

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.

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/Login.aspx?timeout=

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

Liszt Ferenc Academy of Music

NEPTUN
Egységes Tanulmányi Rendszer

Student LFZE_HW(100)

Language:   

Login name: English

Password:

Login

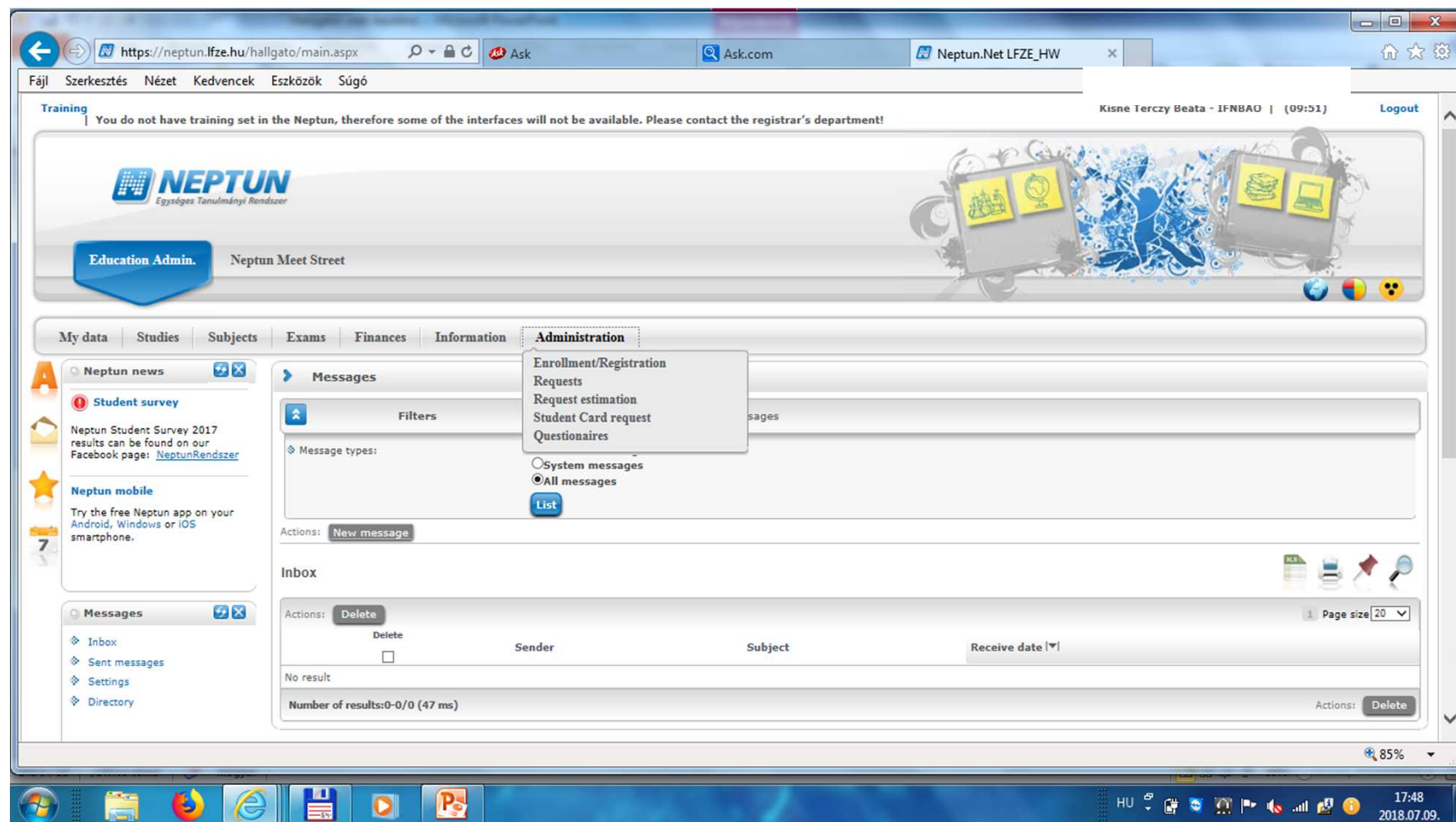
Build: 454 (4/10/2018) P20180704

Supported browser:
Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome

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HU 15:39 2018.07.11.

After logging in you can navigate in the English language system.



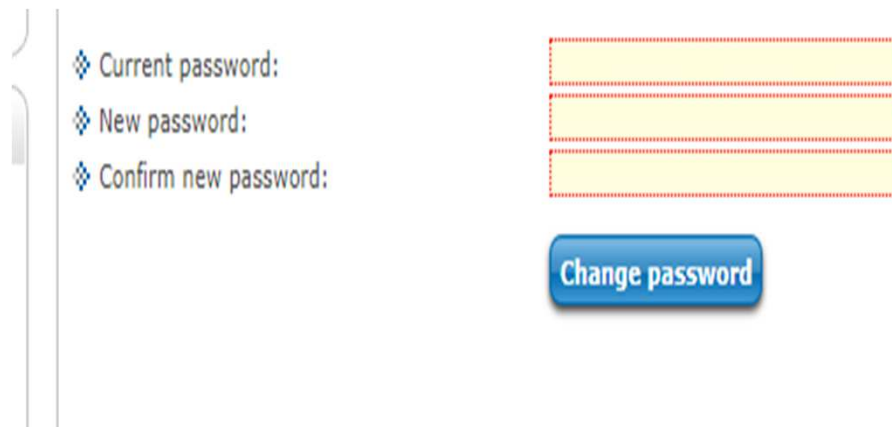
**When logging in for the very first time, you have to change your password.
(minimum of 8 characters)**

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



A screenshot of a web form for changing a password. On the left, there is a vertical sidebar with a grey gradient. The main form area contains three labels, each preceded by a small blue diamond icon: 'Current password:', 'New password:', and 'Confirm new password:'. To the right of these labels are three corresponding yellow rectangular input fields with red dashed borders. Below the input fields is a blue button with rounded corners and a slight 3D effect, containing the text 'Change password' in white. At the bottom center of the page, there is a solid blue horizontal bar.

Checking personal information: “My data” > “Personal information”

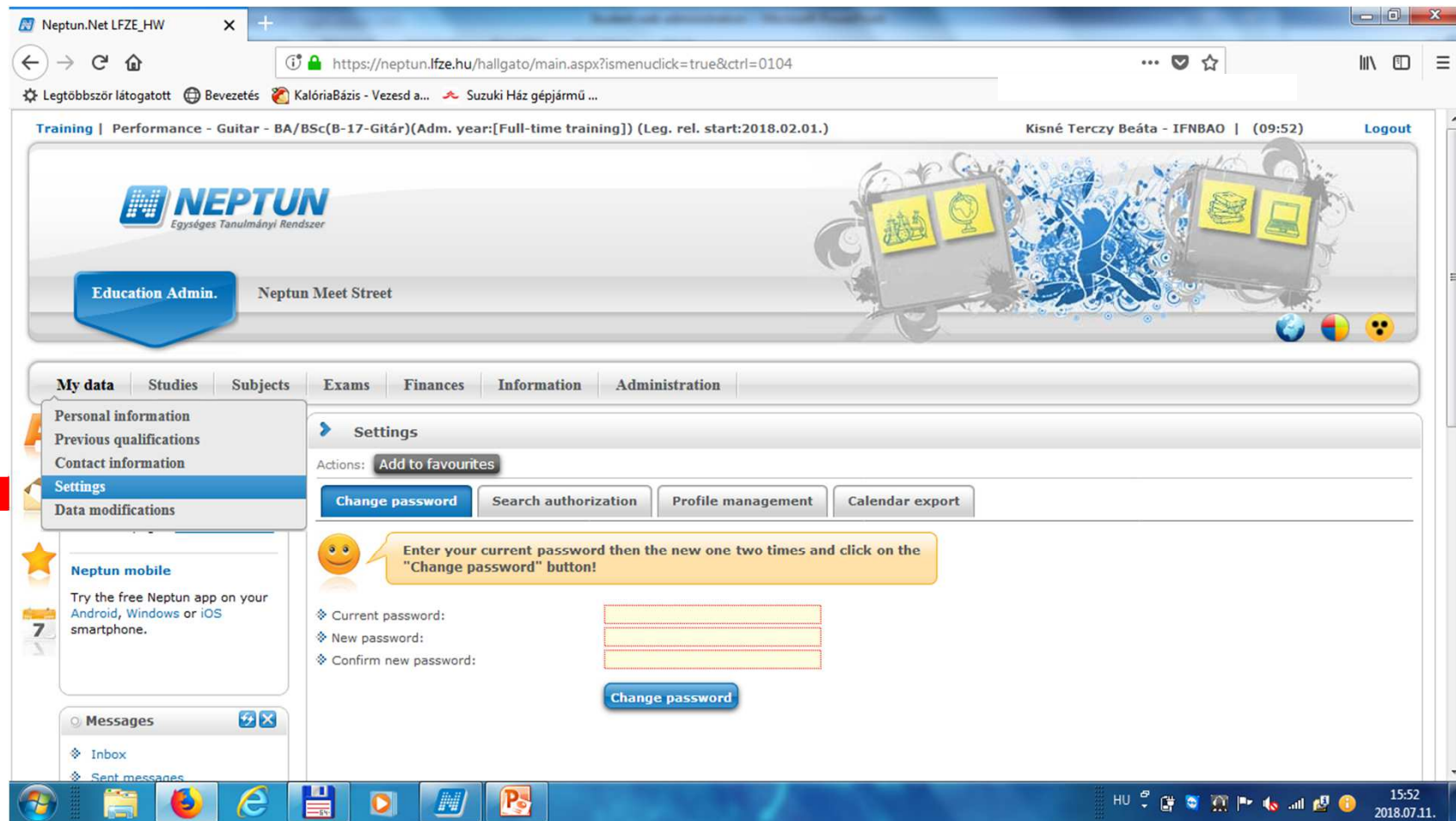
If the “data modification” option is available you can enter relevant information in a popup window (e.g. your Hungarian address).

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.

The screenshot shows the Neptun.Net LFZE_HW web application. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0101>. The page features a top navigation bar with tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'My data' tab is selected, and its sub-menu is open, showing options: Personal information, Previous qualifications, Contact information, Settings, and Data modifications. A red arrow points to the 'Personal information' option. The main content area is titled 'Personal information' and contains a form with various fields. The form is divided into sections: 'Personal information' (with sub-tabs: Citizenship, Student card, Records, Preference) and 'Kisné Terczy'. The 'Personal information' section includes fields for: Sex: Female, Login name: IFNBAO, Mother's print name: Tráher Elvira, Mother's name title, Mother family name: Tráher, Mother given name: Elvira, Social security number, Tax ID, Education ID, and Exam id. The 'Kisné Terczy' section includes fields for: Neptun co, Title, Family name, Given name, Birth print name: Terczy Beáta, Birth name title, Birth family name: Terczy, Birth given name: Beáta, Birth date: 10/12/1953, Birth country: Hungary, Birth county, Birth place, and Nationality.

Changing your password is possible later on: “My data” > “Settings”
Enter your current password, the new one twice, and then click
“Change password”

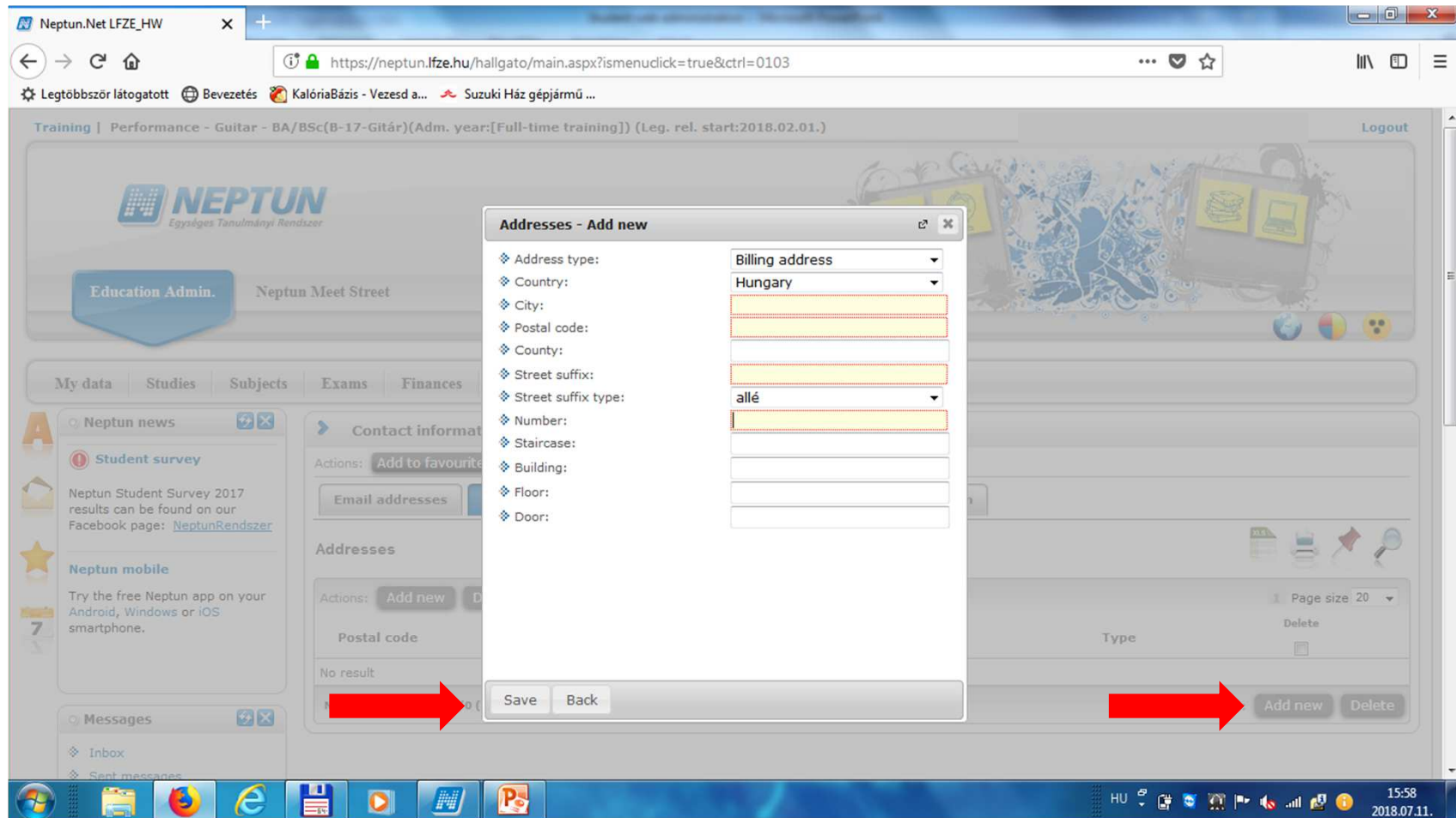
Important to note: changing your password in Neptun changes your password to the wi-fi system and the online practice room booking system, as well.



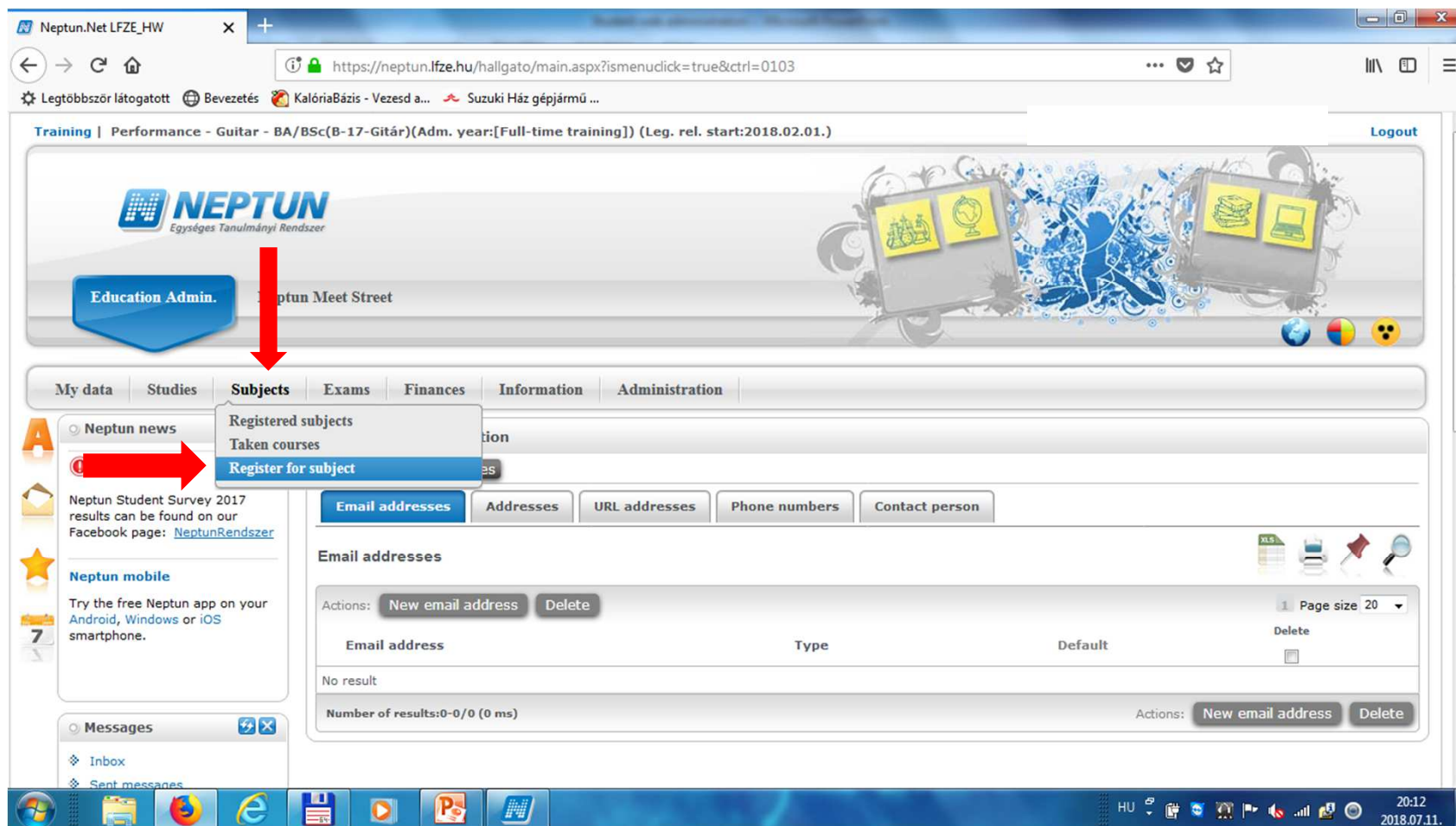
Your contact details can be added and changed in the
“My data” > “Contact information” section;
find the “E-mail addresses”, “addresses” etc. tab.
You can add a new one by clicking “add new”.

The screenshot shows the Neptun web application interface. The browser address bar displays <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0103>. The page header includes the Neptun logo and the text "Education Admin. Neptun Meet Street". The main navigation bar contains tabs: "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "My data" tab is selected, and its sub-menu is open, showing "Personal information", "Previous qualifications", "Contact information", "Settings", and "Data modifications". The "Contact information" sub-menu item is highlighted. The "Contact information" section is active, showing a sub-menu with "Email addresses", "Addresses", "URL addresses", "Phone numbers", and "Contact person". The "Addresses" sub-menu item is highlighted. The "Addresses" section displays a table with columns: "Postal code", "City", "Street address", "Type", and "Delete". The table is currently empty, showing "No result". The "Add new" button is visible in the top right corner of the "Addresses" section. A red arrow points to the "Add new" button.

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!

The screenshot shows the Neptun web application interface. The top navigation bar includes tabs: My data, Studies, **Subjects**, Exams, Finances, Information, and Administration. The 'Subjects' tab is active, and a dropdown menu shows 'Registered subjects', 'Taken courses', and 'Register for subject' (highlighted with a red arrow). The left sidebar contains 'Neptun news', 'Neptun mobile', 'Messages', and 'Favourite functions'. The main content area shows filters for '2017/18/2', 'Subject type: Subjects from curriculum', and 'Curriculums: BA-Gitár_17-18'. A red arrow points to the 'List subjects' button. Below, a table titled 'Subjects from curriculum 2017/18/2(BA-Gitár_17-18)' lists subjects. A red arrow points to the 'Register' link in the 'Guitar as Main Subject (4)' row.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes Fulfilled	Registered	Register for subject	Waiting list
History of Western Music (2)	B_AZT-2	félév			2	Obligatory			Register	+
Guitar Continuo (2)	B_C1_GT-2	félév			3	Obligatory			Register	+
Guitar as Main Subject (4)	B_FT_GT-4	félév			9	Obligatory		✓	Register	+

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.

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0303

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

My data Studia

Neptun news

Student survey

Neptun Student Survey results can be found on Facebook page: Neptun

Neptun mobile

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Messages

Inbox

Sent messages

Settings

Directory

Favourite functions

Subject details

Available courses Basic data Topic Textbooks Tabular pre-requirement

Guitar Continuo (2) (B_CJ_GT-2)
Curriculum:BA-Gitár_17-18

Available courses

Actions: Save Cancel Add to class schedule planner

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Comm.	Description	
B_CJ_GT-2-01	Seminar	0/0/999		Eötvös József Dr.	Hungarian		Gitár cont...	B_CJ_GT-2-...	<input checked="" type="checkbox"/>

Number of results:0-0/0 (94 ms)

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

- Course with a waiting list
- Your finalization among students of this course, on course of waiting list depends on entry
- By pointing on the icon you can view the totalheadcount data of the course.

Back

Save Cancel Add to class schedule planner

Page size 20

20:18
2018.07.11.

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.)

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0303

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű...

My data Studies Subjects Exams Finances Information Administration

Neptun news

Student survey

Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)

Neptun mobile

Try the free Neptun app on your Android, Windows or iOS smartphone.

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

Register for subject

Filters Terms: 2017/18/2, Subject type: Subjects from curriculum, Curriculums: BA-Gitár_17-18, Subject group: All, Language: All

Subjects currently offered only: ☒

Terms: 2017/18/2

Subject type: ☒ Subjects from curriculum ☐ Other elective subjects

Curriculums: BA-Gitár_17-18

Subject group: All

Language: All

Period start: Monday

Period end: Monday

List subjects

Actions: Add to favourites Class schedule planner

Subjects from curriculum 2017/18/2(BA-Gitár_17-18)

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Fulfilled	Registered	Register for sub	Waiting list
Choir (6)	B_K3-6	félév kötvál.			3	Kötelezően választható				Register	+
Guitar as Main Subject (2)	B_FT_GT-2	félév			9	Obligatory				Register	+
Guitar as Main Subject (6)	B_FT_GT-6	félév			9	Obligatory				Register	+

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!**

The screenshot shows the Neptun.Net LFZE_HW web application. The 'Subjects' tab is selected in the top navigation bar. The 'Registered subjects' section is displayed, showing a table of subjects. A red arrow points from the 'Subjects' tab to the 'Registered subjects' section. Another red arrow points from the '+' icon at the end of the 'Methodology of Guitar Performance (2)' row to the 'Deregister subject' option in the context menu.

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0304

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

My data Studies **Subjects** Exams Finances Information Administration

Neptun news

Student survey

Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)

Neptun mobile

Try the free Neptun app on your Android, Windows or iOS smartphone.

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

Registered subjects

Filters Terms: 2017/18/2 (current term)

Terms: 2017/18/2 (current term) List

Actions: Add to favourites Statement about registered subjects

Subject

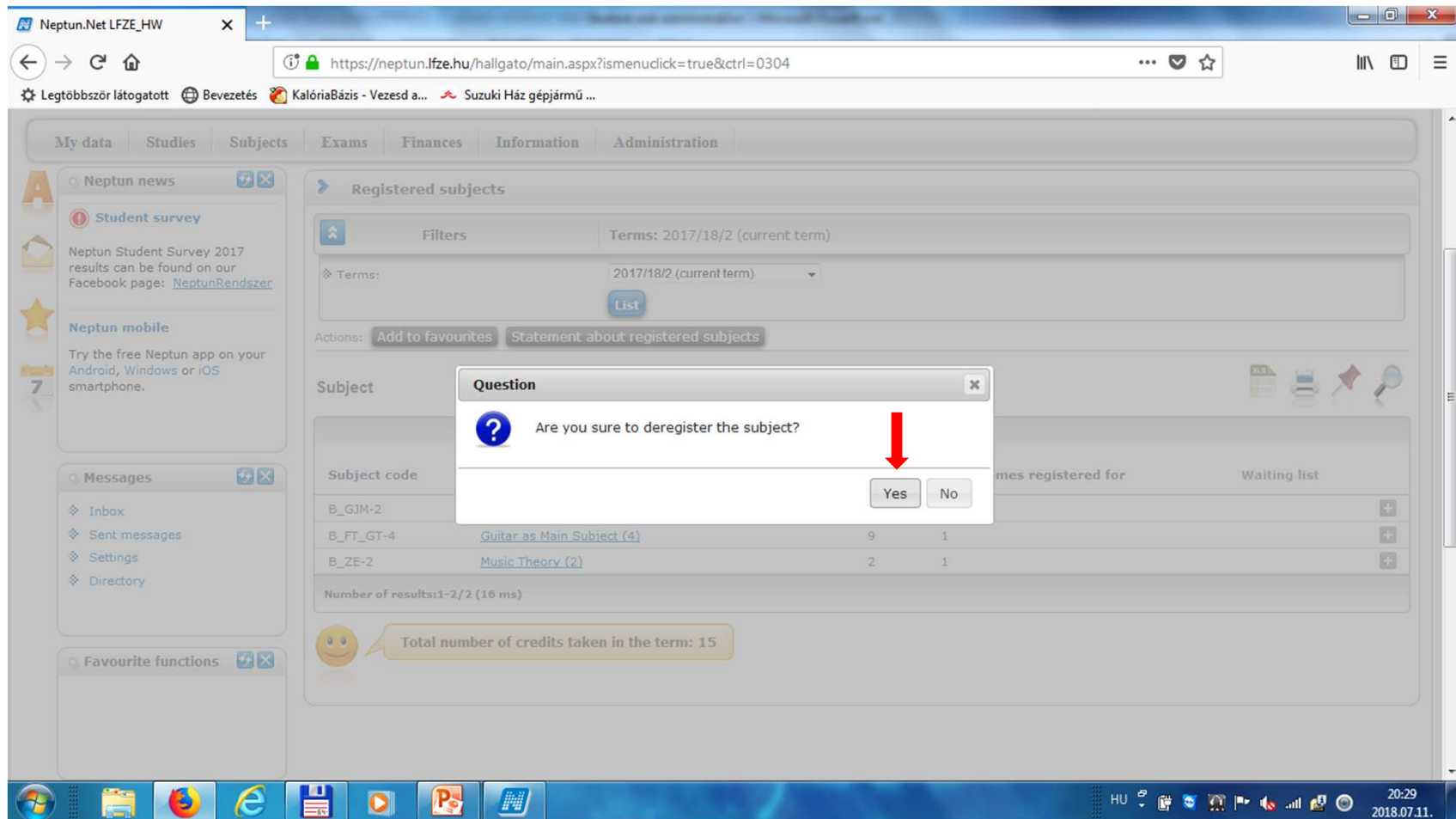
Subject code	Subject name	Credit	No. of times registered
B_GJM-2	Methodology of Guitar Performance (2)	4	1
B_FT_GT-4	Guitar as Main Subject (4)	9	1
B_ZE-2	Music Theory (2)	2	1

Number of results: 1-2/2 (16 ms)

Total number of credits taken in the term: 15

Details
Change taken course
Deregister subject
Print base data of the subject
Download syllabus
Results

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”.

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0304

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

My data Studies **Subjects** Exams Finances Information Administration

Registered subjects
Taken courses
Register for subject

Terms: 2017/18/2 (current term)

Terms: 2017/18/2 (current term) List

Actions: Add to favourites Statement about registered subjects

Subject

Subject code	Subject name	Credit	No. of times registered for	Waiting list
B_GJM-2	Methodology of Guitar Performance (2)	4	1	+
B_FT_GT-4	Guitar as Main Subject (4)	9	1	+
B_ZE-2	Music Theory (2)	2	1	+

Number of results: 1-2/2 (16 ms)

Total number of credits taken in the term: 15

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.

The screenshot shows the Neptun.Net LFZE_HW web application interface. The 'Subjects' tab is selected in the top navigation bar. A dropdown menu is open under 'Subjects', showing 'Registered subjects', 'Taken courses' (highlighted with a red arrow), and 'Register for subject'. Below this, the 'Terms' dropdown is set to '2017/18/2 (current term)', and the 'List' button is highlighted with a red arrow. The 'Courses' section displays a table with the following data:

Subject code	Subject name	Course code	Course type	Number of classes	Class schedule info.	Lecturers	Waiting list
B_FT_GT-4	Guitar as Main Subject (4)	B_FT_GT-4-01	Practical	2		Csáki András	+
B_GJM-2	Methodology of Guitar Performance (2)	B_GJM-2-01	Seminar			Eötvös József Dr.	+
B_ZE-2	Music Theory (2)	B_ZE-2-02	Seminar			Bihary László	+

Number of results: 1-3/3 (0 ms)

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

The screenshot shows the Neptun.Net LFZE_HW web application. The 'Subjects' tab is selected, and the 'Taken courses' section is active. A red arrow points to the 'Print taken courses' button in the 'Actions' bar. An Adobe Acrobat Reader DC window is open, displaying the 'Aktuális kurzusok' (Current courses) PDF. The PDF contains the following information:

Félév: 2017/18/2 (current term)
Hallgató: [redacted]
Képzés: előadó-művészet alapképzési szak klasszikus gitár szakirány
Dátum: 7/11/2018 8:35:01 PM

Tárgy kódja	Tárgy neve	Kurzus kódja	Kurzus típusa	Óraszám	Oktatók
B_FT_GT-4	Guitar as Main Subject (4)	B_FT_GT-4-01	Practical	2	Csáki András
B_GJM-2	Methodology of Guitar Performance (2)	B_GJM-2-01	Seminar	2	Eötvös József Dr.
B_ZE-2	Music Theory (2)	B_ZE-2-02	Seminar	2	Bihary László

Büntetőjogi felelősségem tudatában kijelentem, hogy az adatok megfelelnek a valóságnak.

Aláírás

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”.

The screenshot displays the Neptun web application interface. At the top, the browser address bar shows the URL <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=1401>. The page header includes the Neptun logo and the text "Egységes Tanulmányi Rendszer". Below the header, there is a navigation bar with tabs: "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". A red arrow points to the "Administration" tab. A dropdown menu is open under "Administration", showing options: "Enrollment/Registration", "Requests", "Request estimation", "Student Card request", and "Questionnaires". The "Enrollment/Registration" option is selected. Below the navigation bar, there is a section titled "Enrollment/Registration" with a "Filters" button and a "List" button. To the left of the main content area, there is a sidebar with "Neptun news" and "Messages" sections. The "Neptun news" section includes a "Student survey" link and a "Neptun mobile" link. The "Messages" section includes an "Inbox" and "Sent messages" link. Below the "Enrollment/Registration" section, there is a table titled "Registration/Enrollment applications". The table has columns: "Training", "Admission year", "Term", "Status", and "Actions". The table contains one row: "Performance - Guitar", "2017/18/2", "Accepted", "Active". A red box highlights the "Enroll" button in the "Actions" column of this row. The "Enroll" button has a dropdown menu with options: "Enroll", "Change status", "View registration request", and "Print general certificate".

Training	Admission year	Term	Status	Actions
Performance - Guitar	2017/18/2	Accepted	Active	Enroll Change status View registration request Print general certificate

Requesting a Student Card:

“Administration” > “Student Card Request”

Click “Add new”

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

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=h_scapplicationform. The page features a navigation menu with tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Administration' tab is selected, and a dropdown menu is open, showing options: Enrollment/Registration Requests, Request estimation, and Student Card request. The 'Student Card request' option is highlighted. Below the navigation menu, the 'Student Card request' section is visible, with an 'Add new' button. A red arrow points to this button. A red box highlights a warning message: "Please, kindly check your data before request, because in order to get the student card produced, entire, correct matching of characters is necessary! If you find any discrepancies, please contact your administrator before request!". The page also includes a sidebar with 'Neptun news' and 'Neptun mobile' sections, and a footer with 'NEK identifier', 'Demand type', 'Paid', 'FIR status', 'Fix FIR status', and 'Dispatched to the FIR'.

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

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0206>. The main navigation bar includes tabs for My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Studies' tab is selected, and a dropdown menu is open, showing options: Training data, Term data, Class schedule, Grade average, Gradebook (highlighted with a red arrow), Curriculum, Field practice, and Official notes. The 'Gradebook' option is selected, leading to the 'Choose term' section. A red arrow points to the 'List' button. The 'Terms: 2017/18/2' dropdown is set to '2017/18/2'. Below the 'List' button are buttons for 'Add to favourites', 'Print fulfillment page', and 'Gradebook print preview'. The main content area displays 'Term gradebook rows - 2017/18/2' with a table of subjects and their details.

Subject code	Subject name, Lecturer	Cr. Req.	Class per week (T/P/L)	Class per term (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
B_ZE-2	Music Theory (2), Bihary László	2	Exam						!
B_FT_GT-4	Guitar as Main Subject (4), Csáki András	9	Exam 0/2/0						!
B_GJM-2	Methodology of Guitar Performance (2), Eötvös József Dr.	4	Exam						!

Number of results: 1-3/3 (0 ms)

Term special gradebook rows - 2017/18/2

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

The screenshot shows the Neptun.Net LFZE_HW website interface. A red arrow points to the 'Print fulfillment page' button in the 'Actions' section. The 'Term gradebook rows - 2017/18/2' table lists subjects and their details. An Adobe Acrobat Reader DC window is open, displaying the 'Tárgyteljesítési lap' (Subject Fulfillment Page) for the 2017/18/2 term. The page includes personal information and a table of subject results.

Term gradebook rows - 2017/18/2

Subject code	Subject name, Lecturer	Cr.	Re.
B_MHE-2	Secondary Viola (2), Varga Oszkár	2	Se
B_KZ3-2	Chamber Music (2), Falvay Attila István	3	Ex
B_Z-2	Secondary Piano (2), Marczai Mariann Dr.	2	Se
B_NZ-2	Folk Music (2), Eredics Gábor Ferenc	2	Se
B_ZE-2	Music Theory (2), Várkonyiné Terray Boglárka	2	Ex
B_SZF-2	Solfége (2), Várkonyiné Terray Boglárka	2	Ex
B_ZK6-2	Orchestra (2), Kovács Sándor Péter	3	Se

Tárgyteljesítési lap

Neptunkód: J
Hallgató neve: J
Anyja neve: S
Képzés: Performance - Violin
Tagozat: Full-time Képzési szint: BA/BSc
Telephely: LFZE alap képzőhely Budapest
Félév: 2017/18/2

Tárgykód	Tárgy neve	Oktató neve	Kredit	Követelmény	Óra tip. (e-gy-l)	Dátum	Érdemjegy
B_ZSL_V-2	Study of Orchestral Parts (2)	Kovács Sándor Péter	0	Semester grade (five-scale)	H: 1/0/0	2018.07.14.	Excellent
B_ZK6-2	Orchestra (2)	Kovács Sándor Péter	0	Semester grade (five-scale)	H: 6/0/0	2018.07.14.	Excellent
S_BHC-2	Bach's Fugues for Violin and the Analysis of Ciacona (2)	Ábrahám Márta, Dukay Barnabás	0	Semester grade (five-scale)	H: 2/0/0	2018.05.22.	Excellent
B_FT_HE-2	Violin as Main Subject (2)	Somogyi Péter	0	Exam	H: 2/0/0	2018.05.22.	Good
B_AZT-2	History of Western Music (2)	Mácsai János	0	Exam	H: 2/0/0	2018.05.22.	Good
B_SZF-2	Solfége (2)	Várkonyiné Terray Boglárka	0	Exam	H: 2/0/0	2018.07.14.	Good
B_KZ3-2	Chamber Music (2)	Falvay Attila István	0	Exam	H: 1/0/0	2018.05.22.	Satisfactory
B_MHE-2	Secondary Viola (2)	Varga Oszkár	0	Semester grade (five-scale)	H: 0,5/0/0	2018.05.22.	Excellent
B_Z-2	Secondary Piano (2)	Marczi Mariann Dr.	0	Semester grade (five-scale)	H: 0,5/0/0	2018.05.22.	Excellent
B_ZE-2	Music Theory (2)	Várkonyiné Terray Boglárka	0	Exam	H: 2/0/0	2018.07.14.	Good
B_NZ-2	Folk Music (2)	Eredics Gábor Ferenc	0	Semester grade (five-scale)	H: 1/0/0	2018.05.22.	Excellent

2018. július 11. szerda

“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”.

The screenshot shows the Neptun.Net LFZE_HW web application. The 'Studies' tab is selected in the top navigation bar, and its dropdown menu is open, with 'Curriculum' highlighted. A red arrow points from 'Studies' to 'Curriculum'. Another red arrow points from the 'Curriculum' dropdown to the 'Every subject' radio button in the 'Completed subjects' section. A third red arrow points from the 'List' button to the 'Subject list of the chosen curriculum:' table.

The 'Completed subjects' section shows the following options:

- ☒ Every subject
- ☐ Completed subjects
- ☐ Uncompleted subjects

The 'Subject group' dropdown is set to 'All'. The 'List' button is visible.

The 'Subject list of the chosen curriculum:' table displays the following data:

Code	Name	Credit	Recommended term	Curriculum	Subject group code	Subject group name	Subject type	Result	No. of registrations
B_FT_GT-3	Guitar as Main Subject (3)	9			III. - 12	félév kötvál.	Obligatory		
B_SZF-3	Solfézs (3)	1			B_FT_GT-3	Gitár főtárgy (3)	Obligatory		
B_SZF-3	Solfézs (3)				B_SZF-3	Szolfézs (3)	Obligatory		

“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.

The screenshot shows the Neptun.Net LFZE_HW interface. The left sidebar has a menu with 'Official notes' highlighted. The main content area shows a table of official notes. A red arrow points to the '+' button at the end of a row in the table. Another red arrow points to the 'Print' button in the context menu that appears after clicking the '+' button. A PDF viewer window titled 'HivatalosBejegyzes.pdf - Adobe Acrobat Reader DC' is open, displaying the official note details.

Official notes table:

Subject	Entry type	Term	Entry date
Decision	General entry	2017/18/2	1/19/1900 12:00:00 AM

Number of results: 1-1/1 (62 ms)

Context menu options: Details, Print

PDF Viewer Content:

Hivatalos bejegyzések

Név (neptunkód): Kisné Terczy Beáta (IFNBAO)
Képes neve: előadó-művészet alapképzési szak klasszikus gitár szakirány
Bejegyzés dátuma: Friday, January 19, 1900
Bejegyzés témája: Decision
Bejegyzés típusa: General entry

Registering for exams in the exam period:

“Exams” > “Exam registration”, choose the ones you want to/need to attend.

The screenshot displays the Neptun.Net LFZE_HW web application. The browser address bar shows the URL <https://neptun.lfze.hu/hallgato/main.aspx>. The page features a header with the Neptun logo and navigation tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Exams' tab is selected, and a sub-menu is open, highlighting 'Exam registration' with a red arrow. Below this, the 'Taken exams' section is visible, containing a 'Filters' area with radio buttons for 'Personal messages', 'System messages', and 'All messages' (selected). A red arrow points to the 'List' button. The 'Inbox' section below shows a table with columns for 'Sender', 'Subject', and 'Receive date', but it displays 'No result'. The status bar at the bottom indicates 'Number of results: 0-0/0 (0 ms)' and the date '2018.07.11.'.

“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.

The screenshot shows the Neptun.Net LFZE_HW website interface. The top navigation bar includes tabs for My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Exams' tab is selected, and a dropdown menu shows 'Exam registration' and 'Taken exams', with 'Taken exams' highlighted by a red arrow. Below the navigation bar, there's a section for 'Filters' and 'Terms: 2017/18/2'. A 'List' button is visible. The main content area displays a table of exams for the term 2017/18/2. The table has columns for Subject, Subject code, Course, Exam type, Exam retake type, Exam start, Rooms, Lecturers, Limit (Course limit), Appeared, Certified absence, Result, and Description. The table lists five exams: Chamber Music (2), Solfége (2), History of Western Music (2), Secondary Viola (2), and Bach's Fugues for Violin and the Analysis of Ciaccona (2). Each exam row includes details like subject code, course, exam type, exam start time, lecturer, limit, and result.

Subject	Subject code	Course	Exam type	Exam retake type	Exam start	Rooms	Lecturers	Limit (Course limit)	Appeared	Certified absence	Result	Description
Chamber Music (2)	B_KZ3-2	B_KZ3-2-05	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM		Falvay A.	22/	✓		Satisfactory	+
Solfége (2)	B_SZF-2	B_SZF-2-11	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM		Várkonyiné T.	75/	✓		Good	+
History of Western Music (2)	B_AZT-2	B_AZT-2-01	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM		Mácsai J.	86/	✓		Good	+
Secondary Viola (2)	B_MHE-2	B_MHE-2-01	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM		Varga O.	17/	✓		Excellent	+
Bach's Fugues for Violin and the Analysis of Ciaccona (2)	S_BHC-2	S_BHC-2-02	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM		Ábrahám M., Dukay B.	7/	✓		Excellent	+

“Finances” > “Payment”:

You can fulfil financial obligations here.

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

The screenshot shows the Neptun.Net LFZE_HW website interface. The top navigation bar includes tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing options: 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. A red arrow points to the 'Payment' option. Below the navigation bar, there is a sidebar with 'Neptun news' and 'Messages'. The main content area displays a 'List' button and a table with columns for 'Library book debt' and 'Library debt', both showing 'There is not'. Below this, there is a section titled '1.) Choose items to pay in' with a message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. There are 'Payments' and 'Pay back' buttons. At the bottom, there is a table titled 'Transcribed items[All terms, All]' with columns for 'Name', 'Term', 'Type', 'Subject code', 'Amount', 'Imposition date', 'Date of deposit', 'Deadline', 'Status', 'Invoice number', 'SL1 State', and 'SL2 State'. The table shows 'No result' and 'Number of results:0-0/0 (31 ms)'. The Windows taskbar at the bottom shows the time as 23:06 on 2018.07.11.

“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”

Neptun.Net LFZE_HW

https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0501

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

Payment

Filters Terms: All terms, Status: All

Terms: All terms
Status: All

List

Actions: Add to favourites Transcribe item

Library book debt There is not
Library debt There is not

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State
No result											

Number of results:0-0/0 (47 ms)

Actions: Pay in Delete

Only items transcribed by the student can be deleted.
You can only delete an item until there is no reference to it.

July 2018

23:11
2018.07.11.

“Finances” > “Transactions”:

All payments can be listed, and joint account balance can be checked here.

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0503>. The page features a navigation bar with tabs: My data, Studies, Subjects, Exams, **Finances**, Information, and Administration. The 'Finances' tab is active, and its dropdown menu is open, showing options: Payment, Invoices, **Transaction list** (highlighted with a red arrow), Scholarship, payouts, and Settings. Below the navigation bar, the 'Transaction list' page is displayed. It includes a 'List' button and a table with the following columns: Prefix, Amount, Payment method, Transfer date, Result of transaction, and Notes. The table currently shows 'No result'. The page also includes a sidebar with links to Neptun news, Student survey, Neptun mobile, and Messages. The Windows taskbar at the bottom shows the system clock as 23:13 on 2018.07.11.

“Finances” > “Scholarship, payouts”:

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

The screenshot shows the Neptun.Net LFZE_HW web application. The 'Finances' tab is selected in the top navigation bar. A dropdown menu is open under 'Finances', with 'Scholarship, payouts' highlighted. A red arrow points from the 'Finances' tab to the dropdown menu, and another red arrow points from the 'Scholarship, payouts' option to the 'List' button. The 'List' button is located below the dropdown menu. The 'Terms' dropdown is set to 'All terms'. Below the 'List' button, there are buttons for 'Add to favourites', 'Scholarship, payouts', and 'Corrections'. The 'Registered settings' section displays a table of financial records.

Name	Type	Amount	Planned disbursement date	Disbursement date	Term	Status
Pályázati ösztöndíj-LFZEofoaverseny,2015	pály-oboa	30,000 HUF	1/19/2016	1/19/2016 12:00:00 AM	2015/16/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	11/7/2016	11/7/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	80,920 HUF	10/4/2016	10/4/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	12/2/2016	12/2/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	1/2/2017	1/2/2017 12:00:00 AM	2016/17/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	54,000 HUF	11/15/2017	11/15/2017 12:00:00 AM	2017/18/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	27,000 HUF	12/13/2017	12/13/2017 12:00:00 AM	2017/18/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	27,000 HUF	1/22/2018	1/22/2018 12:00:00 AM	2017/18/1	Fulfilled

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”.

