

## Basic Neptun Guide

You can login to the system from the following link:

<https://neptunwebh.uni-nke.hu/hallgatoi/login.aspx>

### 1. BASIC INFORMATION

#### Login

On entering the Neptun web interface a login screen appears, on which we can login by selecting the identifier and password received (and the language) from the institution.

Your **login name** is your first and last name (e.g. 'Smith John'), and the **password for the first time** is the word 'Ne' and your birth date (YYYYMMDD). You will need to change the password after you logged in. By changing the language the Hungarian texts on the interface, necessary for login, would also change to the actual language. It is important that on entering in the selected language and then logging out from the program regularly, henceforth automatically generated system messages will be received in the selected language!

At the bottom half of the interface you can find the **latest news**, **downloadable documents** and **useful links** uploaded by the institution arbitrarily (in different languages only news, descriptions and documents of the current language will appear). Consequently, the institution may inform you with current, general information in such a way that you do not need to enter the interface. The login window appearance may vary by institutions.

Test University

**NEPTUN**  
Egységes Tanulmányi Rendszer

**Student**

Language:

Identifier:

Password:

Login

Build: 403 (2010. 12. 16. 4:15:54)  
Supported browsers: Microsoft Internet Explorer 8+; Mozilla Firefox 3.6+

**Recent news**

[Megújult a Web](#) (2010. 11. 23. 10:09:29)  
Változások történtek a megújult webes felületeken. Kérjük, olvassa el a rövid összefoglalót a Tovább-ra kattintva! [Next...](#)

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**Downloadable documents**

Word doc dokumentum file teszthez.doc.doc (2010. 12. 08. 15:43:10)

TO\_partitura\_.doc.doc (2010. 12. 08. 15:34:50)

Átlagszámítás.doc.doc (2010. 10. 25. 13:42:14)

Használati utasítás.doc (2010. 10. 01. 14:48:49)

Jelentkezési lap.xls (2010. 10. 01. 14:48:49)

**Useful links**

- [Educatio](#)
- [Intézmény weboldala](#)
- [linknameenglish](#)
- [Neptun portál](#)

Over the header, on the top right corner the name and the Neptun code of the signed student and also the "**Logout**" button (to exit safely from the program) can be seen. Between the Neptun code and the logout, a countdown **time display** shows that when will the program log the user out automatically, if there is no operation.

You can see four icons in the left menu bar: an **A letter** (as topicalities – topical information), a **star symbol**, an **envelope** and a **calendar**. By clicking on the icons we can access the **topical information**, the operational possibilities pertain to **messages**, the **calendar**, and the **favourites** menu item (we can collect here the frequently used menu items - or even submenu items as well). A calendar displays the lessons, exams and meetings in accordance with the class schedule.

## **Training**

Here you are able to choose the training (if you attend more trainings) in relation to which you would like to operate hereafter.

The possibility of training switching appears in a separate window where you can choose from a drop-down list. If you rather do not want to switch, then you can return to the previous interface by clicking on the "**Back**" button. It is important that all your lessons, exams of your every training are showed on the class schedule interface, but you can perform operations only with those that belong to the training set on this interface.

## **Messages/Inbox**

One of the boxes of the left menu bar is the "Messages" field, which you can display or hide by clicking on the **yellow envelope icon** in the left menu. The message box can be hidden by its own close button, which is a small x on the upper right corner of it.

You can find three menu items in the messages box:

- **Inbox**
- **Sent messages**
- **Settings**

In this screen you can read your incoming messages and here you can write new messages as well. Within Neptun you can receive messages from education administrators of higher education institution, from lecturers, as well as from students for whom you permitted access in the "Settings" screen of messages. To write a new message, click on the "**Compose new message**" link. In the popup window enter the Neptun code of recipient(s) (if there are more separate the codes by commas), fill in the **subject of the message**, and type in the **message text**! All these fields are needed to be filled; otherwise the message cannot be sent.

By selecting "**Prohibit**" at "**Permit message sending for all students**" option button, you generally restrict all students to send you messages. If you select "**Permit**", all students will be allowed to send you messages.

## Calendar

**Lessons, exams, appointments, tasks, subscription lists and consultations are displayed in the calendar.** It is situated in the left menu, so you can always look at it, it is always at hand. It is possible to display the days and its associated occasions per month.

## Personal data tab

You can find four tabs on this interface, and in this first, “**Personal data**” tab you can view your basic personal data (e.g. address, name, citizenship, tax identification number, date of birth, educational identifier etc.) and here you are allowed to edit them by clicking the “**Modify data**” button.

If you have a dual citizenship and the institution also records it, then a “**Citizenship2**” line appears on the interface below the Citizenship, in which the secondary citizenship can be viewed. If the institution does not record your secondary nationality, the Citizenship2 field does not either appear on the web.

**ATTENTION!** Your data displayed here are crucial as they are required, among others, to the administration of tax relief for fees, of scholarships or of availing you with social security services, so you are requested to modify them only in justified cases.

## Higher Education Information System

A link at the bottom of the interface allows you to view data reported into the Higher Education Information System (FIR).

You can check your data reported into the Higher Education Information System (FIR) on the [www.magyarorszag.hu](http://www.magyarorszag.hu) website. This requires an Ügyfélkapu account to log in which can be obtained personally in an Okmányiroda (Office of Government Issued Documents).

With an Ügyfélkapu account open <https://ugyintezes.magyarorszag.hu/szolgaltatasok/fir.html> website, click on the Használok a szolgáltatást (Use service) button, then look for the Adatkeresés (Data query) menu on the top left. Enter your Education ID to view the data reported by your school about you.

## Student card request

On the Student Card request interface it is possible to record a new student card request electronically and here already sent requests concerning the student can be followed up.

The electronic recording is important and mandatory in consequence of the register of the higher education system.

## Semesters

This screen allows you to display basic details of your semesters, by semester, and the registered subjects for the current semester. You also have the option of viewing details on individual subjects and your results for the subject concerned. Select the semester to be displayed from the "Semesters" drop-down list, and then click on the 'List' button! In this way you can list the subjects belonging to the semester. Then essential information concerning the

selected semester are displayed in the **'Basic semester data'** block such as "Year", "State", "Financial state" etc.

You find a green tick in the column of the „**You can register for exam**” column if you can register for exam of the subject, and a red icon with exclamation mark indicates that you are on waiting-list of the subject in the „**Waiting list**” column.

You may be on waiting-list as a result of ranked subject and course registration or in such a case when you could not be registered for the subject because of number limitation.

By clicking on the "Results" menu located under the line-end "Options" icon, a pop-up window displays the list of the recorded results obtained from the subject.

### **Subject data**

On the interface beside the code and name of the subject, the subject credit, and type also appear as important piece of information and you can even see that from what subject you can register for exam in the check-box column.

### **Subject's courses**

Here you can see the announced courses in the given semester belonging to the selected subject. In the window the type of course is displayed in the "**Course type**" column. In the "**Member/Limit**" column you can see how many people have registered for the course till now and how many people can register in all. The "**Class schedule inf.**" column shows that the given course when (and where) will be according to the class schedule. The days of the week are indicated by their initial letter. In the „**Basic data tab**” you can view the basic data of the selected subject, such as the requirements (“Pre-requirement”, “Final requirement”) and the description of the subject, the responsible lecturer's name, and the organization unit of the subject.

You can view your constructed class schedule on the Class schedule interface by selecting the "Class schedule" tab. You are able to view the schedule of your lessons or exams on the basis of several settings or you can print you class schedule according to the selected display setting.

### **Available courses**

Here you can see the courses which have been announced in the current semester, and you can view the registered subject and its course or courses. You can choose which course you would like to drop with the help of the checkbox on the right of the course list. At taken courses the checkbox is checked by default.

### **List subjects of curriculum**

At the top of the list you can select if you would like the system to search for **completed or the uncompleted subjects** or for both (**all**) types.

**Curriculum**

Filters Completed subjects: Every subject

Completed subjects:  Every subject  Completed subjects  Uncompleted subjects

Curriculums:  ... X

Subject group:

**List**

Actions: **Add to favourites**

Subject list of the chosen curriculum:

Code	Name	Credit	Recommended term	Curriculum	Subject group code	Subject group name	Subject type	Result	No. of registrations	Term min	Term max
a TestSubject_6	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_9	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_11	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory		1		
a TestSubject_18	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_19	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_20	<a href="#">Basics of Military Defence</a>	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
6684-B2M-28170V	<a href="#">Biology</a>	2	5	M_Műszaki menedzser_VGIZE_39517_G			Obligatory	Exam mark Excellent 1/7/1998	1		

## Averages

In this screen, you can check the data of both your finished and current semesters, their corresponding grade averages, as well as the registered and obtained credits. You can also view the amount of your repeat exams both by semester and cumulated for your studies. Moreover, the registered number of pieces according to subject registration type and credit values (in the supplementary training data field) are also displayed here.

The averaged values are displayed in a **hierarchical table**. The main line of the following most popular and most frequently used test values are displayed:

- **Selected credits:** total amount of credits for the subjects registered in the current semester during subject registration.
- **Total selected credits:** total amount of credits for all subjects registered in the current and the previous semester(s) during subject registration.
- **Earned credits:** total amount of credits for successfully finished subjects in the current semester.
- **Total earned credits:** total amount of credits for the successfully finished subjects in the current and the previous semester(s).
- **Average:** an average value calculated from the results of the current semester.
- **Cumulative average:** a cumulative average calculated from results of the current and previous semester(s). Also in this case, the determination of average calculation rules falls within the competence of the higher education institution.
- **Scholarship index:** an index calculated by the rules determined by the higher education institution for determining the sum of your scholarship granted to you according to your results. For additional information about the formula applied for calculating the index please study either the Studies and Exams Code of your institution or contact the Registrar's Department.

## Gradebook

This screen displays the **digital version of your credit book, special gradebook rows** (for example recognized subjects) by term and the **official notes** added in the current term concerned.

By selecting an item from the list of "Terms" and clicking on the "List" button, the data for the particular term appears.

### **Registration for semester**

Here you can overview your registration requests submitted for your previous semesters, and in this screen you can also submit your registration request for the next semester. **No registration is possible unless the registration period is open for the training!** This can be checked in the "Information"\ "Periods" menu. The "Registration" button appears in the screen only if the registration has been opened, and the current date is between the start and the end date of the period.

## **2. REGISTER FOR SUBJECT**

### **The process of subject registration briefly**

To register for a subject you have to choose a subject type in the filter and the "**Subjects currently offered only**" checkbox must be ticked.

In the subject list you have to click on the "Add" link at the subject you would like to add. At this point, the subject window appears where you can find the available courses. You can finalize your subject registration by selecting the wished course with the check box and click on the "Save" button. It may depend on the institutional setting whether you need to select from all types of courses (e.g., lectures, practice etc.) or you can add courses as you wish (Indeed, in some institutions, it is also possible that you absolutely do not need to choose course in order to register for subject. In this case no course appear in window of the subject and you are able to perform your registration this way as well.). A feedback message informs you about the success or failure of the subject registration. The reason for the possible failure of subject registration can be read in this message (for example, you did not meet the current subject registration requirements established by the institution or the course is already full etc.).

The message indicates explicitly that the headcount of which course has already filled, so you can see what the reason for the failure is in case of more course registration as well.

After selecting the corresponding semester and curriculum, under „**Subject type**” select the "**Curriculum subjects**” option to display your subjects of the curriculum (or curriculums). These are obligatory and elective subjects among others which should be fulfilled in accordance with the advancement of the curriculum. You can only register for such subjects which have been announced for the current term.

By selecting „**Subjects currently offered only**” you can be sure to have only those subjects displayed in the subject list which will be announced in the selected semester.

## **3. EXAM REGISTRATION**

### **List exams**

When logging in this screen first, all exams being posterior to the actual date and announced in the current semester will be shown automatically, but you can also refine the list. On exam

registration the preceding term before the current term can also be selected, thus it is not a problem if there is an overlap between the registration and the exam period.

If you are only interested in the exams of a particular subject, select the subject in the "Subjects" dropdown menu and click on "List exams".

The two most significant details are the subject name and the exam date, but beyond them you can see other data in the line such as: “**Type**”, “**Limit**”, “**Member/Limit**”, “**Classrooms**”, “**Lecturers**”, and “**Description**”.

## Registration

To register for an exam click on the “**Registration**” within the “**Options**” icon in the line of the certain date on the Exam registration interface. **You are able to register for (or drop) an exam only in the exam period specified by the institution/lecturer.** If you would like to **drop an exam** in consequence of either the change of exam date or a mistaken registration or perhaps because getting into the waiting list, just click on the “**Options**” icon situated at the end of the exam’s line, then the “**Deregistration**” label.

If you would like to **change the exam of a subject to another exam** date, click on the "Change exam" option at the end of the line of the exam to be changed.

Then you can view all the other announced exams of the subject in a pop-up window to which you can change the selected exam occasion.

In the exam change window, select the exam occasion to which you wish to change the exam and click the icon at the end of the line of the given exam and then on the "Change exam" label.

## 4. PAYMENT

\*See our ‘**Payment in Neptun System**’ file for detailed information!