Introducing NEPTUN to International Students

Checking personal data

Registering for subjects

Checking registered subjects

Registering exams

Checking results in the electronic index

Financial procedures

CONSENTIT Kft.

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Log in through the following link: neptun.lfze.hu/hallgato/login.aspx
Choose the language of the interface by clicking on the British flag.
Enter your login name and password.

After logging in you can navigate in the English language system.
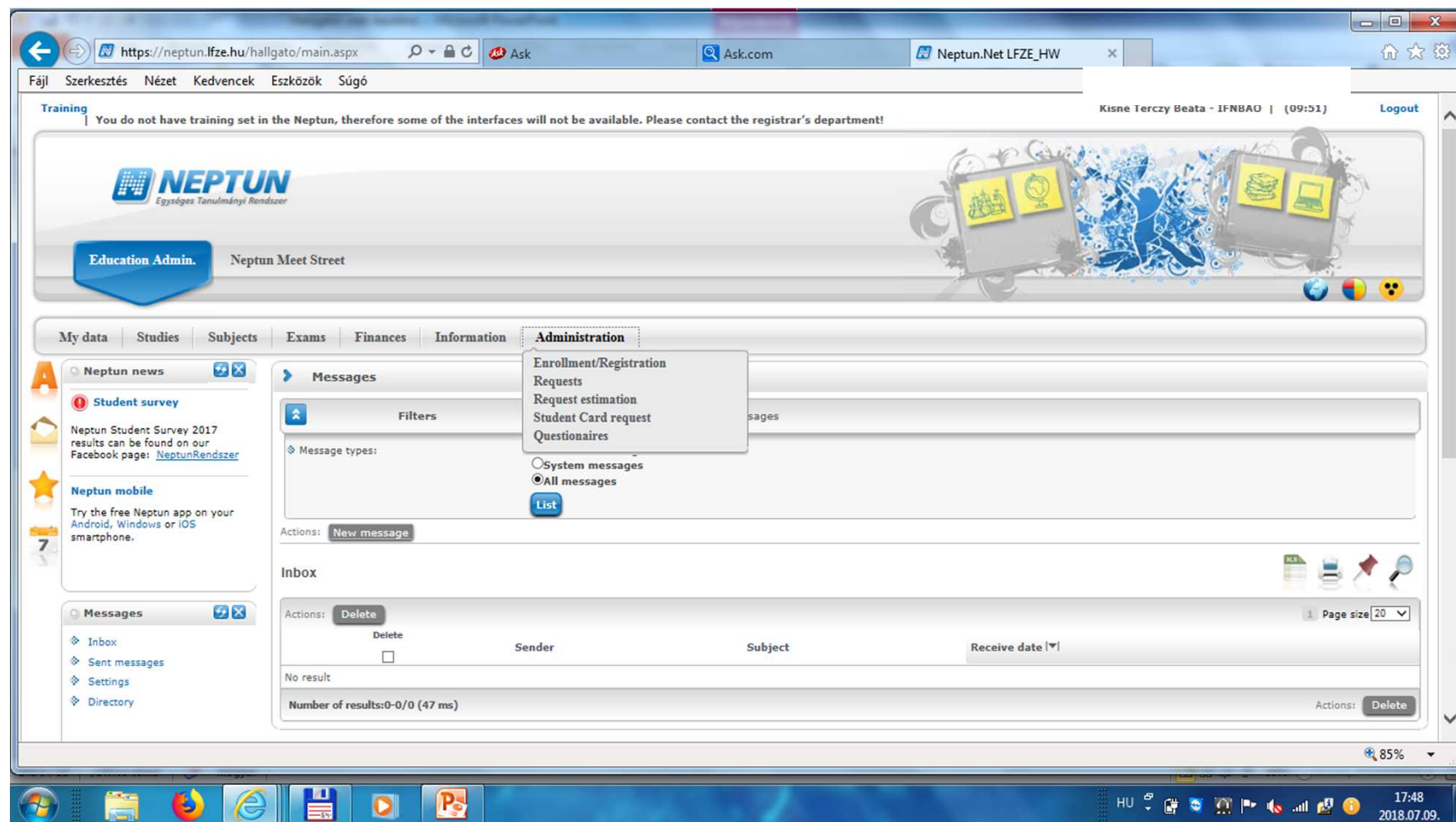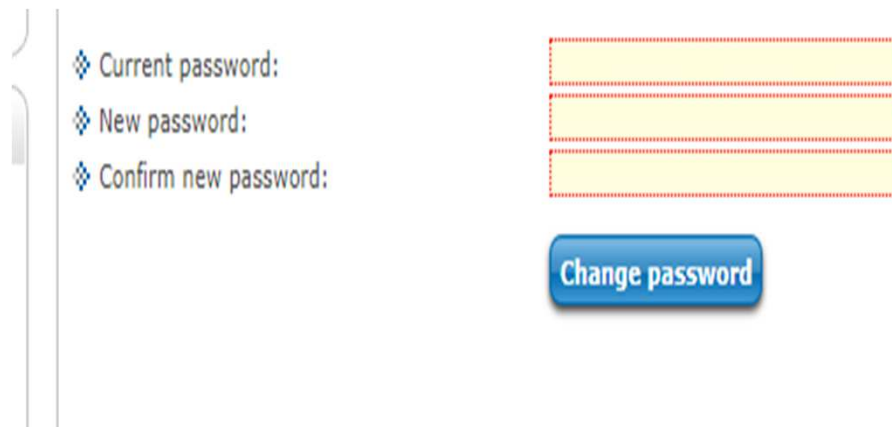
When logging in for the <u>very first time</u>, you have to change your password. (minimum of 8 characters)

Current password: type in the password you need to change (the one you logged in with for the first time)

New password: the new password you will use for further logins.

Confirm new password: the new password once again

Click on: Change password

❖ Current password:

❖ New password:

❖ Confirm new password:

Change password

Checking personal information: "My data" > "Personal information"

If the "data modification" option is available you can enter relevant information in a popup window (e.g. your Hungarian address).

FYI: Most of your data will have been entered by the administrators of the International Sub-Department. There are some sections students will be able to change/enter, but most sections can be only edited by the administrators.

Changing your password is possible later on: "My data" > "Settings"
Enter your current password, the new one twice, and then click
"Change password"
Important to note: changing your password in Neptun changes your password to the wi-fi system
and the online practice room booking system, as well.
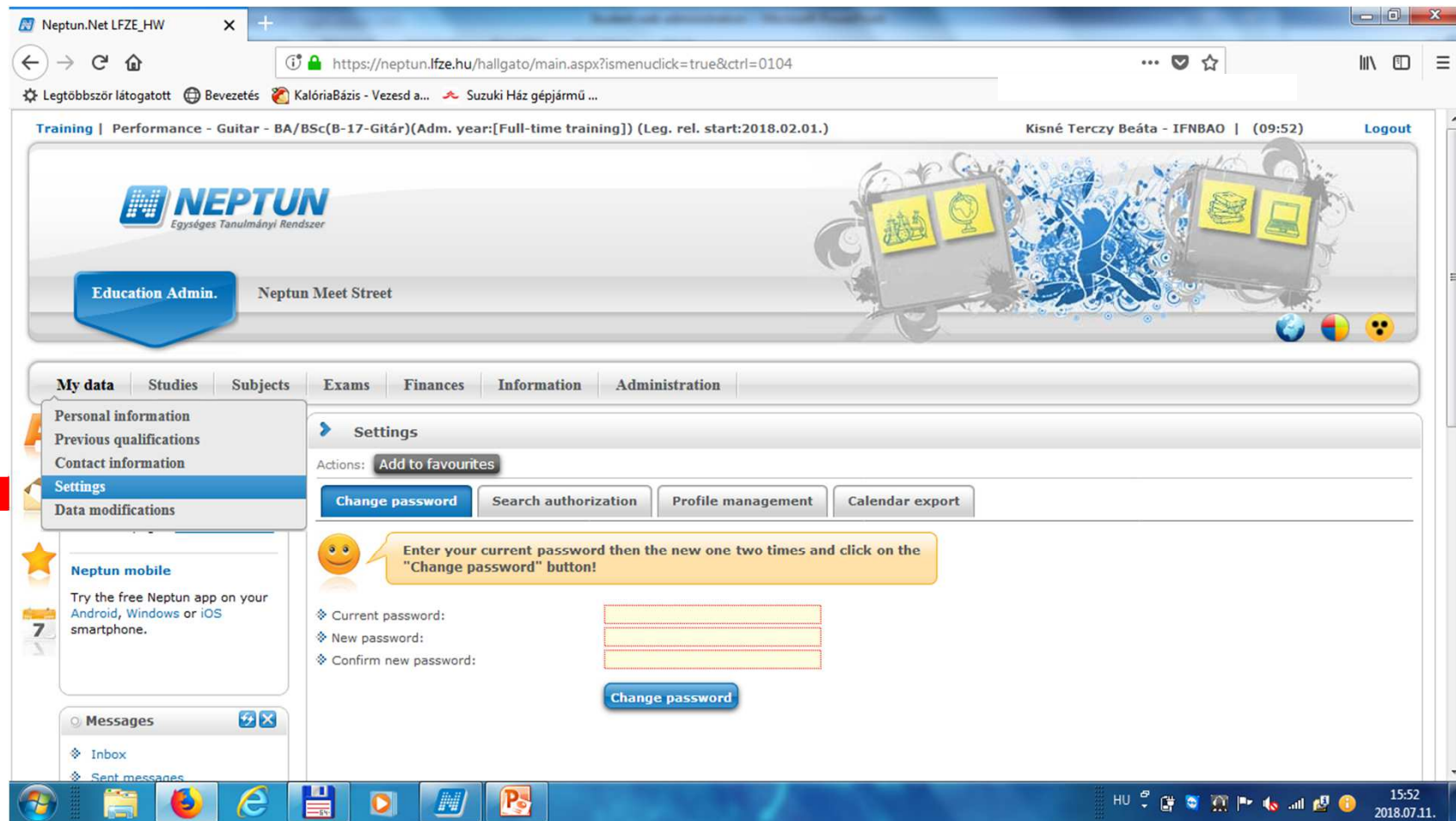
Your contact details can be added and changed in the
"My data" > "Contact information" section;
find the "E-mail addresses", "addresses" etc. tab.
You can add a new one by clicking "add new".

Registering your address in the system:
"add new",
Type in the necessary information, then click save. Do the same in the other tabs if needed.
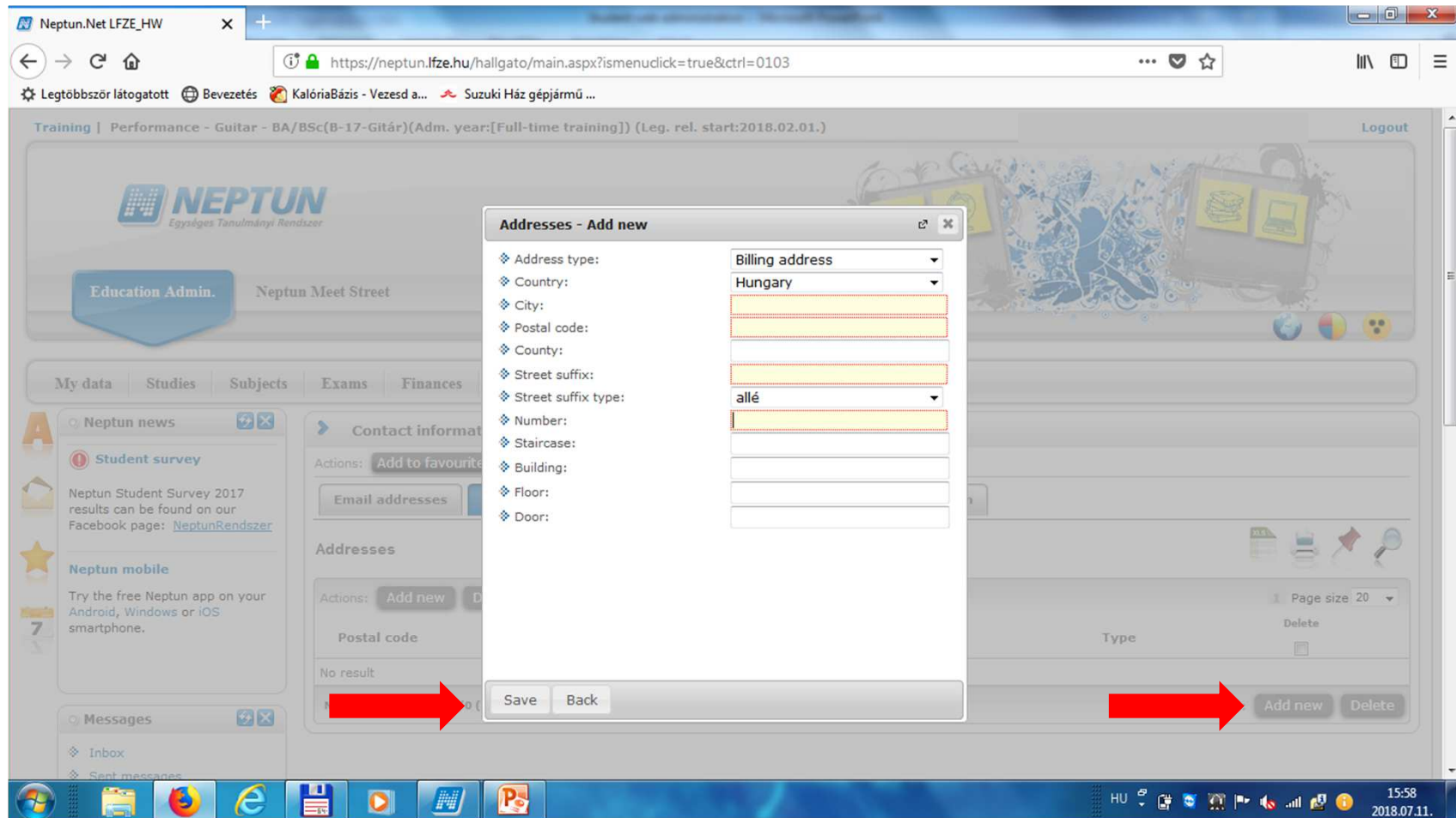
Registering for subjects:
"Subjects" >"Register for subject"
Here you can register for subjects that are available in the current semester.
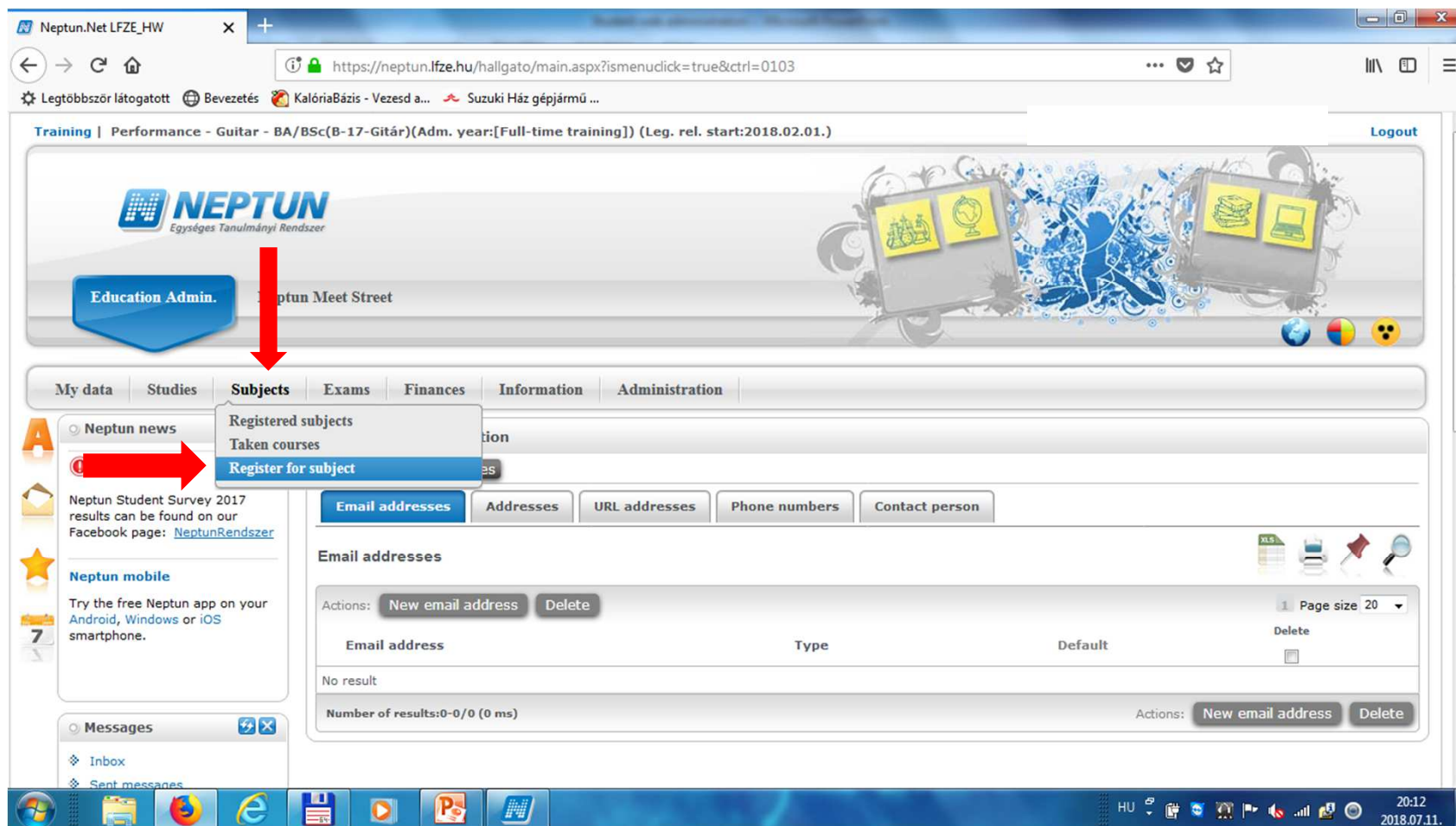
Registering for subjects: "Subjects" >"Register for subject"
Set the current academic year at "terms" (e.g. 2018/19/1)
Choose your curriculum (BA/MA/etc – gitár (guitar)/zongora (piano)/ hegedű
(violin)/etc. – ask the study administrators if you don't recognize yours)
Click "list subjects" > all available subjects are listed from the selected curriculum
Click "register" at the end of the row on the subject you need!

In the popup window choose the desired course
(if there is more than one option, be careful which teacher you are registering
your class with, and in which time slot)
Find the right course, tick the box at the end of the row, then click save.

Choose another subject from the subject list, repeat the above process until you have registered all your courses.
(For registering elective subjects choose "Other elective subjects" as subject type; see p.11.)

De-registering a subject (deleting a subject you have registered for*):
"subjects" > "registered subjects"
Find the subject you want to delete, click on the "+" at the end of the row,
then click "deregister subject".
*This option is only available until the end of the registration period!

De-registering a subject:
"Are you sure?" > click "yes" to confirm
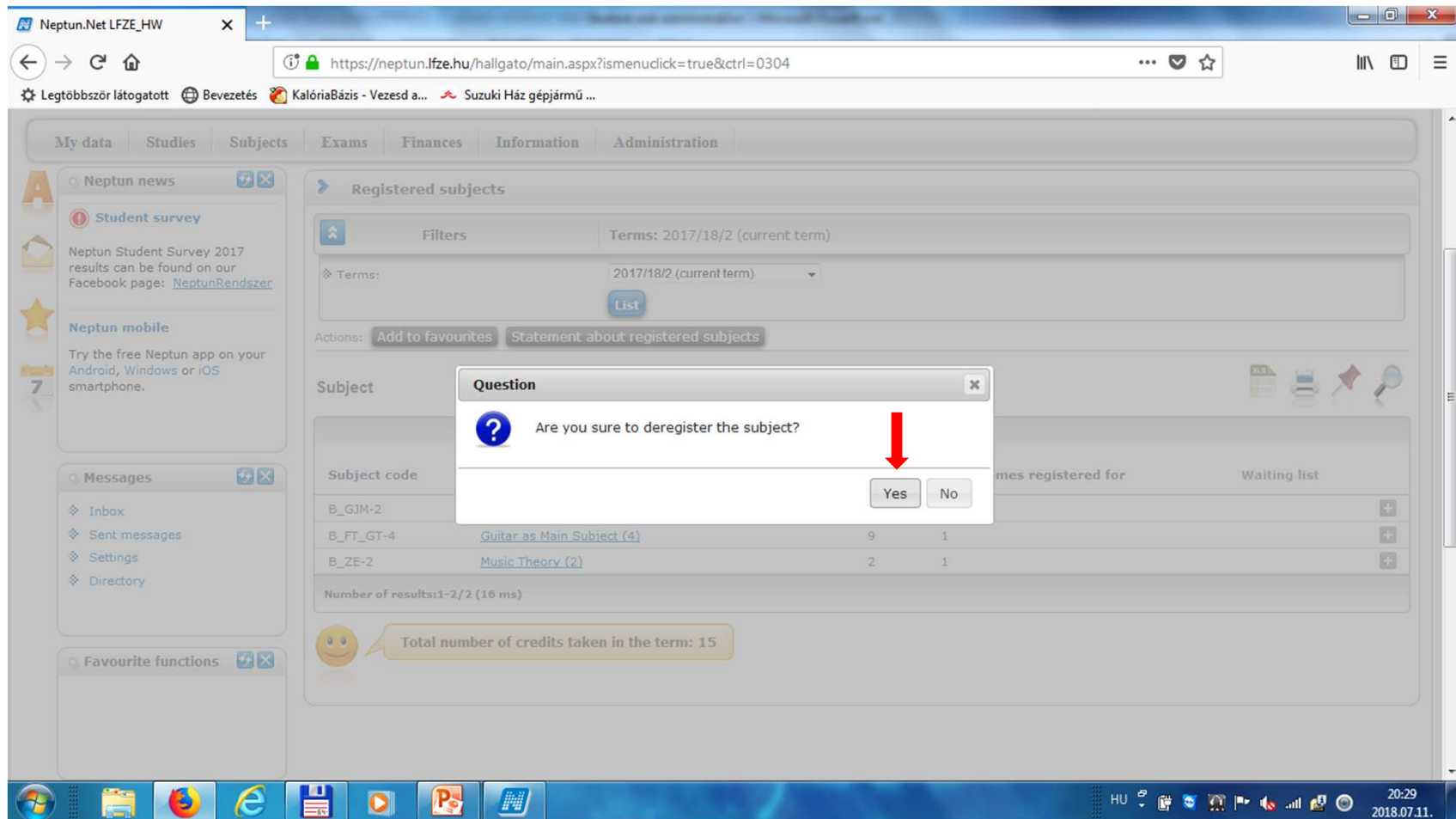
Checking your subjects:
"Subjects" > "Registered subjects"
Set the term to the current academic year (e.g. 2018/19/1), then click "list".

Checking your courses: "Subjects" > "Taken courses"
set the term to the current academic year (e.g. 2018/19/2), click "list"
FYI: Please note that subjects and courses are not the same, from an administrative point of view. What students need to know is that a subject is a bigger unit than a course; a subject includes at least one corresponding course. However, this is important when one subject has more courses. This means that one subject is taught by more than one teacher, at different times and/or classrooms.
E.g. Most main subject lessons are taught by many teachers, in this case "piano as main subject" is handled as a subject administratively, "piano as main subject" taught by Prof. Dráfi is handled as a course.

You can print out the list of taken courses:
"Subjects" > "Taken courses" > "Print taken courses"

Enrollment/Registration:
before each semester students have to register themselves for the new
semester: "Administration" > "Enrolment/Registration"
Find your level of studies (e.g. Performance – Guitar), click the "+", then click
"enrol".

Requesting a Student Card:

"Administration" > "Student Card Request"

Click "Add new"

(Find further information on this topic in the Practical Guide for New Students)

To check your results in a given semester, go to the following page:
"Studies" > "Gradebook" > "Print fulfilment page"

The fulfilment page shows all the results for all the registered subjects, similarly to the physical index/mark book (last used in 2017-2018)

"Studies" > "Curriculum":

Subjects in your curriculum can be listed based on whether they are completed ("Completed subjects"), uncompleted ("Uncompleted subjects"), or all of them together ("Every subject"). Choose the category needed, then click "List".

"Studies" > "Official notes":
Official decisions about your requests appear in this section.
Find the official note you need, click "+" at the end of the row, and click "print" if needed.

Registering for exams in the exam period:
"Exams" > "Exam registration", choose the ones you want to/need to attend.

"Exams" > "Taken courses":

Registered exams can be listed for each exam period, check this for confirming the place and time. Later on check this list to see grades.

"Finances" > "Payment":

You can fulfil financial obligations here.

(Find further information on this topic in another guide on the website!)

"Finances" > "Payment":
terms: all terms (semesters)
status: active (only unpaid items will appear)
click "list", then tick the box at the end of the row for the item you want to pay, then click "pay in"

"Finances" > "Transactions":
All payments can be listed, and joint account balance can be checked here.

"Finances" > "Scholarship, payouts":

Set the term (semester) in which you want to check payments, then click "list".

If using a public computer, make sure you log out immediately after you finished using Neptun. Find the text "Logout" in the upper right hand side of the screen, then click "Logout".