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1. Introduction

The Aquila Portal is being translated fully into English language. Consequently, some of the print screens below may already be translated.

2. Login

First of all, you can change the Aquila **Login** page to English. You have already received the **Username** and **Password (Figure 1)**.

Figure 1



3. News

You can see the recent announcements, some may be in Portuguese language (**Figure 2**). Sometimes, course news are posted here by the teachers. General information appears here as well, but the International Mobility Office will also inform you about any news you need to know about.

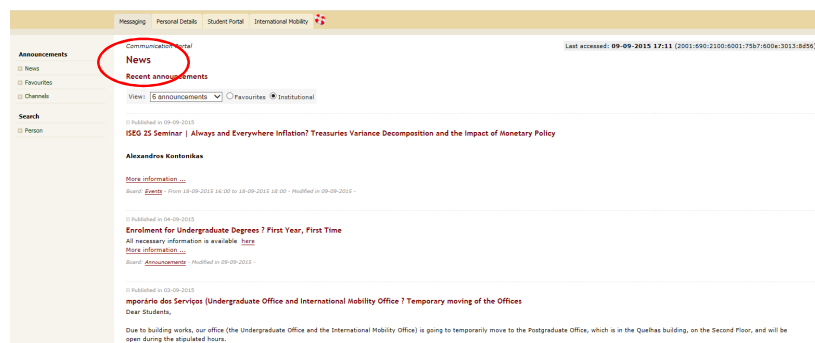
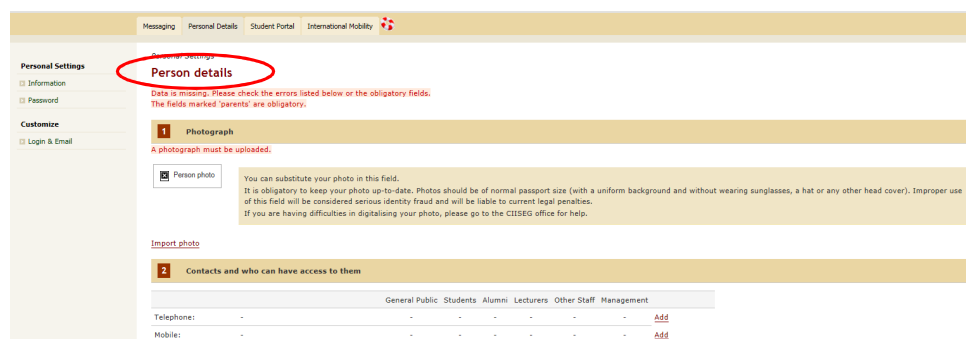


Figure 2

4. Personal details

You can edit your **personal details** (Figure 3). The two most important things you need to do are upload a **picture** and update your **contact information** (mandatory).

You can find these settings on the page “**Personal details**” – “**Information**”. It is mandatory to upload a picture. When



Personal Settings

- Information
- Password
- Customize
- Login & Email

Person details

Data is missing. Please check the errors listed below or the obligatory fields. The fields marked 'parents' are obligatory.

1 Photograph

A photograph must be uploaded.

Person photo

You can substitute your photo in this field. It is obligatory to keep your photo up-to-date. Photos should be of normal passport size (with a uniform background and without wearing sunglasses, a hat or any other head cover). Improper use of this field will be considered serious identity fraud and will be liable to current legal penalties. If you are having difficulties in digitalising your photo, please go to the CISEG office for help.

[Import photo](#)

2 Contacts and who can have access to them

	General Public	Students	Alumni	Lecturers	Other Staff	Management	
Telephone:	-	-	-	-	-	-	Add
Mobile:	-	-	-	-	-	-	Add

you import a photo, you can decide if you wish to make your picture available to other users.

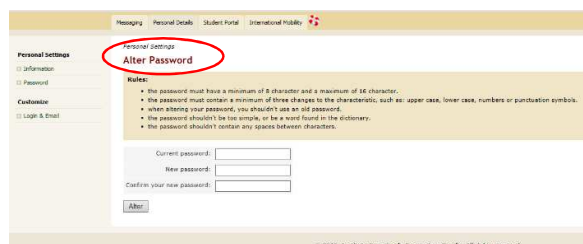
On the same page, you may add your **contact information**: your phone number and **email address**.

Figure 3

Please note that giving your email address ensures you will receive emails from your teachers via Aquila. To add, edit and delete, use the links at the end of the rows.

5. Change password

To change your password, click on “**Personal Details**” - **Password**” (Figure 4). First you have to fill in your current password, and then the new one, and confirm it again.



Personal Settings

- Information
- Password**
- Customize
- Login & Email

Alter Password

Rules:

- the password must have a minimum of 8 character and a maximum of 16 character;
- the password must contain a minimum of three changes to the characteristics, such as: upper case, lower case, numbers or punctuation symbols;
- when altering your password, you shouldn't use an old password;
- the password shouldn't be too simple, or be a word found in the dictionary;
- the password shouldn't contain any spaces between characters.

Current password:

New password:

Confirm your new password:

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Figure 4

6. Financial situation

If you have something to pay, a notice will warn you: “**You are behind in payments. Check the situation here**” (Figure 5).



To see **which item has not been paid**, you can check the situation. Clicking on “**Here**” will lead you to a page where you will be told what that payment is (Figure 6).

Figure 5



Figure 6

You may also check the payments you have done and access to the invoices (Figure 7)

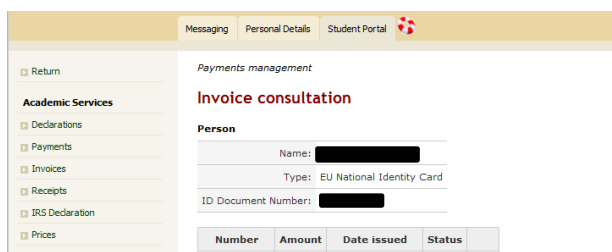
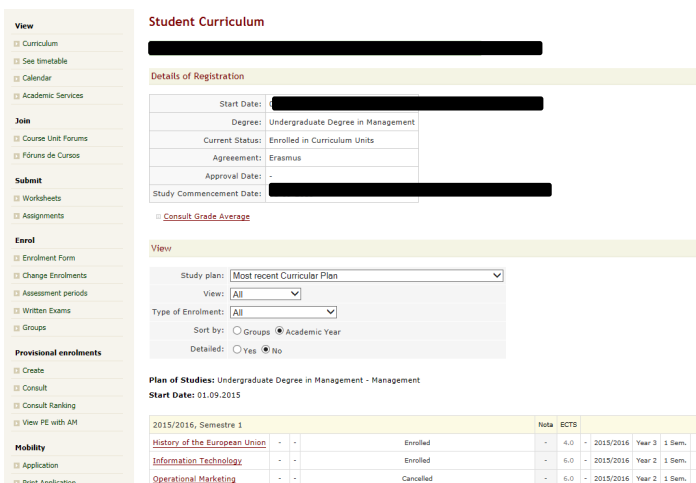


Figure 7

7. Study programme, Timetable, Calendar

On the Student Portal page, Student Curriculum under “Plan of Studies” you can see the **details of your study programme (Figure 8)**. If you are behind with any payments, the system will not let you see this page.



Student Curriculum

Details of Registration

Start Date:	
Degree:	Undergraduate Degree in Management
Current Status:	Enrolled in Curriculum Units
Agreement:	Erasmus
Approval Date:	
Study Commencement Date:	

[Consult Grade Average](#)

View

Study plan: Most recent Curricular Plan

View: All

Type of Enrolment: All

Sort by: ☐ Groups ☒ Academic Year

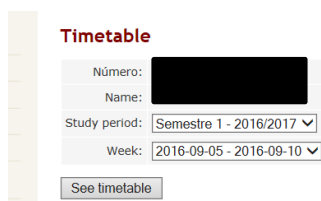
Detailed: ☐ Yes ☒ No

Plan of Studies: Undergraduate Degree in Management - Management
Start Date: 01.09.2015

2015/2016, Semestre 1		Nota	ECTS					
History of the European Union	-	-	Enrolled	-	4.0	-	2015/2016	Year 3 1 Sem.
Information Technology	-	-	Enrolled	-	6.0	-	2015/2016	Year 2 1 Sem.
Operational Marketing	-	-	Cancelled	-	6.0	-	2015/2016	Year 2 1 Sem.

Figure 8

On the page “**See timetable**” you can find your timetable (Figure 9). You need to choose one week with classes and not a vacation period. For instance, you may choose the first week of classes, as below.



Timetable

Número: [Redacted]

Name: [Redacted]

Study period: Semestre 1 - 2016/2017

Week: 2016-09-05 - 2016-09-10

[See timetable](#)

Figure 9

Below, you may find one example of a timetable (**Figure 10**).

Name: [REDACTED]
 Número: [REDACTED]
 ISEG Username: [REDACTED]
 Período de Execução: [REDACTED]
 Semana: [REDACTED]

Hours/Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-8:30						
8:30-9:00						
9:00-9:30		GE2 (T) ANFITEATRO 3 (FRANCESINHAS 2)				
9:30-10:00			GE2 (T) ANFITEATRO 3 (FRANCESINHAS 2)			
10:00-10:30				STE (P) 103 (FRANCESINHAS 2)		
10:30-11:00		STE (T) AF21 (FRANCESINHAS 1)			GE2 (P)	
11:00-11:30						
11:30-12:00	EI (T) 101 (FRANCESINHAS 1)		EI (P) 010 (FRANCESINHAS 1)			
12:00-12:30					STE (P)	
12:30-13:00						
13:00-13:30						
13:30-14:00	DE-E (P) 105 (FRANCESINHAS 2)					
14:00-14:30						
14:30-15:00						
15:00-15:30						
15:30-16:00					DE-E (P)	
16:00-16:30						
16:30-17:00					DE-E (P)	
17:00-17:30						
17:30-18:00						

Figure 10

On the “**Calendar**” page you can see the dates of the exams (**Figure 11**). The International Mobility Office will register you for the exams one month before the exam period. Using the menus you can select the study programme, semester, the course that you wish to see, and the type of the evaluation.

View: Curriculum, See timetable, **Calendar**, Academic Services

Join: Course Unit Forums, Fóruns de Cursos

Submit: Worksheets, Assignments

Enrol: Enrolment Form, Change Enrolments, Assessment periods, Written Exams, Groups

Provisional enrolments: Create, Consult, Consult Ranking

Choice of course: Undergraduate Degree in Management - Management

Period of study: [REDACTED]

Choice of curricular units: All

Type of assessment: All

September						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
21	22	23	24	25	26	
28	29	30				

October						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	

November						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	

Figure 11

8. Enrolment

During the first week of classes, the incoming students at the undergraduate level, that are choosing courses lectured in English, may change the enrolment at the courses by themselves. This does not apply for the classes in Portuguese language or for master degree exchange students, who need to contact the International Mobility Office directly.

The steps for the enrolment at the courses are the following:

- Student Portal (**Figure 12**);
- Enrol (**Figure 12**);
- Alterations to Enrolments for Curricular Unit Classes (**Figure 13**);
- Add or delete compulsory courses (“Adicionar Unidade Curricular Obrigatória”) (**Figures 14 and 15**);
- Add or delete elective courses (“Adicionar Unidade Curricular Optativa”) (**Figure 14**);
- Choose one course (“Escolha da Unidade Curricular”) (**Figure 15**) and then choose the class (**Figures 15 and 16**);
- If the class is full, you may choose one course or class (**Figure 17**). You may try this for several times during this week.
- Your registration is done (**Figure 18**).

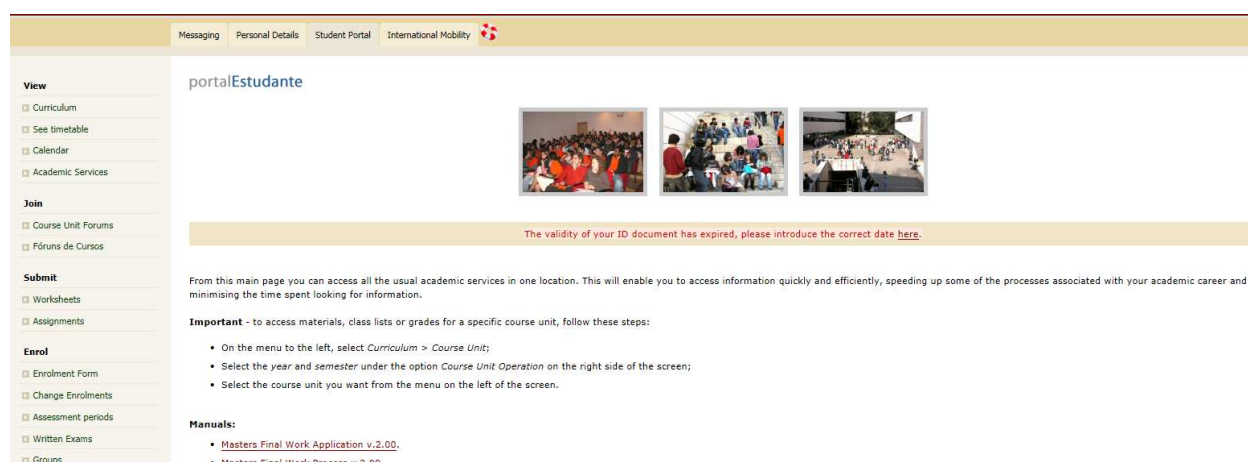
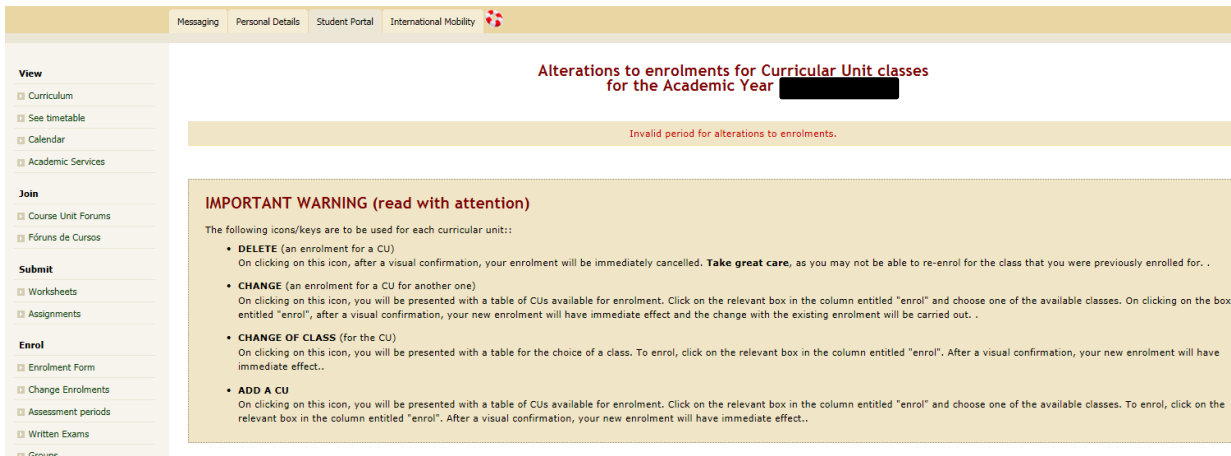


Figure 12

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Alterations to enrolments for Curricular Unit classes for the Academic Year

Invalid period for alterations to enrolments.

IMPORTANT WARNING (read with attention)

The following icons/keys are to be used for each curricular unit:

- DELETE** (an enrolment for a CU)
On clicking on this icon, after a visual confirmation, your enrolment will be immediately cancelled. **Take great care**, as you may not be able to re-enrol for the class that you were previously enrolled for.
- CHANGE** (an enrolment for a CU for another one)
On clicking on this icon, you will be presented with a table of CUs available for enrolment. Click on the relevant box in the column entitled "enrol" and choose one of the available classes. On clicking on the box entitled "enrol", after a visual confirmation, your new enrolment will have immediate effect and the change with the existing enrolment will be carried out.
- CHANGE OF CLASS** (for the CU)
On clicking on this icon, you will be presented with a table for the choice of a class. To enrol, click on the relevant box in the column entitled "enrol". After a visual confirmation, your new enrolment will have immediate effect.
- ADD A CU**
On clicking on this icon, you will be presented with a table of CUs available for enrolment. Click on the relevant box in the column entitled "enrol" and choose one of the available classes. To enrol, click on the relevant box in the column entitled "enrol". After a visual confirmation, your new enrolment will have immediate effect.

Figure 13



Inscrições nas Unidades Curriculares Obrigatórias Ad-Hoc

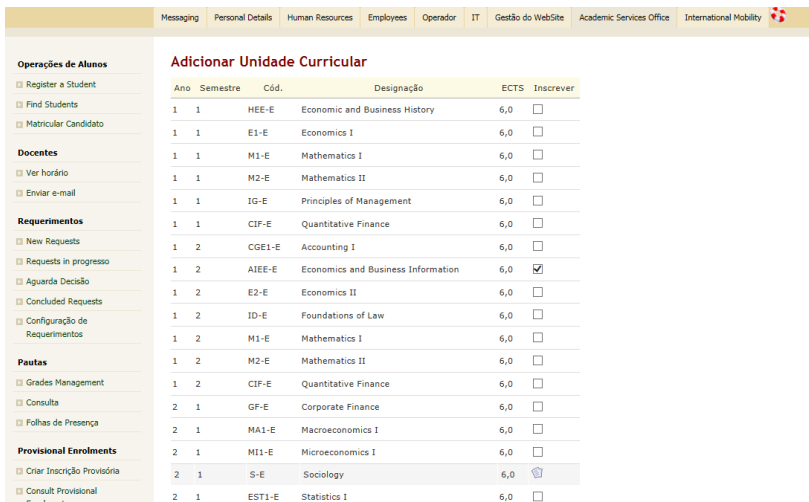
Anular	Trocar	Cód.	Designação	Ano	Semestre	ECTS	Turma	Alterar Turma
		S-E	Sociology	2	1	6,0	ECN02E02	

Adicionar

Ajuda

Anterior **Seguinte**

Figure 14



Adicionar Unidade Curricular

Ano	Semestre	Cód.	Designação	ECTS	Inscriver
1	1	HEE-E	Economic and Business History	6,0	<input type="checkbox"/>
1	1	E1-E	Economics I	6,0	<input type="checkbox"/>
1	1	M1-E	Mathematics I	6,0	<input type="checkbox"/>
1	1	M2-E	Mathematics II	6,0	<input type="checkbox"/>
1	1	IG-E	Principles of Management	6,0	<input type="checkbox"/>
1	1	CF-E	Quantitative Finance	6,0	<input type="checkbox"/>
1	2	CGE1-E	Accounting I	6,0	<input type="checkbox"/>
1	2	AIEE-E	Economics and Business Information	6,0	<input checked="" type="checkbox"/>
1	2	E2-E	Economics II	6,0	<input type="checkbox"/>
1	2	ID-E	Foundations of Law	6,0	<input type="checkbox"/>
1	2	M1-E	Mathematics I	6,0	<input type="checkbox"/>
1	2	M2-E	Mathematics II	6,0	<input type="checkbox"/>
1	2	CF-E	Quantitative Finance	6,0	<input type="checkbox"/>
2	1	GF-E	Corporate Finance	6,0	<input type="checkbox"/>
2	1	MA1-E	Macroeconomics I	6,0	<input type="checkbox"/>
2	1	M11-E	Microeconomics I	6,0	<input type="checkbox"/>
2	1	S-E	Sociology	6,0	<input type="checkbox"/>
2	1	EST1-E	Statistics I	6,0	<input type="checkbox"/>

Figure 15

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Escolha da Turma da Unidade Curricular : Operational Marketing

Semestre	Turma	Vagas	Inscriver
1	MNG02E11	1	<input type="checkbox"/>
1	MNG02E12	2	<input type="checkbox"/>

Sair

Figure 16

Escolha da Turma da Unidade Curricular : Corporate Finance

Semestre	Turma	Vagas	Inscriver
1	ECN02E01	0	<input type="checkbox"/>

Sair

Figure 17

Inscrições nas Unidades Curriculares Obrigatórias Ad-Hoc

Anular	Trocar	Cód.	Designação	Ano	Semestre	ECTS	Turma	Alterar Turma
		TI-E	Information Technology	2	1	6.0	MNG02E12	
		MO-E	Operational Marketing	2	1	6.0	MNG02E12	

Adicionar

Ajuda

Anterior Seguinte

Figure 18

9. Printing the Transcript of Records by yourself

You may issue your **Transcript of Records** by yourself and save/print the document as many times as you wish. This document is signed and stamped on our side. However, in case your University demands an original document by post, we will send it by specific request.

portalEstudante

From this main page you can access all the usual academic services in one location. This will enable you to access information quickly and efficiently, speeding up some of the processes associated with your academic career and minimising the time spent looking for information.

Important - to access materials, class lists or grades for a specific course unit, follow these steps:

- On the menu to the left, select **Curriculum > Course Unit**;
- Select the year and semester under the option **Course Unit Operation** on the right side of the screen;
- Select the course unit you want from the menu on the left of the screen.

Manuals:

- Masters Final Work Application v.2.00;
- Masters Final Work Process v.1.01.

Process Flowchart:

- Masters Final Work Proposals v.1.00;
- Masters Final Work Process v.1.01.

Rules for Masters Final Work:

- Masters Final Work Cover and First Page;
- Guia de elaboração do TFG;
- Regras para apresentação de trabalhos escritos.

Figure 199

The teachers are responsible for introducing the grades on Aquila. At a first stage, the grades are published at the courses webpage. The final grades from the first period must be online on AQUILA curricular plan until **72 hours** before the same assessment, held on the second period. The grades from the second period must be online until the end of semester and the end of the second week of July for the 2nd semester.

To print the Transcript of Records, please click at **“Academic Services” – “Declarations” – “Continue”** and then choose **“Transcript of Records”** (Figures 19 until 23).

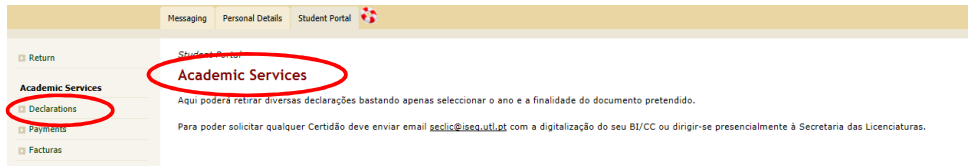


Figure 20

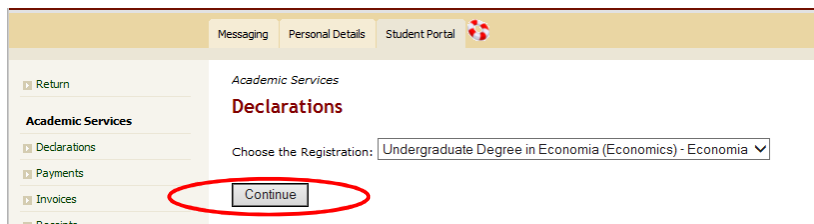


Figure 21

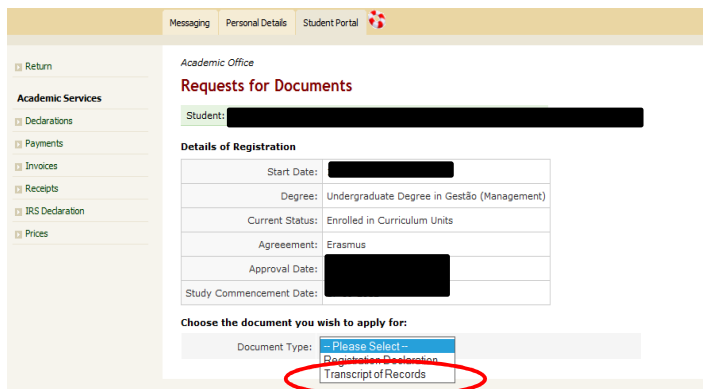
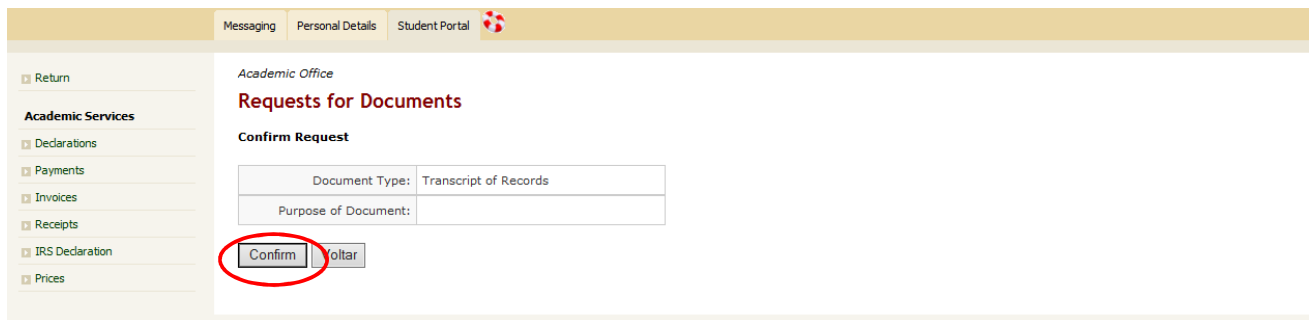


Figure 22



Messaging Personal Details Student Portal

Return

Academic Services

- Declarations
- Payments
- Invoices
- Receipts
- IRS Declaration
- Prices

Academic Office

Requests for Documents

Confirm Request

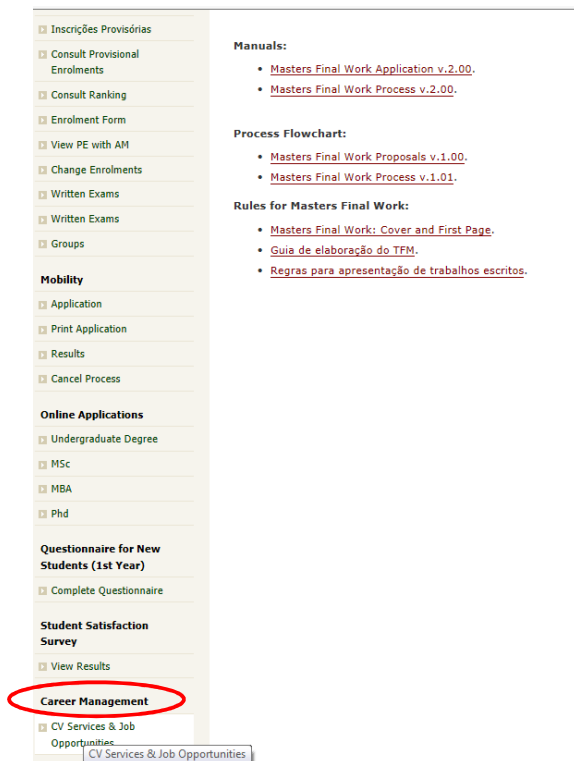
Document Type:	Transcript of Records
Purpose of Document:	

Confirm Voltar

Figure 23

10. Job offers/internships

As a student from ISEG, you may have access to all the job offers and internships at the “**Student Portal**”.

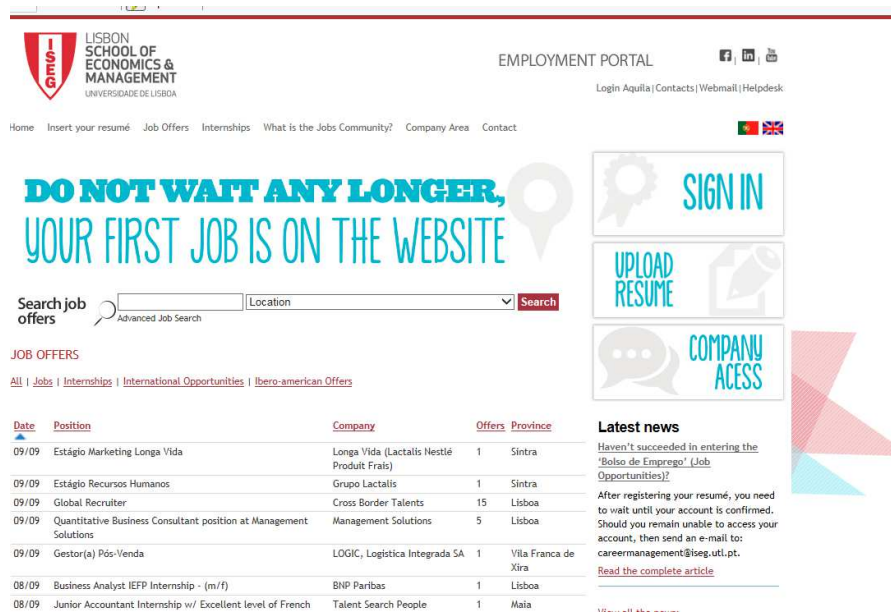


- Inscrições Provisórias
- Consult Provisional Enrolments
- Consult Ranking
- Enrolment Form
- View PE with AM
- Change Enrolments
- Written Exams
- Written Exams
- Groups
- Mobility**
 - Application
 - Print Application
 - Results
 - Cancel Process
- Online Applications**
 - Undergraduate Degree
 - MSc
 - MBA
 - Phd
- Questionnaire for New Students (1st Year)**
 - Complete Questionnaire
- Student Satisfaction Survey**
 - View Results
- Career Management**
- CV Services & Job Opportunities
 - CV Services & Job Opportunities

Figure 24

By clicking at “**Career Management**”, you will have access to all the offers (Figures 24 and 25).

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The screenshot shows the ISEG Employment Portal website. At the top, there is a navigation bar with the ISEG logo, the text "EMPLOYMENT PORTAL", and social media icons. Below the navigation bar, there is a search bar with the text "Search job offers" and a "Location" dropdown menu. To the right of the search bar, there are three buttons: "SIGN IN", "UPLOAD RESUME", and "COMPANY ACCESS". Below the search bar, there is a section titled "JOB OFFERS" with a list of job offers. The list has columns for Date, Position, Company, Offers, and Province. The offers listed are:

Date	Position	Company	Offers	Province
09/09	Estágio Marketing Longa Vida	Longa Vida (Lactalis Nestlé Produits Frais)	1	Sintra
09/09	Estágio Recursos Humanos	Grupo Lactalis	1	Sintra
09/09	Global Recruiter	Cross Border Talents	15	Lisboa
09/09	Quantitative Business Consultant position at Management Solutions	Management Solutions	5	Lisboa
09/09	Gestor(a) Pós-Venda	LOGIC, Logística Integrada SA	1	Vila Franca de Xira
08/09	Business Analyst IEPF Internship - (m/f)	BNP Paribas	1	Lisboa
08/09	Junior Accountant Internship w/ Excellent level of French	Talent Search People	1	Maia

Below the job offers list, there is a section titled "Latest news" with a link to "Read the complete article".

Figure 25

Please feel free to contact us (imo@iseg.ulisboa.pt) if you still have any questions!