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

## A guide for international students

### Foreword

International students can access in the **first semester** the online teaching resources of the University of Siena. In the **second semester** teaching activities will be held in presence or in remote mode, depending on the evolution of the COVID-19 emergency.

Students who are **still waiting for a visa** and

- are regularly enrolled, **having paid the first installment** of tuition fees, can regularly access all the resources and services offered by the University of Siena;
- have **not yet paid the first installment** of tuition fees, are given the opportunity to **temporarily** access the online teaching resource, in awaiting to regularize their position, using the procedure outlined in this guide; **this opportunity will expire on November 15th.**

Please notice that the payment of the first installment of fees finalizes the enrolment procedure, conferring the full status of student at the University of Siena, granting therefore the use of all facilities and services, including the opportunity to take exams and have certified attendance to classes and exam results.

**The deadline for the first installment of tuition fees is November 2nd for undergraduate courses, December 20th for graduate courses.**

### 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.

**Becomes Registration, after switching to the English language**

**Use this menu to switch to the English language**

Ignore the next summary screen and click the [Web Registration](#) button on the bottom left.

### Step 2

The next screen (“Autodichiarazione e Informativa privacy”) contains a self-declaration page, where you have to declare that you are aware of the regulations of the University of Siena and that you assume all responsibility in case of false or misleading statements and that you further accept the privacy policy of the University of Siena, in compliance with the European General data protection regulation n. 679/2016 (GDPR). Press the button [Forward](#) on the bottom left.

### Step 3

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 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\*

Surname\*

Date of birth\*  (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)

[Back](#) [Forward](#)

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

### Step 4

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.

The screenshot shows a form titled "Permanent address" with the following fields and annotations:

- Country\***: A dropdown menu with a redacted selection.
- The town entered was not found among those listed.\***: A text input field with a redacted value.
- ZIP CODE**: A text input field.
- Locality**: A text input field.
- Address\***: A text input field containing "Pennsylvania Ave" with a subtext "(street, square, road)". A yellow box with the text "Leave blank if your address is outside Italy" has a red arrow pointing to this field.
- Street no.\***: A text input field containing "1600".
- Data inizio validità residenza (per domicilio fiscale)\***: A date selection field. A red arrow points to it from the "Leave blank if your address is outside Italy" box.
- Telephone\***: A text input field containing "+00 000 000000000". A yellow box with the text "Enter your telephone number" has a red arrow pointing to this field.
- Current address is the same as permanent address\***: Radio buttons for "Y" and "N".

At the bottom of the form are "Back" and "Forward" buttons.

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

### Step 5

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.

The screenshot shows a form titled "Delivery address" with the following fields and annotations:

- Email\***: A text input field with a redacted value. A yellow box with the text "Enter twice your personal email" has a red arrow pointing to this field.
- Conferma E-mail privata\***: A text input field with a redacted value. Subtext: "(Si prega di confermare l'E-mail privata inserita)".
- Certified email**: A text input field.
- Conferma E-mail certificata**: A text input field. A yellow box with the text "Ignore these two fields" has a red arrow pointing to these two fields.
- International dialling code\***: A text input field containing "+00". Subtext: "(international dialling code - number)".
- Mobile phone\***: A text input field containing "000 00000000". Subtext: "Maximum length 16 characters including the international dialling code". A yellow box with the text "Your mobile phone number, decomposed into international dialling code and phone number." has a red arrow pointing to this field.
- Privacy\***: A text area containing a privacy policy notice and radio buttons for "Y" and "No".
- Comunicazioni\***: A text area containing a consent statement and radio buttons for "Y" and "No". A yellow box with the text "Select 'Y' (three times)" has a red arrow pointing to these radio buttons.
- Diffusione dati personali\***: A text area containing a consent statement and radio buttons for "Y" and "No".

At the bottom of the form are "Back" and "Forward" buttons.

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

### Step 6

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

### Step 7

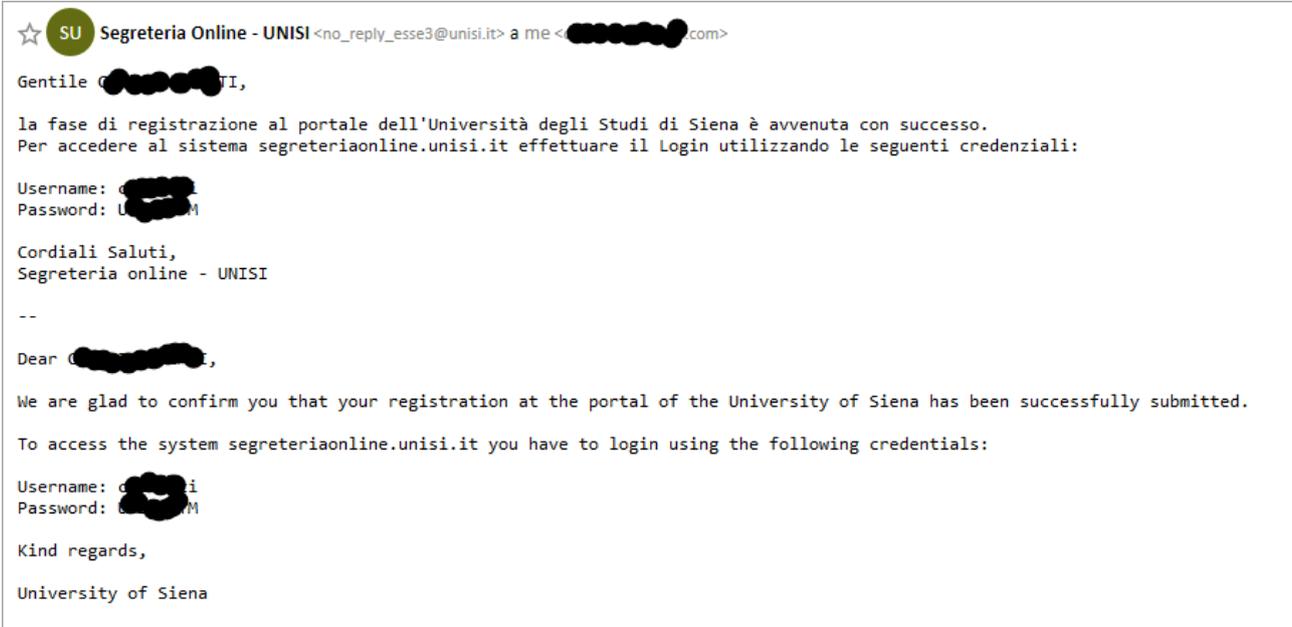
The last screen contains your account information: username and password

**Personal Authorization Details:**

Name	[REDACTED]
Surname	[REDACTED]
E-Mail	[REDACTED].com
Username	[REDACTED]
Alias	[REDACTED]
Password	[REDACTED]

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.



## 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 the 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.