



IT Tools for PhD Candidates

Updated: December 10th, 2025

What is this document?

This document collects practical info on IT infrastructure, services and tools offered by Politecnico di Torino, specifically for PhD candidates

- Part I: Credentials and Web services
- Part II: IT Tools

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Part I Credentials and Web Services

Updated: December 10th, 2025

Web portals and services: overview

Public website of the Doctoral School (**SCUDO**) → general info

<https://www.polito.it/en/education/phd-programmes-and-postgraduate-school>

Sharepoint → official documents, forms, videos, webinar recordings,...

<https://politoit.sharepoint.com/sites/Dottorato> (requires authentication, see later)

Social media @politecnicoditorino → news and posts: Facebook, Instagram, Linkedin

Personal pages on the Polito IT infrastructure (requires authentication, see later)

→ to manage all your daily activities and your career

Day 1 – Get your credentials!

- Your new **staff email** name.surname@polito.it. This account should be automatically activated few days after you get your SmartCard [Note: email format may differ in case of homonymy]
 - This email corresponds to your profile as a teaching assistant and employee, associated to the ID: d123456@polito.it;
 - It gives you access to all services as an *employee* of Politecnico (and *not as a student*), mostly available through the staff (researcher) portal (mypoli.polito.it);
 - You will need to set up the MFA (Multi Factor Authentication) by adding/confirming your phone number (see <https://it.polito.it/supporto/guide/mfa-e-log-in-al-politecnico>).
- Your new **student email** s123456@studenti.polito.it.
 - This email corresponds to your profile as a *PhD student*;
 - It gives you access to all student services, mostly available through the student portal (didattica.polito.it).

PhD candidates have two accounts!

You will need to set up the MFA (Multi Factor Authentication) by adding/confirming your phone number. See [LINK](#)

EMPLOYEE/TEACHING ASSISTANT

Username: d123456@polito.it or name.surname@polito.it

First – access Password:
n-S-dd-mm-yyyy

This account gives you access to:

- Researcher Portal (mypoli.polito.it);
- Teaching support and teaching collaboration tools;
- Researcher webmail;
- More [INFO](#).

PHD STUDENT

Username: s123456@studenti.polito.it

First – access Password:
dd/mm/yyyy

This account gives you access to:

- Student Portal (didattica.polito.it);
- SCUDO Dashboard;
- Personal Study Plan;
- Courses Material;
- Student webmail.

[Ricerca nel portale...](#)

User Profile
 Change password
 Logout
 Login D12345
 English

Switch account

You can switch profiles by clicking your profile picture (top-right corner)

Logging in...

Click here to login



The screenshot shows the homepage of the Politecnico di Torino website. At the top, there is a dark blue header bar with the Politecnico di Torino logo on the left, a search bar in the center, and a "LOGIN" button on the right, which is circled in red with an arrow pointing to it from the "Click here to login" text. Below the header, there are several navigation links: "POLITO", "EDUCATION", "RESEARCH", "INNOVATION", and "SOCIAL IMPACT". The main content area features a large white banner with the text "Ph.D. programmes and Postgraduate School". Below this, there is a navigation bar with six items: "Doctoral school", "Ph.D. programmes", "Admissions to Ph.D. programmes", "Ph.D. path", "Ph.D. and companies", and "News and calls".

Home > Education > Ph.D. programmes and Postgraduate School

A Ph.D. as a career opportunity

The Doctor of Philosophy (Ph.D.) is the highest degree in the academic system and it provides the necessary competence and skills to conduct high-level research at universities, public institutions or private organizations. It is also useful to pursue a career in the Public Administration and to work as a self-employed professional.



Note on your credential and profiles



Always use your @polito.it credentials for **all** official communications and to access all services!



Use the @studenti.polito.it credentials **only** to access your PhD student “cruscotto” (dashboard) on didattica.polito.it



NEVER use your DarkPirate@gmail.com personal email in official communications and official websites (paper submission, conference registration, software registration, ...)



For all PhD candidates, mail received on s123456@studenti.polito.it is automatically forwarded by default to name.surname@polito.it. **Check this by sending a message to yourself!**

The Student Portal: didattica.polito.it



Portale della Didattica

99

1

Career



Tickets

Career

Personal Study Plan

Annual Personal Study Plan and Enrol in the new academic year

Access

PhD Program

Section dedicated to managing and accessing information related to your PhD program.

Access

Career Attachments

Section dedicated to viewing, managing, and updating your career attachments.

Access

Suspension/Resumption of studies/Transfer out/Withdrawal

Log in to request a temporary suspension of studies (or resumption after suspension), a transfer from Politecnico to another Italian university or to withdraw.

Access

Tuition fees and payments

Section dedicated to managing university fees, including payment, fee reduction requests, and other related procedures.

Access

Exam booking

Access

Access

Ricerca nel portale

Certificates

Section dedicated to requesting and managing official certificates and self-certifications related to your academic career.

Access

Degree and Final Examination

Section dedicated to requesting enrollment for the final exam, with the ability to submit the application and track the process status.

Access

Curriculum Vitae

Section dedicated to managing and updating your Curriculum Vitae.

Access

Access to SCUDO
Dashboard ("Cruscotto")

The SCUDO Dashboard (“Cruscotto”)

Your main control panel as a PhD student

Accessible from the [Portale della Didattica](#) (Student Portal)
with s123456@studenti.polito.it (Student credentials)

What you can do:

- verify the number of hours accounted for courses
- check performances as publications and research activities
- upload the attendance certificates to courses provided even outside Polito to be validated by the Coordinator
- upload any external research activities
- upload all the activities that define your CV on the website

The SCUDO Dashboard (“Cruscotto”)

ScuDo Dashboard - PhD candidate details ITA | ENG

PhD

PhD candidate details **Training Activities** **External Training Activities** **External Research Activities** **Publications** **PhD's Card**

PhD candidate information

Phd candidate ID number
Email
Last name

Training activities: doctoral courses attended at Polito

Cycle information

Cycle

PhD Programme information

39
PhD programme
PhD programme (English)

Coordinator

Coordinator

Supervisors details

Supervisor
Work station (PhD candidate)

External courses: click here to insert details about training activities carried out outside Polito (courses, summer schools, etc.). Must be uploaded by the PhD candidate and then validated by the Coordinator.

Note: The Doctoral School can neither upload nor validate such activities.

Publications: click here to check the publications that are validated and accounted in your PhD career. Publications must be uploaded to the IRIS repository (see later) and are automatically linked to this tab.

Faculty/Staff member ID number

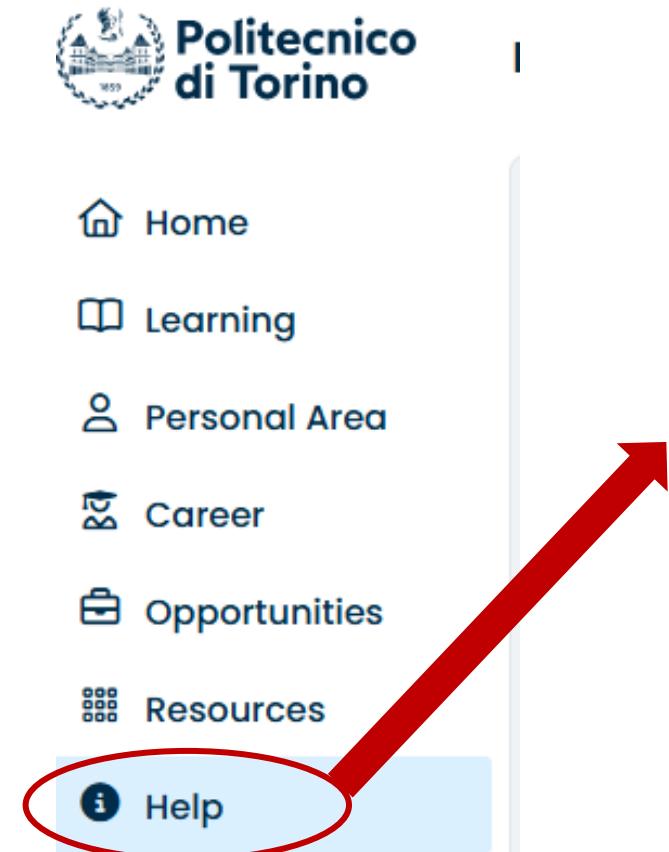
Name
City of birth
Nationality
Fiscal code
Social security scheme

Start date of PhD cycle

Dipartimento di Ingegneria dell'Ambiente, del Territorio e delle Infrastrutture - Settore Scienze Disciplinare

Contacts: seeking help

In order to contact the PhD Programmes Hub, you **must** use the ticketing service available in the **Student Portal**.

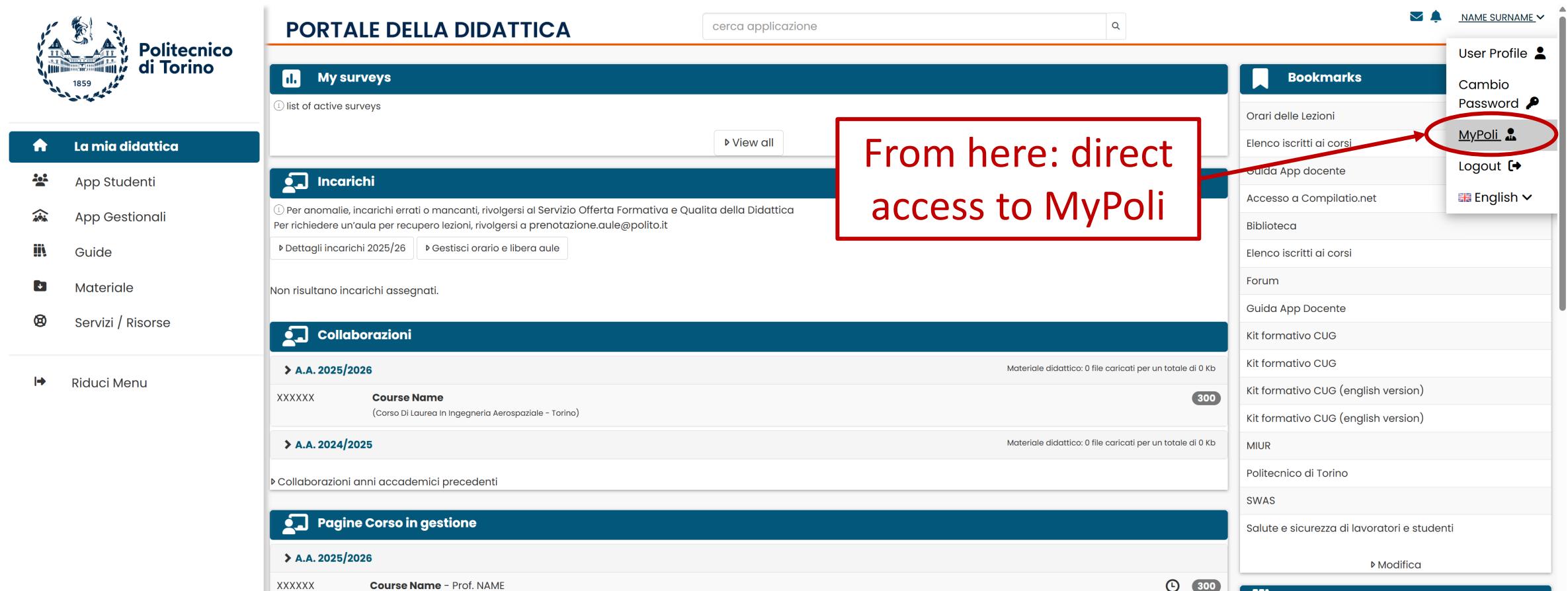


The screenshot shows the navigation menu of the Politecnico di Torino Student Portal. The menu items are: Home, Learning, Personal Area, Career, Opportunities, Resources, and Help. The 'Help' button is highlighted with a red oval and a red arrow points to it from the text below.

-  ACADEMIC PROGRESS, RULES AND OTHER INFORMATION
-  ADMISSIONS - BACHELOR AND MASTER'S DEGREE PROGRAMMES
-  DOCTORAL SCHOOL
-  PHD PROGRAMMES AND POSTGRADUATE SCHOOL
 - » PhD admissions
 - » Calculating your activities for the PhD degree
 - » PhD programmes in cooperation with companies
 - » Final Examination
 - » Mobility abroad
 - » Co-tutelle PhD candidates
 - » Foreign students
-  FOREIGN LANGUAGE LEARNING
-  HONOURS SCHOOL
-  INCOMING MOBILITY
-  INFORMATION SYSTEMS
-  INTERNSHIPS AND CAREER SERVICES

The Researcher Portal

Accessible from the [**Portale della Didattica**](#)
with name.surname@polito.it (employee/teaching assistant credentials)



PORTALE DELLA DIDATTICA

cerca applicazione

My surveys

Incarichi

Collaborazioni

From here: direct access to MyPoli

Bookmarks

User Profile

Cambio

Password

MyPoli

Logout

NAME SURNAME

Orari delle Lezioni

Elenco iscritti ai corsi

Guida App docente

Accesso a Compilatio.net

Biblioteca

Elenco iscritti ai corsi

Forum

Guida App Docente

Kit formativo CUG

Kit formativo CUG

Kit formativo CUG (english version)

Kit formativo CUG (english version)

MIUR

Politecnico di Torino

SWAS

Salute e sicurezza di lavoratori e studenti

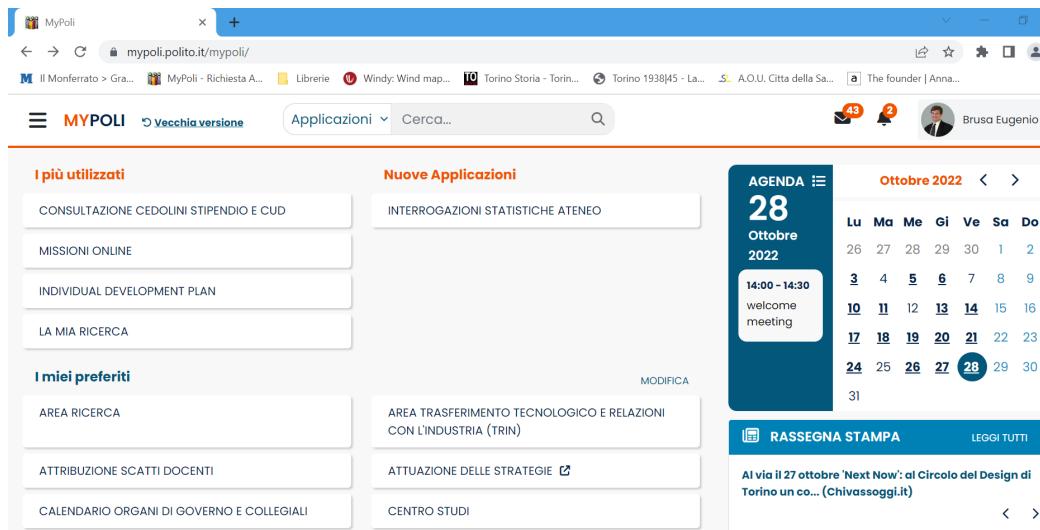
Modifica

The MyPoli Portal: mypoli.polito.it

Official portal for **research management** and **administrative services**.

Access it using your employee/teaching assistant credentials

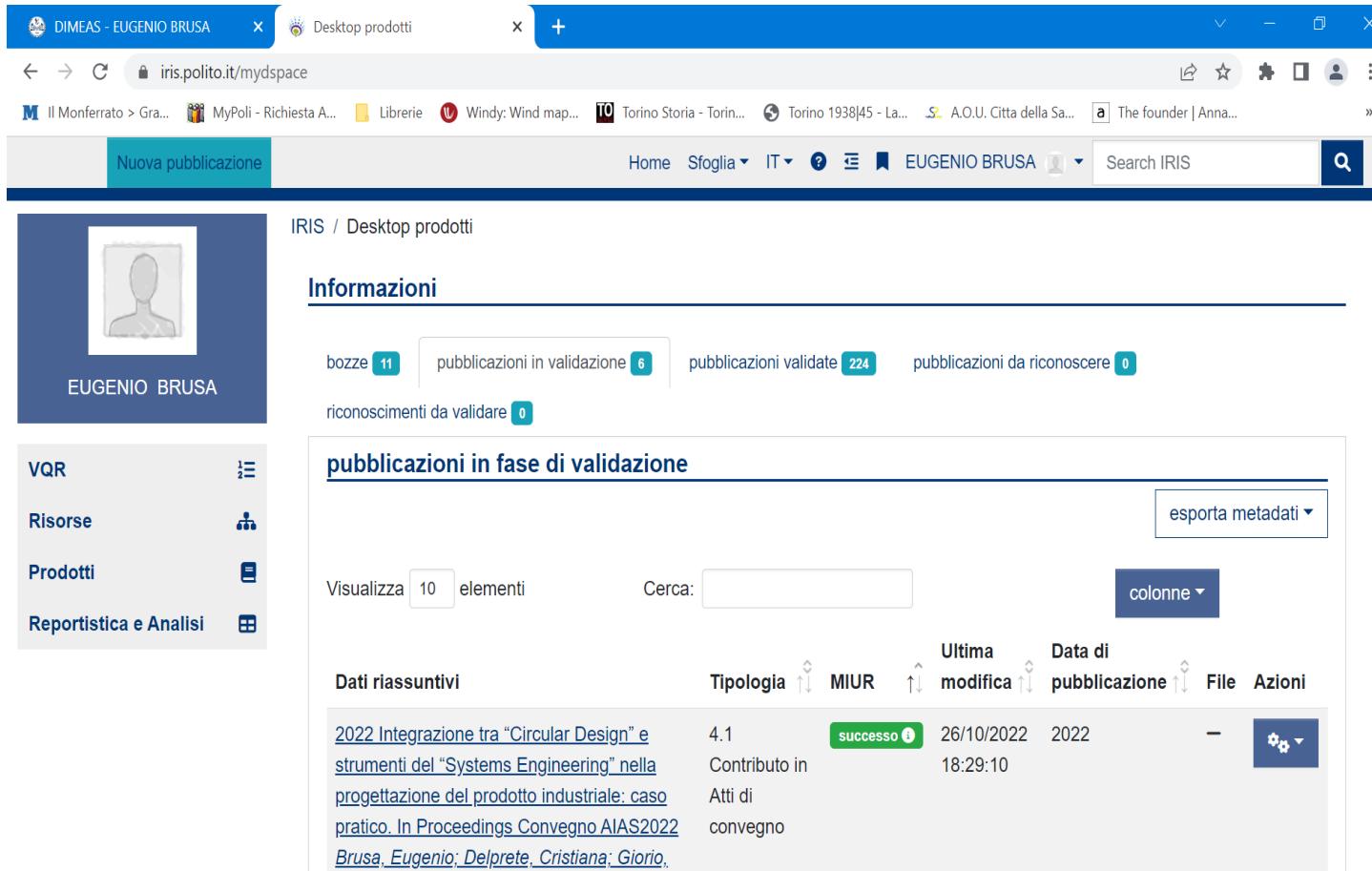
[\(name.surname@polito.it\)](mailto:(name.surname@polito.it))



What you can do:

- Find documents about **scholarship payments, mobility and publications**
- Handle documents and forms related to **research projects, funding, and official procedures**
- Open **mission request**
- Access **change your password**
- Access the **PoliWiki**
- Manage and submit your **research timesheets**
- Access information related to your **staff position** as a member of your Department

The IRIS Portal: iris.polito.it



DIMEAS - EUGENIO BRUSA x Desktop prodotti x +

iris.polito.it/mydspace

Il Monferrato > Gra... MyPoli - Richiesta A... Librerie Windy: Wind map... Torino Storia - Torin... Torino 1938|45 - La... A.O.U. Città della Sa... The founder | Anna...

Home Sfoglia IT EUGENIO BRUSA Search IRIS

Nuova pubblicazione

IRIS / Desktop prodotti

EUGENIO BRUSA

Informazioni

bozze 11 pubblicazioni in validazione 6 pubblicazioni validate 224 pubblicazioni da riconoscere 0

riconoscimenti da validare 0

pubblicazioni in fase di validazione

Visualizza 10 elementi Cerca: esporta metadati colonne

Dati riassuntivi Tipologia MIUR Ultima modifica Data di pubblicazione File Azioni

2022 Integrazione tra "Circular Design" e strumenti del "Systems Engineering" nella progettazione del prodotto industriale: caso pratico. In Proceedings Convegno AIAS2022 Brusa, Eugenio; Delprete, Cristiana; Giorio, ...	4.1	successo	26/10/2022 18:29:10	2022	-	
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IRIS is the official repository of Politecnico for all publications

Publications records must be uploaded here.

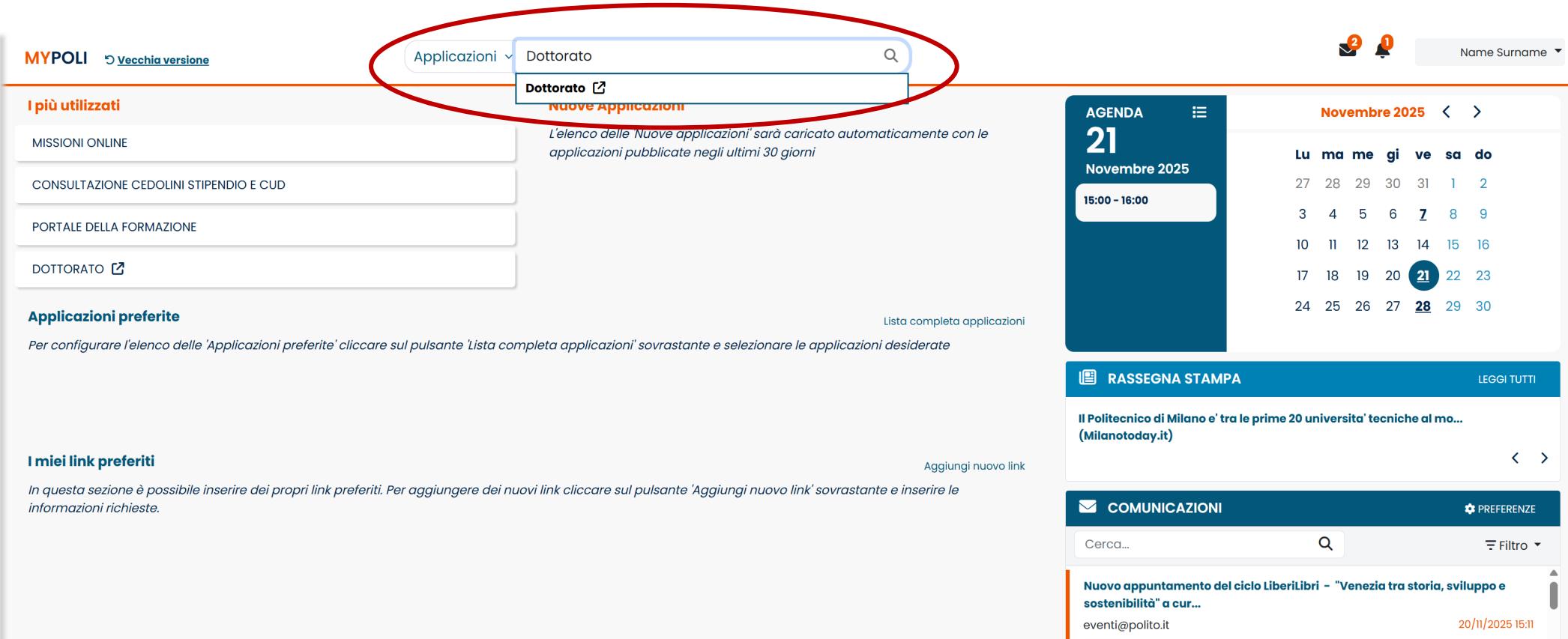
Before uploading your publications to IRIS, you need to create an account on:

<https://loginmiur.cineca.it/> so that your publications in IRIS will be associated directly to the official repository of the Ministry of University and Research

Sharepoint: the SCUDO file sharing tool

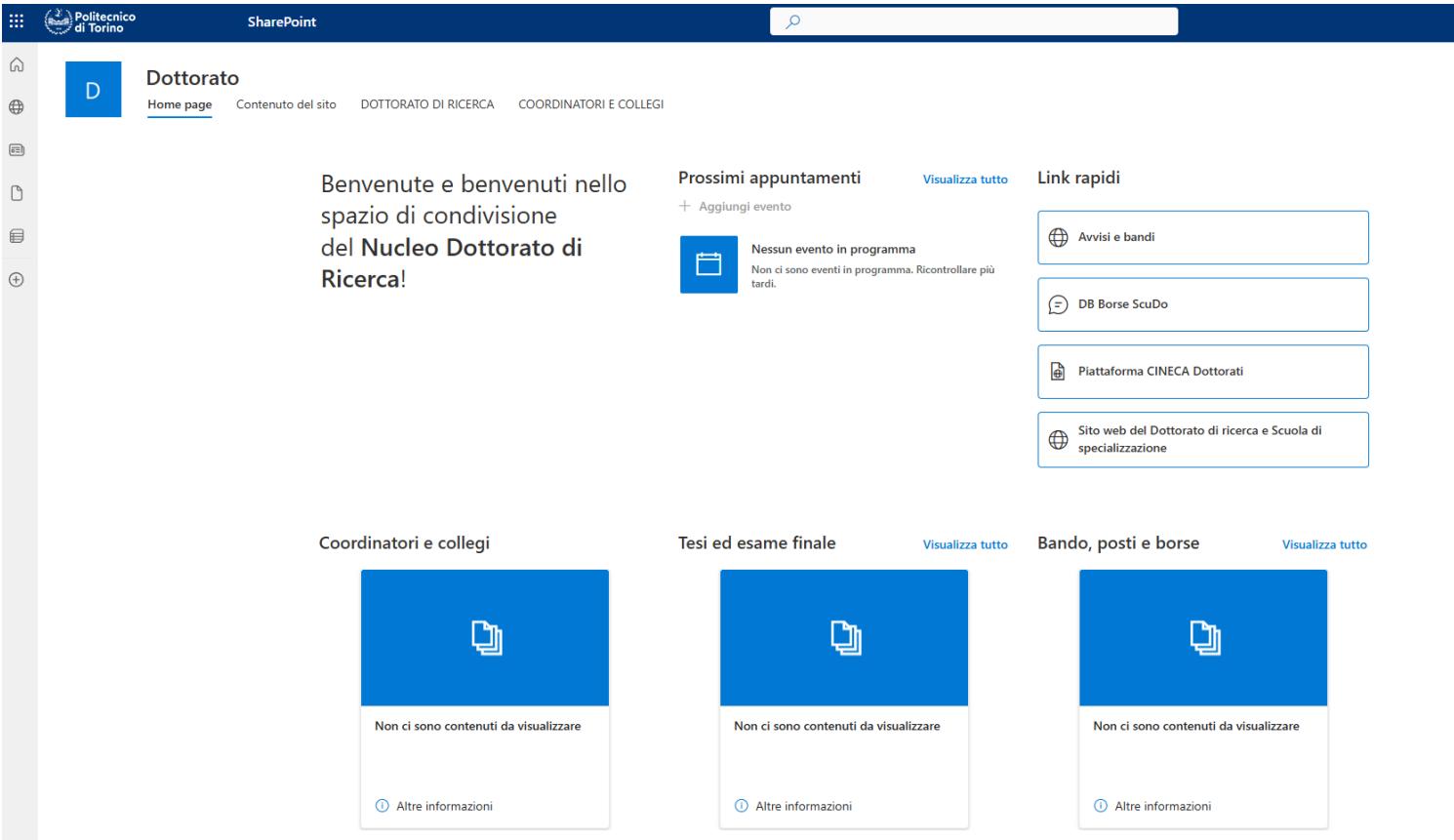
Direct access: poloit.sharepoint.com/sites/Dottorato

Also: access from the MyPoli portal typing: “Dottorato” on the search bar

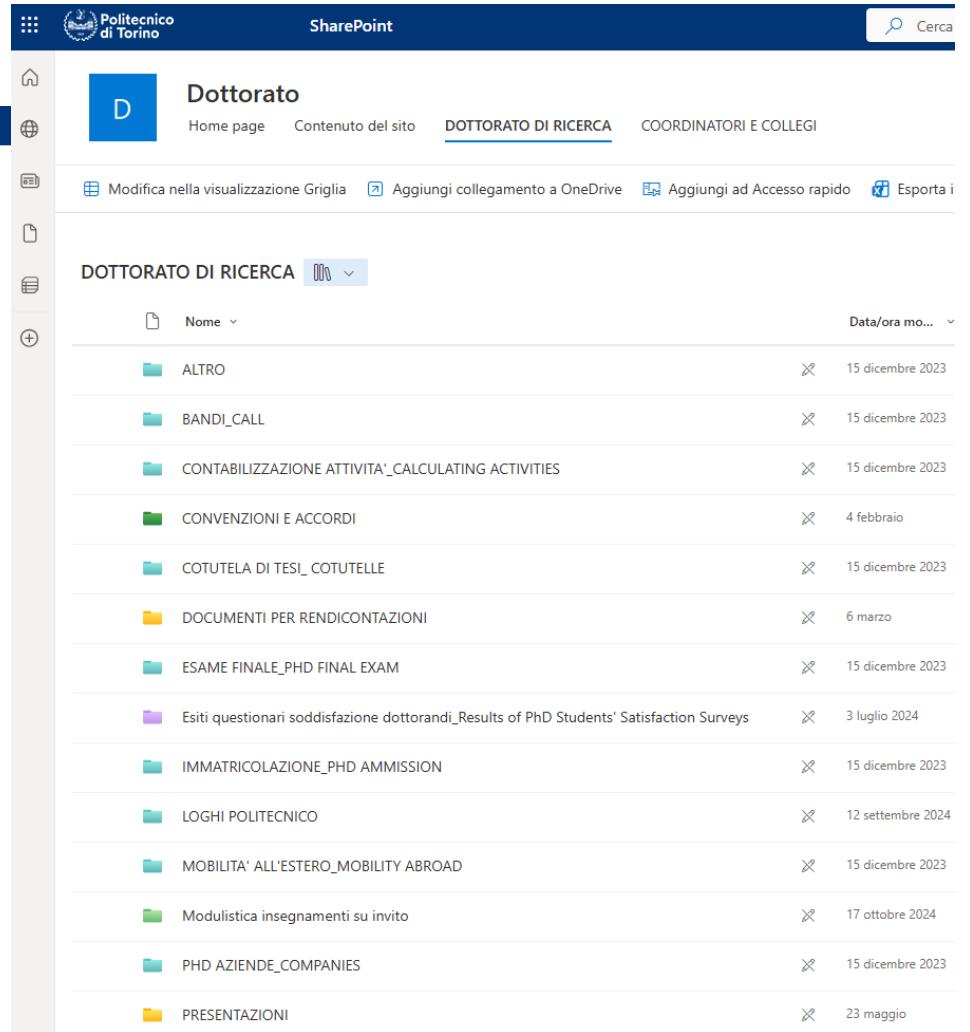


The screenshot shows the MyPoli portal interface. At the top, there is a search bar with the text "Dottorato" typed in. A red oval highlights this search bar. To the left of the search bar, there is a dropdown menu labeled "Applicazioni" with "Dottorato" selected. Below the search bar, there is a section titled "I più utilizzati" with links to "MISSIONI ONLINE", "CONSULTAZIONE CEDOLINI STIPENDIO E CUD", "PORTALE DELLA FORMAZIONE", and "DOTTORATO". To the right of the search bar, there is a "NUOVE APPLICAZIONI" section with the text: "L'elenco delle 'Nuove applicazioni' sarà caricato automaticamente con le applicazioni pubblicate negli ultimi 30 giorni". Further to the right, there is an "AGENDA" section showing "21 Novembre 2025" with a time slot "15:00 - 16:00". Below the agenda is a "RASSEGNA STAMPA" section with a link to "Milanotoday.it". At the bottom, there is a "COMUNICAZIONI" section with a link to "eventi@polito.it". The left sidebar of the portal includes links to "Cruscotto", "Acquisti e contabilità", "Dipartimento", "Organi di Governo", "Organizzazione e Personale", "Ricerca e TT", "Servizi IT", "Reporting", "Spazi e logistica", and "PoliWiki". The top right corner of the portal shows notifications with counts (2 and 1) and a "Name Surname" dropdown.

Sharepoint: the SCUDO file sharing tool



The screenshot shows the SharePoint Dottorato homepage. At the top, there is a navigation bar with the Politecnico di Torino logo, the SharePoint logo, and a search bar. Below the navigation bar, the page title is "Dottorato". The main content area includes sections for "Prossimi appuntamenti" (Upcoming events), "Link rapidi" (Quick links), "Coordinatori e colleghi" (Supervisors and colleagues), "Tesi ed esame finale" (Theses and final exams), and "Bando, posti e borse" (Funding, positions, and grants). Each section displays a blue placeholder icon and the message "Non ci sono contenuti da visualizzare" (No content to display). A sidebar on the left contains icons for various SharePoint features like Home, Site, Lists, and Libraries.



The screenshot shows a SharePoint library view for the "Dottorato" site. The title bar includes the Politecnico di Torino logo, the SharePoint logo, and a search bar. The page title is "Dottorato". The navigation bar shows "Home page", "Contenuto del sito", "DOTTORATO DI RICERCA" (which is underlined), and "COORDINATORI E COLLEGI". The main content area is titled "DOTTORATO DI RICERCA". It lists various items in a table format, each with a file icon, the name of the item, and a "Data/ore mo..." column. The items listed are:

Nome	Data/ore mo...
ALTRO	15 dicembre 2023
BANDI_CALL	15 dicembre 2023
CONTABILIZZAZIONE ATTIVITA'_CALCULATING ACTIVITIES	15 dicembre 2023
CONVENZIONI E ACCORDI	4 febbraio
COTUTELA DI TESI_ COTUTELLE	15 dicembre 2023
DOCUMENTI PER RENDICONTAZIONI	6 marzo
ESAME FINALE_PHD FINAL EXAM	15 dicembre 2023
Eredi questionari soddisfazione dottorandi_Results of PhD Students' Satisfaction Surveys	3 luglio 2024
IMMATRICOLAZIONE_PHD AMMISSION	15 dicembre 2023
LOGHI POLITECNICO	12 settembre 2024
MOBILITA' ALL'ESTERO_MOBILITY ABROAD	15 dicembre 2023
Modulistica insegnamenti su invito	17 ottobre 2024
PHD AZIENDE_COMPANIES	15 dicembre 2023
PRESENTAZIONI	23 maggio



Part II

IT Tools

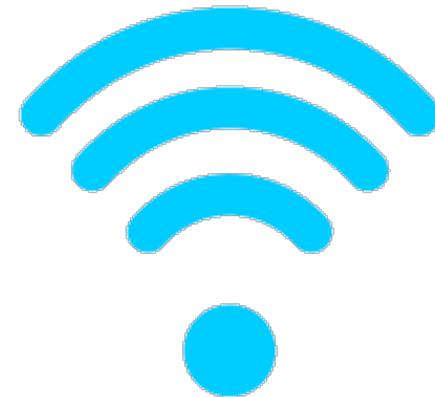
Updated: December 10th, 2025

Polito offers a lot of online collaboration tools

- Some tools are accessible from the teaching portal didattica.polito.it, e.g., Zoom or BBB
- These are managed by the IT staff (ISIAD)

Most info available from it.polito.it under Services

- Not everything is well documented (yet).
- Please help in making this guide complete
 - open ticket with SCUDO



Polito offers two networks:

- SSID **Polito** (only in Polito premises)
- SSID **Eduroam** (EVERYWHERE in the world!)

Authentication

- You can authenticate with your institutional credentials:
- *username*: name.surname@polito.it or s123456@studenti.polito.it
- *password*: your password
- More info: <https://it.polito.it/supporto/guide/servizi-rete-wireless>
- **WARNING: NEVER authenticate as d123456@polito.it or name.surname@studenti.polito.it (you will get **limited** access)**
- Details in [RETE WIRELESS](#) (authenticated access)



Email name.surname@polito.it

- Polito's email runs on the *Microsoft Exchange Online* (EOL) platform
- EOL includes
 - mail, calendar, contacts, Todo, ... → access from outlook.office.com
 - Office 365 online => access from www.office.com → App
 - OneDrive/SharePoint – access from politoit-my.sharepoint.com
- Access services using name.surname@polito.it (employee/teaching assistant credentials) via the IDP portal with Multi-Factor Authentication (MFA)
- Details [here](#), with info on how to configure email clients (access restricted)

IT Tools – hints to correct usage of Email



The antispam filter may need some time to tune

From outlook.office.com

- check and manage the **Junk Email** folder to let the system tune the antispam filter

Albeit possible, we **discourage** setting up an email forward to third-party services (e.g., gmail* or your private email account)

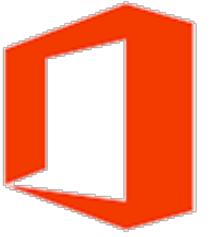
- This will likely increase the probability that the email you send gets flagged as spam by the recipient

You can configure your PC/phone/tablet to access your EOL email or calendar

- See [here](#)

(*) Technically, gmail pretends to be @polito.it domain, which is a **violation of security policies**

IT Tools – Office 365 suite



Office 365

- Must be first activated on didattica.polito.it using your employee/teaching assistant credentials (name.surname@polito.it)
- Log in on <https://portal.office.com> to use the online Office 365 tools, always using your employee/teaching assistant credentials (name.surname@polito.it).
- It includes
 - MS Office: Word, PowerPoint, Excel,...
 - Teams: online collaboration and conferencing
 - SharePoint: online collaboration and editing
 - OneDrive
- Official guide [here](#)

IT Tools – Teams



Teams is the Microsoft online collaboration suite.

It integrates Chat/call/calendar/files/Office 365/...

Teams: groups of people working on the same project

- Inside Teams, there are **channels** to organise groups working on specific topics/projects
- There is always the **general channel**: all members of the teams can access it
- Any member can create (private) channels: subgroups of members working on projects
- Each Channel has a separate chat/call/file space
- All members of the team have access to all files in **public channels** (and can delete/change them)
- Only members of a **private channel** see such a private channel, and the related files, chat, and apps

IT Tools – Teams



Nits and “*confusing Teams features*” (may change over time):

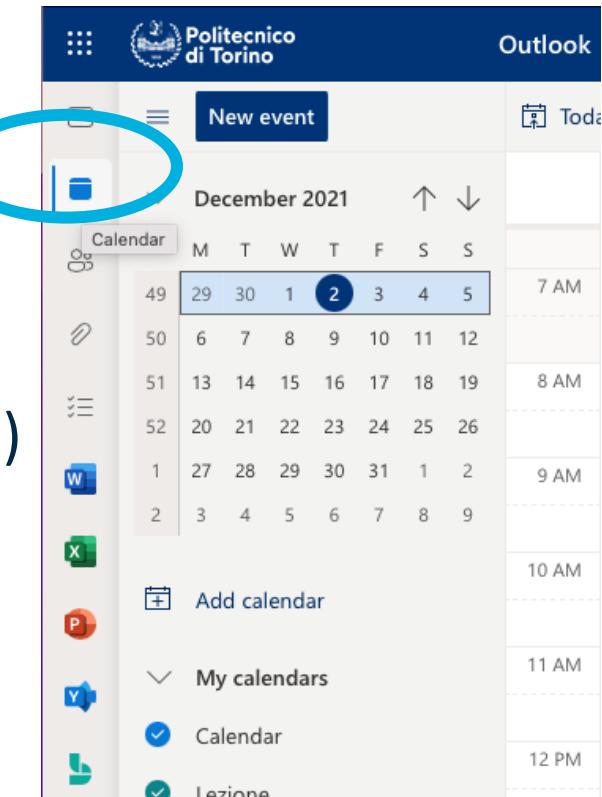
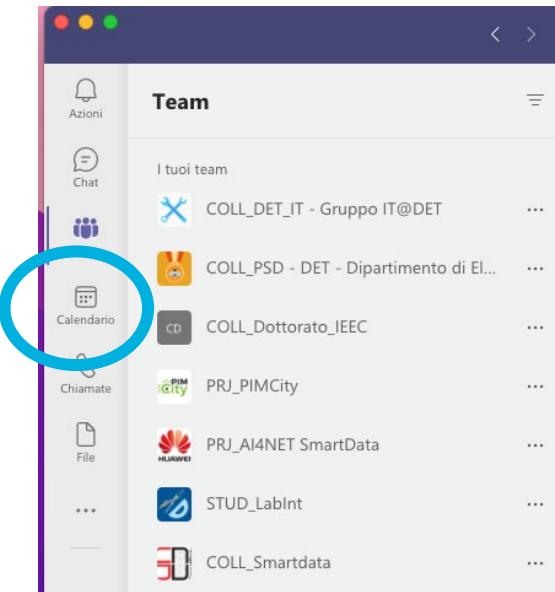
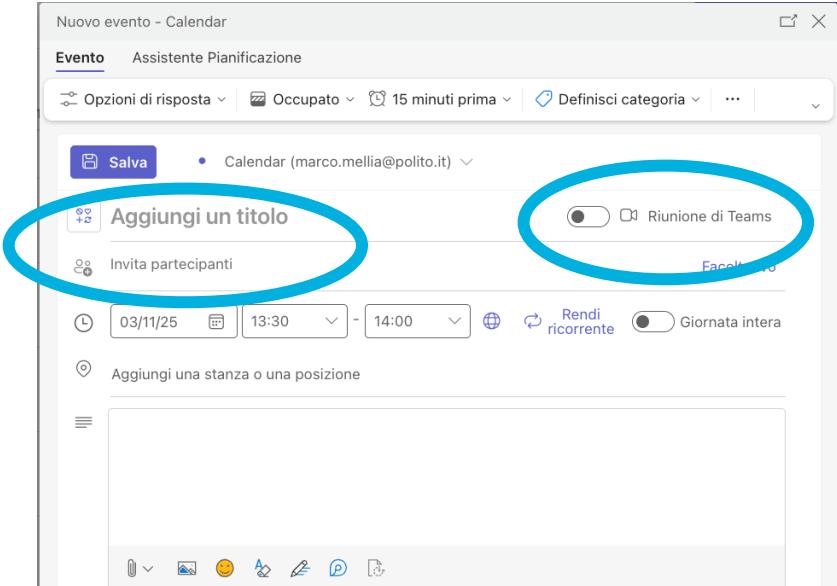
- All members of a **chat** can access all files there
- Only the sender can eventually remove the file from the chat via the SharePoint interface (!)
- **Better to use channels than chats to share files when needed**
- You can schedule calls for public channels (but not for private channels) on the calendar
 - All members of that channel will get an invitation (see later)
- Notifications are random processes. Sometimes you can control them, sometimes not...

IT Tools – Calendar

EOL calendar is integrated in Teams and Outlook

- It is amazingly easy to send **invitations** to people
- It can generate an online meeting on Teams (select the option!)

You can access it from outlook.office.com or from Teams, Outlook, or any calendar app (if configured)





OneDrive is a Cloud storage service

- Included in your Microsoft 365 (M365) Polito account
- Accessible from any device (PC, Mac, smartphone, web)
- You get **300 GB** of personal cloud storage provided by Politecnico di Torino
- You can buy more space (there is a call every 6 months. Talk to your advisor)
- Linked to your @polito.it institutional account
- Sync files automatically between your computer and the cloud



Key Features

- Real-time collaboration on Word, Excel, PowerPoint, and Teams files
- Version history to recover previous file versions
- Sharing control: manage who can view or edit your files

Nits:

- Files shared in chat are read-only by default. You need to explicitly give access to let another person edit
- Suggestions: avoid giving access to “anyone in your organisation”...
- It is possible to get a “shareable link” and send it via email/chat/...
 - also works for external collaborators!

IT Tools – Dropbox



Dropbox for business

- Gives each PhD student 15 GB of online space
- It is possible to buy 3TB option linked to your staff account
 - Ask your advisor
- You need to activate it from Portale della Didattica (student profile)
- Nits: Shared folders from professors don't count towards your quota

 **Dropbox**

ⓘ Il Politecnico di Torino mette a disposizione per tutti i docenti e ricercatori una licenza Dropbox Business per migliorare la collaborazione nell'ambito della didattica e della ricerca.

➤ [Informazioni e adesione](#)

Pagina Learning di Dropbox

Polito offers a licensed account on Zoom

- Log in on <https://polito-it.zoom.us>
- Login with employee/teaching assistant credentials (name.surname@polito.it)
 - Warning: If you're logged into Polito as a student, switch your profile to *Teacher Assistant* by clicking your profile picture in the top-right corner.
 - You shall have a role as an official Teaching Assistant (done official collaborations in classes)

It includes:

- Unlimited time calls
- Schedule abilities
- Infinite recording space for calls
- Personal room

What is Overleaf?

- An online LaTeX editor for writing, editing, and publishing scientific documents
- Enables real-time collaboration, multiple authors can work on the same project simultaneously

Access & Integration

- Politecnico provides institutional access via Single Sign-On
- Log in at <https://www.overleaf.com> using your employee/teaching assistant credentials (name.surname@polito.it)

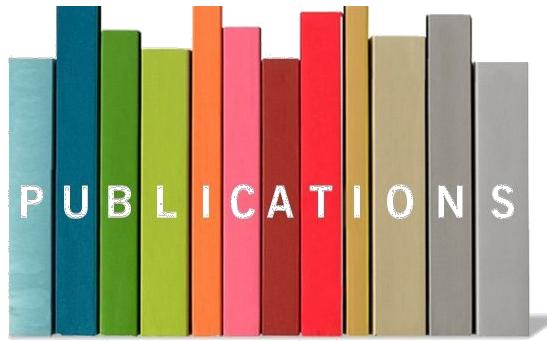
Key Features

- Automatic compilation – no local LaTeX installation needed
- Rich templates library (theses, papers, posters, CVs, presentations)
- Collaboration tools: track changes, commenting, sharing

Why Overleaf?

- Ideal for joint research papers, PhD theses, and conference submissions
- Ensures consistent formatting and safe cloud storage

IT Tools – Publications



You can access all **online resources (papers)** with Polito subscriptions to the most important editors and associations

- ACM digital library
- IEEE Xplore
- OSA Optics infobase
- Science direct
- Springer Link
- ...
- Full list [here](#)
- For free, when connected to the Polito network (WiFi or wired)
- Remotely – via the [Digiproxy service](#)
- Users MUST register by filling in this [form](#)
- **No need to use the pirate service [https://thescipub.com!](https://thescipub.com)**



You can activate a VPN

- Allows you to access servers inside polito
- As you were connected to the campus network
- Even from remote countries with traffic filtering rules

How to use

- Request access from this page (access restricted)
 - with guides on how to install the software

IT Tools – Computing Facilities

HPC cluster with GPUs

- **Infrastructure:** LEGION is the flagship cluster, featuring a high-bandwidth, low-latency network
- **Compute nodes:** 132 total nodes, with 34 equipped with NVIDIA GPUs
- **Resources:** 5,420 Intel Xeon Gold CPU cores, 60.4 TB of RAM, 108 NVIDIA A40, 4 NVIDIA A100, and 24 NVIDIA V100 GPUs
- Access via SSH, only batch processing via SLURM

HPC@Polito

- Contact: hpc@polito.it
- Team: Dr. Filippo Savazzi, Mr. Arli Cekaj
- To request for usage: <https://hpc.polito.it/>

