

### **UPE 12 Symposium**

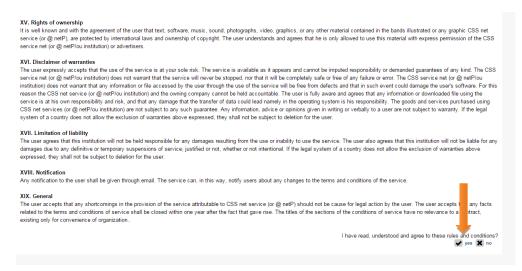
### **USER ACCOUNT FOR PAYMENT**

 The registration is carried out in following website: <u>https://igot.candidaturas.ulisboa.pt/cssnetigot/page?stage=browservalidator&acknole</u> <u>dge=true</u>

**IMPORTANT:** Please use the following **Internet Browsers**: Mozilla **FIREBOX** or Google **CHROME** 

U LISBOA UNIVERSIDADE Instituto de Geografia e DE LISBOA Ordenamento do Território	
Inicio	
Candidaturas ONLINE	on-line application system
<b>Bem vindo ao sistema de candidaturas on-line do IGOT-UL</b> Para dar inicio à sua candidatura é necessário estar registado (nome de utilizador e palavra chave). Clique <u>nes</u> Para prosseguir com a sua candidatura, clique na ligação "Seleccionar Regime".	bu need to be registered as a user (username and password). Click <u>here</u> to create one. If you're already a rogram (Ver Mais) 🕜
Welcome do the IGOT-UL on-line application system To start your application, you need to be registered as a user (username and password). Click <u>here</u> to create one	(Ver Mais) 🗗
<ul> <li>Doutoramento / PhD's Program (Ver Mais) (7</li> <li>Eventos / Conferences (Ver Mais) (7</li> </ul>	
Powerd by CSSnet-Candidaturas Online   IGOT	

2. To start your registration, you need to be create a new user (username and password). Click on the above shown link to create one.



3. Read the Disclaimer – Terms and Conditions and click "yes" on the bottom of the page to proceed.

U LISBOA	UNIVERSIDADE De lisboa	IGOT	Instituto de Geografia e Ordenamento do Território UNIVERSIDADE DE LISBOA	
	uta 🗸			Login/Register
U LISBOA UNIVERSIDADE Instituto de Geografia e DE LISBOA DE LISBOA			COMPETE	
Inído			NORMA PROCESSION & CONTRACT	NACENAL as Deserved entries fraging
Registration				Candidaturas     Datas
			S Back (Candidatura	(13)
Full name*				
Username*				
Password*				
firm Password*				
sir				
firm Email				
✓ I have read and agreed with the terms & conditions				
🖉 Clear 🛃 Submit				
Powerd by CSSnet - Candidaturas Online   ISOT				

4. Fill in all the fields and click on "**Submit**". Don't forget to check the "I have read..." checkbox.

		User registration for the on-line application system (CSSnet) of IGOT-UL	87 •
ALC: NO	ICOT	Welcome to the on-line Applicaccion System (C SSnet).	
(23)	IGOT Instituto de Geografia e	Your user registration form was succefully proces	
Universidade de Lidote	Ordenamento do Território	LOGIN INFORMATION:	
		Username: teste989 Password: teste989	
		To activate your account you need to click on this link	
		After sucessefuly confirm your new account request, use your user credentials to login on the on-line application system (CSSnet).	
		WARNING: This confirmation e-mail is valid for a period of 3 hours (after the sent time of this e-mail), after this you need to make a new user registration on the <u>on-line application system (CSSnet)</u> .	
cssnet-noreply	/@ul.pt		22.2.

After registration, you will receive the following email:

5. Click on the account activation **link** 





## LOG IN FOR PAYMENT

PT EI January 28, 2015   5:32 PM	
Cose 🕶	
U LISBOA UNIVERSIDADE Instituto de Geografia e Ordenamento do Território	сомрете
Registration Activation	:
	Seck (Registration)
Y our account was successfully created! For security reasons plasse provide your authentication credentiab. After success ful authentication you will be redirected to Inicio Candidaturas	
Username*	
Password*	
Cear Clar	
Powerd by CSSnet - Candidaturas Online   ISOT	

#### I. Log in with your newly created username and password

UNVERSIDADE INStituto de Geografia e DE LISBOA DE LISBOA Instituto de Geografia e Ordenamento do Território	COMPETE	
Infeio		My Profile
APPLICATIONS ONLINE		
		Back (Registration)
We loame do the IOOT UL on time application mystem To tant your application, you need to be registered as a user (username and password). Click <u>twes</u> to create one. If you're already a user, click on the program link to continue.		
<ul> <li>Doutoramento (PhDs Program (Ver Nais) (2)</li> <li>Conterências / Conterences (Ver Nais) (2)</li> </ul>		
Provent by CSSnet - Ondetauras Online   607		•

I. Select the link **Conferências / Conferences** 

# Personal Information Validation:

ULISBOA UNIVERSIDADE Instituto de Geografia e Ordenamento do Território	2	
Inicio		My Profile
Personal Information Validation		Close Close Close
Sack (Can	didaturas)	
Capplication   Application Regime: Eventos ( <u>Change Regime</u> )		
WIZARD 01 » Index		
To fill your ADMISSION FORM you just have to click the link "Next".		
0. >> Midikajo Dados Ulilizador		
0. ») Eschia de Cursos		
04. »> Dados Pessoals		
55. >>p4r-Requisites (Conditional) (disables)     55. >>p4r-Requisites (Conditional) (disables)		
(v. )) Uocumentos do Candidato (Condicional) (disabiled)     (7. )) Resumo		
1 of 7 sections 🕅 Previous Next 🕅 🛓 Finish 🗙	Cancel	
Powerd by CSSnet - Candidaturas Online   IGOT		0.1

II. Click "Next" on this first screen





U LISBOA   {	NIVERSIDADE Instituto de Geografia e E LISBOA Ordenamento do Território	COMPETE	CUADRO DE REFERÊNCIA DE ALERANCIA MACIONAL MACIONAL MACIONAL MACIONAL MACIONAL
Início			My Profile
Personal Informatio	on Validation		Close Close
		S Back (Candidaturas) ? He	lp
WIZARD 02 » Validação Dados			
Personal Information Validation -			
Full Name*	testeabo		
Schooling Level* Gender*	Mestrado / Master's Degree Y Male O Female		
Date of Birth*	12/01/1971 C		
	(Format: dd/mm/yyyy)		
Identification type	Bihete de Identidade Estrangeiro 👻 ?		
Document identification number	12549914		
	(Document identification number - Control number)		
	2 of 7 sec	tions 📕 Previous Next 🍽 🛓 Finish 🗶 Cancel	
Powerd by CSSnet - Candidat	uns Online   IGOT		•

III. Fill in all data and click "Next"

CHOOSE THE COURSE 03 >> Escolha de Cursos  CHOOSE THE COURSE 03 >> Escolha de Cursos  Institution Institution Course Type Formação Lure Courses that you apply for  Course that you apply for  Course that you apply for UEP 12 Symposium_students  Dof Z actions. Id. Bundous. Nat. Not. Not. Not. Not. Not. Not. Not. No	PT EN March 18, 2016   438 PM	Cost •
CSSnet - Admission Form	U LISBOA UNIVERSIDADE Instituto de Geografia e DE LISBOA Ordenamento do Território	COMPETE P
Back (APPLICATIONS ONLIN     Back (APPLICATIONS ONLIN     Application Application Regime: Conferências (Change Regime)  CHOOSE THE COURSE 03 >> Escolha de Cursos  Institution Institution Institution Course Type Formação Livre Courses that you apply for Course 'deSetecla     UPE 12 Symposium_general	Inicio	
ChOOSE THE COURSE 03 >> Escolha de Cursos  Institution Institution Institution Course Type Formação Lure Course Type Formação Lure Course Type Formação Lure Course Type Formação Lure UPE 12 Symposium_general UPE 12 Sympo	CSSnet - Admission Form	
CHOOSE THE COURSE 03 >> Escolha de Cursos Institution Institution de Geografia e Ordenamento do Território Course Type Formação Lure Course' colecto UPE 12 Symposium_general UPE 12 Symposium_general UPE 12 Symposium_general De Course' Cou		Sack (APPLICATIONS ONLINE)
Institution Institution Course Type Formação Livre Courses that you apply for Courses that you apply for Course' defecta VEE 12 Symposium_general UPE 12 Symposium_general UPE 12 Symposium_students	Application   Application Regime: Conferências (Change Regime)	
Course Type Pormação Live Course that you apply for Course * selects UPE 12 Symposium_general UPE 12 Symposium_general	CHOOSE THE COURSE 03 >> Escolha de Cursos	
Courses that you apply for Course that you apply for Course to deleta UPE 12 Symposium_general UPE 12 Symposium_students To 7 sections M. Devices M.		
«Select» UPE 12 Symposium_general UPE 12 Symposium_students OPE 12 Symposium_students		
UPE 12 Symposium_general UPE 12 Symposium_students	Course* «Select»	
UPE 12 Symposium_students		
	UPE 12 Symposium_students	3 of 7 sections 🔰 Previous Next 🍽 🛃 Finish 💥 Cancel

IV. Select the "Course" UPE 12 Symposium\_general or UPE 12 Symposium\_students and click "Next"





# Personal Information and contacts

Início		My Profile
000-11-11	in the France	Close 🕨
CSSnet - Adm	ission Form	Candidaturas     Datas
	S Back (Candidaturas) ? Help	
Application   Applicat	ion Regime: Eventos (Change Regime)	
PERSONAL INFORMATIO	DN 04 » Dados Pessoais	
Personal Information —		
Full Name*	testeabc	
Father's Name	Nome do pai	
Mother's name	Nome da Mãe	
Other info's Gender	Male	
Date of Birth	12/01/1971	
Marital Status*	Soteiro(a) Y	
Identificação	Bilhete de Identidade Estrangeiro/ Personal Identity Card n.º 12549914	
Fiscal Country*	Africa do Sul v (In case you don't own a Portuguese Social Security Number, you must choose a Fiscal Country other than Portugal)	
Social Security Number*	(in case you can carried a case and case any realized or make readouting yong manning and manning any 590000000	
Nationality*	Africa do Sul	
Citizenship		
Birthplace Country	Portuguese        •       foreign        Africs do Sul        •	
Country	ATTE 8 00 Sui	
Candidate Status		
Schooling Level	Mestrado / Master's Degree	
Employment status and p	rofessional situation* Celecta V	
Citizenship Birthplace	○ Portuguese ® foreign	
Country	Africa do Sul	
Candidate Status		
Schooling Level	Mestrado / Master's Degree	
Employment status and p Current Occupation *	rofessional situation*	
Contacts		
Residence Address*		
Zip Code	· · · Search	
	(2000 - 2000)	
Residence	Portuguese     foreign	
Residence (District) Residence (County)	«Select» V	
Residence (Parish)	selecto v	
Phone Contacts (Its manda	tory to fill at least one of the phone contacts below)-	
Telephone Number	(Residence Telephone Number)	
Cell/Mobile Phone Nu Email Address*	academicos@igot.ul.pt	
Lindi Address	in annua validita urba	
*Required fields.		
	4 of 7 sections 🛛 Previous Next ÞI 📩 Finish 💥 Cancel	

 Fill in ALL DATA and select "Foreign" on citizenship and birthplace. Fill in the Social Security Number field with "999999999" and the Zip code field with the code "9999-999". Click "Next"





## **Enrollment Summary**

U LISBOA UNIVERSIDADE Instituto de Geografia e DE LISBOA Ordenamento do Território	COMPETE P
Inicio	
CSSnet - Admission Form	
	Back (APPLICATIONS ONLINE)
Ta Admission   Admission Regime: Conferências (Change Regime)	
SUMMARY 06 » Resumo	_
See the SUMMARY of your ADMISSION. If you need to change any information of your admission form, please use the available links or click the link "Previous". Admission Summary:	
Admission Regime     » Conferências / Conferences	
Higher Education Institution     Instituto de Geografia e Ordenamento do Território	
» Course Type » Formação Livre	
Choose the Course      Suppositing_students	
>> Admission Requirements 01. >> Taxa de Candidatura	<b>v</b>
	6 of 6 sections ዞ Previous Next 🕨 🛓 Finish 🗶 Cancel

#### VI. Click "Finish"

After the enrolment, the candidate receives the following email:

A sua inscrição encontra-se formalizada / Your enrolment has been successfully submitted.	
A sua inscrição só será considerada válida após o envio do comprovativo de pagamento para e-mail : events@igot.ulisboa.pt	
Your enrolment will only be valid after sending proof of payment to the e-mail events@igot.ulisboa.pt	
Cumprimentos/Yours sincerely,	
IGOT Instituto de Geografia e Ordenamento do Território (IGOT-UL) Edifício IGOT Av. Prof. Gama Pinto   1649-003 LISBOA - Portugal	
Telefone: 210 443 000	





### Fee payment:



#### VII. Click on "Formalize Candidacy"

Início	
Online Admissions Application	
	Sack (APPLICATIONS ONLINE)
APPLICATION SUMMARY Academic Year >> 2016-17 Admission number >> 4 Application Regime >> Conferências / Conferences Institution >> Instituto de Geografa e Ordenamento do Termôrio Course Type >> Formação Livre	Pendente de pré-requisito What to do NOW?  1. Please check if everything is correct, and click on "Confirm the Application" button to continue;
Course: UPE 12 Symposium_students	USEFUL TIP:After pressing "Confirm the Application" you can access to your application process but you cannot change any of the information nor documents submitted.
	2. Pay the application fee (instructions on the PDF document available to 'download' under "PREREQUISITES PAYMENTS") and send the payment proof, if the payment have been made by bank transfer.     3. You can access this system (Concurrence power application status.
	Missing Payments 🗙
	Click here to pay
	PREREQUISITES X PREREQUISITES PAYMENTS X
	Download   PDF
	APPLICATION PROOF When you submit your application you will have a document available to download with your application information.
	Download   PDF

#### VIII. Click on the Shopping Car link "Click here to pay"

<b>U</b> LISBOA	UNIVERSIDADE Instituto de Geografia e DE LISBOA Ordenamento do Território		COMPE	
Início				
Close	Online Payment			
Items: 1 TOTAL: 50.00 Eur	1 - Select Items         2 - Payable Items         3 - Payment Method         4 - Confirmation         5 - Payment Result		Back (APPLICATI	ONS ONLINE)
	Description: Type: -Selects v			۲
	CHOOSE ITEMS		Clear	🛓 Search
	C Delete selected Items Items List	Due Date	Reference	d configuration
	UPE 12 Symposium_students [UPE 12_ Students] UPE 12 Symposium_students [UPE 12_ Students]	18/03/2016	-	50 Eur



IX. Check the conference item and on the link at the bottom of the page "Items to pay"

1 - Select Items 2 - F	Payable Items 3 - Payment Me	thod 4 - Confirmation	5 - Payment Result		Back (APPLICAT Back (APPLICAT	IONSONLINE
T - Select items 2 - P	ayable items 3 - Payment Ne	4 - Commation	5 - Payment Result			
Description:						
Type: «Select»	~					
					Clear	🛓 Searc
HOOSE ITEMS						
Delete selected Items						rid configurat
Items List UPE 12 Symposium_s	tudents [UPE 12_ Students]			Due Date 18/03/2016	Reference	Total Pr 50
					ī	

X. Click on "Choose Payment Method" at the bottom.

ne Payments	
ctions 2 - Payable Rens 3 - Payment Method 4 - Confirmation 5 - Payment Result	Sack (APPLICATIONS O
E PAYMENT METHOD	
51	SE PAYHEAT HETHOD  ment Methods:  nectaixa - TPA Virtual  When chocking his payment method you will be redirect to an external  SISS payment page, outdide of netPig environment, where you can safely insert

XI. Select "Netcaixa – TPA Virtual" and click "Next".

01030					
Order Summary	Online Payments	Candidaturas     Datas			
items: 1	Back (APPLICATIONS ONLINE)	• Datas			
TOTAL: 100.00 Eur	1 - Select Items 2 - Payable Items 3 - Payment Method 4 - Continuation 5 - Payment Result				
	😋 Reset and configuration				
	Items List Due Date Reference Total Price				
	JJEPP: International Journal of E-Planning Research [IJEPR] 15/01/2016 - 100 Eur				
	PAYMENT VALUE 100.00 Eur				
	PAYHENT HETHOD				
	netcaixa - TPA Virtual				
	VISA When choosing this payment method you will be redired a fire stemal Bills payment page, outlied of net PMC environment, where you can alsely insert				
	your payment details and complete the process.				
	The operation of Electronic Payment Terminal is the sole responsibility of the supplier and all questions or issues regarding the process that follows should be made to it. The item payment is subject to confirmation by the supplier of this service. If the request is related you build condit you build on all confictional clarification.				
	4 of 5 sections H Choose Payment Method Confirm H 🔀 Cancel				





XII. Confirm your choice by clicking "Confirm".

	Online Payments	Candidaturas     Datas
	🔹 Back (APPLICATIONS ONL	INE)
100.00 Eur	1 - Select Rems 2 - Payable Rems 3 - Payment Method 4 - Continuation 5 - Payment Result	
0	CONTIRM PAYMENT DATA	
	🗱 Reset grid configu	
	tems Litt Due Date Reference Total JUEPR - International Journal of E-Planning Research (JUEPR) 15/01/2016 -	Price 00 Eur
	PAYMENT VALUE 100.00 E	и
P	PAYMENT METHOD	
	Instruction         Instruction           VISA         When choosing this payment method you will be redirect to an external.           Using         By payment age, and the payment method or new?ge environment, where you can safely insert your payment details and complete the process.	
	The operation of Electronic Payment Terminal is the sole responsibility of the suppley and all questions or issues regarding the process that follows should be made to it.     The item payment is subject to confirmation by the suppley of this service. The request is refused you should contact your bank or your card issuer, for additional clarification.	

XIII. Click on "**Yes**" on the window asking for permission to redirect to the VISA payment portal.

Firefox T SIBS	+	Name and Post	Concept Concept	
A https://www.mbnet.pt/servlet/pvtn				1
		Comerciante	IGOT IGOT	
		Nº Encomenda	308	
		URL	https://igot.candidaturas.ulisboa.pt	
		Montante	EURO 100.00	
		Data	28 de Janeiro de 2015	
		Dados do Cartão		
		Nº Cartão Data Expiração CVC/CVV/CSC	Mês 🗨 Ano 💌	
		Informação tratada pela SIBS 	e não será formecida ao comerciante.	
			Verified by MasterCard. VISA SecureCode.	

XIV. Fill in the Credit Card information and follow the payment instructions.