



## 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-programme-study/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

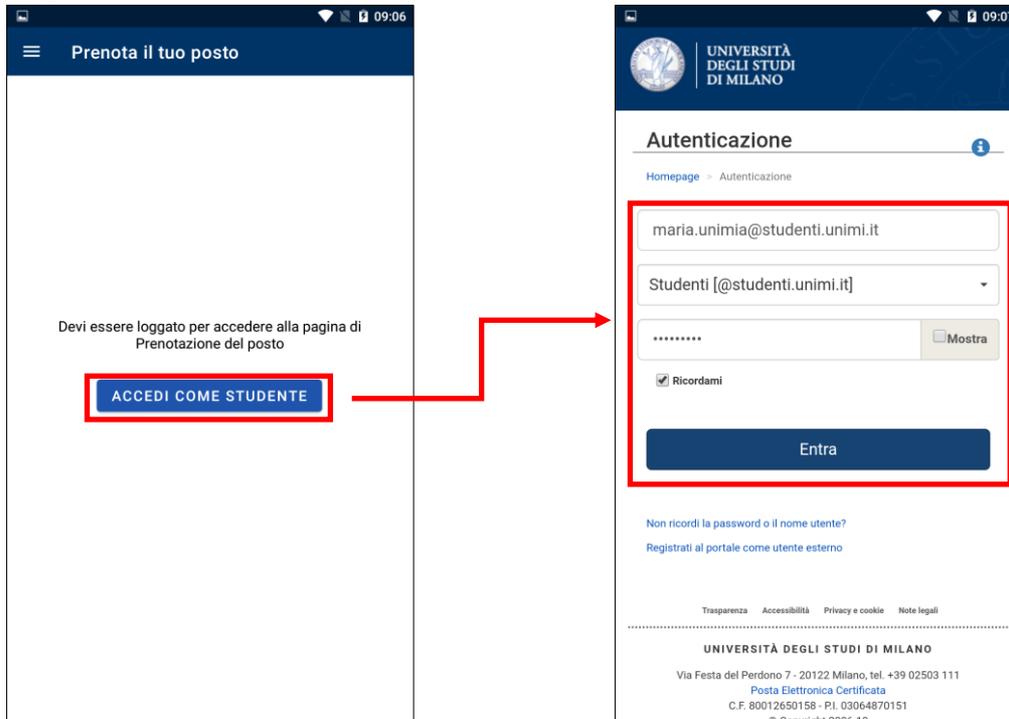
Upon installation, the app shows the startup page, in which the reserve-seat function “Prenota posto” can be seen at the bottom of the menu:





## Login

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





## 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.

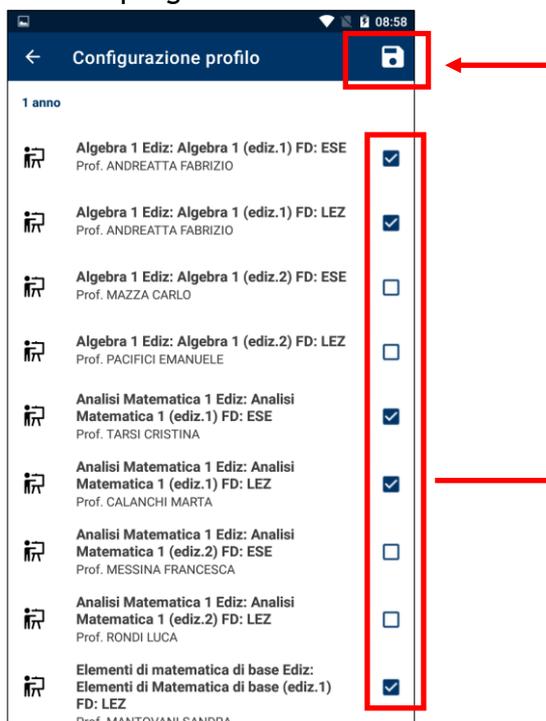
On the next page, use the dropdown menus to select your programme. Click on the right icon on the top right.





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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.

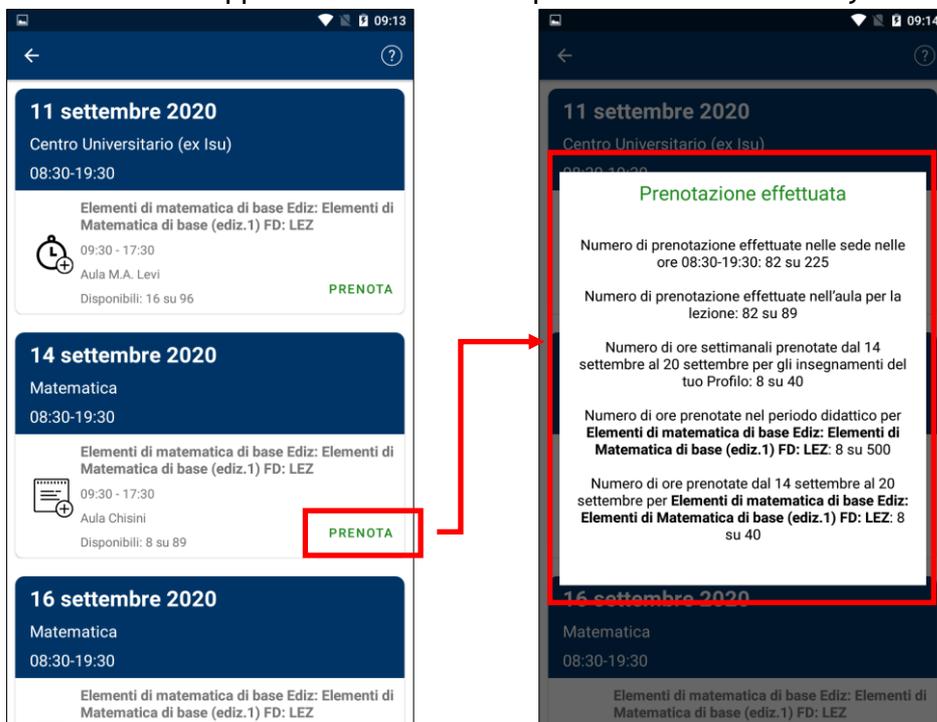


Your profile is now complete.



## 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.

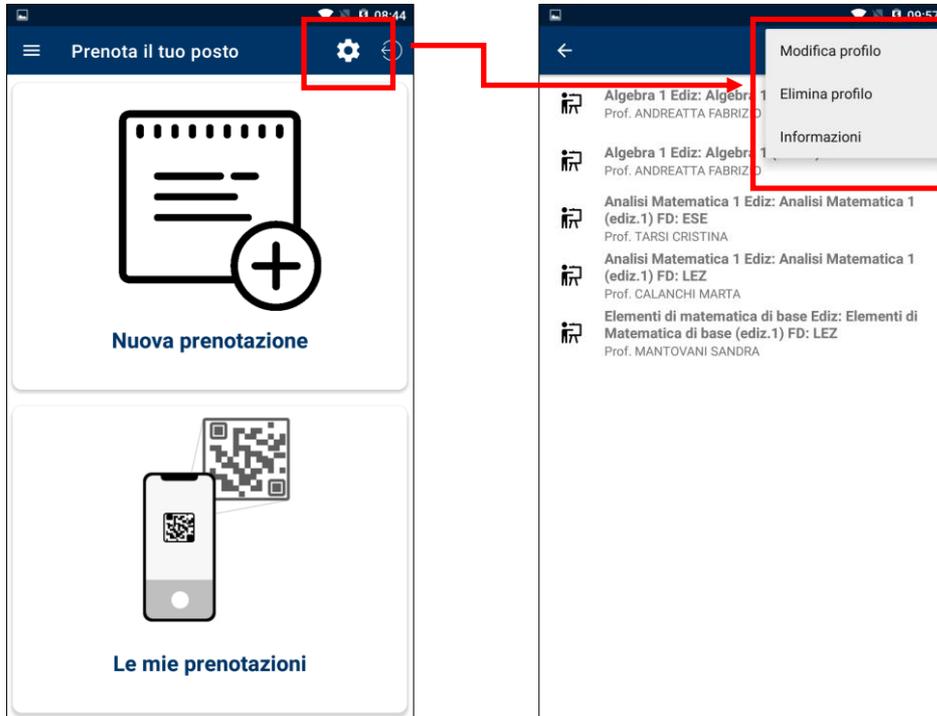


Your place in the classroom is now reserved.



### 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.



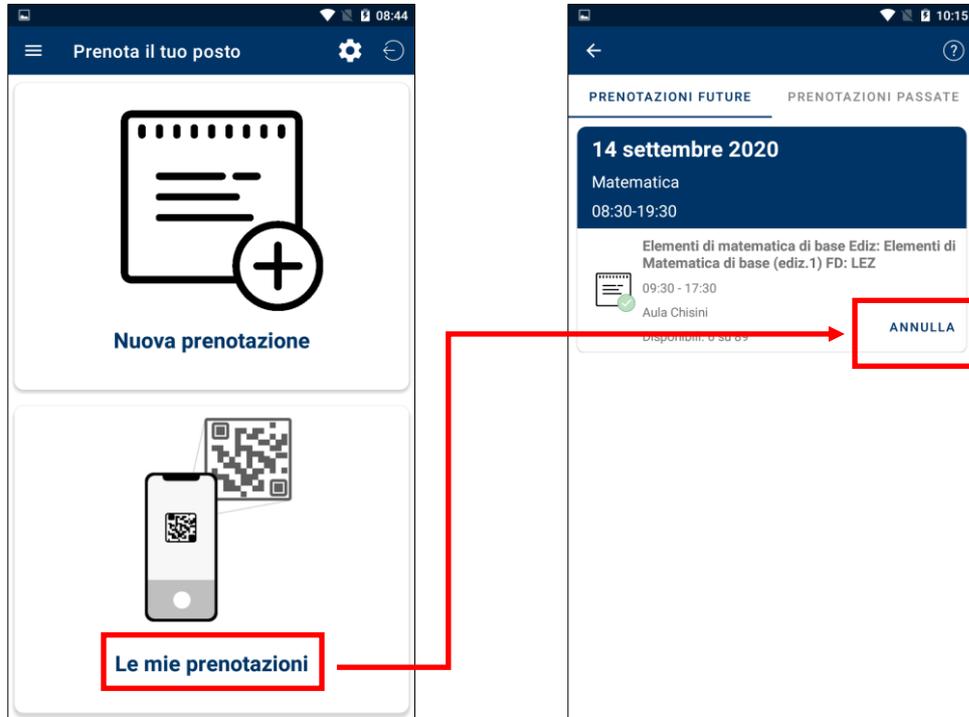
**Important:** by changing your profile, all your reservations of courses you have removed will be cancelled.

**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 <https://easystaff.divisi.unimi.it/PortaleStudenti/> to reserve your seats using the functions in the “Reserve your seat” section.

The screenshot shows the 'Home page' of the University of Milan's student portal. The header includes the university logo and name. A navigation sidebar on the left contains icons for home, calendar, pencil, presentation, graduation cap, list, and mobile. The main content area features a message about service updates, followed by two informational sections: 'Didattica, pianificazione primo semestre 2020/21' and 'Educational activities, first semester 2020/21 planning'. Below these is a 'Welcome to the student's Web Agenda of the University of Milano' section with six interactive tiles: 'Lessons timetable' (with sub-options: By degree, By teacher, By course), 'Exams calendar', 'Rooms occupation', 'Reserve your seat' (highlighted with a red border, with sub-options: New reservation, My reservations, Manage your profile), 'Bookings', and 'Information about mobile app lezioniunimi'. A footer note states: 'You can get more information about events (maps, professor contact information, event list, etc) by clicking on each cell.'



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

**Manage your profile** italiano english español

### Find courses

[Show/hide search parameters](#)

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.

Didactic structure:  Bachelor type:  Course of study:  Didactic period:

Select the courses for which you want to book lessons

Year 0		
<input type="checkbox"/>	Algebra 3 Ediz. Unica FD: ESE	VENERUCCI RODOLFO, SEVESO MARCO ADAMO
<input type="checkbox"/>	Algebra 3 Ediz. Unica FD: LEZ	VENERUCCI RODOLFO, SEVESO MARCO ADAMO
<input type="checkbox"/>	Geometria 5 Ediz. Unica Mod. Geometria 5 (mod/02) FD: ESE	CAMERE CHIARA
<input type="checkbox"/>	Geometria 5 Ediz. Unica Mod. Geometria 5 (prima parte) FD: LEZ	COLOMBO ELISABETTA
<input type="checkbox"/>	Metodi e modelli matematici per le applicazioni Ediz. Unica FD: LABO	

You can reserve your seat clicking “New reservation”.

### Reserve your seat

italiano english

**Educational activities, first semester 2020/21 planning**  
The website for each study programme sets out information on how the activities will be recommended, for both online and onsite lessons; these will be available in the News Section on each home page.  
<https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/educational-activities-first-semester-2020/21-planning>

[« Back](#)

[Reserve your seat](#) » [New reservation](#)

Below is the list of lessons for which you can book your classroom seat; please note that lessons that take place entirely at a distance will not be listed.  
To view the full schedule of your classes for today's week, click on [See your schedule](#)

**Monday 14 Settembre 2020**  
Site: Matematica  
Shift: 08:30 - 19:30

**Elementi di matematica di base Ediz: Elementi di Matematica di base (ediz.1) FD: LEZ**  
09:30 - 17:30  
Aula Chisini

» There are 7 seats available out of 89 «

[» Check and book your seat](#)

**Wednesday 16 Settembre 2020**  
Site: Matematica  
Shift: 08:30 - 19:30

**Elementi di matematica di base Ediz: Elementi di Matematica di base (ediz.1) FD: LEZ**  
09:30 - 17:30  
Aula Chisini

» There are 27 seats available out of 89 «

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



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### 3. Help

If you need information, ask your student services.

For technical issues send an email to [app@unimi.it](mailto:app@unimi.it).