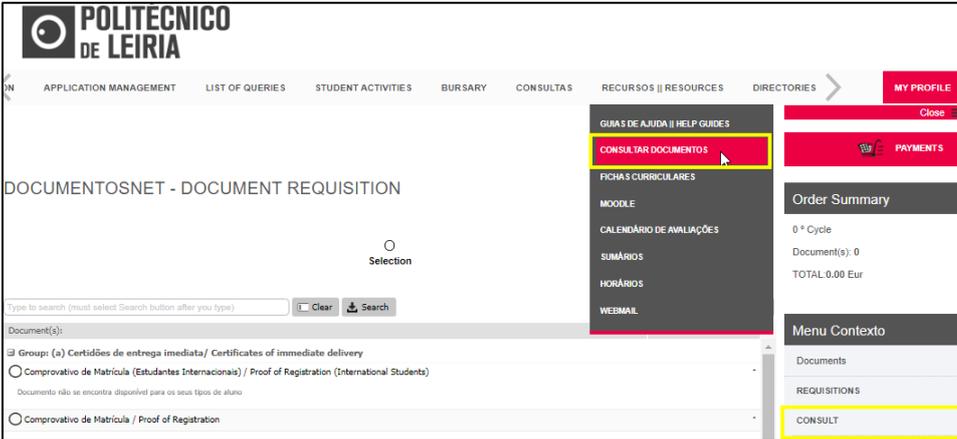


Consulting documents

After requesting a document in the [Student's Portal](#) and it being "Concluded", it is possible to make a document available for consultation by any person/entity associated with a valid e-mail address.

Step 1 – Assign access to the document

- In the [Resources] menu click on [Consultar Documentos].



The screenshot shows the website's navigation menu with 'CONSULTAR DOCUMENTOS' highlighted. The main content area displays 'DOCUMENTOSNET - DOCUMENT REQUISITION' with a search bar and a list of document types. The 'CONSULT' option in the 'Menu Contexto' is also highlighted.

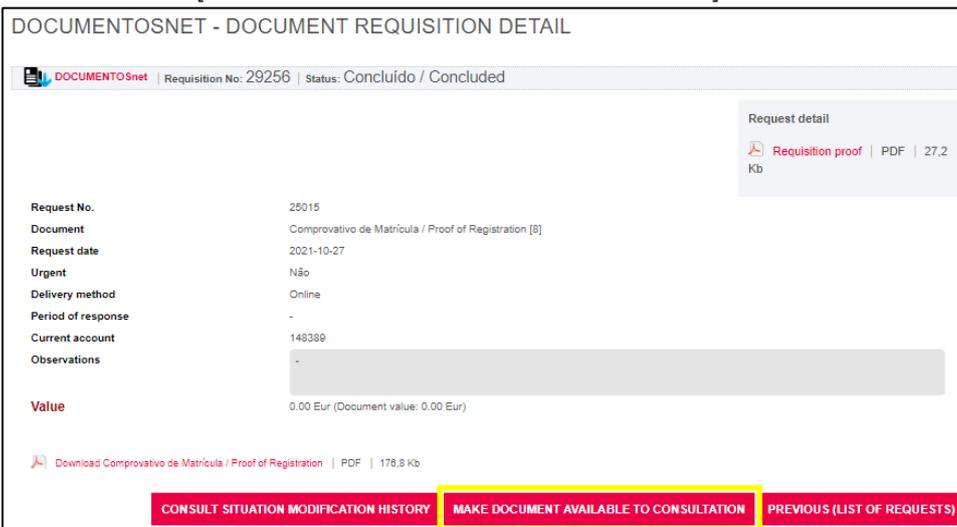
- In the desired document click on 



The screenshot shows a table of document requisitions. The first row is highlighted, and a document icon is visible in the first column.

Request No	Requisition No	Employee	Document	Request date	Request status
25015	29256		Comprovativo de Matrícula / Proof of R...	27/10/2021	Concluído / Concluded

- Click on [Make document available for consultation].



The screenshot shows the details of a document requisition. The 'MAKE DOCUMENT AVAILABLE TO CONSULTATION' button is highlighted in yellow.

Request detail
 Requisition proof | PDF | 27,2 Kb

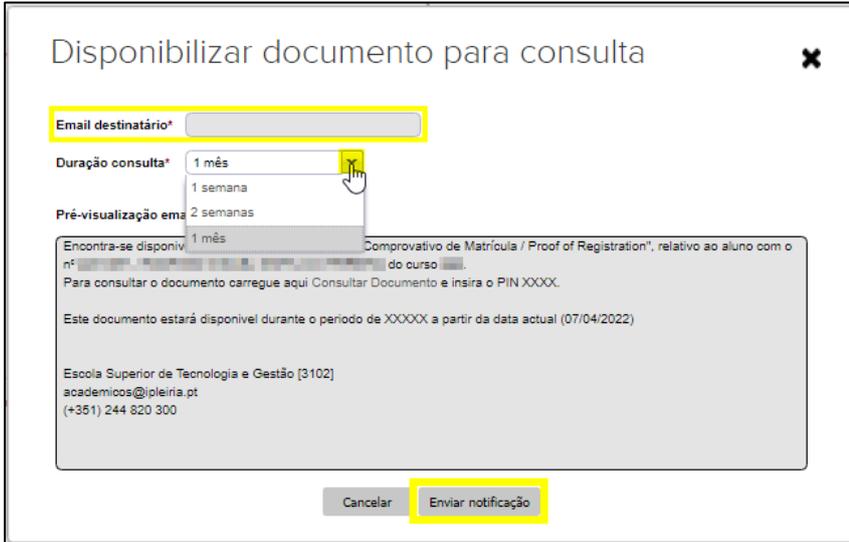
Request No. 25015
Document Comprovativo de Matrícula / Proof of Registration [8]
Request date 2021-10-27
Urgent Não
Delivery method Online
Period of response -
Current account 148389
Observations -

Value 0.00 Eur (Document value: 0.00 Eur)

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[CONSULT SITUATION MODIFICATION HISTORY](#) [MAKE DOCUMENT AVAILABLE TO CONSULTATION](#) [PREVIOUS \(LIST OF REQUESTS\)](#)

- Fill in the [Destination email address] field and select the desired [Consultation time]. Finally, click on [Send notification].



Disponibilizar documento para consulta

Email destinatário*

Duração consulta* 1 mês

Pré-visualização em 1 mês

Encontra-se disponível para consulta o documento "Comprovativo de Matrícula / Proof of Registration", relativo ao aluno com o nº [redacted] do curso [redacted].
Para consultar o documento carregue aqui [Consultar Documento](#) e insira o PIN XXXX.

Este documento estará disponível durante o período de XXXXX a partir da data actual (07/04/2022)

Escola Superior de Tecnologia e Gestão [3102]
academicos@ipleiria.pt
(+351) 244 820 300

Cancelar Enviar notificação

- The notification is sent.

Step 2 – Consulting the document

- The recipient receives an e-mail, in which he/she clicks on [Consultar Documento] to access the document page.



SA academicos@ipleiria.pt
Documento para consulta

Encontra-se disponível para consulta o documento "Certidão de registo assinada digitalmente / Certificate of Registration with digital signature", relativo ao aluno com o nº [redacted].
Para consultar o documento carregue aqui [Consultar Documento](#) e insira o PIN [redacted].

Este documento estará disponível durante o período de 1 mês a partir da data actual (25/01/2022)

Escola Superior de Educação e Ciências Sociais [3101]
academicos@ipleiria.pt
(+351) 244 829 400

- Enter the PIN code and click [Submit]. In the displayed information click on [download].



DOCUMENTOSNET - CONSULT DOCUMENTS REQUISITIONS

Insert the PIN code to access the document

PIN code 0886

CLEAR SUBMIT

Comprovativo de Matrícula / Proof of Registration
This document is available until 19/05/2022 [download](#) PDF | 176,8 Kb

If you need help from the Academic Services of Politécnico de Leiria, please contact us to academicos@ipleiria.pt.