

WI-FI ACCESS REQUEST FOR STUDENTS

guide for parents



THE PATH

WHAT YOU NEED TO DO

1

You fill in the **online form** with the student's and device's details
you will also need the device's MAC address

2

The **Segreteria di Ciclo** checks the details you entered and your email

3

For some classes, the request goes through **school management approval**
not required for classes S5, S6, S7

4

You receive an email to **digitally sign** the authorisation document

5

The **IT team** adds the device to the Wi-Fi whitelist

✓

You receive the **final confirmation** email – the Wi-Fi is active

[Richiesta accesso Wi-Fi – Fill out form →](#)

Parent

THE FORM

THE STUDENT'S DETAILS

The first block of the form covers the student's personal details: surname, first name and date of birth.



A screenshot of a web form for entering student details. The form is light blue with a white border and rounded corners. It contains three numbered fields, each with a red asterisk indicating it is required. The first field is labeled '1. Cognome' and has a text input field with the placeholder 'Enter your answer'. The second field is labeled '2. Nome' and also has a text input field with the placeholder 'Enter your answer'. The third field is labeled '3. Data di nascita' and has a date input field with the placeholder 'Please input date (M/d/yyyy)' and a calendar icon on the right. Above the first field, there is a red asterisk and the word 'Required'.

Enter the details exactly as they appear on the student's enrolment.

Parent

THE FORM

C L A S S A N D L A N G U A G E

Select the class the student attends and the language you'd prefer to receive communications in.

4. Classe * 

☐ Nursery

☐ P1

☐ P2

☐ P3

☐ P4

☐ P5

☐ S1

☐ S2

☐ S3

☐ S4

☐ S5

☐ S6

☐ S7

5. Lingua * 

☐ IT

☐ EN

☐ FR

☐ DE

☐ NL

The class you select determines whether the request needs to go through school management approval: it is not required for classes S5, S6, S7.

Parent

THE FORM

D E V I C E A N D M A C A D D R E S S

Indicate the type of device, its operating system, and its MAC address, in the required format.

6. Tipo dispositivo * ⓘ

☐ Tablet

☐ Notebook/Laptop

☐ Other

7. Sistema operativo * ⓘ

☐ Android

☐ MS Windows

☐ Apple

☐ Other

8. MAC address * ⓘ

17 caratteri nel formato XX:XX:XX:XX:XX:XX, solo lettere maiuscole e numeri, es. 00:1A:C2:7B:00:47

Don't know the MAC address? You'll find it in the device's Wi-Fi settings: it must be 17 characters in the format XX:XX:XX:XX:XX:XX, with uppercase letters and numbers only.

Parent

THE FORM

E M A I L A N D S U B M I S S I O N

Finish the form with your email and the student's, confirm you've read the privacy notice, and submit the request.



9. Email del genitore * 

Enter your answer

10. Email dello studente * 

Enter your answer

11. Ho letto e compreso quanto indicato nell'informativa sul trattamento dei dati personali (art. 13 e 14 del GDPR) * 

http://www.eurcva.eu/docs/informativa_dispositivi_personali.pdf

☐

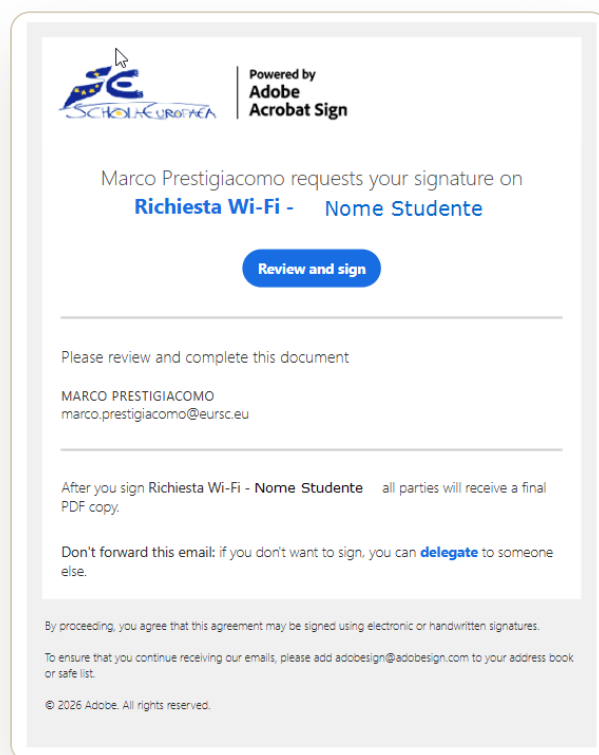
Submit

Double-check that the parent's email is correct: it's the address the document to sign will be sent to later.

Parent SIGNING

THE ADOBE SIGN EMAIL

Once the Segreteria di Ciclo (and, where required, school management) have checked the request, you'll receive an email from Adobe Acrobat Sign: click **Review and sign** to open the document to sign.



Don't see it in your inbox? Check your spam folder too.

Parent SIGNING

S I G N T H E D O C U M E N T

The document will already be filled in with the details from the form: all you need to do is sign it. Click the **Signature** field: you'll be able to choose a signing method, and the text-based one (typing your first and last name) works perfectly well.

Wi-Fi access request module
ref.: ESVA - MAC address

STUDENT	
Surname	Nome studente
First name	Cognome studente
Class	S6
Language	IT
DEVICE	
Type	Tablet
OS	MS Windows
MAC address (see instructions on the following page)	00:1A:C2:7B:00:47
Date	11/09/2026
Signature	

Once signed, click **Submit** to complete it: you'll receive the signed copy by email together with the other recipients.

Parent

ACTIVATION

W H E N T H E W I - F I I S A C T I V E

Once the IT team has added the device to the whitelist, you'll receive a confirmation email: from that moment the device will be able to connect to the school's Wi-Fi network.

For any connection issues after activation, you can contact the IT team through the Ticket platform.

Keep an eye on your spam folder for the signing email and the final confirmation email too: the first messages from a new sender sometimes end up there.