

My Portal
Exam Registration
QUICK GUIDE for STUDENTS

1. Introduction

My Portal offers students two types of functions:

- registration for an exam ;
- check **on exam results** .

HOME

Student

Reserved Area
Logout
Change Password

Home
Registrar's Office
Registrations

Personal Information [Show details](#)

Control Panel [Hide details](#)

Student Status [Show details](#)

Messages [Hide details](#)

Process	Status	To do
Fees	● situation in order	display
Study plan	● non-editable	
Exam sessions available	● 16 exam sessions available	make a booking
Registration for exam sessions	● 0 bookings	

[access all functions](#)

Personal Messages

Sender	Title	Date
no messages		

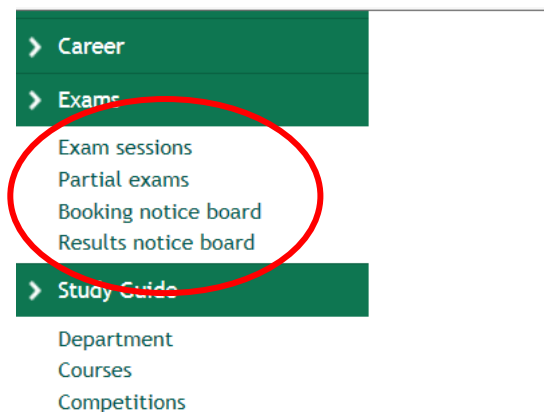
[others...](#)

On your dashboard you can see directly:

- Exam sessions available
- Registration for exam sessions.

2. Registration for an exam

In this section , you can see how to register for an exam and manage your registrations. To access these operations, you must log in to My Portal, and select **Exams** from the menu on the left, shown in the following screenshot.



The options proposed are:

- **Exam sessions:** it allows you **to display** and **register for an exam** of the teachings you belong to; the option is displayed as default setting;
- **Partial exams:** it allows you **to display** and **subscribe** to the **partial tests** of the teachings you belong to;
- **Booking notice board:** it allows you **to view** and **manage** your registrations;
- **Result notice board:** it allows you to check / accept / reject the results of a written exam.

To register for an exam you must click on **Exams -> Exam sessions** on the left menu. You can also find a list of **exams** related to your **teachings** .




[HOME](#) » [Exam sessions](#) » [List Exam sessions](#)


Booking Exam sessions

The page shows the sessions that can be booked to date, only for the academic activities already in your [booklet](#).

Exam sessions available for subjects in your own booklet

	Academic activity	Exam session	Registration	Description	Sessions
	THE CELL: MOLECULES AND PROCESSES	23/09/2015	01/08/2015 16/09/2015	V Appello	2014/2015

To book exam sessions for subjects (**Elective Activities**) not in your booklet go to the section [find sessions](#).

To display the exam details , you must select the icon  .

The selection allows you to display detailed information about the exam session.



[HOME](#) » [Exam Sessions](#) » Prenotazione appello

Details exam session

Academic activity: A000021 - BEING A MEDICAL DOCTOR
 (- MEDICINE AND SURGERY[A003])
 Exam session: I EXAM del 15/02/2016
 Sessions: Sessione Invernale
 Type of exam: Written
 Teachers: LICIA MARIA RITA MONTAGNA (Presidente)
 MASSIMO REICHLIN (Membro Effettivo)
 MATTEO BORRINI (Membro Effettivo)

Exams planning

Date	Building - Room	# Iscr	Teachers
15/02/2016 10:00	-	0	MONTAGNA LICIA MARIA RITA REICHLIN MASSIMO BORRINI MATTEO

[Go back](#)

[Register for an exam](#)

To continue with the procedure, select the **Register for an exam** button. After this selection, the registration is completed and you can print a reminder of registration, as shown in the following screen.

Didactic activity : A000021 - BEING A MEDICAL DOCTOR
 (offered in course MEDICINE AND SURGERY[A003])
 Exam session : BEING A MEDICAL DOCTOR del 15/02/2016
 Sessions : Sessione Invernale
 Type of exam : Written
 Teachers: LICIA MARIA RITA MONTAGNA (Presidente)
 MASSIMO REICHLIN (Membro Effettivo)
 MATTEO BORRINI (Membro Effettivo)

REGISTRATION COMPLETED

Sei invitato a presentarti:

Date - time	Building and classroom	Teachers
15/02/2016 - 10:00	-	MONTAGNA LICIA MARIA RITA, REICHLIN MASSIMO, BORRINI MATTEO

[Return to list of exam sessions](#)

[Print reminder](#)

3. To Manage an exam registration

Path: **Exams -> Booking notice board**

Exam registration notice board

[HOME](#) » Exam registration notice board

Exam registration notice board

Status exam registrations updated to 12/12/2015

Visualize [cronologia completa](#) of exam session registration operations

BEING A MEDICAL DOCTOR - [A000021] - I EXAM									
Enrolment number 1 on 1									
Type of exam Written									
Day	Time	Building	Classroom	Reserved for	Teachers	Delete	Print		
					Surname Name				
15/02/2016	10:00			Nessun partizionamento	MONTAGNA LICIA MARIA RITA	✕	🖨️		
					REICHLIN MASSIMO				
					BORRINI MATTEO				

At this level, you can perform one of the following operations on your exam registration:

- **Delete** your exam registration, through the corresponding icon X;
- **Print** the exam registration, through the icon of a printer.