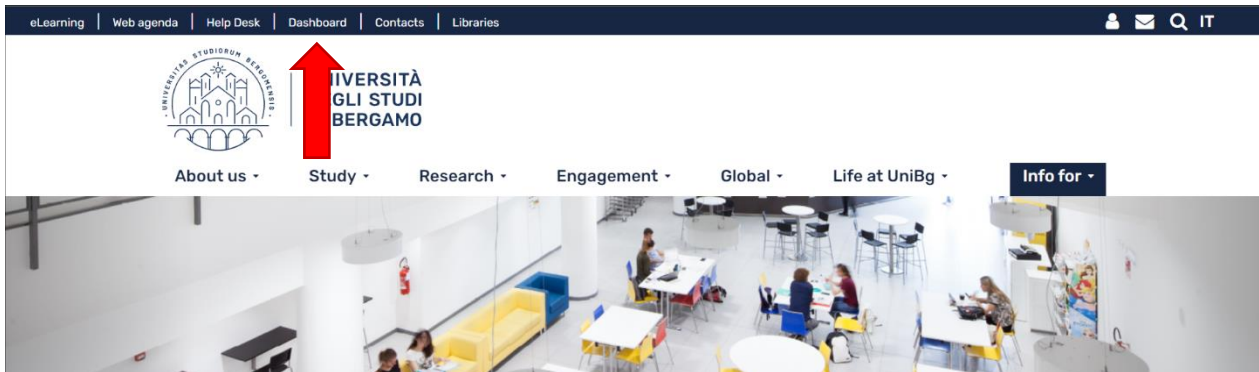




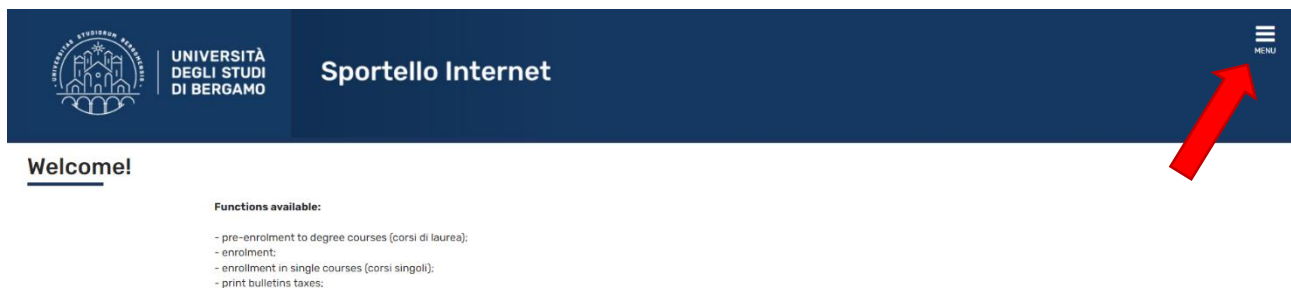
# Internship – Companies' Guide

## Introduction to the Internet Desk

On the [University's Website](#), at the top you can find the *Dashboard* link, click on it:

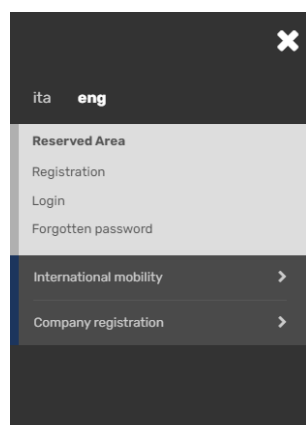


On the web page you have just opened, in the upper right corner you can click the menu button. Clicking it, a small sidebar on the left will be opened.



If you need to **REGISTER** your Company, you can click on *Company registration* and after on *Richiesta registrazione* (GUIDE ON PAGE 2)

If you are **ALREADY REGISTERED** and you want to access the online services, you can log in using your credentials by clicking *Login* (GUIDE ON PAGE 3)





















## Registration


This section explains step by step how to **REGISTER** for the management of Internships and Placements.

If you have followed the guide's previous part, now click on *Registrazione aziende*.

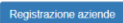
### Registrazione aziende

Attraverso le pagine seguenti potrai procedere con la registrazione dell'azienda, stipulare convenzioni per tirocini curriculari, extracurriculari e professionalizzanti, predisporre progetti formativi, pubblicare offerte di tirocinio e lavoro e creare una presentazione aziendale.

Activity	Section	Info	Status
A - Registrazione azienda			
	Nazione azienda		
	Identificativo azienda		
	Dati dell'azienda		
	Dati utente		
	Dati sede operativa		
	Rappresentante legale		
	Richiesta consensi		
	Riepilogo dei dati inseriti		







You are then asked for a series of **INFORMATION**, the mandatory ones are identified with a \*. When you have done click on *Next*. (The names of the countries are in **ITALIAN**)



#### Company's data

Please insert the following information

**General Data**

Company's name \*

DUNS Code

Group

Please insert the name of the company/body to which the business belongs, if any

Business field\*

Number of employees\*

Turnover

Website

E.g. <http://www.example.com>

You have then to provide:

- **CONTACT INFORMATION**, the person who will log in to the platform to use the services (If the *Operational office* is the *Registered office* indicate *Registered office*).
- **LEGAL REPRESENTATIVE** information.
- Accept the **PRIVACY TERMS** (UE) 2016/679 (GDPR).

The **SUMMARY** page collects all the information given, you can check them and *Confirm* using the blue button.

When you confirm the **SUMMARY**, you will receive **USERNAME** and **PASSWORD** (also shared by **EMAIL**).

The University Office will confirm the **VALIDATION** by contacting you by email.

## How to use the Internship/Placement Services

Make sure you have received the **VALIDATION** email before proceeding. As explained on page 1, click on *login*, and type **USERNAME** and **PASSWORD**.



### Guide to the services: USERNAME

Welcome to the Personal Area dedicated to External Parties and Companies.

Clicking on the **MENU** button in the upper-right corner you have access to the services.

Clicking on *Area Azienda*, the four possible services are:

1. *Dati Azienda*, you can use it to modify the company's data and to add new **OFFICES** (Clicking on *Add new office*).

#### Company's offices

Please verify company's offices data.

Company's offices

Description *	<input type="text"/>
Office type *	<input type="text" value="-"/>

Address

Country *	<input type="text" value="digita per ricercare"/>
City	<input type="text"/>
Postal Code *	<input type="text"/>
Address *	<input type="text"/>
Switchboard telephone number *	<input type="text"/>

[Previous](#) [Save](#)

2. *Contatti Azienda*, you can visualize the list of company contacts. It's also possible to add a new contact by clicking *Add contact*.
3. *Convenzioni*, this part contains information for Italian companies. You can download the agreement form, in English, from this [link](#) and send it to our office via email, by writing to [tirocinini@bg.it](mailto:tirocinini@bg.it)
4. *Presentazione Azienda*, you can add a Company's **OVERVIEW** with text and media.

Clicking on *Tirocini e Placement* the important services are:

1. *I miei tirocini*, you can visualize the list of the activated internships. You can also see if all the documents have been loaded correctly.
2. *Avvia tirocinio con candidato noto*, you can search student for direct **INTERSHIP** start. You must know the student registration number.



#### Search student for direct internship start

Please insert the register number of the student with whom you are willing to start an internship

Student data

Student register number *	<input type="text"/>
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[Search student](#)

After approval, the **TRAINING PROJECT** must be compiled. The General training contents are related to the security formation by University. The Specific training contents are related to the security formation by the Company.



## Extensions and suspensions

It could be necessary to **EXTEND** or **SUSPEND** an internship. You can click on *Tirocini e Placement*, so on *I miei tirocini*.

Identified the right internship in the list, under the *Extensions and suspensions* column you can click on *Display*. Here you can submit a **NEW REQUEST** specifying the type of amendment to the Internship period.

### Extensions and suspensions - STUDENT NAME

Please verify company's overview.

 There are no requests to be displayed.

[Back](#) [Submit a new request](#)