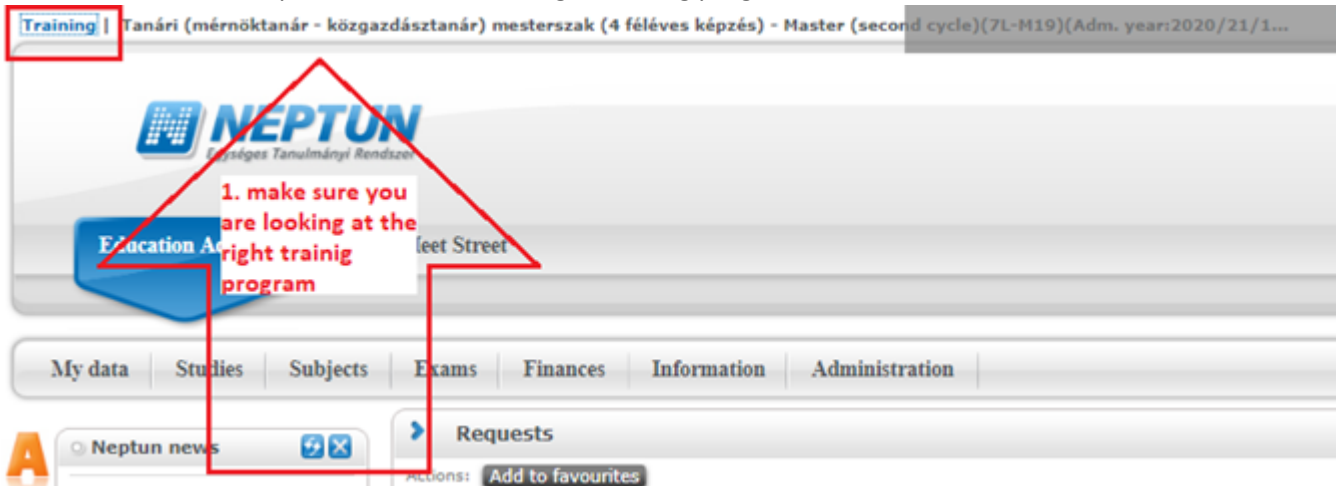
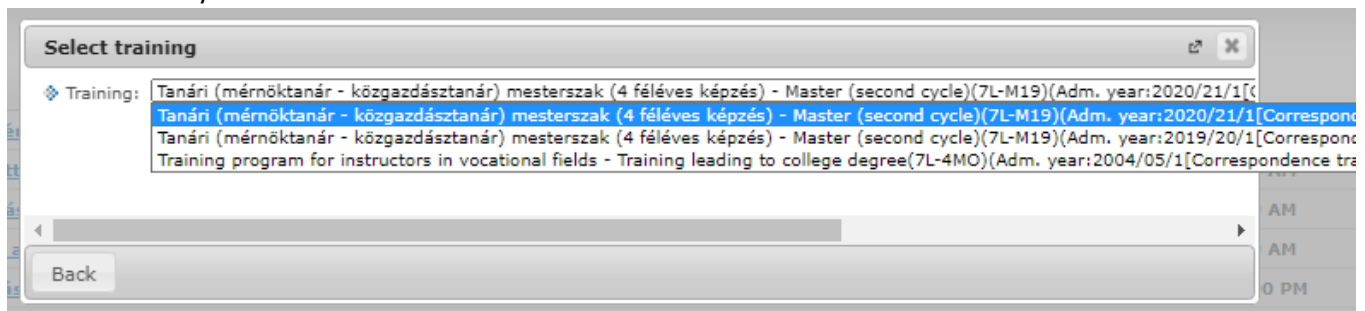


## Neptun guide for term registration

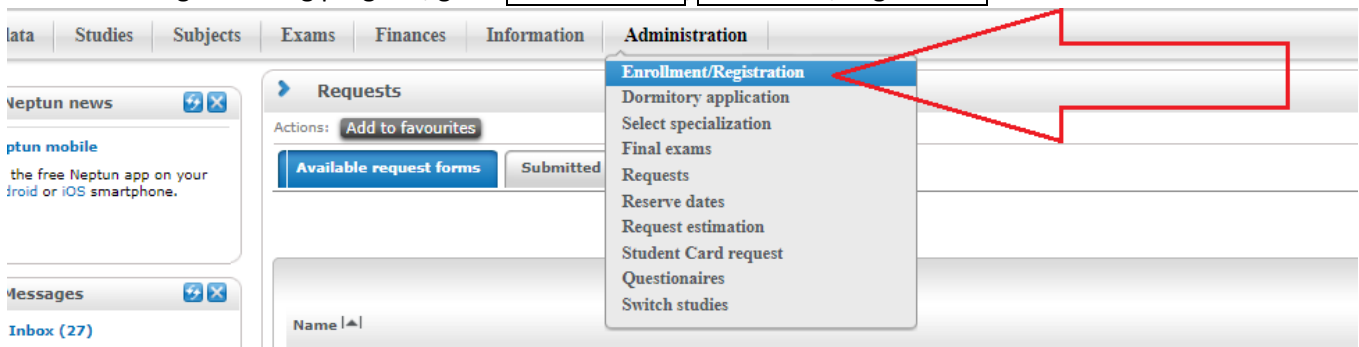
Once entered in the Neptun, makes sure the right training program is selected.



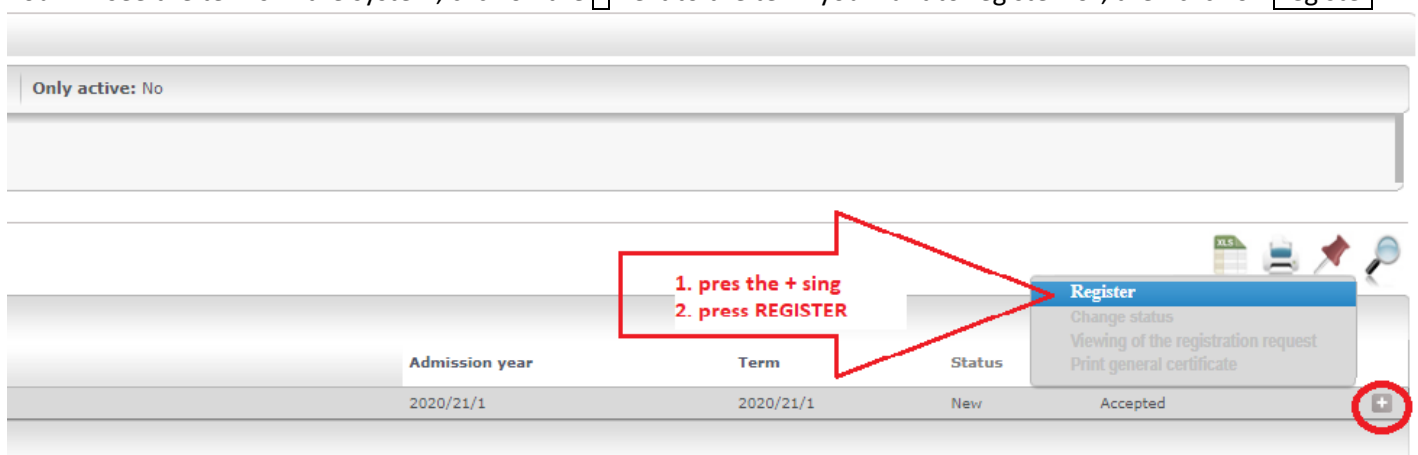
If there are more training programs in the system a list will appear after clicking on the upper left hand corner, choose the one you wish to activate.



Once on the right training program, go to **Administration/Enrollment/Registration**.



You will see the terms in the system, click on the **+** next to the term you want to register for, then click on **Register**.



You can choose to register for an ACTIVE or PASSIVE term, then click on **Save!**

The screenshot shows a web form titled "Enrollment/Registration". Under the heading "Statement on term status", there is a text prompt: "On the current training (tanári [4 félév [mérnök]tanár]) my status in the (2020/21/1) term will be:". Below this, there are two radio button options: "Active" (selected) and "Passive". A red arrow points to these options with the text: "1. Choose what status you would like to register for" and "2. Press SAVE". At the bottom of the form, the "Save" button is circled in red.

The message below will appear, click **yes**, and once your term registration is completed, then go on to subject registration (see guide among the Downloadable documents on the <https://www.kth.bme.hu/en/general-information/downloadable-documents/> website).

The screenshot shows the same "Enrollment/Registration" form, but a modal dialog box is overlaid. The dialog box has a question mark icon and the text: "No subject registered! Do you wish to proceed?". At the bottom of the dialog, there are two buttons: "Yes" (circled in red) and "No".

On some training program, term registration is connected to certain prerequisites. The example below is for the students of the Faculty of Economic and Social Sciences, where students have to complete a fire and safety test before registration. There may be other such prerequisites, as a general rule, **if you have unpaid liabilities in the Neptun, you will not be able to register.**

The screenshot shows the "Enrollment/Registration" form with an "Error" dialog box. The dialog box contains a red 'X' icon and the text: "The logging condition has not been fulfilled! Tűz- és munkavédelmi továbbképzés ismereteiről leadott kérvénye nincs vagy annak érvényessége lejárt." Below the error message is a "Back" button.

If your registration is successful, you will receive a message such as below.

The screenshot shows the "Enrollment/Registration" form with a "Success" dialog box. The dialog box contains a green checkmark icon and the text: "has successfully registered for 2020/21/1 term on the training (z) kommunikáció- és médiatudomány". Below the success message is a "Back" button.

To know more about the rules and regulations, details about term registration, please see our [General, detailed guidelines for starting a term at BME](https://www.kth.bme.hu/en/general-information/downloadable-documents/) on our website: <https://www.kth.bme.hu/en/general-information/downloadable-documents/>

