## **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 instuctions 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:

INFOSTUD - Sapienza Università di Roma						
INFOSTUD - Sapienza Università di Roma	Matricola Password Password e/o Matricola dimententio Cisca qui	Centro Assistenza Tecnica				
	omenticau; circa <u>ya</u>	Registrazione				



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 <a href="https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp">https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp</a>

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

PRENOTAZIONE	ON-LINE	
Esami prenotati	ATTENZIONE! Il giorno dell'esame occorre portare la ricevuta di pren	iotazione
Motore di ricerca Cerca appello per: ( TEST Puoi cercare l'appello	degli appelli • Docente ● Insegnamento Ricerca appelli o utilizzando la <u>Ricerca avanzata</u>	

Picture 4 – Search by inserting the professor's surname

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

PRENOTAZIONE ON-LINE         Indictro           Elenco Appelli         Indictro								
N. Ve	rb. Corso di Studi	Insegnamento	Docente	Facoltà	A.A.	Appello del Iniz	z. pren. Fine pre	n. Azione
2400	53 ARCHITETTURA U.E. [LSCU (DM 509/99) - ORDIN. 2002] (codice: 00528)					22 feb 25 2012 20	set 24 dic 11 2011	Prenota
2400	ARCHITETTURA U.E. [LSCU (DM 509/99) - ORDIN. 2002] (codice: 00528)	SCIENZA DELLE COSTRUZJONI (cod. T15036 - 1CAR/08 - cfu: 8, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22			22 feb 25 2012 20	set 24 dic 11 2011	<u>Prenota</u>
2400	53 ARCHITETTURA U.E. [LSCU (DM 509/99) - ORDIN. 2007] (codice: 12385)	SCIENZA DELLE COSTRUZIONI (cod. T15036 - 1CAR/08 - clu: 8, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22			22 feb 25 2012 20	set 24 dic 11 2011	<u>Prenota</u>

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.

PRENOTAZIONE ON LINE Prenotazioni Attive Prenotazioni Attive					<u>Alterta</u>					
Elei N. pren.	nco degli Verbale	esami prenotati 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. 1015298 ann: 1, canale: NESSUNA CANALIZZAZIONE)	TEST TEST 22	ARCHITETTURA	2011/2012	22 feb 2012	02 dic 2011	(e)	<u>Cancella</u> Stampa
Per sta	Per stampare la ricevuta occorre disporre di Adobe Reader. Per scanicarlo clicca sul logo qui a fianco									

**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.