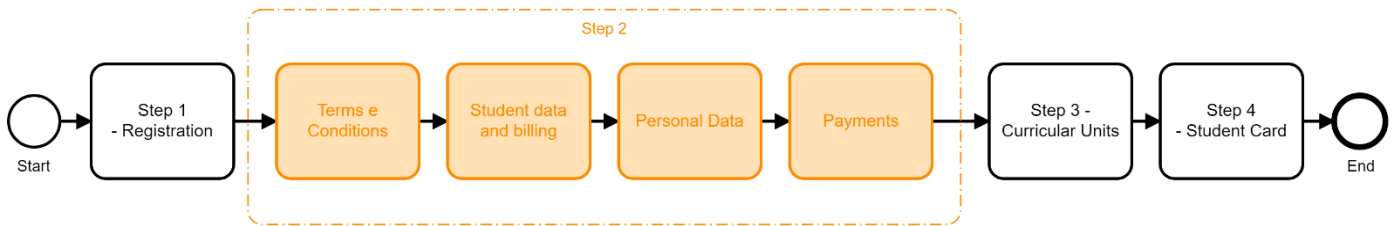
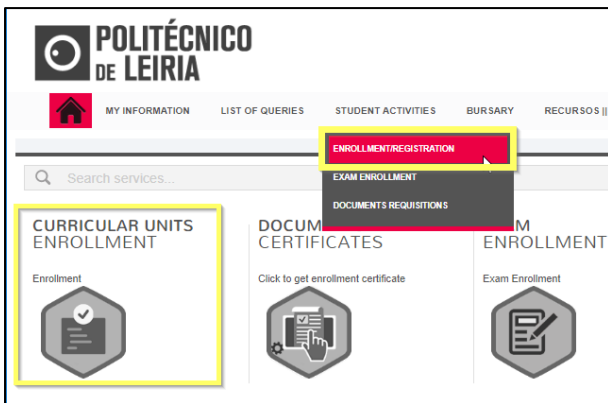


Step Flow



STEP 2: Update your data and make payments

- After successful authentication on the [Student Portal](#) click on [Enrollment]



- Click on [Prepare Enrollment]



- Accept the Terms and Conditions and click on [Proceed]

REGISTRATION/ENROLLMENT PREPARATION

Information | Ano Lectivo: 2021-22 | Curso: Licenciatura em Administração Pública [9002]

TERMS AND CONDITIONS

Welcome to SIAnet – Online Enrollment System

Before proceeding with your enrollment, please read the following information.

SIAnet is an online enrollment system and all actions and choices made in this system will have the same effects as an in person enrollment.

- I acknowledge that enrollment submission implies the full commitment of the tuition fixed for the academic year,
- I'm aware of the structure and organization of my enrollment curricular plan and I agree to respect all the requirements and rules defined by the Institution for my course/program.

declare that I have read and accepted the terms and conditions for the enrollment.

PROCEED

- Fill in your information. Click on [Confirm]
If you are a Foreign student on Social Scholarship Fund select [No]

REGISTRATION/ENROLLMENT PREPARATION

Information | Ano Lectivo: 2021-22 | Curso: Licenciatura em Administração Pública [9002]

This process will register/enroll your intention of enrollment and generate all necessary information.
This can even include the generation of due payments that will have to be paid until the registration/enrollment phase

Student data

Name*

Mode Study

Social Scholarship fund* Yes (This scholarship is not available for international student.)
 No

Invoice data

Fiscal data* Portuguese Foreign

Country address*

Residence address*

CONFIRM

- Click on [Online Payments] or on [Enrollment Form] to fill in the required information.

REGISTRATION/ENROLLMENT PREPARATION

Information | Ano Lectivo: 2020 | Curso: Curso Técnico Superior Profissional de Produção de Construções Metálicas [4755]

i Your enrollment data is prepared.

You can validate your data in the following options:

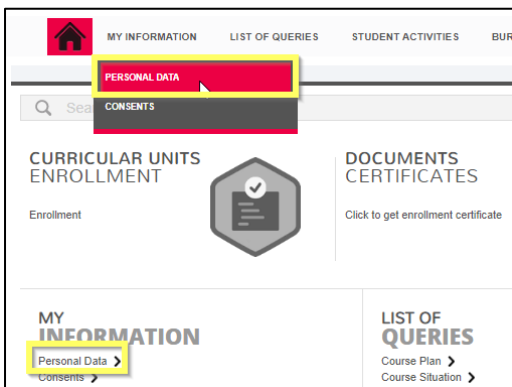
- > Online Payment
- > Enrollment form

PRINT DOCUMENT **ENROLLMENT SERVICE**

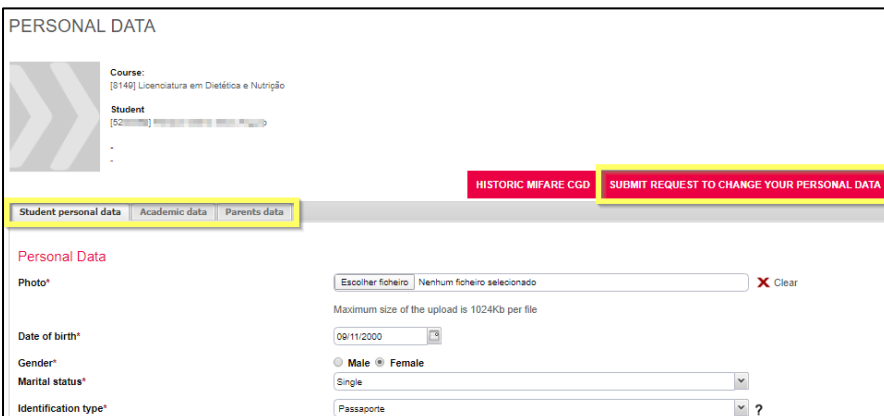
- To choose the Curricular Units you want to attend, click on [Enrollment Service]. To proceed, you need to:
 - Regularize your Financial Status
 - Update personal data

Update Personal Data

- Click on [Personal Data]



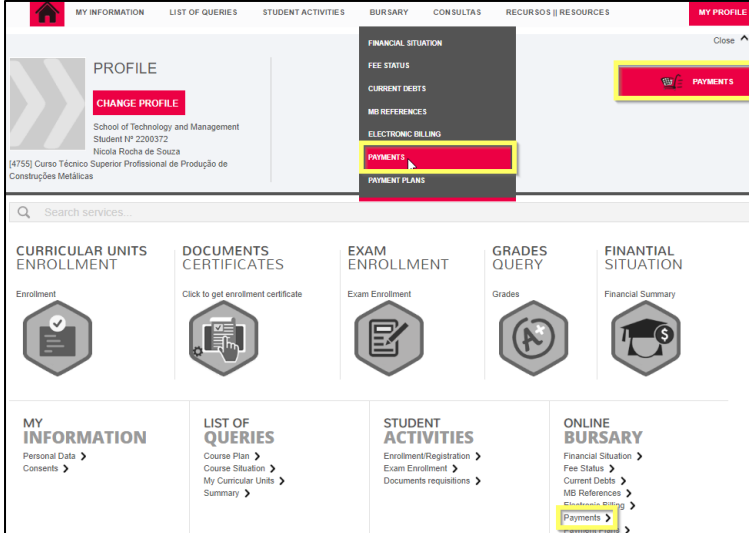
- Fill the mandatory fields (marked with *****) on the [Student Personal Data], [Academic Data] and [Parents Data].
 - Please select a passport style photo.
 - If you are a foreign student fill the Social Security Number with 9 to 11 numbers, eg. '999999999' and the Fiscal Number with '999999990'



- Click on [Submit request to change your personal data]
The photograph will be in the 'pending' state for later validation by the Academic Services.

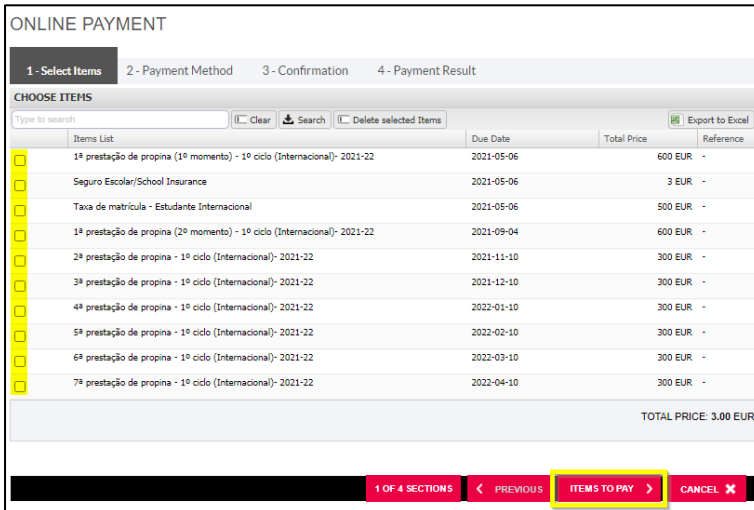
Make Payments

- Click on [Payments]



The screenshot shows the user's profile page. The 'MY PROFILE' menu is open, and the 'PAYMENTS' option is highlighted with a red box. The profile information includes: School of Technology and Management, Student Nº 2200372, and [4755] Curso Técnico Superior Profissional de Produção de Construções Metálicas.

- Select the items you want to pay for. Click on [Items to pay]

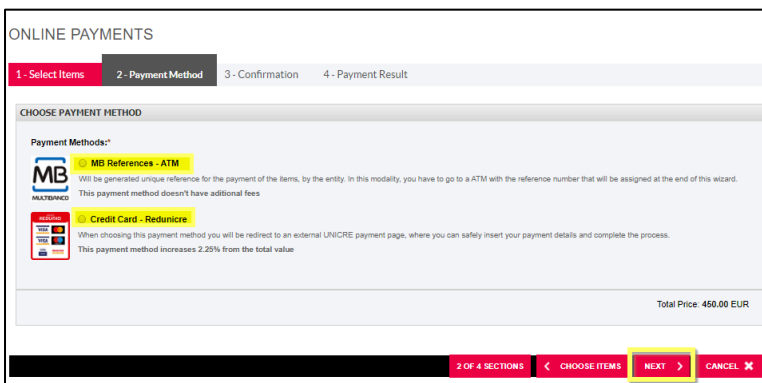


The screenshot shows the 'ONLINE PAYMENT' screen. The 'CHOOSE ITEMS' section is active, displaying a table of items to pay for. The 'ITEMS TO PAY' button is highlighted with a red box.

Items List	Due Date	Total Price	Reference
1ª prestação de propina (1º momento) - 1º ciclo (Internacional)- 2021-22	2021-05-06	600 EUR	-
Seguro Escolar/School Insurance	2021-05-06	3 EUR	-
Taxa de matrícula - Estudante Internacional	2021-05-06	500 EUR	-
1ª prestação de propina (2º momento) - 1º ciclo (Internacional)- 2021-22	2021-09-04	600 EUR	-
2ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2021-11-10	300 EUR	-
3ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2021-12-10	300 EUR	-
4ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2022-01-10	300 EUR	-
5ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2022-02-10	300 EUR	-
6ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2022-03-10	300 EUR	-
7ª prestação de propina - 1º ciclo (Internacional)- 2021-22	2022-04-10	300 EUR	-

TOTAL PRICE: 3.000 EUR

- Click on [Choose Payment Method]. Select MB References (ATM) or Credit Card and click on [Next]



The screenshot shows the 'ONLINE PAYMENTS' screen. The 'CHOOSE PAYMENT METHOD' section is active, displaying two options: 'MB References - ATM' and 'Credit Card - Reduñicre'. The 'NEXT' button is highlighted with a red box.

Payment Methods:

- MB References - ATM**: Will be generated unique reference for the payment of the items, by the entity. In this modality, you have to go to a ATM with the reference number that will be assigned at the end of this wizard. This payment method doesn't have additional fees.
- Credit Card - Reduñicre**: When choosing this payment method you will be redirected to an external UNICRE payment page, where you can safely insert your payment details and complete the process. This payment method increases 2.25% from the total value.

Total Price: 450.00 EUR

- Click on [Confirm] to:
 - Generate a single MB Reference (ATM)
 - Or to be redirected to an Electronic Payment Terminal (Only applicable to Credit Card Payment).

ONLINE PAYMENTS

1 - Select Items 2 - Payment Method **3 - Confirmation** 4 - Payment Result

CONFIRM PAYMENT DATA

Items List	Due Date	Total Price	Reference
3ª prestação de propina - TeSP (Internacional)- 2020-21	2020-11-10	225 EUR	MB
4ª prestação de propina - TeSP (Internacional)- 2020-21	2020-12-10	225 EUR	MB

MB MULTIBANCO

MB References - ATM
It will be generated unique reference for the payment of the items by the entity. In this modality, you have to go to a ATM with the reference number that will be assigned at the end of this wizard.

1 If there are references associated to the selected items, these will be deleted with this new assignment.

PAYMENT VALUE: 450.00 EUR

3 OF 4 SECTIONS < CHOOSE PAYMENT METHOD CONFIRM > CANCEL ✕

- ✓ Once these steps are complete, you can download the Proof of Registration Document, following the instruction in the [Guide for Obtaining Online Documents](#)

Consult the stages of the Registration and Enrollment process in the "[Step Guide](#)"

If you need help from the Academic Services of the Polytechnic of Leiria, contact us at academicos@ipleiria.pt