

**ENGLISH VERSION**

**INSTRUCTIONS FOR REGISTRATION ON THE STUDENT PORTAL OF COLLEGIO  
UNIVERSITARIO RENATO EINAUDI**

To complete the application form, you must complete the **registration procedure on the STUDENT PORTAL**

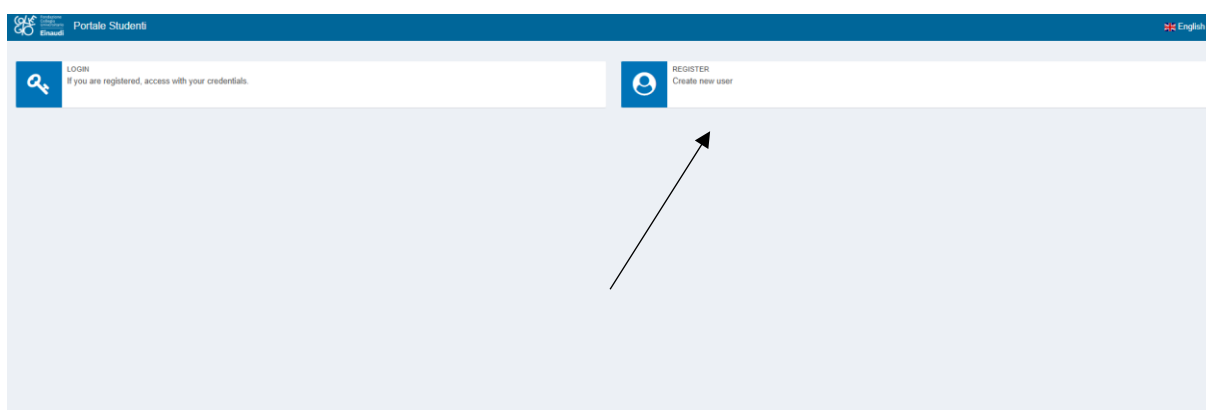
(<https://portalestudenti.collegioeinaudi.it/apps/V3.1/sol/public/>)

which we show below.

Prior to accreditation, it is necessary to:

- be in possession of a personal e-mail address;  
(**N.B.: the address indicated for accreditation will be used for password retrieval and for Foundation communications; therefore, it is recommended that you use an active mailbox in your name**);
- have their own tax code available
- have a pdf copy of your valid identity document available;  
(**N.B.: The maximum file size accepted by the system is 5 MB**);

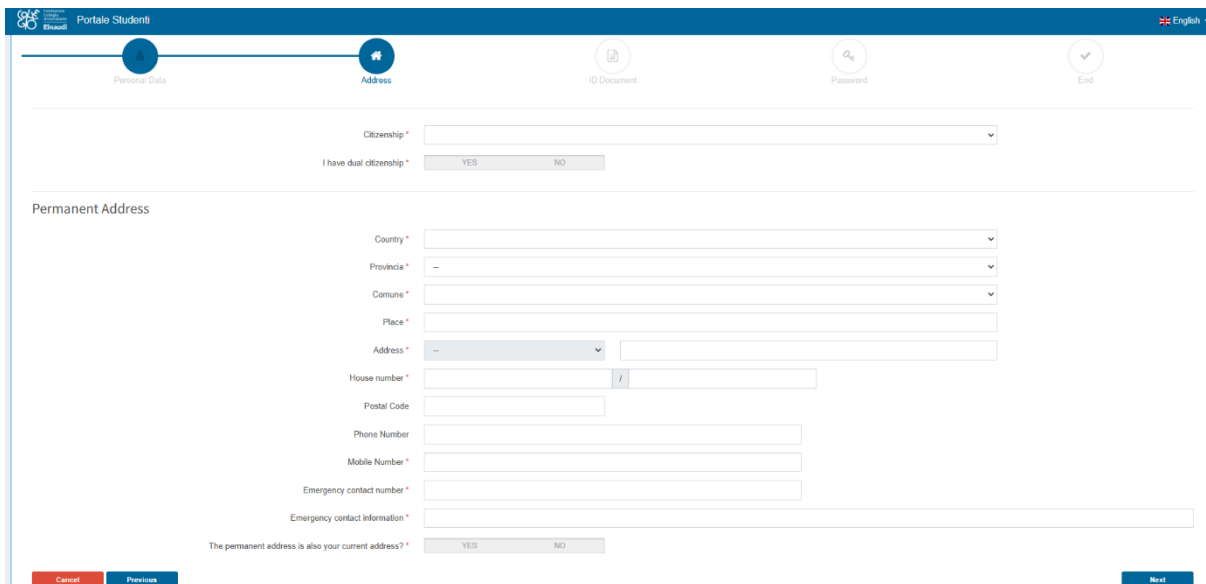
1) Click on “**REGISTER**”:



Via Maria Vittoria, 39 | 10123 TORINO

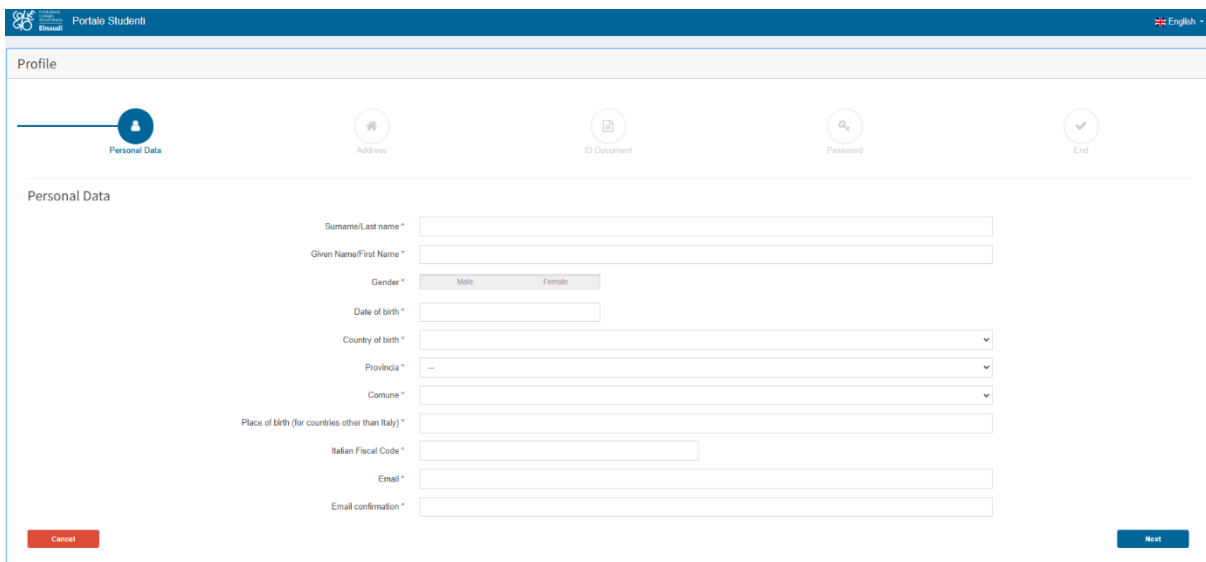
Tel. 011 8126853 | Fax 011 8171008 - C.F. 80082160013 - [www.collegioeinaudi.it](http://www.collegioeinaudi.it)

2) Enter your **personal** data:



The screenshot shows the 'Portale Studenti' interface with the 'Personal Data' step selected. The form includes fields for Citizenship, dual citizenship status, Permanent Address (Country, Provincia, Comune, Place, Address, House number, Postal Code, Phone Number, Mobile Number, Emergency contact number, Emergency contact information), and a checkbox for whether the permanent address is also the current address. Navigation buttons 'Cancel', 'Previous', and 'Next' are visible.

3) Enter data on **citizenship, residence and domicile** (if any):

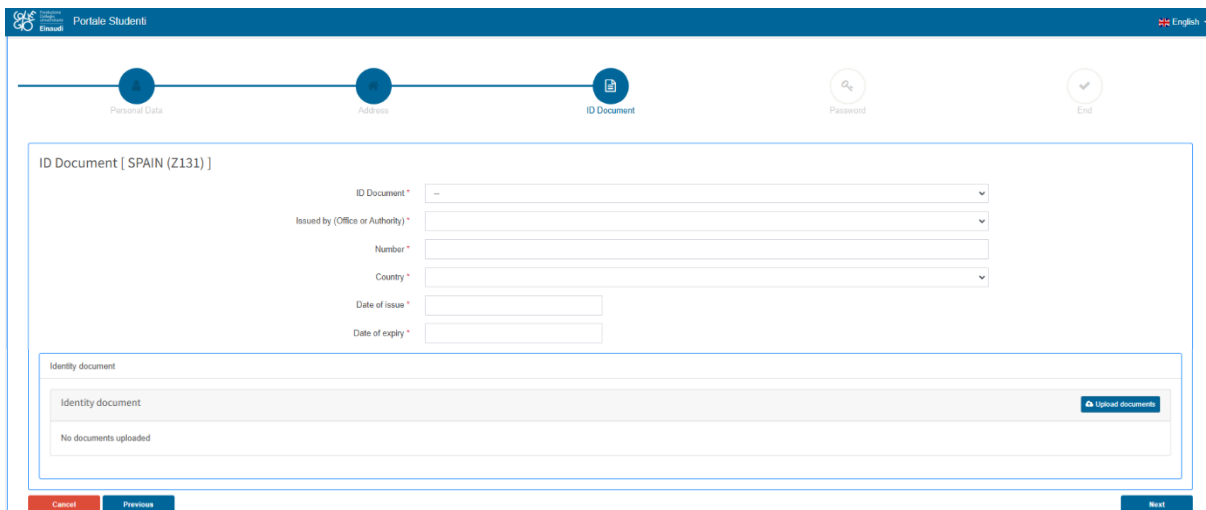


The screenshot shows the 'Portale Studenti' interface with the 'Personal Data' step selected. The form includes fields for Surname/Last name, Given Name/First Name, Gender, Date of birth, Country of birth, Provincia, Comune, Place of birth (for countries other than Italy), Italian Fiscal Code, Email, and Email confirmation. Navigation buttons 'Cancel' and 'Next' are visible.

Via Maria Vittoria, 39 | 10123 TORINO

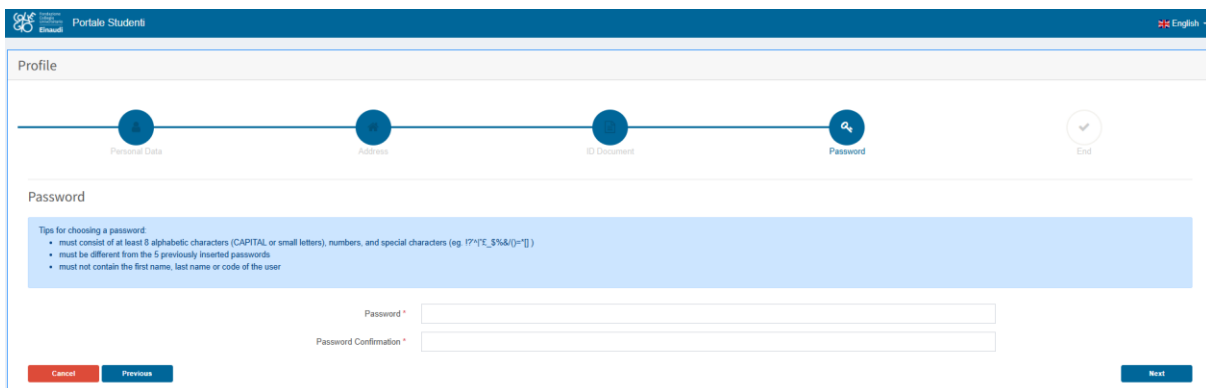
Tel. 011 8126853 | Fax 011 8171008 - C.F. 80082160013 - [www.collegioeinaudi.it](http://www.collegioeinaudi.it)

4) Enter the details of your **identification document** and upload it in pdf format:



The screenshot shows the 'Portale Studenti' interface with a progress bar at the top indicating the current step is 'ID Document'. The form is titled 'ID Document [ SPAIN (Z131) ]'. It contains several input fields: 'ID Document' (a dropdown menu), 'Issued by (Office or Authority)' (a dropdown menu), 'Number' (a text field), 'Country' (a dropdown menu), 'Date of issue' (a date picker), and 'Date of expiry' (a date picker). Below these fields is a section titled 'Identify document' which includes a file upload area with the text 'Identity document' and 'No documents uploaded'. A 'Upload documents' button is visible on the right. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

5) Choose the **password**:



The screenshot shows the 'Portale Studenti' interface with a progress bar at the top indicating the current step is 'Password'. The form is titled 'Profile' and 'Password'. It includes a blue box with 'Tips for choosing a password' which lists: 'must consist of at least 8 alphabetic characters (CAPITAL or small letters), numbers, and special characters (eg. !@#\$%^&\*~)', 'must be different from the 5 previously inserted passwords', and 'must not contain the first name, last name or code of the user'. Below the tips are two input fields: 'Password' and 'Password Confirmation'. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons.

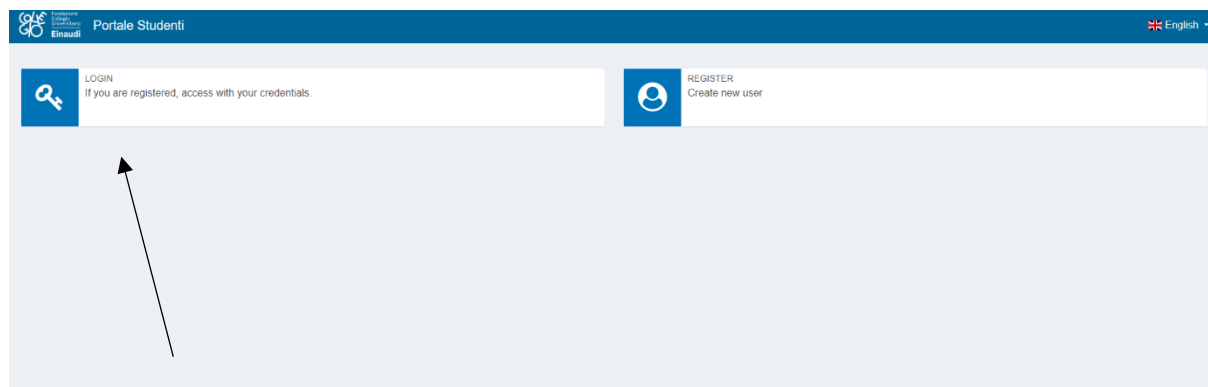
6) Allocation of the **user code**.

N.B: It is recommended to carefully keep the user code and password, which are required for all logins to the portal.

Via Maria Vittoria, 39 | 10123 TORINO

Tel. 011 8126853 | Fax 011 8171008 - C.F. 80082160013 - [www.collegioeinaudi.it](http://www.collegioeinaudi.it)

- 7) Once registered, it will be possible to “**LOGIN**” and complete the application for the desired admission procedure.



Via Maria Vittoria, 39 | 10123 TORINO

Tel. 011 8126853 | Fax 011 8171008 - C.F. 80082160013 - [www.collegioeinaudi.it](http://www.collegioeinaudi.it)