STAGE 1: Access the registration page
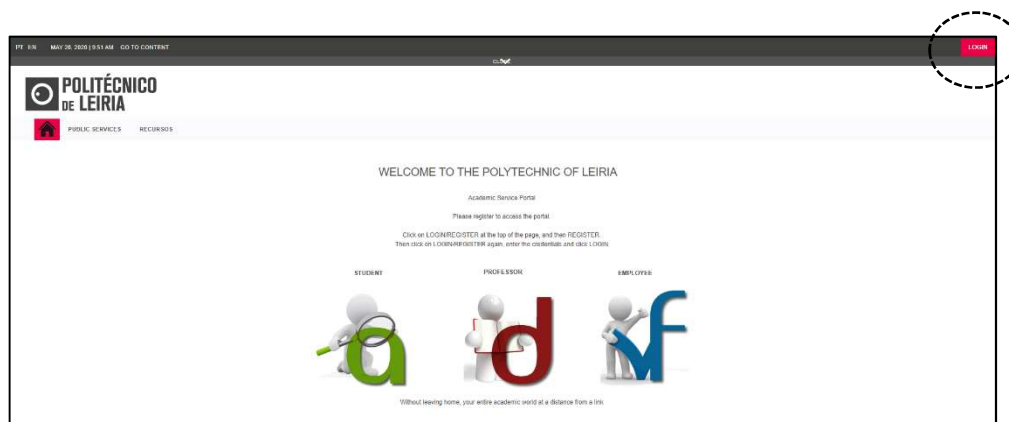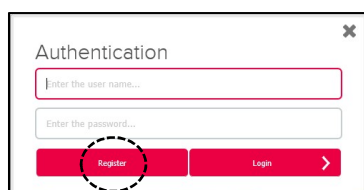
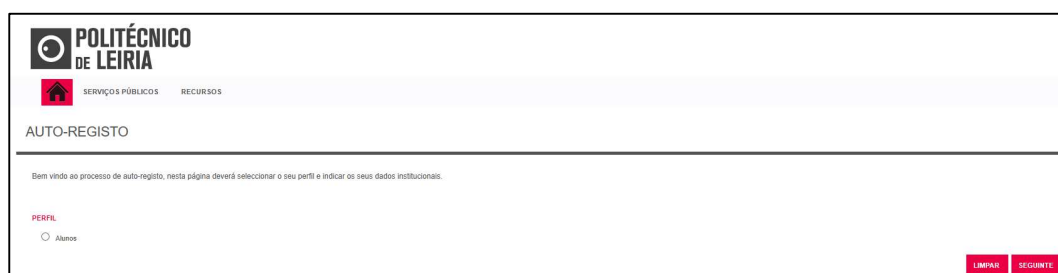- **Step 1**: Click the button `ENTRAR` identified in the following image

- **Step 2**: In the AUTHENTICATION window, click the button `Register` identified in the following image

You have reached the AUTO-REGISTO (auto-registration) page, where you will then register on the Academic Service Portal
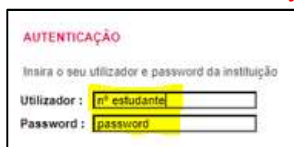
POLITÉCNICO DE LEIRIA

STAGE 2: Make the registration

- **STEP 3:** In the AUTO-REGISTO page, next to PERFIL (profile), you place a check in Alunos (Students)

- **SETP 4**: In the AUTENTICAÇÃO (authentication) area, enter the credentials that the Polytecnic of Leiria sent you

- **SETP 5:** In the AUTO-REGISTO page, click the button ![SEGUINTE] (identified in the following image)

STEP 5 completes the registration.
To check its success, in the INFORMAÇÃO DO REGISTO (registration information) window, you should see the message "Utilizador foi criado com sucesso" ("User was successfully created"), visible in the following image.

The registration is unique, that is, you only register once.
From this moment on, whenever you want to enter the Academic Service Portal, you must perform the following actions:

- Repeat Step 1
- In the authentication window enter the credentials you already know
- In the authentication window you must click the button ![Login >], visible in the following image.