How to Use the Student Information System (NEPTUN), Data Maintenance, Course and Exam Registration

LOGIN

Go to http://www.neptun.bme.hu

Choose NEPTUN:NET login: as a student in the upper right corner.

After "**Azonosító**:" carefully enter your Neptun code. To be obtained from your program coordinator.

After "**Jelszó**:" write your date of birth in the Hungarian way (yyyymmdd) with no dots or space (like:19891231).

Language can be changed in "**Nyelv**" by choosing **English**.

Press Enter.

After your first login change your password according to the steps described below.

See your Messages first and on the top of the page you can find a menu. To use the menu follow the instructions below.

1. Personal Data

1.1. Personal Data

Check your personal details.

1.2. Previous qualifications

Previous qualifications

N/A (not applicable)

Language

N/A

1.3. Contact information

Email addresses

See and change your e-mail addresses here. It is your best interest to provide a currently valid e-mail where we can find you. Your program coordinator will contact you only in important cases. (Important cases for you!)

To give a new address click on **New email address** and type it in the upcoming box. Choose its type (Private or if it is in Hungarian HUN Magán) then hit save. To change an existing address click on **Modification** and apply the same action as before.

You can print the list with the printer thumbnail.

Addresses

See your addresses here (Permanent address, Mailing address and Temporary addresses). NOTE: Do not change them here. If your addresses have changed, see your Program Coordinator!

URL

N/A

Phone numbers

See and change your phone numbers. It is your best interest to provide a working number where we can find you. Your program coordinator will call you only in important cases. (Important cases for you!)

To add a new number click on **New phone number** and write it in the upcoming box without space, slash or hyphen. Choose its type (Mobile), then press save. If you want to change an existing number click on **Modification** and apply the same action as before.
You can print the list with the printer thumbnail.

1.4. Settings

Change password

After your first login and then randomly but regularly change your password. Enter your old password first then type your new password twice and finally click on **Change password.**

Search authorization

Give permission to or prohibit other students from finding and viewing some of your personal data when making a query under the Search function.

Themes (Témák)

Here you can adjust the screen display of the Neptun by clicking on the one you want. Finally hit "Téma változtatása" (Change theme).

2. Studies

Check and adjust your details about studies. Register for courses and exams here or cancel your registration(s).

2.1. Training data

See information about your current training and program(s). You can change the program (if you have more than one) according to your current preference in the upper left corner.

2.2. Semesters

Your academic program by subjects in each semester can be seen here. By pressing results the grades you earned can be seen, too. If you click **on the title of the subject** further details on the subject are shown. Here you will find the Subject's Courses, Basic data, Syllabus, Notes and Students on the Subjects and information on them. Clicking on **Subject's Courses**, you will find the course (lesson) for the subject and the type of the course.

Basic data – The title and the code of the subject, the credit value and its description and also the preliminary and final requirements and the names of lecturers in the lesson can be seen here.

Syllabus – Mid-term requirements of the subject are shown here.

Notes– The official textbooks for this course are listed here.

Students – Students enrolled in the very course.

Course's Curriculum – Identification of the curriculum and its validity.

Missing information concerning the curriculum is to be requested from the lecturer.

2.3. Timetable

See and print your Timetable by choosing the year and the week and by specifying what you need (lectures, exams).

2.4. Grade average

Your credits earned, your averages and the number of exams taken are shown here.

2.5. Index/Grade book

It shows the full academic contents of your index/grade book in each semester including final grades. You can print the list with the printer thumbnail.

2.6. Curriculum

All the subjects of your curriculum are listed here. By comparing the sample curriculum with your already finished program it is easy to check what requirements you still face with.

2.7. Milestones

At this point training requirements are specified.

3. Subjects

Register for subjects or cancel subject registration here.

3.1. Current subjects

Your actual subjects and grades in each subject (by clicking **Results**) are presented here. By clicking on the title of the subject, you can learn more about it. Here you will find a description and other information. It works in the same way as in **2.2.**

3.2. Current courses

The courses and their types in the relevant semester are shown here. By clicking on the title of the course more can be found about each course. From this point everything is the same as in **2.2.**

3.3. Subject registration

After having selected the semester and the curriculum you can get registered for subjects here.

Put a tick in the box after **Show only those subjects that will be launched** and click on **List subject.** As a result a list of subjects will appear. By clicking on the title of a subject you can learn more about it and can get registered for it by choosing the right course. Remember to check the schedule, the type and the language (*English!*) of the course. (A description and other information on the course are available here, too. From this point on everything is the same as in **2.2.**) From this list you can get registered for the subject by putting a tick after the right course and hitting **Save** finally. After registering for the subjects you always have to choose a course (class) for it. If the subject has more types of courses (lecture, practice, lab) you have to choose one from each type. Check if the course's language is *English* and it fits your timetable. A new window will confirm successful selection.

3.4. Choose course for the registered subjects

Subject registration is considered complete only if you are registered for a course, too. No subject registration may take place without course registration. Courses can also be changed here. Cancelling course registration is also an option offered here.

3.5. Mid-term tasks

Information on mid-term tasks is conveyed here. To get fully informed about the requirements see and ask your teachers in class.

3.6. Proposed grades

Teachers may propose a grade for you at the end of the study period. Check here if there is a grade there for you proposed in any of your subjects taken. You can accept it by hitting save, but – as a result - you are not allowed to take the exam after having the proposed grade accepted.

This information has been about subjects and courses. To see additional information about **Syllabus**, the **Official textbooks for the subject**, **Subject's subject groups**, and **Students learning this subject,** go back to **Subject data.**

4. Exams

Get registered or cancel registration for the exams here. Find out more about exams (dates, places, limitation in numbers of students, etc.).

4.1. Exam registration

Choose the semester and the subject in the exam filter and click on **List exams.** From the list choose the exam suitable for you. To register for the exam click on **the line of the chosen time**. By clicking on its title find out more about the exam. The list of student names registered for this particular exam is also performed at this stage.

4.2. Selected exams

The exams you have registered for are listed here. To find more about the exams follow instructions described in **4.1.**

Cancelling exam registration takes place by clicking on **Deregister**.

5. Finances

N/A

6. Information

6.1. Periods

Time phases and dates of the academic term: beginning and end of the semester, examination period, course registration period, etc.

6.2. Search for students

Find your fellow students here if you are authorized by them to do so in the Search Authorization screen. Searching requires you to enter something into at least one of the fields. Searching also works with word fragments.

6.3. Search for textbooks

Search for textbooks by author, title, language, keyword, or textbook type.

6.4. Additional services

N/A

7. Ügyintézés (Administrative options)

7.1. Registration

All of your academic semesters are listed here. Click on the new semester first and in the new window choose active or passive status. Finally hit OK. An active semester requires you to be registered for at least one subject with its course. **NOTE: passive status results in losing the validity of your visa or residence permit immediately!**

7.2. Dormitory application

N/A

7. 3. Select Specialization

N/A

7.4. Questionnaires

Declare your opinion about teachers and lessons anonymously should you wish to do so.

Menu on the left side of the window

1. Training

Your current training is visible here. To see details about previous trainings, click on **Képzésváltás** (Changing of the training)

2. Favourites

At this point you can add and remove your favourite settings.

3. Messages

Inbox

See your list of messages and read them by using the **View** function or delete them by ticking **Delete.**

New messages can be compiled by using **Compose new message.**

Messages can be replied by using **Reply** function.

Sent messages

See and delete messages you have sent.

Settings

Message rules

Authorize other students to send you messages.

Do not put a tick into this box unless you want to authorize ALL students to send messages to you. Individual authorization, however, if this box is empty, can be given to students of your choice by identifying them by their Neptun code. In this way only the authorized fellow students may contact you.

Message notification settings

See and adjust rules referring to messages.

Under **Messages notification settings** the type of senders that you want to receive email messages from can be set. (**Alkalmazotti** means University employee, **Hallgatói** means student, **Pénzügy** means finance, a system message that is not applicable for you, **Tanulmányi** also stands for system messages about new exam dates, getting grades, etc.).