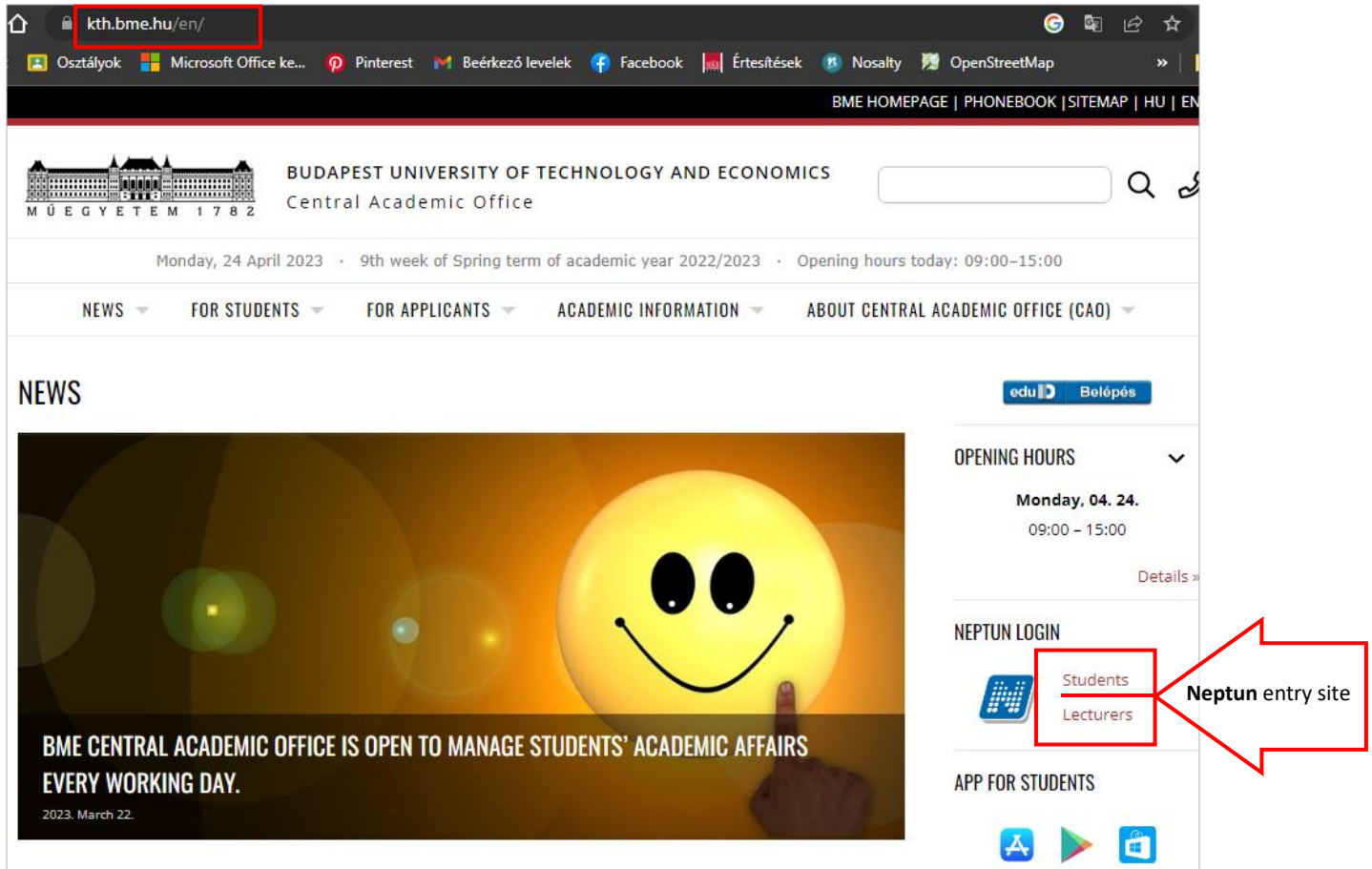# Guide to LOGIN INTO the NEPTUN system

Neptun is the system in which all the information concerning your studies and other matters related are administered.

The easiest way to login is through the CAO (the organisation at the university responsible for the Neptun data) webpage at https://www.kth.bme.hu/en/. We publish all sorts of information on this website to help you understand the Neptun and the processes and tasks connected. We also publish new information and Newsletters here, so please follow it and be informed!

The link above will take you to the Neptun login site: https://frame.neptun.bme.hu/hallgatoi/login.aspx Once you are there, choose the English flag for the interface to be in English. Even if you speak Hungarian, we advise you to use the English version if you take part in an English language program, because data is shown differently (ex: the requests/subjects etc. are listed in different orders, certain deadlines may differ etc.)
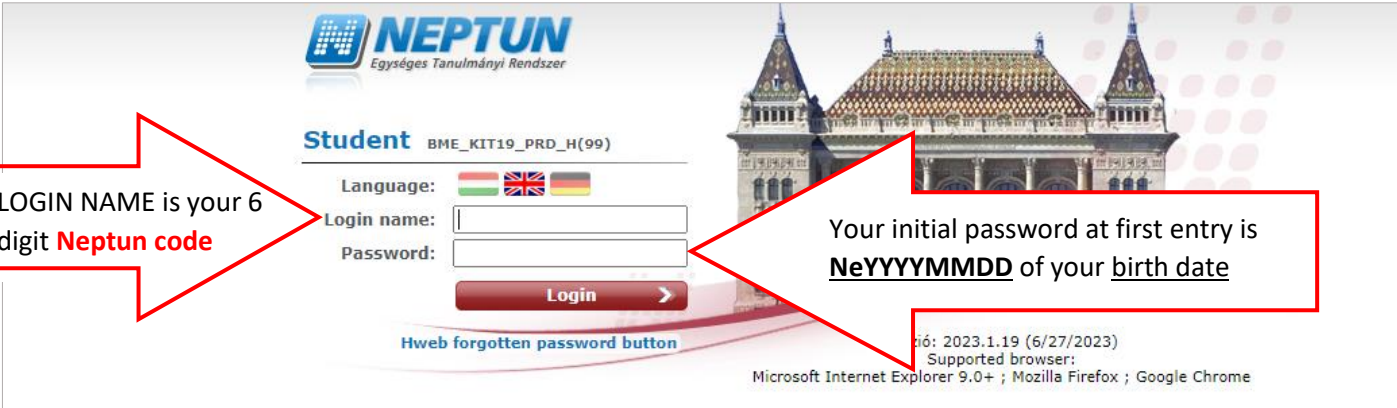
Your **LOGIN NAME is your 6 digit Neptun code**, which you recieved in your Letter of Acceptance. Please use this code in all communication, in your e-mails, and verbal enquiries, for it is the fastest and easiest way for university staff to identify you.

Your initial password at first entry is <u>NeYYYYMMDD</u> of your <u>birth date</u>.

After first entering the system, you will have to change it. Please remember your new password!

If you forgot your password, click on the "**Hweb forgotten password button**" button. After typing of your login name, an e-mail will be sent to the default email address to create a new password. In case of further login problems, you can request a password change in person at the CAO during office hours or contact Neptun Operations at neptun@bme.hu.

Start looking around in the system as soon as possible, for you will have to learn how to use it, all administrative tasks connected to your studies are done through here: enrolment, registration every term, subject registration, exam registration, paying fees (more about Neptun finances at: https://www.kth.bme.hu/en/for-students/faq/finances/), submitting requests (more about the Neptun and the available requests etc. at: https://www.kth.bme.hu/en/for-students/about-neptun/), student ID management (https://www.kth.bme.hu/en/for-students/faq/student-id-card/) etc.

The CAO creates **guides** such as this **for Neptun tasks** which you can find at specific subject pages of the website, in Newsletters and all of them collected at: https://www.kth.bme.hu/en/for-students/about-neptun/neptun-guides/.