POLITECNICO DI MILANO

Guide – how to

Registration

Procedure
This is the first necessary step to access online services!
- Please contact who is responsible in the Department for registration and recognition and ask Her/Him to register you with the profile "Outside Teacher / Visiting Professor".
- It will take a few minutes.
- Then you will receive the credentials for access to online services:
  o the code person
  o the automatic password for the first access (you will change this at the first access online services).
- With these credentials, you can access online services (http://www.english.polimi.it/ - you can find the section of the online services on the right side of the screen).

Contact
Responsibility for the Department to manage users and their recognition

Badge – Temp Policard

Procedure
- The Temp Policard is a "card", for access to the spaces and to some services provided from the Politecnico of Milano. For this application an activation of the Temp Policard is required. You can contact the person in charge of the Department to provide for the allocation and activation.
- This person provides also for the inclusion in the authorization group "visiting professors"; this operation enables you to access Politecnico libraries.
- It will take a few minutes.

Contact
Responsibility for the Department to manage users and their recognition

Access to Departmental spaces and parking

Contact

Responsibility for the Department to manage users and their recognition

Procedure

- With the Temp Policard you can access the Departmental spaces in which you have been granted access.
- If you ever have the need to access in other defined spaces, you have to contact the person who issued the Temp Policard in your Department and declare the new requirement.
- This person will ask the granting access to the Service AGIS.
- This procedure may take a couple of days.
- If you need access to parking areas of the Politecnico, you have to request access.

Access to the Library

Contact

Responsibility for the Department to manage users and their recognition for access in the Library

Procedure

- With the Temp Policard you can access the Central Library and you can freely consult the books of which it is supplied and the electronic resources.
  ATTENTION: access is only possible if you have been included in the authorization group "Outside Teacher / Visiting Professor".

E-mail address and Client configuration

Contact

Responsibility for the Department to manage ICT

Procedure

- To get an email address of the Politecnico you should ask the responsible of the Department to create an email address. This procedure may take a couple of days because it's necessary the authorization of the Central Administration.
- For the client configuration you can find some indication on line (Online service – University ICT Services – Email services) and you can ask to the person who manages the ICT aspects in the Department.

Access to WiFi

Contact
Responsibility for the Department to manage ICT

Procedure
- First of all you must be identified with your passport by the person who is responsible of ICT aspects in the Department
- Once you register for access to the Online Services you will have access to wi-fi "polimi" using the same credentials (person code and password).
- In case of difficulty you can contact the person who is responsible of ICT aspects in the Department

Digital Signature

Contact
SCORZA PAOLA
paola.scorza@polimi.it
Tel.2589
GASTI CARLA
carla.gasti@polimi.it
Tel.2212

Piazza Leonardo da Vinci, Building 2, First floor.

Procedure
- You'll need a digital signature in the following cases:
  - If you hold a Course and verbalize the exams;
  - If you compile the register of lessons.
- The obtaining of the digital signature can be done in two ways: 1) by following the online procedure; 2) by going to the office of Paola Scorza or Carla Gasti of Human Resources and Organization Area (Piazza Leonardo, Building 2, first floor).
  - *1 – Online procedure*: on the page services online, click "Digital Sign Request" and follow the instructions. The request can be completed online. You can choose between two options: digital signature through the phone (just in case you are in possession of an Italian telephone number) or OTP (One Time Password). You must attach the scanning of your ID document and the Fiscal Code. After the application process online, you will receive an email with indications to the signing of the contract and the withdrawal of the device optioned (office of Paola Scorza or Carla Gasti of Human Resources and Organization Area, Piazza Leonardo, Building 2, first floor). After signing the contract and withdraw the device you must activate it through an online procedure.
  - *2 - Service from Human resources and organization Area:* Get in touch with Paola Scorza or Carla Gasti in order to perform the entire procedure with one of them at the administration office. After signing the contract and withdraw the device you must activate it through an online procedure.