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.

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)

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**.

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**).

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

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.

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.