



FACULDADE DE DIREITO
UNIVERSIDADE DE LISBOA



G.E.R.I.
GABINETE ERASMUS
E DE RELAÇÕES
INTERNACIONAIS

Fénix | ACCOUNT REGISTRATION MANUAL



FACULDADE DE DIREITO
UNIVERSIDADE DE LISBOA

FÉNIX | Account Registration

Link: <https://fenix.fd.ulisboa.pt/accountCreation#!accountCreation/>

After following the link, you will be directed to the Fénix registration page.

On this page you will enter your identification information and set your application password. You must fill in each field according to the following instructions.

Step 1

Given Names *		Write your given names
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Step 2

Family Names *		Write your family names
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Step 3

Select from the list, your correct Identification Document Type

Identification Document Type *	
Identification Number *	Air Force Identity Card
Birth Date *	EU Citizen Permanent Residence Card
Gender *	EU Citizen Registration Certificate
	Foreigner Identity Card
	Identity Card / Citizen Card
	Identity Card of Origin Country
	Military Identity Card
	Navy Identity Card
Country of Birth *	Passport
	Residence Authorization

SPECIAL NOTE

- In case you are a portuguese citizen, select Identity Card / Citizen Card
- In case you are an EU citizen, select Identity card of Origin Country
- In case you are a non-EU citizen but you have a Residence Permit, select EU Citizen Permanent Residence Card
- In case you are a non-EU citizen, select Passport
- For other, more specific situations, select the most appropriate document.

Step 4

Identification Number *	
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In this field, write the number of your Identification Document as shown in your document, without spaces between letters and/or numbers.

Step 5

Birth Date *	
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Select your birth date from the calendar



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Step 6

Gender *	☐ Female	Select your Gender
	☐ Male	

Step 7

Country of Birth *	Select your country of birth from the list	
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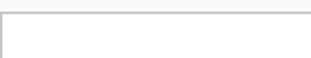
Step 8

Phone Number *	Write your main contact phone		
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SPECIAL NOTE

In this field, write your personal main phone number without spaces between numbers.

Step 9

E-mail *		Write your personal email address and confirm it
E-mail Confirmation *		

SPECIAL NOTE

This email will be your main contact for all the important communication from the Faculty of Law and it will be the reference email in case you need to reset your password.

Step 10

Password		Write your password and confirm it
Password Confirmation		

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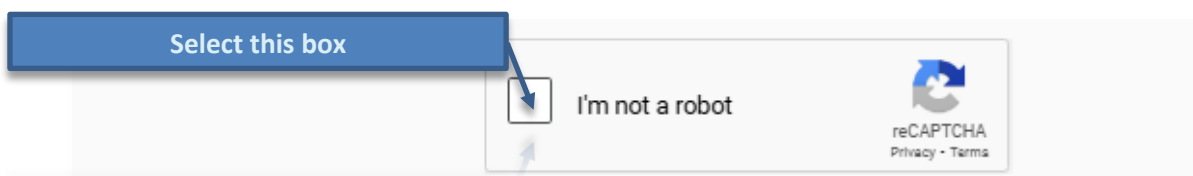
SPECIAL NOTE

Choose your password taking into account the following rules:

- It must contain at least 10 and no more than 30 characters;
- Must contain at least one character from each of the following categories:
 - o One uppercase character: (A through Z)
 - o One lowercase character: (a through z)
 - o One numeric character: (0 through 9)
 - o One special character: (~ ! # \$ % ^ & * _ - + = ` | () { } [] ; ' " < > , . ? /)
- It cannot reference your chosen username or your name;
- It cannot be the same as any of your last 3 passwords (in the case of account renewal);
- It cannot contain other characters such as: ç, ã, ó, ê, etc.

The password is currently valid for 6 months. After this period, you may reset your password using the link <https://utilizador.ulisboa.pt>.

Step 11



Step 12



After completing your registration, you'll receive an email with your credentials. Your username will be in the format *bennu####* and will be valid only during the registration process. After registering as a ULisboa student, you will create a new username and password that you will use to access your Fénix profile.