# What is the purpose of creating a guest account

Registering and creating a guest account, which must then be validated by a Unipr lecturer or administrative staff. The account allows access to Unipr services for a limited period.

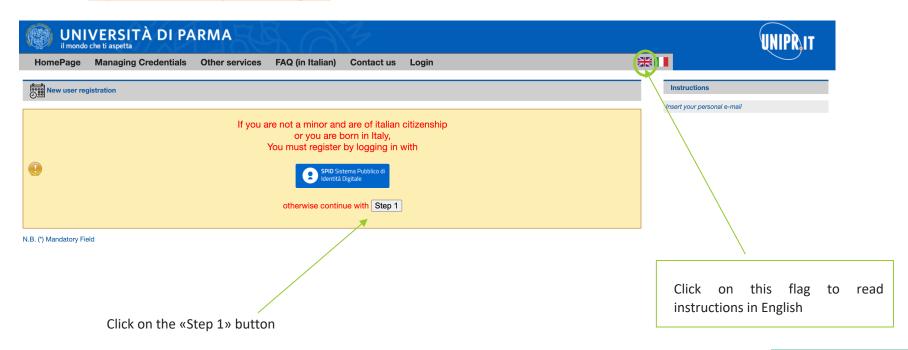
https://www.unipr.it/servizi/servizi-line/password#:~:text=servizi%20d%27Ateneo.-,Altri,-Le%20altre%20tipologie

https://www.unipr.it/en/services/services-line/password (English page)

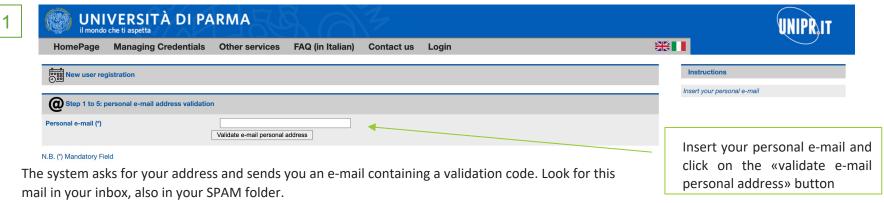
# Steps:

- Account registration → Guest <a href="https://www.idem.unipr.it/start/registra">https://www.idem.unipr.it/start/registra</a>
- 2 Account Validation → UNIPR staff (lecturer or administrative staff) specifying the role and its expiry date <a href="https://www.idem.unipr.it/secure/nuovi">https://www.idem.unipr.it/secure/nuovi</a> ospiti
- 3 . Account activation ightarrow the UNIPR IT technician activates the role that has just been validated
- 4. The guest receives an e-mail with access credentials and instructions on how to set the password

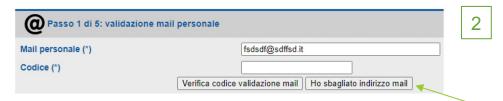
Click on this link: <a href="https://www.idem.unipr.it/start/registra">https://www.idem.unipr.it/start/registra</a>



#### E-mail validation



This code must be entered in the second space that appears on the page.



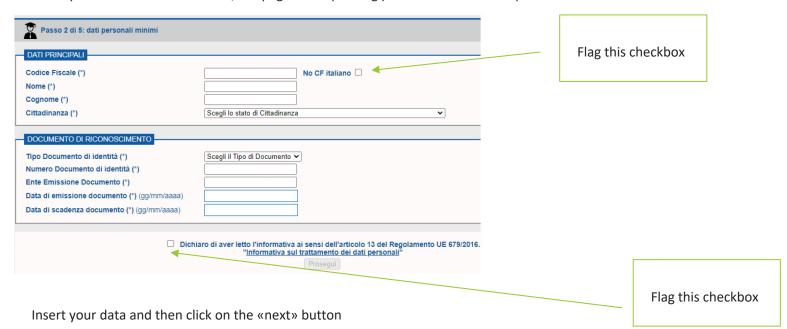
If you have entered the wrong address, you can start from scratch with the 'I have entered the wrong e-mail address' button.

#### Errors that may occur are:

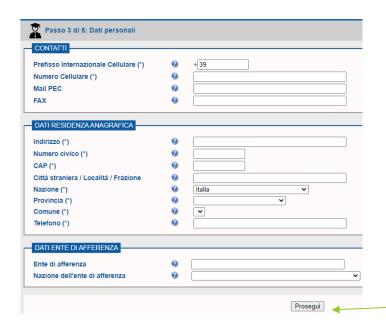
- 1. You have entered an incorrect code too many times
- 2. The personal e-mail is not a valid address or is already associated with another person
- 3. You have started too many registrations from the same computer within a few minutes

## Personal data

If the code you have entered is correct, the page for requesting personal data and ID opens.

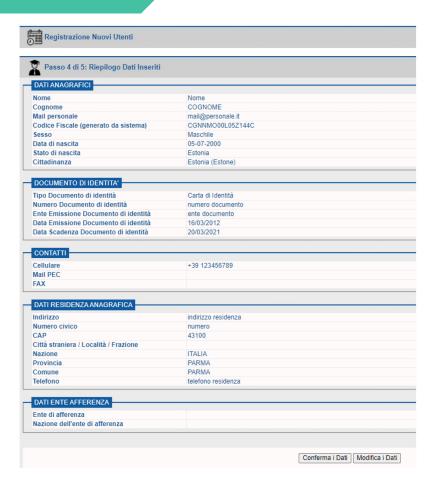


# Other personal data



Insert your data and then click on the «next» button

#### **Data confirmation**



After filling in the data, you can continue to the next page, which will display the data and ask you to confirm.

If you want to change them, you will be able to do so from the first page.

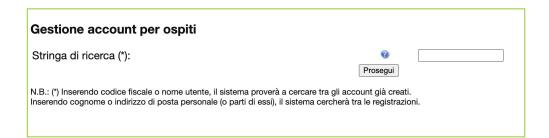
The personal e-mail cannot be changed, however, because it has already been validated.

#### 2. Account validation

## This part is managed by Unipr

The employee, who guarantees the identity of the guest, validates the report:

- by logging on to: <a href="https://www.idem.unipr.it/secure/nuovi\_ospiti">https://www.idem.unipr.it/secure/nuovi\_ospiti</a>
- and specifying the role and expiry date



#### 3. Account activation

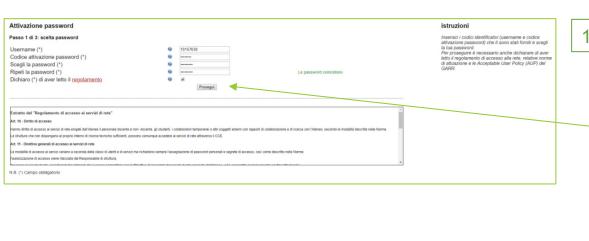
## This part is managed by Unipr

UNIPR technical IT staff activate the role that has just been validated

To simplify and speed up the activation procedure, it would be helpful if the teacher or UNIPR staff who validates the accounts would send a single e-mail to helpdesk.informatico@unipr.it with the list of usernames that have just been created

#### **Access credential activation**

The guest receives an e-mail with access credentials and instructions on how to set the password. To activate your access credentials, please log on to the following address: <a href="https://www.idem.unipr.it/start/attivapwd">https://www.idem.unipr.it/start/attivapwd</a>



In the Username and Password Activation Code areas, you must enter the Temporary User and Password Activation Code, respectively. You obtained password and activation code at the end of the registration or password recovery procedure.

At the same time, you must set the password to access the system in the Choose Password and Repeat Password areas.

The password must have a minimum of 8 and a maximum of 15 characters and contain at least one number or one character!

After entering the required data, click Continue.

Attivazione password

Passo 2 di 3: Inserimento dall per recupero password

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Il some del tro prime somelé demetico.

Mail personale per il recupero password (\*)

On the next page you will be asked for additional data, which will be used in the future for automatic credential recovery in the event of loss. Once you have entered the required data, click Continue.

Attivazione password

Passo 3 di 3: riepliogo dati inseriti

La tua password e stata attivata. Ti abbiamo inviato una conforma all'indirizzo mai personale.

La tua password e stata attivata. Ti abbiamo inviato una conforma all'indirizzo mai personale.

Queste sono in informazioni che na inserito per reventuale recupero in caso di snarrimento.

Rapporta zix

Mai personazio more copionne@email. Il

Se desideri modificare queste informazioni, gocedi per modificario.

Accesso ali servizi

Con iu username 10167/530 e la password appena impostato puoi accedere ai servici dell'Ateneo, ad esempo.

\* Servizi dell' (150/53)

Your credentials will be activated and you will be shown the following summary page.

# **Support**

# helpdesk.informatico@unipr.it

Send an e-mail specifying that the problem concerns a Unipr guest account