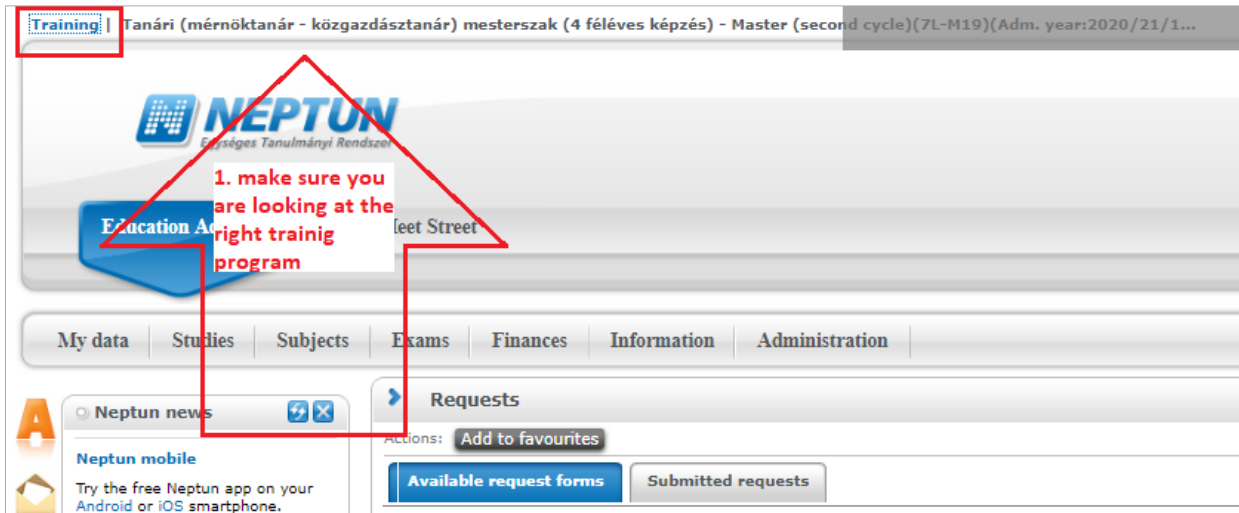
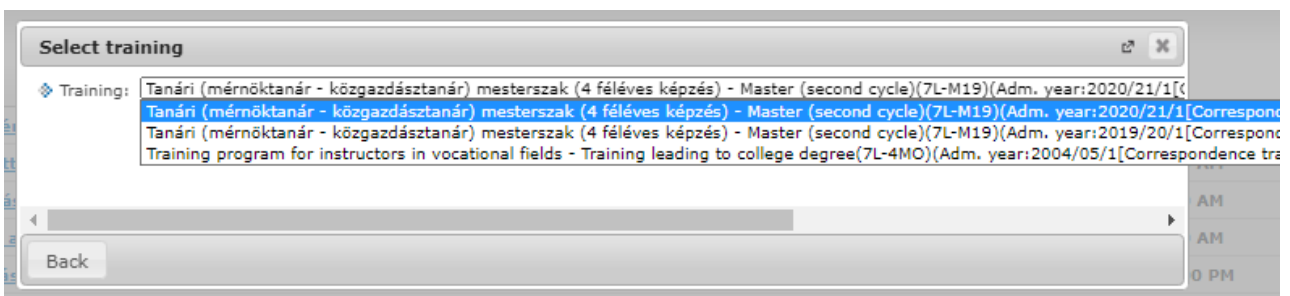


Neptun guide to term registration

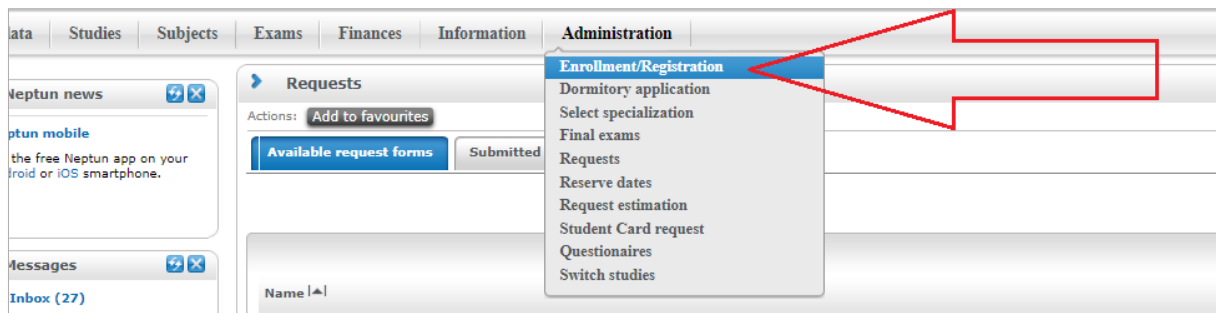
Once entered in the Neptun, be sure that the right training program is selected.



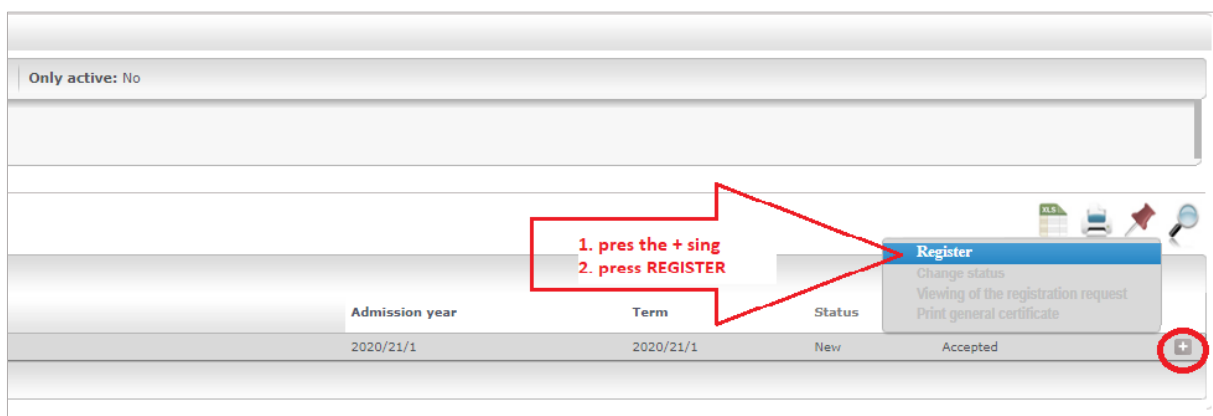
If there are more training programs in the system a list will appear after clicking on the upper left hand corner, please choose the one you wish to activate.



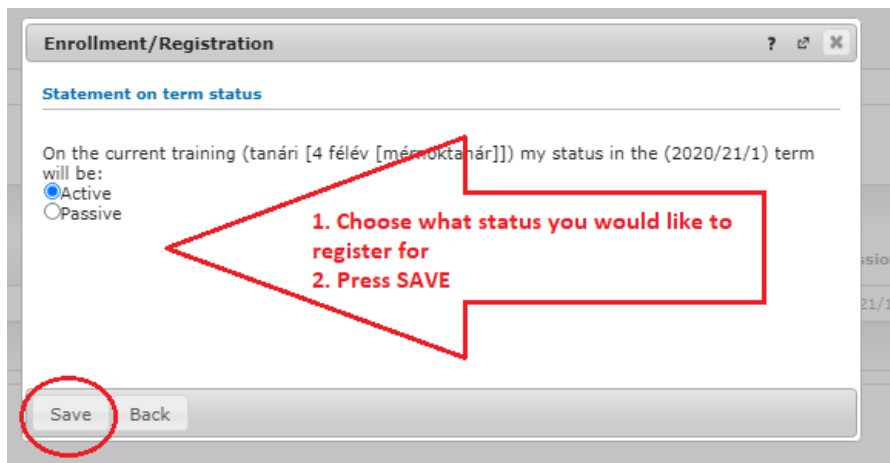
Once you are on the right training program, go to **Administration** → **Enrollment/Registration**.



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

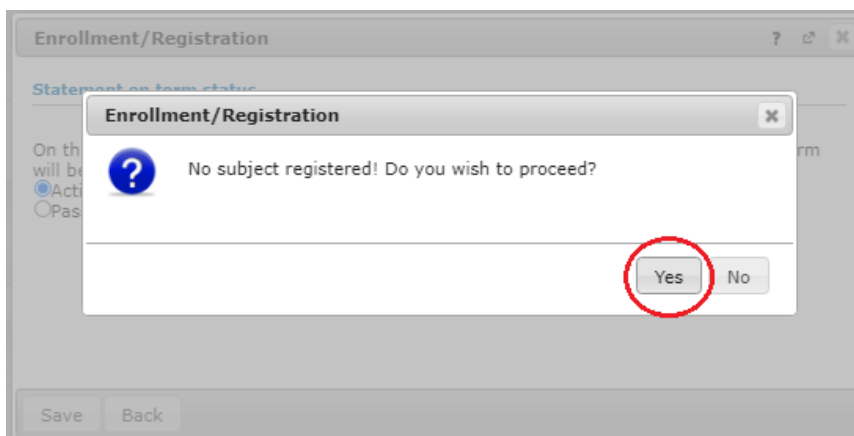


You can choose to register for an ACTIVE or PASSIVE term, then click on **Save!**



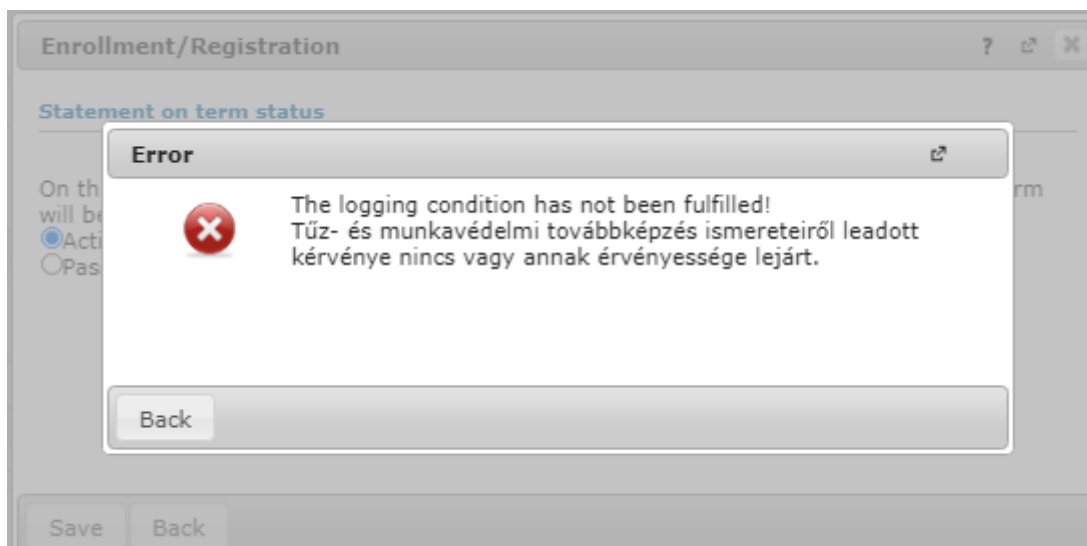
The screenshot shows a web form titled "Enrollment/Registration". Under the heading "Statement on term status", there is a text prompt: "On the current training (tanári [4 félév [mémoktanár]]) my status in the (2020/21/1) term will be:". Below this, there are two radio button options: "Active" (which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

The message below will appear, click **yes**, and once your term registration is completed please go on to subject registration (see instruction among Neptun guides on the <https://www.kth.bme.hu/en/for-students/about-neptun/neptun-guides/> website).



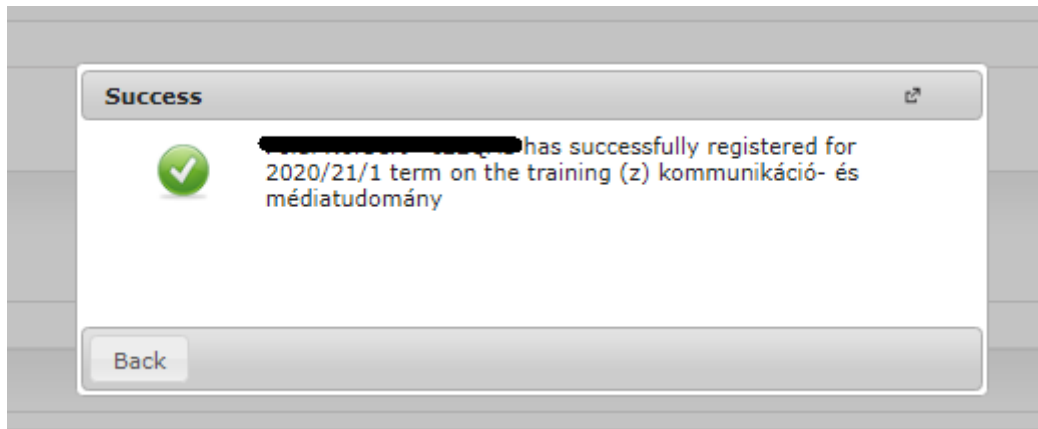
The screenshot shows a confirmation dialog box titled "Enrollment/Registration" with a question mark icon. The text inside reads: "No subject registered! Do you wish to proceed?". At the bottom right of the dialog, there are two buttons: "Yes" and "No". The "Yes" button is circled in red.

On some training programs, 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 similar prerequisites, as a general rule, **if you have unpaid liabilities in the Neptun, you will not be able to register for a term.**



The screenshot shows an error dialog box titled "Error" with a red 'X' icon. The text inside reads: "The logging condition has not been fulfilled! Tűz- és munkavédelmi továbbképzés ismereteiről leadott kérvénye nincs vagy annak érvényessége lejárt." Below the text, there is a "Back" button.

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



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