## ANEXO

NOTA: Aconselha-se a utilização dos seguintes browsers: Mozilla Firefox ou Google Chrome.

**1.** Após a ativação do mail institucional, deverá aceder ao Portal do IPL — utilizando, para tal, as suas credenciais de acesso — e deverá selecionar a opção "Matrículas/Inscrições".



**2.** A inscrição *online* no ano letivo 2021/2022 inicia-se com a PREPARAÇÃO DA INSCRIÇÃO, na qual, como foi referido no mail, o aluno gerará a propina anual e os emolumentos (taxa de inscrição e seguro escolar). A inscrição nas unidades curriculares <u>só estará disponível após o pagamento da 1.ª prestação da propina e dos emolumentos</u>. Para efetuar a PREPARAÇÃO DA INSCRIÇÃO, o aluno deverá selecionar a opção "Realizar prématrícula/inscrição".



**3.** Para prosseguir, o aluno terá de aceitar os "Termos & Condições". Solicita-se que o aluno leia atentamente esta informação.



**4.** De seguida, o aluno deverá verificar se os seus dados fiscais estão corretos (caso não estejam, poderá haver implicações na emissão das faturas). Após a validação dos dados, o aluno deverá selecionar a opção "Confirmar".

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5. De seguida, o aluno deverá selecionar a opção "Pagamentos Online".



**6.** De seguida, o aluno deverá selecionar os itens a pagar (1.ª prestação da propina, taxa de inscrição e seguro escolar) e, por fim, selecionar o modo de pagamento (que será uma referência multibanco).



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