 31 Mar 2024 12:00 (Italian time)

References

Info

Student Support Service

Application list | MyApplications



Create new application

2.6 Fill all the sections of the application form by clicking on the “Modify” buttons on the right



Corsi singoli

Apply for enrollment in 'Standard' single classes a.y. 2022/2023

During the academic year you may want to sign up to further single classes, paying the relevant fee. Send an email to the [Student Support Service](#) of the Department involved by specifying the details of the courses you want to add (course's name, code, credits).

@guest.unin.it

Italiano

myunitn

Section	Status	Actions
Information notice on Personal Data Processing and Declarations	Not examined	Modify
Personal Data	Incomplete	Modify
Scientific area and reason for the request	Not examined	Modify
Teaching activities	Not examined	Modify
Qualifications	Not examined	Modify
Stay permit	Not examined	Modify
Additional information for tests and examinations (Inclusion service)	Not examined	Modify

Info Application

Incomplete application: you need to fill in all Sections before you can save and submit the application

Application ID: 621

Deadline: Sun 31 Mar 2024 12:00 (Italian time)

Personal information

Family name(s):
Given name(s):
Gender: M
Date of birth: 1999
Place of birth: ShanXi (CHINA)
Email address: _____@_____.edu.cn

References

Info
Contacts

See presentation | MyApplications



2.7 In the Teaching activities section, write the name of the teaching activity (the name of the course), its ID code, and the degree course

Name of single class/teaching activity *
Example: Advanced materials for Energy Engineering

Code of single class/teaching activity *
Example: 142568

Degree course to which the teaching activity is associated *
example: [0123H] Management

Add item

NOTE: If you do not have this information, you can find it on the course website and/or by searching the course on the UniTN ESSE3 Platform (<https://www.esse3.unitn.it/Guide/PaginaRicercaInse.do>)

EXAMPLE:

NAME OF TEACHING ACTIVITY (pink annotation pointing to 'Turbulence in environmental flows')

CODE OF TEACHING ACTIVITY (blue annotation pointing to '140647')

DEGREE COURSE (orange annotation pointing to '[0332H] Ingegneria per l'ambiente e il territorio')

Docente	DINO ZAROLINI EBRAS DHAQUADI MARCO TOFFOLON MICHAEL DUMBER SEBASTIANO PICCOLBOAZ LORENZO GIOVANNINI NADIA VENDRAMI LUIGI FRACCAROLLO
Periodo	Secondo Semestre
Modalità d'Erogazione	Convenzionale
Lingua Insegnamento	INGLESE

Informazioni aggiuntive	Corso	Percorso	CFU	Durata(h)
	[0332H] Ingegneria per l'ambiente e il territorio	[P0003D1 - Ord. 2021] Standard	6	60



2.8 Click “Add item” to add the indicated course to your application

2.9 Once you have completed and submitted the online form, wait for the outcome of your application (1-3 days)

2.10 Login into ESSE3 (<https://www.esse3.unitn.it/Home.do>) with your “guest” account user-name and password. Then, pay the bulletin you find in Administrative Office – Payments

Step 2 completed!