## **HOW TO INSERT ELECTIVE EXAMS IN YOUR STUDY PLAN:**

Step 1: Log into your esse3 account.

Homepage area pubblica, Università di POLIBA (cineca.it)

## Step 2: Click on the button that leads to the study plan that you want to modify.

Scegli la carriera sulla quale desideri operare

Matricola	Tipo Corso	Corso di Studio	Stato	
	Corso di Laurea Magistrale	INGEGNERIA MECCANICA (D.M. 270/04)	Attivo	Seleziona
Share	Corso di Laurea	INGEGNERIA MECCANICA (D.M. 270/04)	Cessato - Cons. Titolo	Seleziona

## Step 3: From the control panel, click on "Vai al piano".



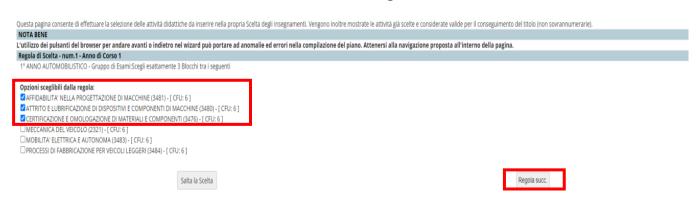
Step 4: You'll see these two buttons. Click on "Modifica Piano".



## Step 5: To modify your study plan, click on the button below.



Step 6: You'll be redirected to this page, where you'll be able to choose which subjects you want to insert in your study plan. Select the ones you want by checking the box next to their names and then click on "Regola successiva".



Step 7: As you can see, the exams you chose will be displayed in the tab named "Attività didattiche". Click on "Regola successiva" to proceed further.



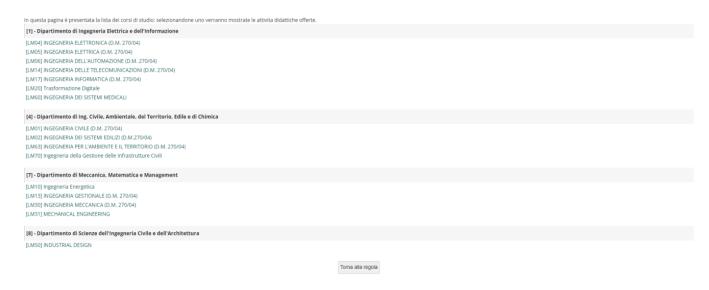
Step 8: You will be redirected to this page, where you will be able to choose which subjects you want to insert in your study plan. Choose one and click on "Regola successiva" to proceed.



Step 9: Click on "Aggiungi attività" to choose which subjects you want to insert in your booklet, by choosing the ones offered in the Academic Offer with the corresponding Credit number.



Step 10: You will see a list of Study Courses. Select one to see the available subjects.



Step 11: When you've decided on the subject you want to insert, click on the "+" symbol next to it, then click on "Torna alla regola".



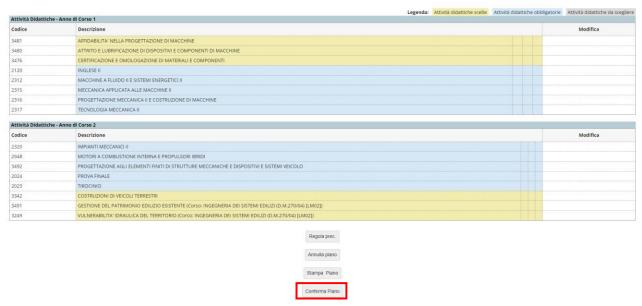
Step 12: The subjects you chose will be displayed in the tab, as shown in the picture. Click on "Torna alla regola" to proceed.



Step 13: The information about your study plan will be displayed in the tab, as shown in the picture.



Step 14: The subjects marked in yellow are the ones you previously chose. Click on "Conferma piano" to confirm your choice.



Step 15: In order to complete the procedure, click on "Conferma definitivamente".

Step 16: You will see this message. It confirms that you have successfully modified your study plan and that the subjects you chose have been registered.

Conferma Piano
Il Piano Carriera è stato registrato.

Step 17: Once you've completed the procedure, you can go back to your booklet and check your exams.

