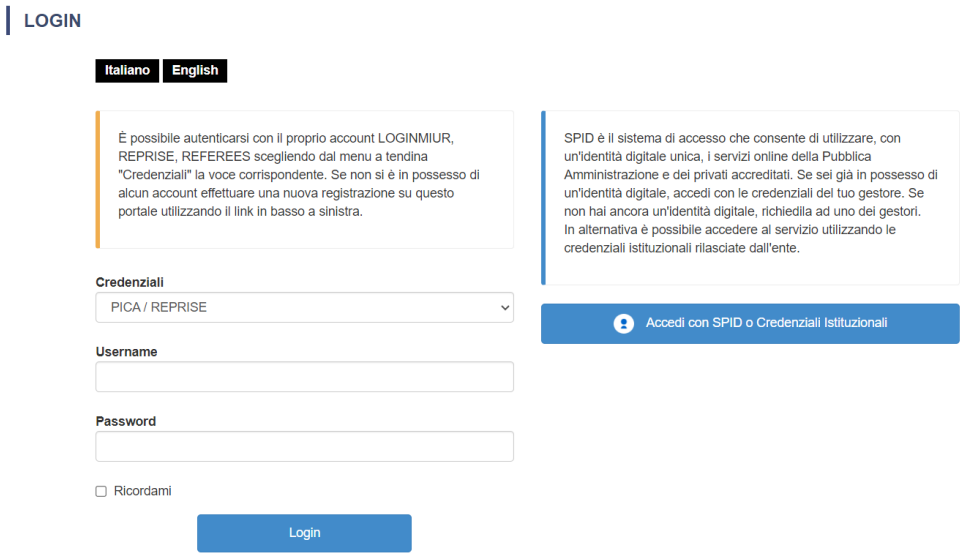
GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR THE SELECTION PROCEDURE ON PICA

To fill out an application, the user accesses the PICA platform via the address: https://pica.cineca.it/unier/phd40/domande/ and once he reaches the page he has to click on the button Gestiscile domande/Manage Your Applications.

Pica allows access to content only after registration and user authentication. If the user accesses PICA for the first time, then he must register and enter all the requested data in the form. After registration, PICA requires the user to authenticate.

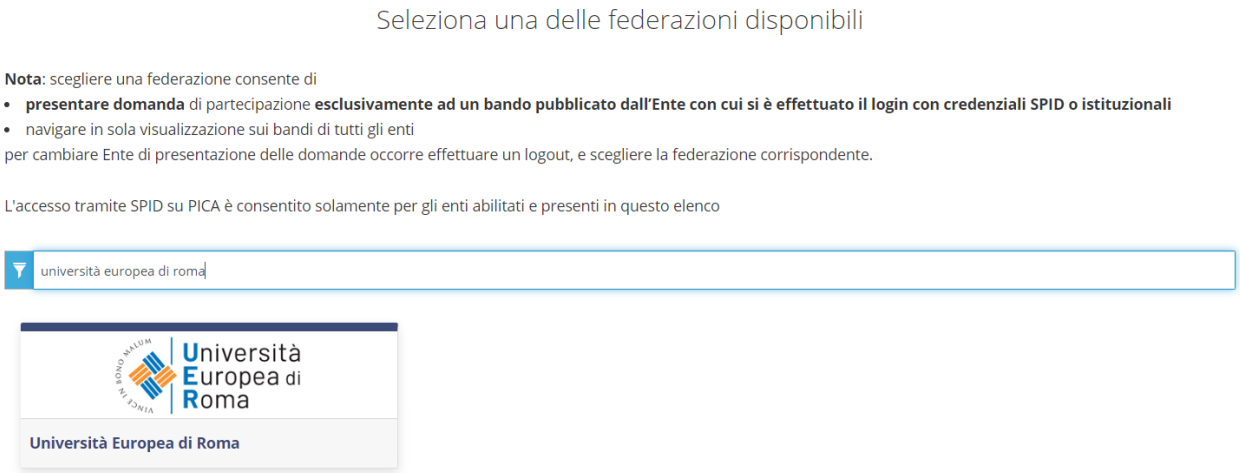
The methods of authentication on PICA are:

1. Login via account PICA, LOGINMIUR, REPRISE o REFEREES
2. Login via SPID (only for federated institutions)
3. Login via SSO (only for configured institutions)



Logging via Login via SPID or INSTITUTIONAL CREDENTIALS, the page containing all the FEDERATED INSTITUTIONSwill be shown.

NB: In case of login via SPID, no signature will be required when submitting the application.



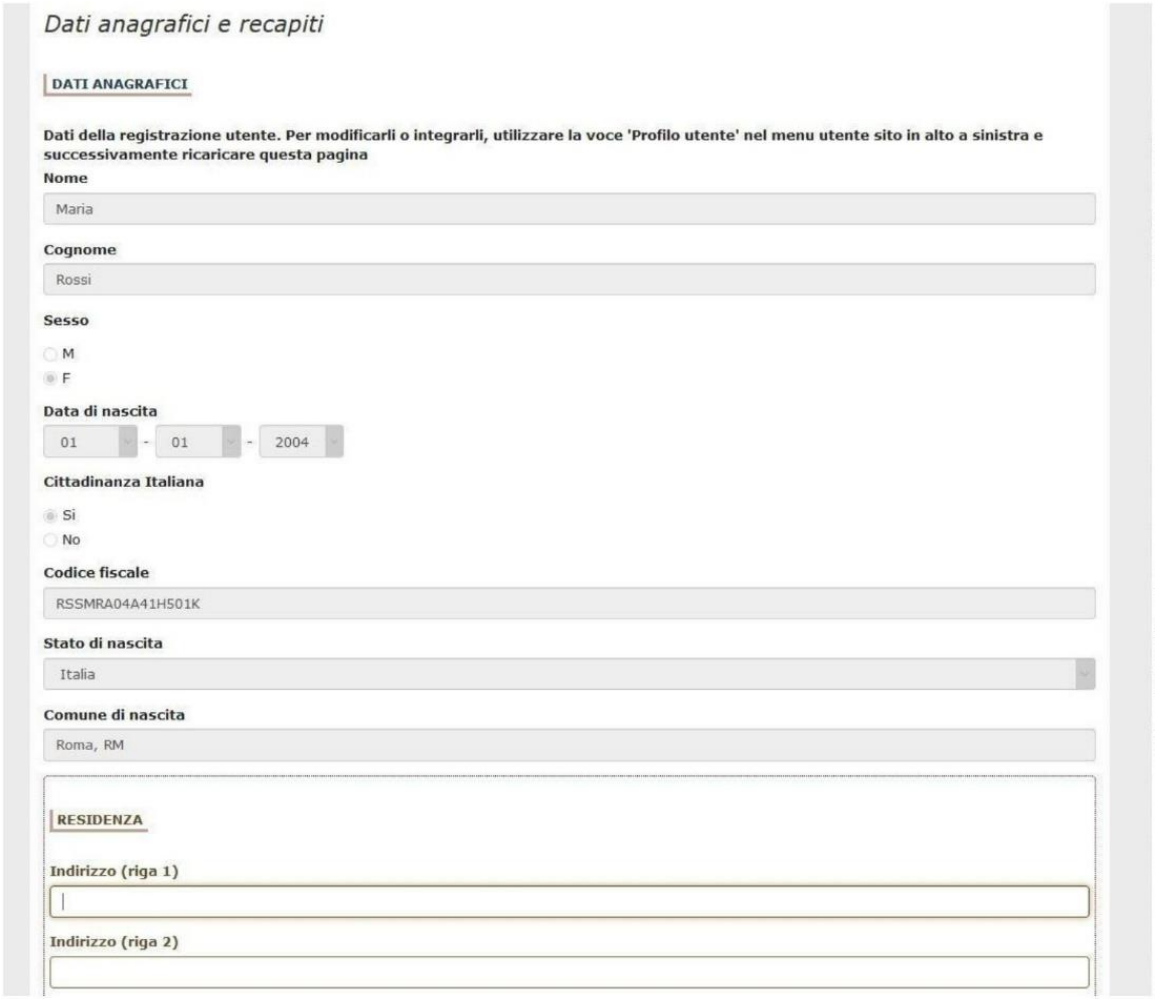
The user selects the reference institution and is redirected to the relevant credentials entry page. Once logged in, the user is redirected to the PICA page of the university where he can start filling in his application by going to Compila una nuova domanda/New submission.

The application form is divided into pages and sections. Fill in every single page in all its sections.

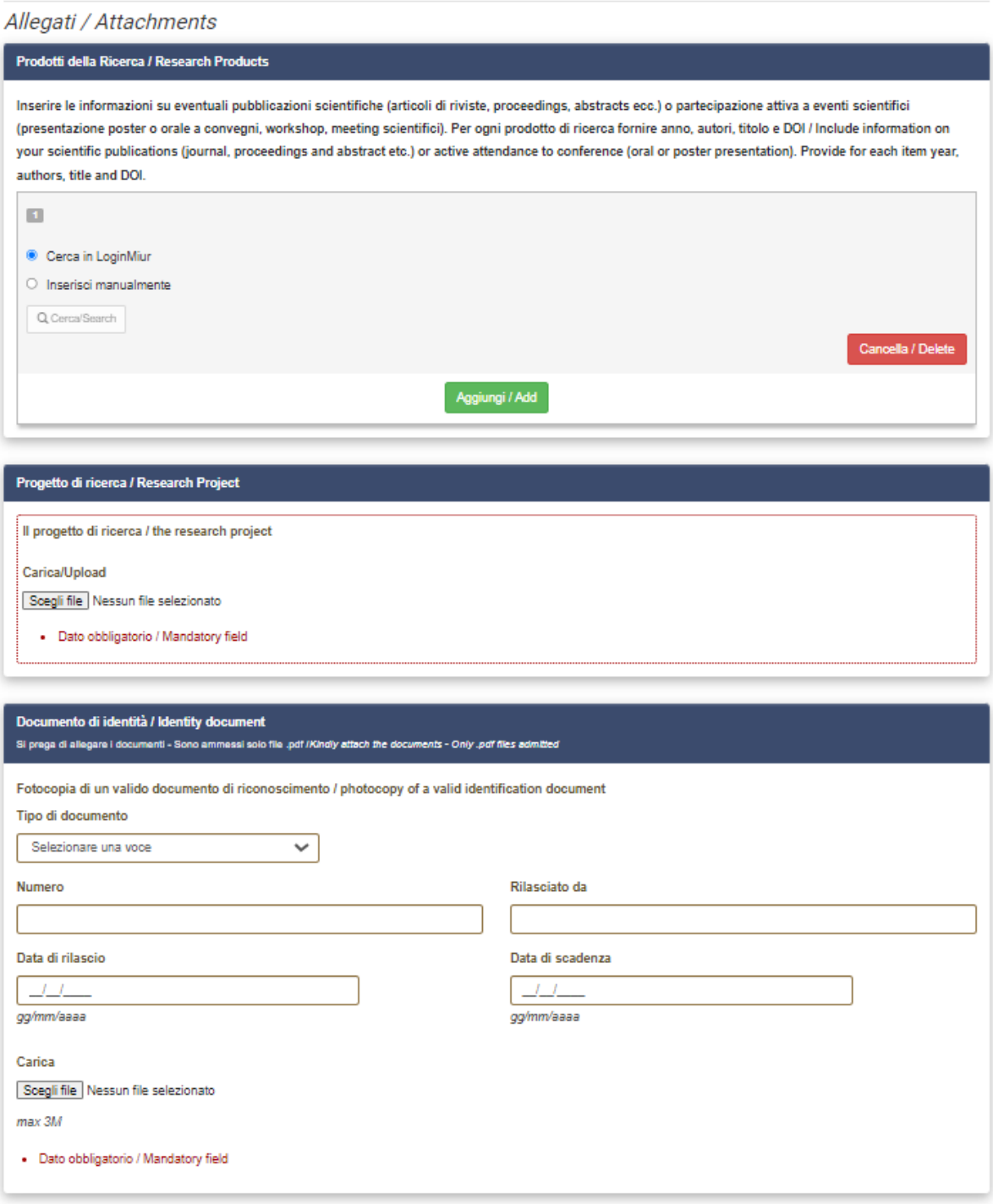
After completing a page press the Salva e Prosegui/Save and Proceed button at the bottom of the page.

If the entry was successful, the system passes to the next page; otherwise error messages/warnings will appear and the user will have to correct the data already entered or insert the missing data. To view the contents of the pages only, click on Successiva/Next (top right).

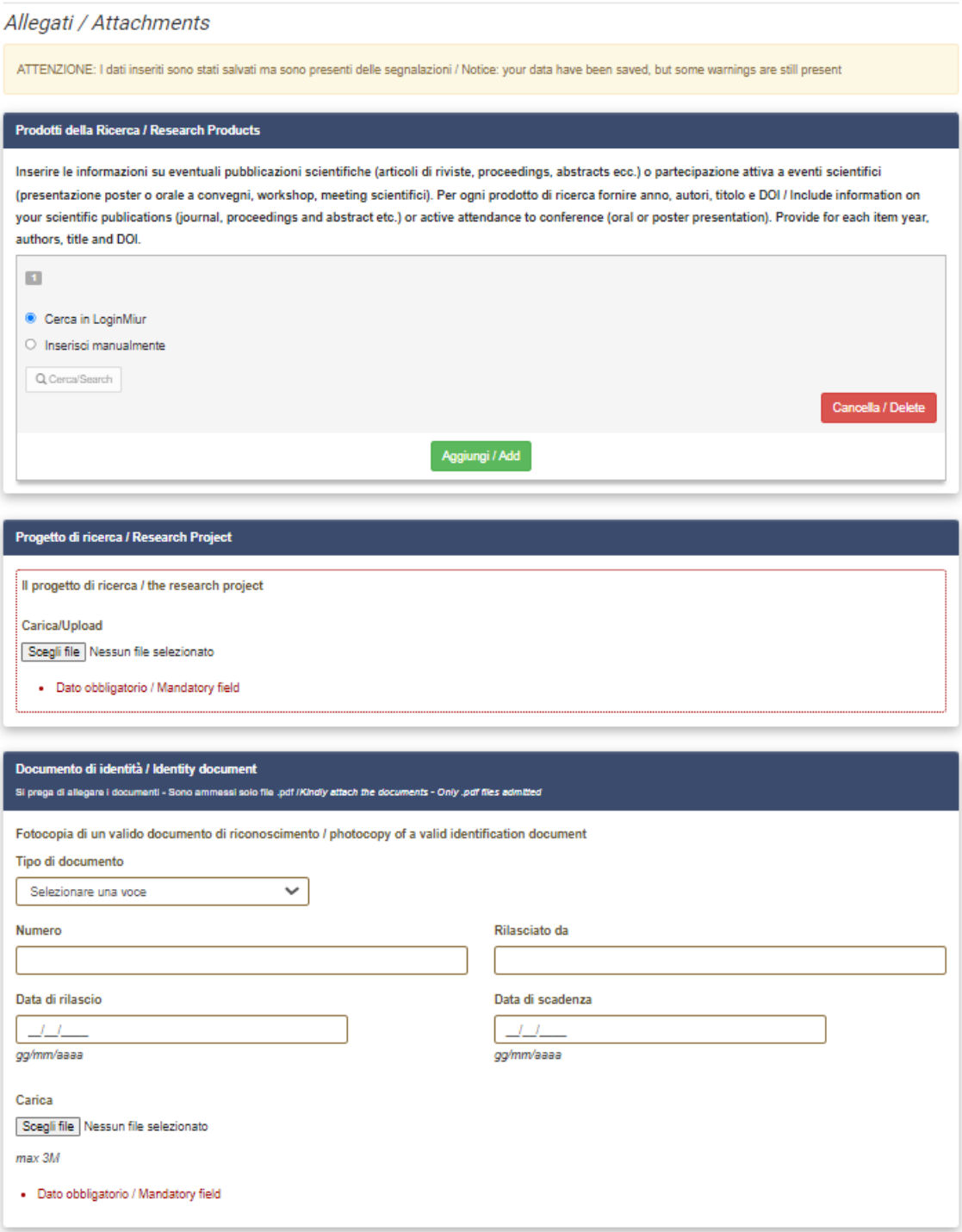
Some personal information in Personal Data and contact details will already be pre -filled. If there are errors in the personal data entered during registration, the user can modify them by accessing the "User profile" at the top right.



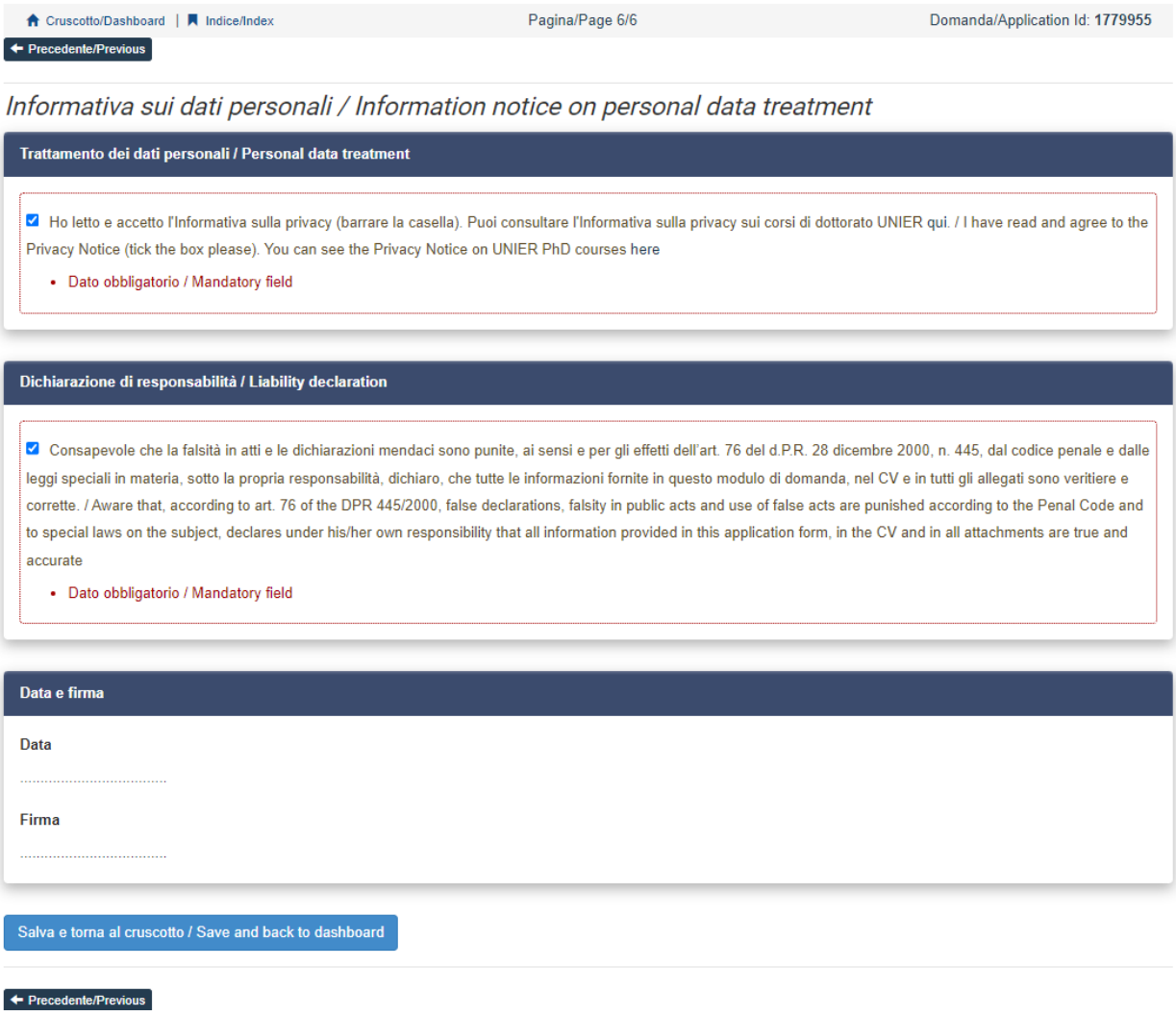
It is important to fill in all the mandatory fields:



Otherwise warnings will be present:



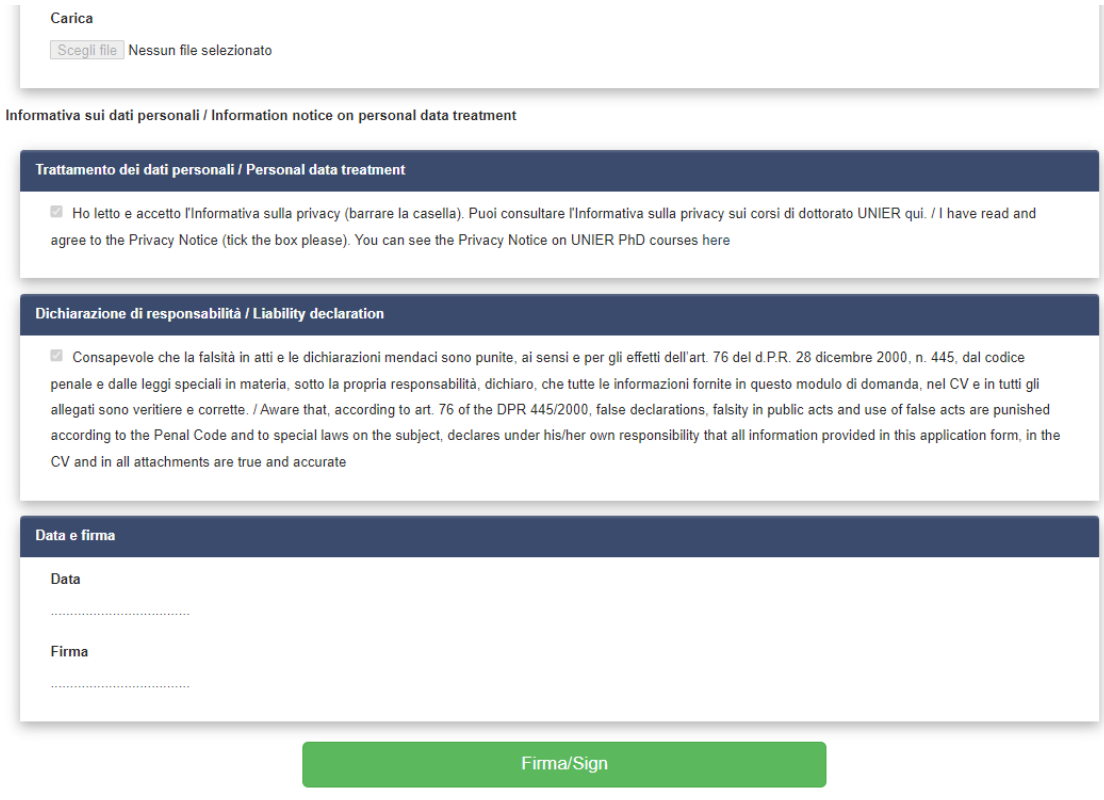
Once you reach the last page of the announcement, click on Salva e torna al cruscotto/Save and back to dashboard



Once all the pages/sections have been completed, the candidate will see the application to be presented on the dashboard, with the status "in bozza / draft". Applications in "in bozza / draft" status can be modified and verified through the special keys.

By clicking on the Firma e Presenta/Sign and Submit button, the system generates a preview of the application file.

The candidate must confirm his intention to submit the application again by clicking on "Firma/Sign" at the bottom of the page.



The system generates the PDF of the application and offers the different signature methods (manual, digital or via the "ConFirma" service).

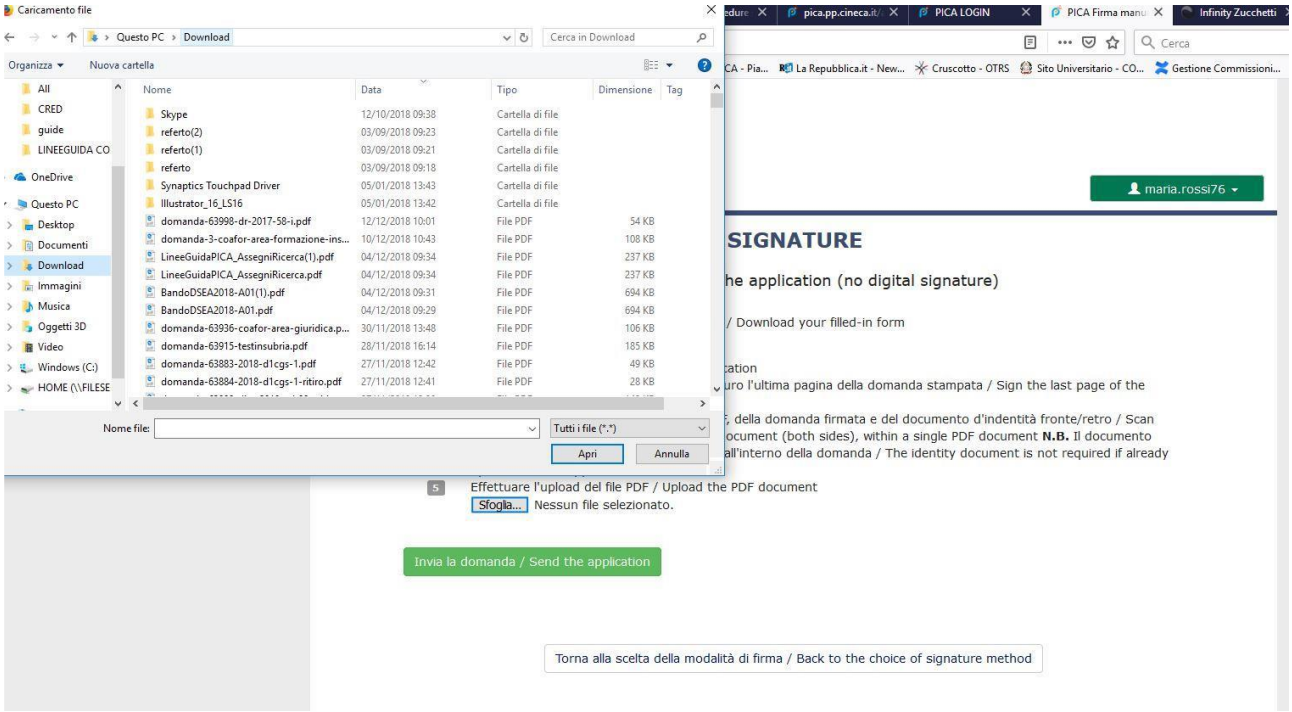
The candidate must select the desired option and carefully follow the subsequent instructions in order to correctly complete the submission of the application.

If the user chooses the first procedure with Firma Manuale / Manual Signature (the most common choice), click on Scarica PDF/Download PDF

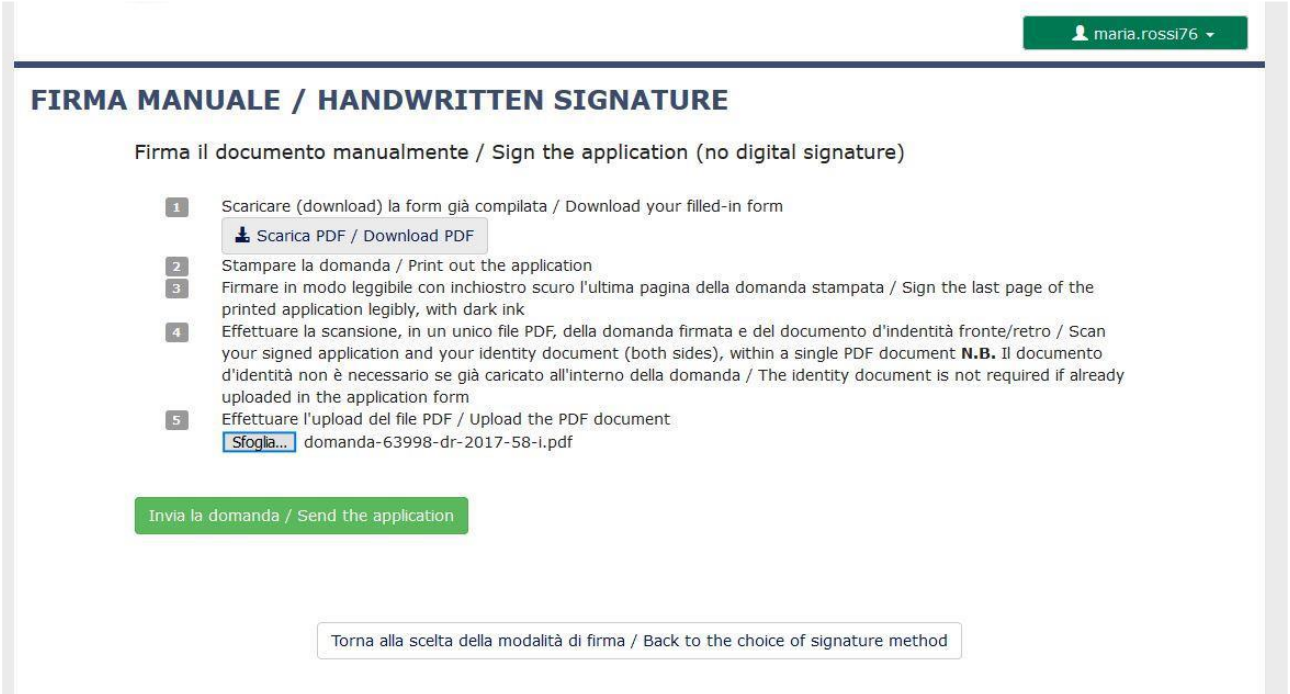
NB: In case of access via SPID, no signature will be required when submitting the application and it will be sufficient to click on Presenta/Submit

Save the file on your computer, print it, sign it and scan it:

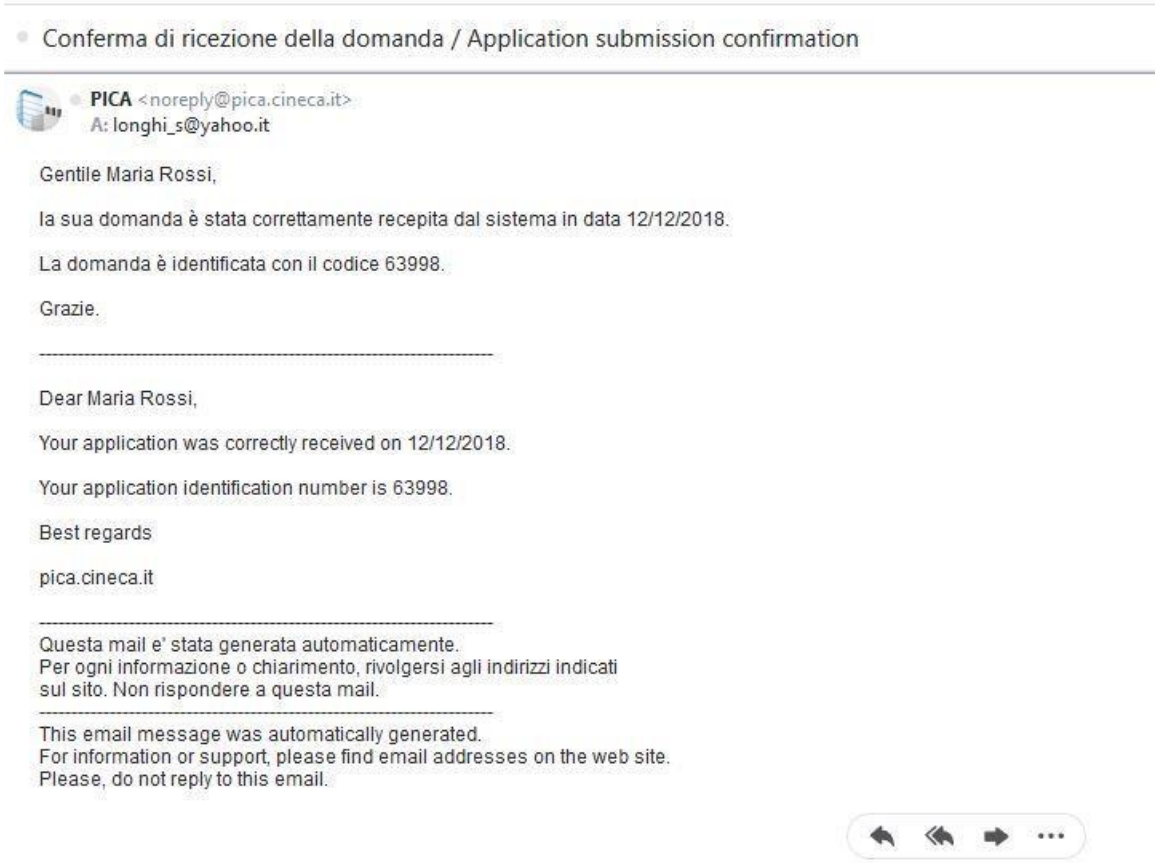
To reload the signed application, click on the file, then on “Apri / Open” and then on “Sfoglia / Browse”:



Finally click on Invia la domanda/Send the application:



Once the application has been sent, which must take place within the deadlines set by the notice, the candidate will receive an e-mail confirming delivery.


Conferma di ricezione della domanda / Application submission confirmation

PICA <noreply@pica.cineca.it>
A: longhi_s@yahoo.it

Gentile Maria Rossi,

la sua domanda è stata correttamente recepita dal sistema in data 12/12/2018.

La domanda è identificata con il codice 63998.

Grazie.

Dear Maria Rossi,

Your application was correctly received on 12/12/2018.

Your application identification number is 63998.

Best regards

pica.cineca.it

Questa mail e' stata generata automaticamente.
Per ogni informazione o chiarimento, rivolgersi agli indirizzi indicati
sul sito. Non rispondere a questa mail.

This email message was automatically generated.
For information or support, please find email addresses on the web site.
Please, do not reply to this email.

At the end the system will confirm the correct sending of the application reporting a unique identifier for the submitted application:

La domanda con identificativo 64046 di Silvia.Longhi per il bando Bando Borsa di Ricerca - Cod. 18XXXX è stata firmata digitalmente con successo/Application with id 64046 by Silvia.Longhi for call Bando Borsa di Ricerca - Cod. 18XXXX has been successfully signed.

Domande in bozza / Draft applications **0**
Domande presentate / Submitted application **1**

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
64046	presentata/submitted	2018-12-19 14:28:33	Modifica/Edit · Visualizza/View · Ritira/Withdraw

PDF domanda/Application PDF · PDF domanda firmata/Signed PDF

Compila una nuova domanda / New submission

If the candidate has submitted the application and received the submission confirmation email, it will no longer be possible to access this application to modify it, but it will only be possible to withdraw it by clicking on theV"Ritira/Withdraw" button on the home page (Dashboard).

Even in the case of Withdrawal, the user must fill in the relevant page and click on Salva e torna al cruscotto/Save and back to dashboard.

You will receive an email in which you will see your request to withdraw the application