DIGIT all 4 MIGRANTS

TOOLKIT 4 DIGITAL KNOWLEDGE

Project Result 2: Toolkits of knowledge transfer to address the common digital needs for each partner

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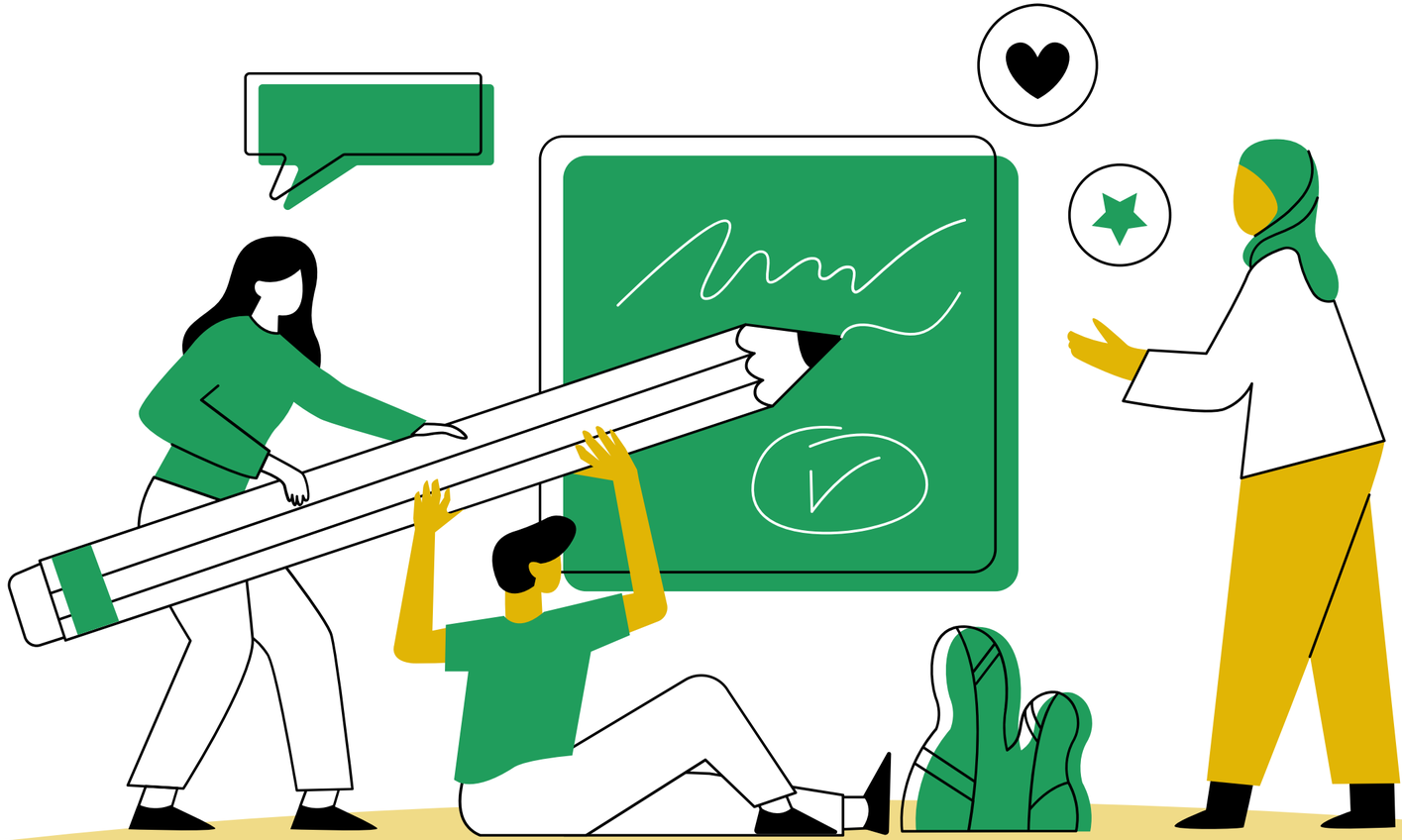
Co-funded by the European Union

SPID

IF YOU HAVE ACTIVATED SPID, HERE MORE INFORMATION ABOUT IT

1. IF YOU LOST PASSWORD OR USERNAME
2. IF YOU NEED TO UPDATE DATAS
3. THE APP



IF YOU LOSE YOUR SPID CREDENTIALS, MEANING YOUR PASSWORD AND YOUR USERNAME, DONT' WORRY! YOU CAN RETRIEVE THEM

GO TO THIS LINK

HTTPS://HELPDESK.SPID.GOV.IT/KNOWLEDGEBASE.PHP?ARTICLE=12

CHOOSE YOUR PROVIDER AND FIND ALL THE INFORMATION

ACCORDING TO THE PROVIDER YOU CHOSE, YOU CAN ALWAYS RETRIEVE YOUR USERNAME OR PASSWORD ACCESSING PAGES LIKE THIS ONE:

OR THIS ONE

Inserisci il tuo nome utente e password SPID per gestire la tua identità
Nome Utente:
Hai dimenticato il nome utente?
Password:
Hai dimenticato la password?
ACCEDI
e completa la tua identità digitale
Blocco d'emergenza Identità Digitale
Hai dimenticato il codice di emergenza?
Registrati

IMPORTANT

IN THE LOG-IN PAGE YOU CAN FIND AN EYE. IF YOU CLICK ON THE EYE YOU CAN SEE WHAT YOU WROTE AND CHECK IF IT IS CORRECT.

DATA UPDATE

YOU CAN UPDATE OR CHANGE YOUR DATA ANYTIME.

IF YOU CHANGE YOUR ADDRESS YOU CAN UPDATE YOUR SPID

BY FOLLOWING THE SCREENS OF YOUR PROVIDER WITH ALL THE INDICATIONS.

FOR EXAMPLE:

Modifica i dati del domicilio

Italia | Estero

Nazione *:	Italia
Provincia *:	Arezzo
Comune *:	Arezzo
CAP *:	52100
Indirizzo *:	[redacted]
Civico *:	29/I

DATA UPDATE

IF YOU CHANGE YOUR IDENTITY CARD

YOU CAN UPDATE YOUR SPID

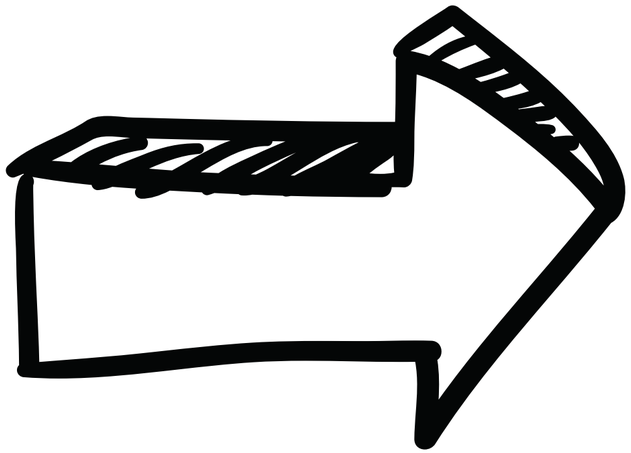
BY FOLLOWING THE INSTRUCTIONS GIVEN

BY THE PROVIDER YOU CHOSE.

THE APP

REMEMBER TO DOWNLOAD THE APP
OF THE PROVIDER YOU CHOSE
TO ACTIVATE YOUR SPID.
WITH THE APP YOU CAN MANAGE YOUR SPID

HOW?



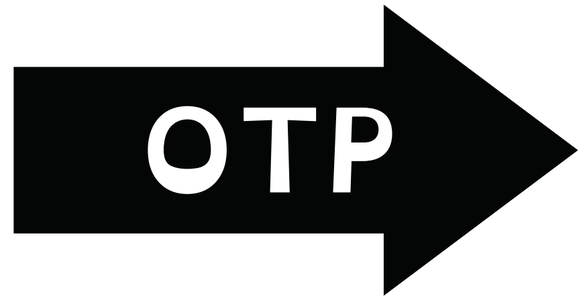
TO ACCESS ONLINE SERVICES, YOU NEED TO LOG-IN
WITH YOUR USARNAME AND PASSWORD.
AFTER THAT, IF YOU HAVE THE APP OF THE PROVIDER YOU CHOSE TO ACTIVATE SPID, YOU WILL ALWAYS RECEIVE A NOTIFICATION ON YOUR PHONE OR YOU WILL BE ASKED THE OTP CODE.

IF YOU DON'T HAVE THE APP, IN ORDER TO GET THE OTP CODE YOU HAVE TO ASK FOR IT AND RECEIVE IT BY SMS.

IMPORTANT!

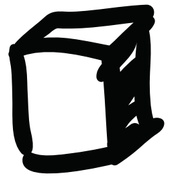
YOU CAN ONLY ASK 4 SMS IN 4 MONTHS FOR A MAXIMUM OF 12 IN ONE YEAR. FOR THE OTHER SMS YOU WILL HAVE TO PAY

IF YOU USE THE APP OF THE PROVIDER YOU CHOSE TO ACTIVATE YOUR SPID YOU CAN RECEIVE THE OTP CODE EVERYTIME YOU WANT



WHAT IS THE OTP

OTP MEANS ONE TIME PASSWORD AND IS A SAFE WAY TO LOG-IN.



IT IS COMPOSED BY LETTERS AND NUMBERS.

YOU CAN USE THE OTP ONLY ONE TIME.

OTP IS VALID JUST FOR FEW MINUTES!

BE QUICK IN USING THE OTP OTHERWISE IT WILL NOT BE VALID AND YOU WILL HAVE TO ASK FOR A NEW ONE

IMPORTANT

YOU CAN COPY AND PASTE THE OTP. IN THIS WAY YOU CAN BE QUICK AND SURE THAT IT IS CORRECT

WHEN YOU RECEIVE THE OTP

WHEN YOU RECEIVE THE OTP, YOU CAN WRITE IT OR PASTE IT IN THE DEDICATED AREA IN ORDER TO LOG-IN.

WRITE THE OTP CORRECTLY (NUMBER AND LETTERS). IF YOU NEED TO WRITE A <u>CAPITAL</u> LETTER PRESS THE BUTTON :

DO YOU REMEMBER HOW TO CREATE A SAFE PASSWORD?

A SAFE PASSWORD IS COMPOSED BY: LETTERS, NUMBERS AND SYMBOLS.

THE PASSWORD SHOULD HAVE AT LEAST 8 CHARACTERS AND SHOULD INCLUDE:

- ONE CAPITAL LETTER, MEANING A BIG LETTER (FROM A TO Z)

- ONE NUMBER (FROM 0 TO 9)

- ONE SYMBOL, MEANING NOT A LETTER NOR A NUMBER (FOR EXAMPLE !,$,#,?)

THANK YOU!

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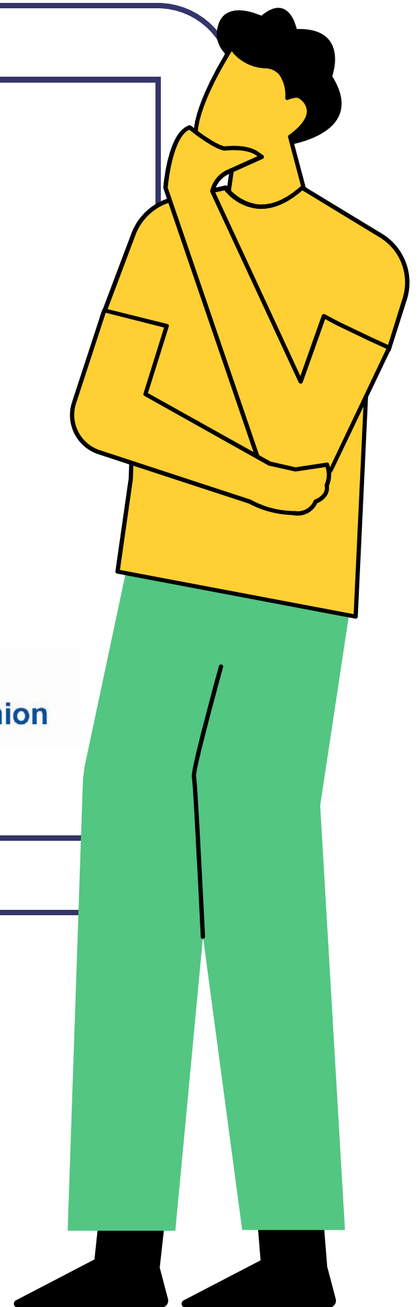
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