UNIVERSITÀ DEGLI STUDI DI TORINO

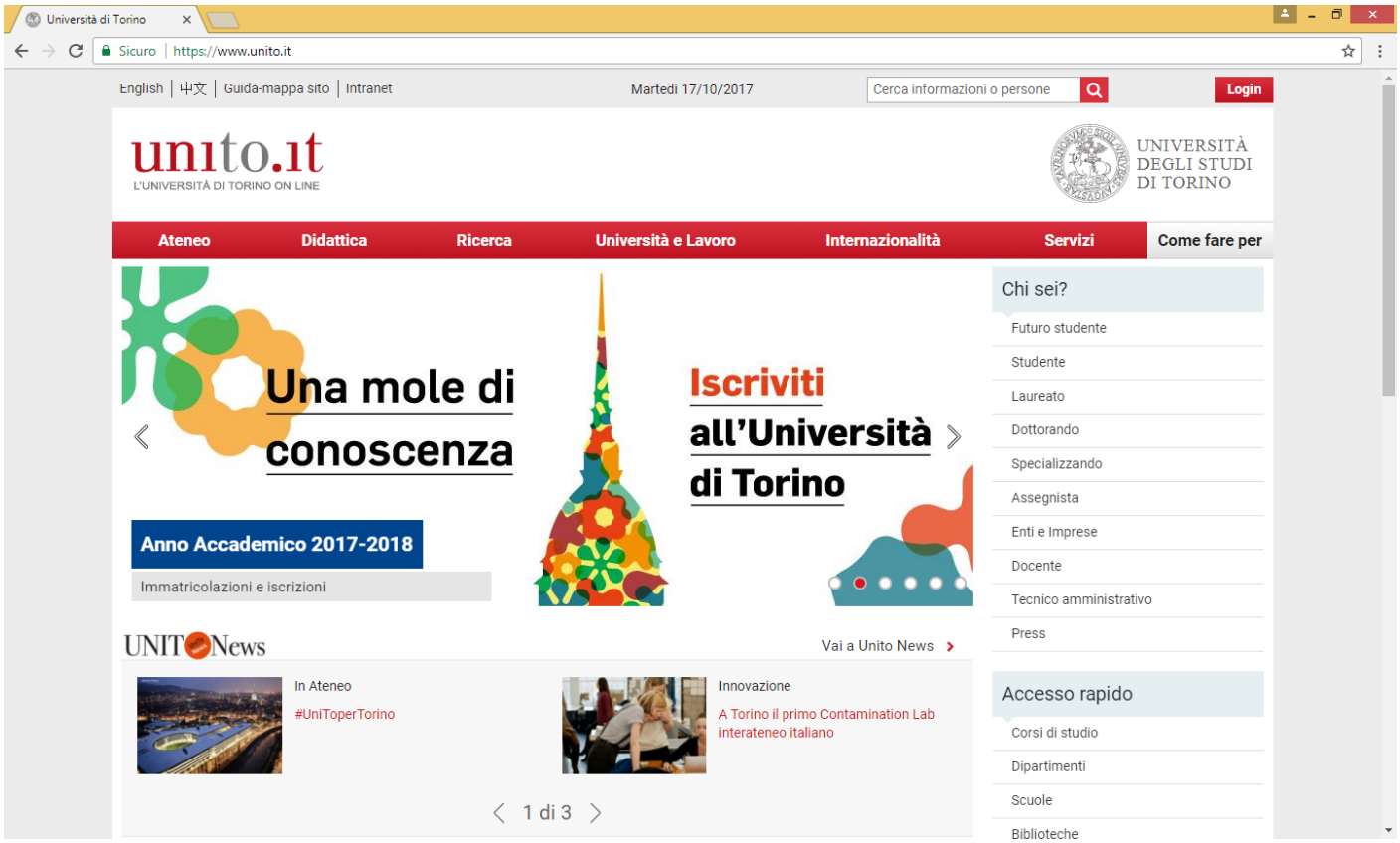
Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione

Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

Filling in the online career plan

Version updated on 25/10/2017

Go to www.unito.it and click on **Login**.



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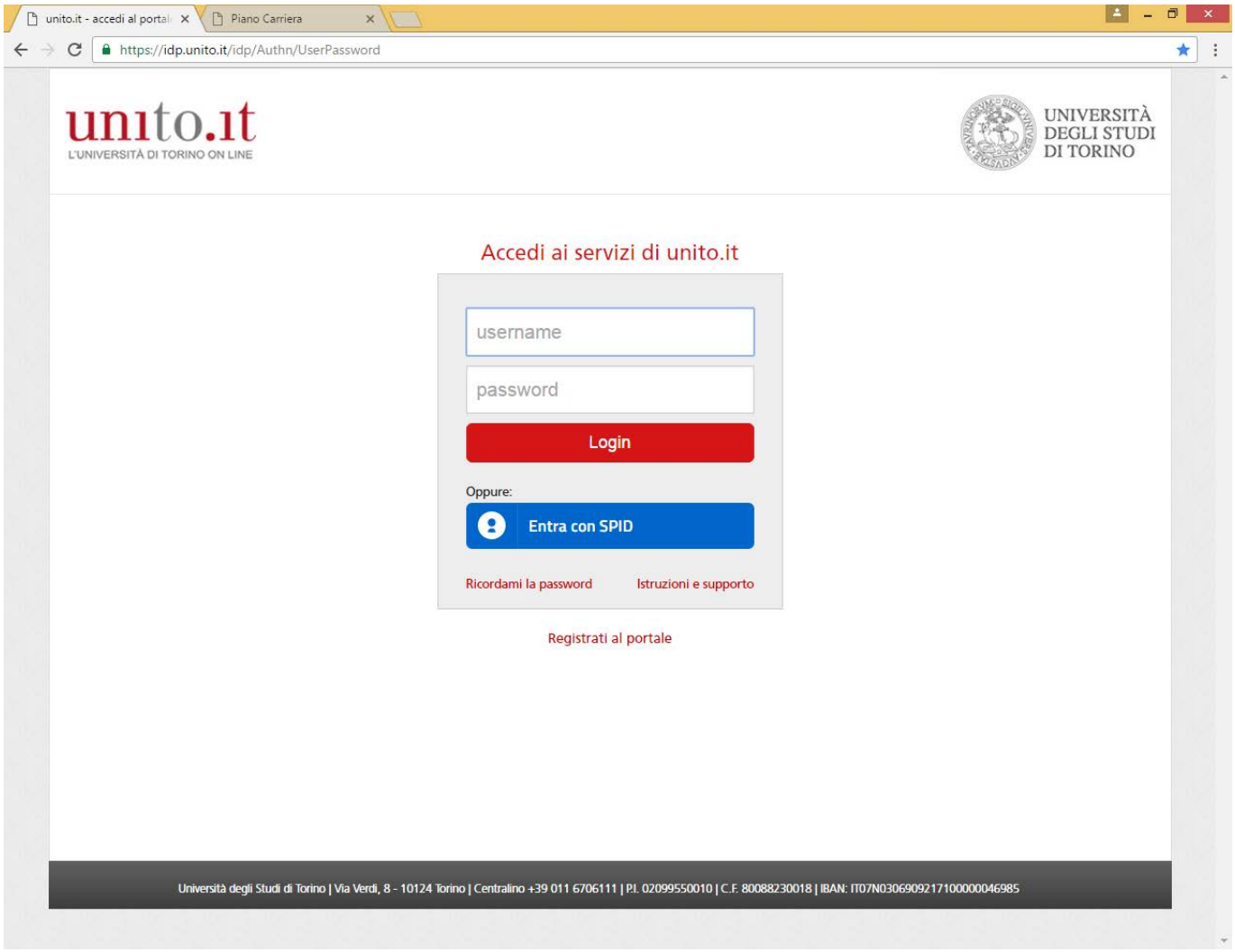
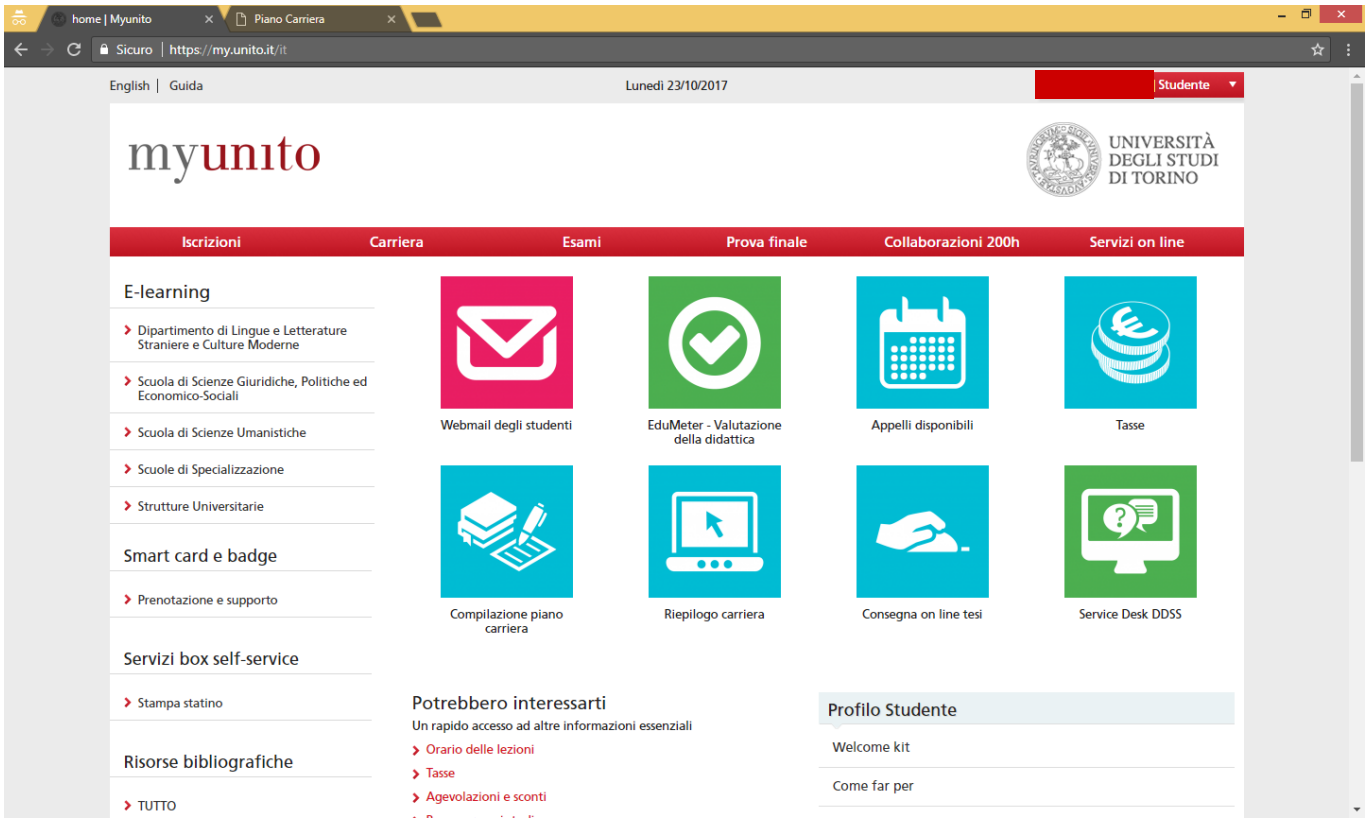
Insert your Unito credentials.



Click on **English** to consult the English version.



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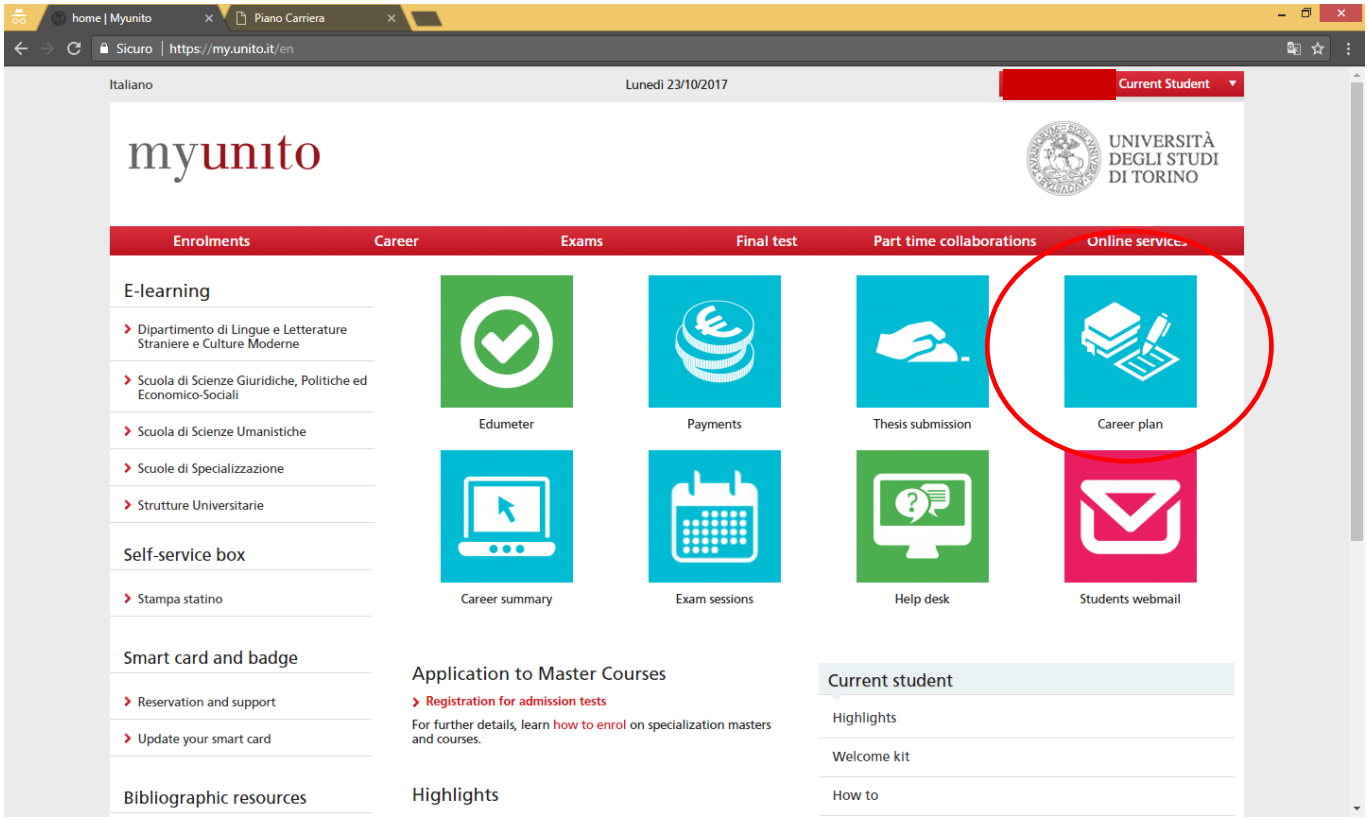
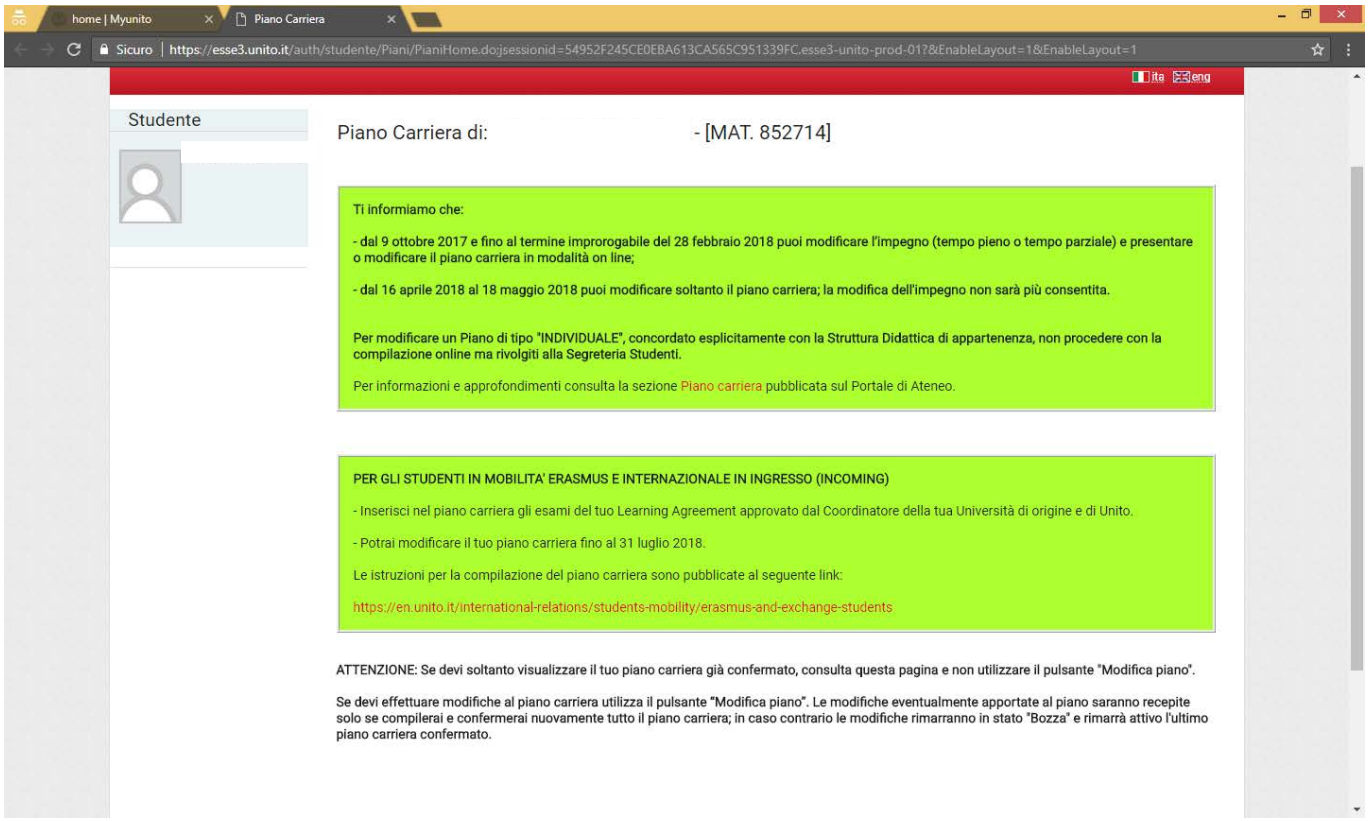
Click on **Career plan**.

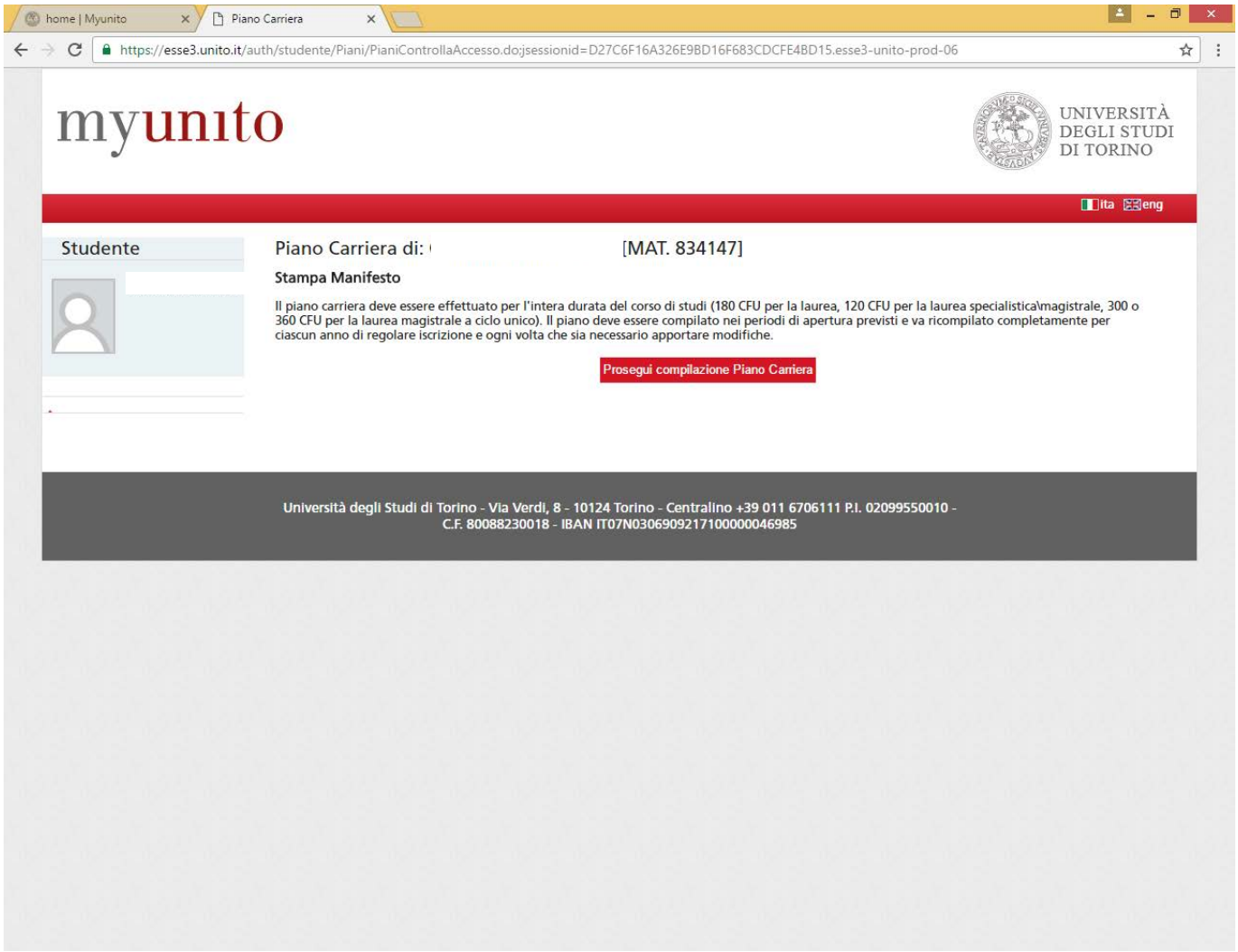


WARNING: this procedure is available in Italian language only.

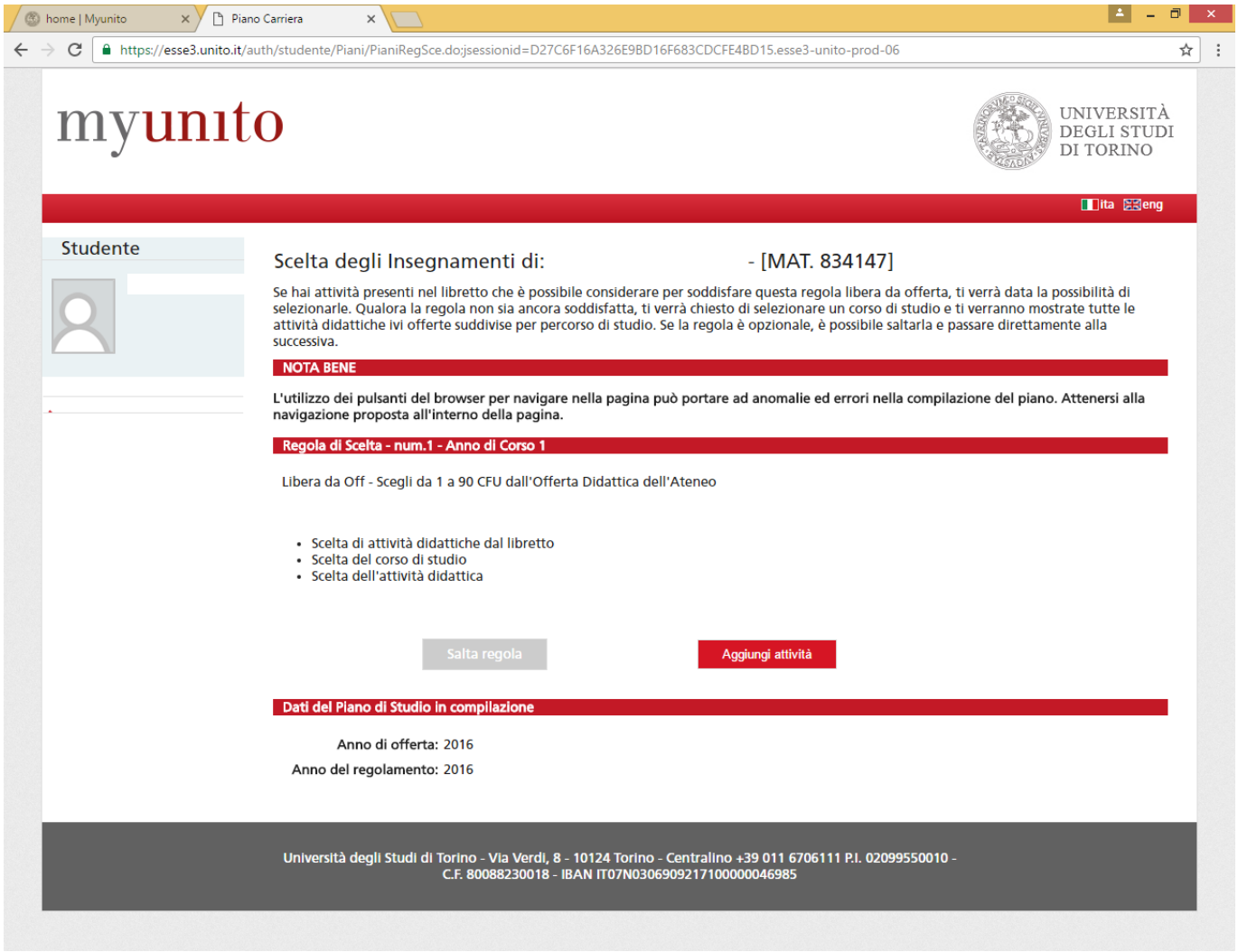
Click on the button **Nuovo piano** *(New career plan)*.



Click on the button **Prosegui compilazione piano carriera** *(Proceed and fill in the career plan)*.



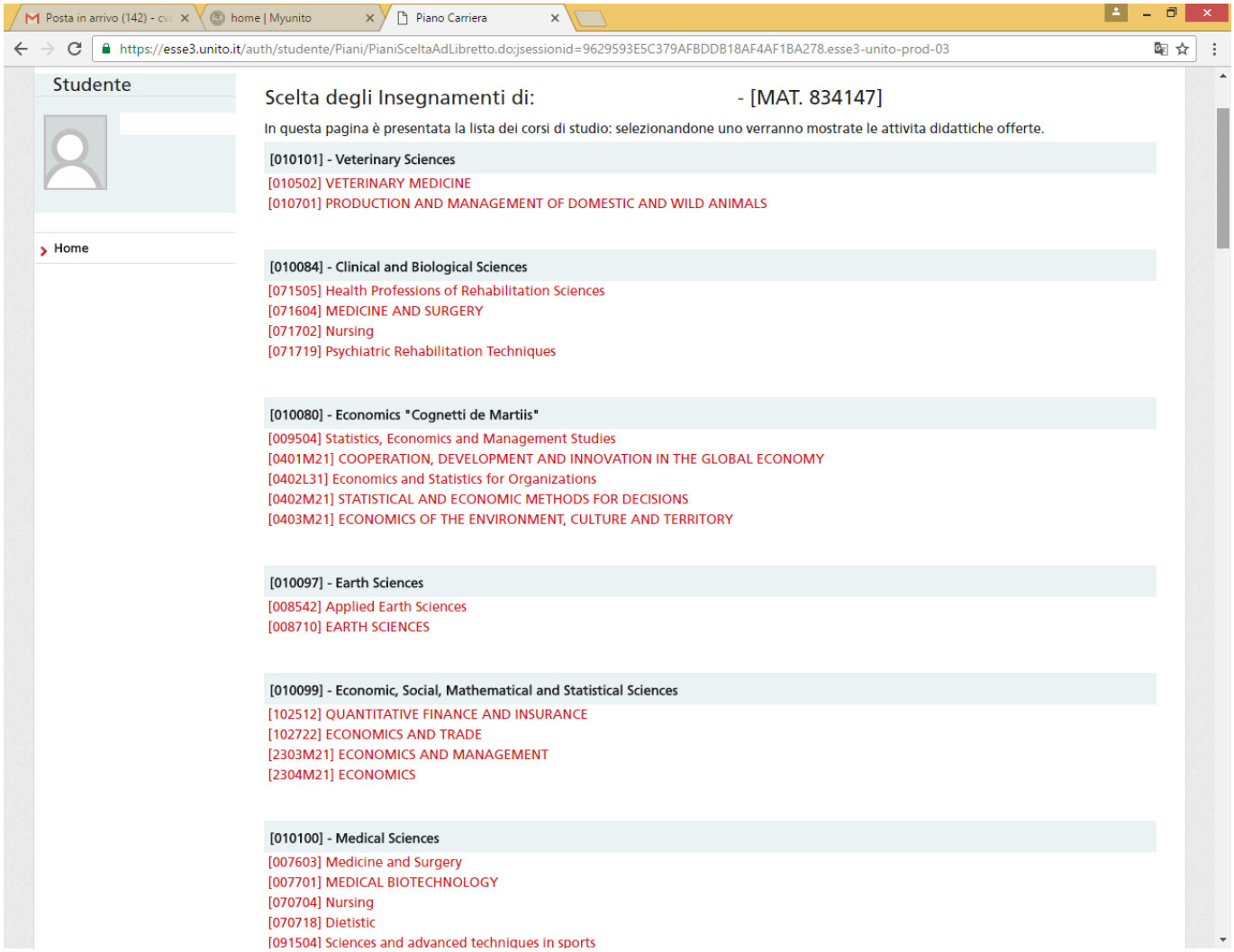
To insert the exams in your career plan click on the button **Aggiungi attività** *(Add course)*.



The page shows the list of all Degree courses offered by the University of Torino sorted by Departments. You can choose both the courses offered in the Department you are enrolled in and, also, those offered in other Departments.

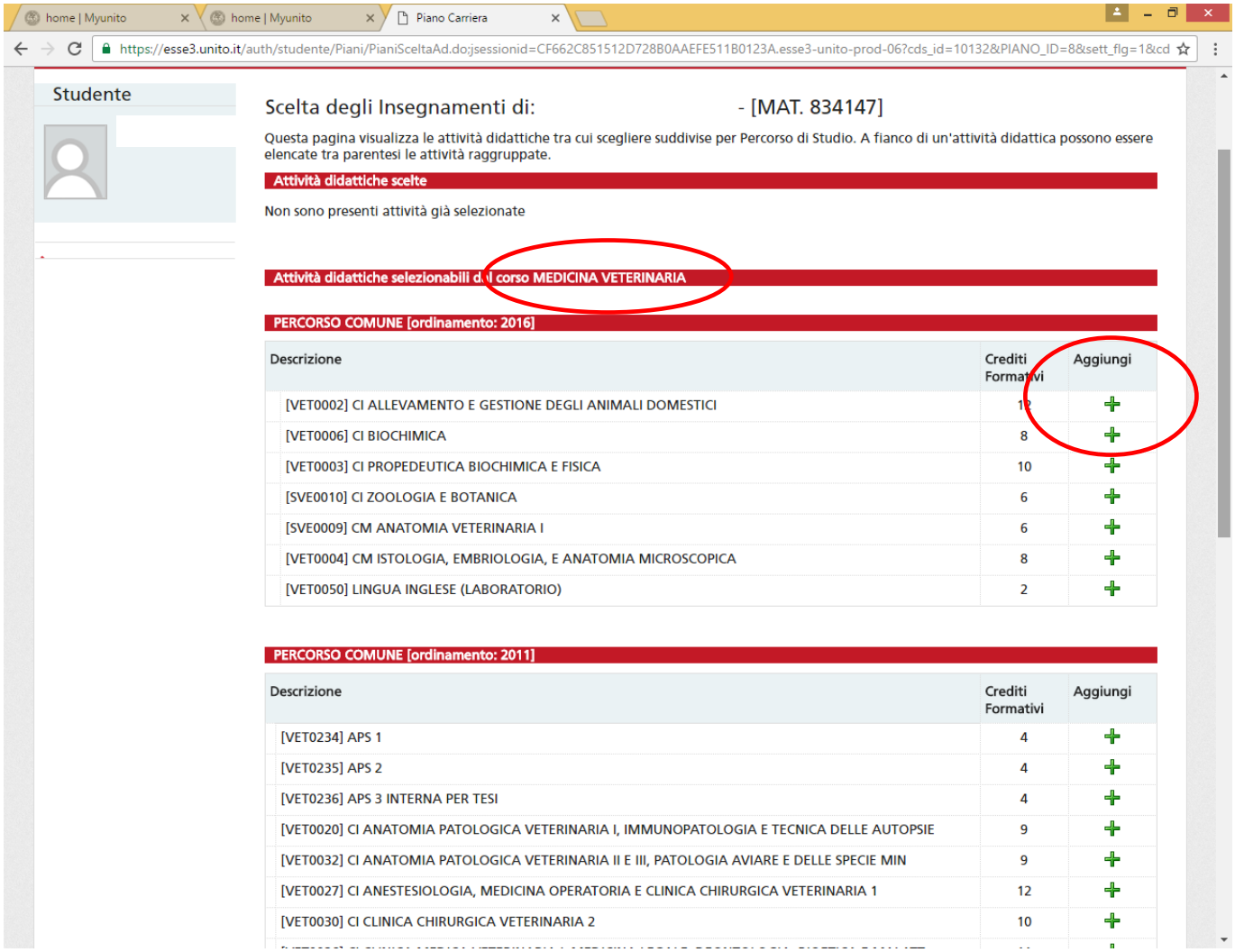
ATTENTION:
You must insert all courses included in your Learning Agreement already approved by both the Coordinators of your home University and Unito.

To select the course you are interested in click on its title.



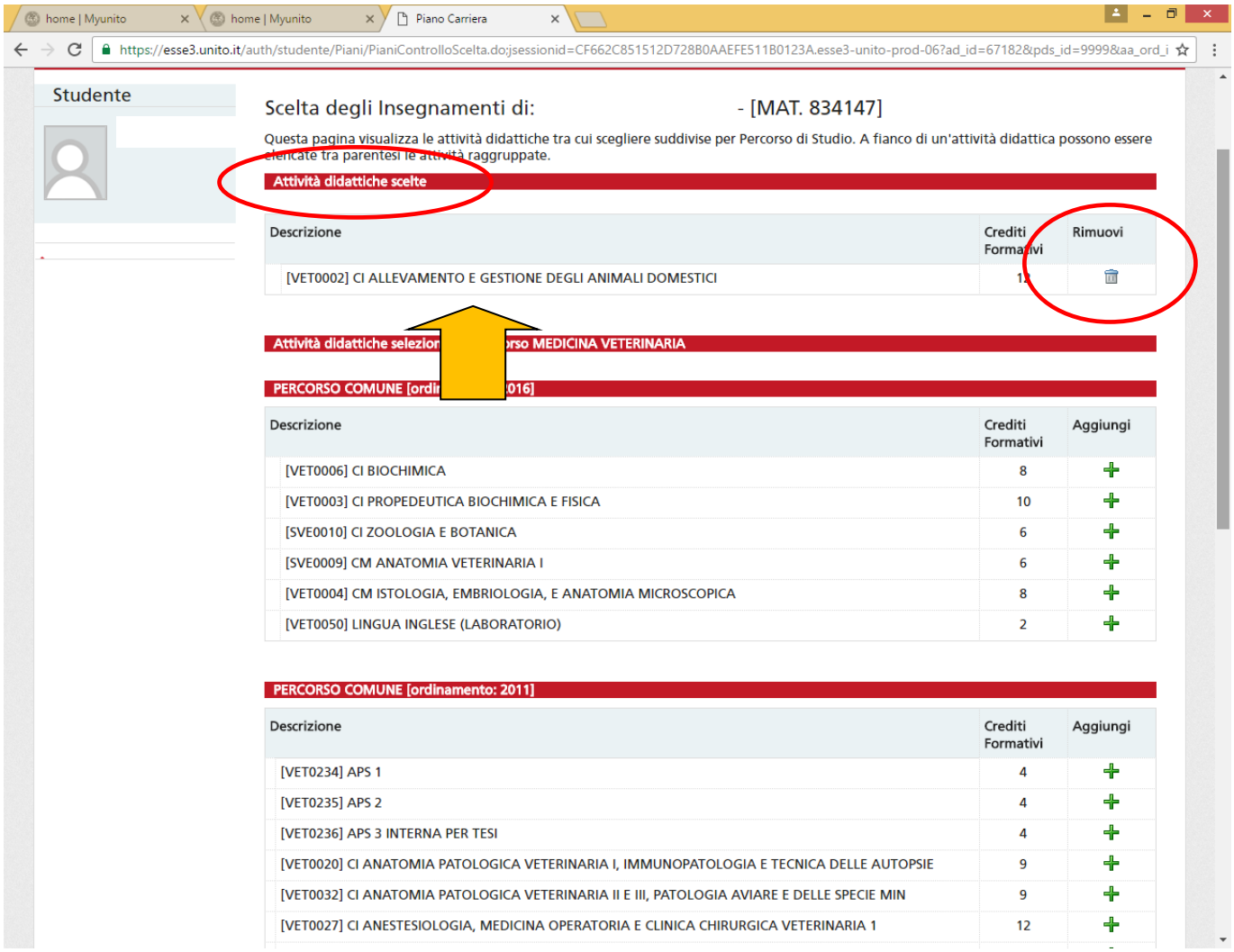
At this page, all courses offered in the Degree course you selected are available (i.e.: Veterinary Medicine).

To insert one exam click on the button **Aggiungi** ✚ (*Add*).

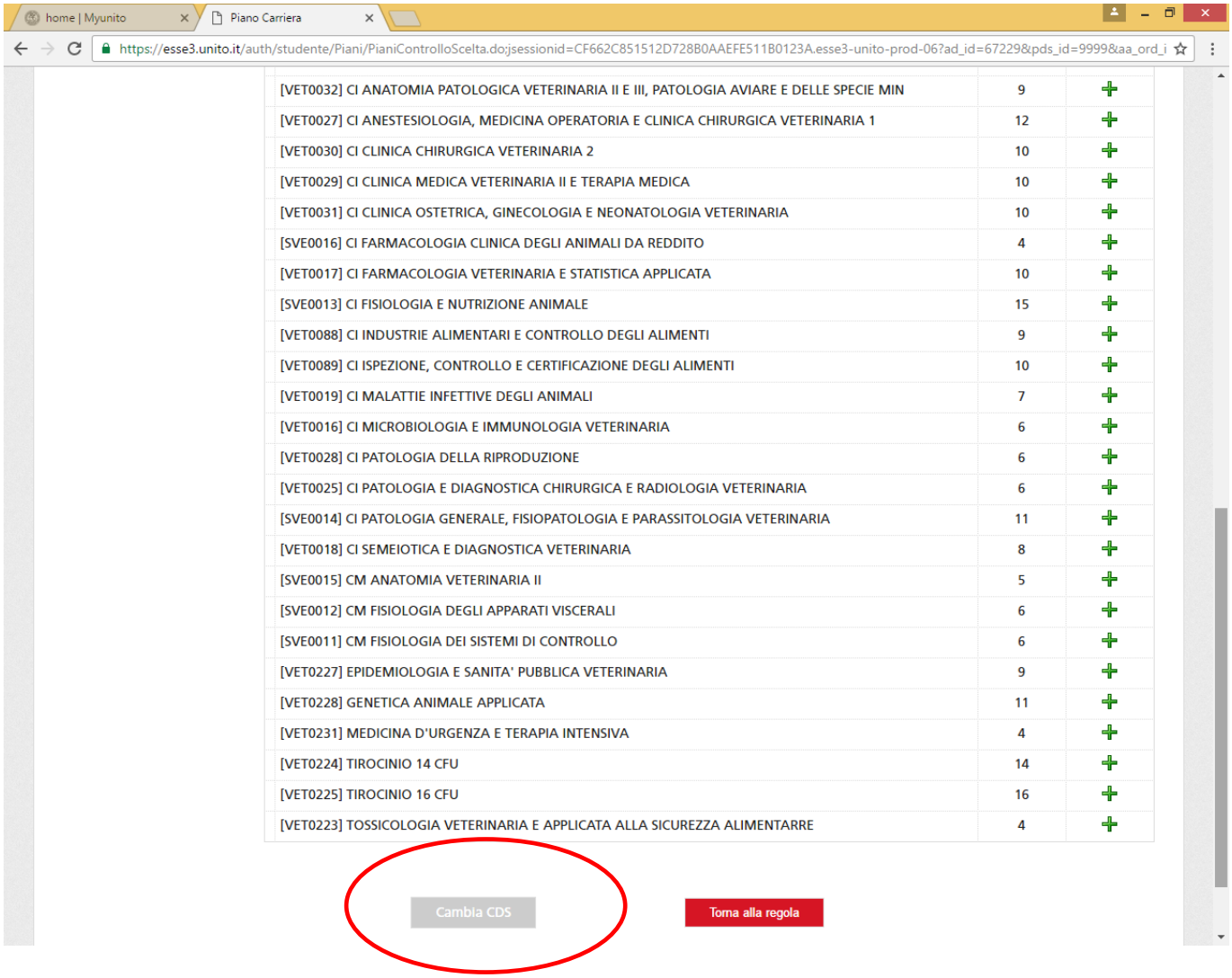


The exam that you have inserted appears at the top of the page - Attività didattiche scelte *(selected courses list*).

To delete one exam already inserted click on the button **Rimuovi** (*Remove*).

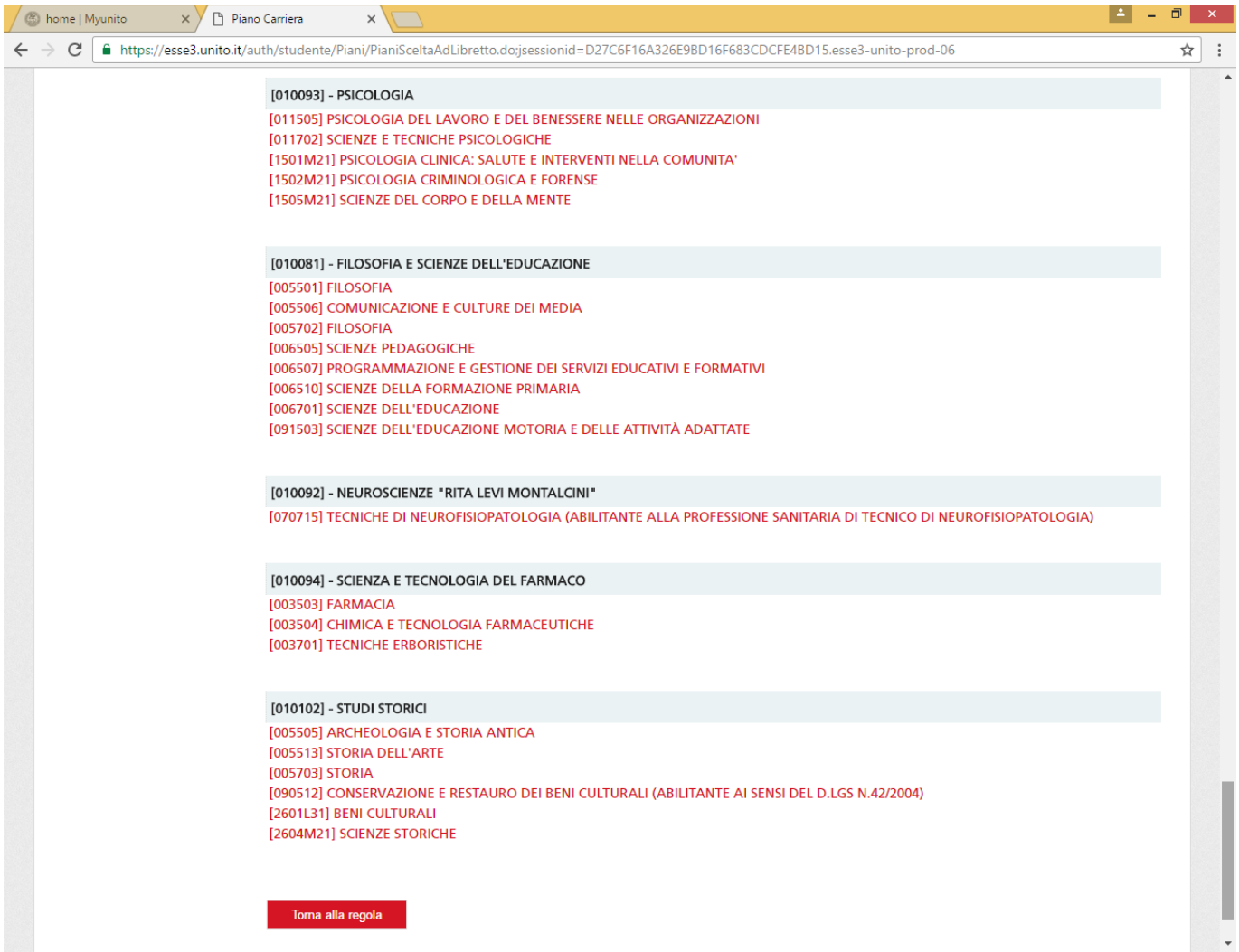


In order to select the courses offered by other Departments or to go back to the list of the Degree courses, click on **Cambia CDS** *(Change Degree course)* at the bottom of the page.



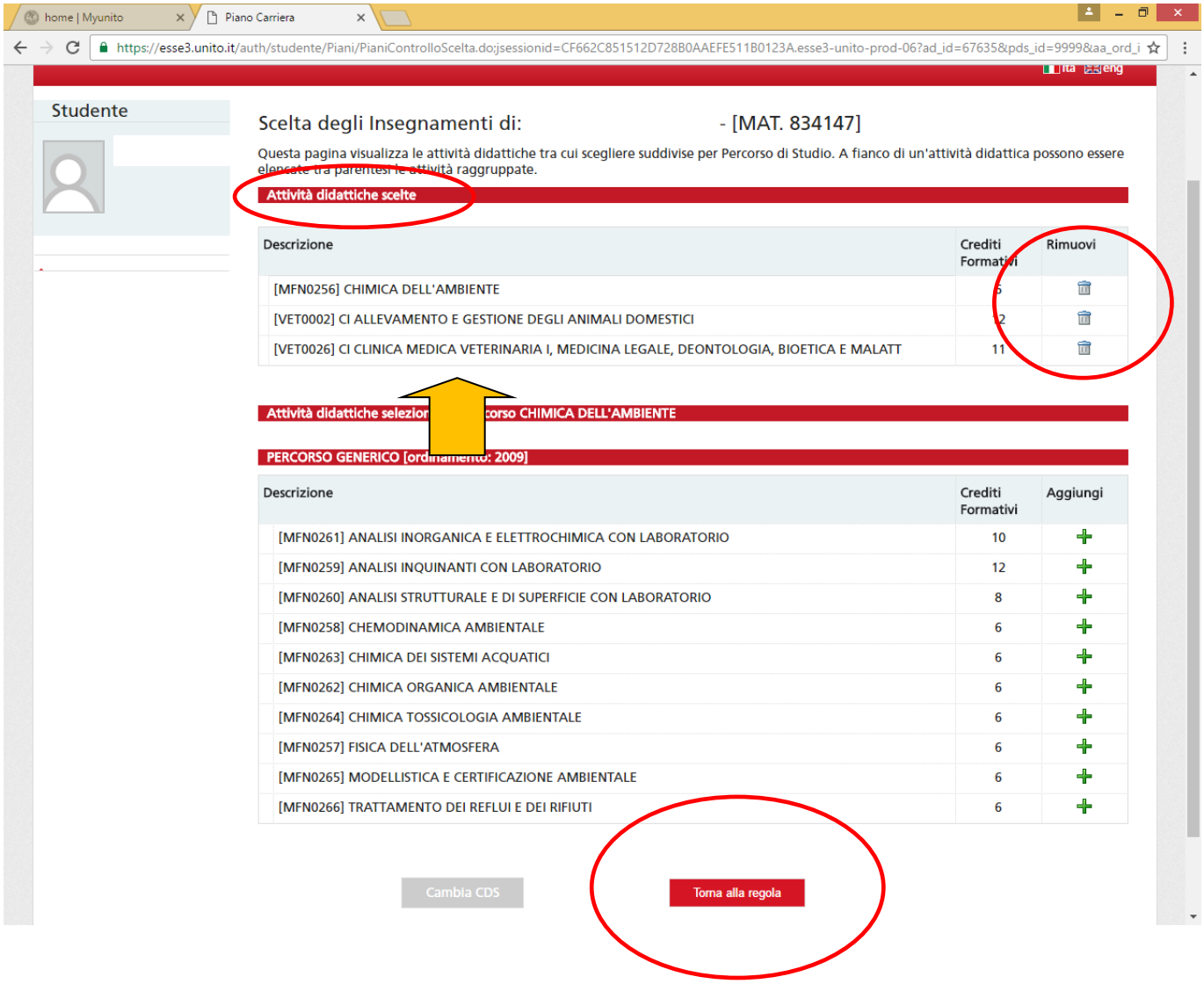
To select another course click on the title you are interested in.

If you have completed your career plan and you want to proceed click on the button **Torna alla regola** *(Go back to the main page).*



The courses inserted in your career plan are shown at the top of the page – Attività didattiche scelte *(selected courses)*.

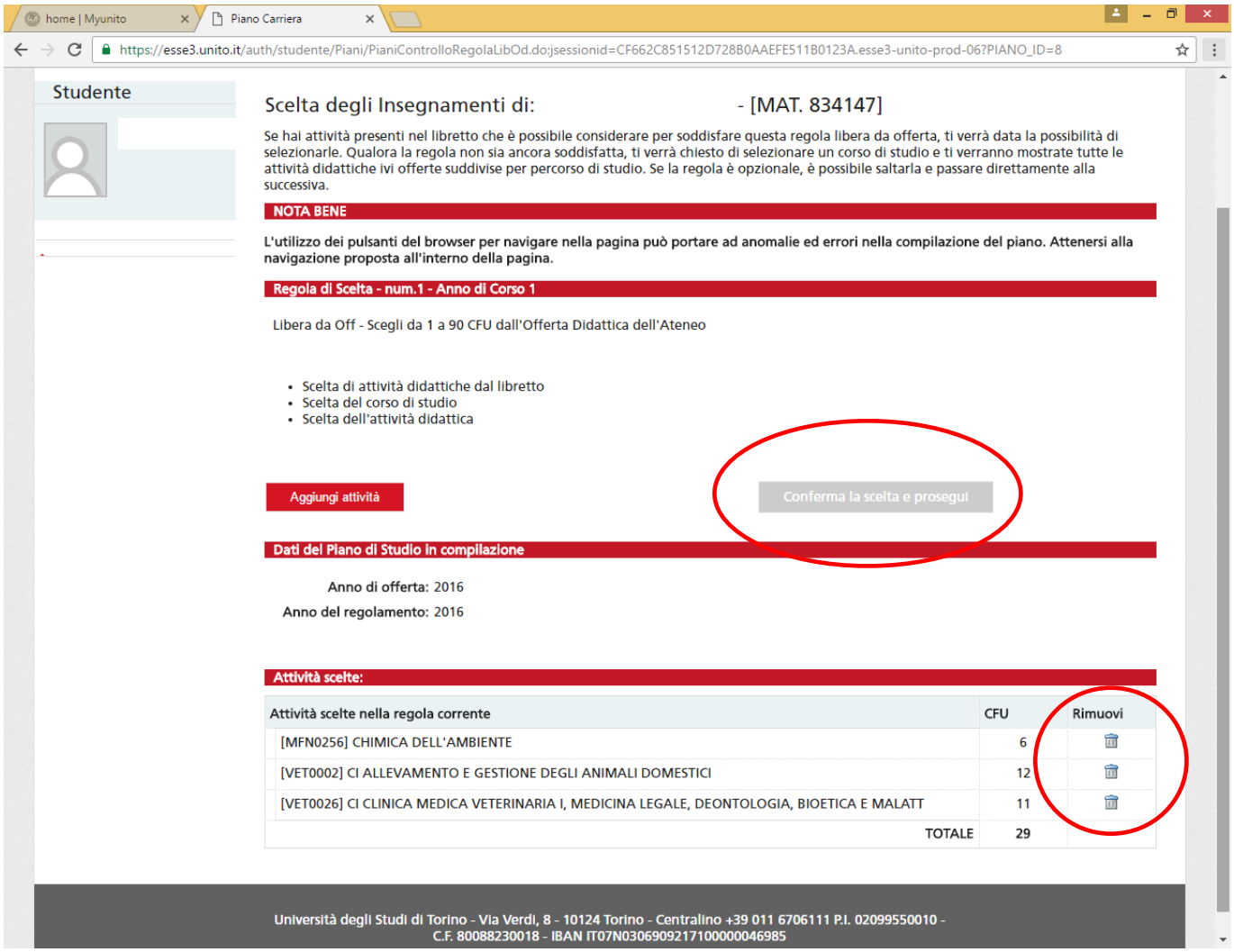
To insert other courses click on the button **Cambia CDS** (*Change Degree course*).
To proceed click on the button **Torna alla regola** *(Go back to the main page)*.



Check the list of your selected courses.

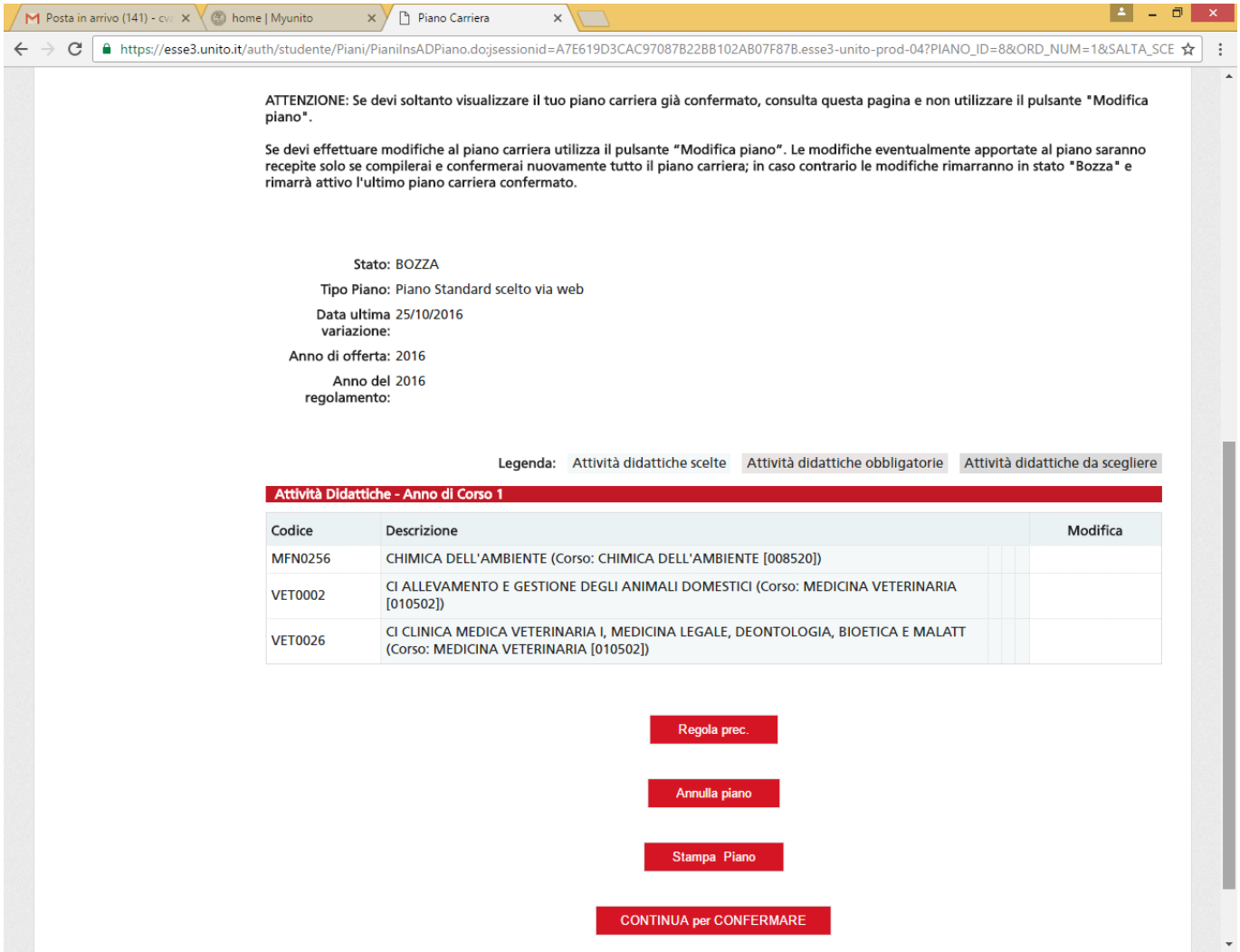
To add new courses click on the button **Aggiungi attività** *(Add new course).*
To delete one course already inserted click on the button Rimuovi (*Remove*).

To confirm the career plan you filled in click on the button **Conferma la scelta e prosegui** *(Confirm your choice and go on)*.



To print your Career plan (DRAFT version) click on the button **Stampa Piano** *(Print Career plan)*.
To delete the courses you inserted and restart the procedure click on the button **Annulla Piano** *(Cancel Career plan).*

To confirm your Career plan click on the button **Continua per Confermare** *(Proceed and confirm).*



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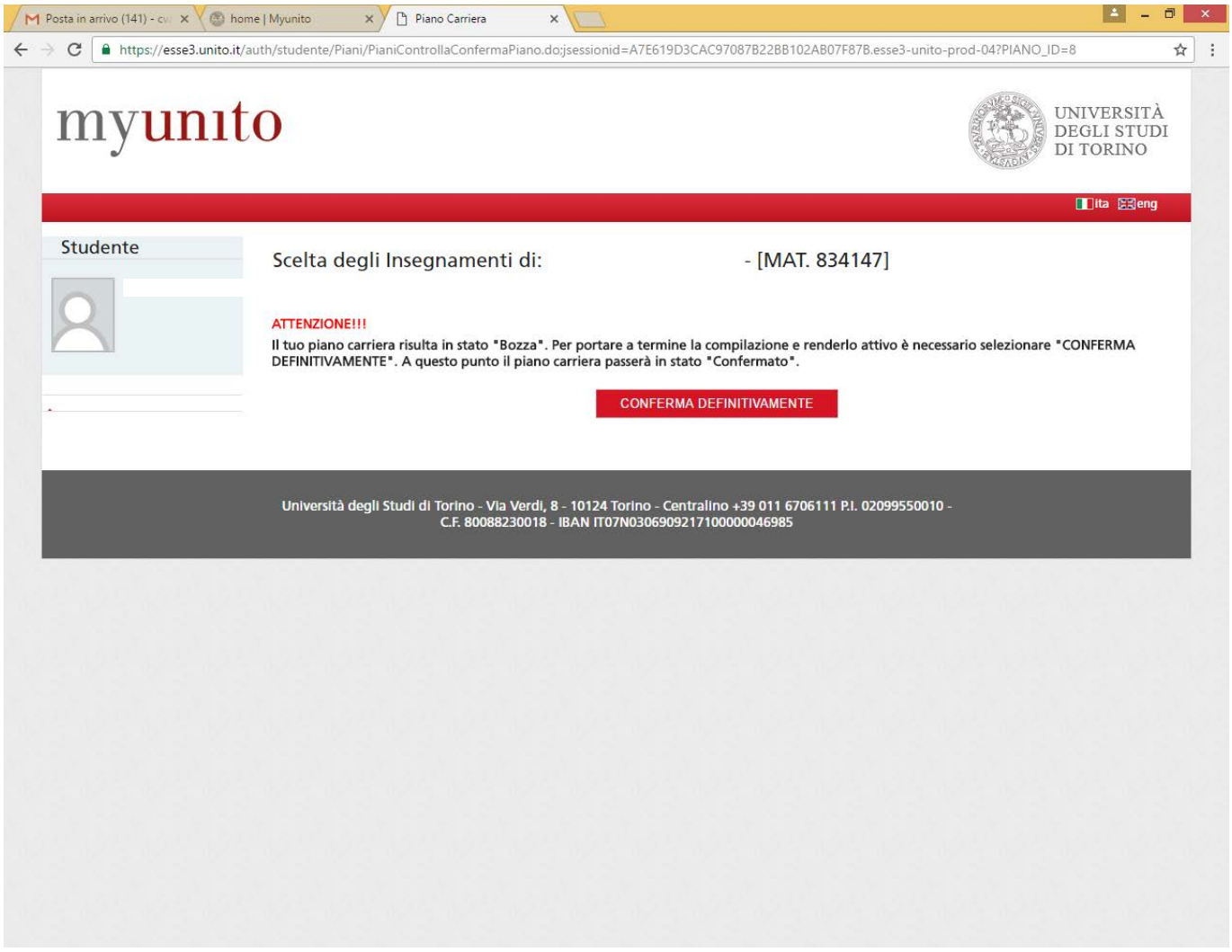
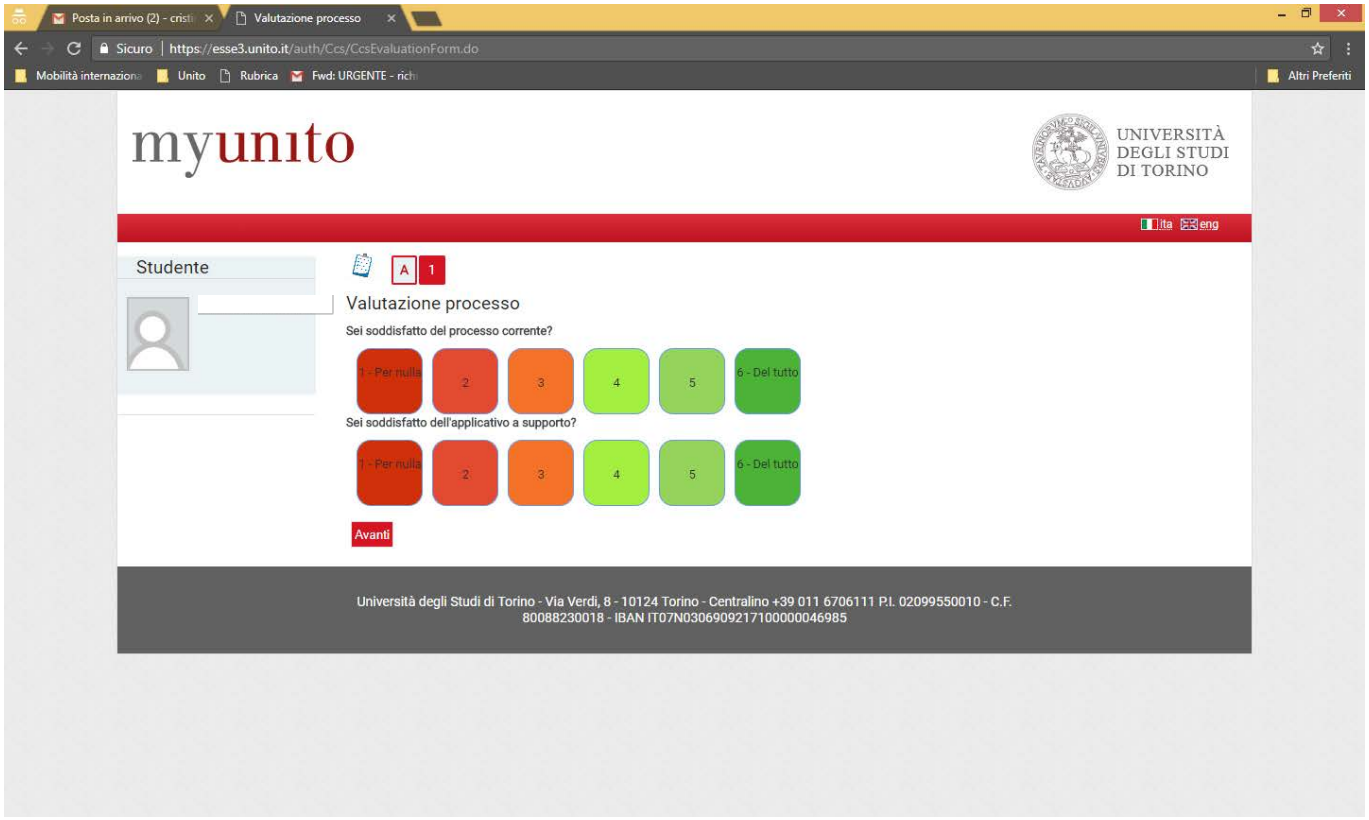
If you want to confirm your Career plan, click on the button **Conferma definitivamente** *(Definitive confirmation).* Otherwise go back to the previous page.



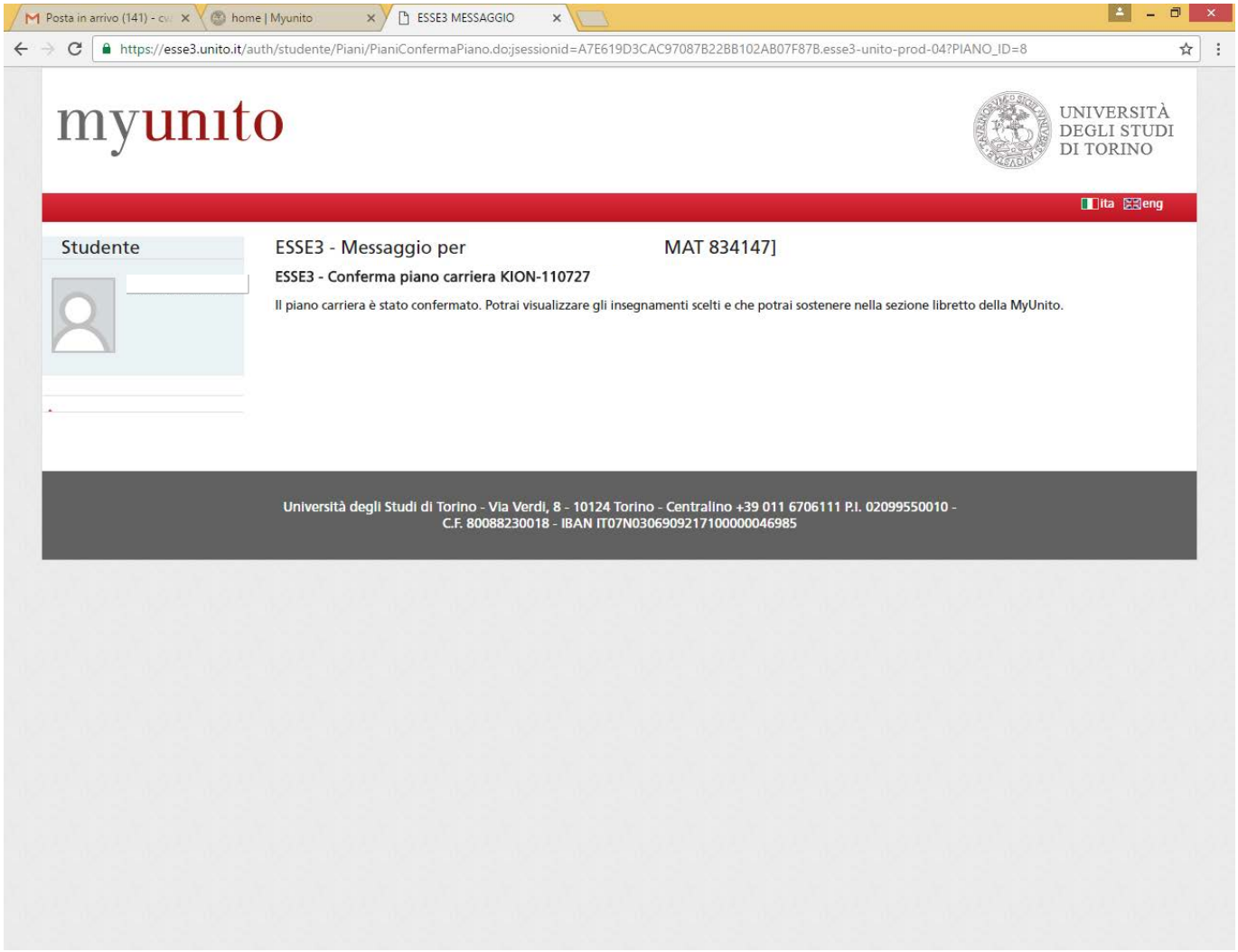
Please indicate your evaluation of this procedure and click on the button **Avanti** (G*o on*).



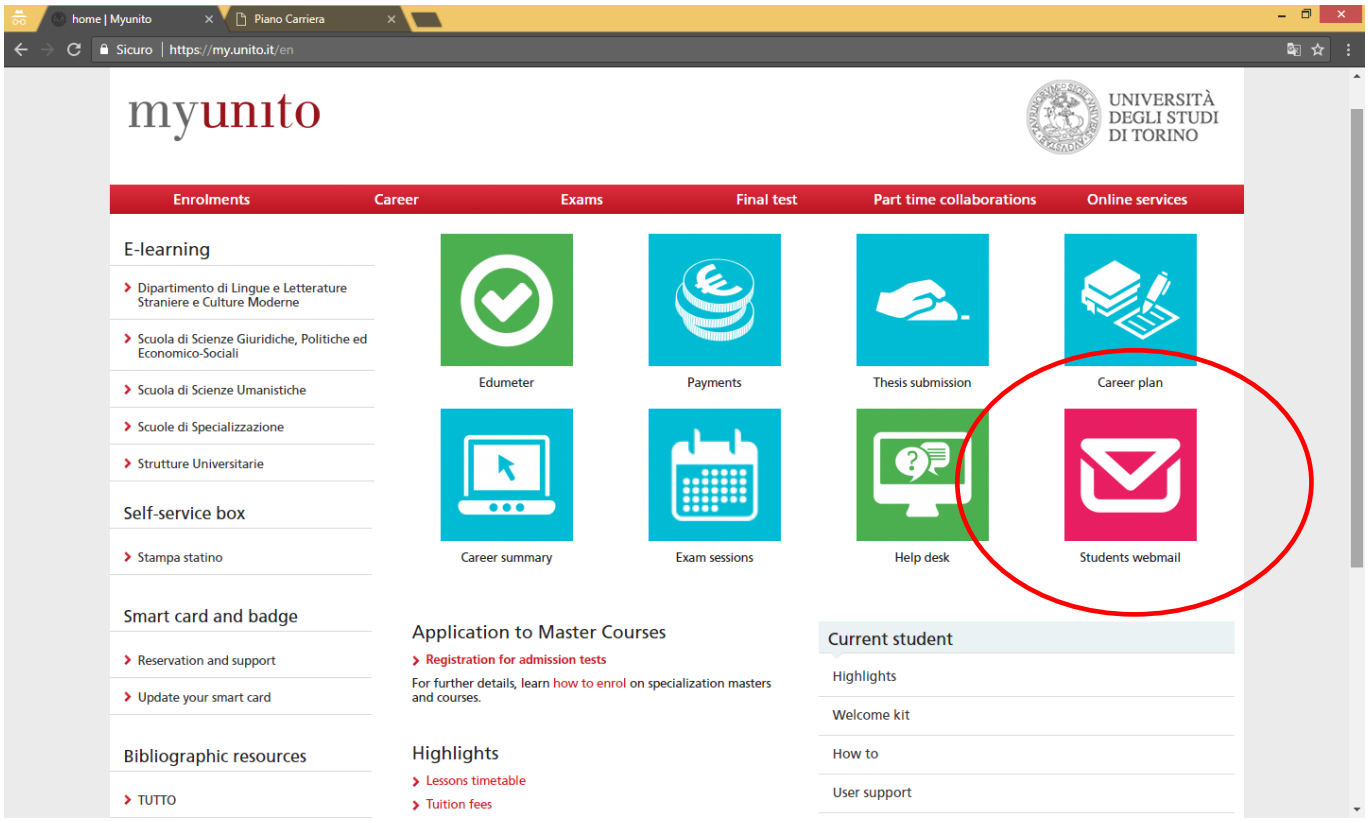
Your Career plan has been completed!

All the exams that you inserted in your career plan are now also included in your Examination record book (*available on MyUnito at the section Exams – Examination record book*).

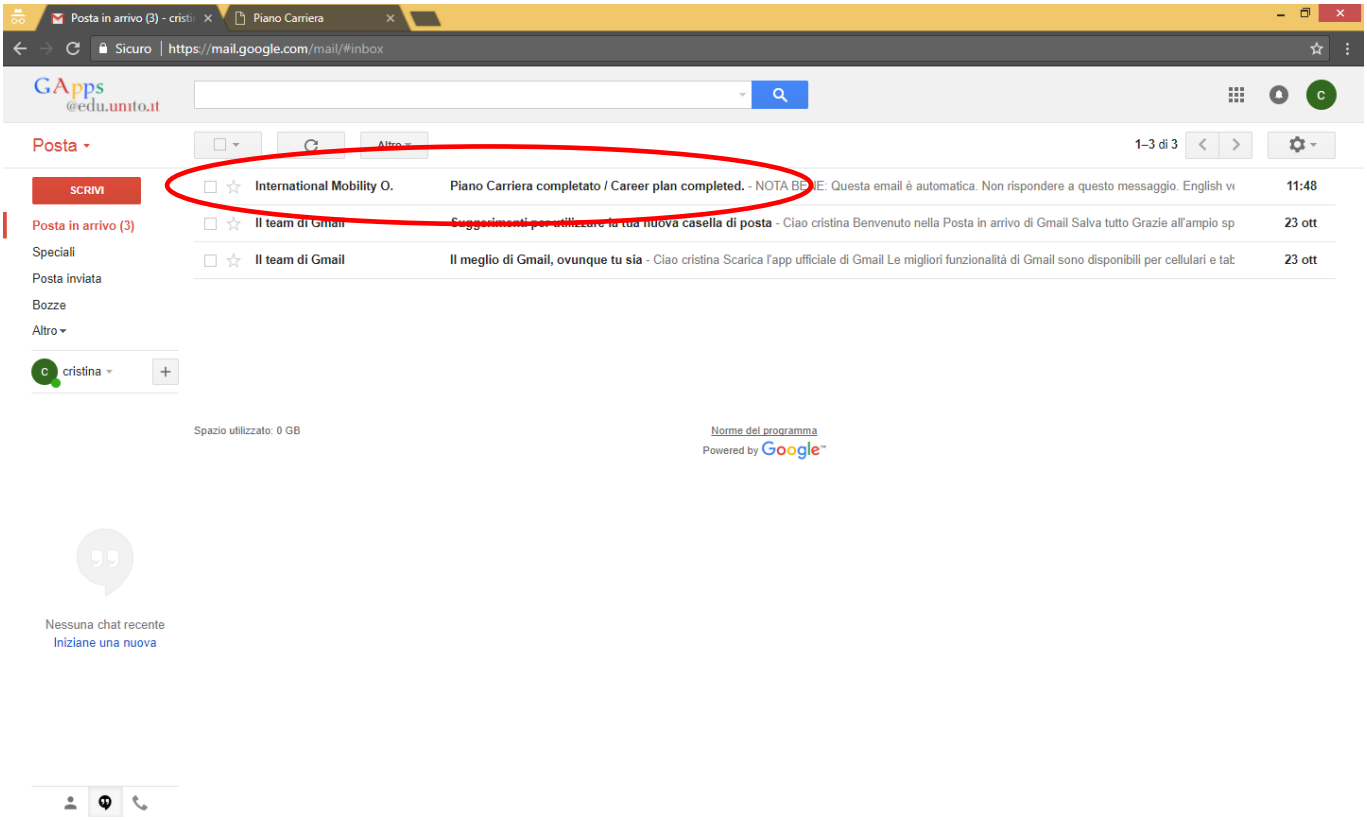
WARNING: an automatic email will be sent by the system to your Unito email account confirming that you completed your Career plan!



To access your Unito email account go back to MyUnito, click on English version and then on **Students webmail**.



Check if you received the automatic email that confirms your Career plan you filled in.



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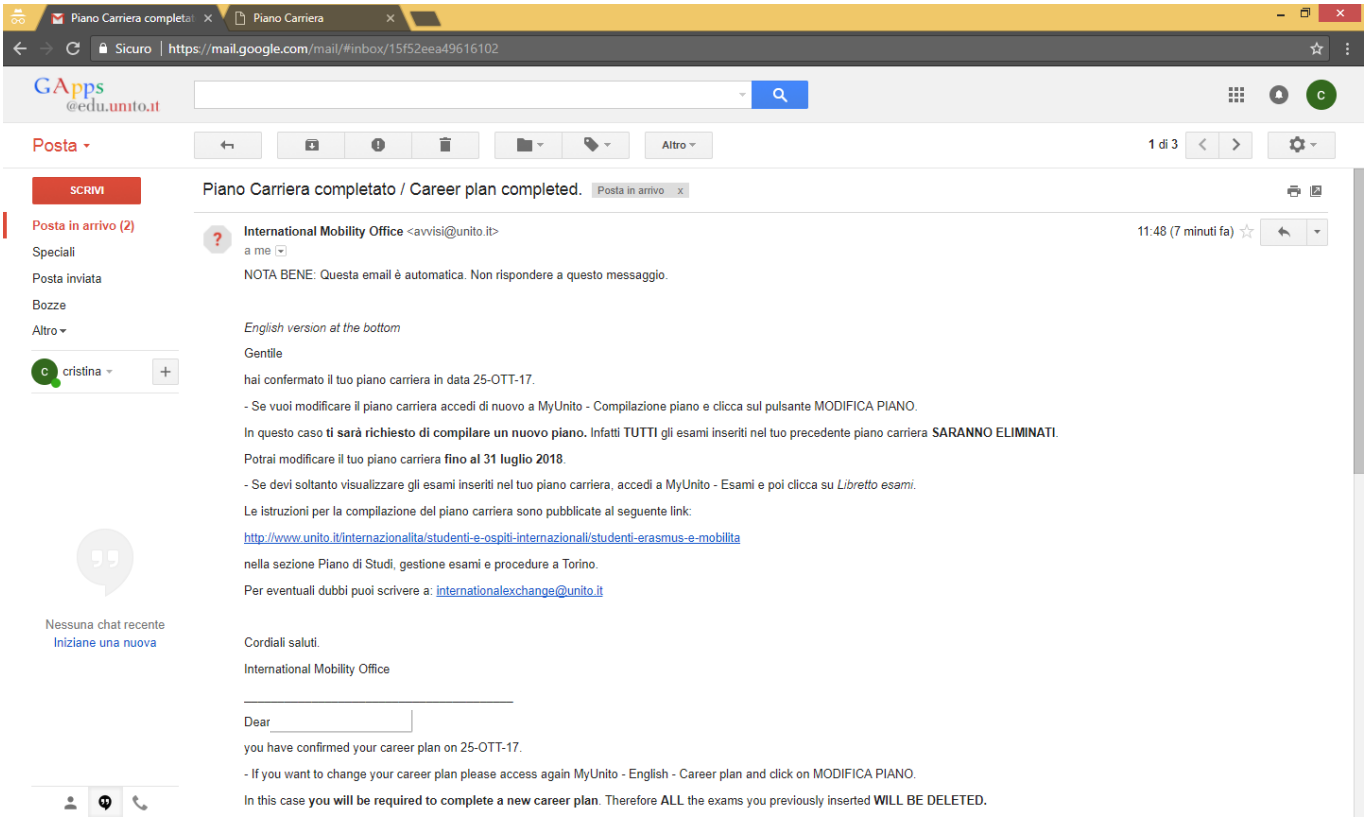
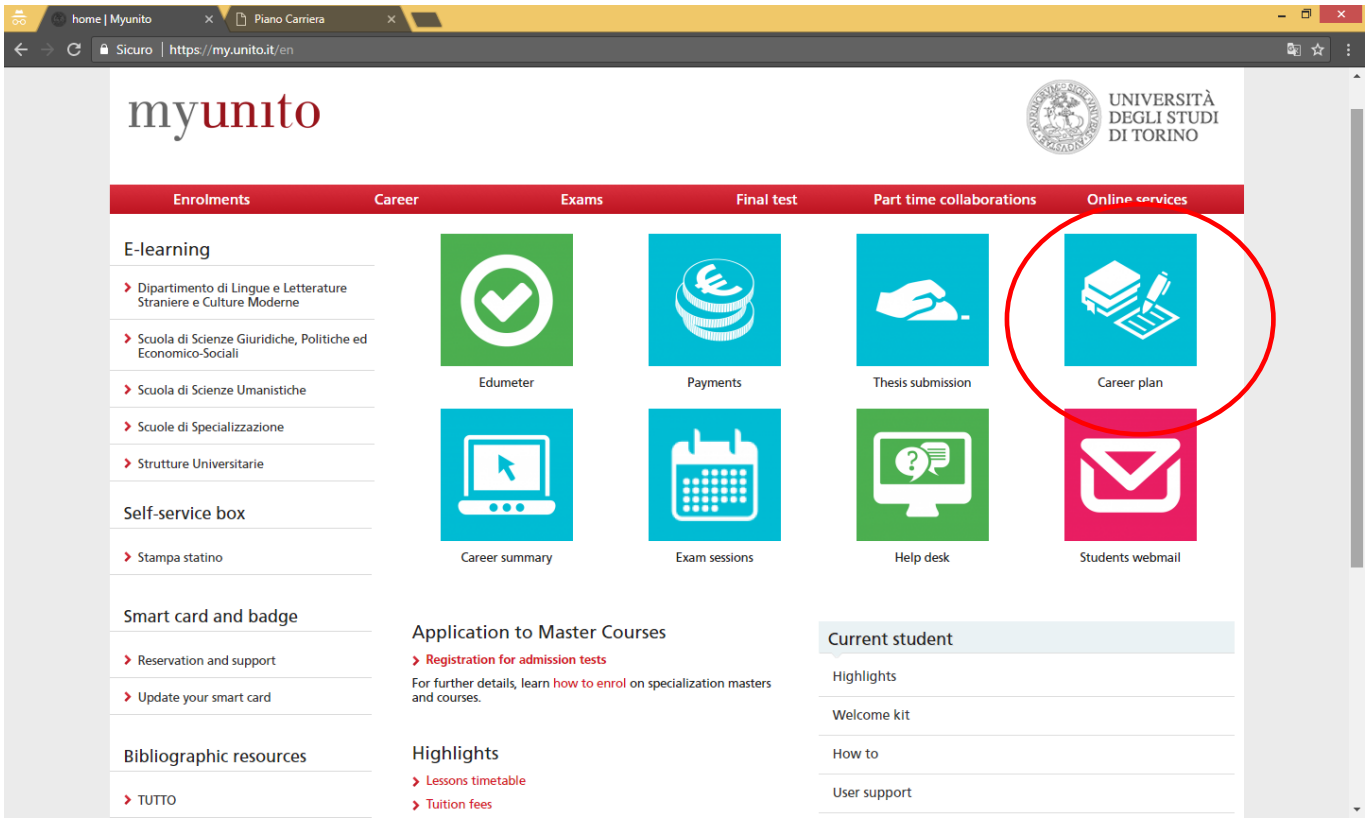
Please read CAREFULLY the information about the Career plan included in the email.



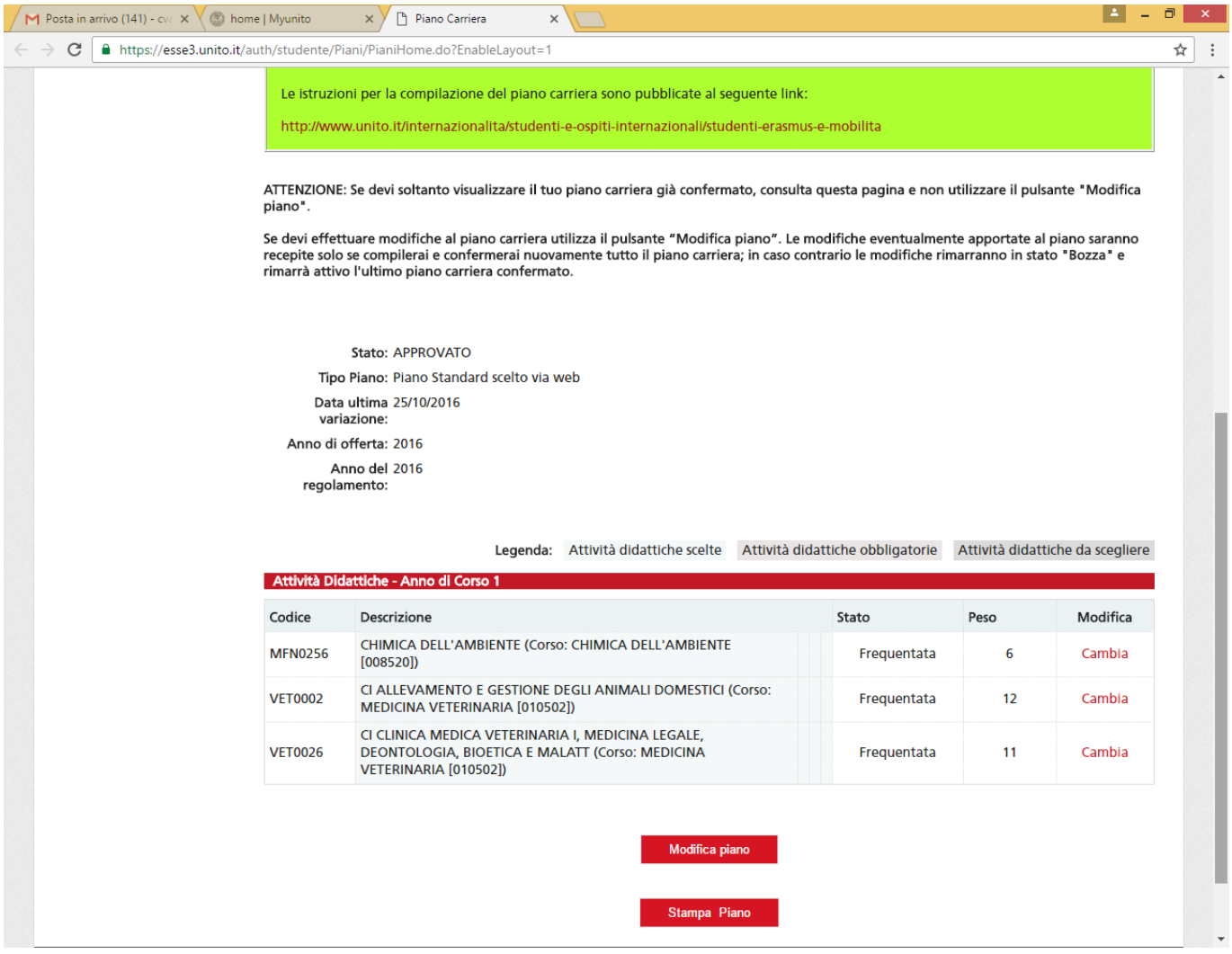
To change the career plan

Access your MyUnito, click on English version and then on **Career plan**.

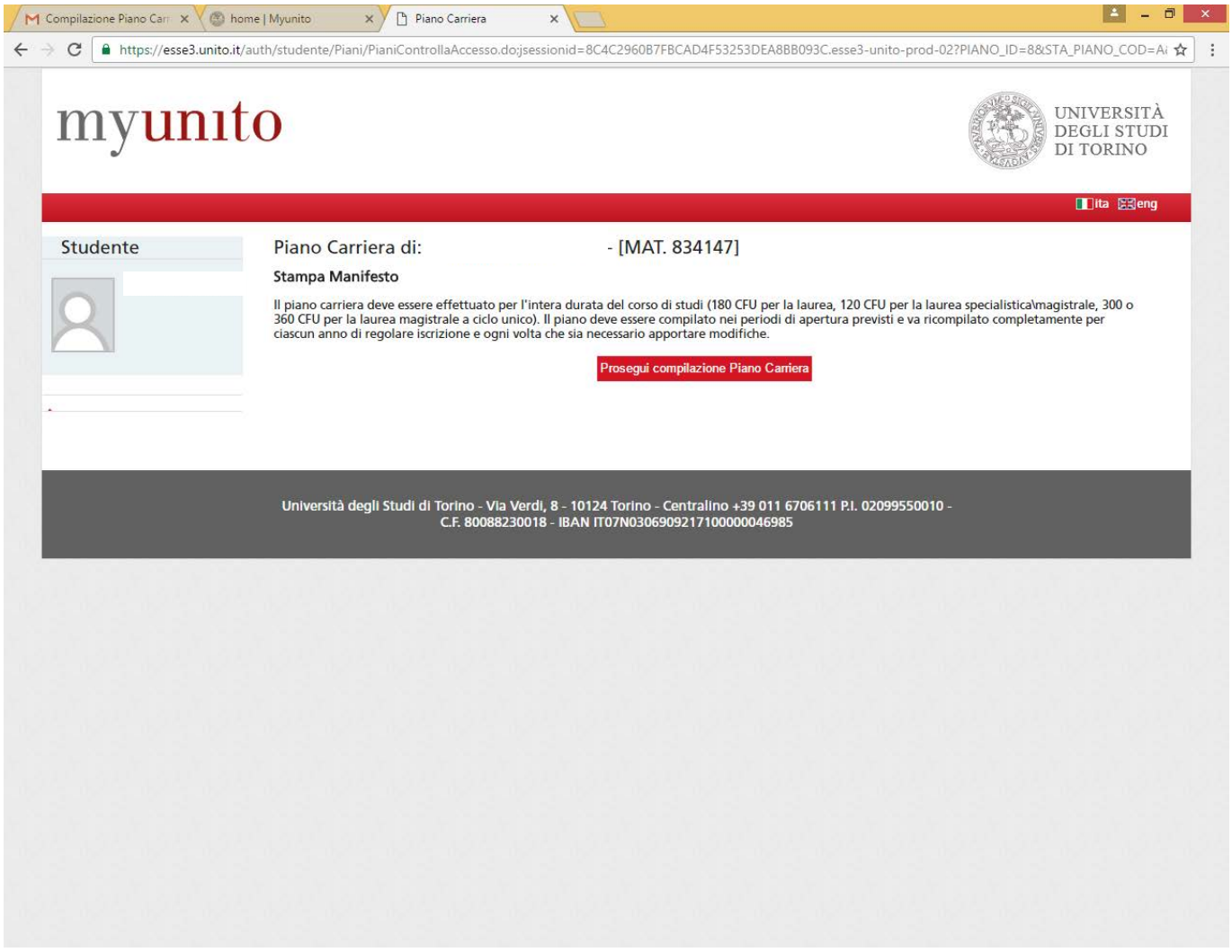


To change your Career plan click on the button **Modifica Piano** *(Modify Career plan).*

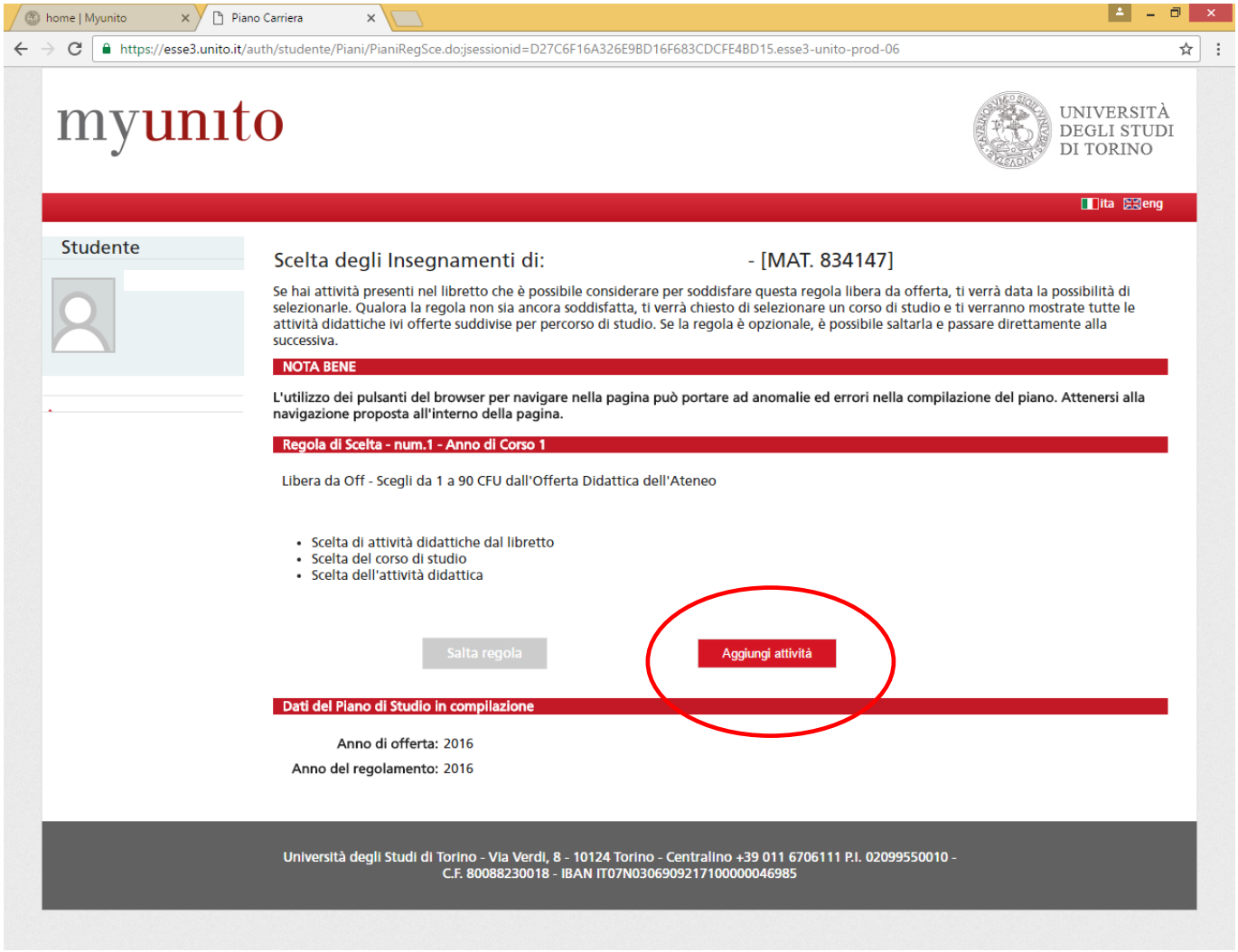
WARNING: this action creates a new Career plan and deletes all exams previously inserted, except the ones having a grade already registered.



To proceed and fill in a new Career plan click on the button **Prosegui compilazione Piano Carriera** (*Go on and fill in the Career plan*).



Click on the button **Aggiungi attività**.



For further information about filling in the Career plan please go back to page 8.