How to register your courses on your “Piano Carriera”
Version updated on 23/10/2018

1. Go to www.unito.it and click on Login.
2. Log in using your personal Unito username and password.
3. Click on **English** to be redirected to the English version of MyUnito.
4. Click on **Career plan**.
PLEASE NOTE: this procedure is available in Italian language only.

5. Read the information in the green box carefully before proceeding
6. Click on the button Nuovo piano (New career plan).
7. Click on the button “Prosegui compilazione piano carriera” (Proceed and register your career plan).
8. To add a course in your career plan click on the button **Aggiungi attività (Add course)**.
9. This page shows the list of all Degree courses offered during the current academic year and sorted by Departments. You can choose both the courses offered in the Department you are enrolled in as well as, if previously approved, those offered in other Departments.

PLEASE NOTE:
You must add all courses listed in your Learning Agreement/Study Plan approved by both the Coordinators of your home University and at Unito.

To select a Degree programme, click on its name.
10. This page shows all the available courses offered in the Degree programme you selected (e.g.: Veterinary Medicine).
To add a course click on the button **Aggiungi** (Add).
11. Each course you add will be listed at the top of the page – “Attività didattiche scelte” (selected courses list).
To drop one course, click on the button Rimuovi (Delete).
12. To add courses offered by other Departments or to go back to the list of the Degree programmes, click on **Cambia CDS (Change Degree programme)** at the bottom of the page.
13. To select another Degree programme, click on its name
14. Once you add all your courses, click on the button **Torna alla regola (Go back to the main page)**.
15. Before submitting your career plan, check the list of your courses.
16. To submit the career plan click on the button Conferma la scelta e prosegui (Confirm your choice and proceed).
17. To print a memo your Career plan (DRAFT version) click on the button **Stampa Piano (Print Career plan)**

18. To drop courses and restart the procedure, click on the button **Annulla Piano (Cancel Career plan)**.

19. To submit your Career plan click on the button **Continua per Confermare (Proceed and confirm)**.
20. To confirm and submit your Career plan, click on the button **Conferma definitivamente** *(Definitive confirmation).* Otherwise, go back to the previous page.
21. Please give your evaluation of this procedure and click on the button **Avanti (Next)**.

**Your Career plan is now complete!**

You can now see all the courses that you added in your career plan in your Exams record booklet (available on MyUnito at the section Exams – Examination record book).
**Please note:** an automatic email will be sent to your Unito email account confirming the successful submission of 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 confirm the submission of your Career plan.
Please read the information about the Career plan included in the email CAREFULLY.
How to change the career plan

1. Log in your MyUnito, click on English version and then on Career plan.
2. To change your Career plan click on the button **Modifica Piano (Modify Career plan)**.

Please note: with this process you will delete your current Career Plan and all the courses you previously added, except the ones with a registered grade. To have a new Career plan you will need to add all the courses once again.
3. To proceed and register a new Career plan click on the button **Prosegui compilazione Piano Carriera** (*Go on and fill in the Career plan*).

![Image of myunito interface](https://esse3.unito.it/auth/studente/Plani?PlaniAccesso.do?command=8&STA_PIANO_COD=Ac)

**Studente**

**Piano Carriera di:** [MAT. 834147]

**Stampa Manifesto**

Il piano carriera deve essere effettuato per l’intera durata del corso di studi (180 CFU per la laurea, 120 CFU per la laurea specialistica/magistrale, 300 o 360 CFU per la laurea magistrale a ciclo unico). Il piano deve essere compilato nei periodi di apertura previsti e va ricompilato completamente per ognun anno di regolare iscrizione e ogni volta che si necessari apportare modifiche.
4. Click on the button **Aggiungi attività**.