

# Guide to registration

**This guide will show you the registration procedure to the Online Desk (Sportello Internet → Spln) of Università Iuav di Venezia.**

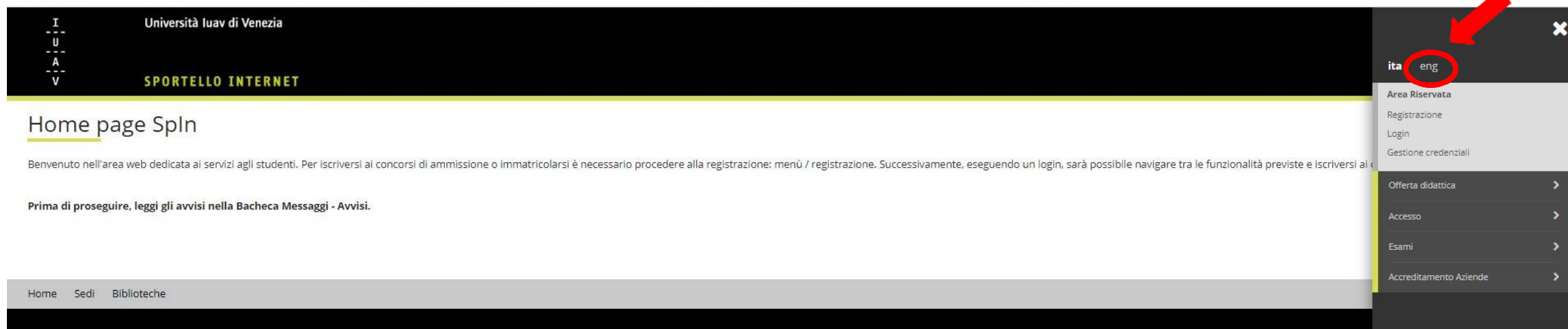
**You will need to register in order to be provided with a username and password, which will be fully functioning within 24 hours from registration.**

# Spln

By accessing the following website:

<https://iuav.esse3.cineca.it/Start.do> you will reach the Online Desk home page.

You can choose your language from the dropdown menu on the right side.



The screenshot displays the Spln website interface. At the top left, the logo for Università Iuav di Venezia is visible, along with the text "SPORTELLO INTERNET". The main content area shows the "Home page Spln" and a welcome message. A dropdown menu is open on the right side, showing the language selection options: "ita" and "eng". A red circle highlights the "eng" option, and a red arrow points to it from the right. Below the dropdown menu, there are navigation links for "Area Riservata", "Registrazione", "Login", "Gestione credenziali", "Offerta didattica", "Accesso", "Esami", and "Accreditamento Aziende".

# SpIn

Click on «[Registration](#)» from the dropdown menu. You are kindly invited to read the informative report on the privacy policy pursuant to art. of the European Regulation 2016/679.

Click on «[luav registration](#)» to proceed.

The screenshot shows the 'luav registration' page on the website of the University of Luav di Venezia. The page header includes the university logo and the text 'SPORTELLO INTERNET'. A dropdown menu is open on the right side, showing options like 'Reserved Area', 'Registration', 'Login', and 'Manage your login data'. A red arrow points from the 'Registration' menu item to the 'luav registration' button on the page. Below the button, there is a list of requirements for registration, including personal details, tax code, and addresses. The footer contains navigation links for Home, University, Headquarter, Library, Courses, and luav diary.

Universit  luav di Venezia

SPORTELLO INTERNET

## luav registration

Welcome, on the following pages you will be able to register on the luav portal.

Before proceeding, please view the informative report on the treatment of personal data, pursuant to art. 13 of the European Regulation 2016/679  
General Regulation on the protection of personal data  
[Read the informative report](#)

After registering you will be provided with a username and password. After logging in you can modify your personal details and access several services. You can find the required information below:

- \* Personal details
- \* Tax code
- \* Addresses: permanent address and current address
- \* email address and phone number.

[luav registration](#)

Home University Headquarter Library Courses luav diary

# Tax code

Insert your tax code (*codice fiscale*) in the «**Italian tax code**» field.  
If you are an international applicant, tick the box below.  
Proceed with «**Next**».

The screenshot shows the 'Sportello Internet' interface for the University of Venice. At the top, the university logo and name are displayed. Below the navigation bar, there is a 'REG' button and a sequence of numbered steps (1-5) with a 'Next' button. The current step is 'Tax code', which includes a text input field and a checkbox for international students. The 'Next' button is highlighted in blue.

I  
U  
A  
V

Università Iuav di Venezia

SPORTELLO INTERNET

REG 1 2 3 4 5 ... >>

Tax code

Enter your Italian tax code and click on Proceed:

Tax code

\* Italian tax code.

International students with no tax code  I am an international student with no Italian tax code

Back Next

Home University Headquarter Library Courses Iuav diary

# Permanent address/legal address

Insert the details of your permanent address/legal address.

If you select «Italy», you will be able to choose your province from the dropdown menu, and the ZIP Code will be calculated automatically.

If you don't reside in Italy, just fill in the mandatory fields.

If your permanent/legal address is the same as your current address, please choose «Yes» and proceed. If it's not, choose «no» and click «Next», then fill in your current/temporary address details.

The fields marked with \* are mandatory.

The screenshot shows the 'SPORTELLLO INTERNET' interface for the University of Venice. The page title is 'Registration: legal address/permanent address'. Below the title, it states: 'Here you can enter and change your legal address/permanent address'. The form is titled 'Legal address/permanent address' and contains the following fields:

- Country\***: A dropdown menu with 'ITALY' selected.
- Province/State\***: A dropdown menu with 'Select a province/state' selected. Below it, the text 'if in Italy' is displayed.
- Town/City\***: A dropdown menu with 'Select a town/city' selected.
- ZIP Code\***: A text input field that is currently greyed out. Below it, the text 'if in Italy' is displayed.
- District**: A text input field.
- Address\***: A text input field. Below it, the text '(street, square, road)' is displayed.
- Street no.\***: A text input field.
- Date (even tentative) on which you started residing at your permanent/legal address\***: A text input field. Below it, the text '(dd/mm/yyyy)' is displayed.
- Telephone**: A text input field.
- My current address is the same as my permanent address\***: A radio button group with 'Yes' and 'No' options.

At the bottom of the form, there are 'Back' and 'Next' buttons.

# Contact details

**Insert your contact details:  
email address and phone  
number are mandatory (\*).**

**Please note that you must  
consent to the treatment of  
your personal data in order to  
proceed with registration.**

I  
U  
A  
V

Università Iuav di Venezia

SPORTELLO INTERNET

REG << ... 3 4 5 6

Registration: Contact details

Here you can enter and change your contact details

Contact details:

Email address\*

FAX number

If you can't find your international dialling code, choose "--" and enter your code in the blank field (e.g. for UK insert +44)

Country code

Country code\*

(International dialling code - Italian Country Code 0039)

Mobile phone number\*

Max 16 characters (i.e.: 3486767676)

Phone company

Privacy\* I have viewed the informative report regarding art. 13 of the European Regulation 2016/679 and I authorize the treatment of my personal data.  
 Yes  No

SMS I give my permission to send me informative emails about events and presentations regarding Iuav.  
 Yes  No

Back Next

Home University Headquarter Library Courses Iuav diary

# Registration recap

This page recaps the details you entered.

Please double-check  
**CAREFULLY.**

You can change the information you inserted by clicking on «  **Change...** »

Once you have made sure all details are correct, click on « **Confirm** ».


REG << ... 4 5 6

## Registration: Registration recap

This page summarizes the information you entered in the previous sections

### Personal details

Name	NAME
Family name/Surname	SURNAME
Gender	Male
Date of birth	01/01/2000
Citizenship	UNITED STATES
2nd citizenship	UNITED STATES
Country of birth	UNITED STATES
City not listed	xxx City
Italian tax code	SRNNMA00A01Z404V

 [Change your personal details](#) Use the link to change your personal details


### Permanent/legal address

Country	UNITED STATES
City not listed	xxx City
ZIP Code	
District	
Address	xxx Street
Street no.	1
Date (even tentative) on which you started residing at your permanent/legal address	01/01/2000
Phone number	
Current/temporary address is the same as permanent/legal address	Yes

 [Change your permanent address details](#) Use this link to change your permanent address details

### Contact details

Email address	mail@mail.com
Certified email	
Fax number	
Mobile phone number	+1 0000000000
Phone company	
I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I authorize the transmission of my personal data for university-related purposes.	Yes
I authorize the circulation of my personal data for university-related purposes.	Yes
I give my permission to send me informative emails about events and presentations regarding luav.	Not enabled

 [Change Contacts](#) Use the link to edit Contacts

Back Confirm

# Registration successful

**After your registration is confirmed the system will show your login details (username and password) which will need in order to access your personal area.**

**You will also receive you login details on the email address you provided.**

**Please keep them safe, as you will need them for future access.**

I  
U  
A  
V

Università Iuav di Venezia

SPORTELLO INTERNET

REG << ... 6 7

Registration: Registration successful

All the required information have been entered correctly. To access your personal area you must login using the username and password shown below.  
**ATTENTION!** Please do not forget or lose your login details, you will need them for future access.

**Login details**

Name	NAME
Family name/surname	SURNAME
Email address	mail@mail.com
Username	n.surname
Alias	
Password	PR8+CEUU

The access keys have been properly sent to the email address you provided

Login

Print memo

Exit

Home University Headquarter Library Courses Iuav diary