MINISTERO DELL'ISTRUZIONE, DELL'UNIVERSITA' E DELLA RICERCA
UFFICIO SCOLASTICO REGIONALE PER IL LAZIO
1° CENTRO PROVINCIALE ISTRUZIONE ADULTI
Via C.A. Cortina, 70 - 00159 Roma ☎ Tel 06/43598619 -06/62286720
rmmm67000c@istruzione.itrmmm67000c@pec.istruzione.it www.cpia1.roma.it
Cod. Mecc. RMMM67000C – C.F. 97846560585
Sedi Associate:
RMCT70100L   - 2° CTP di Roma Via Tiburtina Antica, 25 00185 - Roma☎ Tel 06/62286435
RMCT70200C   - 3° CTP di Roma Via Costantino Perazzi, 30 00139 - Roma☎ Tel 06/62289359
RMCT703008   - 4° CTP di Roma Via C.A. Cortina, 70 - 00159 - Roma☎ Tel 06/43598619-06/62286720
4° CTP di Roma Via Policastro, 45 – 00177 Roma ☎ Tel 06/24407015
II.PP. REBIBBIA Via Bartolo Longo 72- VIA R. Majetti, 70 -00156 Roma
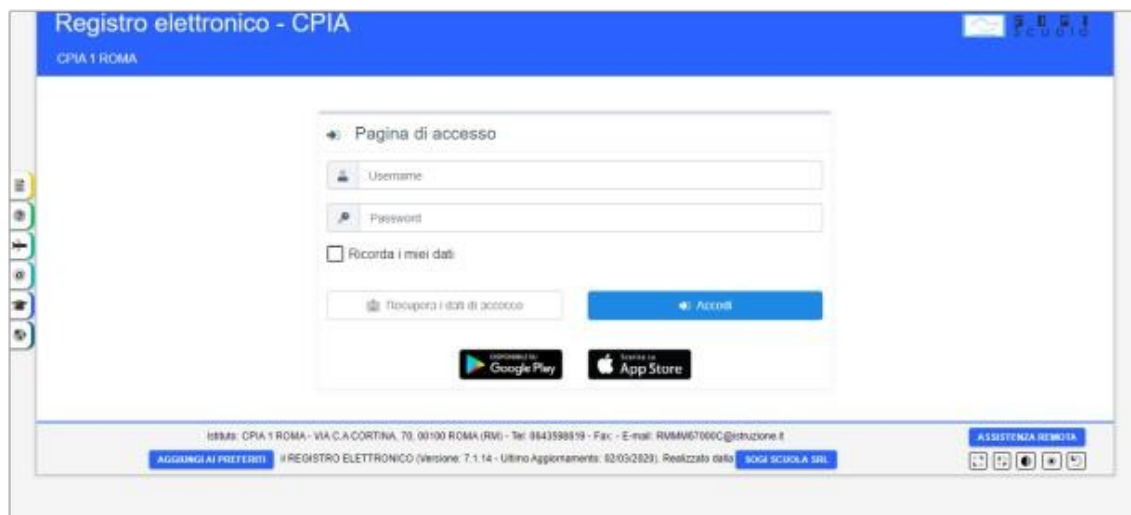
INSTRUCTIONS TO ENTER TO THE ELECTRONIC REGISTER

Edited by Maria Italia Insetti - English version by Anna Ferretti

1. Enter the internet on the page: http://www.cpia1.roma.it/

2. Scroll down to the flag of Italy and click on the "Registro Elettronico" image
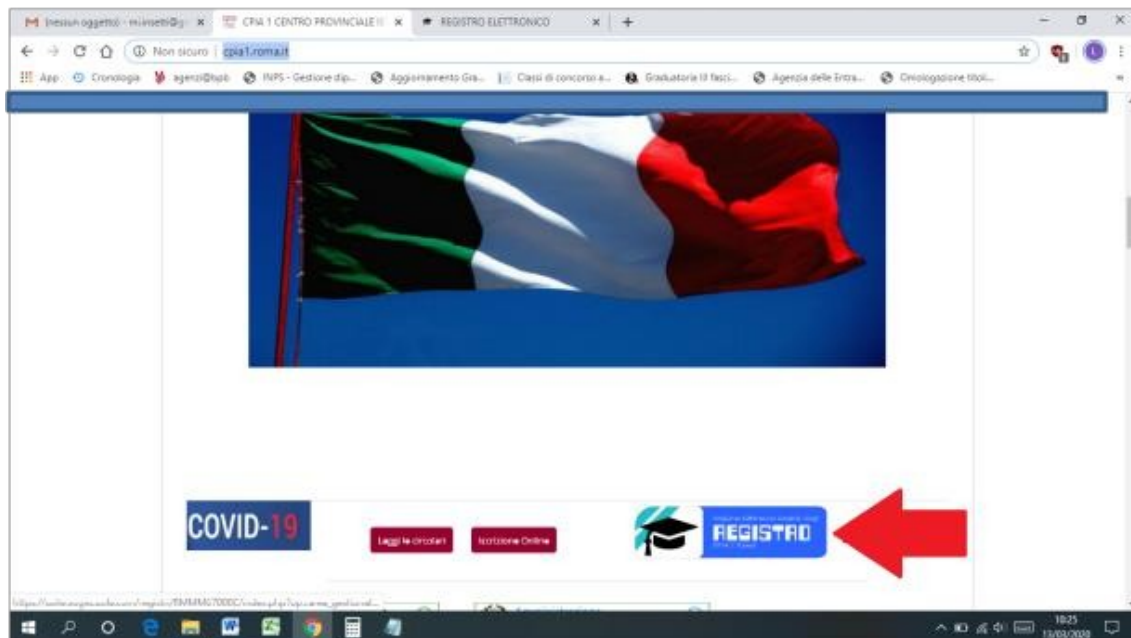
3. A window like the one you see below opens

4. In the "Username" box enter your username;

5. In the "Password" box, enter your password and click on "Login" at the bottom right;

6. At this point you have entered the register and see the below screen

If you see the warning "Dai un nome al tuo dispositivo" don't worry, just click on the "X" at the top right of the box and that will disappear.

7. After you have followed the instructions in point 6, you will see the page behind it (even if you do not see the waring box in step 6)

In this section you will read your name

In this section you will read the name of your class

In this section you will read your name

8. Click on "Condivisione Alunni" to see what documents the teachers have made available to you

9. The page you see below opens, where the Assi Disciplinari (the subjects) are in **blue** if the materials have already been uploaded and in **red** if the files have not yet been uploaded. As you can see, on the left, at the bottom, there are the files that have been loaded while on the right, on the same line, there are the buttons to download them

10. If, on the other hand, you have to download the homework, you must click on "Home", in the top center

11. And return to the page seen in step 8. Only this time you have to click on "Compiti a distanza"

12. Then the screen you see below opens. Here in **red** where you have assignments; in **blue** where there are not assignments yet. Click on the subject you want to start with (it turns all red and the text turns white) and at the bottom you can see the list of tasks. Click on the "Azioni" button on the right

This is the button to download the homework

13. The screen containing the assignments opens (below is an example). If you click on the "Visualizza il compito" button, the screen containing the assignment opens

14. The task appears to you as in the screenshot below. See the "Scarica" buttons, if you click there, you can download the documents that the teacher has chosen for you
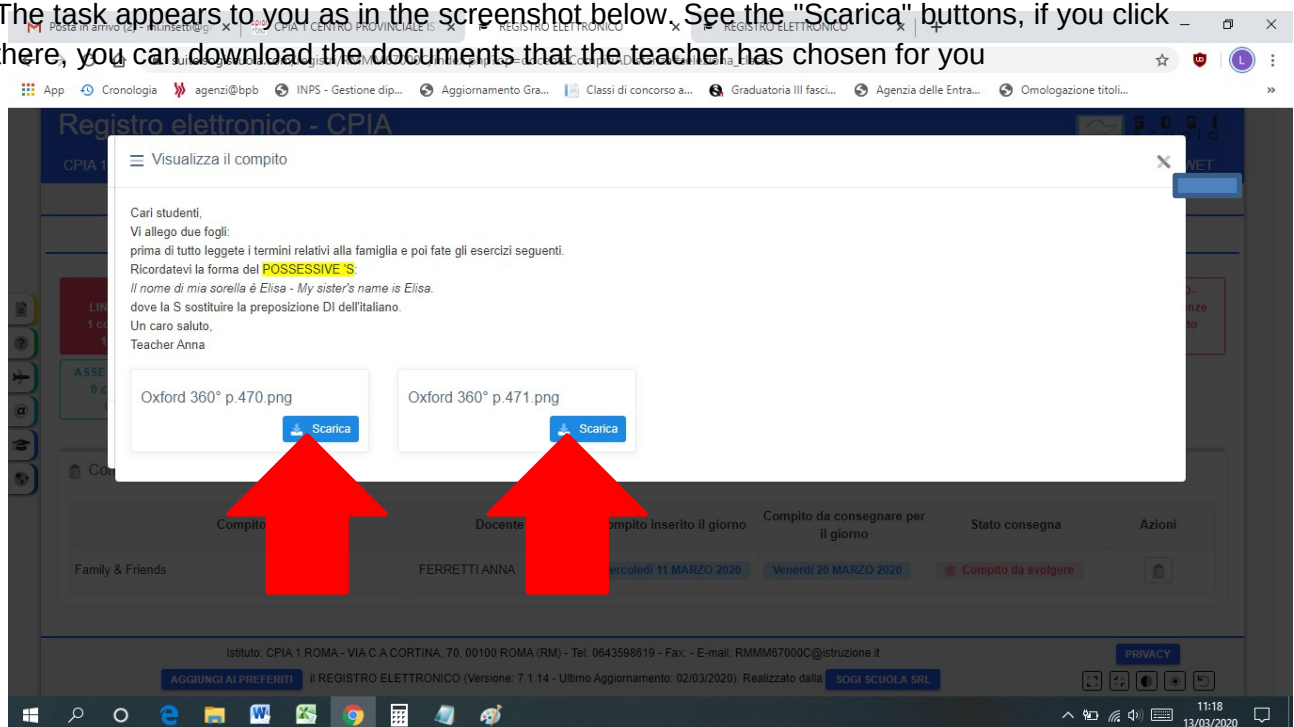
15. After you have done this, click on the "x" at the top right to close the screen and return to that of point 13. From this screen, click on "Clicca qui per consegnare il compito"
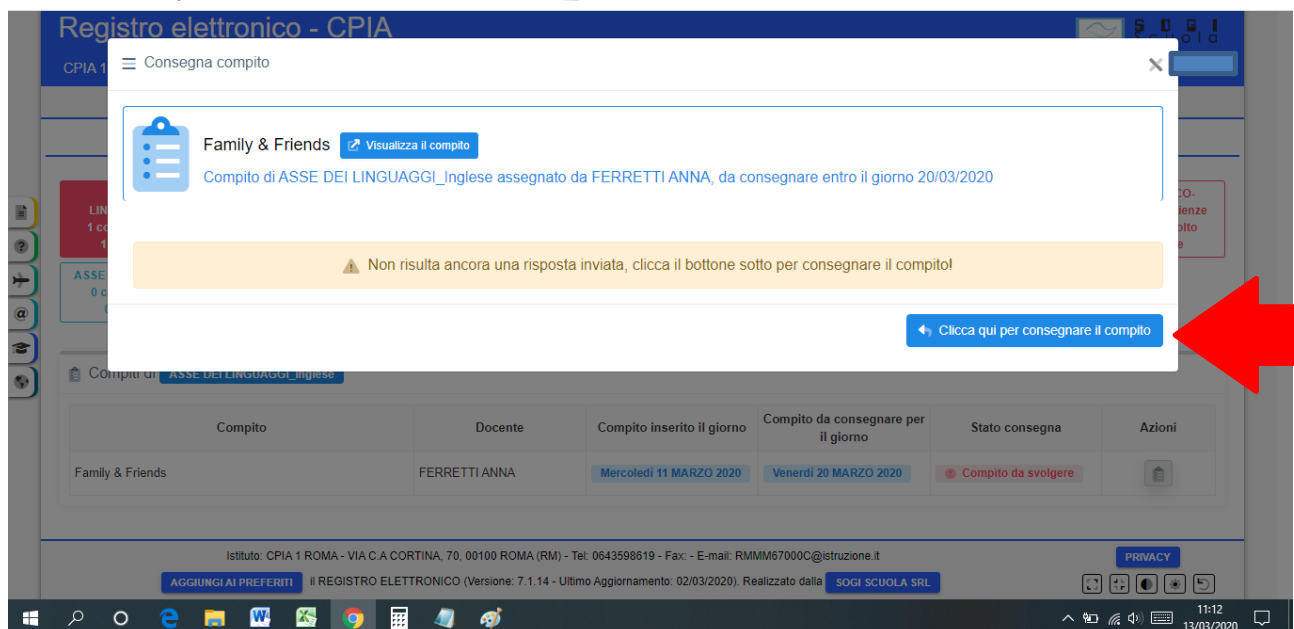
16. The screen below opens and in the white space you can write your assignment or attach files; if, for example, you wrote it by hand, you can attach a photograph of the assignment. Do not worry if the register tells you that you cannot at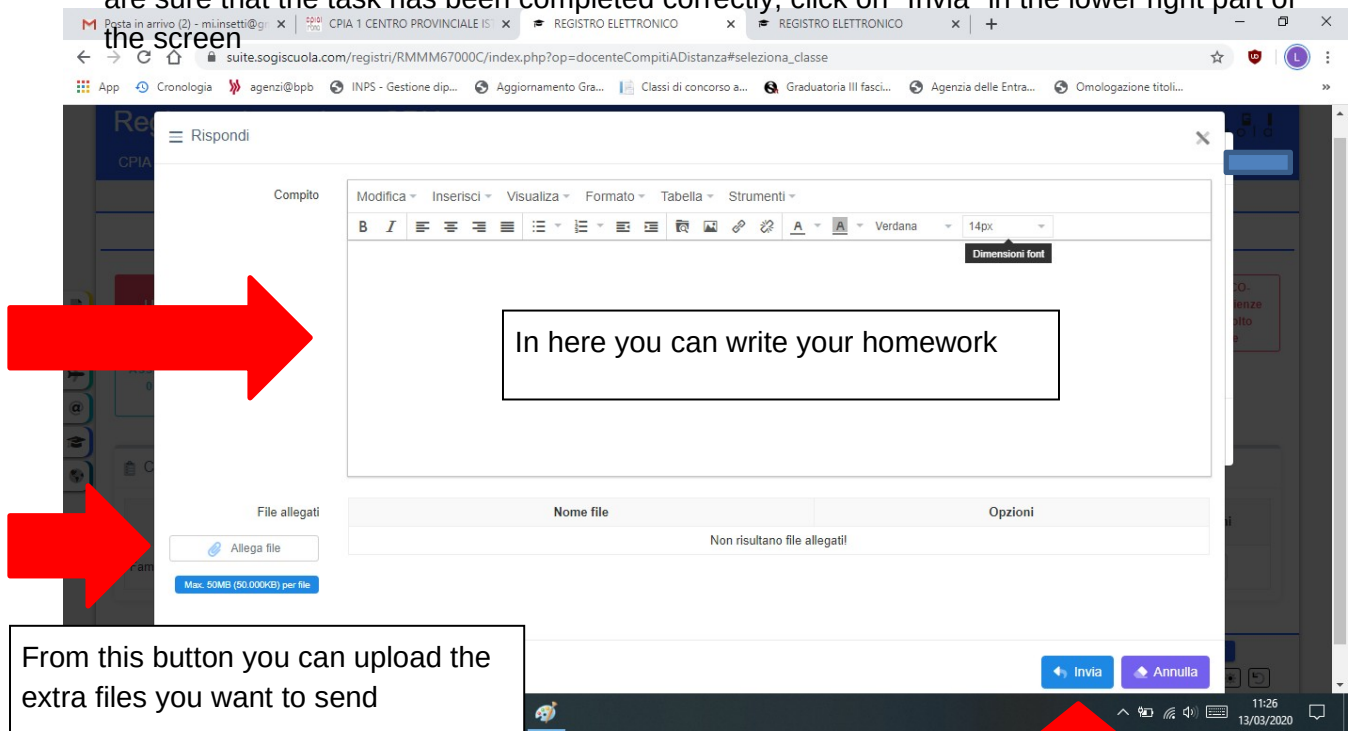tach the file, it could be that it is too big in MB and therefore you have to compress it. When you have done everything and you are sure that the task has been completed correctly, click on "Invia" in the lower right part of the screen

In here you can write your homework

From this button you can upload the extra files you want to send

This is the button to send everything to the teachers

17. And you have completed! Well done!!