ENROLMENT IN EXAMS FOR ERASMUS STUDENTS

If you are attending an Erasmus period at Sapienza University, you will receive a username and a provisional password to access the Infostud service, once you have properly filled in your online application form.

Please, remind that you are not supposed to register by yourself!

At this stage, your registration number ("matricola") is not active: you have to change your password but you cannot access other Infostud services. Your registration number will be completely active only once you arrive in Rome and get your Erasmus student card in the Erasmus office of your receiving Faculty.

If you lost your registration number and your password, email spi@uniroma1.it.

How to access Infostud services
In order to access Infostud services, please go to http://www.uniroma1.it/studenti

and click on “Accedi al sistema”

You can also access directly from https://stud.infostud.uniroma1.it/.
Herewith the homepage to enter the site:

![INFOSTUD - Sapienza Università di Roma](image)

**Picture 2 – Infostud homepage**

In order to access the system, you have to insert your registration number and password.

If you forgot your password but you know your registration number, you can retrieve your password from [https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp](https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp)

**Main page**

Once you enter the system, the following page is displayed:

![Hello, ENOEMA](image)

**Picture 3 – Main page**

As an Erasmus student, you can only use the following services: **DATI UTENTE** (student’s personal data), **PRENOTAZIONE ESAME** (enrolment in exams) and **VISUALIZZA ESAMI**
(exams' list).

In the section **DATI UTENTE**, you can change your password to access Infostud.

In the section **PRENOTAZIONE ESAME**, you can enrol in exams.

In the section **VISUALIZZA ESAMI**, the exams you have taken are displayed.

**Enrolment in exams**

To register for an exam, go to: “Corso di Laurea” > “Prenota esame”

You can then search by course (“Corso”) or by professor (“Docente”)

You can search the exam session by inserting the professor’s surname or the course unit title:

- **If you search by inserting the professor’s surname**, select the field “Docente” (professor) and insert the professor’s surname, then click on “Cerca”: all the exam sessions (related to the professor’s surname) will be displayed.

- **If you search by inserting the course unit title**, select the field “Corso” and insert the course unit title, then click on “Cerca”: all the exam sessions (related to the course unit title) will be displayed.

![Search by inserting the course unit title](image)

**Picture 4 – Search by inserting the course unit title**
You can then filter the list and see only the exams you are allowed to book at your current date. You can then book the exam and see the comments/notes. The notes/comments contains info about when and where the exam will take place.

If you click on “Appelli prenotati” you’ll see all the exams you’ve registered for so far.
• If you click on “Corsi di Laurea/Esami registrati” you can see all of the exams you have taken and the ones that have been registered on Infostud.

INFOSTUD on the go

• Infostud app for iOS, Android and Window Phone devices
• Find out more: http://www.uniroma1.it/sapienza/community