Pázmány Péter Catholic University

CENTRAL DIRECTORATE FOR FOREIGN AFFAIRS

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Institutional identification number: FI79633

NEPTUN SYSTEM SUPPORT FOR STUDENTS

1. Login in for students

- ✓ neptun.ppke.hu page
- ✓ Changing language
- ✓ Login name: your Neptun code
- ✓ Password: The first password for login at the first time is the birthday in *yyyymmdd* format after the Ne characters. E.g.: Ne20170919
- ✓ The first time you log in, the program prompts you to change the default password.
- ✓ Later on, the staff of Registrars Department can help you Retrieve/change forgotten passwords.

2. Viewing the student's training times

- ✓ Information menu
- ✓ Periods submenu
- ✓ Select a semester
- ✓ Press the List key

3. Login / Register

- ✓ At the beginning of each semester, during the specified registration period, you must state whether your status is active or passive.
- ✓ This can be initiated from the Administration - Enrollment / Registration menu.
  1. Remove the checked mark from the *only active-* check box
  2. List button
  3. Click the *+ sign* at the end of the corresponding "New" line
  4. Select Enroll in the opening menu.
- ✓ After the Active radio icon is highlighted, you can use the Save button to finalize the registration.
- ✓ You will receive a confirming message about the successful registration.

4. Signing up for subjects

- ✓ Registration for subjects (during the designated period)
  1. Subject menu
  2. Register for subject submenu
  3. Subjects currently offered only: put a check mark in the check box
  4. Select the suitable semester
  5. Select the *Subjects from curriculum* radio button

6. Select the curriculum
7. Listings

✓ In the list that appears, subjects are displayed in bold fonts.
✓ By clicking on the name of the item you wish to add, the subject's courses during given semester will be displayed in a new window.
✓ At the end of the line of the appropriate course, tick the box and press the Save button to take the course and the subject - if the conditions are right. (There are still free slots in the course, the preconditions for taking the subject and course are met by the student.)
✓ You will be notified of the successful subject registration in a Neptun feedback message. (In cases of failed attempts, the error message helps the applicant in finding the cause of the problem, so please do save it!)
✓ Registering for freely chosen subjects (during the designated period)
    1. Subject menu
    2. Register for subject submenu
    3. Subjects currently offered only: put a check mark in the check box
    4. Select the suitable semester
    5. Select the *other elective subjects* radio button
    6. Select the curriculum
    7. Listings
    8. Due to the multitude of items on the bottom of the screen, you should set the Page size to the top (500) to avoid having to scroll through the pages.
    9. By clicking on the name of the selected item you want to add, you will see the subject's semester courses in the window that opens.
    10. At the end of the line at the end of the course, tick the checkbox and press the Save button to take the course and subject - if the conditions are appropriate.
✓ Viewing the courses you have taken: Subject menu - Taken courses submenu - Select semester - Listing.
✓ Submit the courses you have taken
    1. Subject menu
    2. Registered subjects submenu
    3. Select semester
    4. Listings.
    5. At the end of the line you want to submit + *sign* will appear
    6. Deregister subject

5. Registration for exams

✓ (During the designated reporting period.) You can apply for or drop the exam until noon of the last day before it.
    1. Exams menu
    2. Exam registration submenu
    3. Select the semester
    4. Appropriate course selection
    5. Listings
    6. Click on the + sign at the end of the corresponding line at the exam dates of the selected subject
    7. Register in the opening menu

- ✓ You will be notified of a successful registration for exam. In the case of a failed registration attempt, the feedback message helps the administrator to identify the cause of the problem, so please do not delete it!
- ✓ Drop the exam (not later than noon of the day before the exam)
  1. Exams menu
  2. Taken exams submenu
  3. Select the semester
  4. Listings
  5. Click the + *sign* next to the exam you want to drop
  6. Drop
  You will receive a feedback message about the successful action.

6. Payments

- ✓ Payments can only be made via credit card (does not have to be the students own).
  1. Finances menu
  2. Payment submenu
  3. Select Active Status
  4. Listings
  5. Put a check mark in the check box next to the still active item.
  6. Pay In

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