

Guidelines for completing the application for participation in competitive procedures

Dear Candidates,

hoping this will please you, we share this document drafted in order to facilitate the compilation of the application on the PICA platform.

For technical problems, please contact **PICA** technical support via the link at the bottom of each page.

Information on the procedure can be found at concorsi@unisi.it

Competitive Exams Office (Ufficio Concorsi)
Università degli Studi di Siena

1 General Information

The application and attachments must be in pdf format, the allowed maximum size for each document being 30 MB.

Within the platform while filling in your application form, you can use the buttons ("**Precedent**" (**Previous**) and "**Successiva**" (**Next**)) to navigate and view the contents of the sections in advance.

By the deadline for submitting the application, the system allows saving it in draft mode so as to let candidates make changes before submitting it.

1

2 Platform Access

To access the PICA platform <https://pica.cineca.it/unisi> use one of the following:

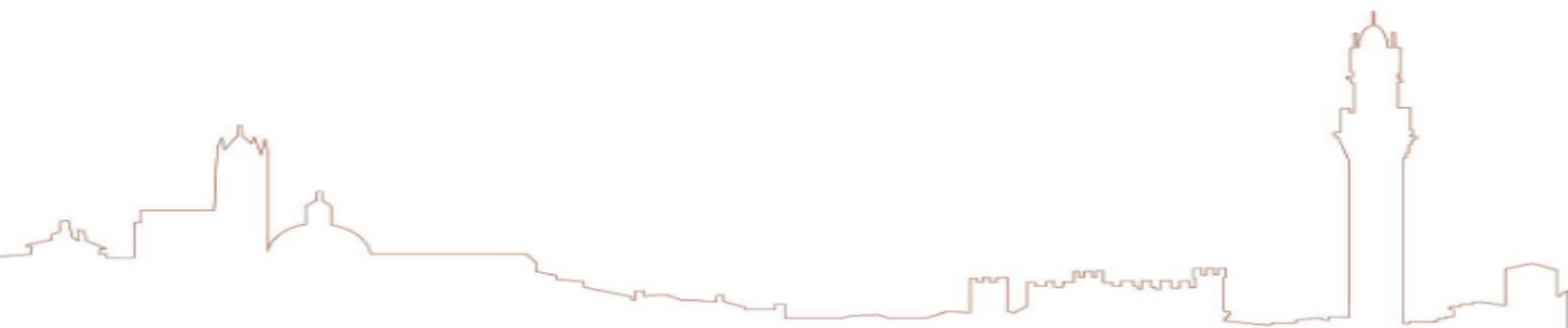
- access via digital identity - SPID level 2, selecting the University of Siena among the available institutions.
- access via the credentials issued by the same PICA platform
- access via your LOGINMIUR account.

Access by means b) and c) requires you to complete the application by attaching a copy of a valid identity document and by affixing your electronic or handwritten signature, if access is via SPID these operations are not required.

3 Filling out the application

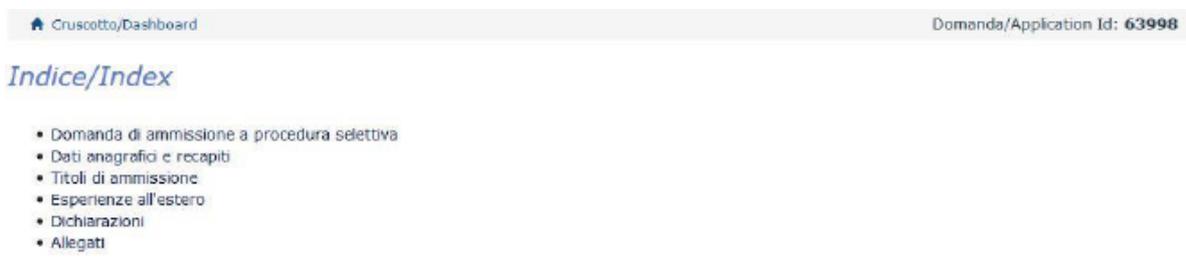
Once you have logged in and selected the procedure you are interested in, you must click the "**Compila una nuova domanda**" (Fill in a new question) button.

The system displays a page with the dashboard icon, the number associated with the question, and the index of the sections.



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Clicking on the first item "**Domanda di ammissione**"(Application) begins the compilation phase.



Cruscotto/Dashboard Domanda/Application Id: 63998

Indice/Index

- Domanda di ammissione a procedura selettiva
- Dati anagrafici e recapiti
- Titoli di ammissione
- Esperienze all'estero
- Dichiarazioni
- Allegati

After entering the required information, press the Save and Continue (**Salva e Proseguì**) button at the bottom of the page.

You should fill in all the sections present.



INFORMATIVA SUI DATI PERSONALI

Si dichiara di aver preso visione della informativa sul trattamento dei dati personali
• **Dato obbligatorio / Mandatory field**

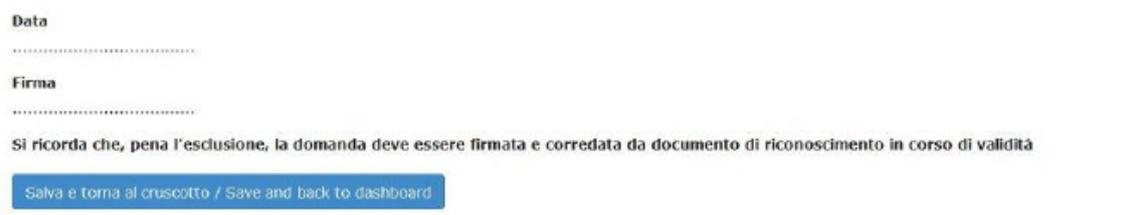
Si autorizzano il Titolare e il Responsabile al trattamento dei dati personali nei termini specificati dalla suddetta informativa
• **Dato obbligatorio / Mandatory field**

Salva e prosegui / Save and proceed

2

If data have been filled in successfully, the platform shows the next page, otherwise error messages are displayed. In order to continue, you need to correct the data already entered or add the required mandatory data.

On the last page, click on the "**Salva e torna al cruscotto**" (Save and return to dashboard) button.



Data
.....

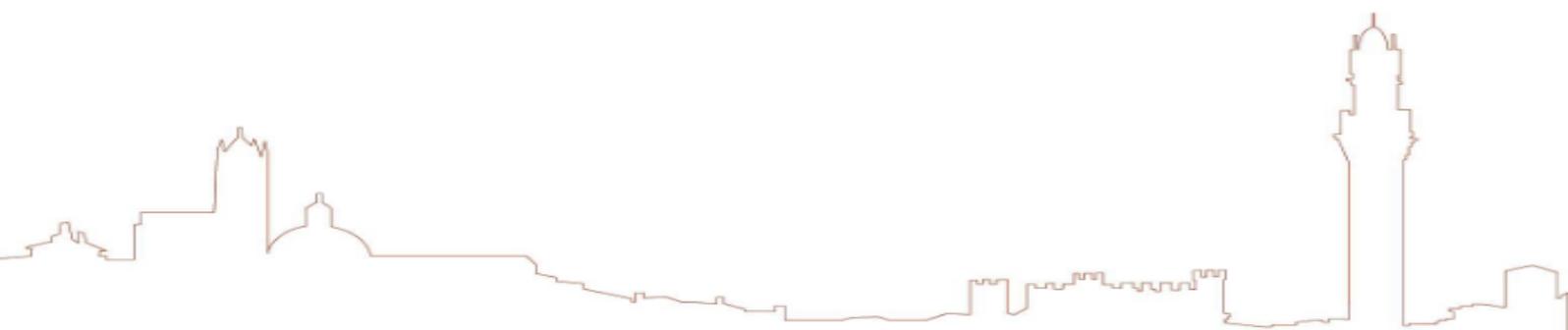
Firma
.....

Si ricorda che, **pena l'esclusione, la domanda deve essere firmata e corredata da documento di riconoscimento in corso di validità**

Salva e torna al cruscotto / Save and back to dashboard

It should be noted that the note relating to the signature and the identity document refers to the methods of access to the PICA platform b) and c). indicated above.

At the end of the compilation, the application will be visible from the "draft" dashboard (in bozza), and you may modify its content.



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

Id domanda Application id	Stato Status	Ultimo aggiornamento Last update	Azioni Actions
64045	In bozza/draft	2018-12-19 14:11:59	Modifica/Edi Verifica/Verif Firma e Presenta/Sign and Submit

[Compila una nuova domanda / New submission](#)

The changes made are recorded by the platform each time the button at the bottom of the "**Salva e Prosegui**" (Save and Continue) page is clicked.

4 Submit Application

If there is a fee (see General Information), click on the "**Pagamento**" (Payment) button. PICA opens a connection with the platform (PagoPA), once the payment has been made online, click on the "**Torna al cruscotto PICA**" (Back to PICA dashboard) button.

Below are the options for submitting the application that depend on how you access the platform.

- [Access via SPID](#): click on the "**Presenta**" (Apply) button
- [Access via credentials \(mode b and c\)](#) : click on the "**Firma e Presenta**" (Sign and apply) button and then on the "**Firma**" (Signature) button displayed at the bottom of the page. The system generates the PDF of the application and proposes the different signing methods (manual, digital or through the "ConFirma" service). You must select the desired option and follow the subsequent instructions.

Once the operation is completed, the confirmation of the operation is sent to the email address indicated, the receipt contains the application ID that will identify the candidate for the entire competitive procedure.

5 Withdrawal of the application submitted

You must access the platform, in the dashboard (pagina iniziale/home page) click on the "**Ritira**" (Withdraw) button, fill in the required fields and click on "**Save and return to dashboard**". Subsequently, the platform sends an email relating to the operation carried out.

6 Submitting a new application

The PICA platform assigns a new identification number. In phase 4, the contribution is not requested and the payment already made (PagoPA) is automatically linked to the new application.

