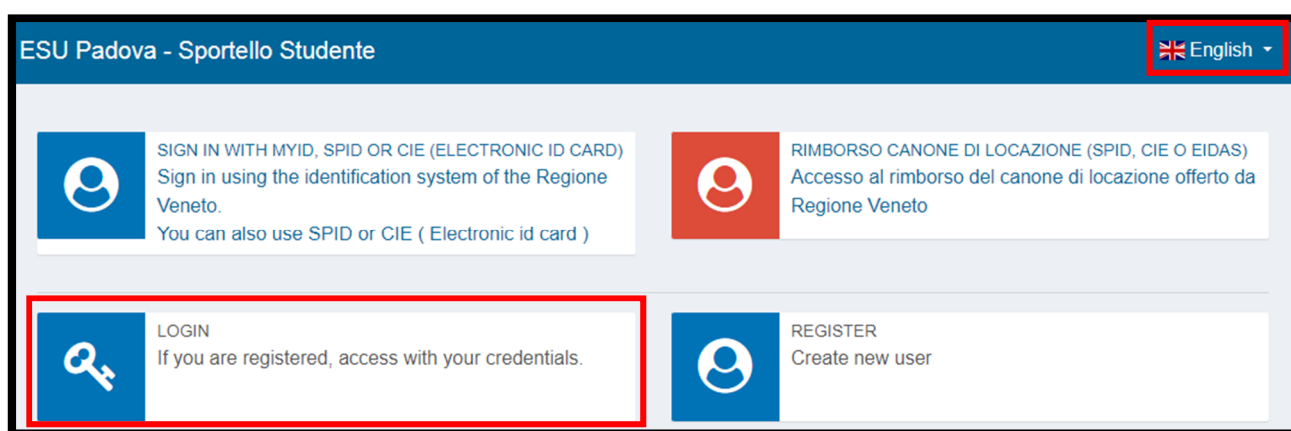
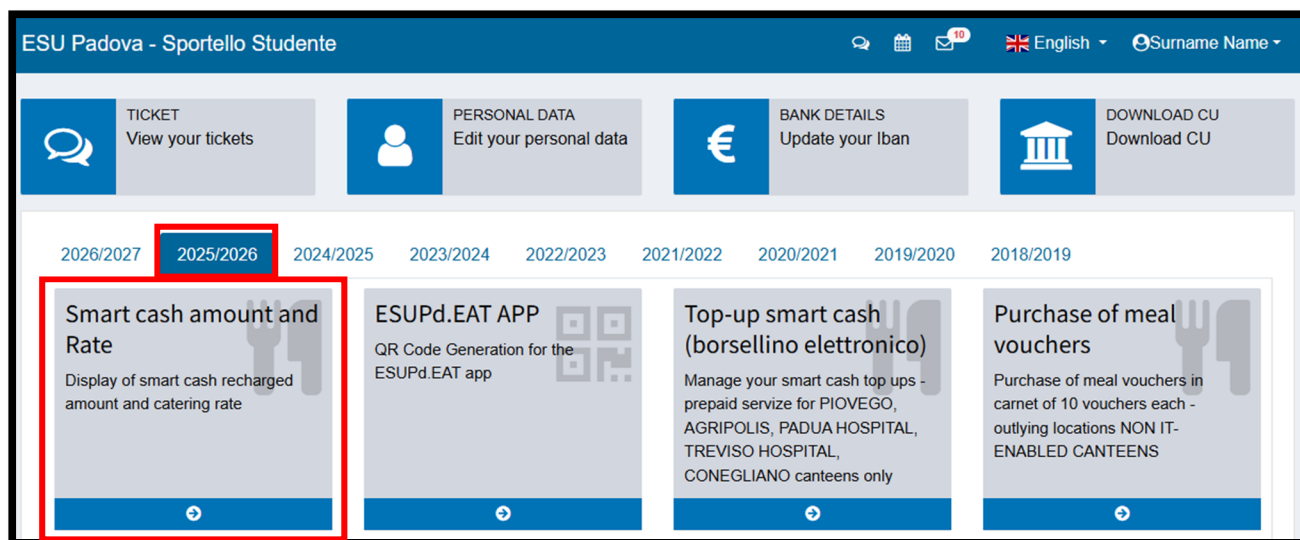


HOW TO BUY PAPER MEAL VOUCHERS FOR THE CANTEEN IN BRESSANONE - BRIXEN

- Go to the **Student Dashboard** (<https://myesupd.dirittoallostudio.it>) and switch to English in the top-right corner.
Click on **LOGIN** and log in with your username (i.e. your fiscal code) and the password that you set when you registered.
If you forgot the password click on LOGIN and then on forgot password. Enter your fiscal code (codice fiscale) and an email containing the password reset link will be sent to your email.
If you are not registered yet, click on REGISTER – Create new user and register. Make sure to register correctly (i.e. enter all your names and surnames as they are on your passport).



- Make sure to select the **"2025/2026"** tab and click on the box **"Smart cash amount and rate"**.
If you registered for the first time, it may take a few hours for the fare to be shown. In case no fare is shown at the moment, try again later.



3. Check the price of your meal under “**Tariffa di appartenenza**” and “**Modalità di fruizione**”:

Tariffa A (2.70€ a meal)

Tariffa B (4.70€ a meal)

Tariffa C (5.70€ a meal)

Tariffa D or Primo pasto gratuito (0.00€ a meal).

! If your **tariffa** (fare) is **D** or the **modalità di fruizione** is **Primo pasto gratuito**, you don’t need to make any payment but you still need a meal voucher. Collect the vouchers at the Segreteria organizzativa at Casa della Gioventù in via Rio Bianco 12, Bressanone – Brixen or at the Segreteria organizzativa at LUB Libera Università di Bolzano in viale Ratisbona 16, Bressanone (room A1.12) by showing an ID (such as student badge, passport etc.).

! If the **modalità di fruizione** is **Primo Pasto Tar A**, then you will need to buy fare A meal vouchers (€ 27,00 per 10 vouchers). Follow the next steps of this tutorial.

! If the **modalità di fruizione** is **Pranzo Tariffa Predefinita** and the **tariffa di appartenenza** (fare) is **A, B or C**, then you will need to buy fare A, B or C meal vouchers, according to the tariffa di appartenenza. Follow the next steps of this tutorial.

If you registered for the first time, it may take a few hours for the fare to be shown. In case no fare is shown at the moment, try again later.

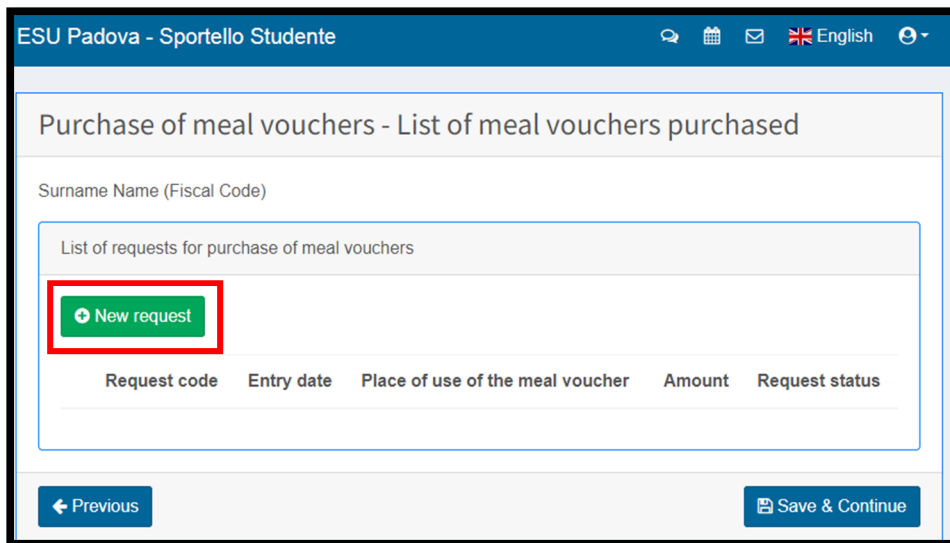
Data Apertura	Data Scadenza	Tariffa di appartenenza	Modalità di fruizione
30/09/2025	20/01/2027	Tariffa B Controlla qui l'importo della tariffa	Pranzo Tar Predefinita - Cena Tar Predefinita

4. Click on **Home** to go back to the Student Dashboard Homepage. Make sure to be in the **2025/2026** tab and click on **Purchase meal vouchers**.

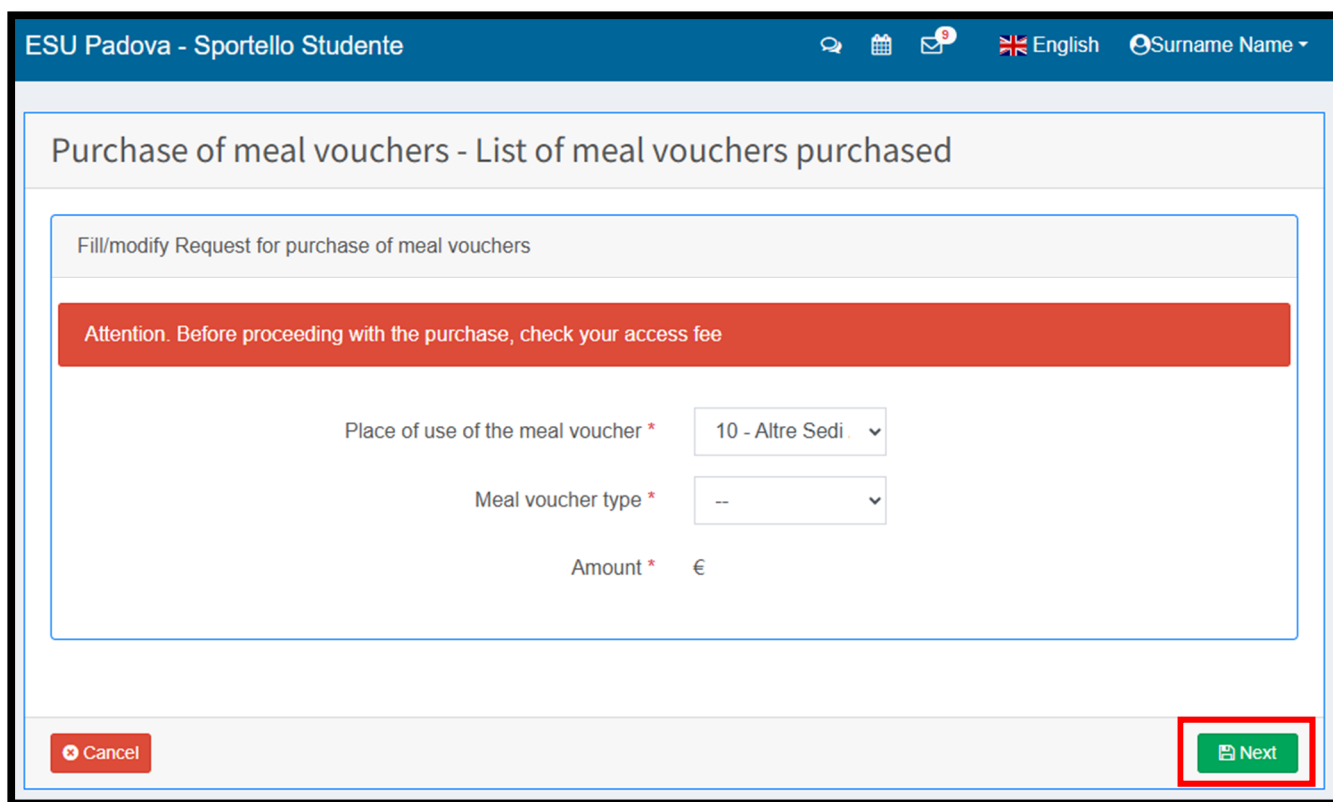
2026/2027 **2025/2026** 2024/2025 2023/2024 2022/2023 2021/2022 2020/2021 2019/2020 2018/2019

Purchase of meal vouchers
Purchase of meal vouchers in carnet of 10 vouchers each - outlying locations NON IT-ENABLED CANTEENS

5. Click on **New request**.



6. Select **"Altre sedi"** as place of use of the meal voucher.
Select your fare **A or B or C** (see step 3 to know what your fare is) and the **number of vouchers** you wish to buy (10 or 20).
Then click on **Next**.



7. Click on **Save & Continue** to proceed.

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Purchase of meal vouchers - List of meal vouchers purchased

Surname Name (Fiscal code)

List of requests for purchase of meal vouchers

[New request](#)

Request code	Entry date	Place of use of the meal voucher	Amount	Request status
  b96cc830-9818-40e4-8b78-303490665f7e	12/07/2026	Altre Sedi	47 €	To manage

ATTENTION: to save the changes press "Save & Continue" and continue until confirmation

[Previous](#) [Save & Continue](#)

8. Click on the arrow to check the details of the meal voucher purchase request.
Then click on **Save & Continue**.

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Meal voucher purchase - Summary

Name Surname (Fiscal Code)

[Request for purchase of meal vouchers](#)

Purchase of meal vouchers - List of meal vouchers purchased

Request code	Entry date	Place of use of the meal voucher	Amount	Request status
b96cc830-9818-40e4-8b78-303490665f7e	12/07/2025	Altre Sedi	47 €	To manage

[Previous](#) [Save & Continue](#)

9. Click on **Confirm**.

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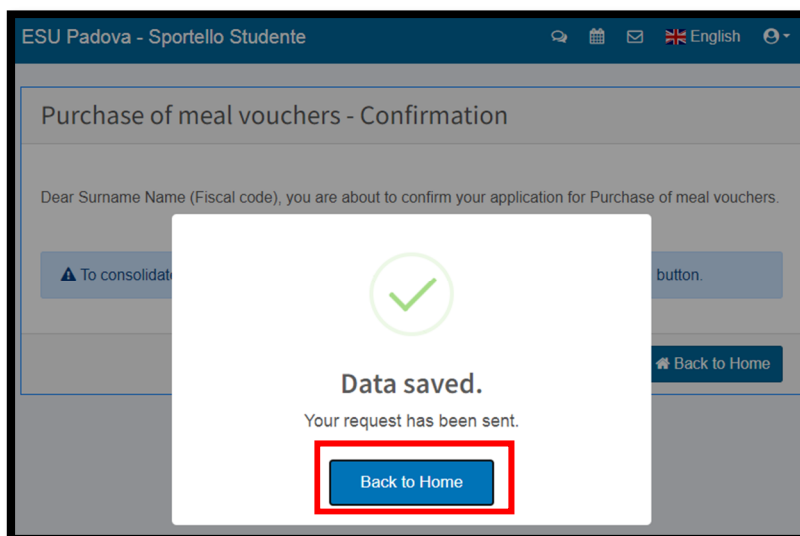
Purchase of meal vouchers - Confirmation

Dear Surname Name (Fiscal code), you are about to confirm your application for Purchase of meal vouchers.

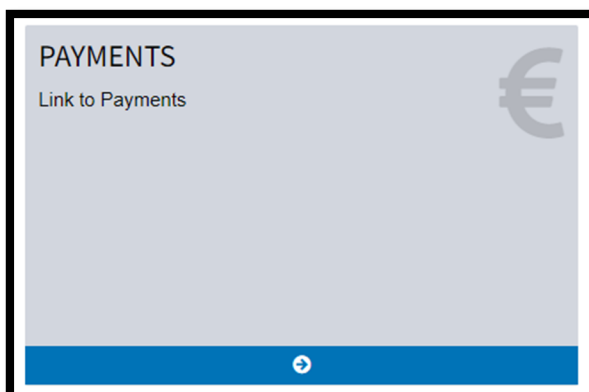
To consolidate information definitively and send it to ESU Padova, press the Confirm button.

[Previous](#) [Confirm](#)

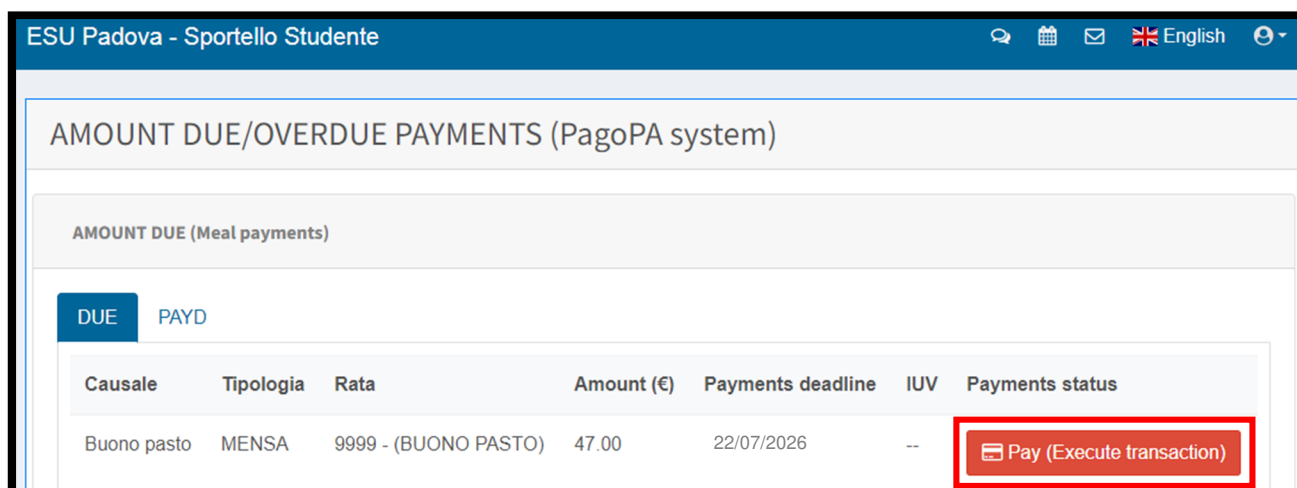
10. Your request has been created. Click on **Back to Home** to go back to the Homepage and proceed with the payment.



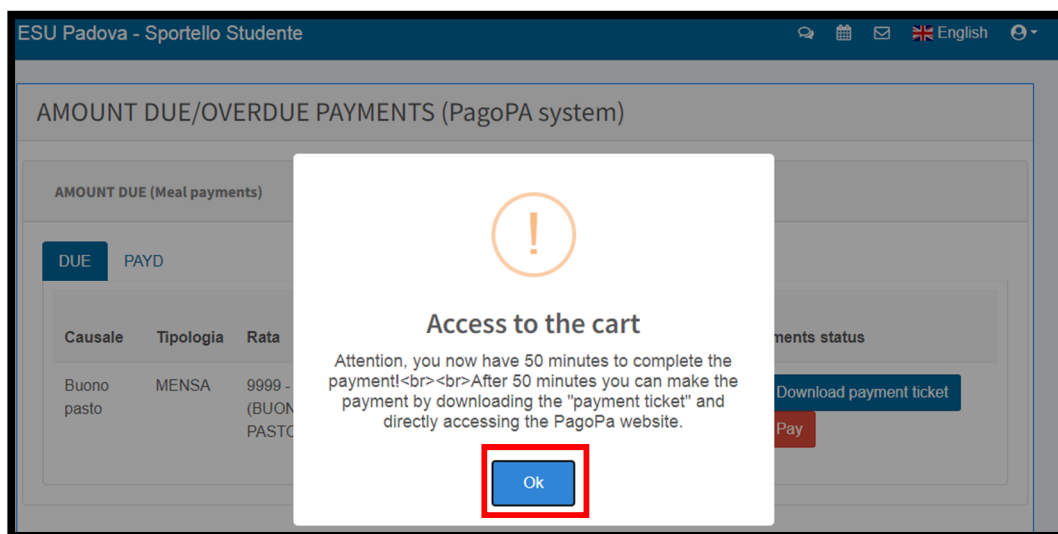
11. From the Student Dashboard Homepage, make sure to be in the 2024/2025 tab and click on the box **PAYMENTS**. You may need to scroll down the page.



12. You will see all the sent requests. You have 10 days to complete the payment. After 10 days the request expires and you will need to create a new one. Click on **Pay** to proceed to the payment.



13. You have up to 50 minutes to complete the payment online on the PagoPA website.
After 50 minutes, you can download the form and pay it at the bank, post office, tobacco shop.
Click on **OK** to proceed on the PagoPA website and complete the payment.



14. Fill the form on the PagoPA website with your data (first name, family name, email).
Choose the payment method:
- Click on **Avanti** to pay online via bank transfer or credit card;
 - Click on **Stampa avviso pagamento** if you want to print the form and pay it at a bank, post office, tobacco shop.

The screenshot shows the 'myPay' website interface. The top navigation bar includes 'Pagamenti' and 'Accedi all'area persona'. The main content area is titled 'Carrello' and shows a progress bar with steps: 'Inserimento dati' (active), 'Validazione mail', 'Riepilogo', and 'Pagamento'.

Below the progress bar, there is a section 'Dati del versante' with fields for 'Nome e Cognome *', 'Codice fiscale *', and 'Email *'. A checkbox 'Non ho codice fiscale / partita IVA' is also present. A dropdown menu 'Dati aggiuntivi' is available.

Below this, there is a section 'Dovuti intestati a: Cognome Nome' with a table showing the payment details:

Beneficiario	Tipo dovuto	Causale del versamento	Importo	Azioni
Esu di Padova	Buoni pasto	Buono pasto	47,00 €	...

Below the table, there is a dropdown menu 'Dati aggiuntivi'.

At the bottom, the total amount is displayed: 'Importo totale del pagamento: 47,00 €'. Two buttons are highlighted with a red rectangle: 'Stampa avviso pagamento' and 'Avanti'.

15. Enter the **verification code** that you received at the email you entered in the previous page.
Then click on **Avanti**.

Carrello

🔄 Inserimento dati — Validazione mail — Riepilogo — € Pagamento

Poiché non sei autenticato, è necessario validare il tuo indirizzo mail per procedere e scaricare l'avviso.

Ti è stata inviata una email all'indirizzo indicato nel form precedente: ".
Inserisci il codice di verifica presente nella mail.
Il codice è valido per 60 MINUTI. Trascorso questo tempo sarà necessario effettuare un'altra richiesta.

Codice verifica *

Abbandona e svuota carrello

Indietro **Avanti**

16. Check if the data is correct then click on **Procedi con il pagamento online**.

Carrello

🔄 Inserimento dati — Validazione mail — Riepilogo — € Pagamento

Dati del versante: Nome Cognome
Codice fiscale:
Indirizzo: - Civico: - Cap: -
Nazione: - Provincia: - Località: -

Dovuti intestati a:
Codice fiscale: Email:
Indirizzo: Civico: Cap:
Nazione: Provincia: Località:

Beneficiario	Tipo dovuto	Causale del versamento	Importo	Azioni
Esu di Padova	Buoni pasto	Buono pasto	47,00 €	...

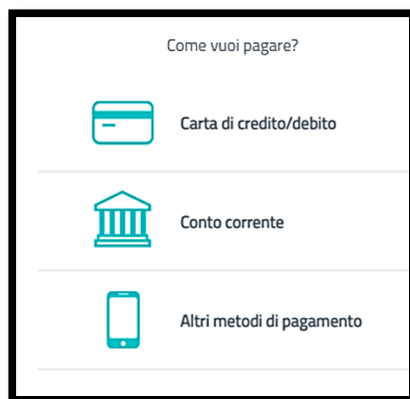
Importo totale del pagamento: 47,00 €

Abbandona e svuota carrello

Indietro **Procedi con il pagamento online**

17. Choose your method of payment (credit/debit card, bank transfer, other methods) and **complete the transaction**.

If the transaction is successful, you will receive a confirmation email.



18. **Collect the vouchers** you bought at the Segreteria organizzativa at Casa della Gioventù in via Rio Bianco 12, Bressanone – Brixen or at the Segreteria organizzativa at LUB Libera Università di Bolzano in viale Ratisbona 16, Bressanone - Brixen (room A1.12).

Show the receipt (digital or printed) of your purchase.

Fill each voucher with your name, student number and day of use.

You can use one voucher per day.

If your **tariffa** (fare) is **D** or the **modalità di fruizione** is **Primo pasto gratuito**, but don't need to make any payment but you still need a meal voucher. Collect the vouchers at the Segreteria organizzativa at Casa della Gioventù in via Rio Bianco 12, Bressanone – Brixen or at the Segreteria organizzativa at LUB Libera Università di Bolzano in viale Ratisbona 16, Bressanone (room A1.12) by showing an ID (such as student badge, passport etc.).

For support requests open a support ticket from the Homepage of the Student Dashboard (<https://myesupd.dirittoallostudio.it>) or send an email to ristorazione@esu.pd.it.