



## GUIDE FOR REGISTRATION AND ACCREDITATION AT UNIVERSITY PORTAL UNITO.IT

### 1. Registration at the portal

In order to register a firm at the University portal it is necessary the previous registration of a representative as individual.

To register an individual at the University portal it is necessary to have an active and functioning e-mail address.

To register, please access the address <http://www.unito.it/registrazione> and insert the requested data, following the instructions and selecting "Prospecting company" at the item Profile.

During this phase, it is requested to choose a password and to confirm it. This password must be kept, because it is crucial to access the portal, when the registration procedure is completed.

unito.it  
L'UNIVERSITÀ DI TORINO ON LINE

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Portal registration form  
Registrazione per utenti italiani

● Name(s): \*

● Last Name(s): \*

● Password: \*

Retype password: \*

Gender: \*

☐ M ☐ F

Country of birth: \*

Citizenship: \*

Email: \*

Date of birth: \*

Mobile phone number:

Profile: \*

Prospect company

☐ Non sono un robot

Recaptcha

Recaptcha

Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 5706111  
P.I. 02099550010 - C.F. 80005230013 - IBAN: IT 07600360900217100001046905



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After inserting the data, the system sends a first e-mail with the confirmation request for the registration: the confirmation must take place within 1 hour from receiving the e-mail, by clicking on the indicated link. If you do not confirm within the foreseen time, you need to do a new registration.



Once the registration is confirmed, the system automatically sends a second e-mail with the given username.





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With this username and password, chosen after the registration, the user can access the University portal by selecting the item "Login-MyUniTo" in the home page or clicking directly on the link <http://www.unito.it/login>. In the page "Istruzioni per la registrazione" (Home > Istruzioni e supporto) a tutorial is available, describing the steps to be followed in order to complete the registration.



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## 2. Request for the registration of a firm

Once logged at the portal, from the page MyUnito, it is necessary to associate the firm with an individual already registered at the portal, clicking on “Registration”.

Italiano | Enti e Imprese

**myunito**

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Registration Placement services Thesis

Procedures

- Procedures for tenders and contracts
- Other open tendering procedures
- Electronic invoicing

Registration CV consultation Job and extra-curricular internship offers Request of internship agreement

Martedì 14 marzo 2023: manutenzione straordinaria sulla rete di Ateneo  
Pubblicato Mercoledì, 1 Marzo, 2023

A cosa serve la guerra - Su FRIDA la nuova proposta di lettura multidisciplinare  
Pubblicato Venerdì, 24 Febbraio, 2023

Bandi TECN-PNRR - Selezioni pubbliche a tempo determinato per personale tecnico-amministrativo Categoria D  
Pubblicato Martedì, 21 Febbraio, 2023

Solidarietà e vicinanza dell'Ateneo alle popolazioni di Turchia e Siria  
Pubblicato Martedì, 7 Febbraio, 2023

TUTTI GLI AVVISI >

Highlights

- Knowledge transfer
- Placement Services for Companies
- Sportello Università e Impresa (SUI)

Università degli Studi di Torino

Via Verdi, 8 - 10124 Torino  
Centralino +39 011 6706111  
P.I. 02099550010  
C.F. 80088230018

References, contacts, complaints and feedback  
Accessibility  
Privacy policy  
Legal notices

Accessibility  
Portal User Guide  
People directory  
Site map

Seguici su

f t i in  
y d s e fu

Afterwards, in the following page, click on the button “Register a Company”

myunito



### Companies

Italiano

Fill online form to register a new company to University of Torino Portal

Register a Company

Companies already registered

Entry date	Company name	Representative	STATUS	Review date
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Now, you can go on with the compiling of the requested data (fields with asterisk are compulsory). Along with the registration form, it is required to enclose a file with the image of the representative. Please, make sure you have all the data, before compiling the form.

Foreign firms which are going to register to the portal, but which cannot enclose the document of the legal representative while compiling the form, will insert the data of the legal representative and will be able to insert a copy of the identity document of the person belonging to the firm, authorized to work with this University.

**myunito**



Italiano

## Company Registration

The Legal Representative/Administrator with power of attorney, can register a company at the University Portal of Turin by filling in the following form available on line.

Legal representative	
It's me	<input type="checkbox"/>
Name *	<input type="text"/>
Surname *	<input type="text"/>
Tax code	<input type="text"/>
Birthdate (dd/mm/yyyy) *	<input type="text"/>
Country *	Italia
Province * ONLY IF SELECTED ITALY AS COUNTRY	<input type="text"/>
Municipality *	<input type="text"/>
ID document*	<div>Scegli il file   Nessun file scelto NB</div>
Company Name	
Company Name *	<input type="text"/>
Foreign Company (registered office not in Italy)	<input type="checkbox"/>
VAT	<input type="text"/>
Fiscal Code **	<input type="text"/>



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Legal Form *	<input type="text" value="AG"/>
Other Legal Form	<input type="text"/>
Sector *	<input type="text"/>
Enrolment at	<input type="text" value="NB1"/>
Number of employees	<input type="text"/>
Web Site	<input type="text" value="NB2"/> <small>Include http... ex: <a href="http://www.unito.it">http://www.unito.it</a></small>

It is paramount to fill in the form in all parts paying attention, in particular to:

**NB** The dimension and the name of the enclosure. Do not enclose files too heavy or with too long names and with signs such as apostrophes and stress.

**NB1** The field “Enrolment at” is referred to the number issued after the registration to the Chamber of Commerce: it is a compulsory field, but if you do not have this codex, if your category is exempted from this registration, you need to fill in the field by indicating a null value, for example 00 specifying in the notes the reason why you are exempted from the registration to the Chamber of Commerce.

**NB2** The field “Web Site” is not compulsory, but if you insert it the system needs a complete address like this: <http://www.website.com>; inserting this way [www.website.com](http://www.website.com) will be considered an error – the message will be “Format not valid” – and the sending of the module will not be completed.



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\*\* only in the case of a sole proprietorship (self-employed, self-employed members, private practice ...) where there is no corporate tax code, the code of the owner of the personal tax

Pursuant to Articles 46 and 47 of Presidential Decree no. 445/2000, in full awareness of the criminal liability that may be

incurred in the event of an untruthful statement or statement containing data that are not in accordance with the truth,

as stated by Article 76 of Presidential Decree n.445/200

**I HEREBY DECLARE, THAT THE COMPANY I AM DULY REPRESENTING**

1. has fulfilled obligations relating to the rules and requirements of national and local collective bargaining agreements signed between the social partners complying with laws and regulations on workers protection, safety, health, insurance, assistance, social security and wage;
2. is not bankrupt or being wound up, are having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
3. has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
4. has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify relating to occupational safety and health and any other obligation arising from employment relationships;
5. has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Country and Communities' financial interests, in compliance with Article 444 of Italian Code of Criminal Procedure;
6. has fulfilled obligations relating to the regulations on employment rights of people with disabilities as stated in Article 17 of Law no. 68, 12 March 1999;
7. no ban has been imposed as set forth in Article 9, par. 2, sub. c) of Italian Decree Law no. 231 of June 8, 2001, or other penalty that entails a ban on entering into a contract with the public administration;
8. is not the subject of pending proceedings for the application of one of the preventative measures referred to in article 6, Legislative decree 6 September 2011, or of one of the reasons for disqualification envisaged under article 67, paragraph 1, letters a) to g), from 2 to 8 and 76 paragraph 8, Legislative decree no. 159, 6 September 2011 (Italian Code of the antimafia laws and on prevention measures, as well as New provisions for submission of antimafia certification, in compliance with Articles 1 and 2 of Law no. 136/2010). The ground of exclusion or prohibition from participation apply if the proceeding concerns the subjects expressly provided for by the regulations in force.





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Notes	
I have read and accept the <b>privacy policy</b> *	<input type="checkbox"/>
For problems with the registration please contact us: <a href="http://en.unito.it/services/online-services/help-and-support">http://en.unito.it/services/online-services/help-and-support</a>	

Save

Reset

[back to list](#)

At the end of the form, after compiling all fields and ticked “I have read and accept the privacy policy”, you can go on clicking on “Save”.

For further help in the registration of firm data, please ask the toll-free number (contacts are available on this page <http://www.unito.it/servizi/servizi-line/istruzioni-e-supporto>).

The firm registration is now awaiting the approval by Unito Administration. In the personal page, at the item “Register a Company”, you can see the situation of firms registered and associated with their own profile. A registration can have different status: awaiting, registered, rejected, or cancelled.

## Companies

Italiano

Fill online form to register a new company to University of Torino Portal

[Register a Company](#)

Companies already registered

Entry date	Company name	Representative	STATUS	Review date	
2023-02-07	carolas 123	Davide Ascione	REJECTED	2023-02-08	<a href="#">details</a>
2021-10-12	priva	Davide Ascione	CANCELLED	2021-10-12	<a href="#">details</a>
2021-06-16	DEER	Davide Ascione	REJECTED	2021-07-13	<a href="#">details</a>





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After the due controls and after the approval of the registration by Unito, the user usually receives a confirmation e-mail within 2 working days from the registration, apart from possible problems on controls in the commercial registers. From this moment on, the user will be able to use the services for the firms, after authentication with the credentials.





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### **3. FAQ**

**- How can I replace the individual related to the firm?**

The firm must register the new person at the portal and communicate the new username and the old username to be cancelled to [supporto.impresa@unito.it](mailto:supporto.impresa@unito.it). The e-mail must come from the old reference person and you must put in cc the e-mail address of the firm or use the e-mail of the firm.

[Supporto.impresa@unito.it](mailto:supporto.impresa@unito.it) will inform the firm and the new person of the completed modification.

**- How can I modify the legal representative, the address of the corporate domicile or the company title of the firm?**

The person, who registered the firm, must send an e-mail to [supporto.impresa@unito.it](mailto:supporto.impresa@unito.it) (in cc the firm or the address firm declared in the form of the registered firm – corporate domicile) specifying the new data.

**- If I have problems on accessing the account, who can I contact?**

You can contact the toll-free number 800 098590 active from Monday to Friday from 8.00 a.m. to 8.00 p.m. and Sunday from 8.00 a.m. to 1.00 p.m. You can also fill in the form.

**- If I have problems, linked with the convention, training organization, etc who can I contact?**

You can contact the Job Placement offices of the several poles in Unito; their contacts are available on the University portal at the page <https://www.unito.it/servizi/lo-studio/job-placement>.