



How to create a POLIMI account

<https://conferences.polimi.it>
portal of Politecnico di Milano



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Access to register and login page

How to create POLIMI credentials

DO YOU HAVE SPID, CIE or eIDAS?

Select your **digital identity system** and follow the instructions.

After the identification check, you will be redirected to the **Politecnico website**: here you will be assigned your **person code** and you can set your **password**.

◆ Go to the **NEXT SLIDE**

SPID login

CIE login

Login with eIDAS

eduGAIN login

Polimi Credentials

Person Code

.....

Sign in

Register

Stay connected. ?

DON'T YOU HAVE SPID, CIE, eIDAS / YOU WANT TO LOGIN WITH eduGAIN?

Click on **Register**.


◆ Go to **SLIDE 5**

All events

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Conferences login

Now you can login

Click on
Polimi login

Register for POLIMI Online Services

LOGIN WITHOUT
SPID, CIE, eIDAS
or with eduGAIN

Fill the form on the **registration page**: enter your **personal data**.
Have the **tax code** available!

POLITECNICO MILANO 1863
aunicaaccount2

Politecnico di Milano registration step 1/4

Identification Data

Surname	<input type="text" value="No surname"/>	Compulsory data Enter the same surname (Family name) as on the official document or declare the absence.
Name	<input type="text"/>	Compulsory data Enter the same name as on the identity document
Sex	<input type="radio"/> M <input type="radio"/> F	Compulsory data Enter sex
Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/> dd/mm/yyyy	Compulsory data Enter date of birth in the format dd mm yyyy as on the official document
Country of birth	<input type="text"/>	Compulsory data Enter the country of birth as on the identity document
Province of birth	<input type="text"/>	Compulsory data if Italy has been selected Only for Italian towns/cities: select the province from the list
Place of birth	<input type="text"/>	Compulsory data Select the town/city of birth from list. Only for Italian municipalities: In the case of homonymous select the municipality existent at the moment of birth. For example, if you were born in 1983 in Bellagio choose: BELLAGGIO (abolished 03/feb/2014)
Place of birth not listed	<input type="text"/>	Add the town/city if it is not in the proposed list, write it a as is on the identity document.
Citizenship	<input type="text"/>	Compulsory data Enter here citizenship (if you possess more than one on of which is italian, enter here the italian one, and the other under "Other citizenship") as on the official document
Other citizenship	<input type="text"/>	Optional data Enter here any other citizenship as on the official document
Tax code	<input type="text"/>	Compulsory data for Italian citizens or residents Enter only official the fiscal code (codice fiscale) given from italian "Agenzia delle Entrate"

Personal email

Personal e-mail address	<input type="text"/>	Compulsory data At this address you will receive communications regarding registration and authentication, in particular those for recovering the Polimi password or deactivating 2FA. Furthermore, this address will be used to send communications if the Polimi address is not available.
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Fill the form,
then click on **Next**

Register for POLIMI Online Services

LOGIN WITHOUT
SPID, CIE, eIDAS
or with eduGAIN

After entering the required data:

1. you will be assigned a Polimi **Person code**
2. You can set the **password** for the Person code

You will be redirected to the login page:

3. login using your Person code and your password to access the Online Services

The screenshot shows the 'Online Services' login interface. On the left, there are four blue buttons for different login methods: 'SPID login', 'CIE login', 'Login with eIDAS', and 'eduGAIN login'. On the right, a 'Polimi Credentials' section is highlighted with a red box. This section contains two input fields: 'Person Code' and 'Password'. Below these fields is a blue 'Sign in' button and a blue 'Register' link. At the bottom of the page, there is a checkbox labeled 'Stay connected.' with a help icon. A red line connects the 'Login with eIDAS' button to the 'Sign in' button.

You're almost there!

You need to **activate 2 factor authentication (2FA)** and then you can start browsing POK. 2FA adds a layer of security to your personal space and protects you from fraudulent access in the event that your Polimi credentials are stolen.

NOTE: you will be asked for 2FA activation at the second login

The 2FA activation only takes a little bit of time, but it is not difficult! We will go through it in the next slides😊

2FA Activation

Memo:

On your **second access** to online services you will be asked to activate the 2FA.

After entering your credentials, you will be redirected and asked to use SPID or CIE:

1. expand the box below "Do you have problems with SPID or CIE?"
2. use the link "Declare and continue without SPID/CIE"

In the 2FA Activation page:

1. expand the box below "Can't use SPID or CIE?"
2. enter a text describing your problem in using SPID or CIE
3. Click on **Declare and continue**

Servizi online

⚠ As an Italian citizen, you are obliged to access the Online Services through a SPID or CIE identity.

[Back to Login](#)

Do you have problems with SPID or CIE?

You can temporarily activate Polimi two-factor authentication (2FA Polimi) following your declaration.

[Declare and continue without SPID / CIE](#)

2FA two-factor authentication activation

Access to Online Services requires the activation of two-factor authentication (2FA), also known as two-step verification. 2FA adds a layer of security to your personal space and protects you from fraudulent access in the event that your Polimi credentials are stolen.

2FA SPID/CIE/eIDAS

By activating this function you protect yourself from fraudulent access in the event that your Polimi credentials are stolen, as access to services is granted only to Once SPID/CIE/eIDAS 2FA has been activated, you will be able to access online services via:

- any SPID identity (Poste, Sielte...) in your possession
- CIE
- eIDAS

The University credentials will in any case remain valid and useful for the configuration and use of some services (see [frequently asked questions](#)).

To use this function log out and re-enter the Online Services using SPID, CIE or eIDAS.

[Enable 2FA SPID/CIE/eIDAS](#)

Can't use SPID or CIE?

You can temporarily activate **Polimi two-factor authentication via APP**. To access the Online Services you will need to enter, in addition to your University credentials, a One Time Password (OTP) generated by an APP installed on your mobile device.

To continue indicate the reason why you cannot use SPID or CIE.

Indicate the reason

[Declare and continue](#)

**LOGIN WITHOUT
SPID, CIE, eIDAS
or with eduGAIN**

2FA Activation

Scroll down the page and reach the **2FA Polimi** section

Select the option **Enable 2FA Polimi**

LOGIN WITHOUT
SPID, CIE, eIDAS
or with eduGAIN

2FA two-factor authentication activation

Access to Online Services requires the activation of two-factor authentication (2FA), also known as two-step verification. 2FA adds a layer of security to your personal space and protects you from fraudulent access in the event that your Polimi credentials are stolen.

2FA SPID/CIE/eIDAS

By activating this function you protect yourself from fraudulent access in the event that your Polimi credentials are stolen, as access to services is granted only to SPID, CIE or other eIDAS federated identities. Once SPID/CIE/eIDAS 2FA has been activated, you will be able to access online services via:

- any SPID identity (Poste, Sielte...) in your possession
- CIE
- eIDAS

The University credentials will in any case remain valid and useful for the configuration and use of some services (see [frequently asked questions](#)).

To use this function log out and re-enter the Online Services using SPID, CIE or eIDAS.

Enable 2FA SPID/CIE/eIDAS

2FA Polimi

Activating this type of 2FA means that the Polimi credentials (or the eduGAIN federated credentials) are made more secure by entering an OTP (one-time password) required after login.

Once you have activated 2FA Polimi you will be able to access the online services using the method you prefer and available to you:

- Polimi credentials followed by OTP
- eduGAIN followed by OTP (only people from other universities)
- SPID or CIE
- eIDAS

To activate 2FA Polimi you must have on your smartphone one of these OTP generator Apps:

- Android and IOS: Google Authenticator (recommended), Vip Access, FreeOTP Authenticator
- Windows (Phone e 10 Mobile): Microsoft Authenticator (recommended), Authenticator G, OTP Manager.

Enable 2FA Polimi

Enable 2FA Polimi (OTP via SMS)

Click on
Enable 2FA Polimi

2FA Activation

Enable 2FA Polimi

To activate 2FA Polimi you must have on your smartphone one of these recommended OTP generator Apps:

- Android and iOS: Google Authenticator (recommended), Vip Access, FreeOTP Authenticator
- Windows (Phone and 10 Mobile): Microsoft Authenticator (recommended), Authenticator G, OTP Manager

and the execution of the two steps described below.

1. Set up the account on the APP

Open the APP to create the OTP and add a new account by following one of these two modes:

▼ Create account with QRCode

Scan this QR code, the account will be created automatically.



▶ Create account manually

2. Enter OTP provided by the APP

To end the activation, enter the OTP created by the APP and press Confirm

OTP Code

← Cancel

→ Confirmation

Download and install one of the Apps required to generate the OTP code:

- Android and iOS:
Google Authenticator (recommended),
Vip Access, FreeOTP Authenticator
- Windows (Phone e 10 Mobile):
Microsoft Authenticator (recommended),
Authenticator G, OTP Manager

Follow the wizard to generate the OTP, then select **Confirmation** to complete the activation

YOU HAVE COMPLETED THE ENABLING PROCESS!

Now you can finally access conference 😊



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portal of Politecnico di Milano