

The School Card - Leiria+

1 What is it? What does it contain?

- Your new student card is an ID document that includes your name, photo, and student number.
- You should use it to enter and exit the school by scanning it on the sensors at the entrance pillars.
- The card can also be used for school transport and at the print shop, cafeteria, and snack bar at school.



2 How do I load money on the card?

There are 3 options: ; MULTIBANCO (payment via reference number); PAYSHOP / CTT (with a minimum top-up of €0.50); MB WAY (instant online top-up).



3 How do I buy meals? And where do I have my meals?

The guardian must book and pay for meals through the SIGA Platform.

A negative card balance allows booking up to a maximum of 5 meals, after which the guardian will need to settle the account.

Bookings must be made by 11:59 PM the day before. Exceptionally, bookings can be made until 10:00 AM on the same day, with an extra charge of €0.30.

Cancelling meals is mandatory for all students, including those in Tiers A and B, and must be done by 10:00 AM on the day. After that time, the meal will be billed, including for Tiers A and B.

When it's time to have your meal, you must wait in the line in the cafeteria. Pick up a tray and move along the line. When you reach the card reader, don't forget to scan your card.

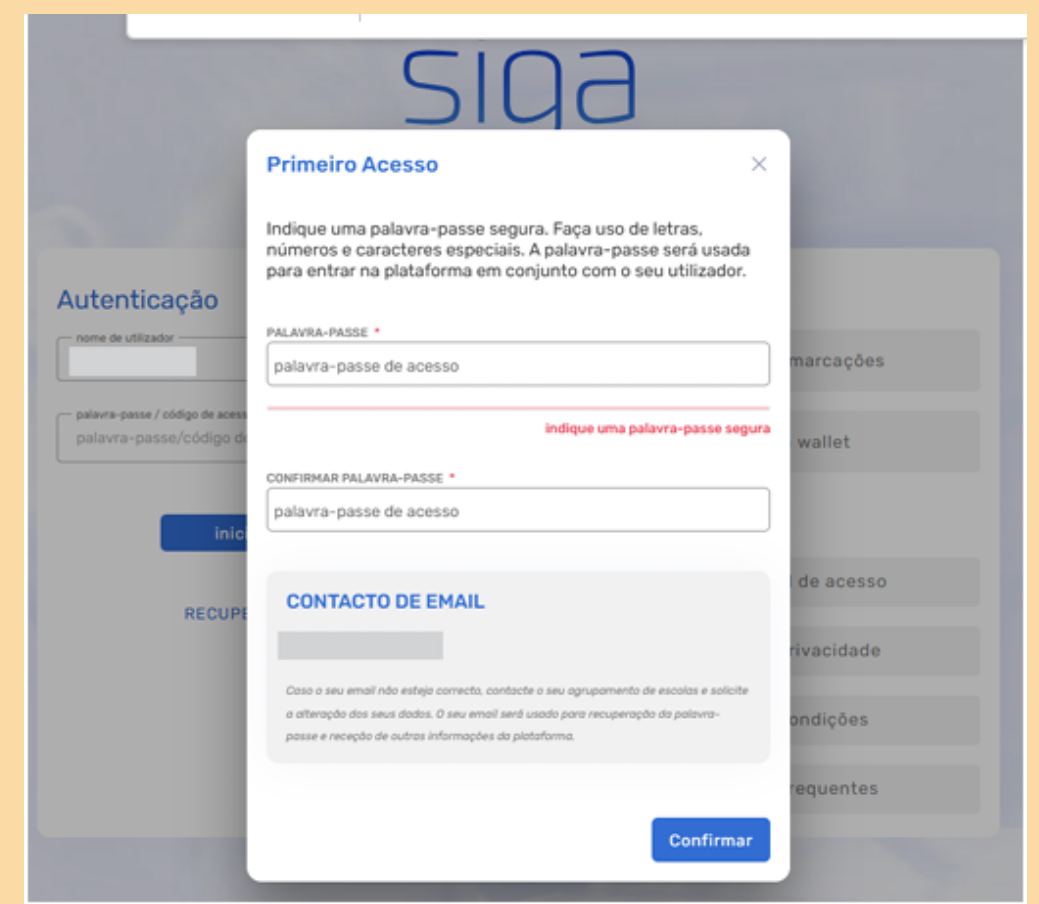


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4 How can I access SIGA Platform?

Access to the SIGA Platform is available from any electronic device with an internet connection, using the login credentials sent to your guardian by email on: <https://siga.edubox.pt>

When accessing the platform for the first time, you need to create a secure password (at least 12 characters long, including a combination of uppercase and lowercase letters, numbers and symbols).



5 How do I use the card at the snack bar and paper shop?

As long as you have enough money to buy what you want, the staff will take care of everything. You just need to give them your card when they ask for it.

6 I lost my card. Now what?

If you really lost your card, you'll have to go to the academic office to start the replacement process. A replacement card costs €5.



**And don't forget that you can
always ask a student, staff member
or teacher for help!**

INOVAR

1 What is it for? How to access it?

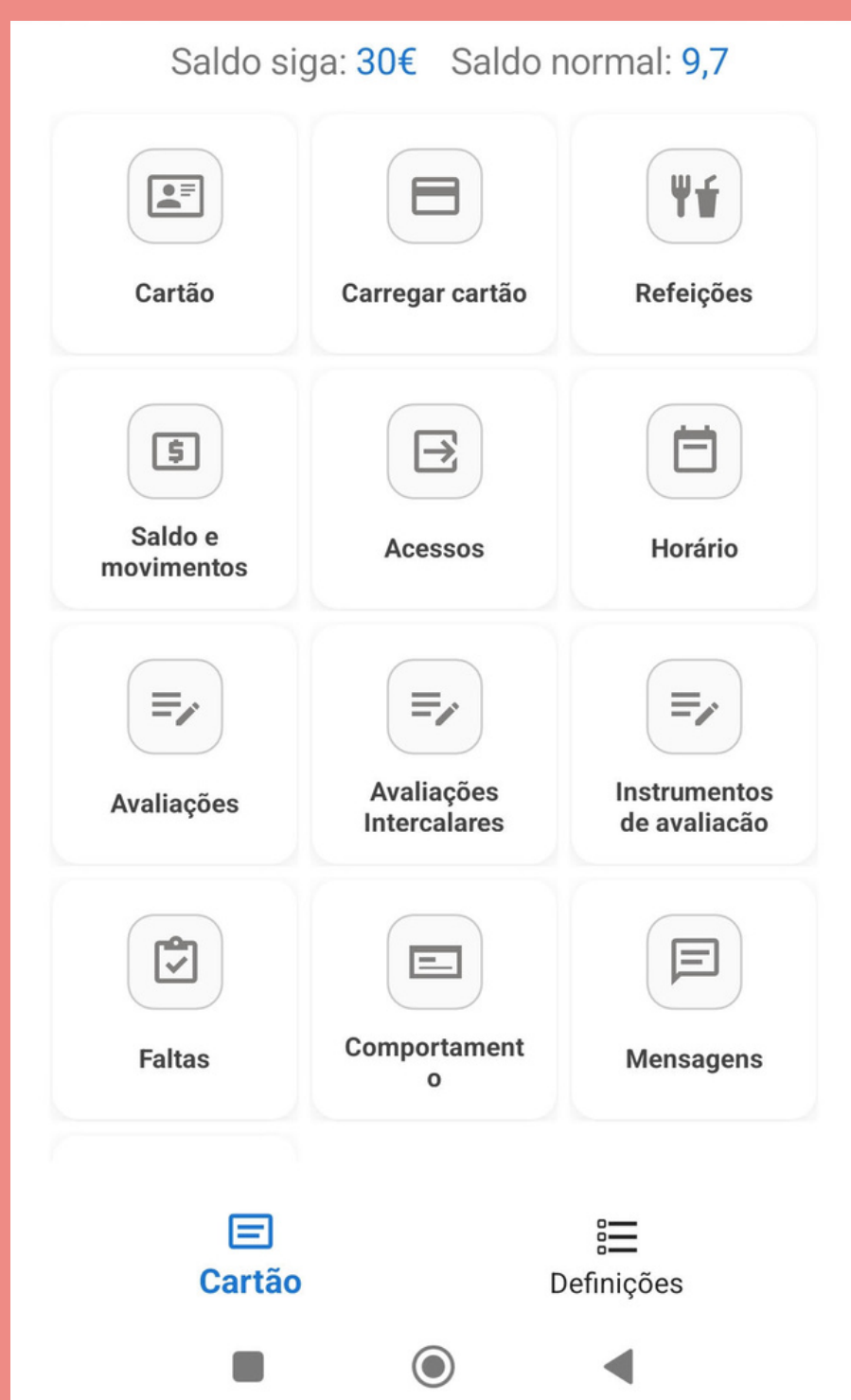
In INOVAR platform you and your guardian can check student profile, school entries and exits, card balance, class supervisor's office hours, evaluations, absences and others.

Absences are also justified on the INOVAR platform.

To log in, go to the school website (<https://esfrel.edu.pt/>) and access the “INOVAR” section.

To log in on INOVARsige use school process number and the password your date of birth – day and month (4 digits). Assuming the birth date is January 8th, the password is 0801.

It is also where you can book school meals and if you don't have money on the card you will be redirected to SIGA platform!



To log in on INOVARconsulta use school process number and the password is ID card number (Citizen Card, Passport or Residence permit number).

All of this can be done more easily and seamlessly in the InovarSige APP. Download and install it on your smartphone. To add your account, select your school and enter the same login credentials you use for INOVARconsulta.

**We wish you an excellent
school year!**

