

## Guide to downloading documents from official notes.

Please make sure, you are on the right training program, you will have more than one, and may be on the wrong one, if you ever had a previous BME training program registered in the Neptun.

The screenshot shows the top navigation bar of the Neptun system. The current training program is displayed as "M.Sc. Degree Program in Civil Engineering - Master (second cycle)(1NAMSMR) (Adm. year:2020/21/1[Full time training]) (Leg...". A red box highlights this text, and a red arrow points from it to a text box that says "see if this is right, if not (if you ever had a previous BME program), change it". Below the navigation bar is the Neptun logo and the text "Education Admin. Neptun Meet Street". At the bottom, there is a menu with options: My data, Studies, Subjects, Exams, Finances, Information, and Administration.

Once your training is ok, go to Studies/Official notes!

The screenshot shows the "Studies" menu open in the Neptun system. The "Official notes" option is highlighted in blue. A red arrow points to the "Studies" menu item, and another red arrow points to the "Official notes" option. The menu items include: Training data, Term data, Class schedule, Grade average, Gradebook, Curriculum, Milestones, Field practice, Publications, Consultations, Advancement, Official notes, Degree thesis/Thesis application, and Final certificate requirements.

Under the Studies/official notes menu point click on the "+" sign at the right end of the required document's row, choose the "Uploaded document" option, then in the pop-up window click on the link to open your document and download it.

The screenshot displays the NEPTUN portal interface. At the top, the 'Education Admins' menu is visible, with 'Studies' circled in red. Below this, the 'Official notes' section is active, showing a table of documents. A pop-up window titled 'Uploaded documents' is overlaid on the page, displaying a table with the following data:

Document name	Type	Filing number
<a href="#">BAVU73 - BME-29102821 HU.pdf</a>	Official notes	

The document name in the table is circled in red. The pop-up window also includes a 'Page size' dropdown set to 20 and a 'Number of results: 1/1 (18 ms)' indicator. In the background, the 'Official notes' table has a '+' icon circled in red at the end of the row corresponding to the document in the pop-up. The bottom of the page shows the 'GDPR' logo and navigation links for 'Help', 'Screen resolution', 'Status', and 'Report error'.