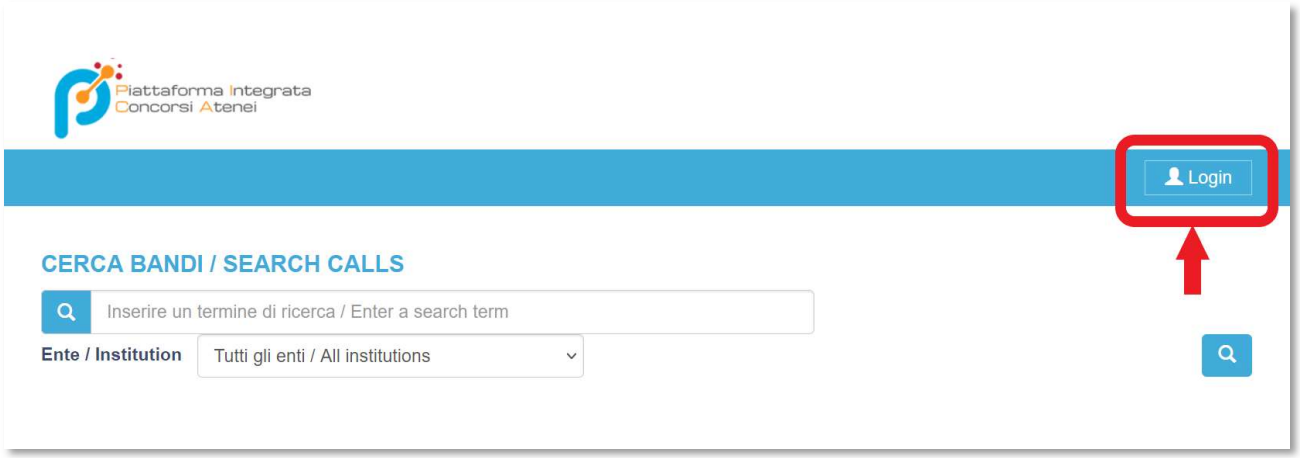
Piattaforma Integrata Concorsi Atenei

CINECA

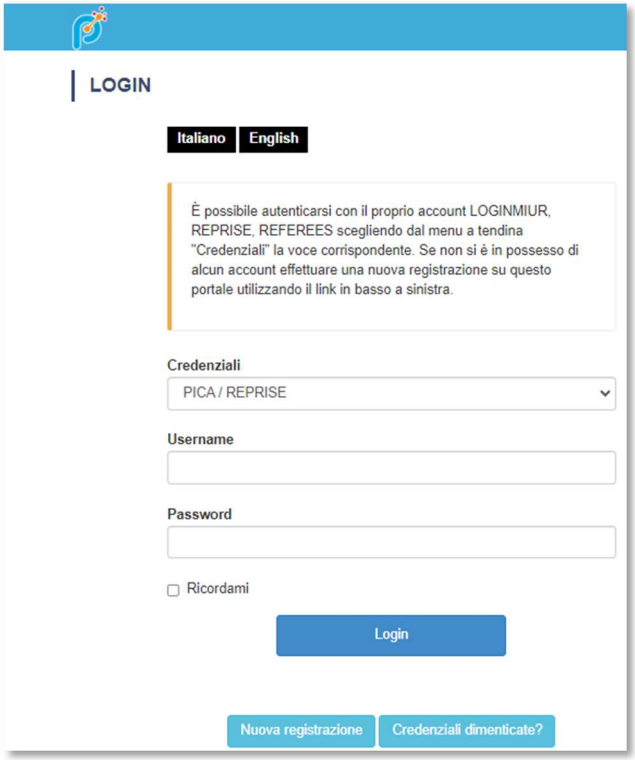
Guidelines to apply for the 2024-2025 Accreditation Procedure for Tour Guides at the Parco Archeologico del Colosseo

First access to Pica Platform

Click on the Login button at the top right of the page.

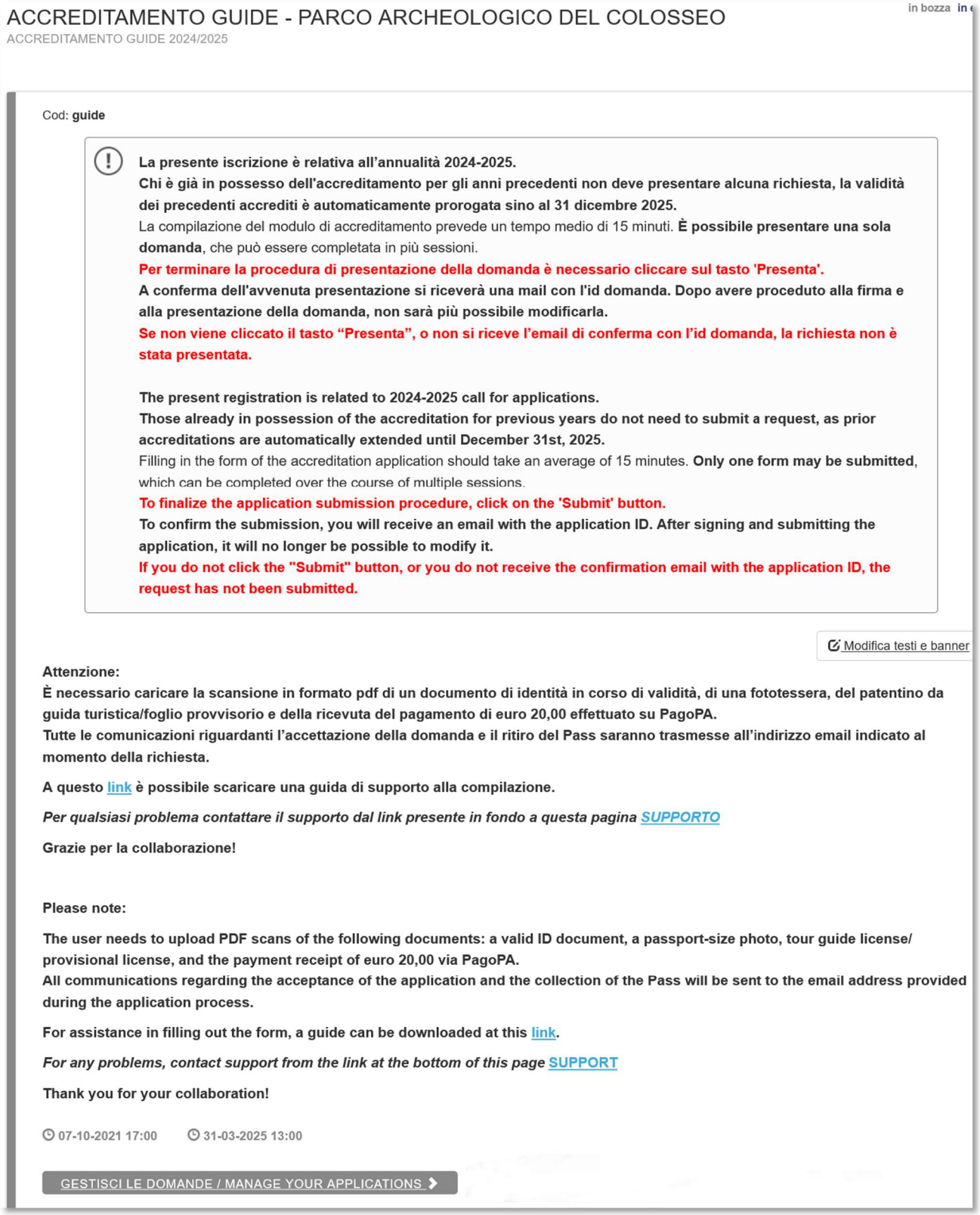


Then insert **Username and Password**.
If you are a new user, use the https://pica.cineca.it/register section to register to the platform.



Technical support available at the link:
https://mipa.support.cineca.it/support.php?service=pica.cineca.it&cmp=61833
When logged in, the application notice is available on the platform:
https://pica.cineca.it/parcocolosseo/guide/

To fill out the application, click on the button **Gestisci le domande / Manage your Applications.**



ACCREDITAMENTO GUIDE - PARCO ARCHEOLOGICO DEL COLOSSEO

in bozza in

ACCREDITAMENTO GUIDE 2024/2025

Cod: **guide**

La presente iscrizione è relativa all'annualità 2024-2025.
Chi è già in possesso dell'accreditamento per gli anni precedenti non deve presentare alcuna richiesta, la validità dei precedenti accrediti è automaticamente prorogata sino al 31 dicembre 2025.
La compilazione del modulo di accreditamento prevede un tempo medio di 15 minuti. **È possibile presentare una sola domanda**, che può essere completata in più sessioni.
Per terminare la procedura di presentazione della domanda è necessario cliccare sul tasto 'Presenta'.
A conferma dell'avvenuta presentazione si riceverà una mail con l'id domanda. Dopo avere proceduto alla firma e alla presentazione della domanda, non sarà più possibile modificarla.
Se non viene cliccato il tasto "Presenta", o non si riceve l'email di conferma con l'id domanda, la richiesta non è stata presentata.

The present registration is related to 2024-2025 call for applications.
Those already in possession of the accreditation for previous years do not need to submit a request, as prior accreditations are automatically extended until December 31st, 2025.
Filling in the form of the accreditation application should take an average of 15 minutes. **Only one form may be submitted**, which can be completed over the course of multiple sessions.
To finalize the application submission procedure, click on the 'Submit' button.
To confirm the submission, you will receive an email with the application ID. After signing and submitting the application, it will no longer be possible to modify it.
If you do not click the "Submit" button, or you do not receive the confirmation email with the application ID, the request has not been submitted.

Modifica testi e banner

Attenzione:
È necessario caricare la scansione in formato pdf di un documento di identità in corso di validità, di una fototessera, del patentino da guida turistica/foglio provvisorio e della ricevuta del pagamento di euro 20,00 effettuato su PagoPA.
Tutte le comunicazioni riguardanti l'accettazione della domanda e il ritiro del Pass saranno trasmesse all'indirizzo email indicato al momento della richiesta.

A questo link è possibile scaricare una guida di supporto alla compilazione.

Per qualsiasi problema contattare il supporto dal link presente in fondo a questa pagina SUPPORTO

Grazie per la collaborazione!

Please note:

The user needs to upload PDF scans of the following documents: a valid ID document, a passport-size photo, tour guide license/ provisional license, and the payment receipt of euro 20,00 via PagoPA.
All communications regarding the acceptance of the application and the collection of the Pass will be sent to the email address provided during the application process.

For assistance in filling out the form, a guide can be downloaded at this link.

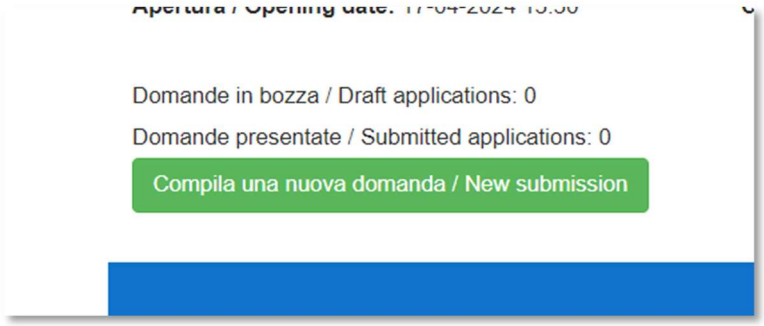
For any problems, contact support from the link at the bottom of this page SUPPORT

Thank you for your collaboration!

07-10-2021 17:00 31-03-2025 13:00

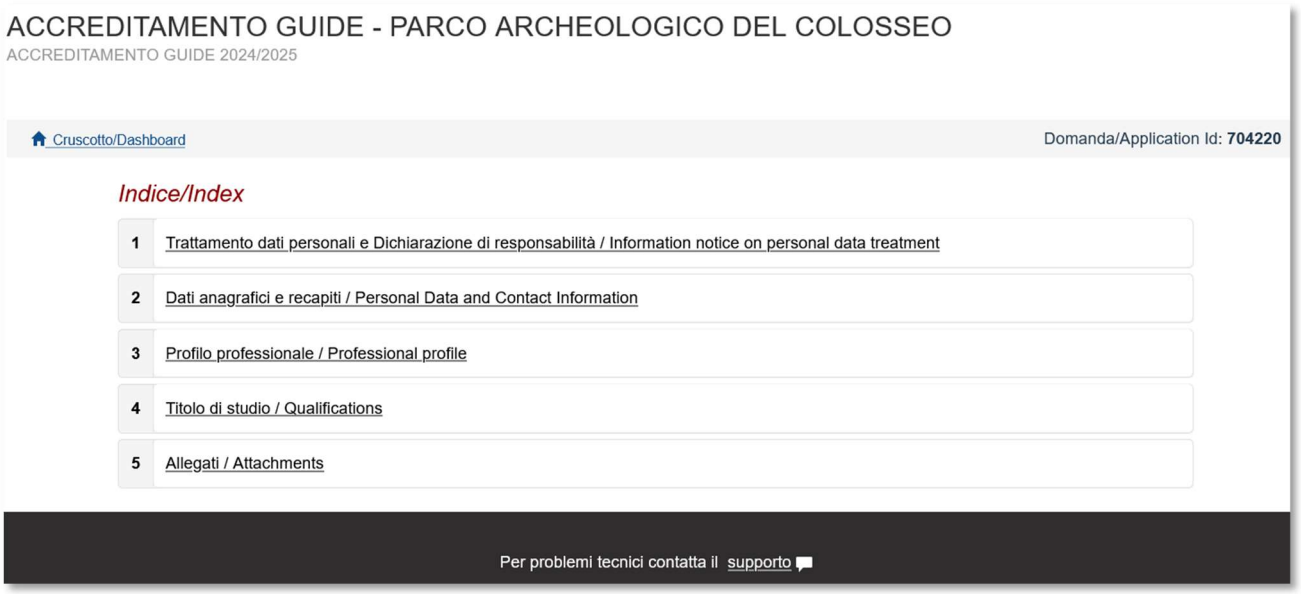
GESTISCI LE DOMANDE / MANAGE YOUR APPLICATIONS

Then click on the **New submission** button.



The application is divided into pages and sections.

Complete every single page and all of the sections.



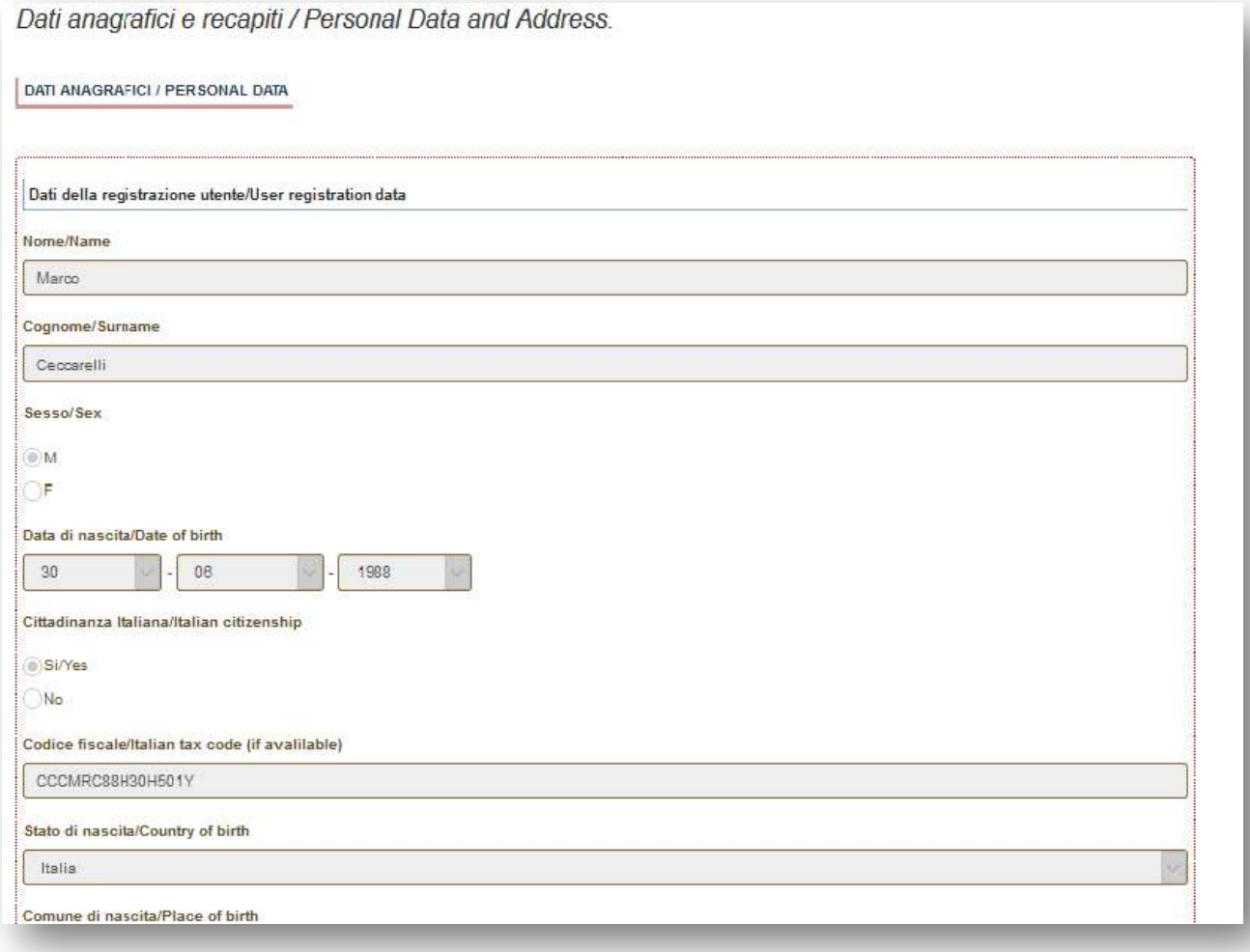
After completing every page, it is necessary to press the **Save and Proceed** button at the bottom of the page.

If the data entered is correct, the system goes to the next page; otherwise, error messages / reports will appear and the user will have to correct or enter the missing data.

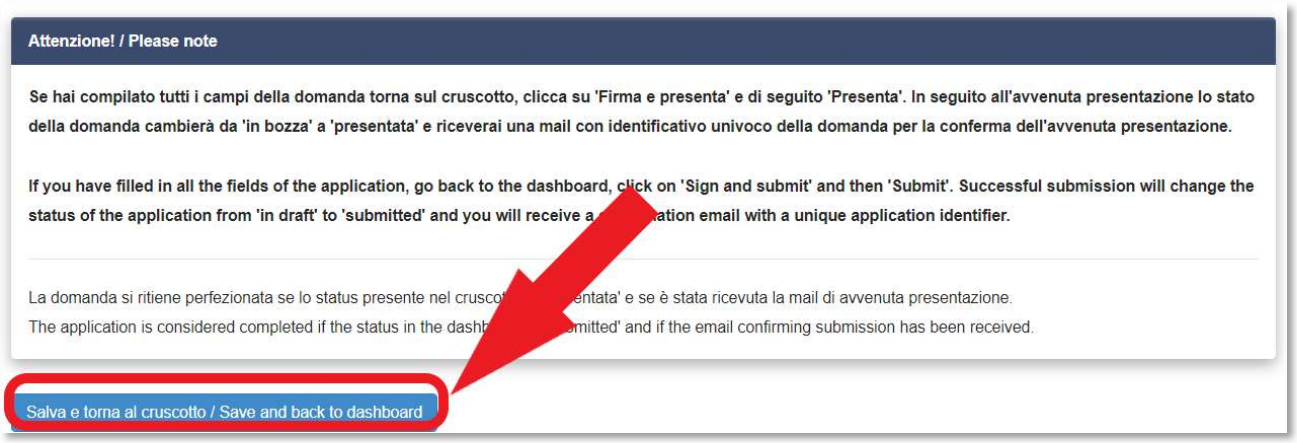
To view only the contents of the pages, click on **Next** button (top right).

It is important to fill in all the mandatory fields, otherwise there will be red messages about information that has not been filled out.

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

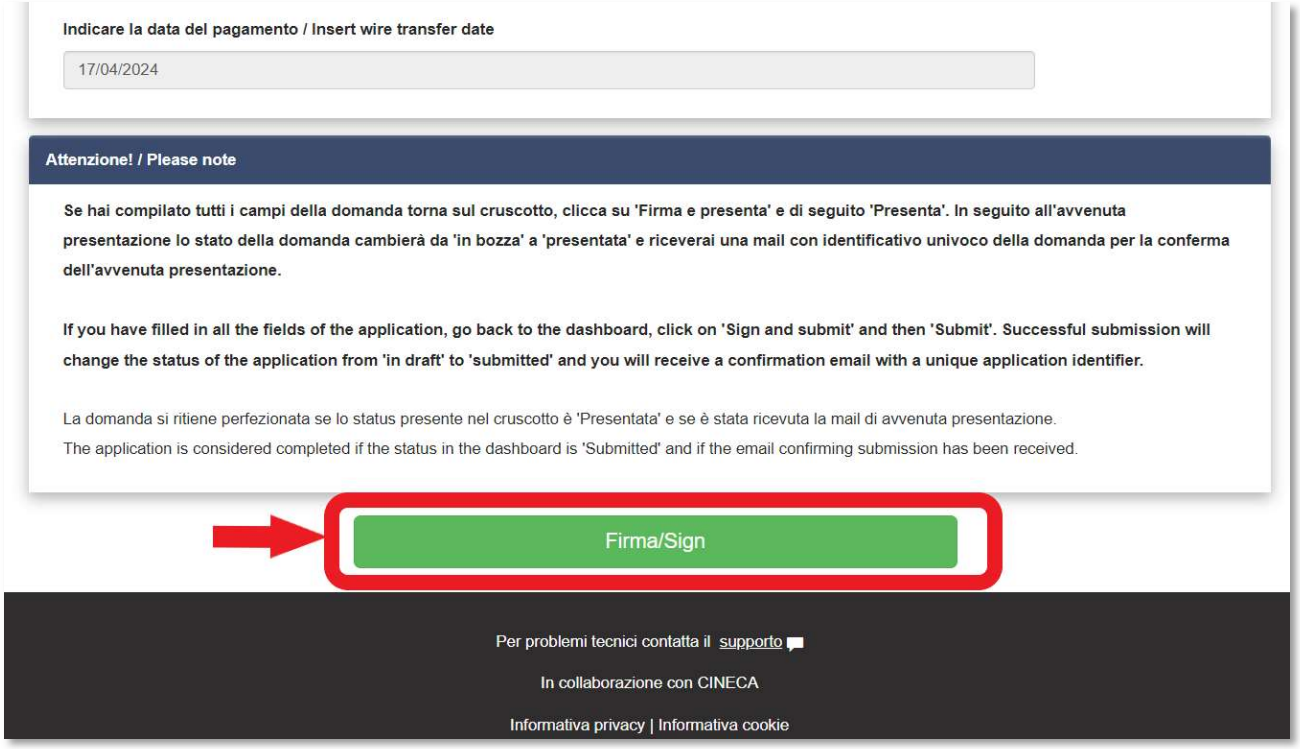


On the last page, click on the **Save and back to dashboard** button.

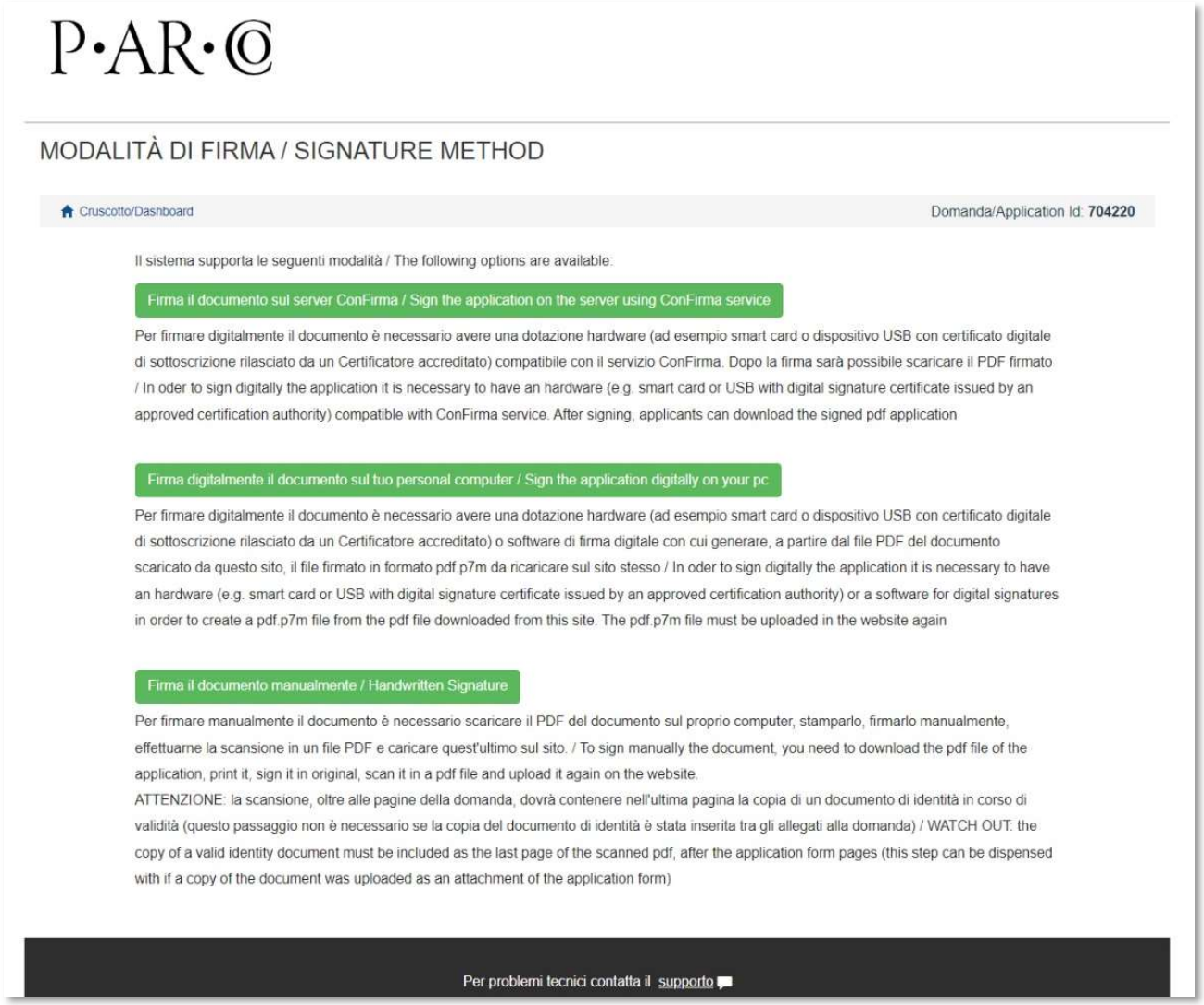


After completing all sections, the candidate will see on the dashboard the application form with the status "in draft". The Applications with "draft" status can be modified and verified, using the appropriate buttons.

By clicking on the **Sign and Submit** button, the system generates a preview of the application file. The candidate must confirm again the submission of the application by clicking on "**Sign**" at the bottom of the page.

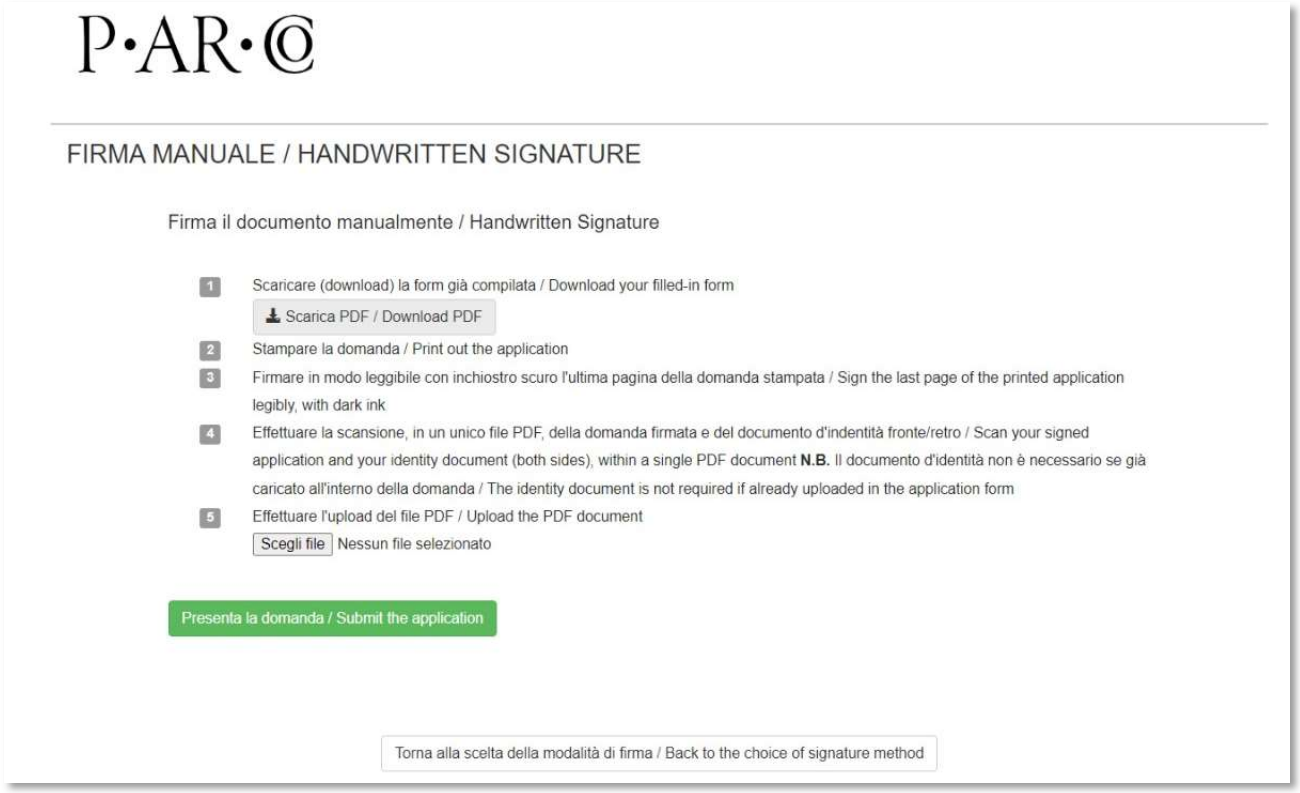


The system generates the PDF of the application and proposes the different signature methods (manual, digital or via the "ConFirma" service).

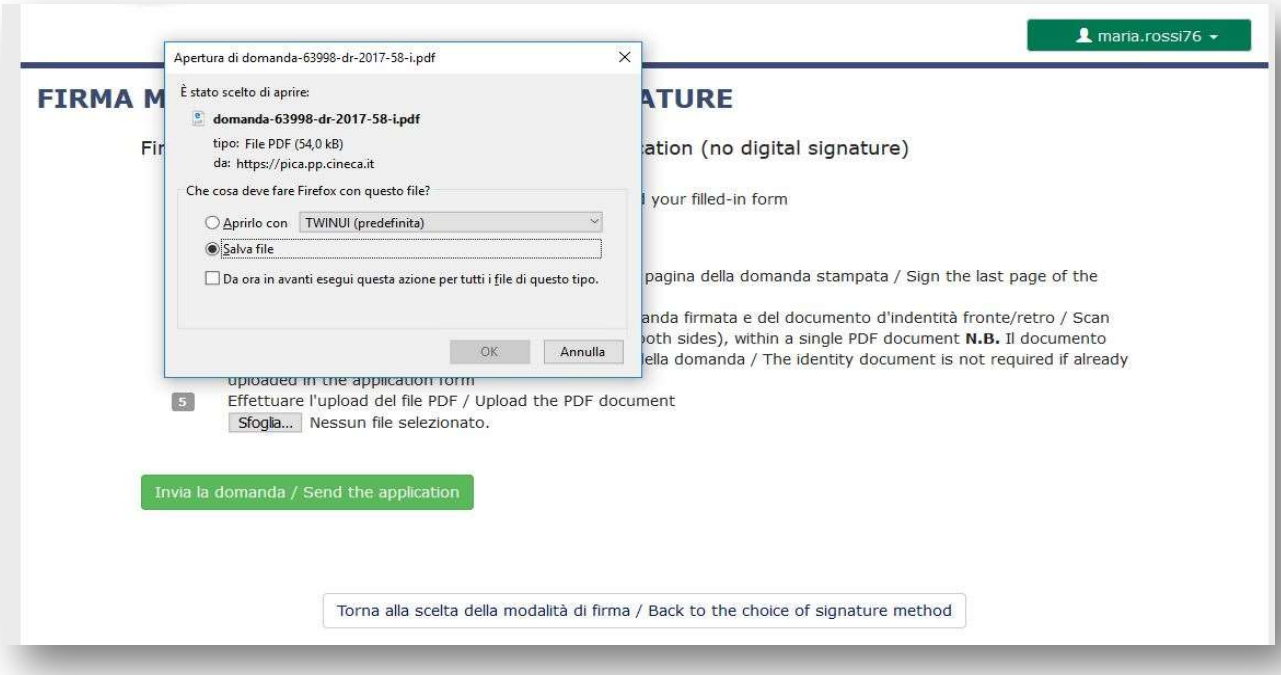


The candidate must select an option and carefully follow the instructions below to complete the sending of the application correctly.

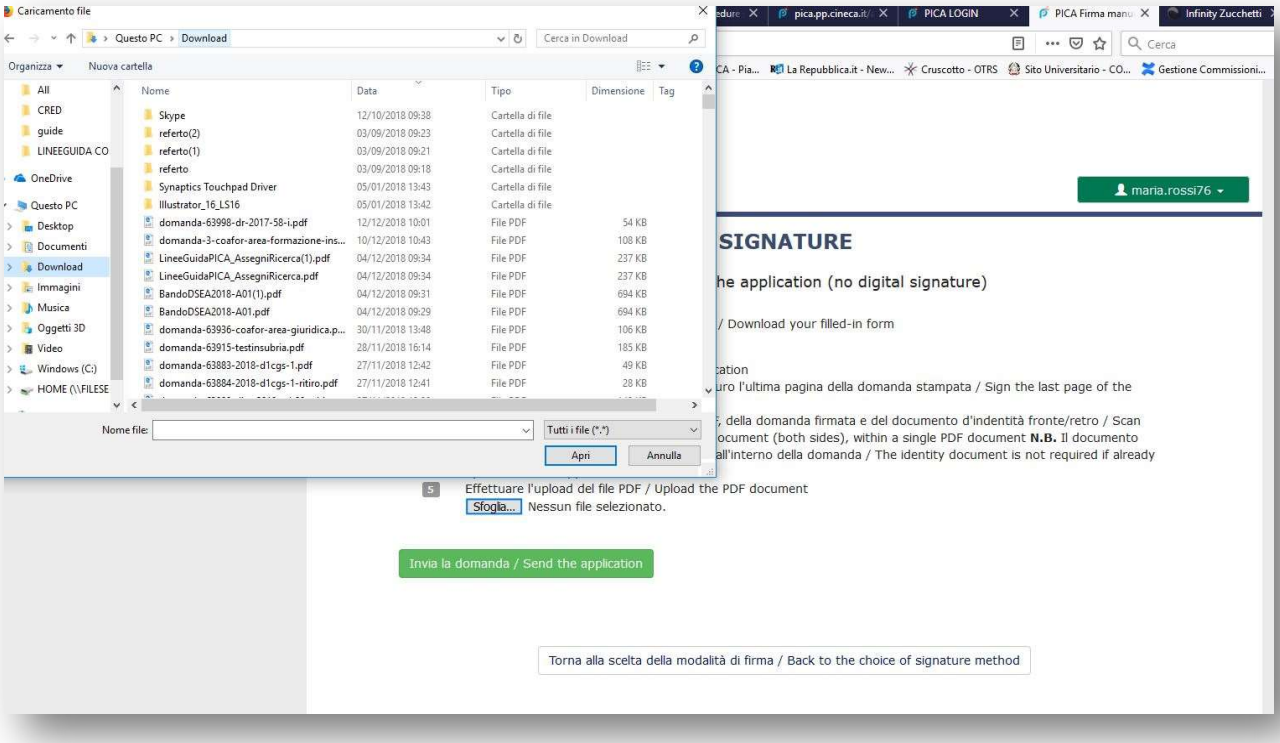
If the user chooses the first procedure with **Handwritten Signature** (the most common choice), click on **Download PDF** button.



Save the file on your computer, print it, sign it and scan it:

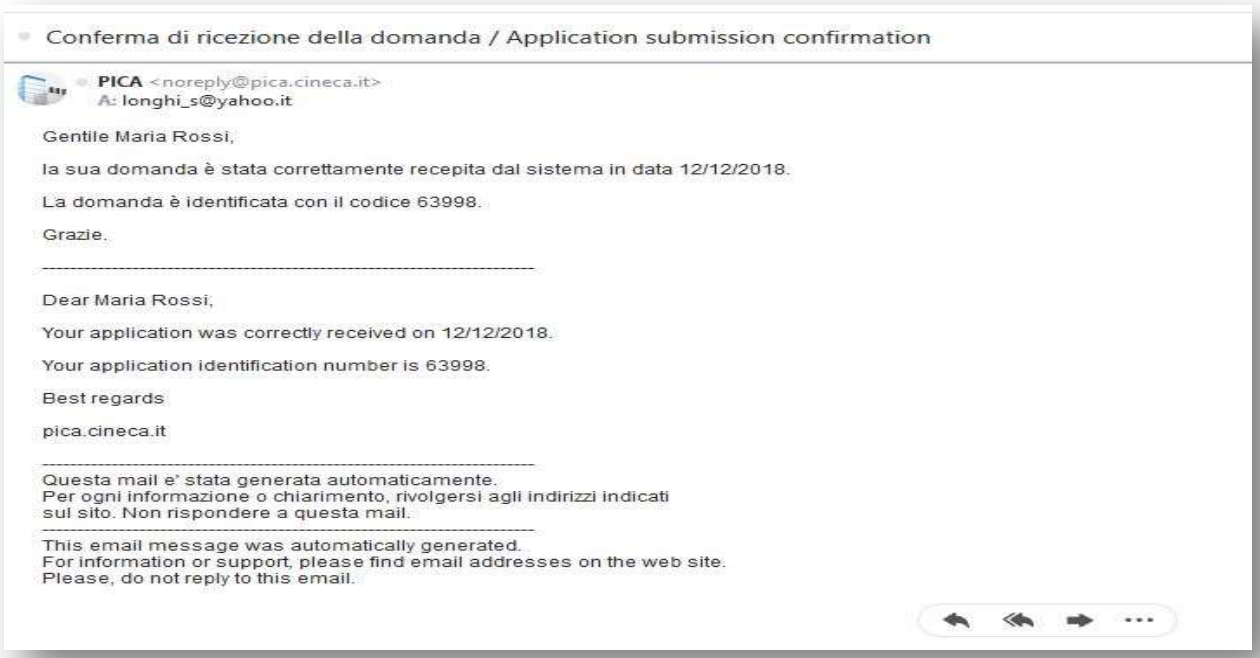


To reload the signed application form, click on the file, then **Open** and then **Browse**:



click on **Submit the application** button:

After completing the application form, which must take place within the deadline set by the announcement, the candidate will receive an e-mail confirmation.


Conferma di ricezione della domanda / Application submission confirmation

PICA <noreply@pica.cineca.it>
A: longhi_s@yahoo.it

Gentile Maria Rossi,

la sua domanda è stata correttamente recepita dal sistema in data 12/12/2018.

La domanda è identificata con il codice 63998.

Grazie.

Dear Maria Rossi,

Your application was correctly received on 12/12/2018.

Your application identification number is 63998.

Best regards

pica.cineca.it

Questa mail e' stata generata automaticamente.
Per ogni informazione o chiarimento, rivolgersi agli indirizzi indicati
sul sito. Non rispondere a questa mail.

This email message was automatically generated.
For information or support, please find email addresses on the web site.
Please, do not reply to this email.

At the end of the process the system will confirm the correct submission of the application with a unique identifier for the application submitted:

If the candidate has submitted the application and received the e-mail confirmation, it will no longer be possible to access the application to modify it, but it will only be possible to withdraw it by clicking on the "**Withdraw**" button on the home page (Dashboard).