How to get @unipr credentials to access online services
Part 1

How to get @unipr credentials to access online services
1. Click on the English flag at the top right to set English as the language of the page.

2. Enter your personal e-mail address and click on «Validate e-mail personal address».

You will need the @unipr credentials to access the online teaching material on the platform and to follow the Summer School live lessons on MS Teams.

To sign up as a user and get the @unipr credentials that you need to access University of Parma’s online services, follow the link:
https://www.idem.unipr.it/start/registra
2. You will immediately receive an e-mail on the mailbox you entered, containing the validation code. Copy the code.
3. Enter the validation code and click on «Verify e-mail validation code».

4. Fill in the MAIN DATA form. All fields marked with * are required. Read and tick the Privacy Information box, then click on Next.
5. Fill in the form with the remaining personal data. All fields marked with * are required. Then, click on Next.
6. Check if your data is correct in the summary screen. Continue by clicking on "Confirm data".
7. You will be assigned a numeric username and a code for activating the first password (which you will also receive at the personal e-mail address you chose). Click on the Password Activation page link to proceed with activation.

8. On the Password Activation page, enter the numeric username and the Password Activation Code. Then, choose a new password (it must be at least 8 characters long, and it must contain at least one number, at least one capital letter, at least one lowercase letter, at least one non-alphanumeric character). Click on Continue.
8. Set a security question and its answer, that will be used for a future password recovery, if needed. Then, click on Continue.

9. Your UNIPR user profile is now active: it already gives you access to the Secretarial Services, but it is still necessary to «upgrade» it to a GUEST profile, to access online teaching services such as MS Teams and Elly portals.
10. Enter the numeric username you received with the new password you set (step 8) and click on ACCESSO.

11. The system will automatically change the numeric username to the GUEST type, such as: 12345678@guest.unipr.it. Enter the password again and click on the "Assumi username etc." to complete the operation.

To upgrade the access credentials to the GUEST type and to have access to MS Teams and to the online teaching portals, follow the link:
https://www.idem.unipr.it/secure/cambiouserguest

Please note: These webpages are only available in ITALIAN.
11. A message will be displayed, confirming the success of the operation. You will also receive confirmation on your personal e-mail address.

From this moment on, you will be allowed to access the Summer School online services (MS Teams and Elly Foodproject portal) using your GUEST credentials:

Username: 12345678@guest.unipr.it
Password: The password you set during step 8

Please note: The account is NOT linked to a Microsoft mailbox. It only gives access to the services listed above.
Part 2

How to access the platform elly2020.vpi.unipr.it
At the top right it is possible to set the controls in English.

The platform can be reached at:

https://elly2020.vpi.unipr.it/
1. Click on «Login» at the top left

https://elly2020.vpi.unipr.it/
2. Use the access credentials you obtained (the 12345678@guest.unipr.it kind) and click on LOGIN.
3. In the Home page, click on the second box «Calendario Prove e Iscrizioni» at the center of the page to access the registration link to the course.
Part 3

How to access MS TEAMS and follow a lesson
1. How to download and install MS Teams

PC:
Google search: Teams Microsoft download
(direct link https://teams.microsoft.com/downloads)

ADROID SMARTPHONE/TABLET:
Search Teams in the Play Store > Download the App > Install and login

IOS:
Search Teams in the App Store > Download the App > Install and login
2. Login with the Unipr access credentials you received (the 12345678@guest.unipr.it kind)

Pay attention to the hardware and software requirements:

Click here to learn more about the requirements

Network requirements:

It is recommended to check the connection speed, possibly running an online speed test (for example, with https://www.speedtest.net/it).

The minimum bandwidth required to connect successfully is 130 Kbps.

Wired connection is recommended for the best Teams functionality.
3. How to join a meeting/lesson in Teams

Once the teacher starts the meeting, you can join it by clicking on the purple bar that appears in the Class Team chat. You’ll see a window in which it is possible to check the webcam and the microphone.

When ready, join the meeting by clicking here.

Turn the webcam ON or OFF.

L’audio deve essere acceso per entrare, ma lo si dovrà spegnere dopo essere entrati.
4. The main controls in the online meeting

All the controls can be found in this banner, that will appear in the center of the screen, and not in the sidebar.

1. SHOW/HIDE PARTECIPANTS
   Opens or closes the window in which the participants are shown.

2. SHOW/HIDE CHAT
   Opens or closes the chat window.

3. Click here to **temporarily turn** the camera or microphone **on and off**

4. Raise a hand to ask to speak

![Diagram of meeting controls]

- 1. SHOW/HIDE PARTECIPANTS
- 2. SHOW/HIDE CHAT
- 3. Click here to temporarily turn the camera or microphone on and off
- 4. Raise a hand to ask to speak

![Diagram of meeting controls]
4. The main controls in the online meeting/2

All the controls can be found in this banner, that will appear in the center of the screen, and also at the top right.

5. Click here to share the whole computer screen or the slides, choosing from the bar that appears below:

6. Click here to access the advanced features, including the microphone and webcam settings panel or the background effects:
4. The main controls in the online meeting

Here it is possible to check the microphone and webcam status, and to be sure that they are connected successfully: for example, you can choose the microphone you want to use on the device.

You can choose a background that will appear behind you in the monitor.
Any questions?

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