

UNIVERSITÀ DI PARMA

Part 1

How to get @unipr credentials to access online services 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». 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

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

	Università di Parma - registration request: Mail Validation Code Posta in arrivo x	
+	Servizi online <aai@unipr.it> a me 👻</aai@unipr.it>	
	Good morning,	
	please find below the temporary code to validate the institutional e-mail address and further the registration process:	
	ab1234cd	
	Best reguards	
	UNIPR online services	
	University of Parma	



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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UNIVERSITÀ DI PARMA

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



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

HomePage Managing Credentials	Other services FAQ (in Italian) Contact us Login	
New User Registration		
Step 4 to 5: Data Confirmation		
PERSONAL DATA		
Name	inter .	
Surame	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	Passoort	
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	
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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 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 number, at least one capital letter, at least one lowercase letter, at least one non-alphanumeric character). Click on Continue.

HomePage	Managing Credentials	Other services	FAQ (in Italian)	Contact us	Login
New User R	egistration				
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	iustion Code: pu7624ck				

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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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HomePage	Managing Credentials	Other services	FAQ (in Italian)	Contact us	Login			
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Step 2/3: enter da	ata to retrieve lost password							
Question (*)							What subject did you dislike at school?	•
Secret answer ('	າ					0	MATHEMATICS	
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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

nttps://www.idem.unipr.it/secure/cambiousergue

UNIVERSITÀ DI PARMA Please note: These webpages are 1 Entra con SPID I Rate eng only available in Password Description of the state ÍTALIAN Non ricordare l'ac ide Se non hal username e passelo Replatret **UNIVERSITÀ DI PARMA** ** HomePage Attività di servizio Dati personali FAQ Contatto Logout Assumi username 12345678@guest.unipr.it Questa procedura consente di modificare il tuo username di accesso ai servizi on line dell'Università degli Studi di Parma Premendo sul pulsante sottostante il tuo attuale username: 12345678 cambierà Definitivamente in : 12345678@guest.unipr.it Per favora inserisci nuovamente la tua nas Assumi usememe 12345678@guest.unipr.it N.B. l'assunzione del nuovo username è definitivo

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.

Enter the password again and click on the "Assumi username etc." to complete the operation.



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

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Ho	mePage	Attività di servizio	Dati personali	FAQ	Contatto	Logout	*
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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: <u>12345678@guest.unipr.it</u> 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

The platform can be reached at:

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

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





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

1. Click on «Login» at the top left





2. Use the access credentials you obtained (the <u>12345678@guest.unipr.it</u> kind) and click on LOGIN

UNIVERSITÀ DI PARMA	ATENEO - ALTRI ELLY - SUPPORTO - English (en) -
Sign in with university credentials for UniPR students / teachers UNIVERSITÀ DI PARMA	Login external users Usemame Password LOG IN
Usemame Password 12345678@guest.unipr.it COG IN	Eorgotten your username or password? Remember username



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(a)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 <u>https://www.speedtest.net/it</u>).

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/2 3 Mostra impostazioni dispositivo 🗒 Mostra note riunione 口 Attiva modalità schermo intero 🖉 Mostra effetti sfondo All the controls can be found in this banner, that will appear in the center of the screen, and also at the top CC Abilita sottotitoli in tempo reale (anteprima disponibile solo in lingua inglese - US) right III Tastiering 5 6 Avvia registrazione 🦔 Termina riunione Disattiva il video in arrivo දු m E .0 00:12 ...

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

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IJ	Attiva modalità schermo intero
2	Mostra effetti sfondo
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۲	Avvia registrazione
¢	Termina riunione
Ø	Disattiva il video in arrivo





choose a background that will appear behind you in the monitor



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Any questions?

supporto.elly@unipr.it supporto.lezionionline@unipr.it

