



Instructions to access the online tool for partner institutions

Politecnico di Milano provides an online tool that allows partner universities to manage their students before, during, and after the exchange period.

To access this tool, **official registration is required**.

Do you still need to register?

To use the Online Tool, you must be officially registered on Polimi Online Services and obtain your personal **Polimi credentials (Person Code + password)** or log in via eduGAIN if you have federated credentials.

A. HOW TO REGISTER

1. Go to the registration page

- Visit www.polimi.it/en
- Click on 'Access Online Services' (top-right banner).
- Use the 'Register' link on the authentication page.

2. Enter your identification data and email

- **IMPORTANT.** We recommend registering with your institutional email address, if applicable (e.g. name.surname@uni.xx).
- Please note that the association between an account and an email is unique. If you use a functional email (e.g. international.relations@uni.xx), it will be linked exclusively to the first person who registers with it and cannot be used by others for separate registrations.
- Only the account holder can modify the email associated with their personal account.

Please, be assured that all personal data provided will be handled with the utmost respect for privacy and confidentiality.

3. Check your inbox.

You will receive an email with your assigned **Polimi Person Code**.

4. Set your password.

Your Polimi credentials are strictly personal, so please remember them for future use.

- Please note that your password will expires every 12 months.
- If you need to change or recover your password, click on 'Polimi credentials recovery' and follow the reset procedure (you will need your email and date of birth).

B. FIRST-TIME LOGIN

After registering, new nominators will also need an **access code** to enter the Online Tool for Partner Universities.

This code is required only for the first login: after that, you'll simply use your **Polimi credentials** (Person Code + password).

To request the access code, please send an email to international-mobility@polimi.it and we'll provide it to you.

C. FUTURE LOGINS

To access the Polimi Online Tool **without any 2FA** (two factor authenticator) but using only your **Polimi credentials**, please remember that you have to use only this link: [Online Tool for Partner Universities](#) (not the 'Access Online Services? link in the homepage!).