



Università degli Studi di Siena  
School of Economics and Management  
piazza S. Francesco, 7-8, 53100 Siena Italy

## How to obtain a (temporary) student account and access the e-learning resources of the University of Siena

### A guide for international students

#### How to obtain a (temporary) student account

##### Step 0

Keep your passport handy and your Italian personal identification code (“codice fiscale”), if you already have one (don’t worry if you don’t).

##### Step 1

Open <https://segreteriaonline.unisi.it> and select the English language from the menu on the top right of the screen. Then click on **Registration** on the top left.

The screenshot shows the website interface with a navigation menu on the top left containing 'Login', 'Registrazione', 'Authorizza login code from Access Code', and 'Recupero Password'. A red arrow points from the 'Registrazione' link to a yellow box with the text: "Becomes Registration, after switching to the English language". On the top right, there is a 'Guida dello Studente' link and a 'Menu' icon. A red arrow points from the 'Menu' icon to another yellow box with the text: "Use this menu to switch to the English language". This box contains a screenshot of the language selection menu with 'ita' and 'eng' options, and a red arrow pointing to 'eng'. The main content area includes sections for 'L'Ateneo', 'Offerta formativa', 'Segreteria Online', 'Orientamento e tutorato', 'Tasse', 'Laurea e post-laurea', 'Lavoro - USiena Placement & Career Service', 'Servizi', and 'Attività extracurricolari e ricerca'.

Ignore the next summary screen and click the **Web Registration** button on the bottom left.

##### Step 2

In the next page you have to enter your personal data. Be careful: enter the **exact** data (first name, surname date of birth, ...) printed on your passport. Notice that there are some terms are misleading:

- “Nationality” means “Citizenship”.
- “Country”, “Province” and “City” mean “Country of birth”, “Province of birth” and “City of birth”.

Don’t worry about the last entry (“Italian fiscal code”); if you already obtained one, enter it; else the system generates it, for non-Italian “Country”.

When you are done, press **Forward**.

Personal Details

First name\* [redacted]

Surname\* [redacted]

Date of birth\* [redacted] (dd/mm/yyyy)

Gender\*  Male  Female

Nationality\* UNITED STATES

2° Nationality Please, select the NATIONALITY

3° Nationality Please, select the NATIONALITY

Country:\* UNITED STATES

City not listed\* New York

Italian fiscal code\* (automatically calculated if not provided)

Enter the **exact** data printed on your passport.

Back Forward

### Step 3

In the next page you're asked to provide some information on your address and telephone number. Notice that "Locality" means "district" or "area" or "neighbourhood". Do not fill the field "Data inizio validità residenza (per domicilio fiscale)" if your address is outside Italy, else enter the starting date of your official stay at that address.

Permanent address

Country\* [redacted]

The town entered was not found among those listed.\* [redacted]

ZIP CODE

if in Italy

Locality

Address\* Pennsylvania Ave (street, square, road)

Street no.\* 1600

Data inizio validità residenza (per domicilio fiscale)\*

(se non si conosce la data esatta inserire 01/01/anno corrente o lasciare il campo vuoto)

Telephone\* +00 000 000000000

Current address is the same as permanent address\*  Y  N

Leave blank if your address is outside Italy

Enter your telephone number

Back Forward

When you are done, press [Forward](#).

### Step 4

In the next page you have to enter some further information: personal email address (two times) and mobile phone number. Please ignore the "Certified email" fields and agree ("Y") with the GDPR privacy policy, to deliver your personal data, and with the personal data disclosure.

Delivery address

Email\*  Enter twice your personal email

Conferma E-mail privata\*

(Si prega di confermare l'E-mail privata inserita)

Certified email  Ignore these two fields

Conferma E-mail certificata

(Si prega di confermare la E-mail certificata)

International dialling code\* +00

(international dialling code - number)

Mobile phone\*  Your mobile phone number, decomposed into international dialling code and phone number.

Maximum length 16 characters including the international dialling code

Privacy\* I have read and accept unreservedly the privacy policy and I authorize the treatment of my personal data, sensitive and non-sensitive, by University of Siena (European Regulation n. 679/2016) I hereby declare having read and understood and accepting all the University Rules published on the following web pages: [Statuto e Regolamenti](#), [Privacy e Cookie policy](#)

Y  No

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

Y  No Select "Y" (three times)

Diffusione dati personali\* I agree to the disclosure of my Personal Data in compliance with current legislation

Y  No

Back Forward

When you are done, press  .

### Step 5

The next screen presents a summary of the information you entered. After reviewing them, you can either modify them or  to go on.

### Step 6

The last screen contains your account information: username and password

Personal Authorization Details:

Name	<input type="text"/>
Surname	<input type="text"/>
E-Mail	<input type="text"/>
Username	<input type="text"/>
Alias	<input type="text"/>
Password	<input type="text"/>

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

The same information is also sent to the personal email address you provided.

★ **SU** Segreteria Online - UNISI <no\_reply\_esse3@unisi.it> a me <[redacted].com>

Gentile [redacted],

la fase di registrazione al portale dell'Università degli Studi di Siena è avvenuta con successo.  
Per accedere al sistema segreteriaonline.unisi.it effettuare il Login utilizzando le seguenti credenziali:

Username: [redacted]  
Password: [redacted]

Cordiali Saluti,  
Segreteria online - UNISI

--

Dear [redacted],

We are glad to confirm you that your registration at the portal of the University of Siena has been successfully submitted.

To access the system segreteriaonline.unisi.it you have to login using the following credentials:

Username: [redacted]  
Password: [redacted]

Kind regards,  
University of Siena

## How to access the elearning resources

### Step 0

Keep on hand the account information you obtained (see above).

### Step 1

Open <https://elearning.unisi.it>, select the English (en) language on the top right of the screen and then the Log in button. You will be prompted for username and password: enter them and press Log in button.

### Step 2

If the next screen is shown in Italian language, reselect the English (en) language on the top right of the screen. Then provide the information required (email address, ...) and press the "Update profile" button on the bottom of the page. You may be asked to confirm the personal information change with an email sent to the email address you provided: use the link contained in the email message and then press the "Update profile" button.

### Step 3

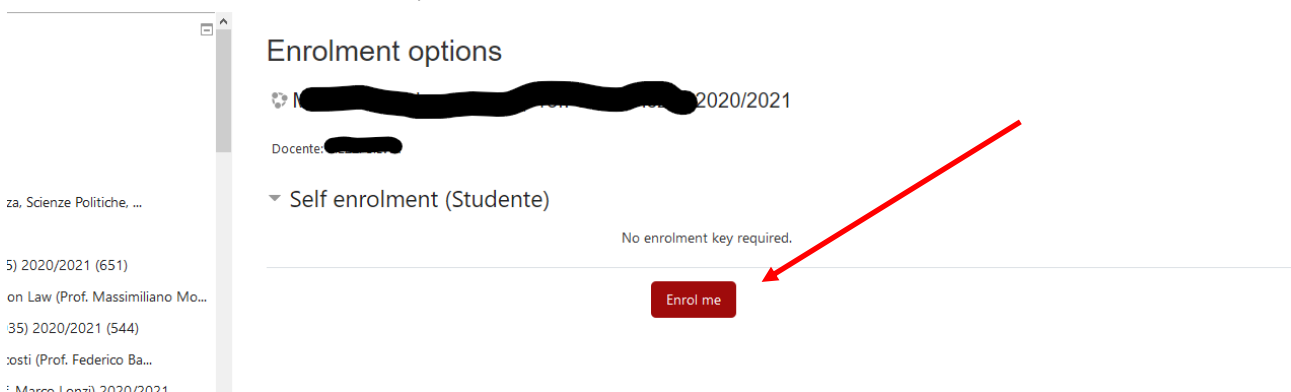
The next screen requires you to agree with the site policy. press the "Yes" button on the bottom of the page.

### Step 4

To enrol in a course, first search that course using the search facility on the top right of the screen



Then select from the list the course you are interested in and enrol in that course



If an enrolment key is required, use the one provided by the teacher.

### Step 5

Now you can access the moodle of the courses you are interested in. Each moodle has its own layout, but a typical layout is the one shown in the next picture.



Slides class 1	<input type="checkbox"/>
Class 2	
Slides class 2	<input type="checkbox"/>
Exercises class 2	<input type="checkbox"/>
Class 3	
Exercises class 3	
Restricted Available from 14 ottobre 2020, 11:00	
Webex Meetings	
Webex Meetings	<input type="checkbox"/>
Recording of lessons	
Recording of lessons	<input type="checkbox"/>

To access online lectures

Recordings of past lectures