

GUIDE FOR OBTAIN ONLINE DOCUMENTS

Obtain documents on the Student Portal.

In the **<u>Student Portal</u>** you can immediately obtain the following documents:

- Proof of Registration*
- Passe sub23*
- Proof of Registration to Curricular Units

(*) The Proof of Registration is only available after completing <u>Step 2</u> of the Enrolment process.



Request a document



• Select the [document] and click on [Add Documents]

DOCUMENTOSNET - DOCUMENT REQUISITION				
1-Selection 2 - Purchase 3 - Confirmation 4 - Document proof				
DOCUMENTOSnet - Document requisition				
Description Clear 📩 Search	Export to Excel			
Document(s):	Value			
Group: Certidões de entrega imediata/ Certificates of immediate delivery				
Comprovativo de Matrícula / Proof of Registration	-			
Group: Comprovativos / Evidence				
Comprovativo de Inscrição a Unidades Curriculares / Proof of Course Units Enrolment				
Image: 1 of 1 Image: 2 Displaying 1 - 2 of 2	Reset grid configuration			
CANCEL X				



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• Click [Save], [Purchase] and [Confirmation]

DCI	uments		Edit data of record:	
		Export to Excel	Document	
	Documents	Value	Comprovativo de Inscrição a Unidades Curriculares	
	Comprovativo de Inscrição a Unidades Curriculares / Proof of Course Units Enrolment Modo de entrega online / Online delivery mode Academic Year:: 2020-21	-	Delivery method Modo de entrega online / Online delivery mode	
			verandu tine derivery menindo selected in is not possible to make document available by email Academic Year: 2020-21	
			Observations	
Reset		Reset grid configuration	💾 Save 🗶 Canc	
Total Value: 0.00 Eur (The total does include delivery fees. These will be included in the next step)				

Download the document

Click on [Consult]

DOCUMEN	ITOSNET - DOCUMENT REQUISITION	Order Summary
1-Selection	2 - Purchase 3 - Confirmation 4 - Document proof	1 ° Cycle
PURCHASE PROC	DF	Document(s): 1
		TOTAL:0.00 Eur
	Your request has been submited successfully!	
	Your request number: 15465	Menu Contexto
	This number will allow you to identify yout request by the services when needed.	Documents
	The documents will become available after the payment of emoluments of the requests and the completion of the documents by the service: To check the status of the documents requested, access the service. Search documents requisitions where you will find all the information	REQUISITIONS
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