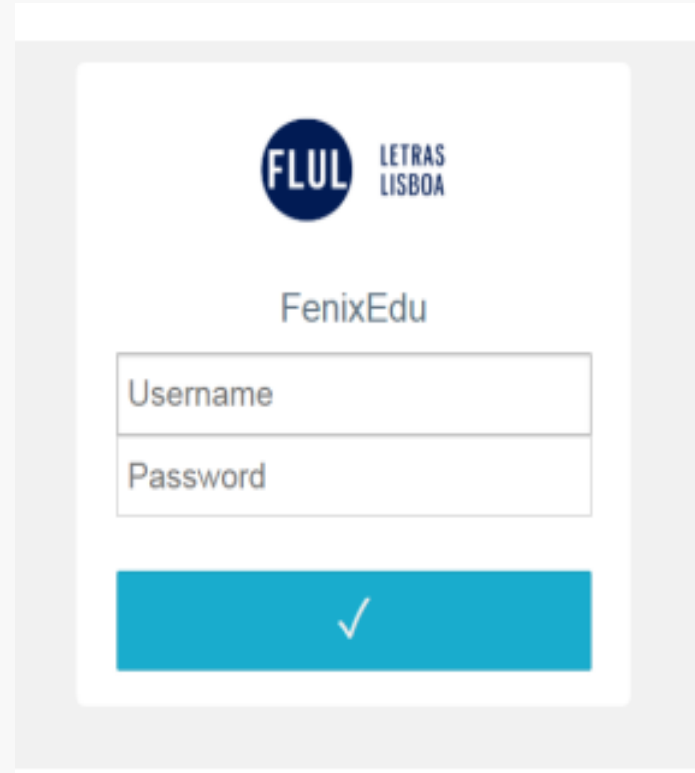


Transcript of Records

- **Step 1:** Login to your Fenix profile with your username and password.
- [Login · FenixEdu](#)



The screenshot shows the FenixEdu login page. At the top, there is the FLUL logo (a blue circle with 'FLUL' in white) and the text 'LETRAS LISBOA' to its right. Below the logo is the text 'FenixEdu'. There are two input fields: 'Username' and 'Password'. Below the input fields is a large blue button with a white checkmark icon.



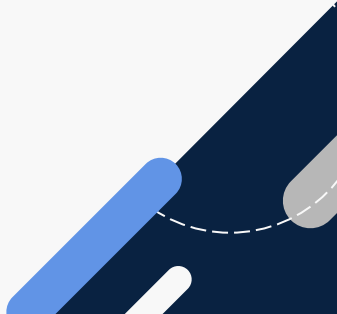
- **Step 2:** Open your fenix account and go to »myFenix »Services »Requisitions

The screenshot displays the myFenix user interface. At the top, there is a navigation bar with the FLUL logo and several menu items: Academic Administration, Student, qubit solutions, Portal, and myFenix. The myFenix menu item is highlighted with a blue arrow labeled '1'. Below the navigation bar, the breadcrumb trail reads 'myFenix > Communication > Inbox'. The main content area is titled 'Inbox' and contains tabs for 'Announcements', 'Message Threads', and 'Messages'. Below these tabs, it states 'No results were found'. On the left side, there is a sidebar menu with sections for 'Communication' and 'Personal Info'. Under 'Communication', there is a 'Services' section with sub-items: 'Calendar', 'Surveys', 'Requisitions', and 'Online Documents'. A blue arrow labeled '2' points to the 'Services' section, and another blue arrow labeled '3' points to the 'Requisitions' item. The overall layout is clean and professional, with a light blue and white color scheme.



- **Step 3:** In *Requisitions* select »*Create*

The screenshot displays the 'myFenix > Services > Requisitions' page. On the left sidebar, the 'Requisitions' menu item is highlighted. The main content area features a 'Create' button, which is pointed to by a blue arrow. Below this button, there are filter options: 'Requisitions to Show' with radio buttons for 'All', 'Mine' (selected), and 'Others'; a 'Year' dropdown menu set to '2026'; and a 'Requisition Type' dropdown menu. A search bar with a magnifying glass icon and the text 'Search' is located below the filters. At the bottom of the page, the text 'No results were found' is displayed.





- **Step 4:** In *Requisition Type* select »*Transcript of Records*. The *Registration* will show up automatically.

The screenshot shows the 'myFenix' interface for creating a requisition. The breadcrumb trail is 'myFenix > Services > Requisitions'. The main heading is 'Create Requisition'. On the left, there is a navigation menu with sections: 'Communication', 'Services' (containing 'Calendar', 'Surveys', 'Requisitions', and 'Online Documents'), and 'Personal Info'. The 'Requisitions' item is highlighted. The main form area contains two fields: 'Requisition Type *' with a dropdown menu showing 'TRANSCRIPT OF RECORDS' (indicated by a blue arrow), and 'Registration *' with an empty input field and a red border. At the bottom, there are two buttons: 'Create' (with a checkmark) and 'Cancel'.



- **Step 5:** Select »*Create*.
- **Step 6:** Fill in the *Academic year and Language* and click »*Submit*.

The screenshot shows the 'myFenix' interface for creating a requisition. The breadcrumb trail is 'myFenix > Services > Requisitions'. The main heading is 'Create Requisition'. On the left, there is a navigation menu with categories: Communication, Services, and Personal Info. Under 'Services', the 'Requisitions' option is highlighted. The form contains two dropdown menus: 'Requisition Type *' (set to 'TRANSCRIPT OF RECORDS') and 'Registration *' (empty). At the bottom, there are two buttons: 'Create' (with a checkmark) and 'Cancel'. A blue arrow points to the 'Create' button.