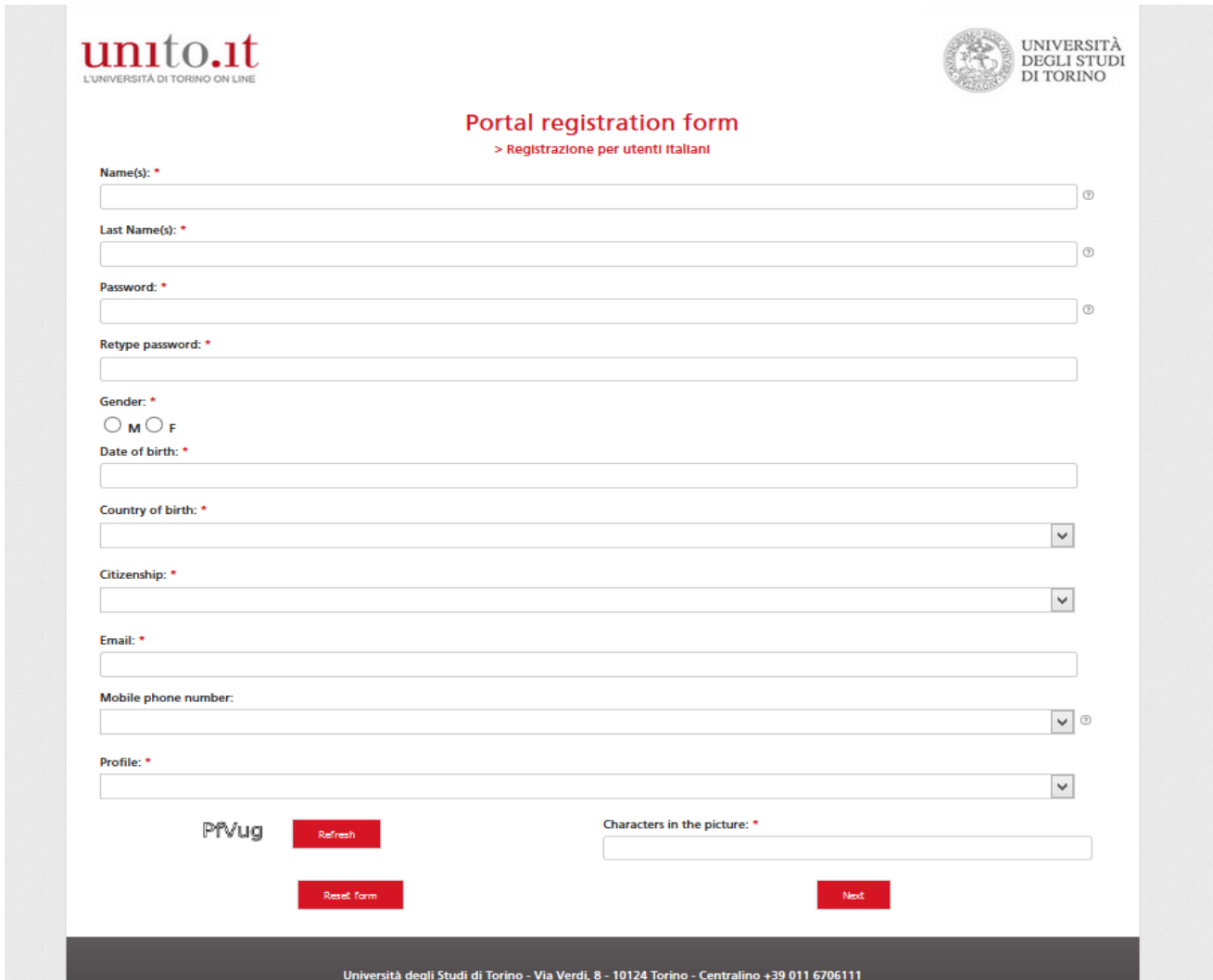


PORTAL REGISTRATION INSTRUCTIONS

1. Portal Registration

Prior to register your company to the university portal, a company member must first register as an individual. Furthermore, you must have an e-mail that is active and operates regularly, because it will be used in the registration process.

To register please fill out the [portal registration form](#) and enter the required data, following the given instructions. While entering the data, you are asked to choose a password and to confirm it. The password you choose must be maintained because it will be needed to access the portal after you have completed the registration process.



The screenshot shows the 'Portal registration form' on the unito.it website. The form is titled 'Portal registration form' and includes a sub-header '> Registrazione per utenti italiani'. The form fields are as follows:

- Name(s): *
- Last Name(s): *
- Password: *
- Retype password: *
- Gender: * (M/F radio buttons)
- Date of birth: *
- Country of birth: *
- Citizenship: *
- Email: *
- Mobile phone number:
- Profile: *

At the bottom of the form, there is a CAPTCHA section with a 'Refresh' button and a 'Characters in the picture: *' input field. Below the CAPTCHA are two red buttons: 'Reset form' and 'Next'. The footer of the page contains the text: 'Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111'.

After entering the required data, the system will automatically send a first e-mail with the registration confirmation request: confirmation must be made within 1 hour, according to the modalities indicated in the e-mail. If you do not confirm within the deadline you must perform a new registration operation.

Registration to the University of Torino, Portal Services



no-reply@unito.it (no-reply@unito.it) [Aggiungi ai contatti](#) 15:09 ▶
A: [redacted]

Azioni ▼

Dear [redacted]

please click on this link to confirm your registration:

<https://unito-appserver.sidp.cineca.it/UnitoBPMServices/ConfirmRegistration?locale=en&token=5WVVR5PC1WVE04JVB78YH&bonitaUrl=https://bpm.sidp.cineca.it/bonita&tenant=102&userId=2>

You have 60 minutes left to confirm your registration.

After confirming your account, you will receive another email containing your username to access the University of Turin portal and online services. Your account password is the one you chose when you first registered and it will be possible to change it only after completing the registration process (filling in the registration form, approval of the authentication request by the University of Turin).

Best Regards,
Università degli Studi di Torino

After confirming the registration, the system automatically sends a second email containing the username assigned to the user.

University of Torino, Portal Services, successful registration



no-reply@unito.it (no-reply@unito.it) [Aggiungi ai contatti](#) 15:12 ▶
A: [redacted]

Azioni ▼

Dear [redacted]

Your account username to access the University portal and on-line services is: [redacted]
Your account password is the one you chose when you first registered.

Please log in for the first time on the University of Turin portal <http://my.unito.it> and complete the registration process by clicking on "Registra impresa".

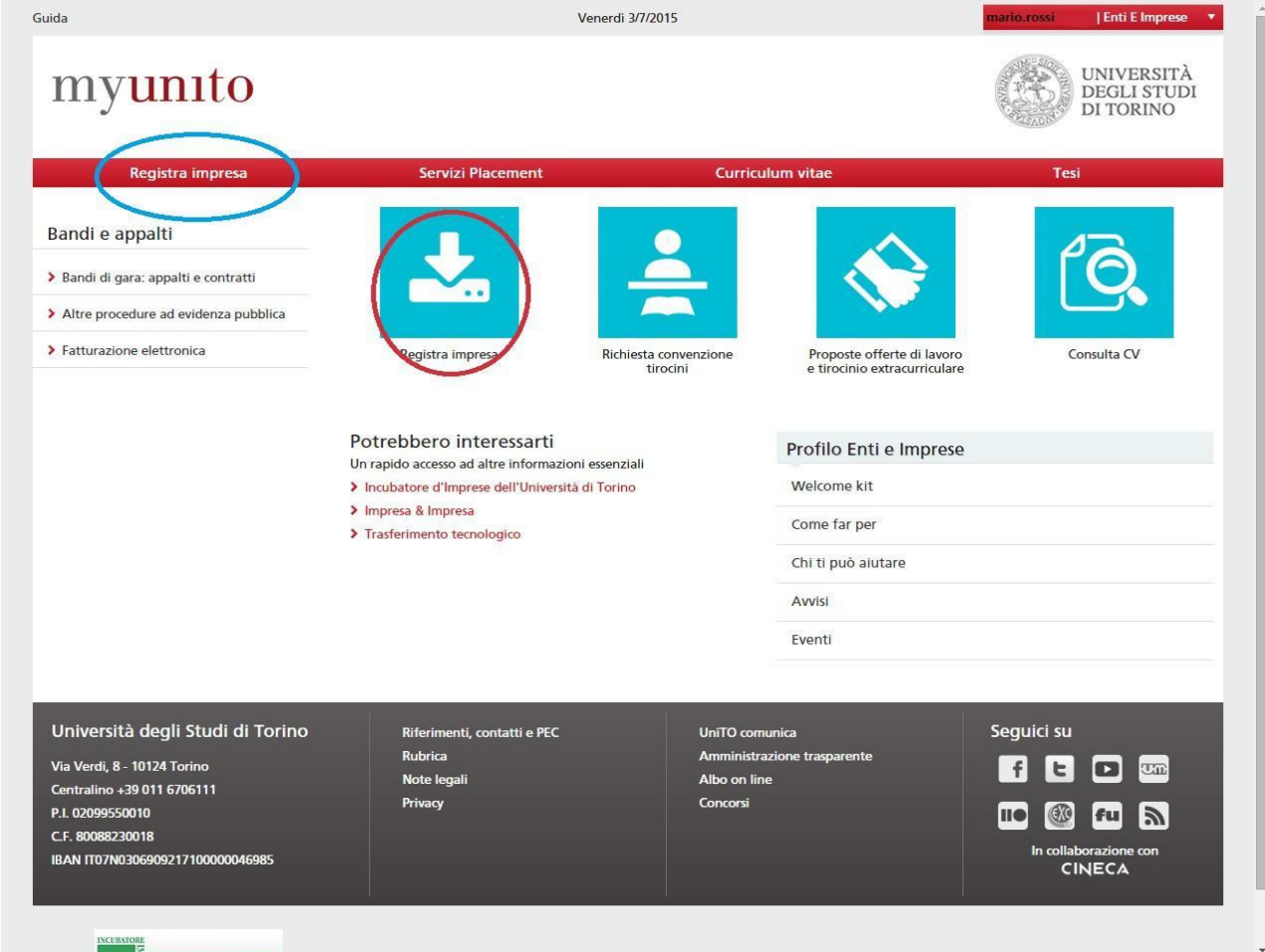
Notice: While registering, you are required to attach a PDF file (max 300Kb) containing a **double sided ID document of the corporation/company's legal representative**. Make sure you have all required data before proceeding with the application form.

Best Regards,
Università degli Studi di Torino

With the obtained username and the password selected upon registration, the user can access the University's website.

2. Company Registration

Please log in for the first time on the University of Turin portal <http://my.unito.it> and complete the registration process by clicking on "Registra impresa".



The screenshot shows the 'myunito' website interface. At the top, there is a navigation bar with the date 'Venerdì 3/7/2015' and the user name 'mario.rossi'. Below the navigation bar, the 'myunito' logo is on the left, and the University of Turin logo and name are on the right. A red horizontal bar contains four main menu items: 'Registra impresa', 'Servizi Placement', 'Curriculum vitae', and 'Tesi'. The 'Registra impresa' item is circled in red. Below this bar, there are four large icons: a download arrow (labeled 'Registra impresa'), a person at a desk (labeled 'Richiesta convenzione tirocini'), two hands shaking (labeled 'Proposte offerte di lavoro e tirocinio extracurricolare'), and a document with a magnifying glass (labeled 'Consulta CV'). To the left of these icons, there is a section titled 'Bandi e appalti' with three links: 'Bandi di gara: appalti e contratti', 'Altre procedure ad evidenza pubblica', and 'Fatturazione elettronica'. Below the icons, there is a section titled 'Potrebbero interessarti' with three links: 'Incubatore d'Imprese dell'Università di Torino', 'Impresa & Impresa', and 'Trasferimento tecnologico'. To the right of the icons, there is a section titled 'Profilo Enti e Imprese' with five links: 'Welcome kit', 'Come far per', 'Chi ti può aiutare', 'Avvisi', and 'Eventi'. At the bottom of the page, there is a dark grey footer with four columns of information: contact details for the University of Turin, links for 'Riferimenti, contatti e PEC', 'UniTO comunica', and 'Seguici su' with social media icons. The footer also mentions 'In collaborazione con CINECA'.

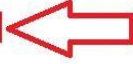
Afterward, in the following page, click on "Registra impresa".



Imprese

Accedi al modulo online per registrare un'impresa al portale dell'Università di Torino.

Registra Impresa



Imprese precedentemente registrate

Data inserimento

Ragione sociale

Rappresentante

STATO

Data revisione



At this stage please fill out the form with the required data (the fields with asterisk are mandatory). While registering, you are required to attach a PDF file (max 300Kb) containing a **double sided ID document of the corporation/company's legal representative**. Make sure you have all the required data before proceeding with the application form.

Company Registration

Italiano

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 *	<input type="text" value="Italia"/> ▼
Province * ONLY IF SELECTED ITALY AS COUNTRY	<input type="text"/> ▼
Municipality *	<input type="text"/>
ID document*	<input type="button" value="Sfoglia..."/> Nessun file selezionato.
Company Name	
Company Name *	<input type="text"/>
Foreign Company	<input type="checkbox"/>
VAT	<input type="text"/>
Fiscal Code **	<input type="text"/>
Legal Form *	<input type="text" value="AG"/> ▼
Other Legal Form	<input type="text"/>
Sector *	<input type="text"/> ▼
Enrolment at	<input type="text"/>
Number of employees	<input type="text"/>
Web Site	<input type="text"/>
Include http... ex: http://www.unito.it	



Registered office

Country *	<input type="text" value="Italia"/>
Province * ONLY IF SELECTED ITALY AS COUNTRY	<input type="text"/>
Municipality *	<input type="text"/>
Address *	<input type="text"/>
Postal Code *	<input type="text"/>
Area Code *	<input type="text" value="0039"/>
Dialing Code *	<input type="text" value="/"/>
Phone Number *	<input type="text"/>
Fax	<input type="text"/>
Email *	<input type="text"/>

* mandatory fields

** 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.445/2000

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.

Notes

I have read and accept the [privacy policy](#)*

For problems with the registration please contact us: <http://en.unito.it/services/online-services/help-and-support>

After filling out the form and checking “I have read and accept the privacy policy” you can click on “Save”. For problems with the registration, please contact us: <http://www.unito.it/servizi/servizi-line/istruzioni-e-supporto>. Now your company has been registered to University of Torino Portal and is waiting for approval by staff. On your personal page, on “Registra impresa”, you can check the status of the companies that are linked with your account. The status can be “waiting”, “registreted”, “rejected” and “cancelled”.

myunito



Italiano

Companies

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	
2016-05-06	Guida	MARIALAURA BONVENTO	WAITING	2016-05-06	details

After necessary control and after the company has been registered, you will receive the e-mail within 2 workdays from the date of registration, provided that there were no problems during the control in the public registries. From this moment on, you will be able to use the services of the Portal dedicated to companies.

Università degli Studi di Torino: Registrazione impresa approvata Posta in arrivo x



noreply unito it <noreply@unito.it>

gio 8 ott, 13:37 (11 giorni fa)



Spett.le:

la registrazione al portale dell'Università di Torino per l'impresa aeqww inserita in data 08 October 2020 è stata approvata.

Da questo momento previa autenticazione al Portale dell'Università di Torino (<http://www.unito.it>), avrà accesso ai servizi on line del Portale dedicati alle imprese.

L'Ateneo si riserva la possibilità di revocare l'autorizzazione all'utilizzo dei servizi on line qualora l'azienda proponga offerte o richieste inadeguate.

Si ricorda che avendo effettuato la registrazione al Portale dell'Università di Torino i dati conferiti saranno utilizzati per i seguenti servizi:

- erogazione servizi di Job Placement (tra cui: stipula di convenzioni, attivazione di tirocini, pubblicazione offerte di lavoro e tirocinio, consultazione e richiesta CV studenti e laureati, informazione, comunicazione e realizzazione di eventi e attività di placement).
- indagini statistiche e ricerca storica e scientifica (in forma aggregata e anonima)
- comunicazioni istituzionali dell'Università per finalità amministrative, didattiche e di ricerca (per esempio segnalazione di seminari, eventi e convegni o progetti di interesse per l'Ateneo e per gli enti)

Può modificare una di queste opzioni collegandosi al servizio <https://www.serviziweb.unito.it/consensoImprese/moduloConsenso.php> (servizio presente nella MyUnito - Consenso - Consenso Servizi Impresa).

Cordiali saluti,
Università degli Studi di Torino

3. FAQ

- How can I modify the person connected to the company?

The company must register the new person and send an e-mail to supporto.impresa@unito.it reporting the new username and the old one. The email has to be sent from the mailbox of the outgoing person, with a copy to the company's mailbox, or from the company's mailbox. [Supporto.impresa@unito.it](mailto:supporto.impresa@unito.it) will communicate to the company and the new person the change made.



- **How can I modify the legal representative, the registered office or the company's name?**

The person who has registered the company must send to supporto.impresa@unito.it (with a copy to the company's email address declared into the registration form) reporting the new data.

- **Who can I contact for authentication problems?**

Contact the toll-free number 800 098590 active from monday to friday from 8:00 am to 8:00 pm, and saturday from 8:00 am to 1:00 pm. Alternatively fill the online form.

- **Who can I contact for problems with convention, internship and internship activation?**

You can refer to the contacts of the various Job Placement offices you can find at this page <https://en.unito.it/services/job-placement>