

Esse3 (UNIWEB) activation tutorial: Academic year 2024/25

This guide is dedicated to **International students** who have successfully applied to join one of the University of Padua's Degree Programme, have received and accepted an Admission offer and are completing their enrolment procedures.

Once your applications reach the status: "**Ready for UNIWEB acc. activation from University of Padua**" you will be required to activate a provisional UNIPD account in the university personal area for students: Esse3 (UNIWEB). This provisional account will then be updated to official once you finalise your enrolment.

During your studies, Esse3 (UNIWEB) will allow you to manage your career at UNIPD, through your personal account you will be able to book exams, pay your fees, choose your courses and much more.

If you have not received this email yet, do not worry, it will be sent to you in due time as long as you have followed all other enrolment procedures.

The Esse3 (UNIWEB) activation procedure will follow these steps:

1. You will receive an email with subject "**Please activate your Esse3 account**" which will contain a unique token hyperlink to begin the activation procedure.
2. After confirming your data, you will be shown your provisional USERNAME (i.e. 123456789@unipd.it) and an ACTIVATION CODE to use during the first activation of your provisional UNIWEB account;
3. Once you activate your provisional UNIWEB account, you will have to choose three security questions and set a new PASSWORD.
4. After setting a new password for your provisional UNIWEB account go back to the Application Platform apply.unipd.it and update the "**UNIWEB account activation**" task.

This guide will describe the first two steps.

1. Activation through unique token

Once your applications reach the status: "**Ready for UNIWEB acc. activation from University of Padua**" you will receive an email with subject "**Please activate your Esse3 account**" which will contain a unique token hyperlink to begin the activation procedure.

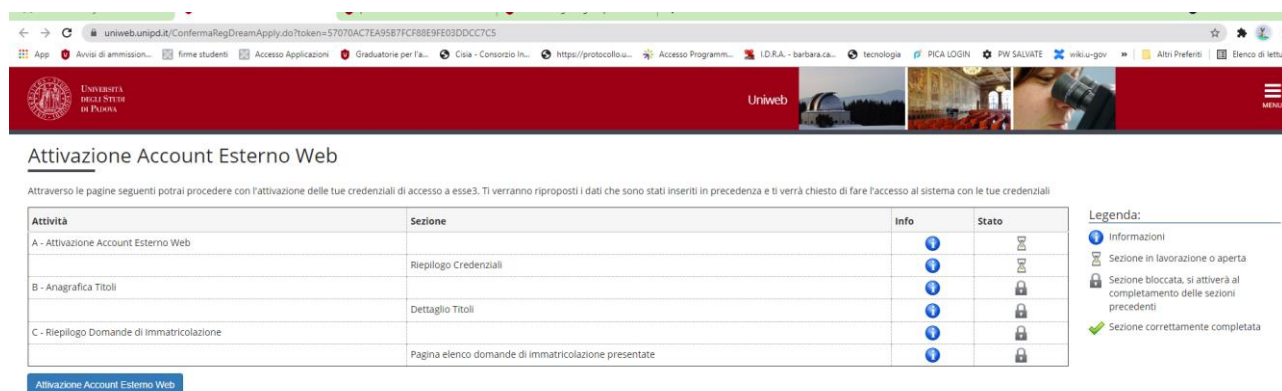


IMPORTANT: The unique token can only be used one time.

Once you begin the activation procedure you will have to complete it in one sitting and will not be able to interrupt it and resume it later. Make sure your internet connection is stable before beginning the procedure and your device is charged.

Before you begin the procedure make sure to read all this guide.

Clicking on the one time link will take you to the UNIWEB activation webpage (see image in the next page).



Attivazione Account Esterno Web

Attraverso le pagine seguenti potrai procedere con l'attivazione delle tue credenziali di accesso a esse3. Ti verranno riproposti i dati che sono stati inseriti in precedenza e ti verrà chiesto di fare l'accesso al sistema con le tue credenziali

Attività	Sezione	Info	Stato
A - Attivazione Account Esterno Web			
	Riepilogo Credenziali		
B - Anagrafica Titoli			
	Dettaglio Titoli		
C - Riepilogo Domande di Immatricolazione			
	Pagina elenco domande di immatricolazione presentate		

Legenda:

- Informazioni
- Sezione in lavorazione o aperta
- Sezione bloccata, si attiverà al completamento delle sezioni precedenti
- Sezione correttamente completata

Attivazione Account Esterno Web

You can switch the language to English using the Menu in the top right corner of the webpage.

To begin the procedure click on the blue button: UNIWEB Account Activation (*Attivazione Account UNIWEB*).

Step A and **Step B** of the activation procedure will recap your personal information.

This information can NOT be edited at this stage.

Step C will display your provisional username and your activation code.



IMPORTANT: The provisional username and the activation code are required to proceed. You will not be able to retrieve them if you close the webpage and you will not receive them via email. Before you continue make sure to write down your provisional username and the activation code.

Write down or save your username and activation code.

Your provisional username will look something like this: 10772152@unipd.it

Only after you finalise your enrolment, your username will be updated to a student email which will be structured as such: yourname.yoursurname@studenti.unipd.it

2. First Activation

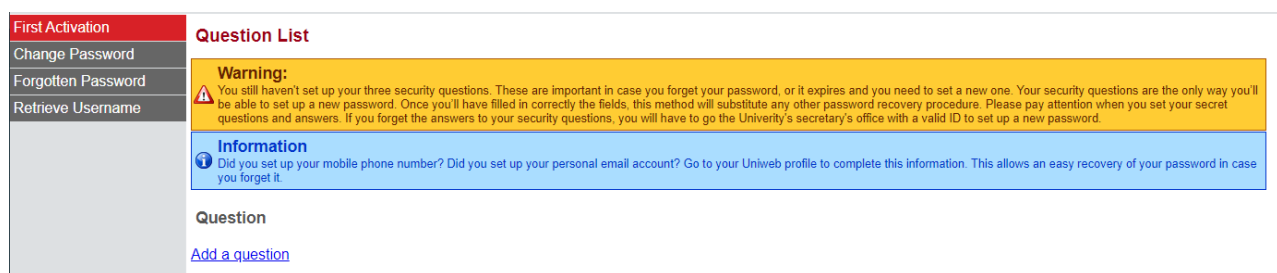
Only after writing down or saving your provisional username and activation code, click on the blue button to proceed with the first activation of your UNIWEB account.

Firstly, you will be required to input your provisional username complete with the @unipd.it part.

Then you will be required to input your activation code.

3. Security questions and password

After completing your first activation, follow the instructions to set three security questions by clicking on “Add a question”.



First Activation

Change Password

Forgotten Password

Retrieve Username

Question List

Warning:
You still haven't set up your three security questions. These are important in case you forget your password, or it expires and you need to set a new one. Your security questions are the only way you'll be able to set up a new password. Once you'll have filled in correctly the fields, this method will substitute any other password recovery procedure. Please pay attention when you set your secret questions and answers. If you forget the answers to your security questions, you will have to go the University's secretary's office with a valid ID to set up a new password.

Information
Did you set up your mobile phone number? Did you set up your personal email account? Go to your Uniweb profile to complete this information. This allows an easy recovery of your password in case you forget it.

Question

[Add a question](#)

Select a question from the dropdown list and write down your answer.

After setting 3 security questions, you will be able to set a password.

Follow the instructions to set your first password.

4. Update the task on apply.unipd.it

Congratulations, you can now access your provisional UNIWEB account by visiting the [UNIWEB homepage](#), opening the Menu in the top right corner of the webpage and selecting the option “Login” in the “My personal area” section.

Now, enter you application on the Application Platform apply.unipd.it and update the “UNIWEB account activation” task selecting the option “I have activated my Uniweb account”.