INSTRUCTIONS FOR ENROLMENT AND REGISTRATION

Please read carefully the instructions. If you have any questions, please contact the Academic Department of the Rectory (enfermagem@reitoria.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 <u>https://fenix.reitoria.ulisboa.pt/login</u>
 - 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 <u>Fénix creation account</u> of the Rectory.
 - <u>If you access with a ULisboa account</u> (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 <u>ULisboa User portal</u>.

2. In "Applied applications"

Click on View

Applied applications

Number	Execution Interval	Application	Round	Options	State	Date	•	
DC5/2023	2023/2024	Doutoramento in Sustainability Science	PhD in Sustainability Sciences 2023/2024	Doctorate Degree (PhD) em Doutoramento in Susta	Selected	鎆	1	Q View



3. Please select "Enrolment"

Details				Operations
Applicant				Enrolment
Phase				
Application Date	8			
State				

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.

U LISBOA UNIVERSIDADE	Student Candidate myFenix
Dashboard	Candidate > Dashboard
Accounting (Applicant)	
Admissions Results	Applications

- 5. Click on the "*Student*" tab, and select the option "Enrol > Enrolment Processes".
 - > Continue with the process by clicking on "Start Enrolment Process"

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U LISBOA UNIVERSIDADE	Student Candidate myFenix
View	Student > Enrol > Enrolment Processes
Enrol	Enrolment Processes
Evaluations	Open Processes
dervices nequests (oru)	PhD in Sustainability Sciences - Enrolment 1st year Periods: 1.º Semestre 2024/2025, 2.º Semestre 2024/2025 Dates: Registration: Doctorate Degree (PhD) in Sustainability Sciences - Ciências da Sustentabilidade

- > 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 1st year (total of 50 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.