

Student Portal or Smart_Edu

What is it?

The **Smart_Edu Student Portal** is the student **career management platform** through which administrative/didactic procedures are carried out online without having to go to the University offices.

What services does it offer?

- Procedure of admission to all and courses
- Management of the career (piano di studi, certificati, appelli, esami)
- Didactic services (classroom training, training, international mobility, transport)
- Tasse (payments and reimburse)

How to log in?

To access simply connect to the address <https://studenti.smartedu.unict.it/Login?ReturnUrl=%2f> and enter the access **credentials** (tax code and password)

How to register?

Step 1: Go to <https://www.unict.it/>



Università di Catania

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SANITÀ

Policlinico, un inizio d'anno straordinario per la donazione e il trapianto d'organi

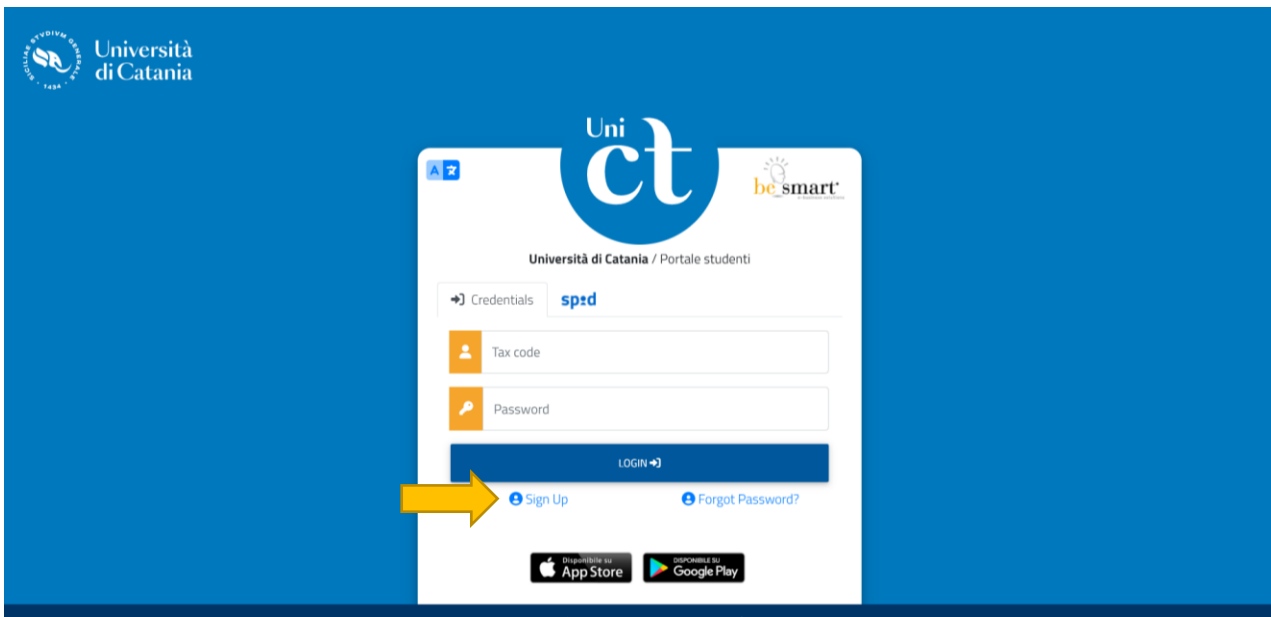
Il 2023 si apre con risultati straordinari, che danno una speranza in più ai tanti pazienti affetti da malattia d'organo terminale

[LEGGI DI PIÙ →](#)

Step 2: Select the option of “**Servizi**” in the upper right of the screen and click on “**Portale Studenti**”



Step 3: Click on “**Sign up**”



Step 4: Fill in the spaces with your information. Since you are a foreign student select the option “Foreign student without tax code” this way the system will create to you a provisional Fiscal Code which will serve as your ID.

Note: Please type your name and surname and other information exactly as stated on your passport.

New Account

Name _____

Surname _____

Date of Birth
gg/mm/aaaa

Municipality or Foreign Country

Place of Birth

Gender
Select Gender

Taxpayer's code number
 Foreign student without tax code
 I am an incoming student (international mobility program)

smart_edu versione 12.03.1 - account @ WEB1.18720/kyama/seggyvafipjuff - © www.beomart.it 2019-2023

Step 5: Select a **password** and chose an **emergency question** and answer (this later could help you to recover your password).

Note: The password cannot include the first or last name and must be at least 8 characters long and up to 16 characters long. It must also include lowercase and uppercase letters and numbers or one of the following symbols: !"£\$%&/()=?^*+@#\$_-_.:;,<>

Username
La username sarà inviata per mail a fine registrazione

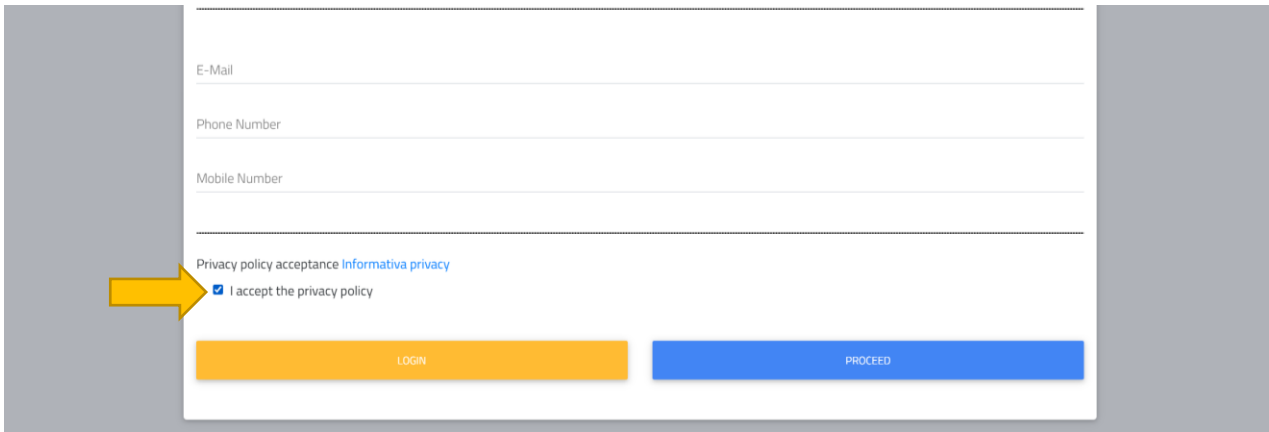
Password _____

Confirm Password _____

Emergency question _____

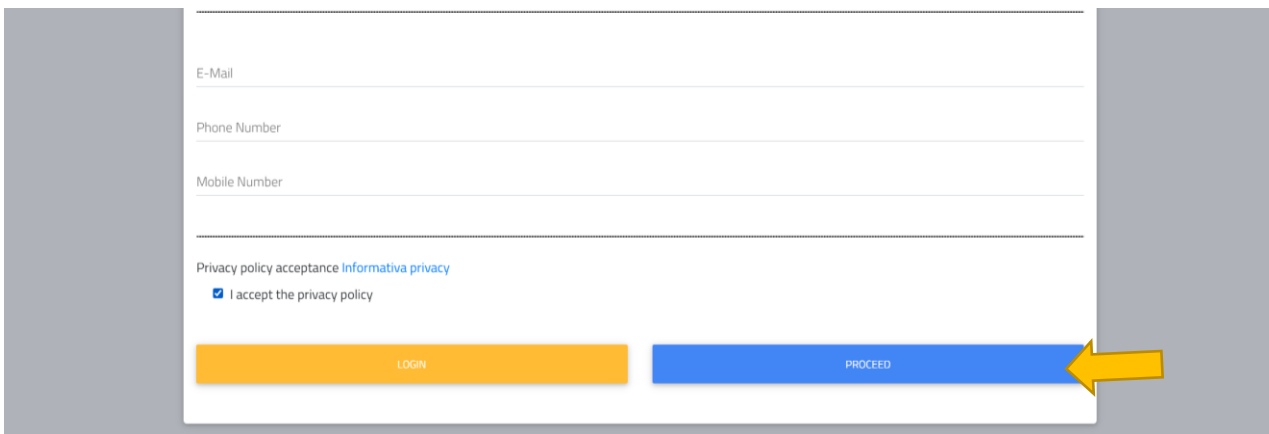
Emergency answer _____

Step 6: Continue filling in the information requested and read and accept the **privacy policy**.



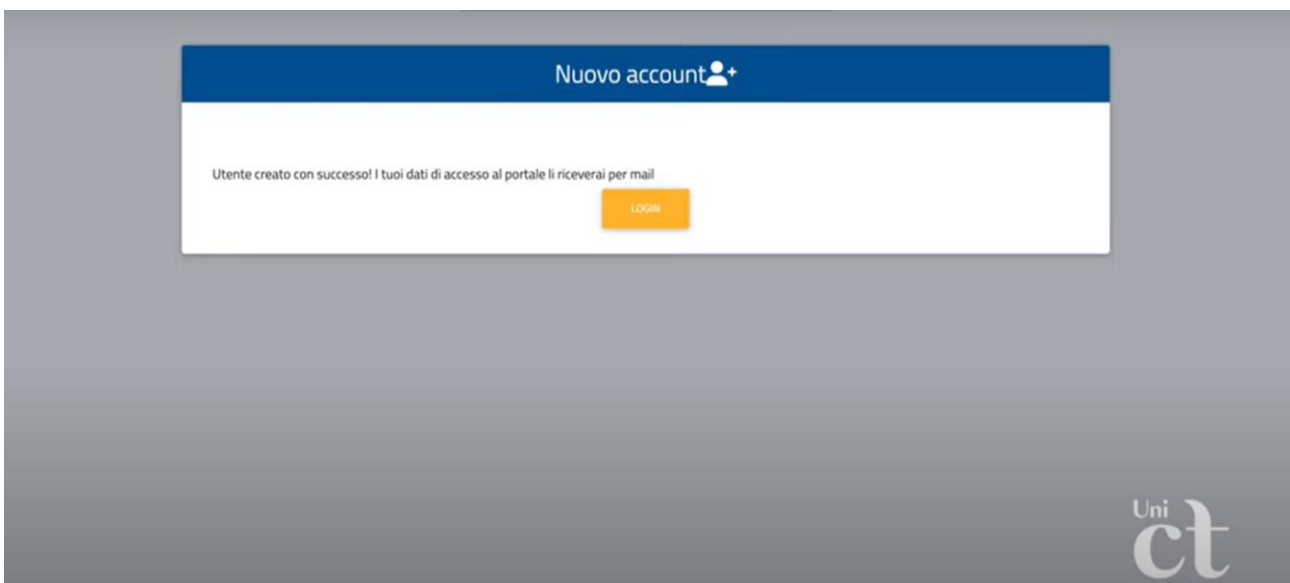
A registration form with the following fields: E-Mail, Phone Number, and Mobile Number. Below these fields is a section for "Privacy policy acceptance" with a link to "Informativa privacy". A checkbox labeled "I accept the privacy policy" is checked. A yellow arrow points to this checkbox. At the bottom are two buttons: "LOGIN" (orange) and "PROCEED" (blue).

Step 7: Finally click on "Proceed"



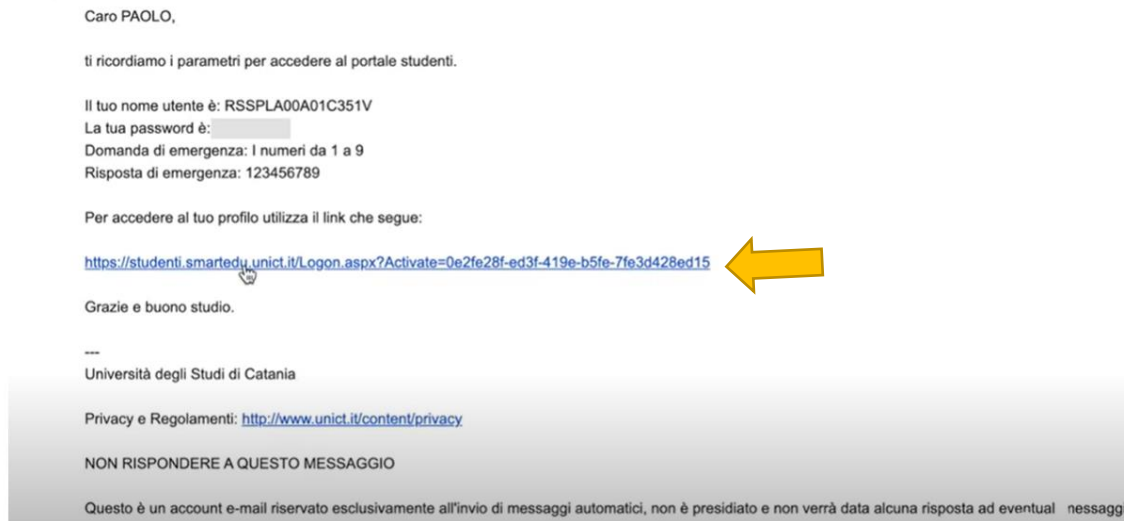
The same registration form as in Step 6, but with a yellow arrow pointing to the "PROCEED" button.

Step 8: You will see a message on the screen saying that the user was created successfully!



A success message screen with a blue header "Nuovo account" and a white message box containing the text "Utente creato con successo! I tuoi dati di accesso al portale li riceverai per mail" and a "LOGIN" button. The Uni ct logo is in the bottom right corner.

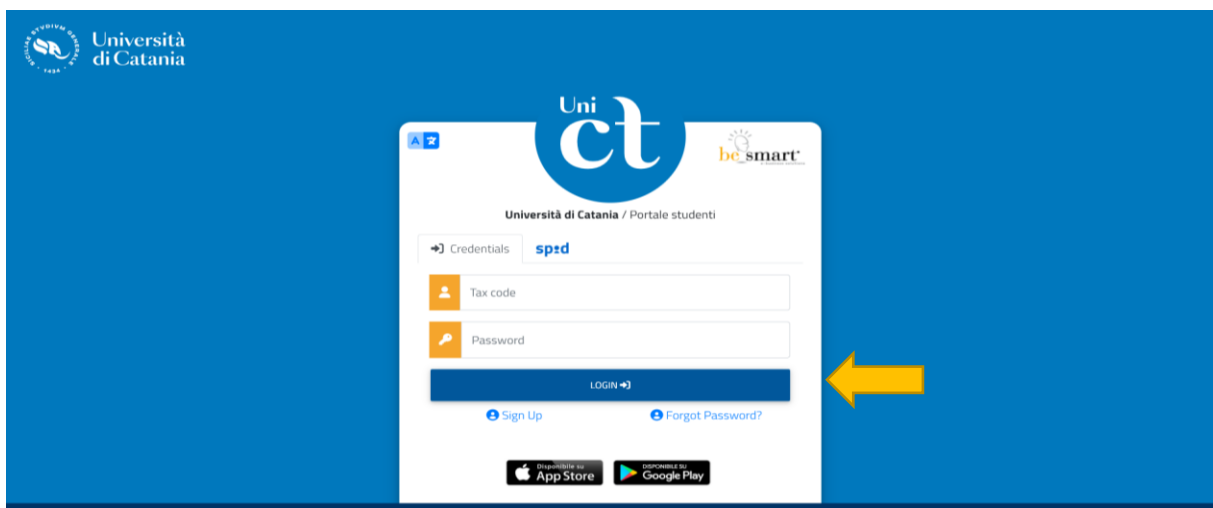
Step 9: The information of your account will be sent to the **email** you selected. On it you will have the **link** to **activate** your Student Profile you just have to click on it!



Step 10: Congratulations! Your profile has been activated and registered. To **access the portal**, click on the **link** below.



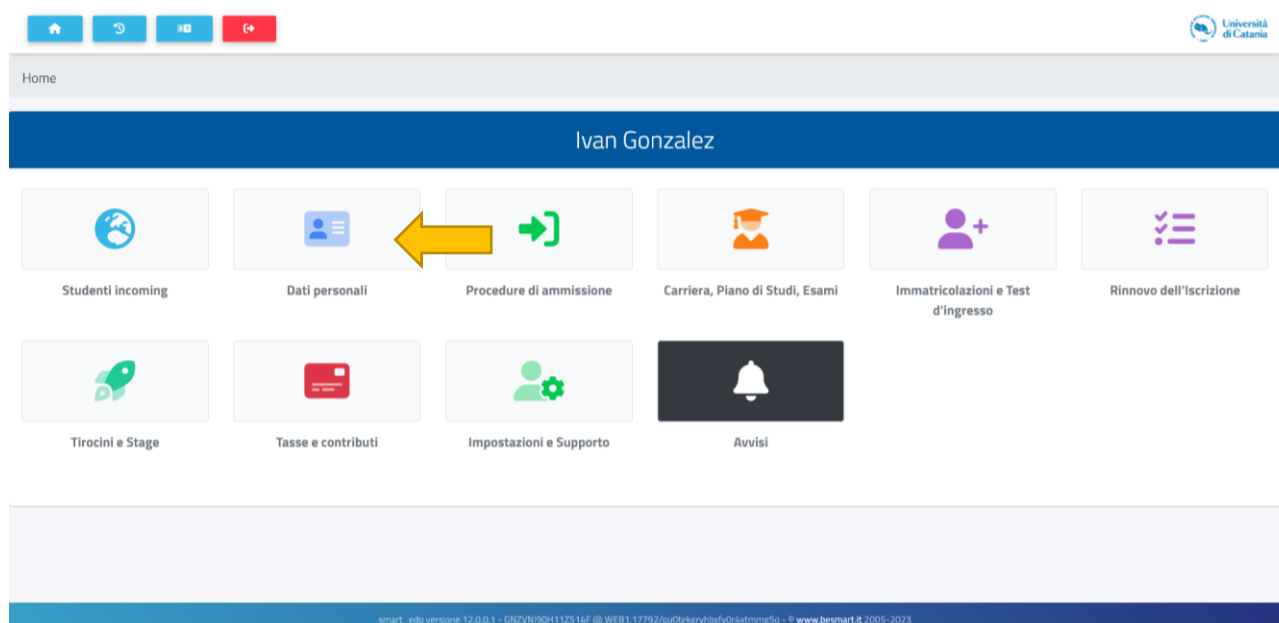
Step 11: Now you can use either your **fiscal code** and the **password** you selected to enter the **Students Portal**.



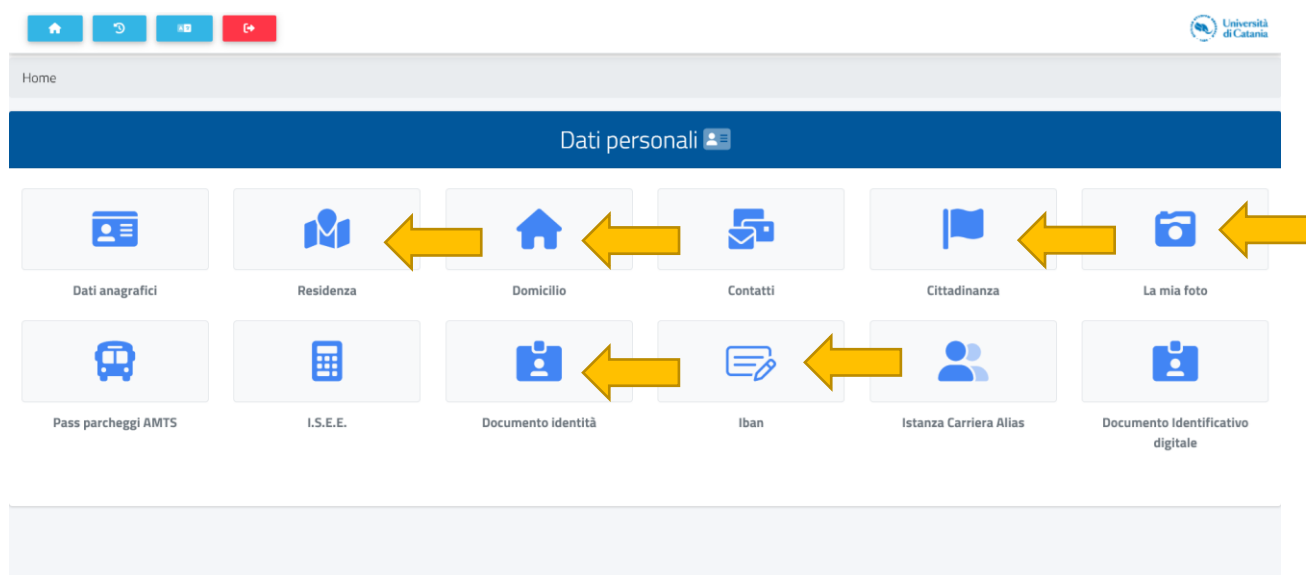
It is time to get to know your portal!

This is your portal's **first page** where you can see different options to choose ("Incoming students", "Personal Data", "Admissions", "Career", "Enrollment and Admission", "Enrollment Renewal_Disabled Students", "Placements", "Taxes and contributions", "Settings and Support" and "notices") each one of them will help you during your career road.

Now that you have created your portal it is important to **fill in some of the information** required and **upload** certain **documents** which you will find in "Dati Personali". Don't worry we will do it together!

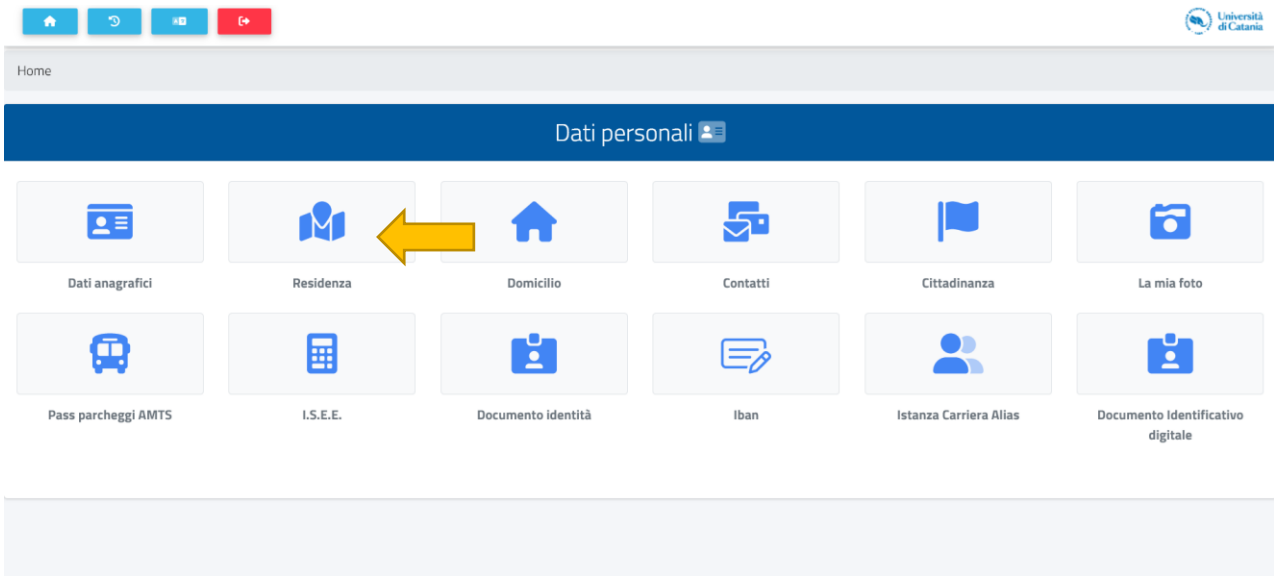


In the page of "**Dati Personali**" you will find different options. On the picture below it is

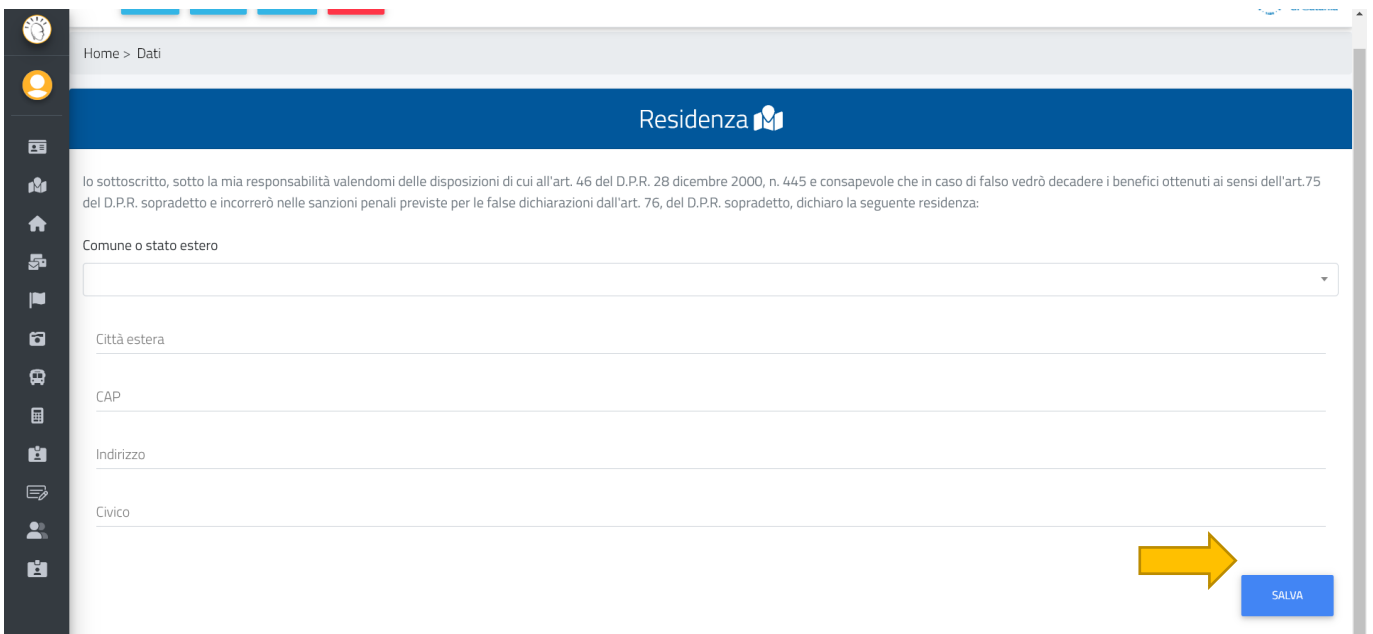


We will start with the "**Residenza**" option so you can understand better how to navigate on your Students Portal and how to fill in all the different parts you will have to modify.

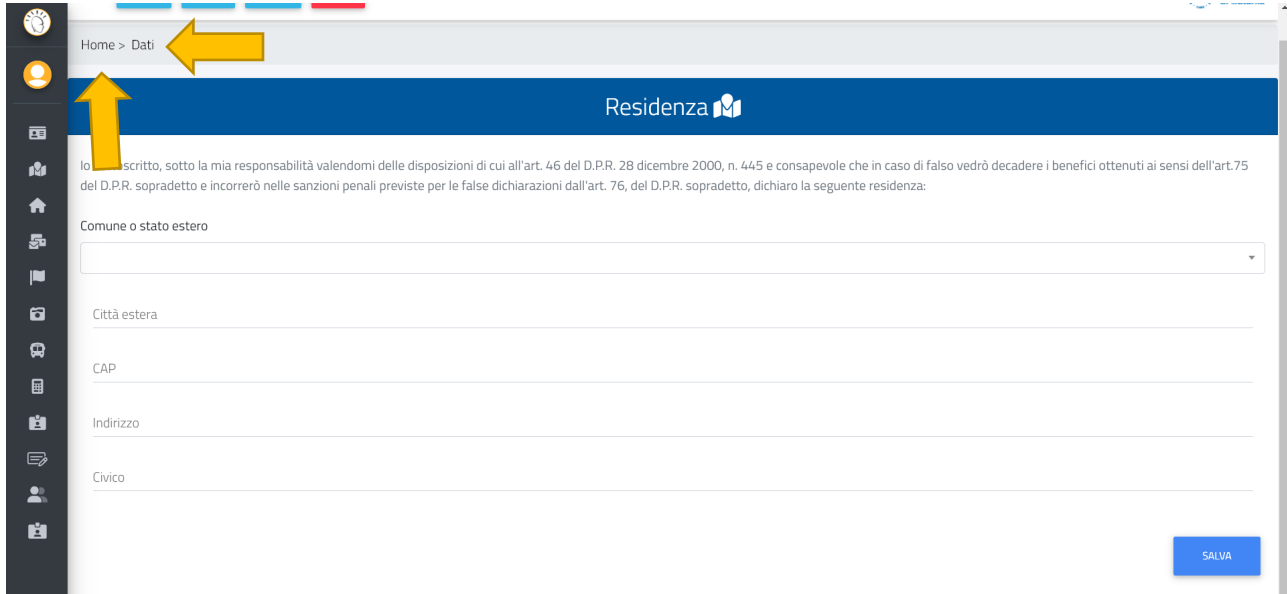
Step 1: Click on “Residenza”.



Step 2: Fill in the information required about your residence (“Municipality or foreign state”, “Foreign city”, “Postal code”, “Adress”, “Civic”) and when finish click on “Salva”.



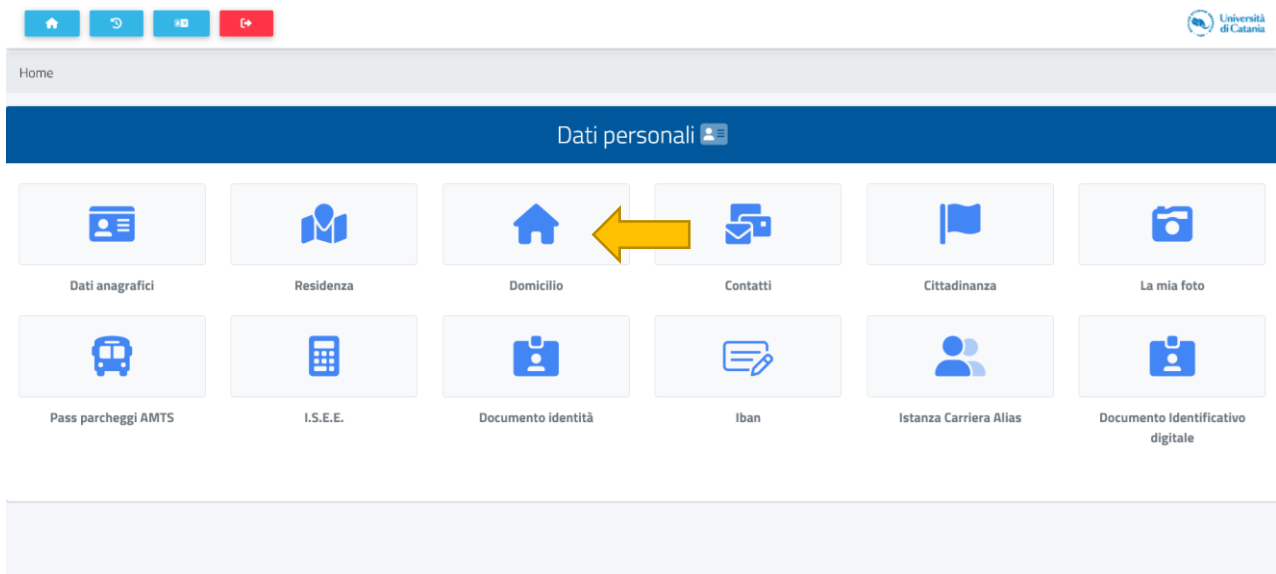
Step 3: Go back to personal data, clicking on **“Dati”** or on **“Home”** to go back to the home page.



The screenshot shows a web interface for updating residence information. At the top left, a breadcrumb trail reads 'Home > Dati'. A yellow arrow points from the 'Dati' link to the left. Another yellow arrow points from the 'Home' link to the right. The main header is a blue bar with the text 'Residenza' and a person icon. Below this, there is a disclaimer in Italian: 'Io sottoscritto, sotto la mia responsabilità valendomi delle disposizioni di cui all'art. 46 del D.P.R. 28 dicembre 2000, n. 445 e consapevole che in caso di falso vedrò decadere i benefici ottenuti ai sensi dell'art.75 del D.P.R. sopradetto e incorrerò nelle sanzioni penali previste per le false dichiarazioni dall'art. 76, del D.P.R. sopradetto, dichiaro la seguente residenza:'. The form contains several input fields: 'Comune o stato estero' (a dropdown menu), 'Città estera', 'CAP', 'Indirizzo', and 'Civico'. A blue 'SALVA' button is located at the bottom right.

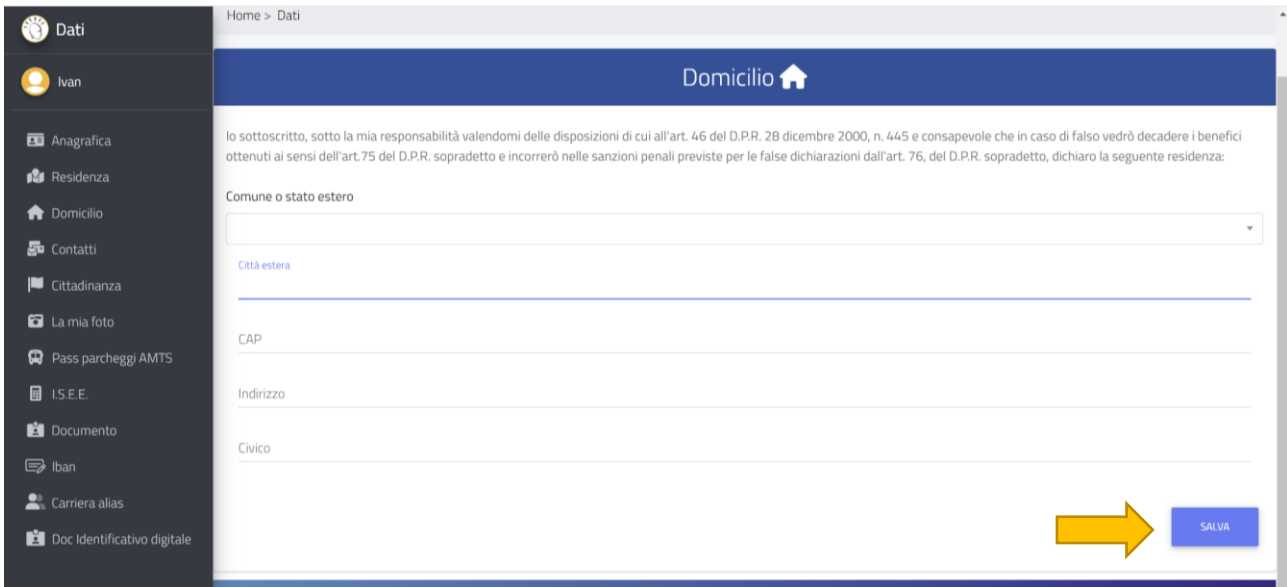
Now we can continue with **“Domicilio”** (Domicile). In this sense the steps will not change much from the ones done for the **“Residenza”**

Step 1: Click on **“Domicilio”**.



The screenshot shows the 'Dati personali' (Personal Data) menu. At the top, there are navigation icons for home, refresh, and back. The header is 'Home' and the main title is 'Dati personali' with a person icon. The menu consists of two rows of buttons, each with an icon and a label: 'Dati anagrafici' (ID card icon), 'Residenza' (map icon), 'Domicilio' (house icon, highlighted with a yellow arrow), 'Contatti' (envelope icon), 'Cittadinanza' (flag icon), 'La mia foto' (camera icon), 'Pass parcheggi AMTS' (bus icon), 'I.S.E.E.' (calculator icon), 'Documento identità' (ID card icon), 'Iban' (document icon), 'Istanza Carriera Alias' (person icon), and 'Documento Identificativo digitale' (ID card icon).

Step 2: Fill in the **information** requested (“Municipality or foreign state”, “foreign city”, “Postal code”, “Adress”, “Civic”) and when finish click on “**Salva**”.



Home > Dati

Dati

Ivan

Anagrafica

Residenza

Domicilio

Contatti

Cittadinanza

La mia foto

Pass parcheggi AMTS


I.S.E.E.

Documento

Iban

Carriera alias

Doc Identificativo digitale

Domicilio 

Io sottoscritto, sotto la mia responsabilità valendomi delle disposizioni di cui all'art. 46 del D.P.R. 28 dicembre 2000, n. 445 e consapevole che in caso di falso vedrò decadere i benefici ottenuti ai sensi dell'art.75 del D.P.R. sopradetto e incorrerò nelle sanzioni penali previste per le false dichiarazioni dall'art. 76, del D.P.R. sopradetto, dichiaro la seguente residenza:


Comune o stato estero

Città estera

CAP

Indirizzo

Civico

 **SALVA**

Step 3: Go back to personal data, clicking on “**Dati**” or on “**Home**” to go back to the home page.



Home > Dati

Dati

Ivan

Anagrafica

Residenza

Domicilio

Contatti

Cittadinanza

La mia foto

Pass parcheggi AMTS

I.S.E.E.

Documento

Iban

Carriera alias

Doc Identificativo digitale

Domicilio 

Io sottoscritto, sotto la mia responsabilità valendomi delle disposizioni di cui all'art. 46 del D.P.R. 28 dicembre 2000, n. 445 e consapevole che in caso di falso vedrò decadere i benefici ottenuti ai sensi dell'art.75 del D.P.R. sopradetto e incorrerò nelle sanzioni penali previste per le false dichiarazioni dall'art. 76, del D.P.R. sopradetto, dichiaro la seguente residenza:

Comune o stato estero

Città estera

CAP

Indirizzo

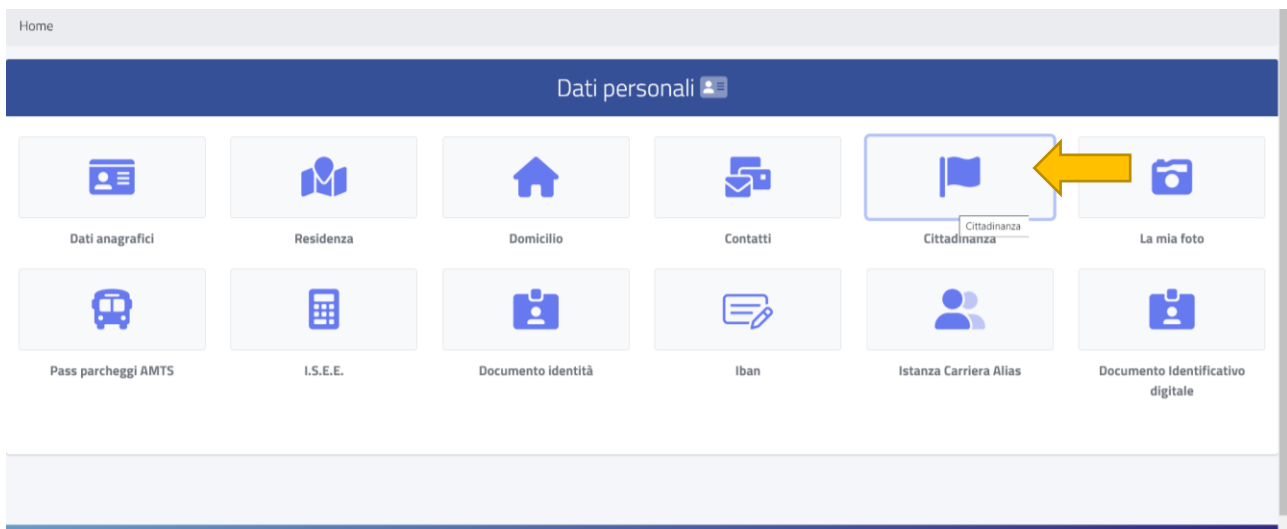
Civico

SALVA

Another important part that should be filled that is important is the **“Cittadinanza”** (Citizenship) which is quite simple. Let’s do it!

Step 1: Click on the option **“Cittadinanza”**

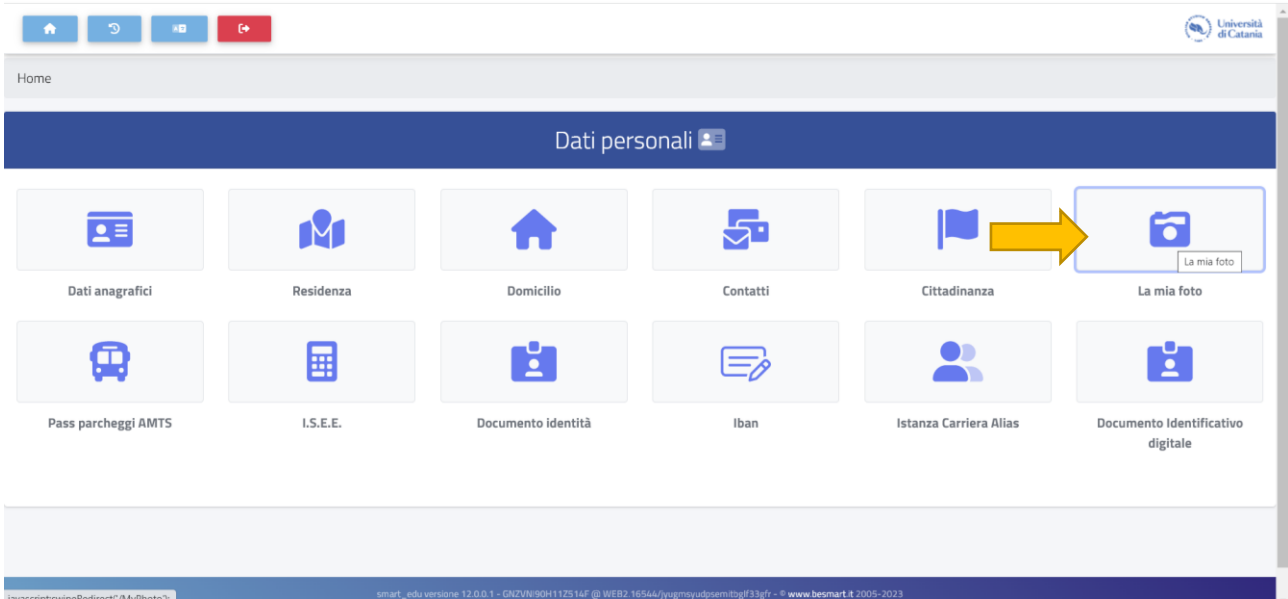


Step 2: Select the **nationality** written on your **passport** and **save**.

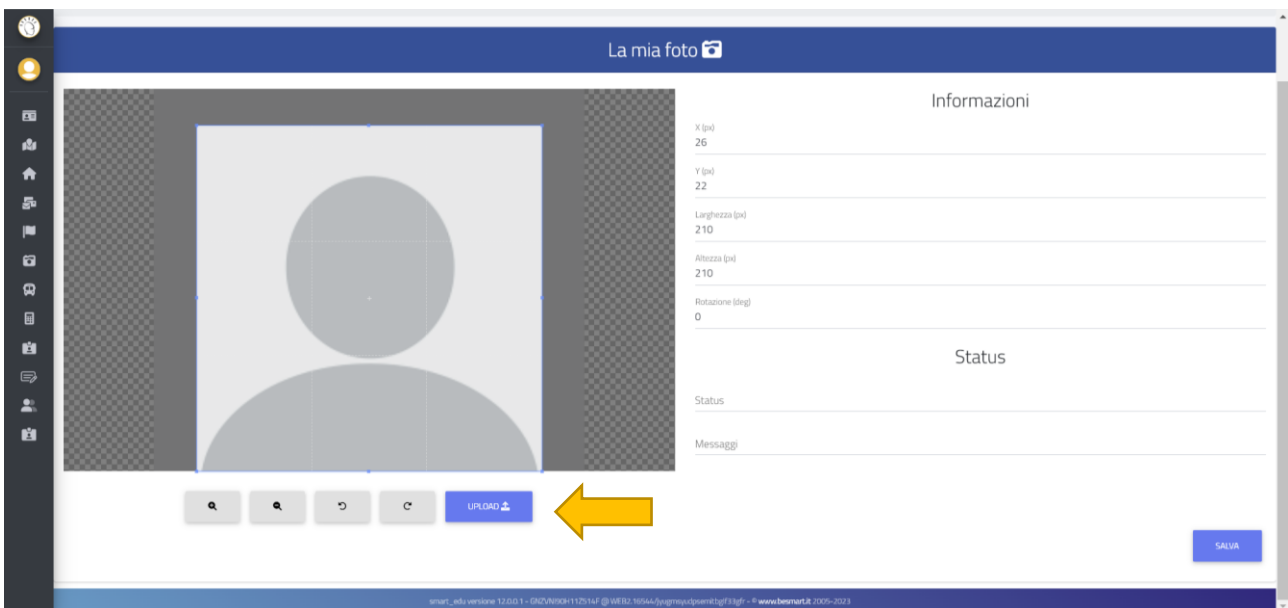


As shown before we must go back to the **“Dati Personal”** and we will proceed uploading your profile photo for the portal.

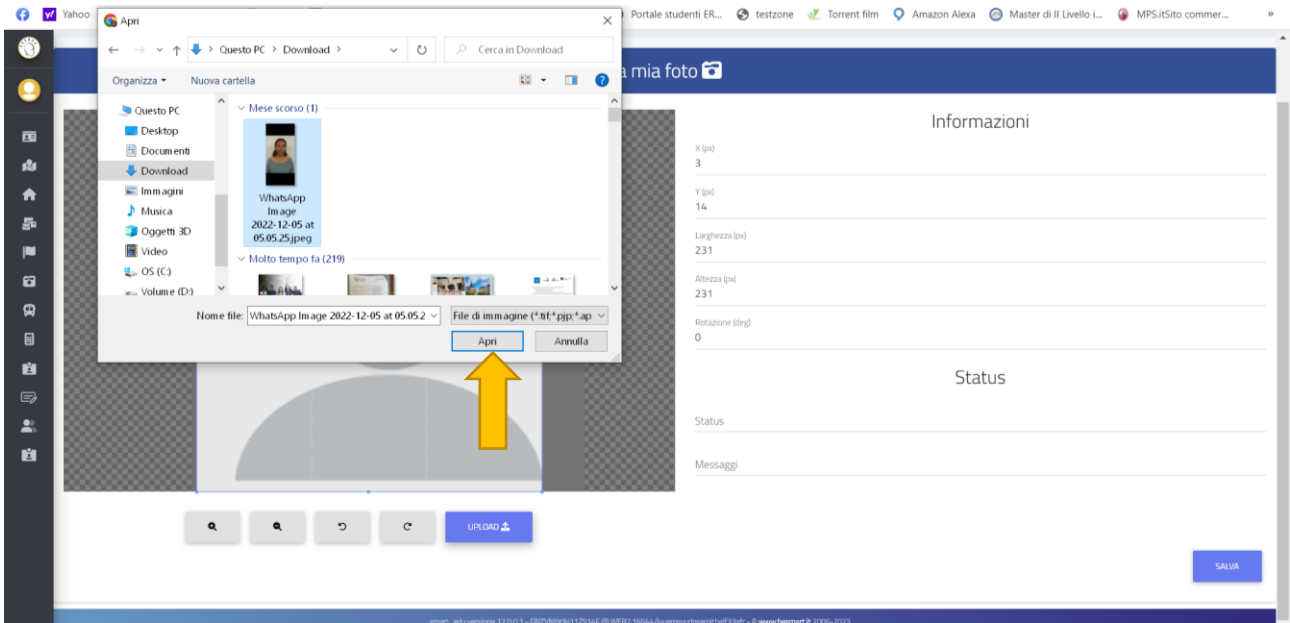
Step 1: Click on “La mia foto” (My photo).



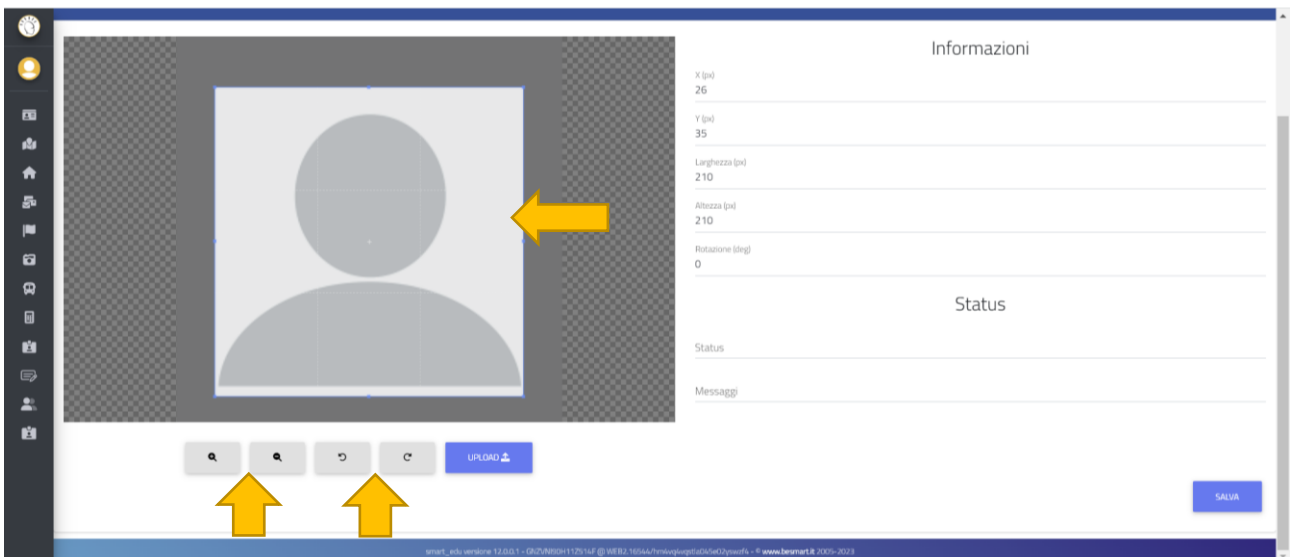
Step 2: Click on “upload”



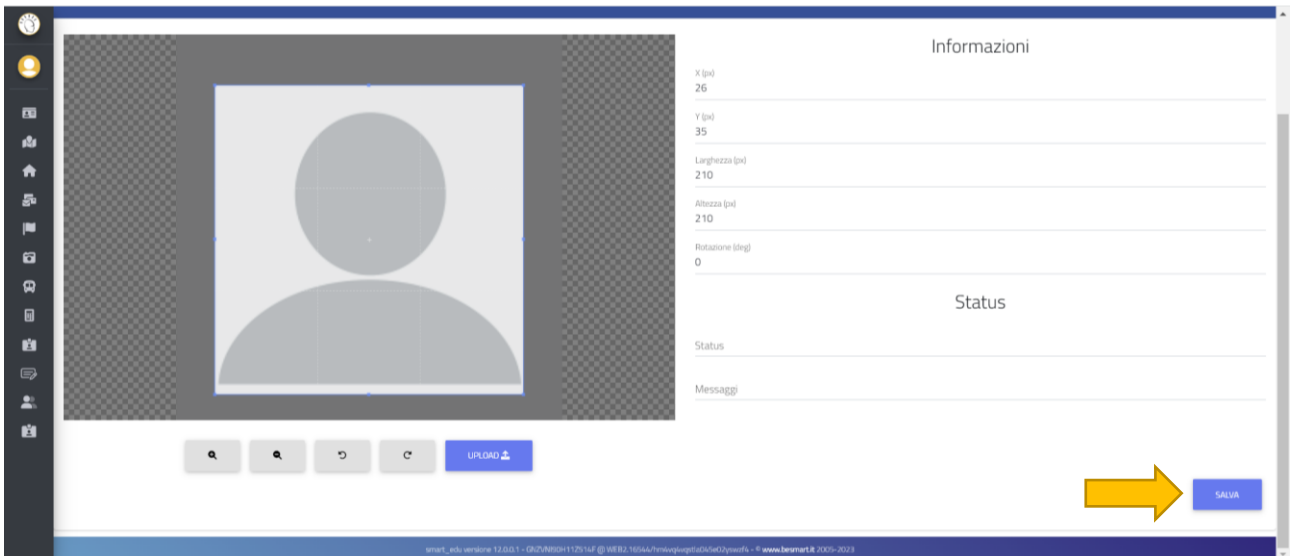
Step 3: Select a **profile picture** of yourself in JPG format and click on **“apri”**.



Step 4: **Reposition** your picture by clicking on your picture and moving it with the mouse. (To change the size of the picture, click on the magnifying glass or to rotate click on the turning arrows).

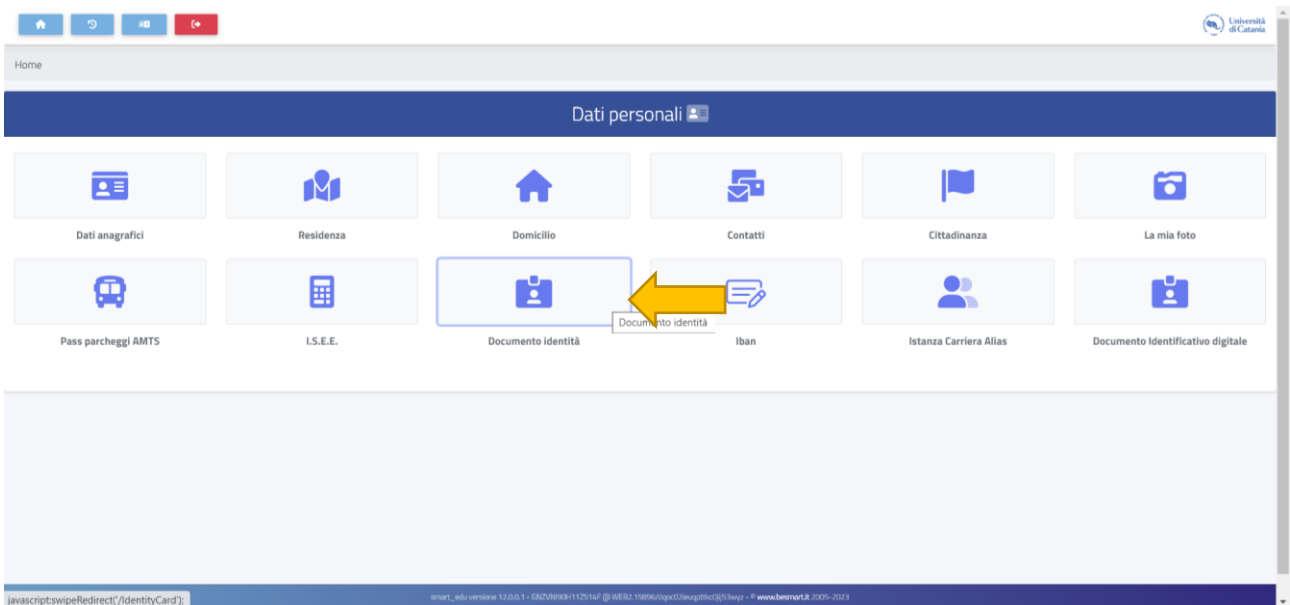


Step 5: Click on “Salva” and go back to “Dati Personali” page.



Now, we are almost finished!! We only have now **2 more options** to fill in. Let's continue now with the “Documento identità” (Identity card).

Step 1: Click on the option “Documento identità”



Step 2: Click on “Scegli Tipologia”

The screenshot shows the 'Documento identità' form. The 'Tipologia documento' dropdown menu is open, showing the option '<-- Scegli tipologia -->'. A yellow arrow points to this option. Below the dropdown, the 'Ente di rilascio' is set to 'Ambasciata'. The 'Carica i File' section has a 'Scegli file' button and a 'Browse' button. A blue 'AVANTI' button is at the bottom right.

Documento identità

Tipologia documento
<-- Scegli tipologia -->

Ente di rilascio
Ambasciata

Numero del documento

Località del rilascio

Data di rilascio
gg/mm/aaaa

Data di scadenza
gg/mm/aaaa

Carica i File
Scegli file Browse

AVANTI

smart_ada versione 12.0.0.1 - GNDV90KH117514F @ WEB2.19896/ispct2/segptthc3j5/segpt - F www.besmart.it 2025-2023

Step 3: Choose the option of “Passaporto” (Passport).

The screenshot shows the 'Documento identità' form with the 'Tipologia documento' dropdown menu open. The 'Passaporto' option is selected and highlighted in blue. A yellow arrow points to this option. The rest of the form is the same as in Step 2.

Documento identità

Tipologia documento
<-- Scegli tipologia -->
<-- Scegli tipologia -->
Carta d'identità
Patente di guida
Passaporto
Patente nautica

Numero del documento

Località del rilascio

Data di rilascio
gg/mm/aaaa

Data di scadenza
gg/mm/aaaa

Carica i File
Scegli file Browse

AVANTI

smart_ada versione 12.0.0.1 - GNDV90KH117514F @ WEB2.19896/ispct2/segptthc3j5/segpt - F www.besmart.it 2025-2023

Step 4: In the next part “Ente di rilascio” (Issuing body) you will see different options that you may in consideration (“Embassy”, “Municipality”, “Consulate”, “Other foreign entity”, “Italian Ministry of Transport”, “Ministry”, “Prefecture”, “Police Headquarters or State Police Station”). **Depending on the entity that gave you your passport** you should select between: “Embassy”, “Consulate”, or “Other Foreign Entity”. In this case we will Select “Altro Ente Estero” (Other Foreign Entity)

The screenshot shows the 'Documento identità' form. The 'Ente di rilascio' dropdown menu is open, displaying several options: 'Altro ente estero', 'Ambasciata', 'Comune', 'Consolato', 'Altro ente estero', 'MIT-UCO-Dip. Trasporti Terr.', 'Ministero', 'Prefettura', and 'Questura (o Commissariato di P.S.)'. A yellow arrow points to the 'Altro ente estero' option. Below the dropdown, there are fields for 'gg/mm/aaaa' and 'Data di scadenza' with the same format. A 'Carica i File' section contains a 'Scegli file' button and a 'Browse' button. A blue 'AVANTI' button is at the bottom right.

Step 5: Proceed by filling in the “Numero del documento” (Document Number) and the “Località del rilascio” (Place of issue).

The screenshot shows the 'Documento identità' form. The 'Ente di rilascio' dropdown menu is now closed and set to 'Questura (o Commissariato di P.S.)'. The 'Numero del documento' and 'Località del rilascio' fields are highlighted with yellow arrows, indicating they are the next fields to be filled. Below these fields are 'Data di rilascio' and 'Data di scadenza' fields with the format 'gg/mm/aaaa'. The 'Carica i File' section and the 'AVANTI' button are also visible.

Step 6: On this step we will write down 2 different parts one will be the **“Data di rilascio”** (Issuing date) and the **“Data di scadenza”** (Expiration date). The correct order for the date is **Day/Month/Year**.

The screenshot shows the 'Documento identità' form. The 'Data di rilascio' and 'Data di scadenza' fields are highlighted with yellow arrows pointing to the date input boxes. The 'Carica i File' section is also highlighted in yellow, and the 'AVANTI' button is visible at the bottom right.

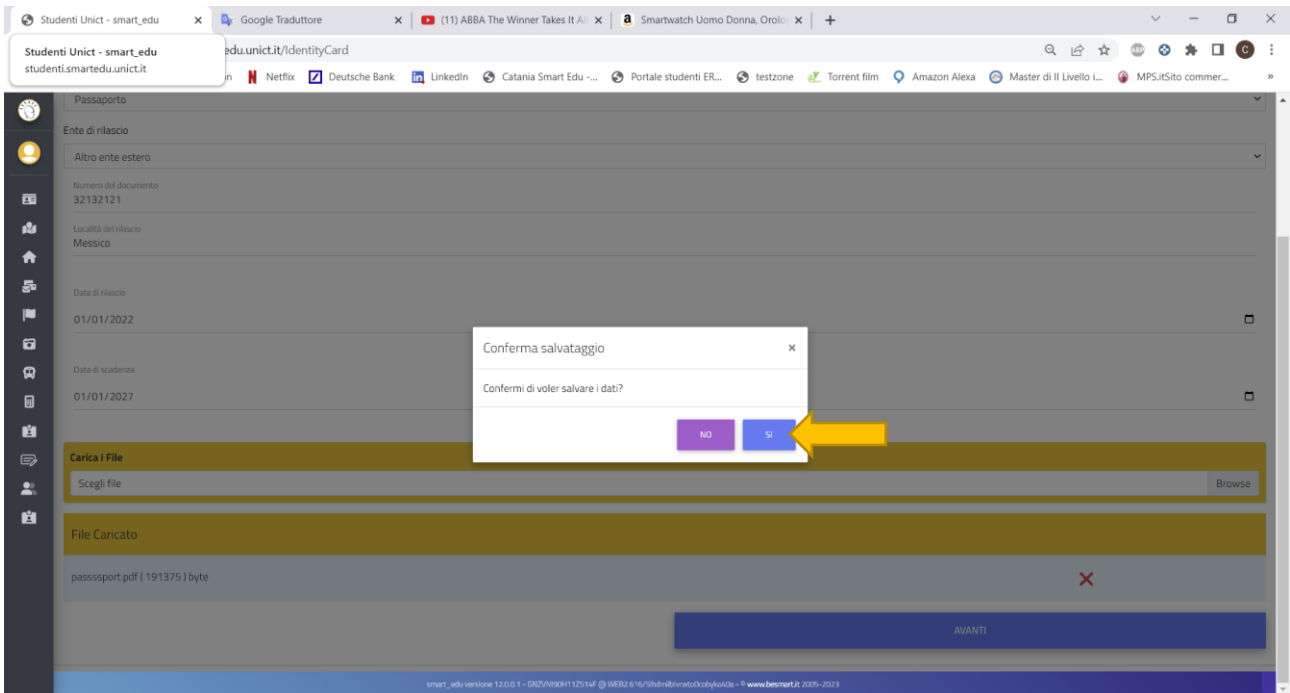
Step 7: Click on **“Scegli File”** (Select file) and upload your scanned passport where the information you stated is presented. Finally, click on **“AVANTI”** (proceed).

The screenshot shows the 'Documento identità' form. The 'Scegli file' button in the 'Carica i File' section is highlighted with a yellow arrow pointing to it. The 'AVANTI' button is visible at the bottom right.

Step 8: When you have already selected your document it will appear as it shows on the picture below. If you want to **change the document** you have uploaded, just click on the **red cross** and **select a different file**. Finally, click on **“AVANTI”** (proceed).

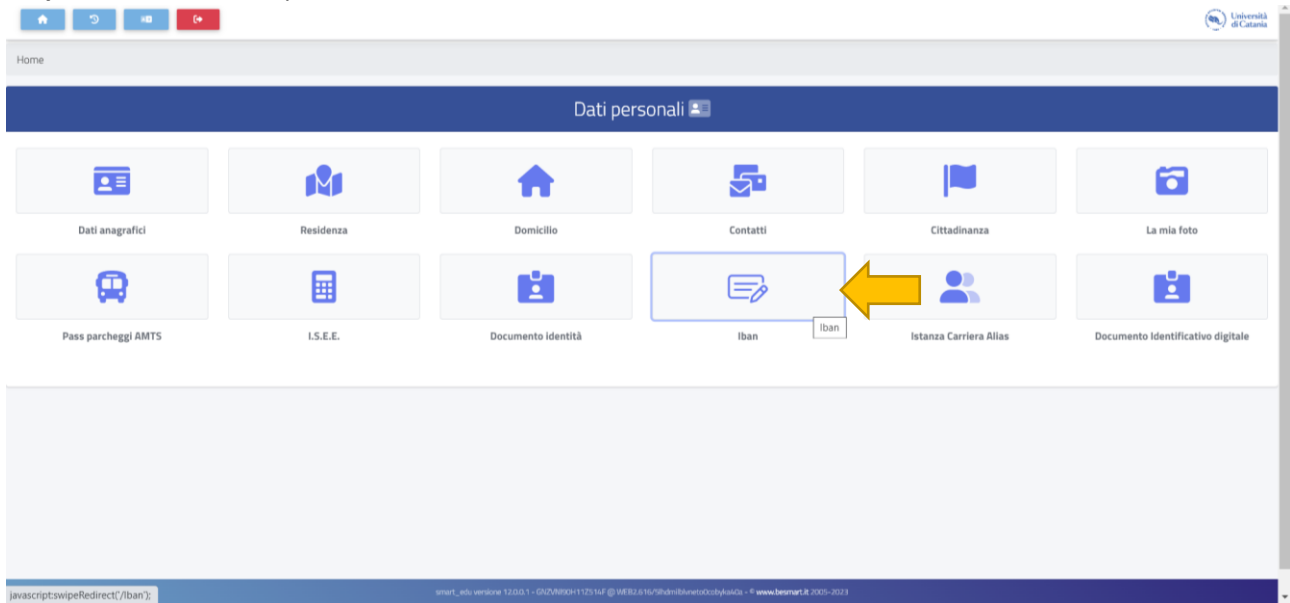


Step 9: In the end a notice will appear asking you to confirm. Click on **“SI”**.



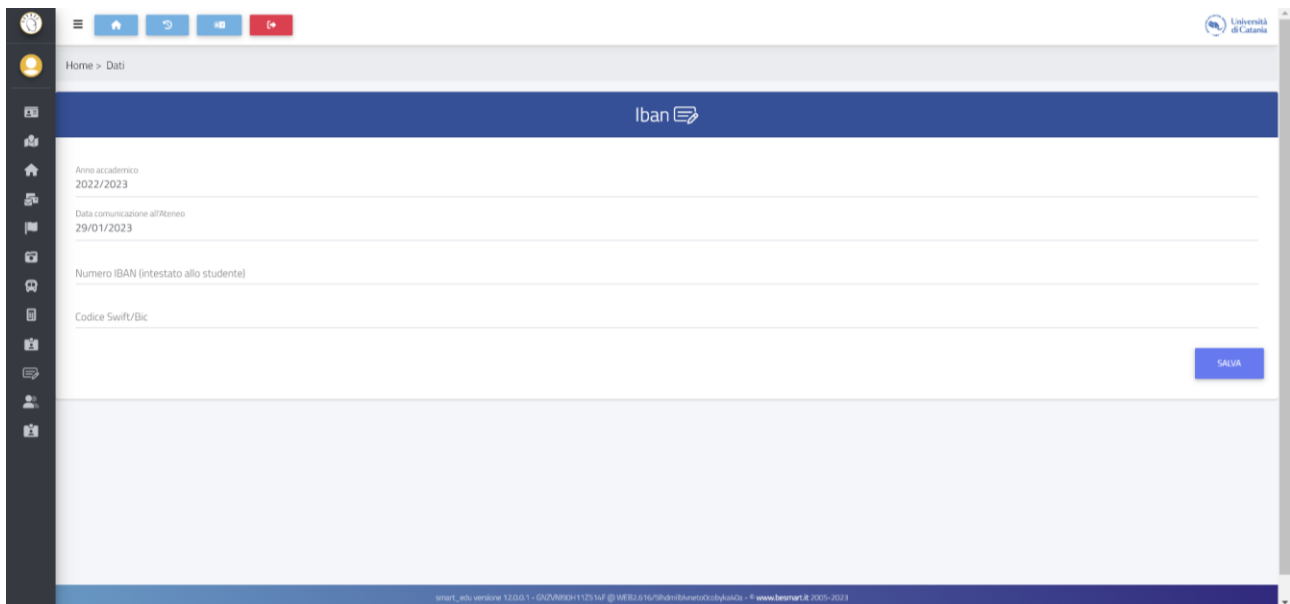
Finally we have arrived to our **last step** for the moment, the **“IBAN”**.

Step 1: Select **“IBAN”** option.

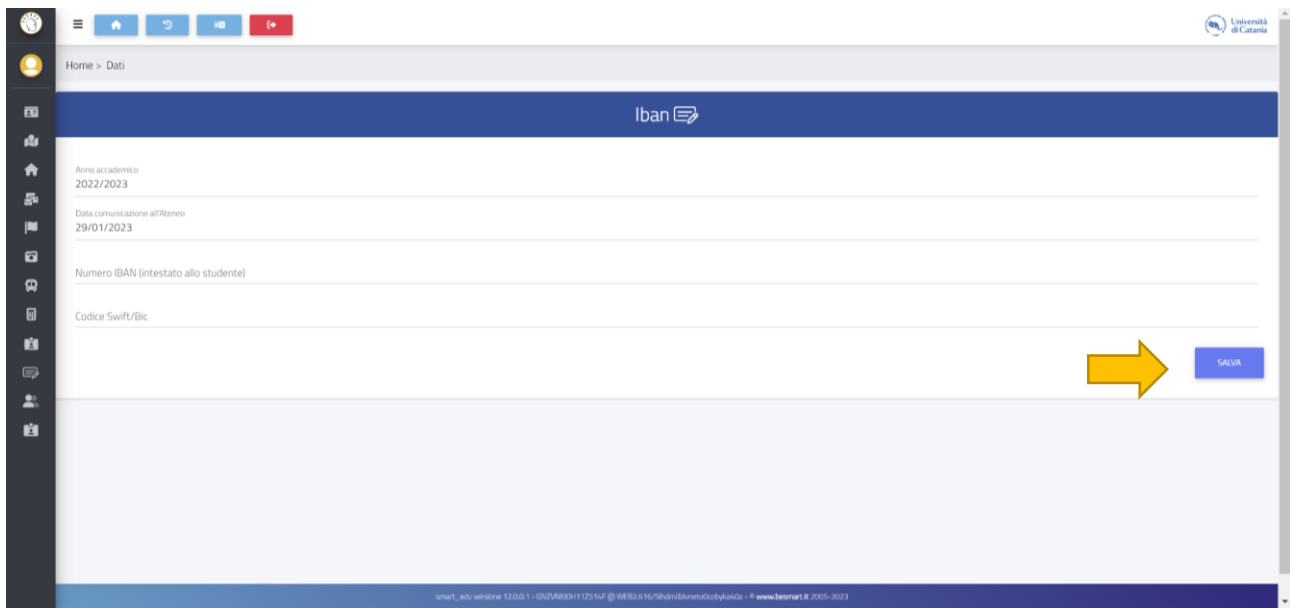


Step 2: Fill in you Bank account information (Academic Year, Communication Date from the University, IBAN number, Swift Cide/BIC).

Note: It is important to note that the bank account should be entitled under your name.



Step 3: Click on “Salva”



The screenshot shows a web interface for the Student Portal. At the top, there is a navigation bar with a home icon, a back icon, and a forward icon. The main content area is titled "Iban" and contains a form with the following fields:

- Anno accademico: 2022/2023
- Data comunicazione all'Ateneo: 29/01/2023
- Numero IBAN (intestato allo studente):
- Codice Swift/Bic:

A yellow arrow points to a blue button labeled "Salva" located at the bottom right of the form. The footer of the page contains the text: "smat_edu versione 12.00.1 - 02/08/2021 11:05:14F @ WEB2.616/Sidmiblueto002byfields - www.benart.it 2001-2021".

For now we are over! But don't forget that you can also download the app of the Student Portal that is available for IOS and Android and use your portal whenever you want!