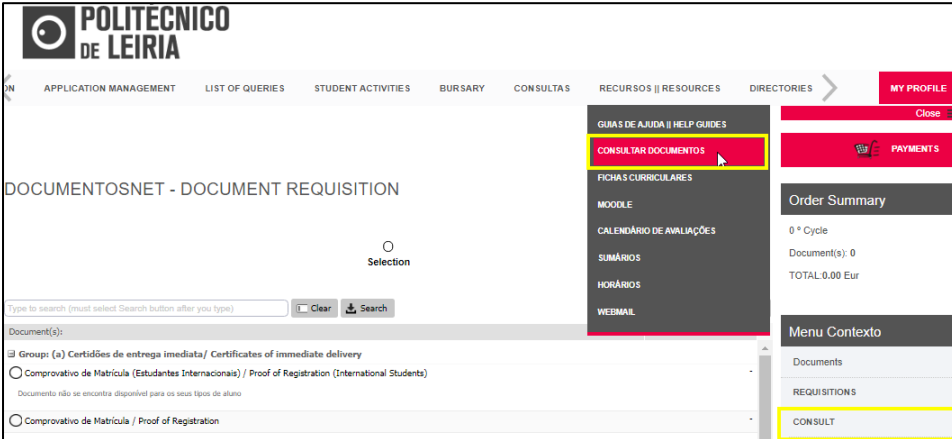


### Consulting documents

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 'RECURSOS || RESOURCES' selected. A dropdown menu is open, and 'CONSULTAR DOCUMENTOS' is highlighted. Other menu items include 'GUIAS DE AJUDA || HELP GUIDES', 'FICHAS CURRICULARES', 'MOODLE', 'CALENDÁRIO DE AVALIAÇÕES', 'SUMÁRIOS', 'HORÁRIOS', and 'WEBMAIL'. On the right, there is a 'MY PROFILE' button and a 'PAYMENTS' section with an 'Order Summary' showing 0.00 Eur. A 'Menu Contexto' is also visible with 'CONSULT' highlighted.

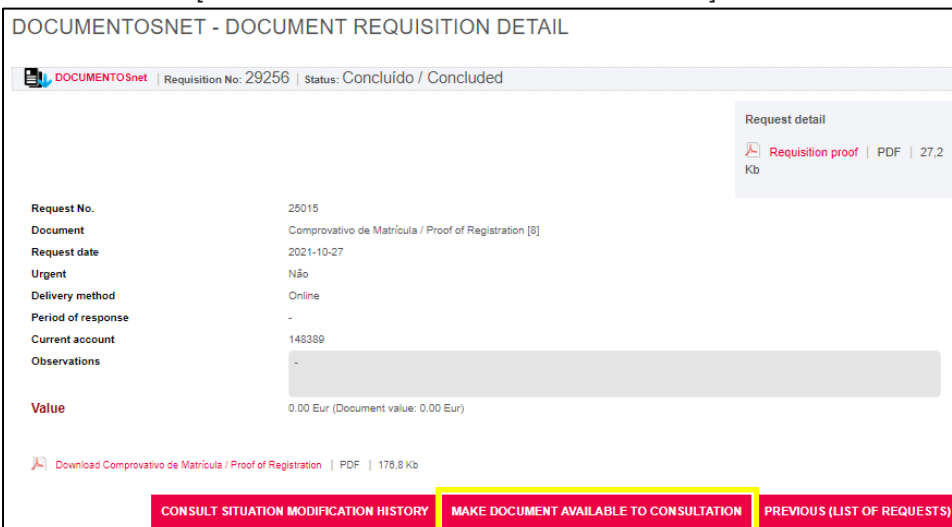
- In the desired document click on 



The screenshot shows a table of document requisitions. The table has columns for Request No, Requisition No, Employee, Document, Request date, and Request status. One row is visible with Request No 25015, Requisition No 29256, and Document 'Comprovativo de Matrícula / Proof of R...'. The status is 'Concluído / Concluded'. There is a search bar at the top and an 'Export to Excel' button.

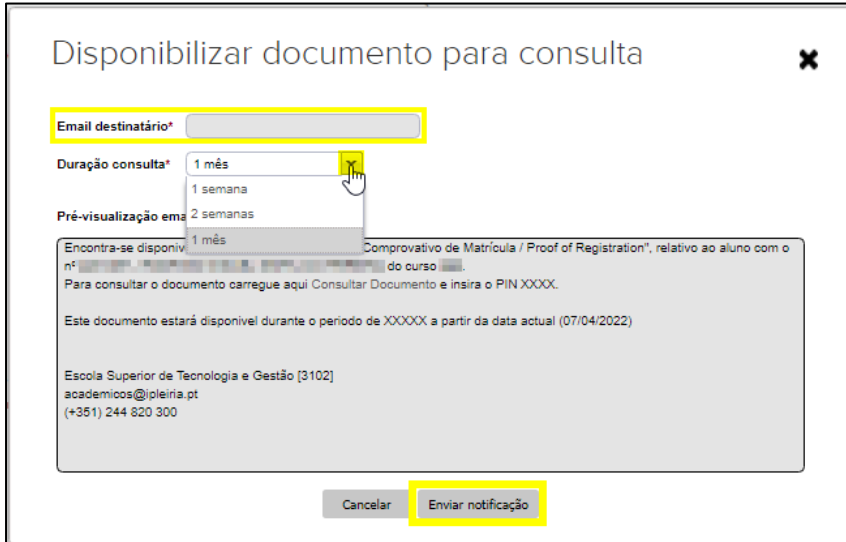
Request No	Requisition No	Employee	Document	Request date	Request status
25015	29256		Comprovativo de Matrícula / Proof of R...	27/10/2021	Concluído / Concluded

- Click on [Make document available for consultation].



The screenshot shows the detail page for a document requisition. It includes a 'Request detail' section with a 'Requisition proof' PDF (27.2 Kb). The main content area lists details for Request No. 25015, Document 'Comprovativo de Matrícula / Proof of Registration [8]', Request date 2021-10-27, Urgent status 'Não', Delivery method 'Online', and Value '0.00 Eur (Document value: 0.00 Eur)'. At the bottom, there are three buttons: 'CONSULT SITUATION MODIFICATION HISTORY', 'MAKE DOCUMENT AVAILABLE TO CONSULTATION' (highlighted), and '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](mailto: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