Neptun.Net Education Administration System

Users Guide for Students

Personal data

Personal data

In this screen you can view your basic personal data and here you are allowed to edit them by clicking the "Modify data " button.

ATTENTION! your data displayed here are crucial as they are required, among others, to the administration of tax relief for fees, of scholarships or of availing you with social security services, so you are requested to modify them only in justified cases.

1. Modify basic data tab

Here you can enter your modified data. The modification request sent by clicking to "Send modification request" will be registered and the system issues a confirmation.

Depending on the institution's settings, the sent modification will be accepted automatically or manually by an administrator. In the latter case, it can occur that the modified data should be submitted personally and justify by documents at the Education Administration Office. In such cases, the modification sent through the "Personal data" screen will not appear immmediately, but only after its approval. For further information about the settings applicable in your institution and of documents required to justify modifications, please consult the Education Administration Office or the information leaflets published by your institution.

2. Modification of basic data tab

Here you can check your data modification requests that you have sent until now, and in the last column of the list you can view the "Accepted" check box which shows if the application has been accepted already or not.

Qualifications

This screen displays your previous qualifications and language exams that have been entered into the system.

This screen only provides information; you are not allowed to modify previous qualification data here. Should any data be recorded erroneously or if you have obtained new qualifications, you need to notify the Education Administration in person, together with the documents proving so.

1. Previous qualifications tab

Here you can view your previous qualifications (leaving certificate, college or university diploma, etc.).

2. Languages tab

Here you can view your previous language exams recorded in the system.

Contact information

This screen can be used to upload and edit your contact details, email addresses, phone numbers, mail and website addresses in particular. Due to their personal nature, in the system these data can only be accessed by you and the administrators authorised to that purpose.

When stepping through the tabs of "Email addresses", "Addresses", "URL addresses" and "Phone numbers", you will can view your entered contact information, and here you can modify and remove them, or add new data to the system.

ATTENTION! It is very important that you enter and keep your contact informations up-to-date, as by this way the employees of your institution can contact you if necessary, secondly, the messages, which are sent to you through Neptun, can only be delivered to you via e-mail or SMS if your official e-mail address or mobile phone number is available, thirdly, your permanent address plays an important role, among others, in maintaining postal correspondance, in institutional data supply and in proper invoicing of fee-paying.

1. Add new contact information

To upload a new accessibility, use the buttons "New ..." to be found on the tab concerned, enter the new information in the appearing screen, and click "Save".

2. Modify contact information

If you want to modify a data, click the link "Modify" in the row concerned, in the pop-up window carry out the modifications requested, and click "Save".

3. Delete contact information

The system also allows deleting, if you select "Delete" check box in the data row, which you want to delete, and click "Delete". If you want to delete all data which were previously added to the tab, select the check box in the column header, which results in the ticking of all check boxes inall data rows; then click "Delete".

4. Print data

you can print the lists by clicking first to Print icon on top right of the list, then to the button "Print" in the pop-up window.

5. Address modification requests

Address modifications are slightly different from those of other contact information for reasons mentioned at the beginning of this description. If you modify an address or add a new address, it will be added to address modification requests – these can be viewed by clicking "Address modification requests" –, and depending on the institution's Neptun settings, the request will be accepted automatically, or manually by an administrator. In the latter case, it may occur that the data modification you should register in person and justified by certificates in the Education Administration. After this, the check box adjacent to the request under the text "Accepted" will be marked.

Social security (OEP) status

This interface allows you to check whether your institution has fulfilled its obligation to notify the National Health Insurance Fund of your attendance, and as a result if you are legally insured in the social security system stemming from your student's relationship.

ATTENTION! Should you find any discrepancy in what is displayed on this page, please notify the Education Administration as soon as possible. If you fail to do so, you might have serious problems due to the lack of being legally insured in the social security system.

Settings

In this screen you can change your password and login name, customize your Neptun account. Here you can also set, which your personal data you allow to be accessed in the menu "Search for students" by your fellow-students.

ATTENTION! The "Change login name" and the "Change password" tabs will only appear if your institution made these functions available for the students.

1. Change login name

Here you can change the login name that you use for logging in to Neptun. In default this is the same as your Neptun code. For changing it, write the desired login name (only capital letters and numbers can be used) into the given field and click on the "Change login name" button below.

ATTENTION! Although you can change your login name the abovementioned way, your Neptun code will remain the same and the latter will be used for your identification in the education administration, so do not forget it!

2. Change password tab

This tab serves to change the login password you use for signing in Neptun. First enter your old password, then enter twice the new one, then click "Change password". The successful password change will be confirmed by the system. It is advisable to use a password consisting of a specific combination of alphanumeric characters, which can not be easily guessed by other people. Passwords can contain lower and upper case Hungarian alphabetic characters, as well as numerals.

In case your institution uses a different system for authentication - which means you can't set your password within the Neptun - then this tab will not appear, as you should change your password in that other system.

ATTENTION! Passwords are recommended to be changed regularly to prevent unauthorized access to your personal settings and data. For this reason, when you first sign in the system, this screen appears automatically. IN THIS CASE YOU SHOULD CHANGE YOUR PASSWORD, AND FURTHER ON NEVER USE YOUR BIRTH DATE FOR IT!

3. Search authorization tab

Here you can set which of your personal data are allowed to be viewed in the system by your fellow-students using the "Search for students" menü. (For example, if you select "Permit" under "Neptun code", you can be found by other users in the "Search for students" screen when they search you by your Neptun code.)
After having selected the required settings, click "Save".

4. Skins tab

Here you can to customize the layout of your Neptun user interface by choosing from the available options. Select the desired theme from drop-down menu, and click "Change skin". The setting will be stored in the system and the user interface will appear with the selected theme.

Studies

Training data

Using the menu you can view the data pertaining to your training(s) and specialisation(s). This screen only provides information; you are not allowed to modify data here. Should there be any changes to your data, or should you feel the data displayed is incorrect, please contact the Education Administration.

ATTENTION! The interface only displays specialisations for which you have already been registered. To apply for a specialisation, click "Specialization application" on the "Administration" menu. However, applications marked here will not appear at once on the list of your specialisations, this will happen only after the registration process is closed.

ATTENTION! The screen will always inform you about your currently selected training. Should you participate in more than one training, by clicking the "Change training" button in the "Training" frame at the top left of the page, a pop-up appears in which you can select a training of yours from a drop-down list to have the related information displayed on the screen.

Semesters

This sreen allows you to display basic details of your semesters, by semester, and the registered subjects for the current semester. You also have the option of viewing details on individual subjects and your results for the subject concerned. Additionally, in the preliminary and final subject registration period as well as in the course registration period, under subject data, you are allowed to change courses or to deregister the particular subject.

When opening the interface, the subjects of the current semester will automatically be shown.

1. Display data for selected semester

Select the semester to display from the "Semesters" drop-down list, and click on it.

Using the drop-down menu at the top of the list of subjects, you may specify the number of subjects the system should display data for per page. If the list is longer than one page, you may move between pages in both directions by using the arrows at the top of the list or the drop-down menu. By clicking the Print icon you can print the given page.

By clicking on the Search icon, a search interface appears at the top of the subject list. Here you can select which data of the subject you wish to search from a drop-down menu. Then specify the text you are looking for and click "Search". As a result, the list will only contain subjects satisfying the specified conditions. Search also works for partial words, and is case-insensitive. If you want to see the whole list again, leave the "Text to search for" field empty and click "Search".

By clicking any field in the title bar of the list, you may sort the contents of the entire list according to the field selected. The field according to which the subjects are sorted is displayed in a different colour than the others, while a small arrow next to it shows the sort order.

2. View results

Clicking the "Results" field in the row of subjects displays a pop-up window showing the list of results recorded in the system for the subject concerned.

3. Subject details

By clicking on any other data of a subject, a pop-up window will display the subject details. By clicking on the tabs you may check basic data on the subject concerned (e.g. description, responsible lecturer, subject organisational unit, etc), a course list for the subject, syllabus and textbooks used for the course (if uploaded into the system), as well as the list of students registered for the subject for the particular semester.

4. Change course, deregister subject (only during the sign-up period)

Use the check box in the last column of the list on the "Available courses" tab under Subject details to select the course(s) you wish to register, and clear the check boxes for the course(s) you wish to deregister. Click "Save" to have the system sign you up for the desired course(s), if possible. The system notifies you of the performed registration or send an error description message. You may deregister a subject by clicking the "Deregister subject" button. The system sends a confirmation or a possible error message.

5. Course details

By clicking on any course data in the "Available courses" list, the "Course details" interface is displayed. Course information is displayed on tabs, similar to the window on subject data. The "Students" tab only displays the list of students registered for that course. The "Timetable" tab shows the list of lessons for the particular course; however, after completing the registration for the subject and courses, all your registered courses can be viewed in one place, under "Timetable" in the "Studies" menu.

Timetable

This screen serves to display your timetable of lessons and exam order based on your settings. Information on subjects and exams displayed can also be accessed from here. During the registration period you are allowed to change courses or deregister subjects.

1. Timetable display settings

Using the drop-down list, first select which semester to display the timetable for. Then, under "Items to display", select whether to display lessons or exams of the particular semester.

Exams may be queried for a given week or summarized for the entire semester, and you may set the date from which they should be displayed by the program. The default value is the current date. After the required date has been specified, the data concerning the corresponding week shall be listed on the screen (when the Week option is selected), or your lessons scheduled for the entire semester following the selected date (when the **Entire semester** option is selected). The latter function mainly simplifies the tracking of their timetable for the semester **for distance learning or correspondence students**.

Besides the options mentioned regarding exams, lessons may also be queried in a **summarised** form. In this case the entire semester will be listed in the form of weekly timetables from which – among others – you can find out which weeks (even, odd, all) the given lessons will be held on. This function mainly simplifies the tracking of their timetable **for full time and evening course students**. For this option, the "Start date" field cannot be changed.

With the exception of the start date, timetable settings are saved, meaning that it will be displayed according to your previous choices the next time you log in.

2. Print timetable

Click "Printable version", then "Print" in the window that displays to print the timetable currently displayed on the screen. In this case all information regarding lessons or exams will appear in print exactly as displayed on the timetable interface.

Click "Print list" to print a simplified list, which contains the precise time of lessons and exams as well as the names of subjects. Similar to the "Entire semester" option, this type of printout is useful for correspondence or distance learning students.

3. View timetable item details

Click on a timetable item – lesson or exam – to display a pop-up window listing "Subject details" in the case of a lesson, or "Exam details" in the case of an exam. Regarding subjects, during the sign-up period you are allowed to change courses or to cancel the subject, just like as in the case of the menu items Subjects/Subject registration or Studies/Semesters.

Grade averages

In this screen, you can check the data of both your finished and current semesters, their corresponding grade averages, as well as the registered and earned credits. You can also view the amount of your retaken exams both by semester and cumulated for your studies.

Selected credits: total amount of credits for the subjects registered in the current semester during subject registration.

Total selected credits: total amount of credits for all subjects registered in the current and the previous semester during subject registration.

Earned credits: total amount of credits for successfully finished subjects in the current semester.

Total earned credits: total amount of credits for the successfully finished subjects in the current and the previous semester.

Average: an average value calculated from the results of the current semester. The rules of average calculation (which subjects are included, what weights are applied, etc.) are determined by each institute at its own discretion. For further information please consult the Study and Exam Rules of your institute or the Education Administration Office.

Cumulative average: a cumulative average calculated from results of the current and previous semester. Also in this case, the determination of average calculation rules falls within the competence of the higher education institution.

Scholarship index: an index calculated by the rules determined by the higher education institution for determining the sum of your scholarship granted to you according to your results. For additional information about the formula applied for calculating the index please contact either the Study and Exam Rules of your institution or the Education Administration Office.

Markbook

This screen displays the digital version of your markbook by semester and the official entries added in the semester concerned. By selecting an item from the list of "Semesters", the data for the particular semester appears. By default, the system loads data on the current semester.

By clicking the "Printable version" button, the data displayed on the screen can be printed.

In the last column titled "Fulfilled" the system displays whether or not you have finished the given subject according to the data registered in the Neptun system. In order to allow easy recognition of subjects, finished subjects will be highlighted also by a different background colour.

Curriculum

This screen serves to display the curriculums connected to your training and the related subjects. By clicking the Print icon at the top right of lists, you can print both the list of curriculums and of the related subjects.

1. List Subjects of curriculum

If you want to see the subjects related to a particular curriculum template, select any number of curriculum templates by using the check boxes to the right, and click "List subjects". By using the check box in the header of the list, you can select or deselect all listed curriculum templates at once.

Subjects already finished are marked in blue in the list of "Subject list of the chosen curriculum". Additionally, the last two columns of the list display the grades received for these subjects, and the number of times you were registered for them.

2. Display, search and sort options for the subject list

At the top of the list you may specify the number of subjects the system should display data for per page. If the list is longer than one page, you may move between pages in both directions by using the arrows at the top of the list or the drop-down menu.

By clicking on the Search icon, a search interface appears at the top of the subject list. Here you can select which data of the subject you wish to search from a drop-down menu. Then specify the text you are looking for and click "Search". As a result, the list will only contain subjects satisfying the specified conditions. Search also works for partial words, and is case-insensitive. If you want to see the whole list again, leave the "Text to search for" field empty and click "Search".

By clicking any field in the title bar of the list, you may sort the contents of the entire list according to the field selected. The field according to which the subjects are sorted is displayed in a different colour than the others, while a small arrow next to it shows the sort order.

3. Subject data

By clicking on any data of a subject, a pop-up window will display the subject data. By clicking on the tabs you may check basic data on the subject concerned (e.g. description, responsible lecturer, subject organisational unit, etc), courses, syllabus and textbooks used for the course (if uploaded into the system), as well as the list of students registered for the subject for the current semester.

4 . Course data

By clicking on any course data in the "Available courses" list, you will be shown data pertaining to the particular course of the subject. Course information is displayed on tabs in the screen that pops-up, similar to the window on subject data. The "Students" tab only displays the list of students registered for that course. The "Timetable" tab shows the list of lessons for the particular course; however, after completing the registration for the subject and courses, all courses you have signed-up for can be viewed in one place, under "Timetable" in the "Studies" menu.

Milestones

This screen serves for viewing the list of your so-called study milestones. These are complex conditions the institution sets its students based on its own Study and Exam Rules. Institutions have many possibilities to set milestone criteria; in addition to this interface, further information about the rules concerning you can primarily be found in the Study and Exam Rules and by consulting the Education Administration.

The list contains basic data for each milestone and whether or not you have already met the criteria specified by the particular milestone.

Subjects

Current subjects

In this screen you can view your registered subjects for the current semester.

ATTENTION! This list is not necessarily displays your currently registered subjects, as generally registration is proceeded not for the current but the next semester. You can see your registered subjects under "Registered subjects" in the "Subjects" menu, and here you are also allowed to deregister subjects.

1. View results

When you click on the „Result" field in the row of subjects, in a pop-up window the system displays the list of your results obtained from a particular subject, as saved by the system.

2. Subject details

If you click any other subject data, in a pop-up window the subject details appear. When you click the tabs, you can view the basic data of subject concerned (e.g. description, responsible lecturer, subject organizational unit, etc.), courses, syllabus and textbooks to the course (if these have been uploaded in the system), as well as the list of students who have registered to the subject for that semester.

3. Change course, deregister subject (only during registration period!)

On the "Available courses" tab under subject details, mark the check box in the last column of the list for the registered course(s) and unselect the check box of deregistered course(s), then click "Save" to get the system register you to the required course(s), if possible. The system notifies you of the performed registration or send an error description message. You may deregister a subject by clicking the "Deregister subject" button. The system sends a confirmation or a possible error message.

4. Course details

By clicking any course data in the list of "Available courses", the "Course details" screen will be displayed. Course information is displayed on tabs, similar to the window on subject data. The "Students" tab only displays the list of students registered for that course. The "Timetable" tab shows the list of lessons for the particular course; however, after completing the registration for the subject and courses, all your registered courses can be viewed in one place, under "Timetable" in the "Studies" menu.

Current courses

In this screen you can view your registered courses for the current semester.

ATTENTION! This list might not show your currently registered courses since usually registration is carried out for the next semester and not the current one. You can find the registered subjects and courses in the "Subjects" menu under "Registered subjects", and here you can also deregister subjects or change courses.

If you click to any course data in the list, the details of the selected course appear in a pop-up window.

4. Course details

The course details window contains the data divided into several tabs, similarly to the subject details window. The "Students" tab shows only the list of those students who have registered to this course. The "Timetable" tab shows the list of lessons of the particular course, however, if having completed registration to subject and courses, all courses signed up can be viewed in the submenu "Timetable" of the "Studies" menu.

Subject registration

In both preliminary and final subject registration periods from this screen you can register for subjects and select pertaining courses for the next semester.

1. Show subject list

After selecting of the corresponding semester and curriculum template, under „Subject type" select the "Subject list of the chosen curriculum" option to display your obligatory and elective subjects. The option "Other optional subjects" is available if the institution manages the optional subjects separated of curriculums. If you can't find any subject in this list, it means that the institution has integrated also optional subjects into the curriculums, so at this question you have to select the option of "Subject list of the chosen curriculum" in any way.

By selecting „Show only those subjects that will be launched" you can ensure to have only those subjects displayed in the subject list which will be launched in the selected semester. For this reason, this is generally recommended to be left marked.

By clicking „List subjects", the subject list displayed will be filtered by the selected requirements.

2. Filtering, searching and sorting the subject list

On the top of the list you can set the number of subjects which data you want to be displayed in one page. Should the list be extended to more than one page, you may turn pages by using two-directional arrows or by the drop-down menu. You can print the page by clicking the print icon.

By clicking search icon, a browser will appear on the top of the subject list. Here, from drop-down menu, you can select which subject data you want to search, then enter the text to be searched, and click "Search". After this, the list will contain only the subjects corresponding to the search citeria. Search can be carried out also for word fragments, and not making difference between upper and lower cases. If you want to see the whole list again, click "Search" and leave empty the field of "Text to search for".

By clicking any field in the title bar of the list, you may sort the contents of the entire list according to the field selected. The field according to which the exams are sorted is displayed in a different colour than the others, while a small arrow next to it shows the sort order.

If the required subject found, click any of its data, and in a pop-up window the details of the selected subject will be displayed.

3. Subject details

3.1. Available courses tab

Here you can see the courses launched for the selected subject in the current semester, as well as you can register the subject and its related course(s). Selecting the check box on the right side of the course list, you can select the course(s) you want to register, then click "Save" to complete the selection of subjects and course(s). You are required to select more than one course to a subject if there are more types of courses (e.g. theoretical and practical ones) launched. In such cases you have to select one of each course type. An exception to this is the exam course, which has to be registered individually in each case, i.e. you are not allowed to register an exam course and a course of other type to a particular subject simultaneously.

The „Timetable info." column indicates when (and where) the course will be held, the weekdays are marked by their initials.

In the column Reg/Limit you can check how many students have registered to the course as well as the number of participants allowed.

If you have selected the required course(s), click "Save" on the bottom of the window. In each case you will be notified whether you have registered successfully to the subject and course(s), or if error occurs, you will receive a message with the explanation of the error.

Your registration to a course will be successful only if

- you meet the requirements which are necessary to the subject and course registration (to get further information please consult the Study and Exam Rules of your institute or the Education

Administration Office, or the Operative Curriculum)
- free places exist in all selected types of courses (in the reg/limit column, reg is less than the limit)
- you have selected one of each course type (e.g. theory, practice)
- both the preliminary or final subject registration and course selection periods are open
- you have not finished the subject yet

If you need further information about courses, click to any data of the particular course in the list, and its corresponding data appear in a new pop-up window. The information about this window can be seen at point 4 of this document.

ATTENTION! If you have registered a subject and you want to deregister it for either reason, you can do this by clicking „Deregister subject" in the „Available courses" tab.

3.2. Basic data tab

Here you can view the basic data of the selected subject, szóuch as the requirements and the description of the subject,the responsible lecturer"s name, and the organisational unit of the subject.

3.3. Syllabus and Textbooks tabs

Here you can view the syllabus and the textbooks for the selected subject, if they have been uploaded in the system.

3.4. Students tab

Here you can view the list of students registered to a particular subject. For the details of whom registered to each individual course please go to the course details!

4. Course details

The course details window contains the data divided into several tabs, similarly to the subject details window. The "Students" tab shows exclusively the list of those students who have registered to this particular course. The "Timetable" tab shows the list of lessons of that course, but after you have completed the subject and course registration, you can view all registered courses in the "Timetable" submenu of the "Studies" menu.

If you want to return to "Subject details", click × at top right side of the pop-up window.

Registered subjects

In this screen you can check your registered subjects and are allowed to change courses or deregister subjects.

1. Deregister subject

If you click to the link of "Deregister subject" in the row of any subject, the system prompts you whether you really want to deregister from the given subject; if your answer is yes, the subject will be deregistered and removed from the list of registered subjects. To access the same feature another way, left-click to any subject detail, and then click to "Deregister subject" on the "Available courses" tab in the "Subject details" pop-up window.

By subject deregistration your course registrations also will be removed, and you will receive a notification of this.

ATTENTION! Course deregistration is allowed only in the preliminary or final subject registration or course registration period!

2. Course change

If you want to change registered course(s) related to a registered subject, click to any subject detail, and the "Subject details" pop-up window will appear. Here, on the "Available courses" tab, known from subject registration section, in the last column of list select the course(s) to be registered and unselect the course(s) to be deregistered, and click to "Save"; the system registers you to the required course(s), if possible. The system notifies you of the performed registration or send an error description message.

3. Course details

In the "Subject details" window, when clicking to any course details in the list of "Available courses" tab, the course data will be displayed separted to tabs, similarly to that in the "Subject details" window. The "Students" tab shows the list of exclusively those students who have registered to this course. The "Timetable" tab shows the list of lessons of that particular course, but after you have completed the subject and course registration, you can view all registered courses in the "Timetable" submenu of the "Studies" menu.

4. Declaration about registered subjects

When you click this button, a printable declaration will be created in the browser, containing the registered subjects details.

Mid-term tasks

This screen displays so-called mid-term tasks, which are tasks to be completed during the term and that are specified by lecturers in connection to their subjects or courses. This list displays all mid-term tasks related to subjects you are registered for in the current semester.

The type of task, the deadline for submission, the evaluation method used, supplements available and how the results are taken into account all belong to the authority of the lecturer and the institution.

By clicking a task in the list, detailed data for the particular task is displayed, for instance the result received for the selected task.

Proposed grades

In this screen you can view your proposed grades, which here you can accept or reject. If a lecturer of a subject of yours propose a grade to you and you accept it, it means that that proposed grade will be your final grade from the subject concerned, you don't have to take exam of that subject, and once the proposed grade accepted, this option will be even prohibited for you by the system. If you are not satisfied with the proposed grade, you may select the option to reject it; in that case you have to register to the exam from that subject.

ATTENTION! you are not allowed to register to the exam from that paticular subject before you register your decision of the proposed grade! So, if you decide not to accept the proposed grade, first you should register it in the system, and only after that you can register to exam.

If you accept the proposed mark, on the right side of list, in the drop-down menu of the "Accept mark" column select "Accept", if not, select "Reject". To save your decision, click "Save".

ATTENTION! Once your operation saved, it cannot be cancelled, that is, it is not possible to modify you choice anymore!   After you accepted the proposed mark, you are not allowed to register to an exam from the subject concerned! For this reason it is strongly recommended that you consider your decision!

Exams

Exam registration

In this screen you can register to the exams. In the exam list your exam registrations are marked in blue. Exam deregistrations can be performed in the "Registrated exams" menu.

ATTENTION! Please get information of the rule system applied according to the Study and Exam Rules during the exam period of your training: what is the deadline until which you can deregistrate from an exam without consequences, when do you have to pay a repeated exam fee, which restrictions apply for deregistrating from an exam!

1. List exams

When logging in this screen first, all exams being posterior to the actual date and launched in the current semester will be shown automatically, but you can also refine the list.

If you are only interested in the exams of a particular subject, select the subject in the "Subjects" drop-down menu, click "List exams".

2. Filtering, searching and sorting in the list

On the top of the list, you can set how many exams to be displayed on one page. Should the list be extended to more than one page, you may turn pages by using two-directional arrows or by the drop-down menu. You can print the page by clicking the print icon.

By clicking the search icon, a browser will appear on top of the exam list. Here, from drop-down menu, you can select which exam data you want to search, then enter the text to be searched, and click "Search". After this, the list will contain only the exams that meet the search criteria. Search can be carried out also for word fragments, and doesn't not make difference between upper and lower cases. If you want to have the whole list, then clear the "Text to search for" field and click "Search".

By clicking any field in the title bar of the list, you may sort the contents of the entire list according to the field selected. The field according to which the exams are sorted is displayed in a different colour than the others, while a small arrow next to it shows the sort order.

If the required subject found, click any of its data, and in a pop-up window the details of the selected subject will be displayed.

3. Exam details

When clicking to the row of the exam concerned (except for the last column), in a pop-up window you can view the detailed data of the exam concerned. Exam data will be displayed on several tabs.

4. Registered students tab

In this tab you can view the registered students' names, Neptun codes and registration dates. If the "Every student on this exam" check box is unselected, you can view only the list of students with whom you are in the same course, and who have registered to the same exam. When the check box is selected, all students, who have registered to this exam of that particular subject, are displayed.

In this interface, the students who have registered to the exam but placed on the waiting list are marked in blue. In the "Waiting list" column you can view the rank of a particular student in the waiting list.

5. History tab

Here you can view the list of the exams of a given subject, regardless of the semesters, to which you have registered earlier. The list also displays the results of each exam as well as the fact that you have deregistrated from that occasion before the exam date.

6. Registration to an exam

To register to an exam, click "Register" in the row of the requested date. The system will notify you whether the exam registration has been successful, or not.

Registered exams

Here you can view the list and data of exams to which you were registered earlier. Here you may deregister of exams selected until the deadline fixed by your higher education institution, and this screen also serves to have the list of results inspected as entered to each exam.

As a default display, your exams signed in the current semester will appear on the screen, but when clicking to the field "Semester", you can list the exams signed in other semesters, too.

ATTENTION! Please inform yourselves which system of rules shall prevail during the exam period of your training according to the Study and Exam Rules: What is the deadline until which you can deregister from an exam without consequences, when do you have to pay in a repeat exam fee, which restrictions apply for deregistering from an exam, etc.

1. List of selected exams

In the list the exams you have applied for registration but were put to waiting list are marked in blue colour. In the column "Exam retake type" you can inform yourselves about the exam registration type (normal exam, correction exam, repeat exam, etc.).

2. Exam details

When clicking to the row of the exam concerned (less "Deregister" in the last column), in a pop-up window you view the detailed data of the exam concerned. Exam data will be displayed subdivided to tabs.

3. Registered students tab

This tab serves to display the name, Neptun code and the date of registration of registered students. If the check box of "Every student on this exam" is unselected, you can only view the list of students within your course who had registered to the same exam, when having this box selected, all students of the subject who registered to the same exam will be displayed.

In this screen, the students who have applied for registration but were put to waiting list are marked in blue colour. In the column "Waiting list" you can check the position assigned to a particular student from those on the waiting list.

4. History tab

Here you can inspect the list of all exams of a specific subject, independently from semesters you were registered to earlier. The list displays the result pertaining to an exam, too, or the fact if you were deregistered before the exam date.

5. Deregistration

In the case you have proceeded to a false registration, or if you simply changed your mind and wanted to be deregistered, click to "Deregister" next to the particular exam. (Normally this can be done within 24 hours before the exam but institutions may set different deadlines, too). In this case the system tries you to be deregistrated from the exam concerned and gives a confirmation about successful or unsuccessful operation.

Finances

Payments

This is where you can check your list of payment obligations, both paid and still payable (i.e. active). You may fulfil these obligations by using any of the payment methods at your disposal within Neptun. If allowed by your institution, you may also write certain financial items for yourself and pay these.

As a lot of functions can be accessed through this interface, its description is quite long. For this reason, it is recommended to click the Print icon in the top right corner of this pop-up window and have it displayed in a new browser window.

1. Pay in, pay back - List of transcribed items

This interface can be used to list your payment obligations (Payments tab) and refund obligations (Pay back tab). The latter is only needed if, for any reason, your institution transferred you an amount that is too big, in which case the correction needs to be performed via this interface.

If you have one or more joint accounts, their list will appear above the filter conditions (semester, status). By selecting any of them, you can also see the balance of the particular account, so you can easily check whether you have the funds necessary to fulfil your payment obligations.

Using the filters you can select which of the transcribed items (i.e. payment obligations) you want to have displayed. Currently the list can be filtered by semester or the status of the transcribed items by clicking the "Show list" button.

E.g. by using the settings Semester: All, Status: Active, items transcribed to you and still unpaid will be listed for all semesters.

Clicking "More" in the row of financial items displayed opens a pop-up window showing detailed information on the item concerned. By clicking "Payer" you may assign a payer to the particular item. You need this when you want to receive an electronic invoice for the payment concerned. Requesting a tax certificate should not be done here, but on the "Tax Certificate" tab of the Finances\Settings menu, as it relates to whole tax years, not individual financial items.

Meaning of status values:

Active: The item is not paid yet; for items transcribed by the student it is possible to delete the item.

Being processed: The payment of the item is being processed, but has not been confirmed yet. The duration depends on the payment method used and on the speed of administration of the other parties concerned (e.g.: bank, post).

Completed: The payment of the item is completed and has been confirmed within Neptun.

2. Assign payer

By default the payer of all items is the student (i.e. you); therefore this does not need to be set separately.

The fields appearing in the pop-up window and their meaning:

Payer type:
"*Partner*" = The payer is a private individual
"*Organisation*"   = The payer is a legal entity

Payer: By clicking the three points following the field, the list of partners and organisations assigned to you will be displayed. Assigning a new payer should not be done here, but on the "Partners" or "Organisations" tabs of the Finances\Settings menu.

The *Tax number*   and *Tax ID* fields are automatically filled in by Neptun.

In case of the   *Address* field you can use a drop-down menu to select the address of the payer to appear on the payment invoice issued. This data can also be modified from the Finances\Settings menu.

I need a transfer invoice: This option is of importance when your fees are financed by a company or another organisation which requires a transfer invoice. In all other cases this can be left empty.

3. Item transcription (optional)

If transcribing items is allowed for students in your institution, the "Transcribe item" button is available on the right hand side, above the list of transcribed items, at the same height as the "Show list" button. When clicking it, a pop-up window appears, in which you may transcribe a payment obligation for yourself.

Item data is to be entered in order, one-by-one, selecting required settings from drop-down menus. For further information about the meaning of settings and the rules concerning various payment obligations please consult the Education Administration at your institution.

First you need to select the title of payment, based on which further fields are displayed. If everything is correctly set, click "Create item". The system will confirm writing the item successfully, after which the item in question appears among your active items on the "Payments" tab if filters are properly set.

4. Delete item (optional)

In Neptun, students can only delete unpaid items transcribed by themselves, and not items transcribed by administrators or lecturers of the institution or generated by the system. Accordingly, in the list of transcribed items, the "Delete" column only contains a check box for items that meet both above criteria.

After marking the check boxes in the list for the items to be deleted, click "Delete" at the bottom of the page.

5. Pay item

To pay your unpaid (i.e. active) transcribed items, mark the "Pay in" check box next to the item(s) due, and then click "Next". Neptun will provide a last reminder about the possibility of assigning a payer, as this setting cannot be modified once the item(s) have been paid. If all data is correctly set, click "OK".

5.1 Select payment method

Depending on the settings of the institution, you may pay an item written using the following methods:

Joint account payment /*Virtual joint account payment* : When using this payment method, the system will transfer the required amount from your joint account if the necessary funds are available there. If you are assigned to more than one joint account, it is up to you to select the one from which to pay the item(s) in question. In case of joint account and virtual joint account payments, the transaction is immediately recorded in Neptun.

Bank card payment: Students at institutions allowing bank card payment can make payments by using their suitable bank cards via the website of OTP Bank. Further information about cards accepted can be found on the [website of OTP Bank](). By selecting this payment option the next step will display the OTP website, where you can make payments of transcribed items via the Internet by providing your bank card data. Similar to joint account payments items paid by bank card are immediately recorded by Neptun.

Payment by cheque: The key idea behind payment by cheque is that you receive a cheque from either the Office of Studies or from a department of your institution, then after paying it at the post office Neptun offers the option of immediately recording the fact of payment, even before confirmation is sent by the post office. By selecting this option, the parameters of the paid cheque are to be entered in the appearing "Cheque recording" window.

Cheque types:
"Neptun cheque ID" = The cheque, using which you made payment, was printed from Neptun, so the cheque identifier is available in the system.

"External cheque ID" = The cheque can be identified by some kind of unique number not originating from Neptun. In this case ask your institution about the exact format of the identifier.

The system asks for the serial number of the cheque – i.e. the so-called "External cheque ID" – even in the case of Neptun cheques, in order to identify both the student and the payment

without problem.

The advantage of payment by cheque is that in case of urgent payments you need not wait for bank transfers sometimes requiring several days; you can pay the item written immediately at the post office.

6. Share and merge   items (optional)

In the list of transcribed items you have the option of splitting active i.e. unpaid items into several partial items, if allowed by your institution. Splitting items may be needed for example if
- you require separate invoices for each part of a given payment, prepared for different payers, or
- you want to pay an item in instalments, or
- you are assigned to more than one joint account and the amount due is only available on them together, by splitting you will therefore be able to make payments for the partial items from various joint accounts.

Click "Sharing" in the row of the item concerned, split the item written in two parts on the interface that appears, and then click "Save". As a result, the two partial items corresponding to the split appear in the list of your items, which may then be paid separately. Split items may then further be split using the same method as above by clicking "Split" in the row of the partial item. If none of partial items have yet been paid, you may combine split items by clicking the "Combine" link in the row of the main item and then the "Combine items " button in the appearing pop-up window.

7. "Pay back" tab

On the "Pay back" tab you can refund the institution the items erroneously remitted to you. The method for this is identical to that described under "Pay in".

Invoices

In this screen you can view the electronically archived or HTML-based invoices issued against pay-in transactions via Neptun, and you can download the copy of invoices to your computer.

In the invoice list, the file names related to each invoice are in the last two columns, if the invoice has been electronically archived. If in these columns no data appear, it shows that in your institution HTML-based invoices are generated via Neptun, and in this case, if you need a hardcopy invoice as well, you should acquire it from the Education Administration Office.

In case of electronically archived invoices, if you click the penultimate or the last column of the table you can download an invoice in pdf or zip format, respectively.

ATTENTION! The hardcopy of pdf files downloaded from Neptun can not be considered to be an official copy of invoice, therefore if you need an official copy, please contact the Education Administration.

Transaction list

This screen allows you to view the data of all of your previous financial transactions in a filtered list and in case of using a joint account, here you have the possibility to initiate a retransfer from the balance on your joint account within Neptun to one of your external bank accounts.

1. Filtering the list

By setting filtering criteria located above the list, the list of transactions will be changed immediately to display those corresponding to the requirements set.

Semesters: you may set which transactions to display in the list of a given semester.

Payment methods: Depending on payment methods available for you (e.g. joint account, cheque, etc.), the list can be narrowed according to payment types pertaining to payment methods. E.g. when using a joint account, if the "Joint account payment" option selected, only those transactions will remain in the list in case of which the student have paid in a transcribed item through the joint account.

Joint accounts: This option is important when the student is assigned to more than one joint account, in such cases it is able to display the turnover carried out on each joint account.

Below this option, there is the   *Balance on the joint account*   field, which, if the option "All" selected in the previous field, will show the cumulative total amounts on the joint accounts, while if only one joint account is selected, the available balance of the joint account is displayed.

2. Queries and sorting in the list

you can set on the top of list, how many transactions you want to be displayed by the system. Should the list be extended to more than one page, you may turn pages by using the two-directional arrows or the drop-down menu. You can print the page by clicking the print icon.

When you click the search icon, a browser will appear on the top of transaction list. Here from the drop-down menu you can select which data of transaction you want to search, then enter the text to be searched, and click "Search". After this, the list will contain only the transactions that meet the search criteria. Search can be carried out also for word fragments, and not making difference between upper and lower cases. If you want to see the whole list again, click "Search" and leave empty the "Text to search for" field.

By clicking any field in the title bar of the list, you may sort the contents of the entire list according to the field selected. The field according to which the transactions are sorted is shown in different colour, and next to the field a small arrow shows the sorting direction.

If you found the required transaction, click to its any data and in a pop-up window you the details of selected transaction will be displayed.

3. Transfer back money from joint account

To initiate a transfer back from your joint account in favour of your private bank account, select a joint account from the filter screen. In that case a transfer back button appears on top left side of the list, and when you click on it you can enter the amount to be transferred back, and you can select which of your bank accounts you want the money transferred to.

After this, if you click to "Transfer back" at the bottom of the window, Neptun will start the transfer operation, and generally in two to three working days the sum will be credited on the selected bank account. You can add a new bank account or modify a bank account number by clicking the Bank accounts tab in the Finances\Financial menu.

Scholarships, payouts

In this screen there is a checklist filtered by semester of payouts that your institution transferred to your bank account. This list typically contains the payouts of scholarships and other grants or in the corrections tab you can view the correcting items related to the refunds of possibly overpaid amounts.

1. "Scholarships, payouts" tab

In this list, you can view the payments of scholarships, grants, contributions and other paid out sums. The statuses of payments are similar to that described in Payment menu.

ATTENTION! If an itemhas a paid out status in the list, it doesn't mean that the amount is necessarily appears in your bank account, since a transferring period is typically 2 to 3 working days.

2. "Corrections" tab

The list here contains items which are the correcting amounts of erroneously paid or overpaid items for either reason, i.e. in this case the institution transfers money for you because you have an overpayment or an paid item which you shouldn't have been paid at all.

Financial options

Here you can view and modify all your financial settings. The data relating to various financial issues appear on several tabs.

1. Bank accounts

Here you can overview the bank acocunts that you have assigned to Neptun, and if your institution permitted it, here you can register a new bank account, and modify or delete an existing one. You can register a new bank account in the pop-up window displayed after clicking "Add new bank account" button. The "Default bank account" check box is of special importance, as Neptun will transfer all payments to the student in favour of that bank account; therefore if you have a possibility to modify this option, take this into consideration!

To modify a bank account, click "Modify" in the row of the account.

2. Partners

This tab serves for partner data management. Partners are private people, and this list should contain people's names for whom in the future you intend to obtain invoices of your payments, or for whom you want to acquire a tax certificate (only for close relatives). You yourself is registered automatically as a partner in case you want to acquire an invoice or a tax certificate for your name.

ATTENTION! Apart from registrating somebody as a partner, you also have to notify the Neptun system of the details that at which payments and in which proportion you want that partner to be considered as a payer, and whether you want a tax certificate to be issued for the name of partner, if he/she is a close relative. A partner may be assigned to a payment in the "Payment distribution rules" tab, or on the Payments screen by clicking the "Payer" column of an item; tax certificates may be claimed by clicking the "Tax certificate" tab.

3. Organizations

Here you can select organizations from the list maintained by the employees of the institution, for which you want to request invoices of your paid fees. When clicking "New organization", the list of the available organizations will be displayed, and when you click the top right search icon a browser appears. Here from drop-down menu you can select which data of the organization you want to search, then enter the text, and click "Search". After this, the list will contain only the organizations which meet the search criteria. Search is not case-sensitive and can be carried out also for word fragments. If you want to see the whole list again, click "Search" and leave empty the "Text to search for" field. You can add this organization to your organizations by clicking "Select" in the last column of the row of the selected organization.

ATTENTION! Shouldn't you find the organisation displayed in the list to the name of which you intend to acquire invoices of your payments, please contact the Education Administration Office!

ATTENTION! Apart from adding an organization to those of your own, you should notify Neptun of the fact that at which payments and to which proportion you intend to consider that organization as a payer. An organization may be assigned to a payment in the "Distribution rules" tab or on the Payments screen by clicking the "Payer" column of an item; tax certificates may be claimed by clicking the "Tax certificate" tab.

4. Payment distribution rules

This tab you can add rules to each semester by which in the current semester the system will handle the pay-ins, where payment distribution is permitted by the institution and of which invoice is allowed to be issued, the issued invoices will contain the payer's name in the proportion or up to the specified limit indicated by the distribution rule.

E.g.: you add a distribution rule that the firm, which covers half of you fees, should receive an invoice exactly of that amount.

When you click "Add new", a screen is displayed for registering the distribution rule. First you have to set the semester for which the rule will be applied. In the "Distribution type" field you can define that the payer receive an invoice of a certain percent of all appropriate items (Percentage), or up to a certain amount (Amount)

By selecting the two check boxes you can define, whether an invoice or a tax certificate should be issued for that payer.

In the field of Payer type you have to select whether the registered payer is a private person (a Partner) or a legal entity (an organization). In both cases, when you click the ellipsis next to the Payer's field, the list of organizations or partners assigned to you will be loaded. When the above data selected, all other fields will be filled automatically by Neptun and then, if all data is correct, click "Save" and the distribution rule will be assigned to your selected semester.

To delete a distribution rule, mark the "Delete" column of the rules that you want to delete, and click "Delete".

5. Tax certificate

The tax certificate tab enables you to indicate whether you require a tax certificate for a given tax year, and if yes, what type of it and for whom. A tax certificate for a certain year should be required until January 15th of the subsequent year. It means that for your pay-ins in year 2008 you have to require a tax certificate until January 15th, 2009 at the latest.

To register a new tax certificate, click "New line", in the displayed pop-up window enter the year for which a tax certificate is requested, then click the ellipsis next to the field of the beneficiary of the "Tax certificate" to view the list of your own partners. Here the organizations are not available since tuitions can be requested only for to private people.

The „Request for postponement" box is sensible to be marked only if the partner, who registered for the issue of tax certificate, as the student himself/herself is the only individual who is allowed to request a tax certificate after having finished his/her studies for all the earlier semesters that he/she had completed as a student.

Information

Periods

This screen contains the more important periods by semesters, such as exam registration, subject registration, preliminary subject registration, course registration and registration periods.

Search for students

In this screen you can find other students in the system by their respective Neptun code, name, e-mail address, or phone number.

ATTENTION! you can only find those students who have permitted this on the "Search authorization" tab in the "Personal data"\"Settings" menu.

1. Search for students

Fill in at least one of the fields in the screen, and click "Search". Search works for word fragments as well; in such cases the system displays all people whose attributes contain the entered text fragment.

2. View the basic data of a student

Results can be viewd in the list on bottom of the screen. When clicking to the row   of the student concerned, the basic data of him/her can be viewed.

3. Sending message to a specific student

When you clicking to the "Send message" link in the line of results, you can also send a message to the student in question. In such cases the Neptun code of recipient will be filled in automatically by the system.

Search for textbooks

This screen allows you to search for textbooks saved in the system according to registered subjects, author(s), title, language, keyword, and textbook type.

When searching for a textbook, enter the known data into the corresponding field of the browser then click "Search". Search works for partial words as well; in such cases the system displays all results where the selected field contains the given text fragment.

When you click a textbook row in the appearing list, a pop-up window appears which shows the details of the textbook concerned.

Additional Services

This menu enables you to navigate to the official website of Tisztaszoftver (Legal Software), where further information can be obtained about purchasing software within the program, and your Vodafone card balance can be topped up as well via the Internet.

ATTENTION! Should you have any further questions relating to the Tisztaszoftver program, please do not hesitate to consult the contact persons whose details are indicated on the website.

1. Campus program

For further information about the Campus program, click on the "Tisztaszoftver" button.

2. Vodafone card top-up

If you have a mobile phone with a Vodafone subscription and want to top up your balance, click on "Vodafone card top-up". You will be transferred to a   website where you can top up your card via the Internet by following the instructions.

Administration

Registration

Here you can overview your registration requests submitted for your previous semesters, and in this screen you can also submit your registration request for the next semester.

ATTENTION! No registration is possible unless the registration period is open for the training! This can be checked in the "Information"\"Periods" menu. The "Register" button appears in the screen only if the registration has been opened, and the current date is between the start and the end date of the period.

Depending on the institution's settings, registration may be performed in two ways:
- by application,
- automatically.

If you register by **application**, regardless of the fact whether the student had to fill in a registration sheet or not – an application procedure is started, and until your application for registration accepted or rejected, at the status of the particular semester will be „Pending".

If the registration will be proceeded **automatically**, also regardless of the fact whether a registration sheet filled in or not, in the end of registration procedure the system will automatically accept the student's registration, and the status of the particular semester will be „Accepted".

1. Registration process

To register, click "Registration". Then, in a pop-up window you have to declare whether to registrate to the current semester by "Active" or "Passive" status. After having selected the required setting, click "Save"!

ATTENTION! If you haven't registered to any subject for the semester but you want to be registered to the training with "Active" status, you will be asked by the program to confirm whether you want to continue the registration process. In this case the function of the "Cancel" button means that the registration will not be completed, so before doing the registration, you may register your subjects. If you click "OK", you can continue the registration. Obviously, you can also register your subjects after this.

In some cases, the registration method may also differ by the fact whether the institution carries out the registration of students with or without a registration sheet.

2. Registration with registration sheet

As a result of the institution's settings it may happen that the student, after having submitted the declaration on the semester status, also should fill in a registration sheet. In the registration sheet window you should check your the information of personal data, training or semester, and in some cases, you are allowed to edit the data. After completing this, you can confirm your registration by clicking "Registration". After this, depending on whether the registration has been completed by application or automatically, in the status of the given semester the text "Accepted" or "Processing" will be displayed.

3. Print registration sheet

The Education Administration Office may require that you should submit a signed copy of your registration sheet to the institution. For this reason, it is important to note that the registration sheet could be printed either during the registration process or afterwards by clicking the "Registration sheet" link in the registration request screen. In either cases, click "Print preview", and in the pop-up window select the "Print" option.

Dormitory application

This interface allows you to apply for a dormitory in the current sign-up period and to check the application points you have received.

1. Select period and training

The list at the top of the page displays the dormitory application periods available to the student. Click the "Select" button next to a specific period, and on the "Application details" tab that appears use the drop-down list to select the training for which you are registered. Then click "Apply".

2. Dormitory application

On the "Dormitories" tab thus activated, click "Apply" next to a specific dormitory to submit your application to the particular institution. For the same period you may select more than one dormitory, which you can rank using the blue arrows at the top of the list, and finally you can record your application by clicking the "Save rank" button.

3. Cancel dormitory application

If you change your mind, click "Cancel" next to the relevant dormitory to submit your cancellation for it.

By clicking "Cancel" on the "Application details" tab, you can cancel all dormitories you have signed-up for to this point.

Select specialization

This screen serves for registration to a specialization within the specialization selection period and for setting selection positions.

Specialization signed up for is not displayed here but in the menu "Studies" under submenu "Training data".

Selecting and sorting of specialization for signup

As a first step, from the list of specialization registration periods select a specialization registration period by clicking to "Select" in the row of periods in which you want to register.

In the list of "Available specializations" you will be displayed the specializations your may apply for registration within the selected period. By clicking to "Students" in the list you may view the list of registered students for that particular specialization. When clicking to "Signup" in the list, the corresponding specialization will be added to the list of "Selected specializations" at the bottom of page.

Selected specializations may be sorted required by you by the "Up" and "Down" buttons on the top of the list. The position set here will show your wish which specializations should be registered at 1st. 2nd, 3rd, etc. place.

If you want to remove a specialization from those selected, select it in the check box of "Deselect specialization" column then click to the "Deselect specialization" button. Then the deselected specialization will be returned to the "Available specializations" list.

Questionnaires

This screen allows you to complete questionnaires prepared by the institution – typically the students' opinion survey of lecturers.

ATTENTION! Questionnaires are always completed anonymously!

To complete a questionnaire click any part of the row of the required questionnaire in the list, then answer the questions displayed in the pop-up window. Finally click "Send" to forward your opinion to the institution. Once the operation is completed, the questionnaire will disappear from the list of current questionnaires.

Messages

Inbox

In this screen you can read your incoming messages and here you can write new messages as well. Within Neptun you can receive messages from education administrators of higher education institution, from lecturers, as well as from students for whom you permitted access in the "Settings" screen of messages. Besides, even Neptun itself may send messages about system events if you subscribe to be notified of these. This also can be done in the "Settings" menu of messages. You can print the message list by clicking the printer icon, and then the "Print" button in the displayed print preview screen. Your unread messages will appear in bold.

1. Features for viewing, searching and sorting messages

In case of messages it is useful to sort the list in decreasing order by date of receipt, however, when clicking any field on the header (Neptun code, Sender, Subject, Receive date) you can sort the content of the emtire list based on the selected field. The field by which your messages are sorted is displayed in a different colour than the others and next to the field a small arrow shows the sort order.

On the top of the list you can set how many messages you want to be displayed. Should the list be extended to more than one page, you may turn pages by using two-directional arrows or by the drop-down menu.

By clicking search icon, a search interface will appear on the top of message list. Here from drop-down menu select which message information you want to search, enter the text in the fireld, and click "Search". After this, the list will only contain the mails that meet the search criteria. Search can be carried out also for word fragments, and not making difference between upper and lower cases. If you want to see the whole list again, click "Search" and leave empty the "Text to search for" field.

2. Read and reply to messages

To read a message click on it. The message text is displayed in the pop-up window. To reply to the message immediately click "Reply". This option cannot be used for system messages. The same rules apply to sending reply as to message writing described in point 4.

3. Delete messages

If you want to delete some messages, select the check box(es) in the row(s) of selected message(s), and click "Delete".

If you want to remove all messages, select the "Delete" check box on the top of the column, and click "Delete".

4. Write message

you can send messages to any user of Neptun (administrators, lecturers, students), however, they will receive them only if in their settings you are enabled to send them messages. Otherwise you will receive an error message when you attempt to send message to them.

To write a new message, click "Compose new message". In the pop-up window enter the Neptun code of recipient(s), fill in the subject field, and type in the message text. All these fields need to be filled, otherwise the message can not be sent.

In the "Valid until" field you can enter a date after which the Neptun system automatically delete the message from the recipient's mailbox. This field is optional.

To send the message, click "Send". The system notifies you of the successful delivery of the message.

To return to the previous screen without sending the message, click "Back" or close the pop-up window.

ATTENTION! Messages can only be sent by indicating the Neptun code! In case of more recipients, the codes should be separated by commas!

Sent messages

In this screen you can view the list of outgoing messages. The list of messages can be printed out by clicking to the printer icon on the top of the list.

1. Read sent messages

To read a message, click to the row of the message concerned.

2. Delete sent messages

If you want to delete messages, select the check box(es) in the row of selected message(s), and click "Delete".

If you want to remove all messages from the page, select the check box on the top of the "Delete" column, and click the "Delete" button.

Message settings

In this screen by stepping through the tabs, you can set the preferences of sending and receiving messages. You can set whether a student is prohibited or permitted to send messages to you, or what format and what types of messages do you want to receive, as well as you can subscribe to information via SMS.

1. Enable message reception

Here you can prohibit or permit to send messages by other students.

By selecting "Prohibit" at "   Permit message sending for all students" option button   , you generally restrict all students to send you messages. If you select "Permit", all students will be allowed to send you messages.

If you want to exempt some students from the above prohibition or permission, you have to add those user(s) to the "Exemptions" list at the bottom of screen. Should you apply either option (global prohibition or permit), click "New exception" and insert the Neptun code of that student for whom you want to permit or prohibit to send messages, depending on the above rule. Then select the required option. Fix the rule by clicking "Save". After this, the saved rule will appear on the screen and later can be edited or removed (mark the check box "Delete", and click "Delete selected rules") by clicking the appropriate button.

ATTENTION! Messages from lecturers or administrators are not allowed to be prohibited in the system.

2. Automatic notifications

Here you can define which message types you want to be notified of via e-mail and/or SMS.

ATTENTION! The SMS servic is available only if you previously register to it ("SMS service" tab / "SMS service" button). You can receive e-mail messages only if you previously register your "Official" type e-mail address in the "Personal Data"/ "Contact information" menu "Email addresses" tab.

Messages have four types: from the university staff, from other students, concerning studies, or concerning the finances. All four types can be requested both via e-mail or SMS. By selecting the check boxes in "Email" and "SMS" columns, you can define whether or not you need the messages related to that particular row. For example if you want to receive messages from employees of the institution also by e-mail, select the check box under "Email" column next to the row of "Messages from the university staff". To save the settings, click "Save".