



## UNIVERSITÀ DEGLI STUDI DI ROMA "FORO ITALICO"

### REGISTRATION PROCEDURE – STEP- BY-STEP GUIDELINE

Welcome to the registration procedure for the admission as Erasmus+/Exchange/Traineeship student at the University of Rome Foro Italico. These step-by-step instructions will guide you throughout the online system.

Each activity/step must be correctly completed in order to proceed to the next.

Make sure to have with you a valid ID document.

#### TO START:

Access the website of the Università di Roma "Foro Italico": [www.uniroma4.it](http://www.uniroma4.it), and look for the **Utilità** menu on the right. Click here in **Accesso Studenti e Docenti**.

Università degli Studi di Roma "Foro Italico"

Amministrazione trasparente | Chi siamo | Corsi | Ammissione | Organizzazione | Governance | Ricerca

Accesso Rapido

- Bandi di Concorso
- Dottorato
- Offerta Didattica
- Orientamento Tirocinio Job Placement
- Biblioteca

NEW Bandi a.a. 2018-2019 - Corsi di laurea Magistrale

Sono stati emanati i bandi per l'accesso ai Corsi di Laurea Magistrale in Attività Motorie Preventive e Adattate e Laurea Magistrale in Management dello Sport-

Utilità

- Accesso Studenti e Docenti
- Piattaforma di Supporto Didattico Moodle
- Mail Uniroma4
- Posta Certificata Uniroma4
- My workbench
- Mail Studenti

- Guest**
- ➔ Area Riservata
    - Registrazione
    - Login
    - Password dimenticata
  - ➔ Guida
  - ➔ Esami

Didattica » **Area Struttura Didattica**

**Area Struttura Didattica**

Questa pagina è il punto di partenza per navigare le informazioni relative alla didattica dell'Ateneo. Nella bacheca Messaggi sono pubblicati tutti gli AVVISI provenienti dall'Ufficio Programmazione Didattica relativi a: Orari e aule delle lezioni curriculari e relative comunicazioni; Calendari didattici; Prenotazioni esami curriculari e Attività Formative a Scelta; Procedure di iscrizione per le Attività Formative a Scelta; Orari e Aule delle Attività Formative a Scelta e relative comunicazioni; Calendari delle sessioni di tesi; Trasferimenti in entrata; Qualsiasi altro avviso inerente le attività didattiche. Per gli avvisi relativi ai singoli Insegnamenti dei Corsi Di Laurea consultare la piattaforma di supporto didattico MOODLE. Per la gestione delle carriere amministrative degli studenti iscritti ai corsi di laurea relative ai servizi: Immatricolazioni e iscrizioni/ Tasse e contributi universitari / Richieste convalide esami / Rilascio certificazioni carriera / Trasferimenti - Rinuncia agli studi / Esame di Laurea / Pergamena di Laurea, collegarsi al seguente indirizzo: <http://www.uniroma4.it/?q=taxonomy/term/88> Per gli avvisi relativi ai servizi di Tirocinio, Job Placement, Orientamento collegarsi al seguente indirizzo <http://www.uniroma4.it/?q=taxonomy/term/81>

**Bacheca Messaggi**

Da	Oggetto
Ufficio Programmazione Didattica	Avviso Spostamento Esami Afs Prof.ssa A. Fazio - 1^ Data Settembre 2018
Ufficio Programmazione Didattica	Lingua Straniera - Inglese / Spagnolo / Francese (L22/L33 - LM47/53s - LM67/76g) - VARIAZIONE DATA DI ESAME SETTEMBRE
Ufficio Programmazione Didattica	ORARIO LEZIONI DEI CORSI DI LAUREA - A.A. 2018/19
Ufficio Programmazione Didattica	Esami Sessione Autunnale 2017-18 (Settembre/Ottobre 2018)
Ufficio Programmazione Didattica	Calendari Accademici a.a. 2018-2019
Ufficio Programmazione Didattica	Trasferimenti da altri Atenei 2018-2019: procedure e modulistica
Ufficio Programmazione Didattica	Calendari Esami a.a. 2017-18
Ufficio Programmazione didattica	AVVISO IMPORTANTE
Ufficio Programmazione Didattica	Calendari Accademici a.a. 2017-2018

This is a reserved area. If you need, choose the English version (to the right). Most of the explanatory notes and the menus will be translated to English.

The first time you enter, you will be considered as general "Guest". Click on **Registration** (*Registrazione*) on the left menu. If you already registered, click on **Login** and provide your credentials to enter the system.

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- ➔ **Reserved Area**
    - Registration
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    - Forgotten password
  - ➔ Guida
  - ➔ Exams

Didactics » **Didactics Structure Area**

**Didactics Structure Area**

This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages

A legend on the right shows the different icons that will inform you about the status of your registration.

The Check List presents an overview of the different steps to complete the registration procedure.

Click on **Registration** to start.

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**Registration**

The following pages will lead you through the registration procedures. At the end of the process, you'll receive username and password, useful to correct your data and to accede to the services offered. You'll be requested the following information: Personal data, Italian fiscal code (automatically calculated by the system), permanent address, temporary address (if different), email, Italian mobile phone (if any), fax.

Check List

Activity	Section	Info	Status
A - Web Registration			
	General page		
	Personal data		
	Identification document number		
	Permanet Address		
	Temporary Address		
	Contact		
	Choose your password		
	Confirm your information		
	Confirm your username and password		

[Registration](#)

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Registration: step A1:

The screen just shows you are in the registration activity.

Click on **Forward**.


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**"FORO ITALICO"** — Servizi online

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Forward

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## Registration: step A2:

Write or select the proper information.

Be aware that *Country, Province, Town City* refer to your “Birth” *Country, Province, Town City*.

If your Birth Country is different from Italy, the city name has to be inserted.

The Italian ID number will be automatically calculated clicking on **Forward**.

Click again to confirm the ID and to proceed.

## Registration: step A3:

Write or select the proper information regarding your ID document (*Documento di identità*).

### Dictionary:

*Tipo documento* (ID type): select among ID (*Carta identità*), Passport (*Passaporto*) and Driving license (*Patente*)

*Numero* (ID or passport number)

*Rilasciato da* (released by): write the type of authority

*Data Rilascio* (release date) – *Data Scadenza Validità* (expiry date)

Click **Avanti** to confirm the ID and to proceed.

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### Registration: Documenti di identità

In questa pagina viene visualizzato il modulo per l'inserimento o la modifica dei dati del documento d'identità

Documento d'identità	
Tipo documento*	Carta Identità <input type="text"/>
Numero*	UV 3456789Z <input type="text"/>
Rilasciato da*	London Municipality <input type="text"/>
Data Rilascio*	10/10/2011 (gg/mm/aaaa) <input type="text"/>
Data Scadenza Validità*	09/10/2022 (gg/mm/aaaa) <input type="text"/>

Indietro **Avanti** 

Registration: step A4:

Write or select the proper information regarding your permanent address.

Click **Forward** to continue.

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### Registration: Permanent address

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

Permanent address	
Country*	GRAN BRETAGNA E IRLANDA DEL NORD <input type="text"/>
The town entered was not found among those listed.*	London <input type="text"/>
ZIP CODE	<input type="text"/> if in Italy
Locality	London <input type="text"/>
Address*	Queensborough Terrace W2 3J <input type="text"/> (street, square, road)
Street no.*	49 <input type="text"/>
Telephone*	20 7219 242 <input type="text"/>
Current address is the same as permanent address*	<input type="checkbox"/> Y <input type="checkbox"/> N

Back **Forward** 

## Registration: step A5:

Write or select the proper information regarding your delivery address and your consent about utilization of personal data.

Click **Forward** to continue.

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### Registration: Delivery details

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

**Delivery address**

Correspondence address\*  Permanent address  Current address

Delivery address for University fees\*  Permanent address  Current address

Email

Certified email

FAX

International dialling code

International dialling code  (international dialling code - number)

Mobile phone  (Maximum length 16 characters including the international dialling code)

Mobile phone operator

I agree to receive, on my mobile phone, SMS about University activities like events and presentations\*  Y  N

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003\*  Y  N

I agree to the transmission of my Personal Data in compliance with current legislation\*  Y  N

I agree to the disclosure of my Personal Data in compliance with current legislation\*  Y  N

Back Forward

## Registration: step A6:

Choose a password, confirm it and then proceed by clicking **Avanti**.

The password must fulfil the following requirements:

- there must be at least 8 characters
- there must be no more than 20 characters

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### Registrazione: Scelta password

In questa pagina è possibile definire la password personale di accesso.

Tutti gli spazi all'inizio e alla fine della password verranno eliminati.

**ATTENZIONE:** la password inserita deve soddisfare i seguenti requisiti:

- deve essere costituita almeno da 8 caratteri
- deve essere costituita al massimo da 20 caratteri

Scelta password

Password\*

Conferma password\*

Indietro Avanti

Legenda

- \* Dato obbligatorio

Check List

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Registration: step A7:

Check in the Registration Summary the accuracy of all information and, in case, modify it.

Once the revision has been completed, click on **Conferma** to finally approve your registration.

**UNIVERSITÀ DEGLI STUDI DI ROMA "FORO ITALICO" Servizi online**

**Registration: Registration Summary**

The information entered in the previous sections can be reviewed on this page.

**Personal Data**

Name	JOHN
Family Name	SMITH
Patronymic	
Gender	Male
Date of birth	18/11/1998
Nationality	UNITED KINGDOM
2 <sup>nd</sup> Nationality	
3 <sup>rd</sup> Nationality	
Country of birth	GRAN BRETAGNA E IRLANDA DEL NORD
The Town/City entered was not found among those listed.	London
Balkan ID no.	SM7.88V8G1821181
Mother tongue	
Marital status	

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

**Passport Details**

Type of Passport	Carta Identita
Issuing Agency	London Municipality
Passport Number	UN34367892
Issuing Date	10/10/2013
Expiring Date	09/10/2023

**Personal Question**

Personal question	
Answer	

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

Indietro **Conferma**

Registration: step A9:

Your registration is now completed. We suggest printing your credentials. You can now login in your private area.

The screenshot shows the 'SERVIZI ONLINE' section of the University of Rome 'Foro Italico' website. The header includes the university logo and name. A navigation menu on the left lists 'Guest' options: 'Reserved Area', 'Registration', 'Login', and 'Forgotten password'. The main content area displays a confirmation message: 'Registration: Registration completed'. Below this, a table lists the user's personal authorization details. A message states that access keys have been sent to the user's email. At the bottom, there are buttons for 'Login', 'Print', and 'Exit'.

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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	JOHN
Family Name	SMITH
E-Mail	j.smith@gmail.com
Username	j.smith
Password	johnsmith94

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

Login

Print

Exit