

IT Tools for PhD Candidates

Updated: December 10th, 2025



**Politecnico
di Torino**

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



**Politecnico
di Torino**

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!



Politecnico di Torino

@Poli CIE SPID eIDAS

To sign-in, use the username or email address provided by Politecnico di Torino and the associated password.

Username

Password

☐ Do **not** remember login (?)

Login

or

Login with Passkey

or

Certificate login

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.

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

Switch account

Ricerca nel portale...



- User Profile
- Change password
- Logout
- Login D12345**
- English ▾

Logging in...

Click here to login



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 Administrations and to work as self-employed professionals.



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

The screenshot displays the 'Portale della Didattica' of Politecnico di Torino. The interface includes a top navigation bar with the university logo and a search bar. A left sidebar contains icons for home, books, user profile, and a circled 'i' icon. The main content area is a grid of service tiles, each with an icon, title, description, and an 'Access' button. Red annotations highlight specific features: a box labeled 'Career' points to the 'Personal Study Plan' tile; a box labeled 'Certificates' points to the 'Certificates' tile; a box labeled 'Access to SCUDO Dashboard ("Cruscotto")' points to the 'PhD Program' tile; and a box labeled 'Tickets' points to the circled 'i' icon in the sidebar.

Politecnico di Torino Portale della Didattica

Ricerca nel

Career

- Personal Study Plan**
Annual Personal Study Plan and Enrol in the new academic year
Access
- Tuition fees and payments**
Section dedicated to managing university fees, including payment, fee reduction requests, and other related procedures.
Access
- Certificates**
Section dedicated to requesting and managing official certificates and self-certifications related to your academic career.
Access
- PhD Program**
Section dedicated to managing and accessing information related to your PhD program.
Access to SCUDO Dashboard ("Cruscotto")
- Exam booking**
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
- Career Attachments**
Section dedicated to viewing and managing 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

Tickets

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

PhD candidate information

Phd candidate ID number

Email

Last name

Faculty/Staff member ID number

Name

City of birth

Nationality

Fiscal code

Social security scheme

Cycle information

Cycle

39

Start date of PhD cycle

PhD Programme information

PhD programme

PhD programme (English)

Coordinator

Coordinator

Supervisors details

Supervisor

Work station (PhD candidate)

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

Training activities: doctoral courses attended at Polito

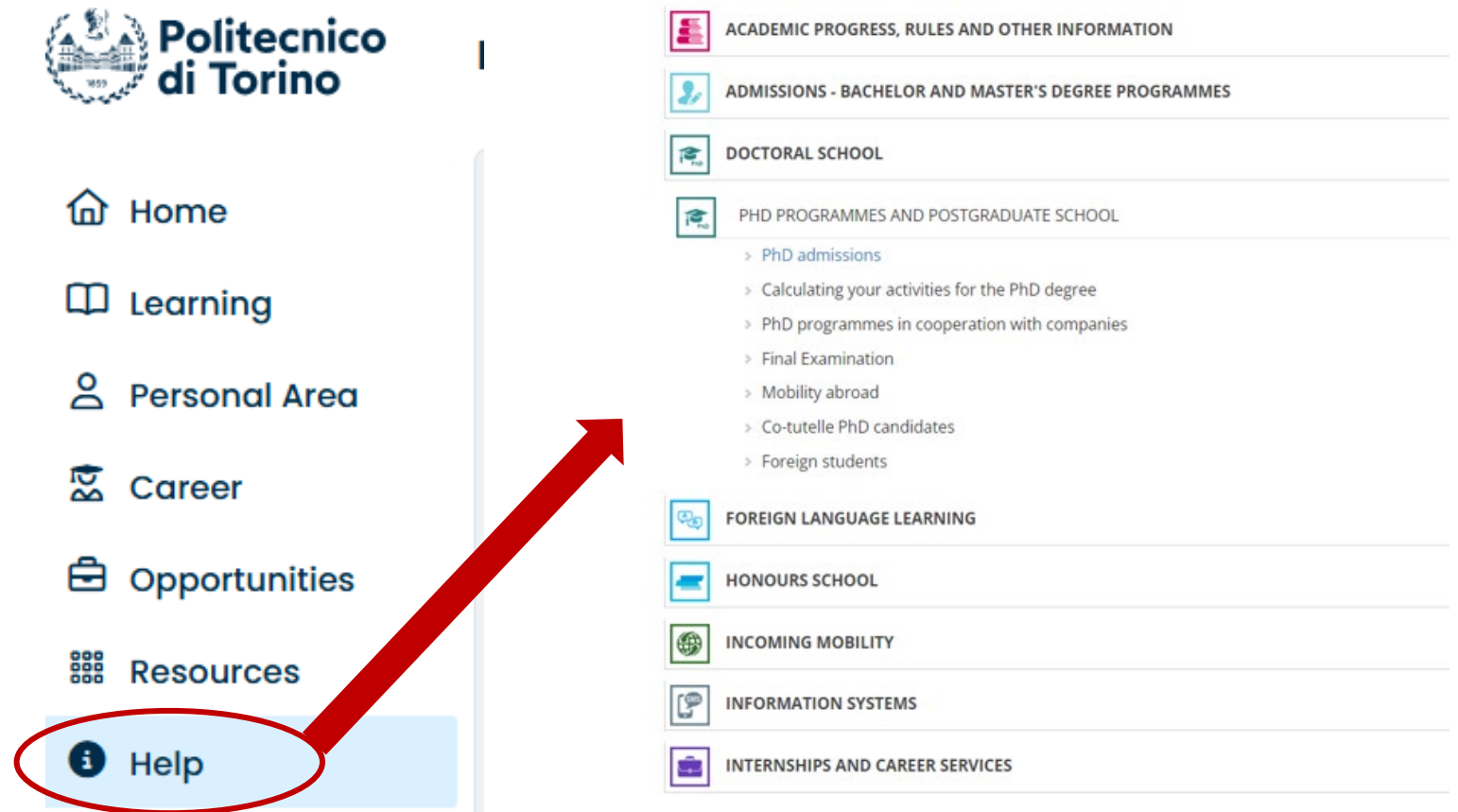
External courses: click here to insert details about training activities carried out outside Polito (courses, summer schools, etc.). Must be uploaded by the PhD candidate and then validated by the Coordinator.
Note: The Doctoral School can neither upload nor validate such activities.

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.

External Research Activities: click here to insert any research period carried out outside Polito. Filling this section is your responsibility.

Contacts: seeking help

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



The desk is open by appointment only.

Appointments can be scheduled through the ticketing system form.

The Researcher Portal

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

Politecnico di Torino

PORTALE DELLA DIDATTICA

cerca applicazione

My surveys

list of active surveys

View all

Incarichi

Per anomalie, incarichi errati o mancanti, rivolgersi al Servizio Offerta Formativa e Qualità della Didattica
Per richiedere un'aula per recupero lezioni, rivolgersi a prenotazione.aule@polito.it

Dettagli incarichi 2025/26 Gestisci orario e libera aule

Non risultano incarichi assegnati.

Collaborazioni

A.A. 2025/2026 Materiale didattico: 0 file caricati per un totale di 0 Kb

XXXXXX **Course Name** (Corso Di Laurea In Ingegneria Aerospaziale - Torino) 300

A.A. 2024/2025 Materiale didattico: 0 file caricati per un totale di 0 Kb

Collaborazioni anni accademici precedenti

Pagine Corso in gestione

A.A. 2025/2026

XXXXXX **Course Name** - Prof. NAME 300

Bookmarks

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

User Profile

Cambio Password

MyPoli

Logout

English

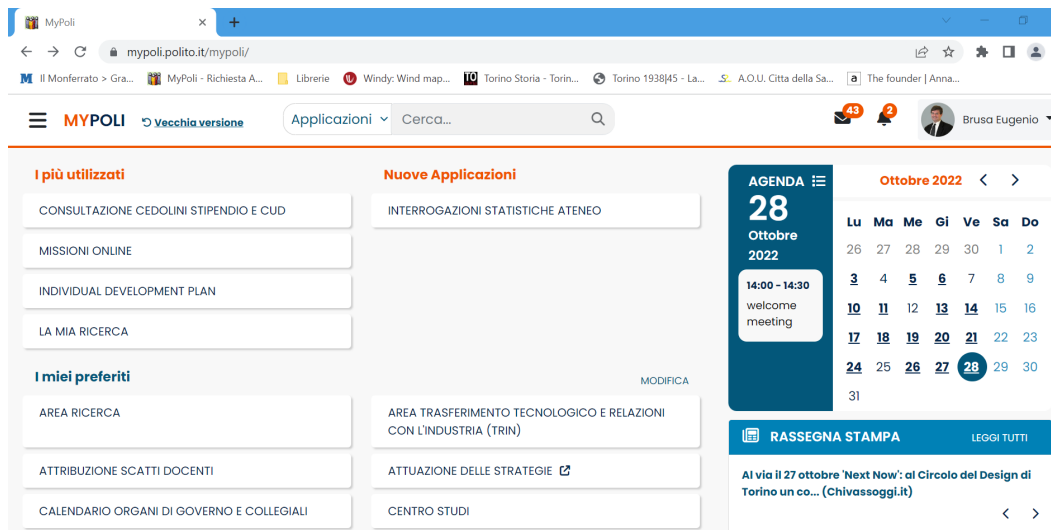
From here: direct access to MyPoli

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)



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

IRIS / Desktop prodotti

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 Contributo in Atti di convegno	successo	26/10/2022 18:29:10	2022	—	

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: politoit.sharepoint.com/sites/Dottorato

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

The screenshot displays the MyPoli portal interface. On the left, there is a sidebar with the Politecnico di Torino logo and a list of navigation items: Portale della Didattica, Cruscotto, Acquisti e contabilità, Dipartimento, Organi di Governo, Organizzazione e Personale, Ricerca e TT, Servizi IT, Reporting, Spazi e logistica, and PoliWiki. The main content area features a search bar at the top with a dropdown menu showing 'Applicazioni' and 'Dottorato'. The 'Dottorato' option is highlighted by a red circle. Below the search bar, there are sections for 'I più utilizzati' (MISSIONI ONLINE, CONSULTAZIONE CEDOLINI STIPENDIO E CUD, PORTALE DELLA FORMAZIONE, DOTTORATO), 'Applicazioni preferite', and 'I miei link preferiti'. On the right side, there is an agenda for November 2025, a section for 'RASSEGNA STAMPA', and a 'COMUNICAZIONI' section with a search bar and a list of communications.

Sharepoint: the SCUDO file sharing tool

Politecnico di Torino | SharePoint

Dottorato
Home page | Contenuto del sito | **DOTTORATO DI RICERCA** | COORDINATORI E COLLEGI

Benvenute e benvenuti nello spazio di condivisione del **Nucleo Dottorato di Ricerca!**

Prossimi appuntamenti [Visualizza tutto](#)
+ Aggiungi evento
Nessun evento in programma
Non ci sono eventi in programma. Ricontrollare più tardi.

Link rapidi

- Avvisi e bandi
- DB Borse ScuDo
- Piattaforma CINECA Dottorati
- Sito web del Dottorato di ricerca e Scuola di specializzazione

Coordinatori e colleghi
Non ci sono contenuti da visualizzare
[Altre informazioni](#)

Tesi ed esame finale [Visualizza tutto](#)
Non ci sono contenuti da visualizzare
[Altre informazioni](#)

Bando, posti e borse [Visualizza tutto](#)
Non ci sono contenuti da visualizzare
[Altre informazioni](#)

DOTTORATO DI RICERCA

Nome	Data/ora 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
Esiti 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



**Politecnico
di Torino**

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



- 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



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

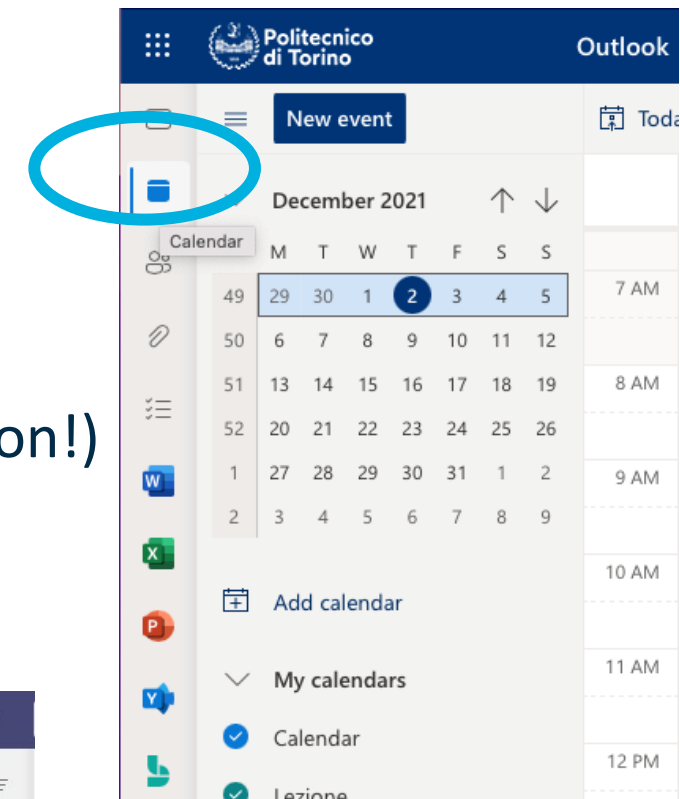
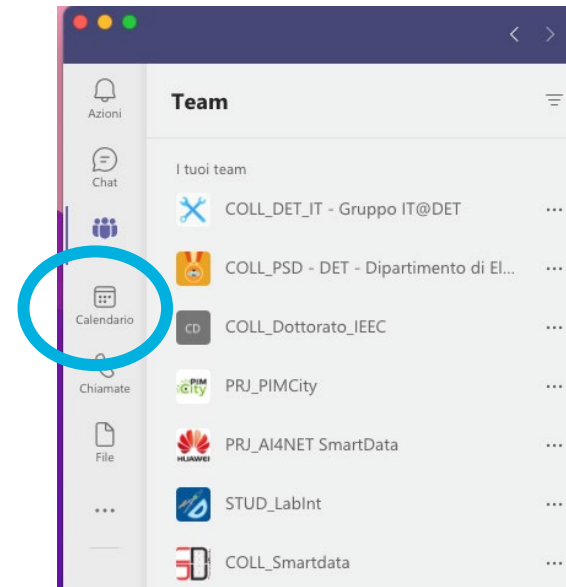
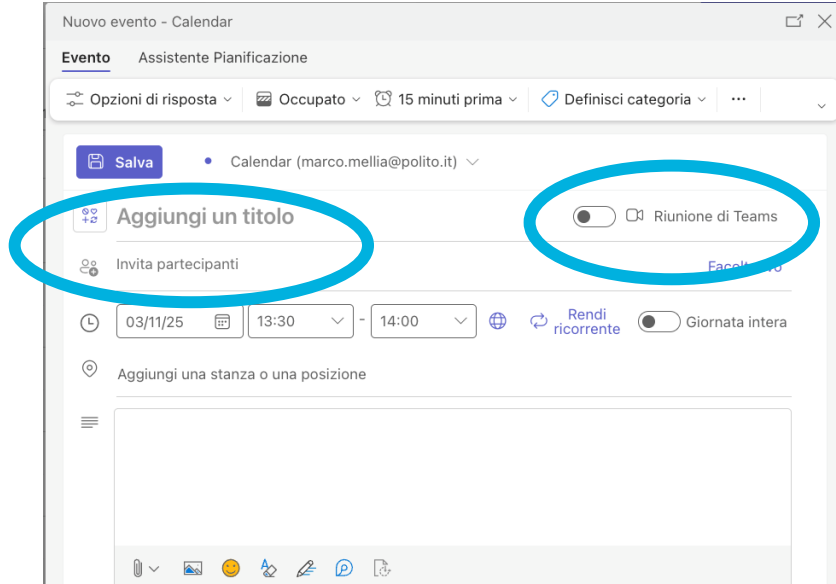
- All members of a **chat** can access all files there
- Only the sender can eventually remove the file from the chat via the SharePoint interface (!)
- **Better to use channels than chats to share files when needed**
- You can schedule calls for public channels (but not for private channels) on the 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!



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**

① 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 using your employee/teaching assistant credentials (name.surname@polito.it)

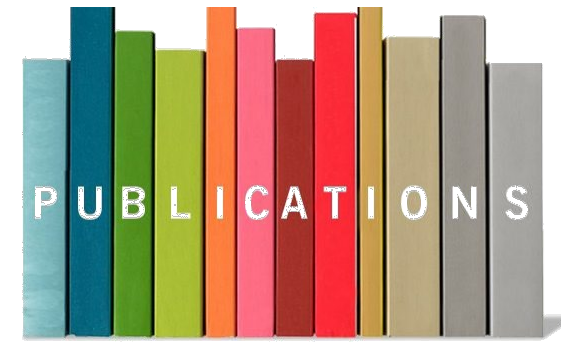
Key Features

- 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 [Digproxy service](#)
- Users MUST register by filling in this [form](#)
- **No need to use the pirate service <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/>



The top part of the image shows an SSH terminal window. The address bar indicates the connection is to `ssh.cloud.google.com/v2/ssh/projects/rcc-hpc/zones/us-central1-a/instances/hpcslurm-slurm-login-001?authuser=0&hl=...`. The terminal displays the SLURM workload manager logo, which consists of a grid of blue squares forming a larger square shape, with the text "slurm workload manager" below it. The terminal also shows the last login time: "Last login: Fri Sep 12 15:39:23 2025 from 35.235.244.33 [tatiwei_odu_edu@hpcslurm-slurm-login-001 ~]\$".

The bottom part of the image shows a screenshot of the HPC@Polito website. The website has a blue header with the text "HPC@Polito" and "An Academic Computing service provided by Politecnico di Torino". Below the header is a navigation bar with links for "HOME", "HPC INFRASTRUCTURE", and "DOCUMENTATION". The main content area is divided into three columns: "ABOUT US", "ACCESS", and "CONTACTS". The "ABOUT US" section describes the service and its management. The "ACCESS" section provides information about how to request access and the activation process. The "CONTACTS" section provides the email address `hpc@polito.it` for reaching out. At the bottom of the website, there is a list of links for account activation: "ACCOUNT ACTIVATION FOR RESEARCH PURPOSES", "ACCOUNT ACTIVATION FOR CLASSES", "ACCOUNT ACTIVATION FOR MASTER THESIS PROJECTS", "ACCOUNT ACTIVATION FOR STUDENT TEAMS", and "ACCOUNT REACTIVATION". The footer of the website states "(c) 2025 HPC@Polito - All Rights Reserved - Design: HPC@Polito".