

## ENROLMENT IN EXAMS FOR ERASMUS STUDENTS

If you are attending a period at Sapienza University as part of a mobility program, you will receive a username and a provisional password to access the Infostud service.

Please, follow the instructions provided by the office managing your mobility program in order to receive username and password; you are not supposed to register to Infostud service by yourself!.

### How to access Infostud services

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

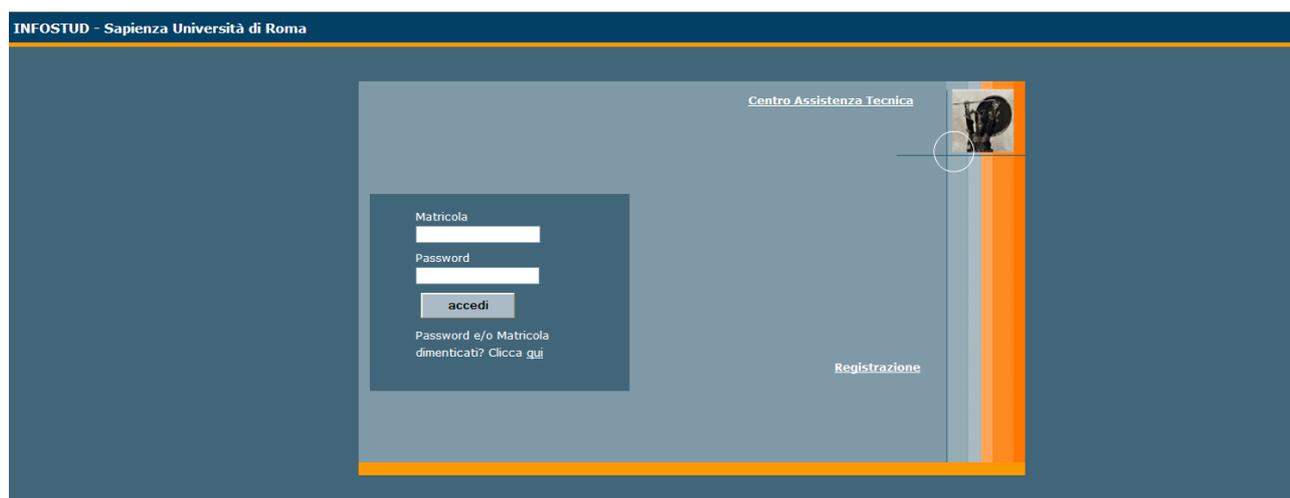


Picture 1 – Sapienza website

and click on “Accedi al sistema”

You can also access directly from <https://stud.infostud.uniroma1.it/>.

Herewith the homepage to enter the site:



Picture 2 – Infostud homepage

In order to access the system, you have to insert your registration number (“Matricola”) 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>

## Main page

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



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

If you click on PRENOTAZIONE ESAME, you can search for the exam session you need to enrol in (Picture 4).

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 "Ricerca Appelli": 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 "Insegnamento" and insert the course unit title, then click on "Ricerca Appelli": all the exam sessions (related to the course unit title) will be displayed.



Picture 4 – Search by inserting the professor's surname

In both cases click on “Prenota” to enrol in the exams.

N. Verb.	Corso di Studi	Insegnamento	Docente	Facoltà	A.A.	Appello del	Iniz. pren.	Fine pren.	Azione
240053	ARCHITETTURA U.E. (LSCU (DM 509/99) - ORDIN. 2002) (codice: 00528)	TEST TEST TEST (cod. 1016298 - - - ann: 1, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22	ARCHITETTURA	2011/2012	22 feb 2012	25 set 2011	24 dic 2011	Prenota
240053	ARCHITETTURA U.E. (LSCU (DM 509/99) - ORDIN. 2002) (codice: 00528)	SCIENZA DELLE COSTRUZIONI (cod. T15036 - ICAR/08 - dfu: 8, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22	ARCHITETTURA	2011/2012	22 feb 2012	25 set 2011	24 dic 2011	Prenota
240053	ARCHITETTURA U.E. (LSCU (DM 509/99) - ORDIN. 2007) (codice: 12385)	SCIENZA DELLE COSTRUZIONI (cod. T15036 - ICAR/08 - dfu: 8, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22	ARCHITETTURA	2011/2012	22 feb 2012	25 set 2011	24 dic 2011	Prenota

Picture 5 – Enrolment

After the enrolment you can read the list of the exams you have chosen (“Elenco delle prenotazioni effettuate”), and print (“Stampa”) the receipt you have to show the professor the day of the exam.

N. pren.	Verbale	Corso di Studi	Insegnamento	Docente	Facoltà	A. A.	Appello del	Data Prenotazione	Esame previsto per il	Azione
2	240053	ARCHITETTURA U.E. (LSCU (DM 509/99) - ORDIN. 2002) (codice: 00528)	TEST TEST TEST (cod. 1016298 - - - ann: 1, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22	ARCHITETTURA	2011/2012	22 feb 2012	02 dic 2011	-	Stampa

Picture 6 – Print the receipt

In the section **Azione** the following services are available:

- “Stampa”: to print the receipt of the exam.
- “Cancella”: to remove the enrolment.
- “Note”: in case there are further communications by the professor.