Guide to uploading your profile photo
Prepare a passport-style photo with the following requirements:

- it must be a close-up showing only the head and shoulders (the face must cover 70-80% of the photo) and requires a plain, white or light coloured background
- it must be focused, clear and well-lit
- you must be fully facing the camera with your eyes open
- it must have a size of 532x708 pixels (or a multiple of this) and the height and length ratio must be 4:3
- it must be in .jpg format

![Example photos with x marks for guidance.

NO
NO
NO]
The photo must also comply with the typical passport photo requirements, e.g.:

- show only the person and not any other people, animals or objects
- no glasses
- no head accessories (hat, headband etc...) unless for religious reasons
- face clearly visible (not covered by hair or anything else)
View the page of the Online Services: http://unipr.esse3.cineca.it

Click on LOGIN.

Guide to uploading your profile photo
- LOGIN → enter your temporary username
- PASSWORD → enter your personal password

Click on LOGIN.
Click on **HOME**.

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**Guide to uploading your profile photo**
Click on **FOTO**.

Guide to uploading your profile photo
Click on **UPLOAD FOTO**.
Click on SCEGLI FILE.
Choose a photo that fulfills the requirements.
If the photo format is accepted, you will see the preview. Click on **UPLOAD FOTO**.

Click on **CONFERMA**.
Once you have uploaded the photo, it will show on your profile.
After you are officially enrolled at the University of Parma, the photo will be validated. However, if it doesn’t fulfill all the requirements, it will be rejected and you will be sent an automatic e-mail to your student account name.surname@studenti.unipr.it, in which case you will have to upload another photo.