HOW TO MAKE A SEAT RESERVATION
FOR IN PERSON LESSONS

A GUIDE TO AGENDA STUDENTI Portal AND UNIPR MOBILE APP

Version 2 – 6 September 2021
INTRODUCTION
AND CONTENTS OF THE GUIDE

You can book a seat for in person lessons during the “mixed learning” phase on the *Agenda Studenti* portal or on the *UniPR Mobile* app. Both tools allow the same operations and the same data are available to see.

This guide is aimed at helping users with both tools. Each student can read the slide of his interest, according to the tool s/he wants to use to make the reservation.

1. **IMPORTANT**: Unipr credentials
2. Seat reservation with the *Agenda Studenti* portal (Slides from 4 to 20)
3. Seat reservation with the *UniPR Mobile* app – ANDROID version (slides from 21 to 34)
4. Seat reservation with the *UniPR Mobile* app – iOS version (slides from 35 to 48)
UNIPR CREDENTIALS

Unipr credentials are those credentials that you already use to access the University of Parma’s system for monitoring your student career (ESSE3: https://unipr.esse3.cineca.it). More specifically:

- if you have completed the whole process of university registration, your Unipr credentials are of this type: name.surname@studenti.unipr.it and this is also your University’s official email address;

- if you have not completed the whole process of university registration yet, your credentials are the number you received when you registered on the Unipr’s ESSE3 system (e.g. 10178451) or guest credentials (for example 10178451@guest.unipr.it).

IMPORTANT:

YOU CAN MAKE A SEAT RESERVATION WITH ALL THREE TYPES OF CREDENTIALS:

name.surname@studenti.unipr.it or
10178451 or
10178451@guest.unipr.it
SEAT RESERVATION WITH THE AGENDA

STUDENTI PORTAL

• CREATING YOUR PROFILE
• EDITING OR DELETING YOUR PROFILE
• MAKING A RESERVATION
• CANCELLING A RESERVATION
• GETTING THE QR CODE TO ACCESS THE CLASSROOM
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—CREATING YOUR PROFILE

1. Go to the link: http://agendastudenti.unipr.it/ and click on «Reserve your seat»

2. Accept the privacy policy and then click on «Login»
1. SEAT RESERVATION WITH THE AGENDA
STUDENTI PORTAL– CREATING YOUR PROFILE

3. Type in your Unipr credentials:

Use your Unipr credentials of this type:

- name.surname@studenti.unipr.it
- 12345678
- 12345678@guest.unipr.it
(see slide 3)
1. SEAT RESERVATION WITH THE AGENDA

STUDENTI PORTAL– CREATING YOUR PROFILE

4. When you access for the first time select the option “manage your profile”:

5. When you click on “manage your profile”, this guide will appear:
6. Create the right profile: you can create your profile only on one course of study, so pick the course you are enrolled on and select the correct subjects you want to attend in class. *If you make a mistake and pick the wrong course of study, no panic: you can always delete your profile and start again creating the profile!*

**Please note:** Modifying or deleting a profile after you have made reservations can cause you to lose some reservations (see slide 13 on how to modify or deleting a profile).
After clicking on “manage your profile”, you will need to (in sequence):

- Pick the didactic structure
- Pick the bachelor type
- Pick the course of study
- Pick the didactic period
- Click on search
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—CREATING YOUR PROFILE

8. You will now see all the subjects in your course of study’s timetable.

9. Select the courses you want to attend in class:
1. SEAT RESERVATION WITH THE AGENDA

STUDENTI PORTAL – CREATING YOUR PROFILE

10. If you already have the Unipr credentials (of this type: name.surname@studenti.unipr.it) you will see your Unipr email address; if you have not received the credentials, you will see your personal email address that you typed in when you registered.

It is not possible to change the email address.

11. When you are done picking the subjects and you have typed in the email (if necessary), click on “Save”.

Important: if you reserved a seat for a lesson which is later cancelled or rescheduled, you will receive an email on your Unipr email address or, if you do not have your Unipr email address, on the email address you typed in.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL— editing or deleting your profile

1. After saving your profile, you will get an overview of your data.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—editing or deleting your profile

2. If you pick “curricular courses” (1) you will see all the courses that you chose to attend. If you click on “edit” (2) you will be able to change your choices. If you choose “delete your profile” (3) you will delete the whole profile, which means all the steps from slide 10 onwards and then the steps explained in the next slide.

IMPORTANT:

Edit or delete your profile only if you really have to. More specifically:

- if you edit your profile to add a subject you won’t have problems;

- if you remove a subject from the list, you will also cancel all the future reservations for that subject;

- if you delete your profile, you will lose all the reservations on all the subjects you had picked in your profile.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—editing or deleting your profile

3. If you pick “free-choice courses” (1) and then click on “add” (2) you have the possibility of adding max. three subjects that you have in your study plan (but that are not offered by your course of Study) to the list of the courses you want to attend in class.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—MAKING A RESERVATION

Now that your profile is set, you will find two new sections in the main page: “new reservation” (1) and “my reservations” (2).

1. Click on “new reservation” (1) to see a list of lessons divided by day, site and “shift”. **Please ignore the “shift”,** which is not used at the University of Parma.

**Important**: you will see and be able to book only the lessons taking place that day and in the following 6 days. So, if you want to book a seat for a lesson taking place after 7 days, you will need to repeat the procedure again in the following days.

**For example**: lessons taking place at 09 am on 14 September can be booked from 7 September at 09:01 am. Reservation procedure for lessons of 21 September at 10 am will be available from 14 September at 10:01.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—MAKING A RESERVATION

2. If the lessons is given in more than one room, you can choose the room. The system will inform you of the seats available in each classroom. To make a seat reservation, click on “check and book your seat”

The clock icon tells you that the reservation is "Last minute". It means that the lesson will be delivered in less than 18 hours and you can make a seat reservation even if you have outnumbered the hours available.

Last minute reservations cannot be cancelled.
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—MAKING A RESERVATION

3. If you click on “check and book your seat”, you will read the following message on screen: “Reservation done”. You will also receive an email which confirms your reservation and contains a pdf with the QrCode to access the building. On screen you will also see the amount of hours available to be booked by you (the number of hours does NOT appear when you book a last minute lesson).

4. If you make a Last Minute reservation, you will be asked to confirm your request (you will not have the possibility to cancel):
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—cancelling A RESERVATION

1. To cancel your reservation, click on “Cancel your reservation”:

2. If you click on “Cancel your reservation” you will be asked to confirm:

3. If you click on “confirm operation” you will see a message on screen but you will not receive an email:

REMEMBER THAT:

You can always cancel future reservations until the day before the lesson, but you will not able to cancel reservations of lessons taking place that day.
SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL– GETTING THE QR CODE TO ACCESS THE CLASSROOM

1. From the homepage you can also access “My reservations” (2). In that section you can check your reservations and get the QR Code that you will be asked to show when you access the building:
1. SEAT RESERVATION WITH THE AGENDA STUDENTI PORTAL—GETTING THE QR CODE TO ACCESS THE CLASSROOM

2. Click on «Check-in» (1) (visible only for today’s lessons) to get a screen that you will show at the entrance of the building:
If you prefer, you can print the pdf by clicking on “Download pdf”. The QR code is the same for each reservation for that day, so printing/saving just one copy is enough:
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – ANDROID VERSION

- CREATING YOUR PROFILE
- EDITING YOUR PROFILE
- DELETING YOUR PROFILE
- MAKING A RESERVATION
- MAKING A LAST MINUTE RESERVATION
- CANCELLING A RESERVATION
- GETTING THE QR CODE TO ACCESS THE CLASSROOM
1. Open UniPR Mobile and choose «Book a seat»:

2. Click on the button «ENTER AS A STUDENT»:

3. Click on the two squares and on «LOGIN»:

4. Type in your Unipr credentials (see slide 3):
5. You will see the section “Reserve your seat”.

You will see this screen every time you open the app (if you do not log out).

If you access for the first time and you haven’t created a profile, click on the wheel icon highlighted in the picture to create it:

6. Now you need to create your profile. Remember that you can create your profile only on one course of study.

So, pick the Course you are enrolled on and select the correct subjects you want to attend in class. **Select in sequence:**

1. Building (place of the lessons)
2. Type of Degree
3. Course of Study
4. Period

Click on the arrow icon highlighted in the picture on the left.
7. You will see all the subjects in your course’s timetable:

8. Pick the subjects you want to attend and click on the saving icon on the right (see picture below)

9. You will see the email address for receiving reservation confirmations and “access cards” in pdf format. Click on “CONFIRM”

If you reserved a seat for a lesson which is later cancelled or rescheduled, you will receive an email on your Unipr email address or, if you do not have your Unipr email address, on the email address you typed in.

If you already have the Unipr credentials (of this type: name.surname@studenti.unipr.it) you will see your Unipr email address; if you have not received the credentials, you will see your personal email address that you typed in when you registered.

It is not possible to change the email address.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – CREATING YOUR PROFILE

10. You have created your profile: to go on, click on «OK»

11. If you click on the wheel icon (top right, see point 5), you will see the list of the courses you have decided to follow.

On the top right side of the screen (highlighted) you will find a three dots icon. Click on it to see four options: Edit your profile, Add a choice, Delete your profile, Information (more details in the next slides).

Important: if you pick “free-choice courses” you’ll have the possibility of adding max. three subjects that you have in your study plan but that are not offered by your course. You can add free-choices courses in the same way as curricular courses.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP
   – EDITING YOUR PROFILE

1. If you click on “edit profile” you can change the subjects you have chosen to follow. A “warning” message will appear to inform you that if you edit your profile, all your future reservations will be deleted (you can see an example below). Click on CONFIRM to go back to the subjects list and pick again the courses to follow (steps 7 and 8 of the previous slides). Click on the highlighted icon to save your choice.

2. You will be asked to confirm.

   Click on CONFIRM to save your choice and confirm the email address for notifications (steps 9 and 10 of the previous slide).
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – DELETING YOUR PROFILE AND INFORMATION

1. Click on “Delete your profile” to delete your whole profile. You will see a «warning» message (see example below) to inform you that if you delete your profile you will lose all the reservations on all the subjects you had picked and your profile settings. If you choose CONFIRM you’ll go back to the section where you can create your profile (steps 6 onwards of the previous slides).

2. Click on “Information” to go to a link with a Guide on how to use the App. You will also find the link to access directly the web version Agenda Studenti (http://agendastudenti.unipr.it/), which you can use in case of problems with the App.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – MAKING A RESERVATION

Now that your profile is set, follow these steps to reserve a seat for a lesson:

1. Click on “new reservation”:

   You will see the list of lessons and hours of the subjects you have added to your profile.

   Lessons are divided by day, site and “shift.”

   Please ignore the “shift”, which is not used at the University of Parma. You will see and be able to book only the lessons taking place that day and in the following 6 days. So, if you want to book a seat for a lesson taking place after 7 days, you will need to repeat the procedure again in the following days.

   **For example:** lessons taking place at 09 am on 14 September can be booked from 7 September at 09:01 am. Reservation procedure for lessons of 21 September at 10 am will be available from 14 September at 10:01.

   If the lessons is given in more than one room, you can choose the room. The system will inform you of the seats available in each classroom.

2. Click on “Reserve” for the lesson you want to attend.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – MAKING A RESERVATION

3. You will see this message on screen.

You will also receive an email which confirms your reservation and contains a pdf with the QrCode to access the building.

On screen you will also see the amount of hours available to be booked by you.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – MAKING A LAST MINUTE RESERVATION

1. The clock icon tells you that the reservation is "Last minute". It means that the lesson will be delivered in less than 18 hours and you can make a seat reservation even if you have outnumbered the hours available.

2. When you confirm a Last minute reservation, the system will inform you that last minute reservations cannot be cancelled.

3. On screen you will see that Last Minute reservations do not count in the maximum of hours available to be booked.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – CANCELLING A RESERVATION

1. To cancel click on «CANCEL»:

2. You will get a confirmation request (A) and click on “CONFIRM”. You will read a message that informs you that you have successfully cancelled your reservation (B).

You will not receive an email.

IMPORTANT: remember that you can only cancel “standard” reservations (for lessons delivered in less than 18 hours). You cannot cancel Last Minute reservations.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – GETTING THE QR CODE TO ACCESS THE CLASSROOM

1. To check your reservations from the main page, click on “My reservations”. In that section, you can also get the QrCode that you will be asked to show when you access the building.

2. In the section called “future reservations” you will see the reservations for lessons that are taking place in the next days.

As you can see, you cannot cancel reservations of lessons taking place that day (or within the next 18 hours).
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – GETTING THE QR CODE TO ACCESS THE CLASSROOM

3. If you click on the icon highlighted in the picture on the left you will read information on the lesson (if available).

For example, in case of lessons taking place on more than one room, you could know in which of the rooms the teacher will be physically present.

4. Click on the QrCode icon (highlighted in the picture), which is visible only for today’s lessons, to get a screen with the access code that you will show at the entrance of the building:
5. If you go to “past reservations” you can see the reservations you made for lessons that have already been delivered.
SEAT RESERVATION WITH THE UNIPR MOBILE APP– iOS version

• CREATING YOUR PROFILE
• EDITING YOUR PROFILE
• DELETING YOUR PROFILE
• MAKING A RESERVATION
• MAKING A LAST MINUTE RESERVATION
• CANCELLING A RESERVATION
• GETTING THE QR CODE TO ACCESS THE CLASSROOM
1. If you are using UniPR Mobile app for iOs for the first time, click on the icon with the three dots «More» (below on the left):

2. Click on «Reserve your seat»:

3. Click on the two fields you find in the picture below and then on «LOGIN»

4. Type in your Unipr credentials (see slide 3):
5. If you access for the first time and you haven’t created a profile, click on ”New booking” and then on “Configure your profile” to create one:

6. Now you need to create your profile. Remember that you can create your profile only on one course of study.

- So, pick the Course you are enrolled on and select the correct subjects you want to attend in class. Select in sequence:
  - 1. Building (place of the lessons)
  - 2. Type of Degree
  - 3. Course of Study
  - 4. Period

The, click on «Avanti» (as in the picture on the right).
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – CREATING YOUR PROFILE

7. You will see all the subjects in your course’s timetable:

8. Pick the subjects you want to attend and then save:

9. You will see the email address for receiving reservation confirmations and “access cards” in pdf format to. Click on «OK».

If you reserved a seat for a lesson which is later cancelled or rescheduled, you will receive an email on your Unipr email address or, if you do not have your Unipr email address, on the email address you typed in.

If you already have the Unipr credentials (of this type: name.surname@studenti.unipr.it) you will see your Unipr email address; if you have not received the credentials, you will see your personal email address that you typed in when you registered.

It is not possible to change the email address.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – CREATING YOUR PROFILE

10. You have created your profile: to go on click on «OK»

11. From now on, every time you use the app, you will see the sections below to book your seats.

12. If you want to edit your profile, click on the top left icon and you will reach the section where you can manage your profile. You will find the following buttons: “Modify profile”, “Free choice courses”, “Delete profile.”

If you pick “free-choice courses” you’ll have the possibility of adding max. three subjects that you have in your study plan but that are not offered by your course. You can add free-choice courses in the same way as curricular courses.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – EDITING YOUR PROFILE

1. If you click on “edit profile” you can change the subjects you have chosen to follow. A “warning” message will appear to inform you that if you edit your profile, all your future reservations will be deleted (you can see an example below). Click on CONFIRM to go back to the subjects list and pick again the courses you want to follow (steps 7 and 8 of the previous slides). Click on the highlighted icon to save your choice.

2. You will be asked to confirm. Click on CONFIRM to save your choice and confirm the email address for notifications (steps 9 and 10 of the previous slide).
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – DELETING YOUR PROFILE AND INFORMATION

1. Click on “Delete your profile” to delete your whole profile. You will see a «warning» message (see example below) to inform you that if you delete your profile you will lose all the reservations on all the subjects you had picked and your profile settings. If you choose CONFIRM you’ll go back to the section where you can create your profile (steps 6 onwards of the previous slides).

2. Click on “Information” to go to a link with a Guide on how to use the App. You will also find the link to access directly the web version Agenda Studenti (http://agendastudenti.unipr.it/), which you can use in case of problems with the App.

The same window is also displayed by clicking on the button «?» (top right), which is always visible on the iOs app.
Now that your profile is set, follow these steps to reserve a seat for a lesson:

1. Click on “Nuova prenotazione”:

You will see the list of lessons and hours of the subjects you have added to your profile.

Lessons are divided by day, site and “shift.”

Please ignore the “shift”, which is not used at the University of Parma. You will see and be able to book only the lessons taking place that day and in the following 6 days. So, if you want to book a seat for a lesson taking place after 7 days, you will need to repeat the procedure again in the following days.

*For example*: lessons taking place at 09 am on 14 September can be booked from 7 September at 09:01 am. Reservation procedure for lessons of 21 September at 10 am will be available from 14 September at 10:01.

If the lessons is given in more than one room, you can choose the room. The system will inform you of the seats available in each classroom.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – MAKING A RESERVATION

3. You will be asked to confirm your reservation by clicking on “Confirm”

4. You will see this message on screen.
You will also receive an email which confirms your reservation and contains a pdf with the QrCode to access the building.
Click “OK” to go on.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – MAKING A LAST MINUTE RESERVATION

1. The clock icon tells you that the reservation is "Last minute". It means that the lesson will be delivered in less than 18 hours and you can make a seat reservation even if you have outnumbered the hours available.

2. When you confirm a Last minute reservation, the system will inform you that last minute reservations cannot be cancelled.

3. On screen you will see that Last Minute reservations do not count in the maximum of hours available to be booked.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – CANCELLING A RESERVATION

1. To cancel, click on «CANCEL»:

2. You will get a confirmation request (A) and click on CONFIRM to read a message that informs you that you have successfully cancelled your reservation (B).

You will not receive an email.

**IMPORTANT:** remember that you can only cancel “standard” reservations (for lessons delivered in less than 18 hours). You cannot cancel Last Minute reservations.
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – GETTING THE QR CODE TO ACCESS THE CLASSROOM

1. To check your reservations from the main page, click on "My reservations". In that section, you can also get the QR Code that you will be asked to show when you access the building.

2. In the section called “future reservations” you will see the reservations for lessons that are taking place in the next days.

As you can see, you cannot cancel reservations of lessons taking place that day (or within the next 18 hours).
2. SEAT RESERVATION WITH THE UNIPR MOBILE APP – GETTING THE QR CODE TO ACCESS THE CLASSROOM

3. If you click on «NOTE» (see picture on the left) you will read information on the lesson (if available).

For example, in case of lessons taking place on more than one room, you could know in which of the rooms the teacher will be physically present.

4. Click on the QrCode icon (highlighted in the picture), which is visible only for today’s lessons, to get a screen of the “entrance card” with the access code that you will show at the entrance of the building:
5. If you go to “past reservations” you can see the reservations you made for lessons that have already been delivered.
Thanks for your collaboration

For support contact

- prenotazione.posto@unipr.it