



## INSTRUCTIONS FOR COMPLETING THE APPLICATION IN PICA

**CAUTION:** if you already have access credentials to the PICA platform, proceed directly to step 2.

**CAUTION:** if you already have institutional credentials (Unistrapg), you can choose "Accedi con SPID o credenziali istituzionali" on the PICA homepage, instead of making a new registration.

**CAUTION:** For Italy only: Access with SPID is active.

Choose "Accedi con SPID o credenziali istituzionali" on the PICA homepage, then choose the correct Institution "Università per Stranieri di Perugia".

**In case of access with SPID, no signature will be required when submitting the application** (see point 3).

### 1. PICA Registration:

- Visit the website <https://pica.cineca.it>
- Select Login at the top right of the page.
- Choose NEW REGISTRATION.
- Enter the required information and click on **New Registration** (at the bottom of the page). The system will send an email to the provided email address with instructions to confirm the registration.
- Confirm the registration following the received instructions.

### 2. Application Completion:

- Click on the link <https://pica.cineca.it/unistrapg/altaformazione-p4p-2025> and, if prompted, enter your PICA login credentials. This will direct you to the page dedicated to the Admission Notice for the advanced training courses MARIA MONTESSORI: UNA PEDAGOGIA PER LA PACE/ MARIA MONTESSORI: PEDAGOGY FOR PEACE A.A. 2024/2025

- Click on "**Manage your applications**" to enter the **Dashboard**.

- Click on "**New submission**".

The application is divided into pages and sections; you must complete each page in all its sections. After filling out a page, press the **Save and Proceed** button at the bottom of the page. If all data is entered correctly, the system moves to the next page; otherwise, error/notification messages will appear, and the user must correct the entered data or provide missing information.

The application can be navigated by clicking on **Next** (top right) and **Previous** (top left); this allows you to move forward and backward, viewing the contents of the page. However, PLEASE NOTE that if you enter new content, to save it, you must press the **Save and Proceed** button at the bottom of the page.

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

- When on the last page of the application, click **Save and back to dashboard**.

**Attention:** You can complete the application in multiple sessions. To exit a partially completed application, click on the **Dashboard** button at the top left. When you want to resume the application, return to the dashboard by repeating step "a" and then select the **Edit** button.



**Attention:** Once an application is opened, its status will remain **draft** until the completion of the procedure.

### 3. Signing and Submitting the Application:

#### IN CASE OF ACCESS WITH SPID

On the dashboard:

- Click on the submit (Presenta) button: the system then generates a preview of the application file
- Click on the submit (Presenta) green button at the bottom of the application preview page.

#### IN CASE OF ACCESS WITH PICA OR INSTITUTIONAL CREDENTIALS

On the dashboard:

- Click on the Sign and submit button: the system then generates a preview of the application file
- Confirm the intention to submit the application by clicking **Sign** at the bottom of the application preview page.

The system then generates the PDF of the application and offers various signing methods (handwritten, digital, or using the "ConFirma" service). The candidate must select the desired option and carefully follow the subsequent instructions to successfully complete the application submission.

**Attention:** once the pdf is generated it's no longer possible to modify the application

**Attention:** the Handwritten Signature is the only available option for foreign candidates

Instructions for the **Handwritten Signature**:

- click **Download PDF**
- save the file to your computer, print it, sign it, and scan it
- to reload the signed application in the "Handwritten signature" page, click on the button **Scegli file** and choose the file you want to upload

c. To submit the application, finally, click on **Submit the application**.

Once the application is submitted, within the deadline set by the notice, the candidate will receive a confirmation email of the successful submission.

A submitted application can be withdrawn by clicking on the **Withdraw** button on the initial page (Dashboard).

**In case of technical problems during the application completion, you can click on SUPPORTO at the bottom of each application page and follow the guided procedure to open a ticket for Cineca consultancy, which is also available in English.**