

ASIT
ICT Services and Telecommunications Area



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

External Users Platform

Management of Non-Institutional Users

OPERATING MANUAL

The External Users Management Portal was created with the goal of simplifying, standardising, and ensuring full traceability of registration and management processes for non-institutional users of the University. It ensures data security, transparency, and regulatory compliance.

This manual provides a technical-operational reference to correctly use the portal, clearly describing the available functionalities, the expected roles, and the procedures to follow.

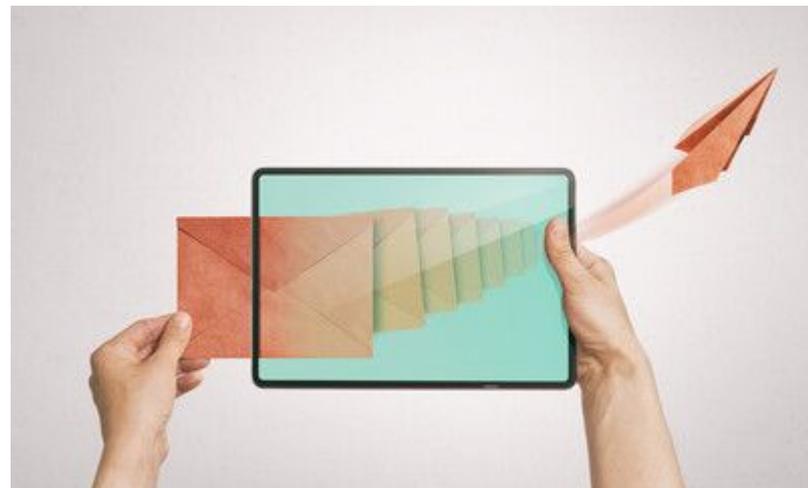


It is intended for authorised personnel within University structures and aims to support a uniform and informed use of the tool, contributing to the full adoption of the platform and to the overall efficiency of the external user management process.

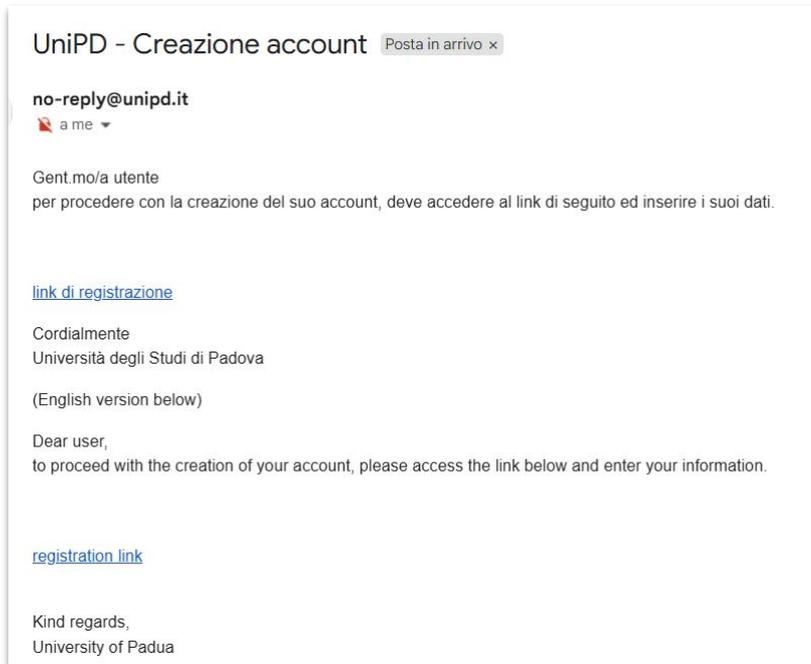
In the credential creation flow for external users, the reference structure is responsible for creating the invitation on the portal.

Authorised users enabled for this function are called SPONSORS. They manage the entire flow of creating the external user, who will be assigned an @ext.unipd.it account.

An external user may have multiple profiles and be associated with multiple structures. Depending on the assigned profile, the user will automatically receive and activate specific services, described below.



When the sponsor creates the invitation, they must enter the personal email address of the user to be registered. Upon saving, the user receives an email with a link to begin the registration.



By selecting the link, the user may choose between SPID registration or manual registration.



Throughout the registration process, informational messages are sent to guide the user during the activation steps.

Token Entry

A token has been sent to the personal email provided during registration, please enter it to continue

[Next](#)

UniPD - Invio token Posta in arrivo x

no-reply@unipd.it



Gentile utente

per procedere con la registrazione inserire il seguente token: **XY12345678**

Il token ha una validità di 60 minuti. Cordialmente

Lo staff

Università degli Studi di Padova

(English version below)

Dear User,

To proceed with registration please use the following token: **XY12345678**

The token will be valid for 60 minutes.

Best regards,

The Staff

Università degli Studi di Padova

Proceeding with the registration, the system sends a token to the email address indicated in the invitation. This token must be entered in the next screen.

After entering the token, the user may continue with personal data entry and complete the process.

Registration

Welcome **be + ...**

Personal data

First name*	Last name*		
Place of birth*	Date of birth* gg/mm/aaaa 	Gender*	Choose an option ▾
Citizenship*	Choose an option ▾	Tax code	
Phone*			



Registration

Welcome to 

Personal data

First name*	Last name*	
Place of birth*	Date of birth* gg/mm/aaaa 	Gender* Choose an option 
Citizenship*	Tax code	
Choose an option 		
Phone*		

Account data

Enter a new password for registration

New password

Enter at least 8 characters, combining uppercase letters, numbers, and special characters !?#\$%&^/*-@.

Confirm new password

Residence data

Country*	Province*
Choose an option 	
Municipality*	ZIP code*
Street*	Civic number*

Are residence and domicile different?

Identity document

 Upload file

Policy

Privacy policy acceptance

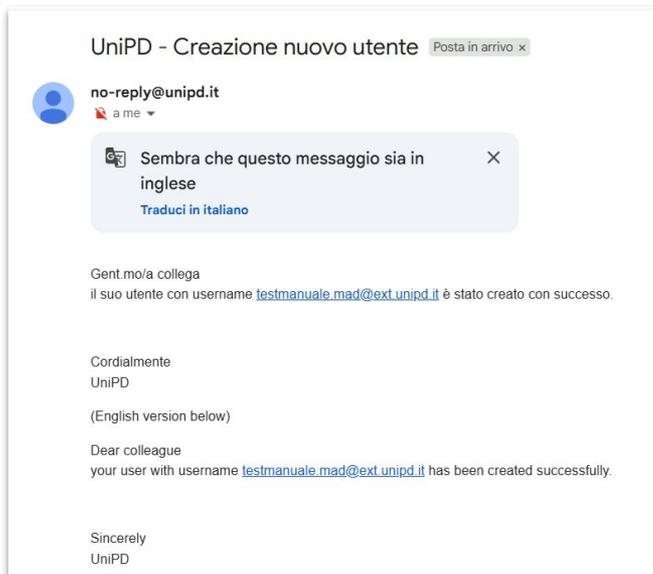
[Read our acceptable use policy.](#)

AUP acceptance

[Read our acceptable use policy.](#)

Confirm

Once the procedure is completed, the system sends a confirmation email containing the assigned username.



Personal Information

User state

To be identified
The user has not been identified yet

Personal data

First name*	Test
Place of birth*	Los angeles
Date of birth*	22/12/1979
Citizenship*	Francia (FR)

Upon logging back into the portal, users can view the data entered during registration. For any changes, they must contact their sponsor. For manually registered users, the personal profile will show the status "TO BE IDENTIFIED". In this case, the user must contact the structure that issued the invitation.

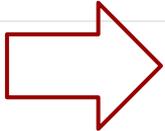
By selecting the “User Profile” menu in the upper-right corner, users can view additional personal data provided during registration.

Selecting the user icon on the status bar grants access to various menus and the password change function.

Personal Information

User state

To be identified



IT EN CN



User profiles

This section contains all profile blocks associated with your account. For each structure, the following is specified:

- Structure name
- User types
- Reference teacher
- Expiration date

You can return to the home page via the button at the top right or from the menu on the right

TEST001

Structure name
STRUTTURA TEST PER DOCUMENTAZIONE

User types
Personale di ditta esterna

Reference teacher

Expiration date
13/01/2026

Change Password

Actual password

New password

Confirm new password

Confirm

test.testmio@ext.unipd.it

- Personal information
- Change password
- User profiles
- Logout



A user registered with a tax code will automatically have access to:

- An email address identical to their username, formatted as @ext.unipd.it
- Wi-Fi access (Eduroam, limited to University of Padova facilities)
- SSO services (Zoom, E-learning, etc.)
- Active Directory access on University workstations (subject to structure authorisation)

University services are granted only to authorised profiles. Enabling the platform does NOT automatically grant access to all services.

Users registered manually must complete the identification process with their reference structure.



Further information about the platform is available on the ASIT website at the following link:
[Piattaforma di gestione degli utenti esterni \(dominio @ext.unipd.it\) | Università di Padova](https://www.unipd.it/it/assistenza-e-registrazione-profilo)