

Reset lost Neptun password (Employee information)

Automatic password reset

- 1. Open the Neptun teacher web login screen at <u>neptun.ppke.hu</u> > Belépés Oktatóknak / Alkalmazottaknak (Login for Teachers / Employees).
- 2. Click **"Elfelejtettem a jelszavam" (Forgotten password)** and then enter your login name in the popup window. Your default username is your Neptun code.
- 3. Click on "Folytatás" (Next) and enter the character series generated by the captcha.
- 4. Once you successfully enter this information, click on "Folytatás" (Next) to display the confirmation message. The system will then send you an individual link necessary for resetting your password to your default email address.
- 5. Log in to your email account and open the message with the subject *"Neptun rendszerhez kapcsolódó jelszóváltoztatási kérés" (Request for change of Neptun password)* and click on the link in the message to change your password. The email may be in your spam folder.

Manual password reset

If you haven't set a default email address in Neptun or did not receive the email necessary for resetting your password, you can ask for a new password using the **"Jelszóbeállítás" (Set password)** tile in the **PPCU IT Helpdesk** system. (You can log in to the Helpdesk system using the same username and password as, for example, the "Bérjegyzék" (Payroll) page.)

A new password can also be requested from the **Education and Registrar's Office's Neptun experts** either in person, by phone, or using the email specified in the Neptun system. Neptun experts can be contacted by <u>CLICKING HERE</u>. The user has to provide their Neptun code and the personal data necessary for identification (name, mother's maiden name, place and date of birth).

The employee performing the password reset has to verify the identity of the person making the request and may only reset the password having done so and informed him/her of this verification step. The password shall be reset to the applicant's date of birth, in the following format:

yyyy.mm.dd. (e.g. 1991.08.31.)

When first logging in after resetting your password, you will have to enter the password temporarily set by the administrator in the "Jelszó" (password) field. After you successfully log in, the system will require you to set a new password.