



UNIVERSITÀ  
DI PARMA

centro  
**SELMA**

How to get @unipr  
credentials to access  
online services



# Part 1

How to get @unipr  
credentials to access  
online services

You will need the @unipr credentials to access the online teaching material on the platform and to follow the Summer School live lessons on MS Teams

To sign up as a user and get the @unipr credentials that you need to access University of Parma's online services, follow the link:

<https://www.idem.unipr.it/start/registra>

1. Click on the English flag at the top right to set English as the language of the page.

2. Enter your personal e-mail address and click on «Validate e-mail personal address».

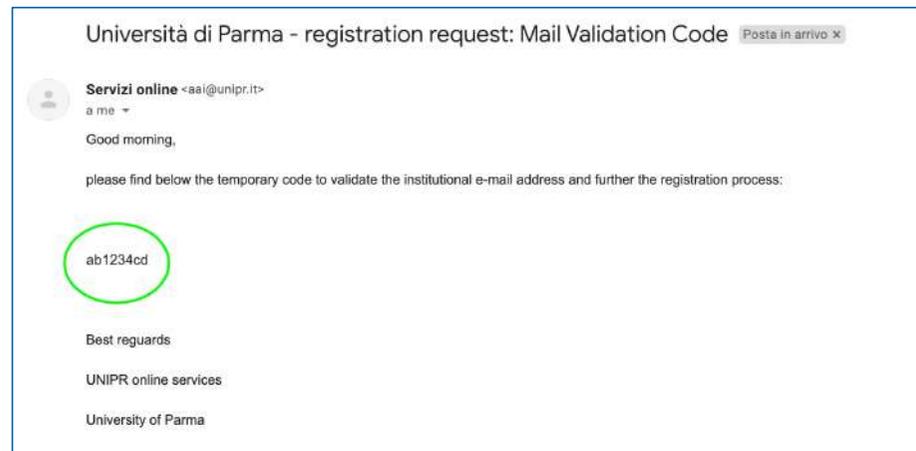


The screenshot shows the top navigation bar of the University of Parma website. The language selection menu is open, showing the Italian flag and the English flag. A green circle highlights the English flag, and a green arrow points to it from below.



The screenshot shows the 'New user registration' page. The 'Personal e-mail (\*)' field contains the text 'example@example.com'. A green arrow points to the 'Validate e-mail personal address' button.

2. You will immediately receive an e-mail on the mailbox you entered, containing the validation code. Copy the code.



3. Enter the validation code and click on «Verify e-mail validation code».

4. Fill in the MAIN DATA form. All fields marked with \* are required. Read and tick the Privacy Information box, then click on Next.

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il mondo che ti aspetta

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

New user registration

@ Step 1 to 5: personal e-mail address validation

Personal e-mail (\*) example@example.com

Validation Code (\*) ab1234cd

Verify e-mail validation code Wrong e-mail address

N.B. (\*) Mandatory Field

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New user registration

@ Step 1 to 5: personal e-mail address validation

Personal e-mail (\*) example@example.com

Validation Code (\*)

Step 2 of 5: Minimum personal information

MAIN DATA

Italian TAX code (\*) I'm a foreign student without TAX code

Name (\*)

Surname (\*)

Citizenship (\*) Select country of citizenship

IDENTIFICATION DOCUMENT

Identity document type (\*) Select identity document type

Identity document number (\*)

Document issuing Authority (\*)

Date of document issue (\*) (gg/mm/aaaa)

Document expiration date (\*) (gg/mm/aaaa)

I declare that I have read the information pursuant to Article 13 of EU Regulation 679/2016.  
"Information on the processing of personal data"

Next

5. Fill in the form with the remaining personal data. All fields marked with \* are required. Then, click on Next.

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 New User Registration

 Step 3 to 5: Personal information

**CONTACTS**

International Mobile Phone dial code (*)	<input type="text" value="+39"/>
Mobile Phone Number (*)	<input type="text"/>
Certified E-mail Address (PEC e-mail)	<input type="text"/>
FAX	<input type="text"/>

**REGISTERED RESIDENCE ADDRESS**

Street (*)	<input type="text"/>
Street Number (*)	<input type="text"/>
ZIP (*)	<input type="text"/>
Foreign Town / City / Village	<input type="text"/>
Country (*)	<input type="text" value="Italia"/>
Province (*)	<input type="text"/>
Municipality (*)	<input type="text"/>
Phone number (*)	<input type="text"/>

**DATA OF HOME INSTITUTION**

Home Institution	<input type="text"/>
Country of the home institution	<input type="text"/>

N.B. (\*) Mandatory Field

6. Check if your data is correct in the summary screen. Continue by clicking on «Confirm data».

 **UNIVERSITÀ DI PARMA**  
Il mondo che ti aspetta

[HomePage](#) [Managing Credentials](#) [Other services](#) [FAQ \(in Italian\)](#) [Contact us](#) [Login](#)

 New User Registration

 Step 4 to 5: Data Confirmation

**PERSONAL DATA**

Name	John
Surname	SMITH
Personal e-mail	example@example.com
Tax Code	SMTJHN85D01H123X
Sex	maschile
Date of birth	01-01-1985
Country of birth	Japan
Citizenship	Japan (Japanese)

**IDENTIFICATION DOCUMENT**

Identity document type	Passport
Identity document number	AB12345XY
Document issuing Authority	Authority
Date document issue	01/01/2021
Document expiration date	01/01/2026

**CONTACTS**

Mobile Phone Number	+56 123 45678910
Certified E-mail Address (PEC e-mail)	
FAX	

**REGISTERED RESIDENCE ADDRESS**

Street	Tokyo 131-8634
Street number	10
ZIP	00000
Foreign Town / City / Village	Sumida City
Country	Japan
Province	Tokyo
Municipality	Sumida City
Phone number	123 45678910

**DATA OF HOME INSTITUTION**

Home Institution	
Country of the home institution	

 [Confirm data](#) [Modify data](#)

7. You will be assigned a numeric username and a code for activating the first password (which you will also receive at the personal e-mail address you chose). Click on the **Password Activation page** link to proceed with activation.

8. On the **Password Activation page**, enter the numeric username and the Password Activation Code. Then, choose a new password (it must be at least 8 characters long, and it must contain at least one number, at least one capital letter, at least one lowercase letter, at least one non-alphanumeric character). Click on Continue.

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New User Registration

Step 5 to 5: Closing Process

Username: 12345678

Password Activation Code: nv7634sk

Write down these values, also sent by e-mail, to be used to activate the first password by going to the [Password Activation page](#)

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Activate password

Step 1/3: choose password

Username (\*) 12345678

Password Activation Code (\*)

Choose your new password (\*)

Re-enter the password (\*)

I have read the [regulation](#) (\*)

Continue

Le password coincidono

8. Set a security question and its answer, that will be used for a future password recovery, if needed. Then, click on Continue.

9. Your UNIPR user profile is now active: it already gives you access to the Secretarial Services, but it is still necessary to «upgrade» it to a GUEST profile, to access online teaching services such as MS Teams and Elly portals.

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**Activate password**

Step 2/3: enter data to retrieve lost password

Question (\*) What subject did you dislike at school?

Secret answer (\*)

Personal Email Address for password recovery (\*)

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**Activate password**

Step 3/3: summary

Your password is now active and a confirmation email has been sent to your personal email address.  
Should you forget your password, the information you have entered for its retrieval is as follows:

- Answer: MATHEMATICS
- Personal email: example@example.com

**Access to the services**

Use the username 10188213 and the password you just choose to access the University's services, e.g.:

- [Students' Registry Office Services \(ESSE3\)](#)

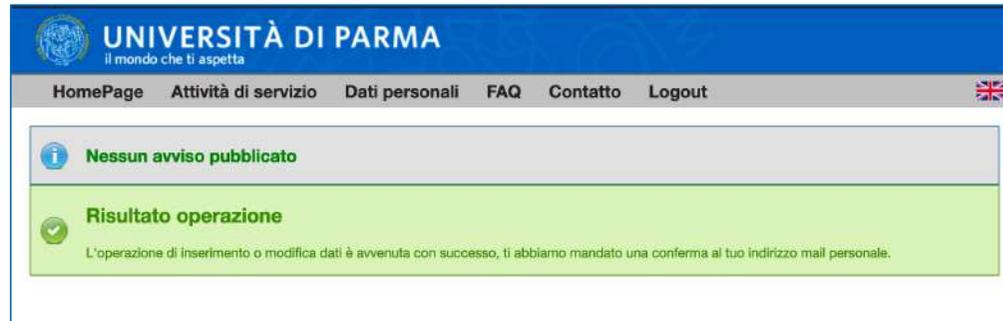
To upgrade the access credentials to the GUEST type and to have access to MS Teams and to the online teaching portals, follow the link:  
<https://www.idem.unipr.it/secure/cambiouserguest>

10. Enter the numeric username you received with the new password you set (step 8) and click on **ACCESSO**

11. The system will automatically change the numeric username to the GUEST type, such as: [12345678@guest.unipr.it](mailto:12345678@guest.unipr.it). Enter the password again and click on the "Assumi username etc." to complete the operation.

Please note:  
These webpages are  
only available in  
ITALIAN

11. A message will be displayed, confirming the success of the operation. You will also receive confirmation on your personal e-mail address



From this moment on, you will be allowed to access the Summer School online services (MS Teams and Elly Foodproject portal) using your GUEST credentials:

Username: [12345678@guest.unipr.it](mailto:12345678@guest.unipr.it)  
Password: The password you set during step 8

Please note: The account is NOT linked to a Microsoft mailbox. It only gives access to the services listed above.

## Part 2

How to access the platform  
[elly2020.vpi.unipr.it](http://elly2020.vpi.unipr.it)

The platform can be reached at:

<https://elly2020.vpi.unipr.it/>

At the top right it is possible to set the controls in English



1. Click on «Login» at the top left

<https://elly2020.vpi.unipr.it/>



2. Use the access credentials you obtained (the [12345678@guest.unipr.it](mailto:12345678@guest.unipr.it) kind) and click on LOGIN

You are not logged in.

UNIVERSITÀ DI PARMA  ATENEO ▾ ALTRI ELLY ▾ SUPPORTO ▾ English (en) ▾

Sign in with university credentials  
for UniPR students / teachers

 UNIVERSITÀ DI PARMA

Username Password

LOG IN

Login external users

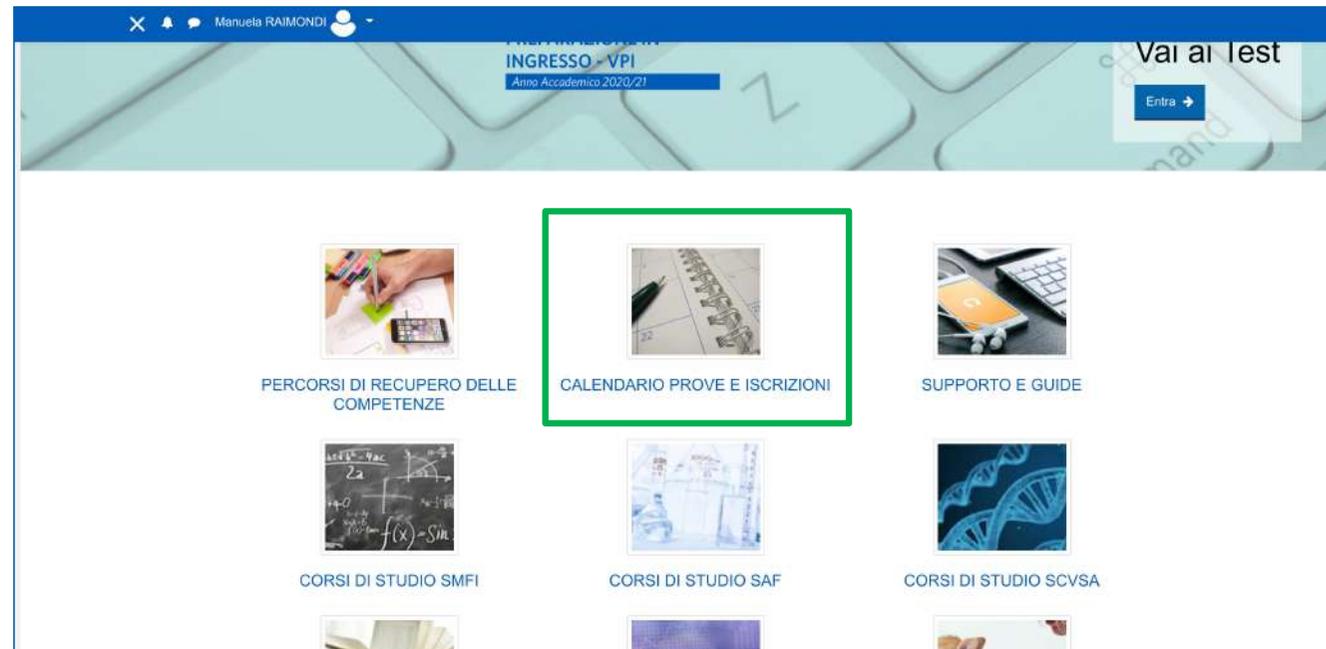
Username Password

LOG IN

[Forgotten your username or password?](#)  Remember username

LOG IN AS A GUEST

3. In the Home page, click on the second box «**Calendario Prove e Iscrizioni**» at the center of the page to access the registration link to the course



# Part 3

How to access MS TEAMS  
and follow a lesson

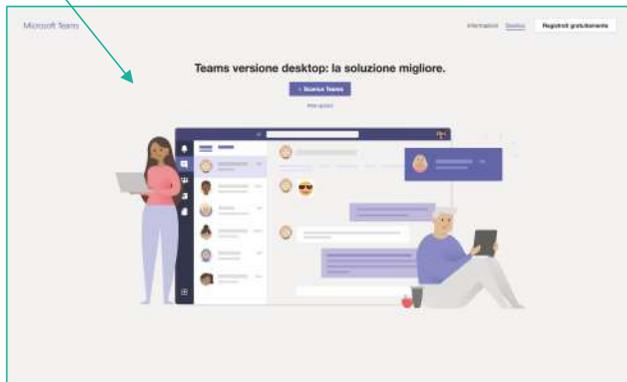
# 1. How to download and install MS Teams



**PC:**



Google search: Teams Microsoft download  
(direct link <https://teams.microsoft.com/downloads>)



**ADROID SMARTPHONE/TABLET:**

Search *Teams* in the Play Store > Download the App > Install and login

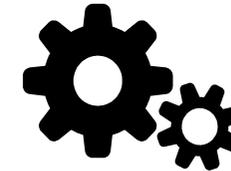


**IOS:**

Search *Teams* in the App Store > Download the App > Install and login



2. Login with the Unipr access credentials you received (the [12345678@guest.unipr.it](mailto:12345678@guest.unipr.it) kind)



**Pay attention to the hardware and software requirements:**

**[Click here to learn more about the requirements](#)**

**Network requirements:**

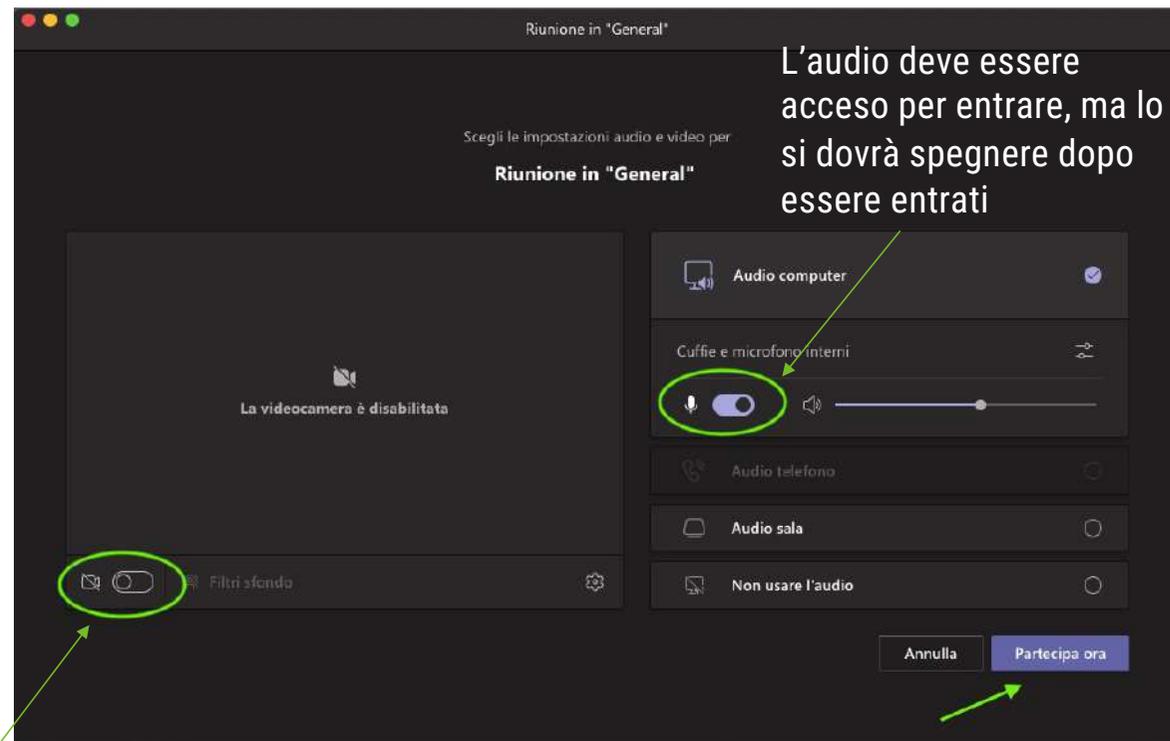
It is recommended to check the connection speed, possibly running an online speed test (for example, with <https://www.speedtest.net/it>).

The minimum bandwidth required to connect successfully is 130 Kbps.

Wired connection is recommended for the best Teams functionality.

### 3. How to join a meeting/lesson in Teams

Once the teacher starts the meeting, you can join it by clicking on the purple bar that appears in the Class Team chat. You'll see a window in which it is possible to check the webcam and the microphone

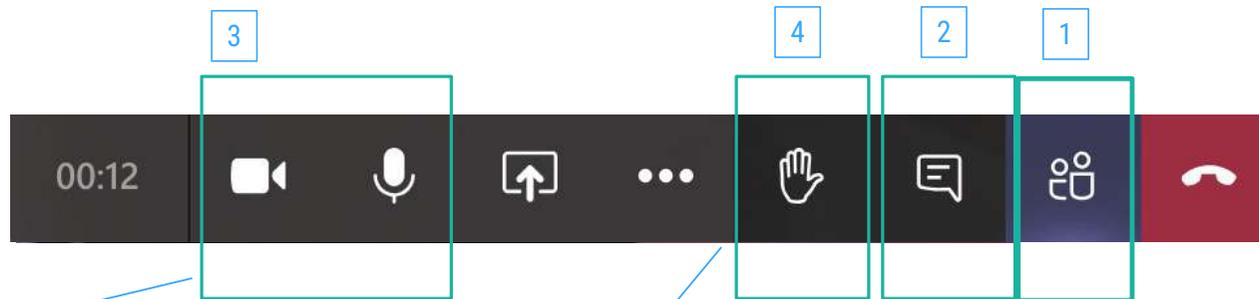


Turn the webcam ON or OFF

When ready, join the meeting by clicking here

## 4. The main controls in the online meeting/1

All the controls can be found in this banner, that will appear in the center of the screen, and not in the sidebar

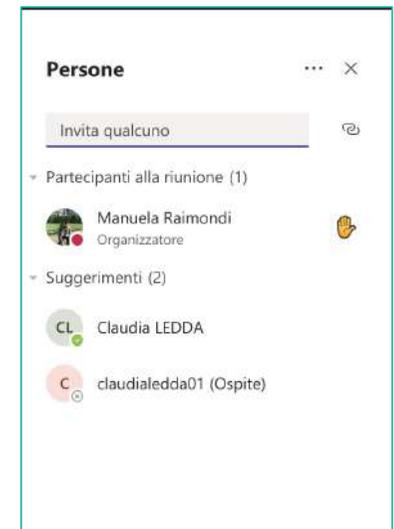


3. Click here to **temporarily turn** the camera or microphone **on and off**

4. Raise a hand to ask to speak

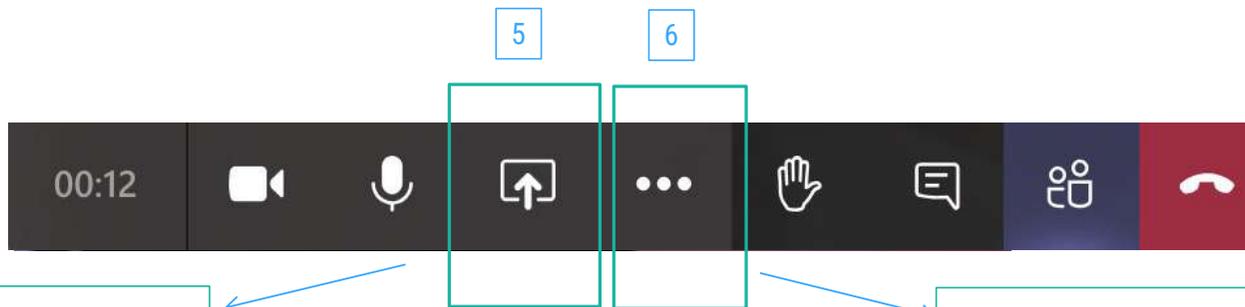
2. SHOW/HIDE CHAT  
Opens or closes the chat window

1. SHOW/HIDE PARTECIPANTS  
Opens or closes the window in which the participants are shown



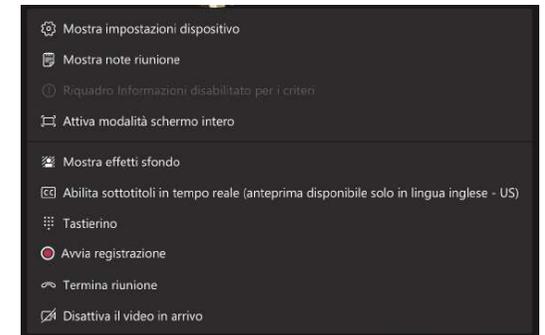
## 4. The main controls in the online meeting/2

All the controls can be found in this banner, that will appear in the center of the screen, and also at the top right



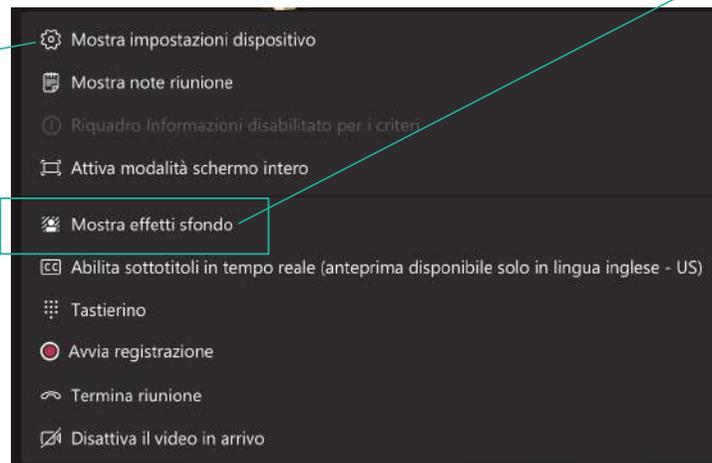
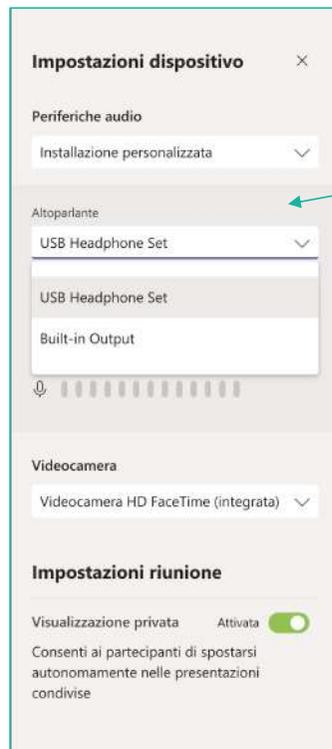
5. Click here to share the whole computer screen or the slides, choosing from the bar that appears below:

6. Click here to access the advanced features, including the microphone and webcam settings panel or the background effects



## 4. The main controls in the online meeting/3

Here it is possible to check the microphone and webcam status, and to be sure that they are connected successfully: for example, you can choose the microphone you want to use on the device



You can choose a background that will appear behind you in the monitor

**Any questions?**

[supporto.elly@unipr.it](mailto:supporto.elly@unipr.it)  
[supporto.lezionionline@unipr.it](mailto:supporto.lezionionline@unipr.it)

