



**My Portal  
Exam Registration  
QUICK GUIDE for STUDENTS**

## 1. Introduction

My Portal offers students two types of functions: •

- registration for an exam ;
- check on exam results .

The screenshot shows the MyPORTAL interface for student SEBASTIANO PINDILLI. The dashboard is circled in red and contains the following elements:

- Student Profile:** SEBASTIANO PINDILLI
- Control Panel:** A table with the following data:

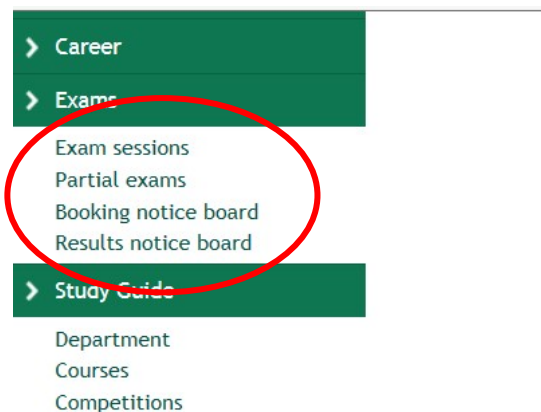
Process	Status	To do
Fees	● situation in order	<a href="#">display</a>
Study plan	● non-editable	
Exam sessions available	● 16 exam sessions available	<a href="#">make a booking</a>
Registration for exam sessions	● 0 bookings	
- Personal Messages:** no messages
- Navigation:** Home, Registrar's Office, Registrations

On your dashboard you can see directly:

- Exam sessions available • Registration for exam sessions.

## 2. Registration for an exam

In this section , you can see how to register for an exam and manage your registrations. To access these operations, you must log in to My Portal, and select **Exams** from the menu on the left, shown in the following screenshot.



The options proposed are:

- **Exam sessions:** it allows you **to display** and **register for an exam** of the teachings you belong to; the option is displayed as default setting;
- **Partial exams:** it allows you **to display** and **subscribe** to the **partial tests** of the teachings you belong to;
- **Booking notice board:** it allows you **to view** and **manage** your registrations;
- **Result notice board:** it allows you to check / accept / reject the results of a written exam.

To register for an exam you must click on **Exams -> Exam sessions** on the left menu.

You can also find a list of **exams** related to your **teachings** .




[HOME](#) » [Exam sessions](#) » [List Exam sessions](#)

### Booking Exam sessions

The page shows the sessions that can be booked to date, only for the academic activities already in your [booklet](#).

Exam sessions available for subjects in your own booklet

Academic activity	Exam session	Registration	Description	Sessions
 THE CELL: MOLECULES AND PROCESSES	23/09/2015	01/08/2015 16/09/2015	V Appello	2014/2015

To book exam sessions for subjects (**Elective Activities**) not in your booklet go to the section [find sessions](#).



To display the exam details , you must select the icon .  
The selection allows you to display detailed information about the exam session.



[HOME](#) » [Exam Sessions](#) » Prenotazione appello

## Details exam session

**Academic activity:** A000021 - BEING A MEDICAL DOCTOR  
( - MEDICINE AND SURGERY[A003] )  
**Exam session:** I EXAM del 15/02/2016  
**Sessions:** Sessione Invernale  
**Type of exam:** Written  
**Teachers:** LICIA MARIA RITA MONTAGNA ( Presidente )  
MASSIMO REICHLIN ( Membro Effettivo )  
MATTEO BORRINI ( Membro Effettivo )

### Exams planning

Date	Building - Room	# Iscr	Teachers
15/02/2016 10:00	-	0	MONTAGNA LICIA MARIA RITA REICHLIN MASSIMO BORRINI MATTEO

[Go back](#)

[Register for an exam](#)

To continue with the procedure, select the **Register for an exam** button. After this selection, the registration is completed and you can print a reminder of registration, as shown in the following screen.

**Didactic activity :** A000021 - BEING A MEDICAL DOCTOR  
(offered in course MEDICINE AND SURGERY[A003])  
**Exam session :** BEING A MEDICAL DOCTOR del 15/02/2016  
**Sessions :** Sessione Invernale  
**Type of exam :** Written  
**Teachers:** LICIA MARIA RITA MONTAGNA (Presidente)  
MASSIMO REICHLIN (Membro Effettivo)  
MATTEO BORRINI (Membro Effettivo)

**REGISTRATION COMPLETED**

### Sei invitato a presentarti:

Date - time	Building and classroom	Teachers
15/02/2016 - 10:00	-	MONTAGNA LICIA MARIA RITA, REICHLIN MASSIMO, BORRINI MATTEO

[Return to list of exam sessions](#)

[Print reminder](#)

## 3. To Manage an exam registration

Path: **Exams -> Booking notice board**

Exam registration notice board

[HOME](#) » Exam registration notice board

PINDILLI SEBASTIANO [MAT. 00254]

Exam registration notice board

Status exam registrations updated to 12/12/2015

Visualize [cronologia completa](#) of exam session registration operations

BEING A MEDICAL DOCTOR - [A000021] - I EXAM								
Enrolment number 1 on 1								
Type of exam Written								
Day	Time	Building	Classroom	Reserved for	Teachers	Delete	Print	
					Surname Name			
15/02/2016	10:00			Nessun partizionamento	MONTAGNA LICIA MARIA RITA	✕		🖨
					REICHLIN MASSIMO			
					BORRINI MATTEO			

At this level, you can perform one of the following operations on your exam registration:

- **Delete** your exam registration, through the corresponding icon X;
- **Print** the exam registration, through the icon of a printer.

### Accept/reject the result of a exam

Through My Portal the student must accept/reject the result of a exam

You need to select the tab Results Notice board from the side menu Exams.

Path after login: Exams -> Results notice board

Then click on the icon alongside each result.