

## INSTRUCTIONS FOR ENROLMENT AND REGISTRATION

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*Please read carefully the instructions. If you have any questions, please contact the Academic Department of the Rectory ([csustentabilidade@ulisboa.pt](mailto:csustentabilidade@ulisboa.pt)).*

*Before proceeding with the enrolment, please be aware that you will need to attach, in step 5, a photograph and a copy of your ID (Portuguese Cartão de Cidadão / Residence Card / Passport).*

### 1. Access Fénix account – <https://fenix.reitoria.ulisboa.pt/login>

- If you access with a candidate account: enter your *bennu* username and the password that you defined at the time of the application. If you don't remember your credentials, please recover on the [Fénix creation account](#) of the Rectory.
- If you access with a ULisboa account (campus.ul.pt or edu.ulisboa.pt accounts): you must click on the option "*ULisboa Login*". If you have difficulties accessing your account, you can recover your access data on the [ULisboa User portal](#).

### 2. In “*Applied applications*”

- Click on View

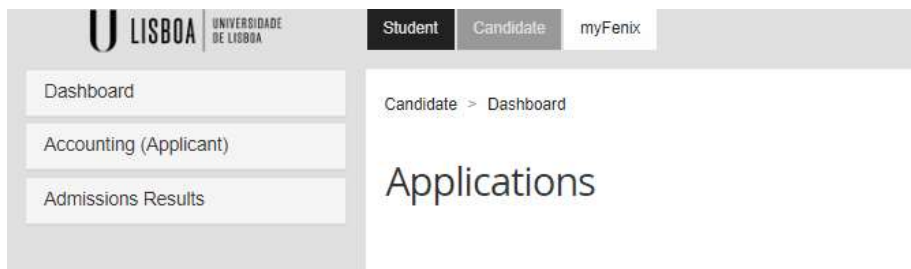
Applied applications

Number	Execution Interval	Application	Round	Options	State	Date	
DCS/2023.	2023/2024	Doutoramento in Sustainability Science	PhD in Sustainability Sciences 2023/2024	Doctorate Degree (PhD) em Doutoramento in Susta...	Selected		

**3. Please select “Enrolment”**

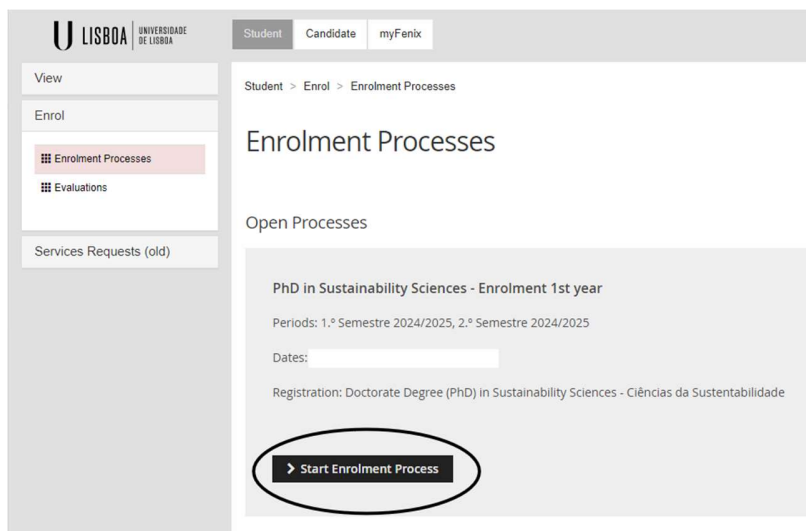


**4. Wait a few seconds and, then, you click on the tab “Candidate” to refresh your account. Another tab on the top called “Student” will appear. Click there for other options.**



**5. Click on the “Student” tab, and select the option “Enrol > Enrolment Processes”.**

- Continue with the process by clicking on “Start Enrolment Process”



- You will find the instructions in each step;
- You have to complete the information requested on the several steps of the enrolment process. Please note, that to proceed to the next step, you must always click in the “Save” button and all fields marked with asterisk (\*) are mandatory;
- Pay attention on step “*Enrolment in curricular units*”, since you will be automatically enrolled in the 1<sup>st</sup> year (total of 48 ECTS). You will only need to click on “*Next step*”. Please don’t click in “*Unenroll*”.

**Note: Enrolment in the optional curricular units will be carried out by the services. At this point in the application process do not select any elective curricular units.**

- At the end of the process, you should click on “*Confirm enrolment*” and then “*Finish*”. Please follow the instructions to print the proof of enrolment.