UNIVR LEZIONI User Guide
How to book your place via the University's app

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1. General information

The UNIVR Lezioni app is available both on **Android** and **Apple** app stores. Since the app looks quite the same in both versions, in this guide you will only find the Android version.

The app is also available in English: the app will automatically adapt to the language in use on your smartphone.

2. Accessing the app for the first time

Once you have launched the app, the following message will appear (*You must log in to access the booking page*):

Devi essere loggato per accedere alla pagina di Prenotazione del posto

ACCEDI COME STUDENTE

Then tap on **"Accedi come studente"** (*Log in as a Student*)

UNIVERSITÀ
di **VERONA**

Il trattamento dei dati personali, relativo al presente
servizio, sarà improntato ai principi di correttezza,
liceità, trasparenza e di tutela della Sua riservatezza
(artt. 5 e ss., GDPR). I dati personali da Lei forniti
(nome e cognome, matricola, codice fiscale, indirizzo
e-mail, prenotazione del posto, accessi effettuati nella
sede) saranno trattati dall'Università degli studi di
Verona, quale Titolare del trattamento, per l'erogazione
del servizio di prenotazione e di accesso alle aule
prenotate. Ulteriori informazioni in merito alle finalità,
alle modalità di trattamento e all'esercizio dei diritti
(artt. 15-22, GDPR) sono reperibili nelle informative
relative al trattamento dei dati personali degli studenti
dei corsi di studio dell'Ateneo, consultabili al seguente
link: https://www.univr.it/it/privacy

☐ Dichiaro di conoscere e rispettare le
norme sull'accesso ai locali (Leggi)

LOGIN

Carefully read the privacy policy and the regulations on access to University's facilities and premises (*Norme sugli accessi ai locali*). Then check the box to accept such terms and conditions, tap on "Login". Then **enter your GIA login details (*Username* and *Password*).**

3. Create your profile

You will be asked to create your profile by entering the Structure concerned (i.e. the Teaching and Student Services Unit of your programme, or relevant administrative office), the type and name of your degree programme, and the *curriculum* (*Semester*) you're currently enrolled in:

← **Configurazione profilo** →

Seleziona il percorso di studi

Struttura   --   ▼

Laurea   ▼

Corso   ▼

Curriculum   ▼

Seleziona il tuo corso di studio per ricercare gli
insegnamenti per i quali vorrai prenotare il posto in
aula a lezione. Se non trovi il tuo corso di laurea, la
procedura di iscrizione potrebbe non essere stata
attivata.

Please find below an example:

Once you have completed all the required fields, tap on the arrow on the right (see above). A list of the available modules will appear:
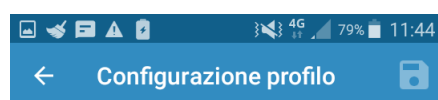
Select the module/s you intend to attend on site at the University:
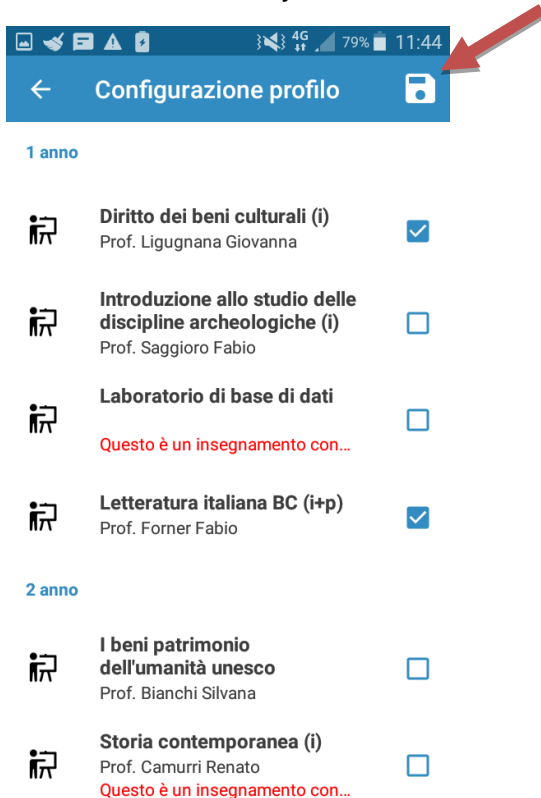
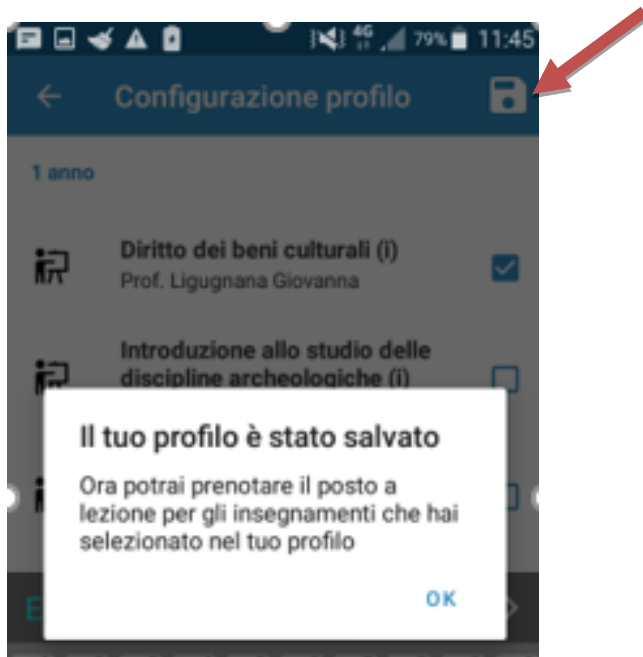Once you have selected **all the modules you intend to attend on site**, tap on the "floppy disk" icon (top right of the screen, see screenshot above) to save your profile.
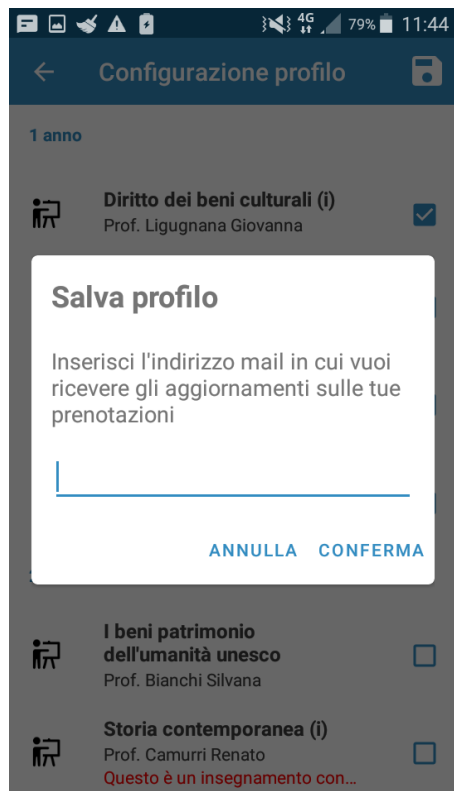
Enter your institutional email address (e.g. name.surname@studenti.univr.it), then **tap on "Conferma"** (*Confirm*).

A message confirming that your profile was correctly created will appear.

4. Extracurricular modules

From Semester 2 in the academic year 2020/21, students will be allowed **to add up to 5 extracurricular modules (i.e. from other degree programmes) to their booking profile**, so that they can attend the relevant lectures on site.

Once you have created your booking profile, tap on the **gear icon** (top right of screen) and then on the **three dots** icon:

Then tap on **"Aggiungi extracurriculari"** (Add extracurricular modules).
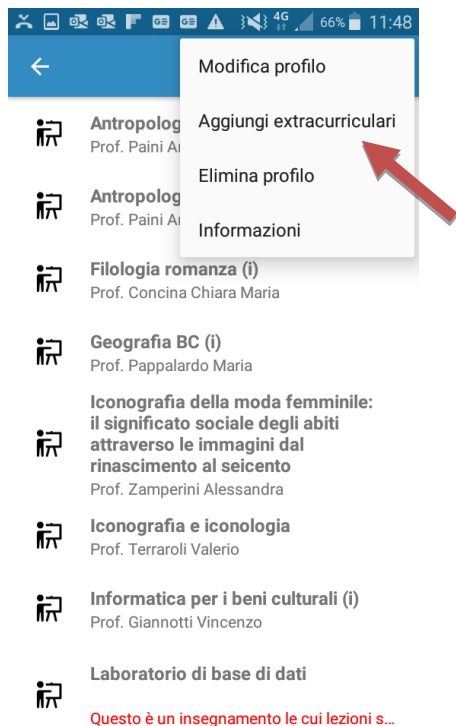
The profile page will then appear:

Please note that you can add up to 5 extracurricular modules (i.e. from other degree programmes) to your profile, so that you can attend the relevant lectures on site. Just follow the steps at point 3 above.

5. Book your place for a lecture

Once you have created your profile, you will be able to book a place for a lecture to be held at the University (please remember that you will be allowed to do so **from 5 days before** the lecture is due to take place).
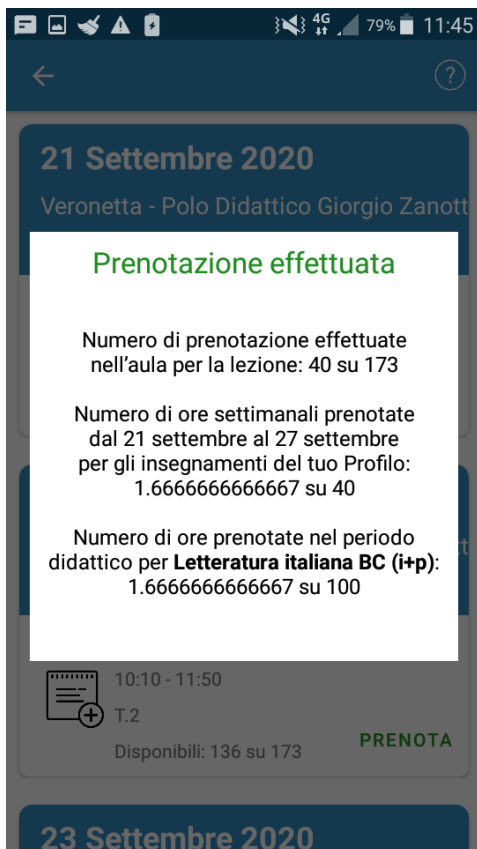

Tap on **"nuova prenotazione"** (*Book a new place*):

Then all the lectures that are part of your selected modules that will be held in the next five days will be displayed. If there are no lectures available in the next five days, the system will let you know.

Tap on **"prenota"** (*Book a place*).

If your booking is **successful**, the system will let you know and provide you with a summary of your booked and remaining lecture time. A confirmation email will be sent to the **email address** provided at the time of creating your profile.

Please note: **from Semester 2 in the academic year 2020/21, seats will no longer be automatically allocated to students wishing to attend in-person lectures at the University. Once you have taken your seat, please remember to register your seat number via the app or on the web.**

If your booking is **not successful**, a message explaining the reason will appear (e.g. seats not available, if you have exceeded your maximum lecture time allowed, etc.).
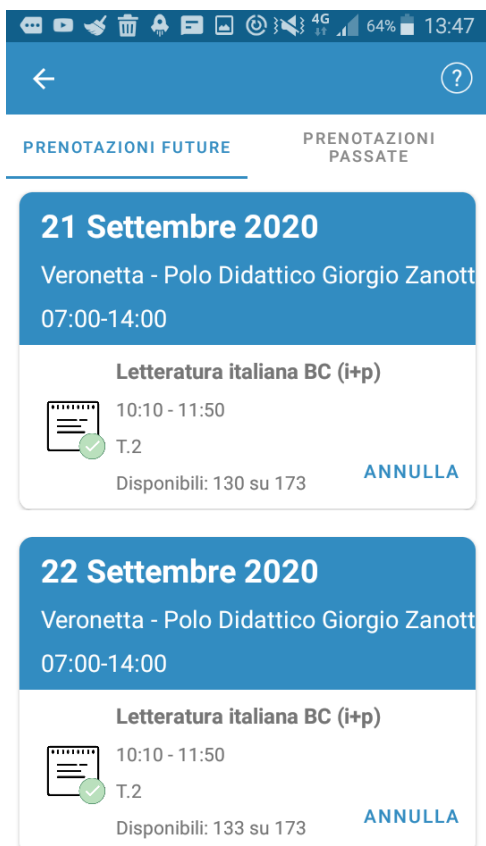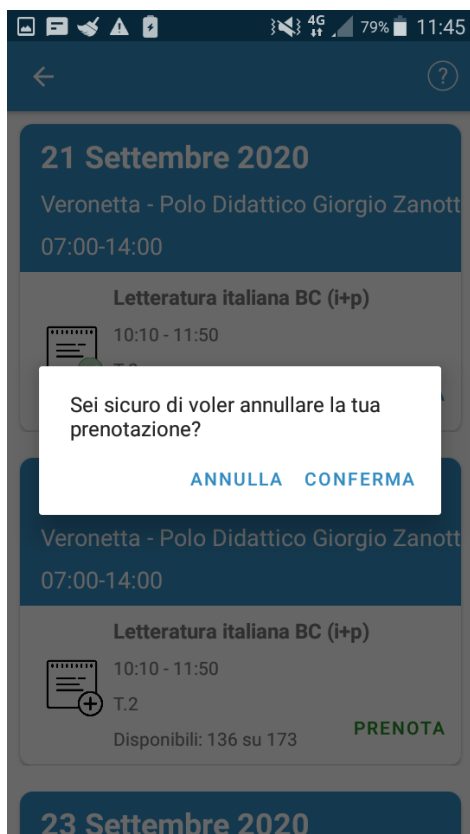
6. Manage your bookings

Tap on **"Le mie prenotazioni"** (*My bookings*) to view **your booked lectures.**

To view your previous bookings, tap on **"Prenotazioni passate"** (*My previous bookings*).

To cancel a booking just tap on **"Annulla"** (*Cancel*).

A message requesting you to confirm the booking cancellation will appear. By tapping on **"Conferma"** (*Confirm*), your booking will be cancelled, and you will receive confirmation of cancellation.
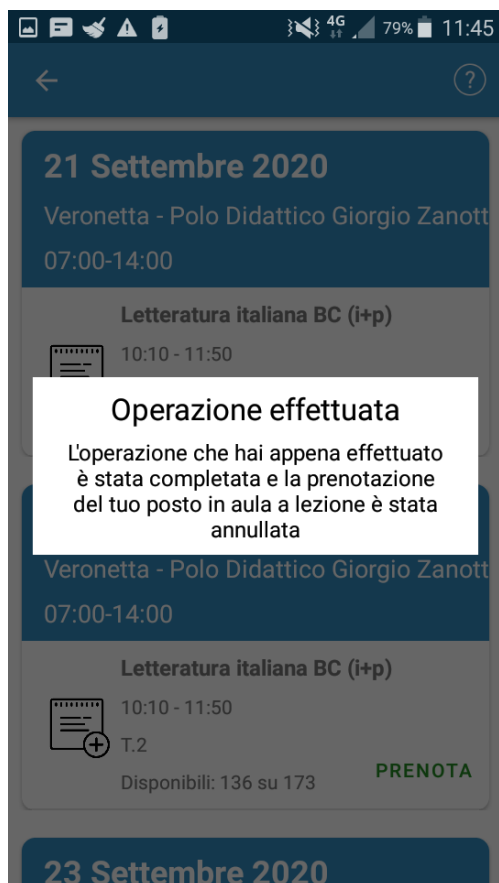
Please note: you <u>cannot</u> cancel your booking on the day the relevant lecture is to be held.
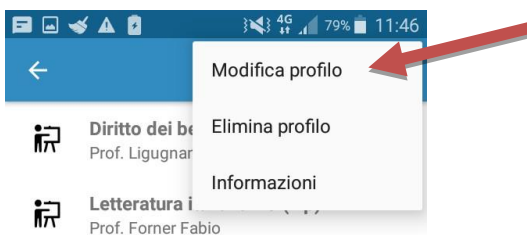

7. Change your profile

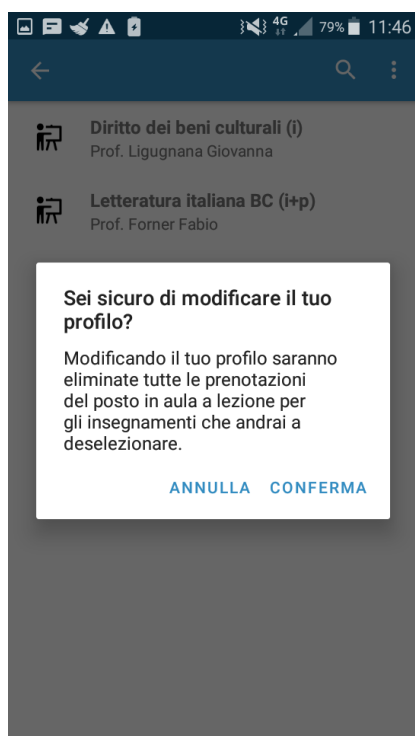You can change your profile in order to **add or remove modules.**
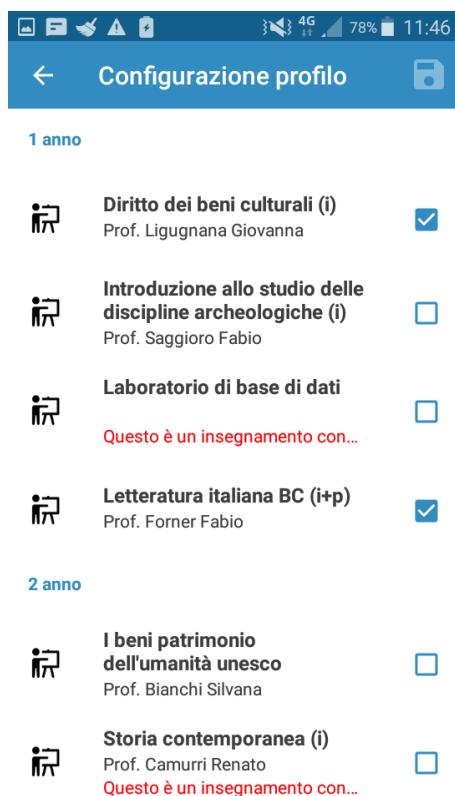
Please tap on the **gear icon** (top right of screen):

Then tap on the **three dots icon** (top right of screen) and then on **"Modifica profilo"** (*Change my profile*):

The app will then ask you to **confirm** your changes:

By selecting **"Conferma"** (*Confirm*) you can change your profile by adding and/or removing modules. Once you have made all your changes, tap on the floppy disk icon (top right of screen) to save your changes.

Please note: if you **remove** a module from your profile, **all the bookings** associated with that module **will be cancelled.**
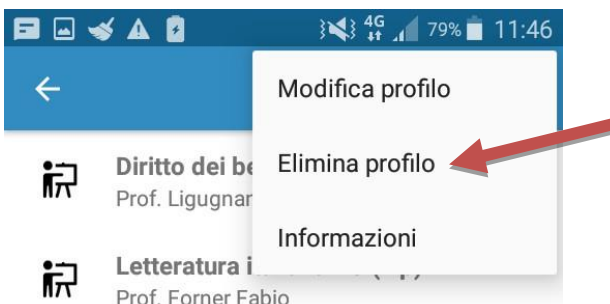
8. Delete your profile

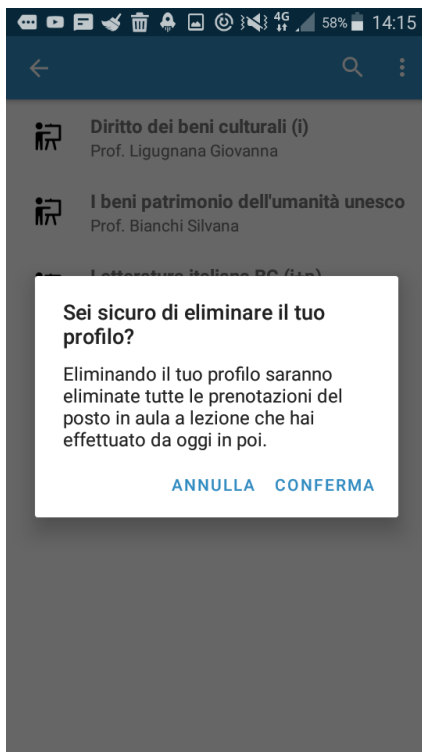You can delete your profile and change degree programme.

Select the **gear** icon:

Then tap on the **three dots icon** (top right of screen) and then on **"Elimina profilo"** (*Delete my profile*):

The system will then ask you to **confirm deletion** of your profile:

By tapping on **"Conferma"** (*Confirm*), the system will be reset to **default settings:**

Please note: if you delete your profile, **all the bookings** you have made on the app **– including any future bookings – will be cancelled.**