



## QUICK GUIDE: New User Registration

Applications for the University of Évora are carried out online at **SIUE - Integrated Information System of the University of Évora**, available at <http://siue.uevora.pt>, for which a registration is required.

This guide describes the process for a **new user registration** (candidate for the UÉ) in the SIUE.

### 1. Access to SIUE

**SIUE - Integrated Information System of the University of Évora** is a computer platform used at the University of Évora that aggregates information in the most diverse aspects of University action, and the **Academic Management** is one of the sides of this System. It is in the SIUE that the **applications** are made and where students can access their **Student** area.

SIUE is available online at <http://siue.uevora.pt> [1].

Through this SIUE home page, you must click on the option **New external registration** [2], and thus you will be redirected to the new user registration page.



### 2. Register a new user

To start the registration for a new user in the SIUE, fill in the required fields [3].

The **e-mail address** [4] and the **password** [5] introduced here are fundamental because they will subsequently be used as data for authentication in the SIUE as part of the application / registration processes. Make sure you enter a valid and personal email.


Special attention should also be given to **the identification number** indicated here, as this will be very important during the application process. It is recommended that this number be always entered without spaces and with capital letters (if any).

At the end, click on the option **Register** [6] to save the registration.

If registration is successful, a message is displayed accordingly, and you will receive an email at the indicated e-mail address [4], confirming that you entered a valid address and that you have access to it. Follow the instructions in this email to complete registration.

Note that only after confirming the e-mail address, you can use it to authenticate on SIUE.



 Sometimes there are problems delivering email notifications to **hotmail.com** accounts. If you have registered an email address with this domain, please add the **'siue-noreply@uevora.pt'** email address to your contacts to ensure that the various SIUE notifications are delivered to you.

### 3. SIUE Authentication

Once duly registered you can access the Application / Registration process in the **SIUE** (<http://siue.uevora.pt>) by authenticating [7] with the access credentials defined in the registry.

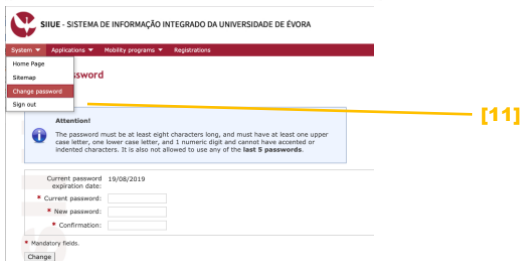
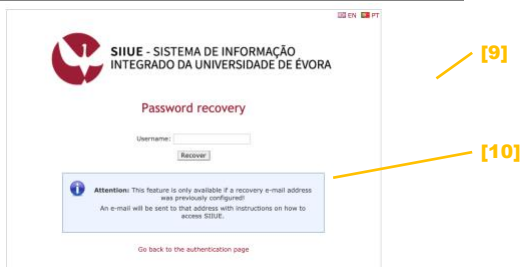
As **User Name**, use the defined e-mail [4], and in **Password**, enter the chosen password in the registry [5].

### 4. Recover or change the password

If you do not remember the password you can use the option **I forgot my password** [8] available on the SIUE home page.

On the password recovery page [9], enter [10] the user name (which will correspond to the email address entered in the initial registration) and then click **Recover**. At this point, you will receive a message with the instructions for setting a new password in the email address.

If you wish to change the password, you must authenticate on SIUE and change the password using the **System » Change Password** [11] option.



### 5. Questions / Suggestions

For clarification of any academic questions, please contact the Academic Services - Mobility Support Office [[mobilidade@sac.uevora.pt](mailto:mobilidade@sac.uevora.pt)]. Technical issues should be reported to Informatics Services [[apoio@si.uevora.pt](mailto:apoio@si.uevora.pt)].