



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

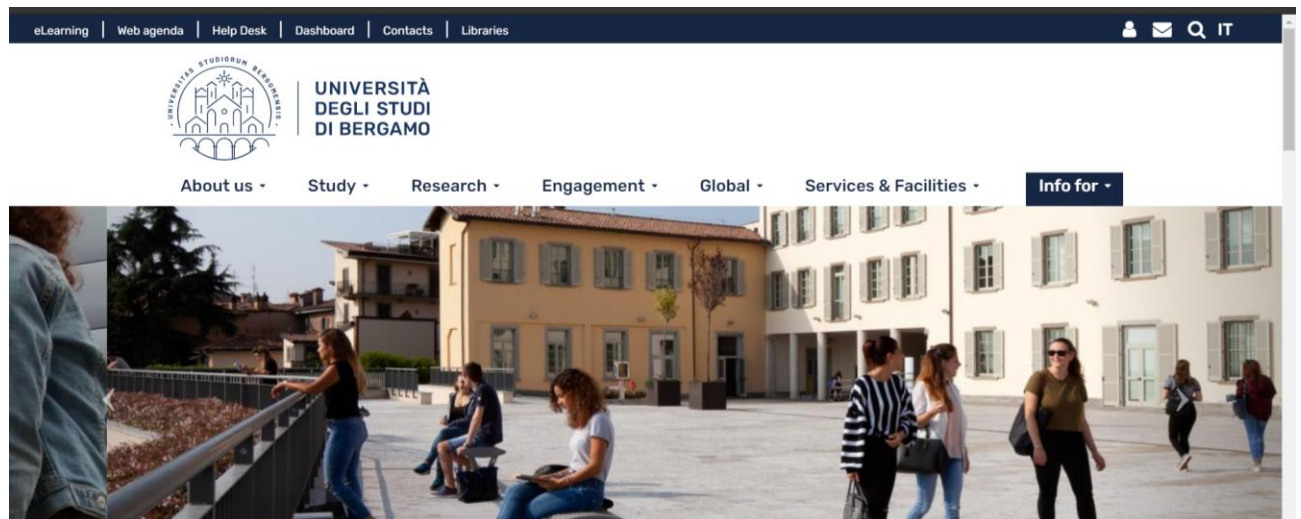
Servizio orientamento
e programmi
internazionali

S.O.S. Exams:

how to book exams online using the UniBg dashboard

Here's a quick guide

1. Go on UniBg website <https://en.unibg.it/> and look for the dashboard



OR go on the dashboard directly:

<https://sportello.unibg.it/Home.do?jsessionid=6FE185E1F5DCD2157F963>



[8C908073054.jvm1a?cod_lingua=eng](https://sportello.unibg.it/8C908073054.jvm1a?cod_lingua=eng)

Identity Provider UniBG

Insert your username and password

To enter with your username and password

Per accedere al sito

Sign in to the service sportello.unibg.it

Username

a.meloni3@studenti.unibg.it

Password

Password recovery

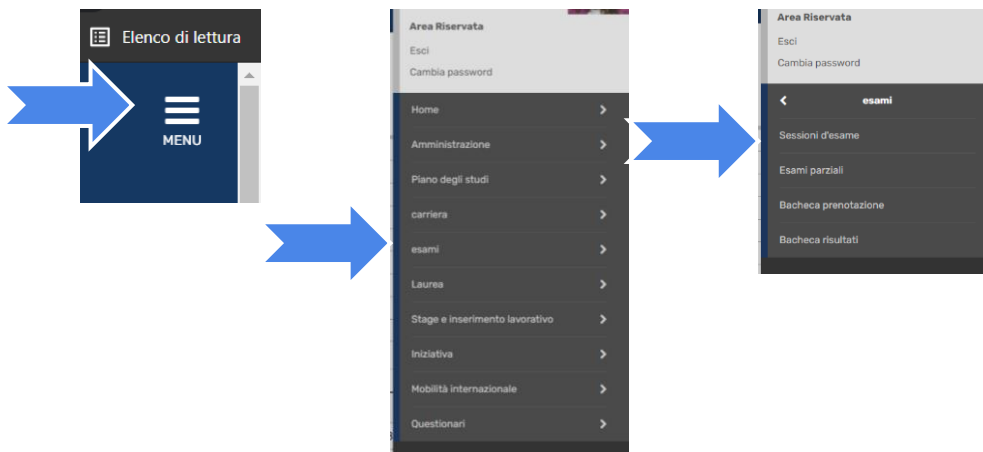
Username recovery

In case of errors or problems please contact supporto.idem@unibg.it

LOGIN

Entra con SPID

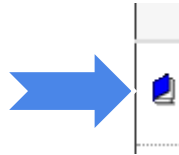
2. **Log in with your Id and password**
3. **Click on the top right MENU and then EXAMS > EXAMS SESSION**



4. **Click BOOKLET, where you see the exams list of your academic booklet (the page shows the bookable exams concerning your booklet)**



5. Click on the BLUE BOOK near the relevant exam and date



6. Click on PRENOTATI ALL'APPELLO (book for this exam)

7. Fill the online questionnaire

8. Confirm your reservation

☆ **You have time till 5 days before the exam for reserving or cancelling your exam booking ;)**

☆ **Normally the opening time for enrolment is seventeen calendar days before the exam while the closing time is three days before each exam.**

☆ **To sit exams, the student must show his student card or an identity document to the commission.**

There are 3 exam sessions:

Session I: from January to February

Session II: from March to April



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Session III: from June to July and from August to September.