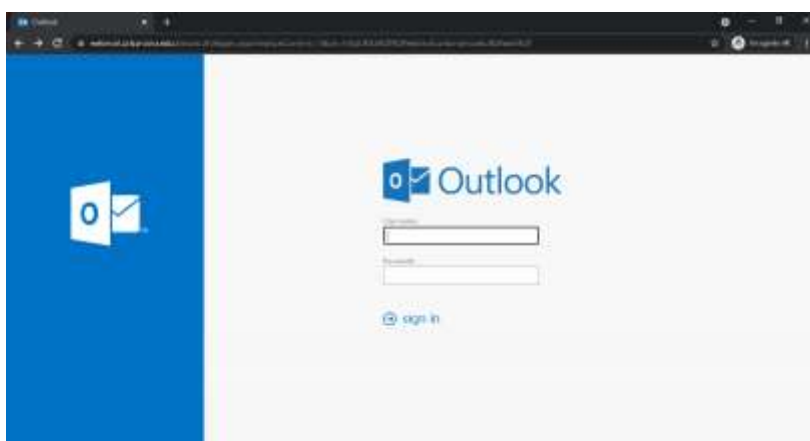PONTIFICIA
UNIVERSITÀ
URBANIANA

The purpose of this document is to assist new students of the Pontifical Urban University by providing the necessary information to access online resources and make the mandatory password change.

Initial access and change of temporary password

Following an approved request of a new student an email will arrive, containing access credentials including a temporary password that must be changed within five days of receipt.

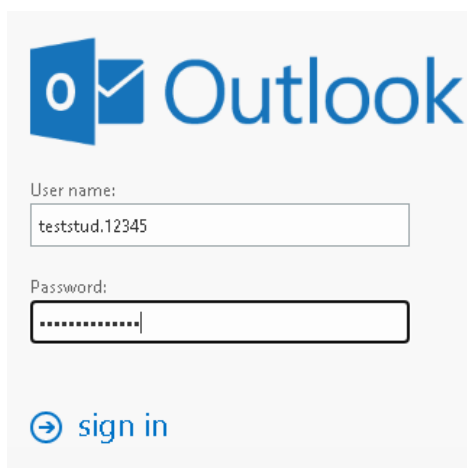In order to modify the temporary password, please proceed according to the following instructions:

Visit the following link: https://webmail.urbaniana.edu

Insert username and temporary password in the appropriate fields using the credentials received by email:

- Username (for example: teststud.12345)
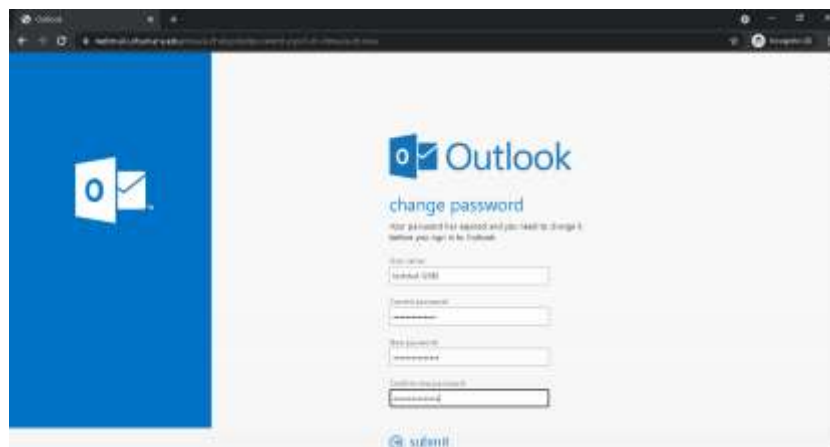- Password (temporary password received by email)

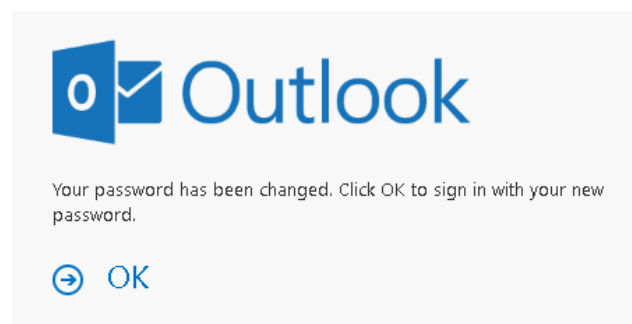It should look similar to the following:

After having completing this operation for the first time, the system will prompt you to change your password.

The first field is for the username, the second for the temporary password, which should be inserted again if needed, and the third and fourth are for the newly desired password to be inserted twice. The new password, to be selected by the student, must follow these criteria:

- Minimum length of 12 characters
- Must contain at least capital (uppercase) letter
- Must contain at least one small (lowercase) letter
- Must contain at least one number
- Must contain at least one symbol (common symbols on an Italian keyboard include $!.,:;()/)
- The password cannot contain one's own name or matriculation number.
- It is recommended to only use characters found on an Italian keyboard in case it becomes necessary in the future to insert it while present at the University, where the terminals may not have other keyboards installed.

If successful, the password will be changed and the opportunity will be given to logon to one's own electronic mailbox.

Click OK to continue.

From this moment onward it is possible to use these new credentials to access email by returning to the site: https://webmail.urbaniana.edu.

This email account should be consulted regularly for information from the University. It will be necessary to change your password every three months otherwise your account will be temporarily disabled.
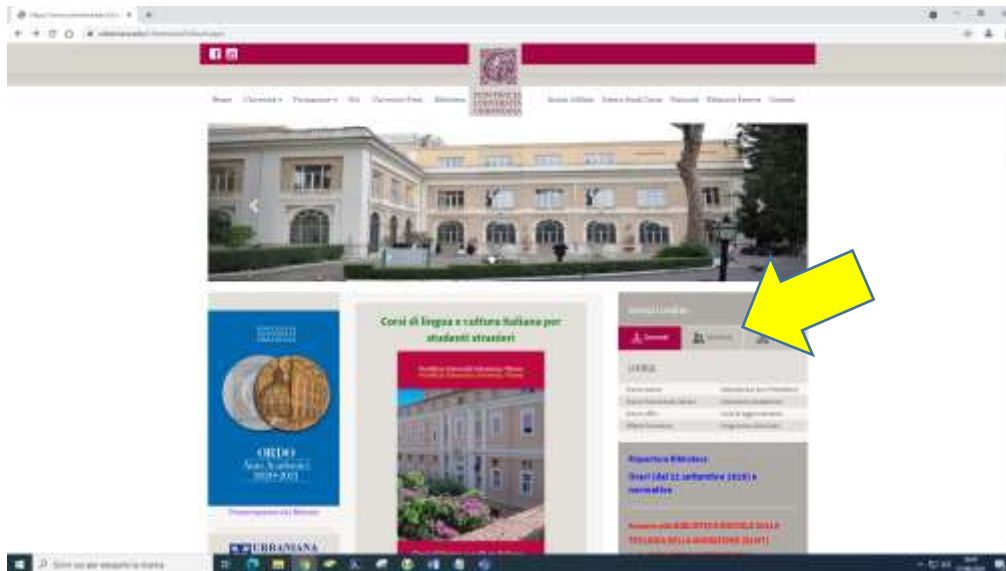
It is not permitted to share these credentials with anyone for any reason.

Accesso Servizi Online studenti

In order to access the student portal, one should first use the following link:

www.urbaniana.edu

Under "*Servizi online*" it is possible to click "Studenti" in order to access the student section of the site.

Some of the sections are protected and will require using your newly created credentials. In this case, there are various logon prompts that may look a bit different, but you will need to use the credentials that you just created. The website will not accept the temporary credentials until they have first been changed.

- Username (for example: teststud.12345)
- Password (personal password)
- It is necessary to always click the ☑ in the checkbox "I'M NOT A ROBOT" or to complete the "codice di verifica" (Captcha) prompt if requested. If the code is difficult to read, it is possible to click 🔄 for a new code or 🔊 to hear the code read aloud in Italian:

From this point forward it is possible to return to the student section of the website as needed to register for exams, download information, check grades, etc.
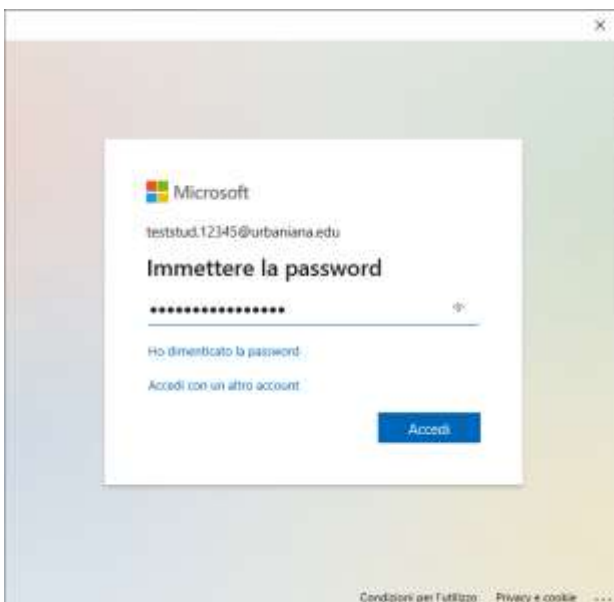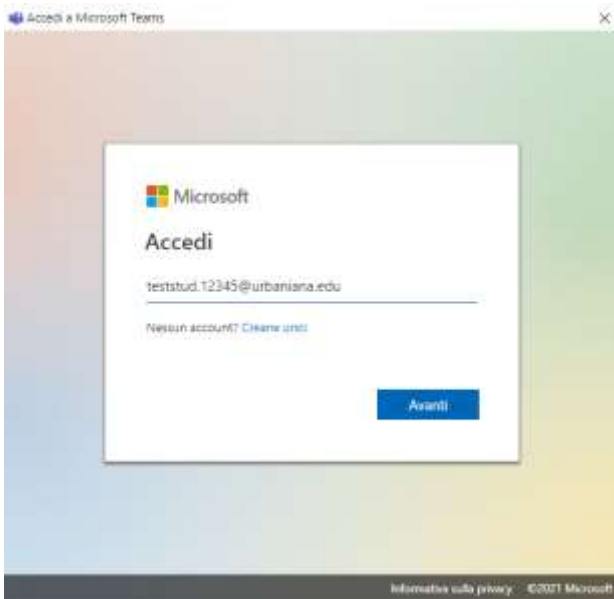
Access to the Microsoft Teams platform

Teams is videoconference software used for remote learning and participation in academic activities. To access Teams, it is possible to download the software at the following link:

https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app

It will be necessary to insert your personal credentials to use teams:

- The username here is your full email address (for example: teststud.12345@urbaniana.edu)
- Personal password

Please note that after changing your temporary password you must wait at least 20 minutes before using Microsoft Teams so that there is enough time for the necessary synchronization to take place. The temporary password will not work for Teams.

For assistance, further information, or in case your account is blocked, please contact: servicedesk@urbaniana.edu.