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

- 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)

Guide to uploading your profile photo
View the page of the Online Services:
http://unipr.esse3.cineca.it

Access the menu

Click on LOGIN.

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

Click on LOGIN.
Choose the blue menu **Servizi Online**.
Click on **HOME** and select **FOTO**.

Guide to uploading your profile photo
Click on **UPLOAD FOTO**.
First click on **SCEGLI FILE** (browse). Upload foto.
You will see a preview and if everything is right click on **CONFERMA** (click **INDIETRO** if you want to add another photo).

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 informed and invited to upload a new one.

Just some last tips:

• 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