

App lezioniUnimi: how to reserve your seat in classroom

Reserving your seat

Università degli studi di Milano provides two ways to reserve a seat in the classroom for students: an app and the web timetable.

1. App lezioniUnimi

The lezioniUnimi app, available for Android and IOS, can be downloaded from Play Store and Apple Store or from the links provided on this page:

https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programmestudy/course-timetables

Important: those who had already installed the app must update it in order to use the "reserve your seat" function.

Screenshots in this manual refer to the Android version of the app. The app is only available in Italian for the time being.

Installation

Upon installation, the app shows the startup page, in which the reserve-seat function "Prenota posto" can be seen at the bottom of the menu:





Login

When selecting "Prenota posto" or "Login", the app asks for authentication: use the login and password that Universita degli Studi di Milano provided. The app saves your credentials until you click "Logout".

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		Autenticazione 3
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		Studenti [@studenti.unimi.it]
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		Via Festa del Perdono 7 - 20122 Milano, tel. +39 02503 111 Posta Elettronica Certificata C.F. 80012650158 - PJ. 03064870151 © Corrutio 2005 18



Profile creation

The first time you use the app, a profile must be created to select which courses you want to attend in the classroom. To do it, select "Prenota posto" and on the following page "Nuova prenotazione".



Important: you can create your profile by clicking on the top right gear icon.

On the next page, use the dropdown menus to select your programme. Click on the right icon on the top right.





The app shows all the courses for the programme selected. Check all the courses you want to attend in the classroom and click on the top right save icon.



When you save, you are asked for an email address to receive communications about your reservations. Your @studenti.unimi.it is the default address, but you can change it.



Your profile is now complete.



Reserving your seat in the classroom

You can now reserve your seat by clicking "Prenota posto". The app will show all the lessons for the selected courses that will be held in classrooms for the next 7 days. To reserve your seat just click "Prenota". The app will show some recap information and send you an email.



Your place in the classroom is now reserved.



Profile management

You can change your profile anytime to add or remove courses, or completely delete it. To do it, click "Prenota posto" and then the top right gear icon. On the next page, use the three dots top right icon and click "Modifica profilo" to change your profile or "Elimina profilo" to delete it.



Important: by changing your profile, all your reservations of courses you have removed will be cancelled.

Important: by deleting your profile, all your reservations will be cancelled.



Managing reservations

When clicking "Prenota posto" and then "Le mie prenotazioni" the app shows your past and future reservations. You can cancel a reservation by clicking "ANNULLA".





2. Web timetable

Connect to <u>https://easystaff.divsi.unimi.it/PortaleStudenti/</u> to reserve your seats using the functions in the "Reserve your seat" section.

	UNIVERSITÀ DEGLI STUDI DI MILANO							
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	Educational activities, first semester 2020/21 planning The website for each study programme sets out information on how the activities will be recommenced, for both online and onsite lessons; these will be available in the https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/educational-activities-first-semester-2020/21-planning Welcome to the student's Web Agenda of the University of Milano							
	By degree By teacher By course	Exams calendar	Rooms occupation					
	Reserve your seat New reservation My reservations Manage your profile	e Bookings	Information about mobile app lezioniunimi					
	You can get more information about cell.	events (maps, professor contact informa	tion, event list, etc) by clicking on each					



As shown for the app, you must set up a profile using your credentials and selecting the courses you want to attend.

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B		Show/hide search parameters	- 6								
P		Select your course of study to search for the lessons for which you would like to book a place in the classroom. If you cannot find your degree course, the enrolment procedure may not have been activated.									
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You can reserve your seat clicking "New reservation".

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Important: this is a *responsive* web interface, it works perfectly on smartphones and tablets.



3. Help

If you need information, ask your student services.

For technical issues send an email to app@unimi.it.