USER'S GUIDE TO THE NEPTUN SYSTEM
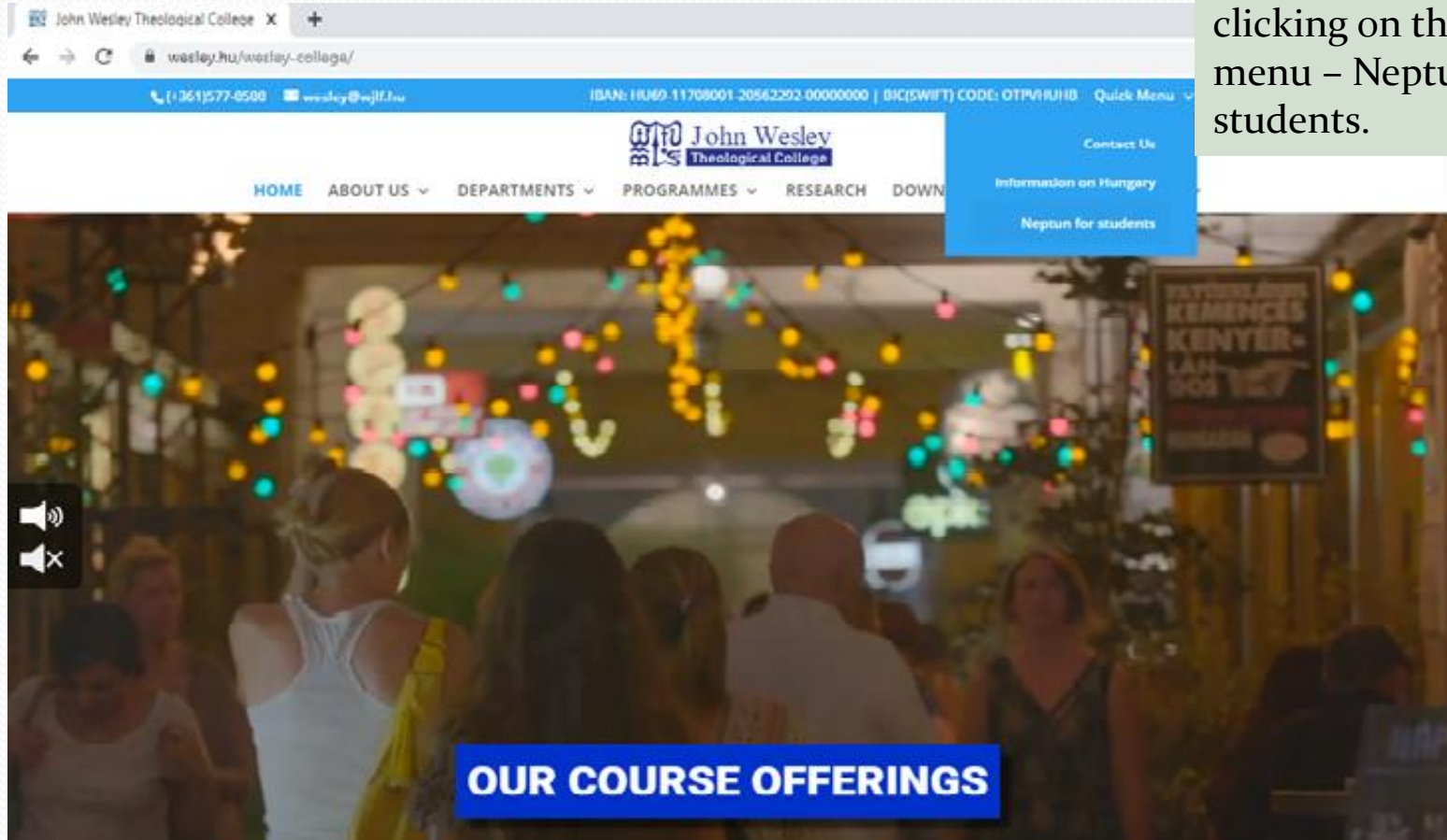
FOR STUDENTS

Tematics

- Login
- Personal data
- Registration
- Register for subjects
- Exam registration
- Finances
- Student card request
- Class schedule
- Final exam

Login to Neptun

Neptun can be accessed from the website https://wesley.hu/wesley-college/ by clicking on the Quick menu – Neptun for students.
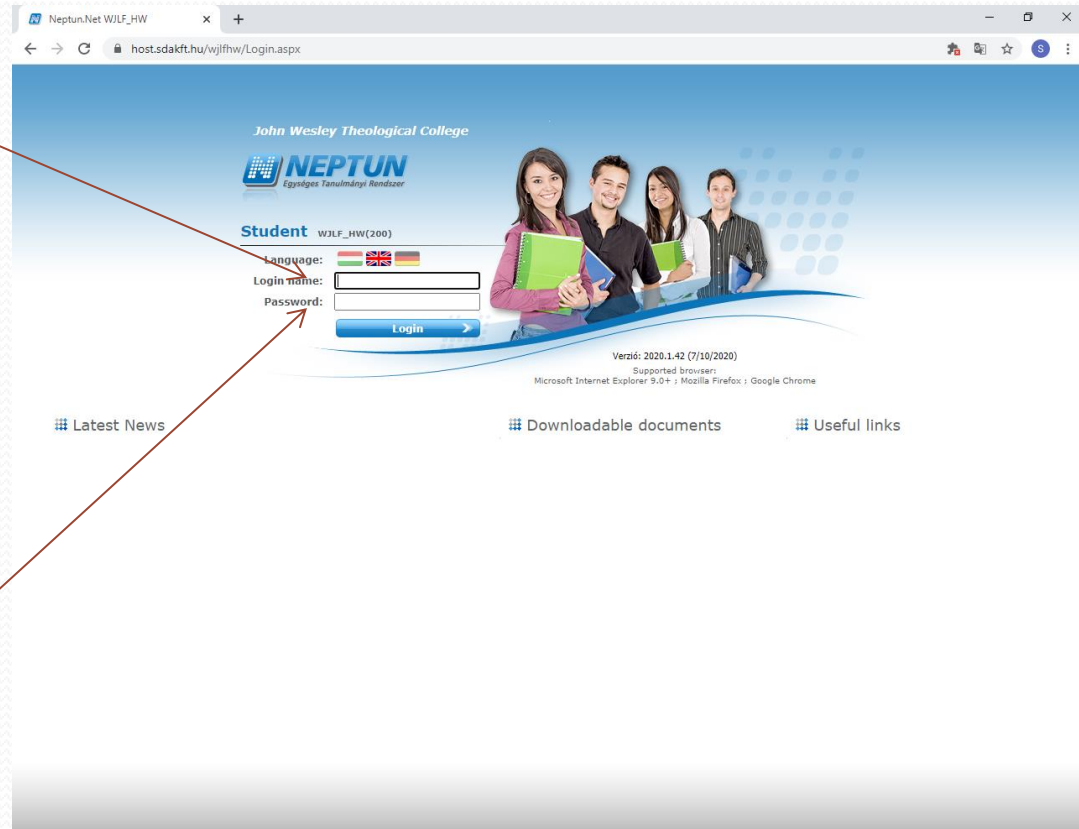

Login

· **To log in, use the login name (identity number) received by e-mail,**

· **And the password, that originally consists of 10 characters, including the student's birth date:**

NeYYYYMMDD

For example: Ne19910101

Login

Personal data

The student's data must be valid and correct in all cases, as these informations will appear in formal documents (certifications, diploma) as well.

The data can be checked from the menu under Personal information.

Personal data

Personal data

The informations can be accessed through My data.

To modify the data, a request has to be filled out through the button Modify data.

Personal data

Personal data

The requested modifications are to be filled in the pop-up panel. By clicking on the Send mofidication request button, the system stores the request which has to be approved by the Student's Office in order to validate them.

Attention! Student's name and ID number can only be modified personally in the Student's Office with presenting a valid ID card.

Personal data

Registration

If a student is participating in more than one programme, he or she can choose between them by clicking on the Training button. Then the registration for that programme can be started.

(Inactive courses also appear in the system, for example after changing from full-time to part-time training, or after switching programmes).

Registration

Registration can be started from the Administration menu by clicking on Enrollment/Registration.

One can registrate only during registration period, and only if there is no expired debt.

Registration

Registration

In this window the student can choose the semesterhe or she would like to register to. Then, click the + sign at the end of the row and click on Enroll to proceed.

Exams	Finances	Information	Administration

> **Enrollment/Registration**

Filters	Only active: No

* Only active: ☐

List

Actions: **Add to favourites**

Registration/Enrollment applications

Enroll
Change status
View registration request
Print general certificate

Training	Admission year	Term	St	
Környezettan angol nyelven		2019/20/1	Accepted	Active	+
Környezettan angol nyelven		2019/20/2	Accepted	Active	+

Number of results:1-2/2 (31 ms)

Registration

Registration

The student has to decide about the active or passive status for the upcoming semester in a pop-op window.

Registration

In the next step, the registration formula is shown. Personal data can be checked here. For students who will start their first semester, the registration paper must be printed, signed and forwarded to the student office (printing is available by clicking on the icon at the bottom of the page).

Registration can be confirmed by clicking the Enrollment/Registration button at the bottom of the page.

Attention! The button will only appear when the window is in full-screen mode!

Registration

Register for subjects

Timetable – for schedule and classroom arrangement

Course offers - to check elective subjects and those of the curriculum, plus their requirements

Curriculum – contains mandatory subjects and requirements

The documents can be accessed from the website:

https://wesley.hu/wesley-college/

Attention! Please use these documents when registering for subjects – they contain the necessary informations!

Register for subjects

Register for subject

The process can be started by clicking on the menu Subjects and choosing Register for subject.

Register for subject

Filters | **Terms:** 2020/21/1, **Subject type:** All other subjects in the institution, **Subject group:** All, **Language:** All

❖ Terms:
2020/21/1

❖ Subject type:
○ Subjects from curriculum
○ Other elective subjects
◉ All other subjects in the institution

❖ Curriculums: All

❖ Subject name:
❖ Subject group: All
❖ Subject code:
❖ Language: All
❖ Course lecturer:
❖ Period start: ☐ Monday
❖ Course code:
❖ Period end: ☐ Monday

List subjects

Actions: **Add to favourites**   **Class schedule planner**

All other subjects in the institution 2020/21/1

First choose the semester.

By filling the period start or end, the student can search subjects based on their place in the timetable. However, they are best left empty, because there might be cases where the subjects do not have a given date (for example practical courses). Then, these will be left out of the list.

By clicking on the List subjects button at the bottom of the panel, the subjects will appear according to the chosen subject type. If the Subjects for curriculum is the chosen type, it will only show those subjects that are a part of the given programme's curriculum.

Register for subject

Register for subjects

List subjects

Actions: **Add to favourites** **Class schedule planner**

All other subjects in the institution 2020/21/1

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Subject name	Subject code	Credit	Notes	Fulfilled	Registered	Waiting list	
Bentlakásos intézmények pedagógiája	WPED702	3					+
Pszichopatológia I.	CSS304	5					+
Current Affairs in Hungarian Social Policy	SMAV754	2					+
Családterápiás önismeret I.	CSS105	6					+
Child protection	SMAK302	3					+
Seminary related to casework	SMAK308	2					+
Affectivity fieldwork	SMAK109	3					+
Iskolai és területi egyenlőtlenségek	WPED705	3					+

Register for subjects

The available course options are shown on the pop-up window. The course code gives information about the type (full time -N, part time-L, group). By clicking on the course code, the further details of the course are shown. *To apply to a course, click on the empty square at the right end of the page, then click on Save to finish the application.*

The application to a subject will only be successful if:
- *the student registered for the current semester with an active status*
- *met the needed requirements before application*
- *There are still empty positions for the subject*
- *The student did not finish the subject earlier*
- *It is registration/application period.*

Register for subjects

Exam registration

To start the registartion process, click on Exams then Exam registration.

Exam registration

Exam registration

First set the current semester, then the exam options will show.

The options in the current semester will appear. Signing up for an exam is possible by clicking on the icon on the right end of the page.
The registration ends 24 hours before the given exam. Registration is possible only when no debt is present (this can be checked in the Finances menu).

Exam registration

Successful exam registrations can be checked under Exams – Taken exams. Dropping the exam is also possible from here.
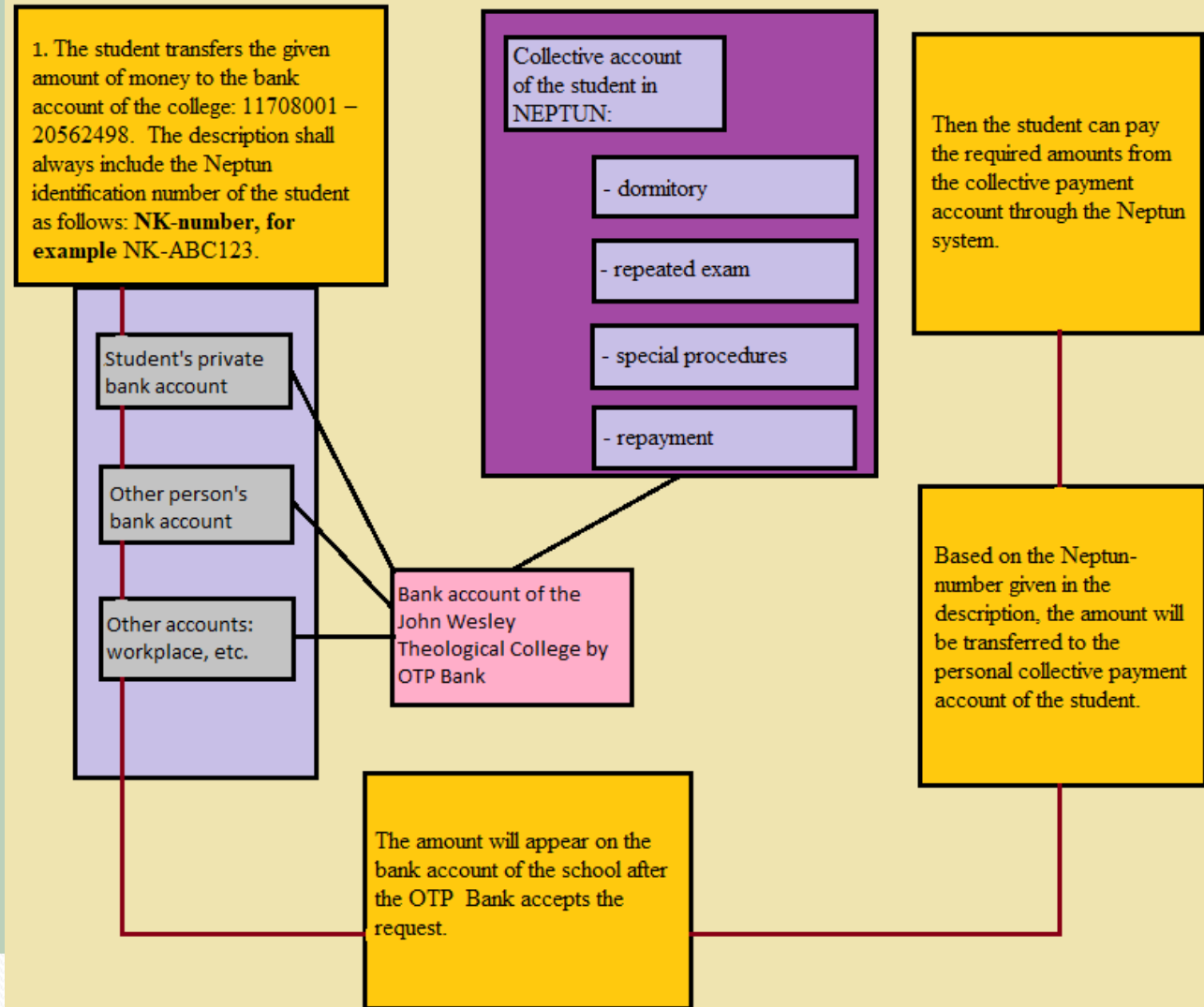
Exam registration

Finances/Payment system

The college uses a collective payment system:

- The student transfers the given amount of money to the bank account of the college: 11708001 – 20562498 (OTP Bank). The description shall always include the Neptun identification number of the student as follows: **NK-number, for example** NK-ABC123.

- The amount will appear on the bank account of the school after the OTP Bank accepts the request.

- Based on the Neptun-number given in the description, the amount will be transferred to the personal collective payment account of the student.

- Then the student can pay the required amounts from the collective payment account through the Neptun system.

Finances/Payment system

1. The student transfers the given amount of money to the bank account of the college: 11708001 – 20562498. The description shall always include the Neptun identification number of the student as follows: **NK-number, for example** NK-ABC123.

Student's private bank account

Other person's bank account

Other accounts: workplace, etc.

Bank account of the John Wesley Theological College by OTP Bank

Collective account of the student in NEPTUN:
- dormitory
- repeated exam
- special procedures
- repayment

Then the student can pay the required amounts from the collective payment account through the Neptun system.

Based on the Neptun-number given in the description, the amount will be transferred to the personal collective payment account of the student.

The amount will appear on the bank account of the school after the OTP Bank accepts the request.

Finances/Settings

It is recommended to start financial administration by opening the Settings through Finances.

Finances/settings

Rules of sharing

Here the student can enter if the financial items are to share with a third party (natural or legal person), if the share is allowed by the institute and a bill can be added to the item.

Automated fulfillment

Here the student can set the automatic payment for the expired, remaining items, based on the collective account. It is only desired that the collective account has enough credit for the payment.

Account numbers

The account number, through which the payments and other trancactions (including repayment from the collective account) will occur, can be entered here.

Partners, organisations

Even though the student pays the desired modifiable items in their own name, some amounts can be arranged by other parties as well. These can be registrated under Partners (private individuals) and Organisations (legal person) to be able to manage payments. The data of Partners appears immediately in the list while the informations of Organisations have to be accepted by the financial office. Then the given organisation will also appear in the list. The organisations may be added to the personal list of paying organisations.

Finances/Settings

Finances/Transaction list

Finances/Transaction list

The balance of the collective account can be checked under Finances – Transaction list, as well as the account history. It is also stated here if the transactions were successful or not.

Finances/Special procedures

The collective account payment is based on two different types of financial items:

- Items required by the institute, that cannot be modified by the student: for example repayed amounts, dormitory

- Items that can be modified (initiated, deleted): costs of special procedures

The procedure of requiring services with a fee:

1) The student transfers the right amount to the bank account of the college. *

2) The student initiates the process by choosing the appropriate item.

3) Pays the required amount through the Neptun system from their own collective account.

4) Notifies the institute (by e-mail or personally in the student office) about the required service.

5) The office verifies the inpayment then fulfills the request.

*The John Wesley Theological College has a bank account by OTP Bank with the number **11708001 – 20562498.**
In the Notice section, please include the NEPTUN-code as follows: NK-code, for example: NK-ABC123. The transaction takes 2-3 days, only after that will the amount appear on the student's collective account.
This delay can be important in some situations (e. g. when applying for a repeated exam, that can only be made when the required amount is payed).
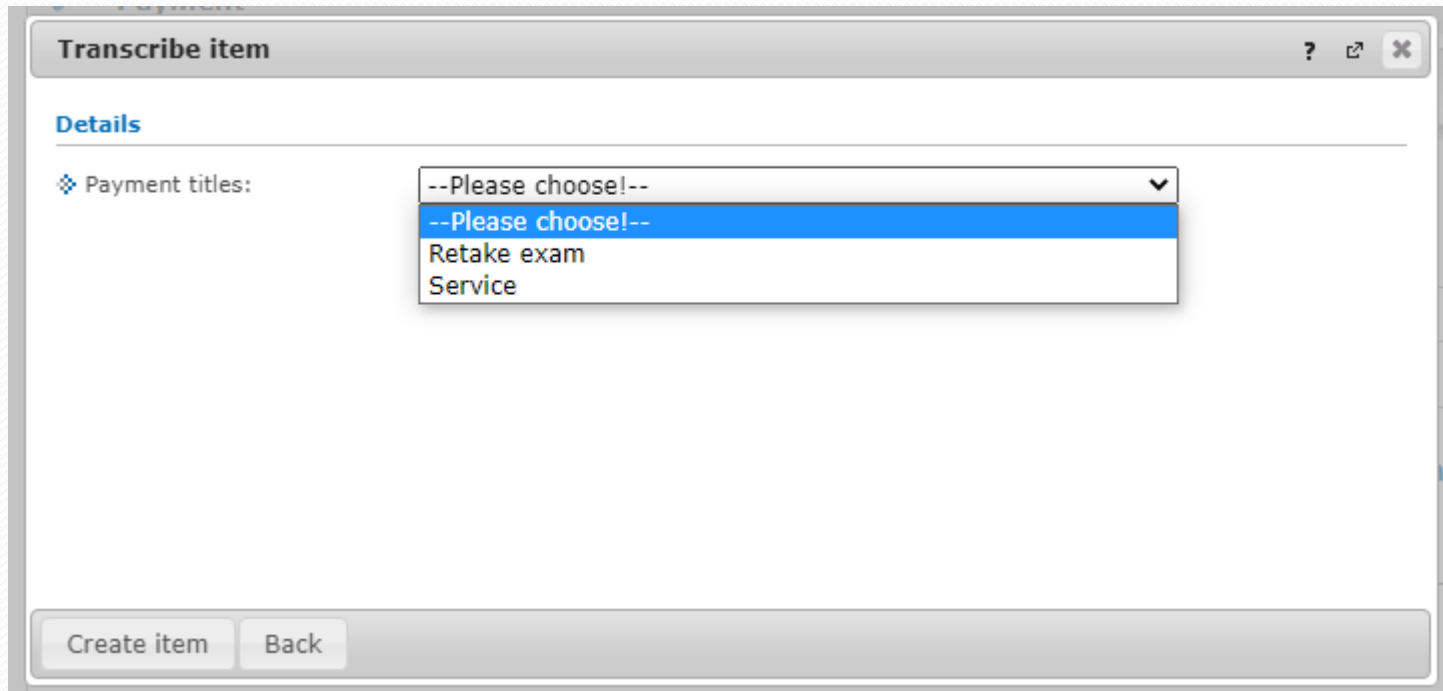
Finances/Transcribe item

Transcribing an item is possible under Finances – Payment – Transcribe item.

Finances/Transcribe item

Modifiable items can be either services or retaken exams. First the student has to choose from these two.

•Services: all items that are not related to the exams of a subject that has to be finished with an exam
•Retaken exams: exam fees

Finances/Transcribe item/Service

Services include all items not related to exams of subjects that have to be finished with an exam. Under Transcribe item – Service, the student can choose from the different types of fees. If the desired type is not available, contact the student office!

The item that needs to be arranged will appear after clicking on Create item.

Finances!Transcribe item

Finances/Transcribe item/Exam fee

Under Retake exam, exam fees can be payed in.
First the student has to choose a subject (only those subjects will appear in the list that have to be finished with an exam). Then the required amount appears in the same row.

The item that needs to be arranged will appear after clicking on Create item

Finances/Collective account payment

Under Finances – Payment, the payable amounts are shown. Paying is possible by clicking in the empty box at the end of the row.

Finances/Collective account payment

Finances/collective account payment

On this interface, the student can choose between collective accounts (in case the student has accounts in more than one institution).

After choosing the collective account from the list, click on Payment. The system will send a notification about the success of the transaction in a pop-up window.

Student card request

GENERAL INFORMATIONS ABOUT THE ONLINE STUDENT CARD REQUEST PROCESS

1) General informations:
The decree 362/2011. (XII. 30.) about educational passes was published on 30th December 2011. The decree states that the requesting process of a student identity card becomes fully online from 1st January 2012 (for the ones requesting a permanent student identity card after 1st February 2012).

2) Submitting photo and signature, accuracy of informations:
Submitting photo and signature can be arranged in a record office (they are best arranged before submitting a student card request). When connecting the photo to the personal informations, it is important that the informations are valid and match the personal identification card, home address etc.

3) Temporary student card:
The temporary student card is replaced by a free certification letter printed by the college based on the personal data given at the beginning of the request. Temporary student cards are not valid after 29th February 2012. The certification letter can only be printed when the card request is accepted.

4) Sending the student card through mail:
The student card, when ready, will be mailed to the home address of the requesting student. The relating institute will be also notified about the finished process.

Student card

Student card request

The student card can be requested online by clicking on Administration – Student card request.

Student card request

Here the current requests are shown. A new request can be initiated by clicking on Add new.

Student card request

The NEK identification number is given to the student in the record office when arranging the required photo. It is necessary to start the student card request.

The student card can be requested as:
- first request
- request because of data change
- replacement of lost card
- new request because of mistaken data.

It is very important that the informations match those on the personal ID card and other documents (home address, etc.) because these are compared to the database before attaching the photo to the other informations.

Student card

Class schedule/ classroom arrangement

After clicking on Class schedule within the Studies menu, the exact date and place appears for the subjects the student applied to in the given semester.
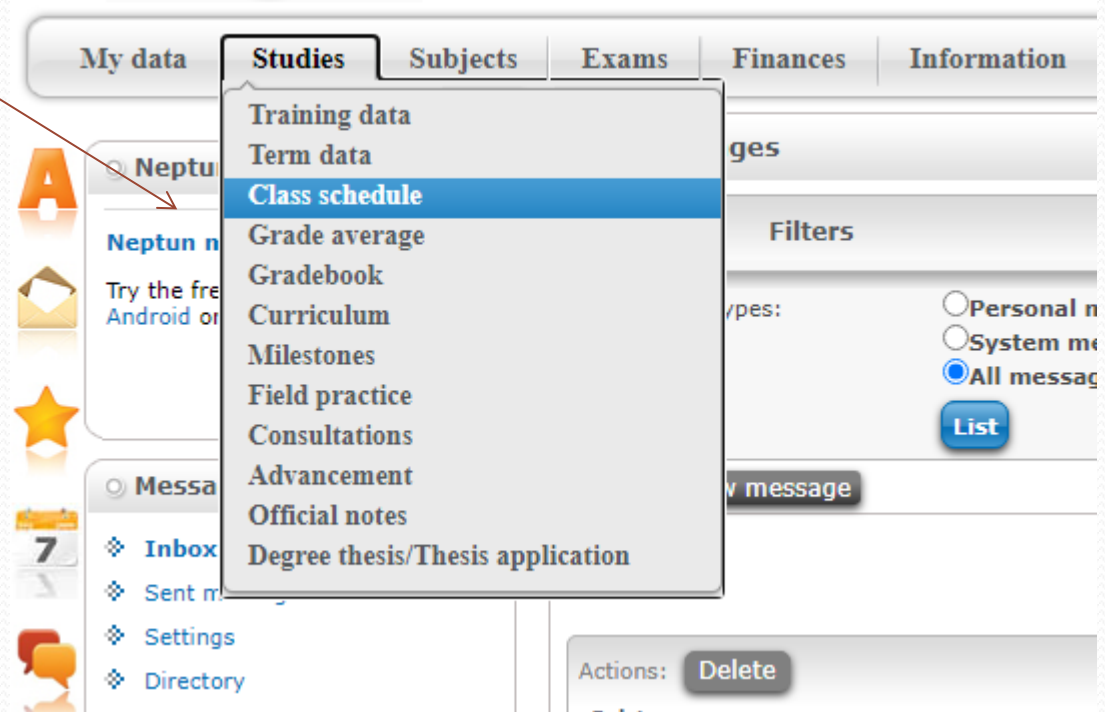
Class shedule

Class schedule/classroom arrangement

On this page you can choose from weekly, monthly options. The semester as a whole can be viewed as well.

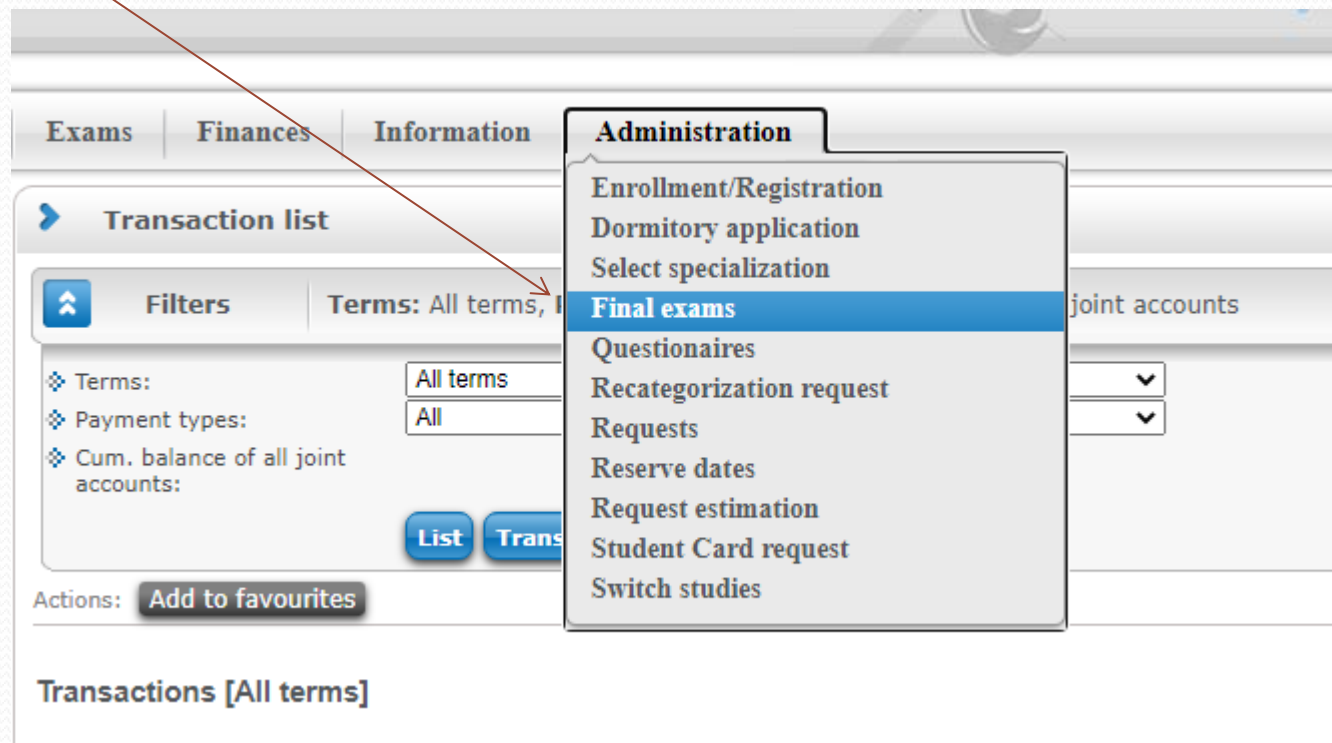The desired time interval can be set here.

When pointing with the mouse over the given class, its classroom will appear, so that these informations can be always checked.

Class shedule

Final exam

Application for final exams can be arranged within Neptun by choosing Administration – Final exams. About the exact informations the students are notified before the registration starts.