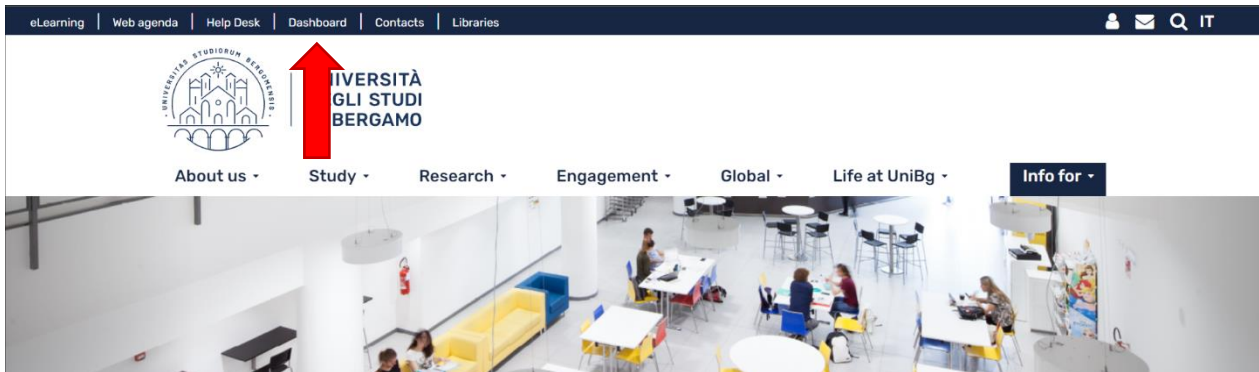




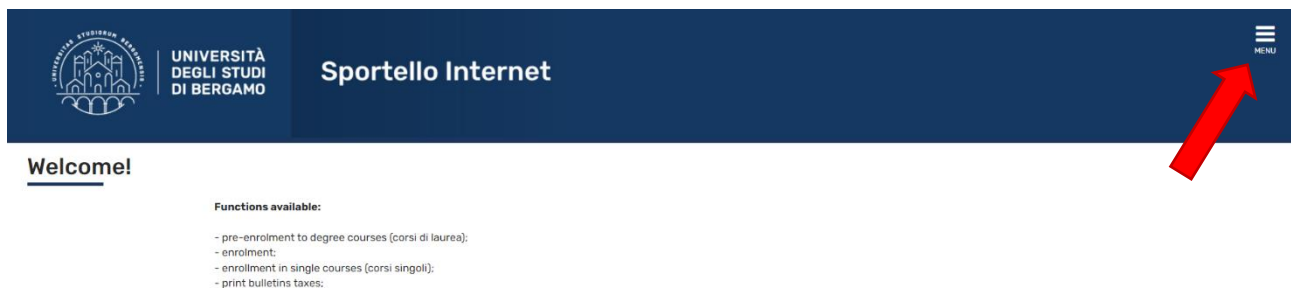
Internship – Companies' Guide

Introduction to the Internet Desk

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

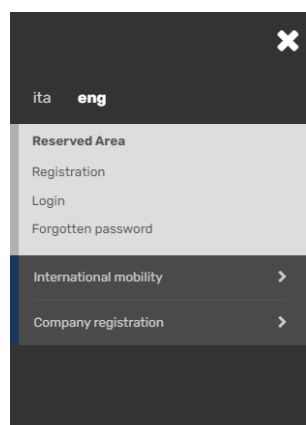


On the web page you have just opened, in the upper right corner you can click the menu button. Clicking it, a small sidebar on the left will be opened.



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		



[Registrazione aziende](#)

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

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

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*).

Company's offices

Please verify company's offices data.

Company's offices

Description *

Office type *

Address

Country *

City

Postal Code *

Address *

Switchboard telephone number *

[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
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 *

[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](#)