Instructions to access the online tool for partner institutions

Politecnico di Milano provides an online tool that allows partner universities to manage their students before, during, and after the exchange period. To access the online tool, **official registration is required**.

Do you still need to register?

To use the Online Tool, you must be officially registered on Polimi Online Services and obtain your personal **Polimi credentials (Person Code + password)**.

A. HOW TO REGISTER

1. **Go to the registration page**
   - Visit www.polimi.it/en
   - Click **Access Online Services** (top-right corner).
   - On the sign-in page, click **Sign up**.

2. **Enter your identification data and email to create your own account***
   - We recommend using your **personal work email** (e.g. name.surname@uni.xx). Please note that only the account holder can change the email associated with their account.
   - Each email address can be linked to one person only. If you use a **shared email address** (e.g. international.relations@uni.xx), it will be linked exclusively to the first person who registers with it and cannot be used by others to create separate registrations.

   * *We handle personal data in accordance with Regulation (EU) 2016/679 (GDPR), the Italian Privacy Code (Legislative Decree 196/2003, as amended), and the Politecnico di Milano Privacy Notice.*

3. **Check your inbox.**
   You will receive an email with your assigned **Polimi Person Code**.

4. **Set your password.**
   Your Polimi credentials are strictly personal, so please remember them for future use.
   - Please note that your password will expires every 12 months.
   - If you need to change or recover your password, click on 'Polimi credentials recovery' and follow the reset procedure (you will need your email and date of birth).

B. FIRST-TIME LOGIN

After registering, new nominators will also need a **one-time access code** to enter the Online Tool for Partner Universities.
This code is required only for your first login: afterwards, you will simply use your **Polimi credentials** (Person Code + password).

⚠️ To request the access code, please email international-mobility@polimi.it and we will provide it to you.

C. FUTURE LOGINS

For subsequent access, sing in using **your Polimi credentials**: Person Code + password.
📍 TIP: **To open the Online Tool without any two factor authenticator (2FA)** always use this **direct link**: Online Tool for Partner Universities (i.e. do not use 'Access Online Services' from the homepage).

For further information, please contact international-mobility@polimi.it