

USER'S GUIDE TO THE NEPTUN SYSTEM

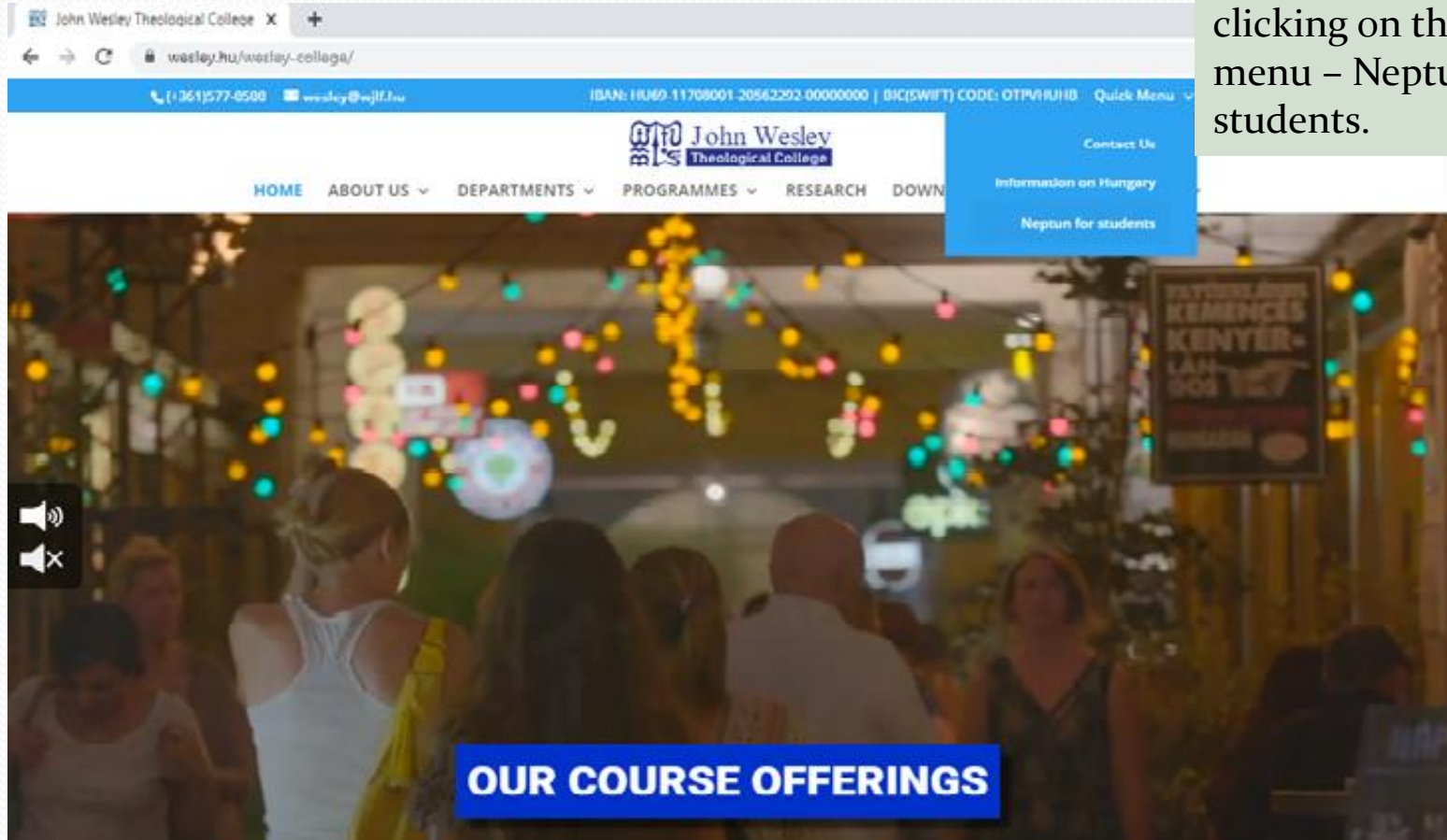
FOR STUDENTS

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.

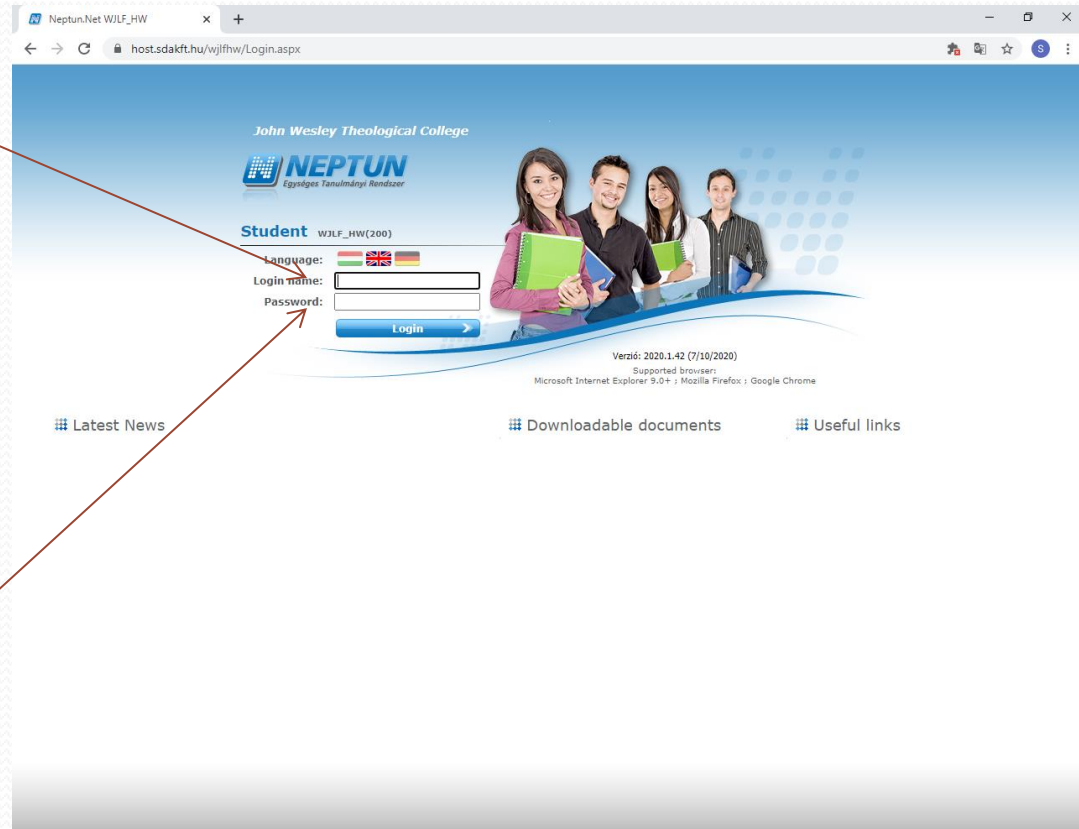


- To log in, use the login name (identity number) received by e-mail,

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

NeYYYYMMDD

For example: Ne19910101



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.

The screenshot displays the NEPTUN web portal interface. At the top, the NEPTUN logo is visible with the tagline 'Egységes Tanulmányi Rendszer'. Below the logo, there is a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. The main navigation bar includes tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'My data' tab is selected, and a dropdown menu is open, showing options: 'Personal information', 'Previous qualifications', 'Contact information', 'Settings', and 'Data modifications'. The 'Messages' section is also visible, showing a 'Filters' tab and 'Message types: All messages'. Below this, there are radio buttons for 'Personal messages', 'System messages', and 'All messages', with 'All messages' selected. A 'List' button is present. The 'Inbox' section shows a table of messages with columns for 'Delete', 'Sender', 'Subject', and 'Receive date'. The table contains two entries: a system message about a KTA122 exam and another system message about a KTA122 exam registration.

NEPTUN
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

My data Studies Subjects Exams Finances Information Administration

Messages

Filters Message types: All messages

Message types:
 Personal messages
 System messages
 All messages
List

Actions: New message

Inbox

Actions: Delete Page size: 20

Delete	Sender	Subject	Receive date
<input type="checkbox"/>	System message	KTA122 kódú tárgyra vizsgajegy került beírásra!	7/6/2020 10:16:47 AM
<input type="checkbox"/>	System message	A KTA122 tárgyra jegybeírás történt!	7/6/2020 10:16:47 AM

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.

The screenshot displays the NEPTUN web interface. At the top left is the NEPTUN logo with the tagline 'Egységes Tanulmányi Rendszer'. Below it is a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. A navigation bar contains the following items: 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. On the left side, there is a section for 'Neptun news' and 'Neptun mobile' with a promotional message: 'Try the free Neptun app on your Android or iOS smartphone.' The main content area is titled 'Personal information' and features a 'Modify data' button highlighted by a red arrow. Other buttons in this section include 'Add to favourites', 'Personal information', 'Citizenship', 'Student card', 'Official documents', 'Preference', 'Notices / Contributions', and 'Accepted GDPR declarations'.

Personal data

Personal data


The requested modifications are to be filled in the pop-up panel. By clicking on the Send modification 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.

Edit basic data

Edit basic data

- Title:
- Family name:
- Given name:
- Marital status:
- Number of children:
- Social security number:
- International Social Security Number:
- Tax ID:

 **I assume legal responsibility for the accuracy of the data that I hereby submit.**

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).

The screenshot displays the Neptun web application interface. The browser address bar shows the URL `host.sdakft.hu/wjlfhw/main.aspx`. The page title is **Training | Környezettan angol nyelven - BA/BSc(KTEN-N)(Adm. year:[Full-time training]) (Leg. rel. start:2019.08.29.)**. The main content area features the **NEPTUN** logo with the tagline *Egységes Tanulmányi Rendszer*. Below the logo is a blue button labeled **Education Admin.** and the text **Neptun Meet Street**. A navigation menu includes **My data**, **Studies**, **Subjects**, **Exams**, **Finances**, **Information**, and **Administration**. On the left side, there are three panels: **Neptun news** with a sub-panel **Neptun mobile** (text: "Try the free Neptun app on your Android or iOS smartphone."), **Messages** (showing **Inbox (25)** and **Sent messages**), and a **7** in a box. On the right side, the **Messages** panel is active, showing **Filters** and **Message types: All messages**. The message types are **Personal messages**, **System messages**, and **All messages** (selected). A **List** button is visible. Below the message types, there is an **Actions: New message** button and an **Inbox** label.

Registration

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

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

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Registration

In this window the student can choose the semester he 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

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

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

Enroll
Change status
View registration request
Print general certificate

Registration

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

The screenshot shows the Neptun student portal interface. A pop-up window titled "Beiratkozás/Bejelentkezés" (Registration/Declaration) is open, asking the user to declare their status for the 2010/11/2 semester. The user has selected "Aktív" (Active). The background shows the main portal with a navigation menu, a news section, and a list of messages.

Beiratkozás/Bejelentkezés

Nyilatkozat - félév státuszáról

Az aktuálisan kiválasztott képzésen (Környezettan) a(z) 2010/11/2 félévem státusza:

Aktív
 Passzív

Nyilatkozom **Vissza**

Saját adatok **Tanulmányok**

Aktualitások

Megújult a web

Változások történtek a me...
webes felületeken. Kérjük,
olvassa el a rövid összefo...
tájékoztatót!

Üzenetek

- Beérkezett üzenetek
- Elküldött üzenetek
- Beállítások

Kedvenc funkciók

Környezettan	2010/11/1	Új	Lehetőségek
Környezettan	2009/10/2	Új	Lehetőségek
Környezettan	2010/11/2	Új	Lehetőségek
Környezettan	2011/12/1	Új	Lehetőségek

Találatok száma:5/5 (4 ms)

Megjelenés (100%)

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!

The screenshot shows a web browser window displaying the NEPTUN registration form. The browser title is "Neptun.Net WJLF_HW - Opera" and the address bar shows "https://host.sdakft.hu/wjlfhw/main.aspx?ismenuclid=true&ctrl=1401". The page header includes "Környezettan (Felv. éve:[Nappali])" and "TECH_HALLGATO TECH_HALLGATO - TH9999 | Kijelentkezés". The main content area is titled "Beiratkozás/Bejelentkezés" and contains a form with the following fields:

- Intézmény: Wesley János Lelkészképző Főiskola
- Kar:
- Évfolyam:
- Félév:
- Félév sorszáma:
- Csoport:
- Tagozat:
- Képzés:
- Név: TECH_HALLGATO TECH_HALLGAT
- Születési név: TECH_HALLGATO
- Anyja neve: Tech Anya
- Születési idő: 2005.07.18.

Below the form, there is a yellow warning box with a smiley face icon and the text: "Büntetőjogi felelősségem tudatában kijelentem, hogy adataim megfelelnek a valóságnak." At the bottom of the form, there is a blue button labeled "Beiratkozás/Bejelentkezés".

Necessary documents for subject registration

Register for subjects

N_orarend_10-11_I_felev_termekkel (Csak olvasható) - Microsoft Word

Normal + Fekő Times New Roman 12

SZOCIÁLIS MUNKA SZAK
NAPPALI TAGOZAT I. ÉVFOLYAM
2010-2011/I. FELEV

	8-10	10-12	12-14	14-16	16-18	18-20
H E T F O	Szociális munka elmélete Udvari Kerstin SMAK106N szept. 6., 20., okt. 4., 18., nov. 8., 22., dec. 6. Diszterem		Szociológia Borbély-Pecze Mariani SMAK101N Diszterem	Jogi alapismeretek Mink Júlia SMAK102N Diszterem		Supervízió Csolhi Ildikó 29 Orosz Zsuzsa 3 SMAK108N
	Kommunikációelmélet Csorba József SMAK105N		Idő: 09.13.: 3 10.04.: Nagytetem 11.01.: 3	Idő: 09.13.: 3 10.04.: Nagytetem 11.01.: 3	szept. 6., 20., okt. 4., 18., nov. 8., 22., dec. 6.	

Tanegységlista_10-11_I_felev_N (Csak olvasható) - Microsoft Word

Normal + Times Times New Roman 12

I. ÉVFOLYAM NAPPALI TAGOZAT
2010/2011. tanév I. félév

KÓD	Tantárgy neve	Tantárgy oktatója	Tanóra kredit	Egyén tanul- mányi munká- sokra kredit	Összes kredit	Előzetesen teljesítendő tárgyak kódja	Egyidejűleg felveendő tárgyak kódja
SMAK101N	Szociológia	Pecze Mariann	1	2	3		
SMAK106N	Szociális munka elmélete	Udvari Kerstin	1	1	2		
SMAK105N	Kommunikációelmélet	Csorba József	1	2	3		
SMAK109N	Érzékenyítő teregyakorlat	Kiss Györgyi	3	0	3		SMAK108N
SMAK108N	Supervízió	Donkó Erzsébet, Baráth Tibor, Falvai Rita, Csolhi Ildikó, Orosz Zsuzsa	1	0	1		SMAK109N
N	Általános pszichológia	Kreácsik Judit	1	2	3		

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

TANTERV_2010-2014 (Csak olvasható) - Microsoft Word

Normal + 14 pt. Times New Roman 14

A Wesley János Lelkészképző Főiskola Szociális munka alapképzési szak mintatanterve 2010-2014

	1.	2.	3.	4.	5.	6.	7.
Szociológia 1+2 SMAK101 KTISZ	Szociológia módszertan 1+1 SMAK204 KTISZM	Családpszichológia 1+2 SMAK304 KTISZ	Szociális jog 1+2 SMAK402 KTISZJ	Foglalkoztatás és szociális munka 1+2 SMAK306 KTISZN	Szociális és szociális munka 1+2 SMAK307 KTISZMLAB	Szociális közvetítés 1+0 SMAK701 KTSZAKD	
Jogi alapismeretek 1+2 SMAK102 KHA	Család és jog 1+2 SMAK202 KTISZJ	Gyermekvédelem (jog) 1+0 SMAK302 KJGYV	Szociális igazgatási gyakorlat 1+0 SMAK403 KJISZJGYV	Szociális és szociális munka 1+2 SMAK305 KTSZYTYO			
	Társadalomtörténet 1+2 SMAK205 KTITHT		Szociális igazgatási gyakorlat 1+0 SMAK409 KJISZJGYV	Gyermekjogi szociológia 1+2 SMAK305 KTSZYTYO			
	Szoc. pol. történet 1+2 SMAK201 KSPSPPT	Szociálpolitikák 1. 1+2 SMAK301 KSPSPF1	Szociálpolitikák 2. 1+2 SMAK401 KSPSPF2	Szoc. pol. szab. és finanszírozás 1+2 SMAK301 KSPSPF3		Szociális menedzsment 1+2 SMAK703 KSPFMAN	
Kommunikáció- elmélet 1+2 SMAK105 KHAEO	Közösségfejlesztés 1+1 SMAK207 KPKF1	Közösségfejlesztés 1+1 SMAK207 KPKF2	Közösségfejlesztés 1+1 SMAK407 KPKF3			Közösségi szoc. munka 1+2 SMAK704 KSWKLEA	
Általános pszichológia 1+2 SMAK103 KFP1	Fejlesztési lektán 1+2 SMAK203 KPP2	Személyiség lektán 1+2 SMAK303 KPP3	Szociálpszichológia 1+2 SMAK403 KPPSZ	Pszichátria 1+2 SMAK303 KPPSZ		Közösségi szoc. munka labor 1+0 SMAK706 KSWKLAB	
			Civil és de mozarica tanulmányok 1+2 SMAK404 KSPDEM	Előítételek 1+2 SMAK302 KSWJOG			
Szoc. m. elmélete 1+1	Szociális munka módszertana 1+1	Eseti szoc. m. elm. 1+1				Szoc. m. elméleti 1+1	

Oldal 1 Sz 1 1/3 Hely 2,5 cm Sor 1 Betű 1 MKI KORÉ BÖV ÁTR Magyar

Register for subject

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

The screenshot displays the NEPTUN web interface. At the top, the logo for NEPTUN (Egységes Tanulmányi Rendszer) is visible. Below the logo, there is a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. A navigation bar contains several tabs: 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Subjects' tab is selected, and a dropdown menu is open, showing the following options: 'Registered subjects', 'Taken courses', 'Register for subject' (highlighted in blue), 'Tasks', 'Offered grades', and 'Approve grades'. To the left of the navigation bar, there are three icons: a star, an envelope, and a document. Below these icons, there is a section for 'Neptun news' and 'Neptun mobile' with a link to 'Try the free Neptun app Android or iOS smartphone'. On the right side of the interface, there is a section for 'Message types: All messages' with three radio buttons: 'Personal messages', 'System messages', and 'All messages' (selected). Below these radio buttons is a blue button labeled 'List'.

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

Subject name:

Subject code:

Course lecturer:

Course code:

Curriculums: All

Subject group: All

Language: All

Period start: Monday

Period end: Monday

List subjects

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

First choose the semester.

All other subjects in the institution 2020/21/1

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.

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.

Register for subjects

By clicking on Subject name, Subject code etc., the subjects will appear in the desired order.
Changing the page size will increase the number of the shown subjects.

List subjects

Actions: Add to favourites Class schedule planner

All other subjects in the institution 2020/21/1



1 2 3 4 5 >> Page size 20

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.*

Subject details

Available courses Basic data Topic Textbooks Students Tabular pre-requirement

Veszélyes üzemek védelme (KTAK162/2)
Curriculum:KTEN-E-2019

Available courses

Actions: Save Cancel Add to class schedule planner

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Comm.	Description	
L+egyéni	Theoretical	4/0/30	!	Korbély Barbara	Hungarian				<input type="checkbox"/>
N	Theoretical	1/0/30	!	Korbély Barbara	Hungarian				<input type="checkbox"/>

Number of results:0-0/0 (78 ms) Actions: Save Cancel Add to class schedule planner

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list

Back

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 registration process, click on Exams then Exam registration.

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Exam registration

Exam registration

Neptun.Net WJLF_HW - Mozilla Firefox

Fájl Szerkesztés Nézet Előzmények Könyvjelzők Eszközök Súgó

Neptun.Net WJLF_HW

sdakft.hu https://host.sdakft.hu/wjlfhw/main.aspx?ismenuclid=true&ctrl=0401

NEPTUN
Egységes Tanulmányi Rendszer

Tanulmányi rendszer Neptun Meet Street

Saját adatok Tanulmányok Tárgyak Vizsgák Pénzügyek Információ Ügyintézés

Vizsgajelentkezés

Vizsga-szűrések Félévek: 2011/12/2, Tárgyak: Összes tárgy

Félévek: 2011/12/2
Tárgyak: Összes tárgy

Vizsgák listázása

Műveletek: Hozzáadás a kedvencekhez

Vizsgák

Tárgy	Tárgykód	Kurzus Típus	Kezdsés	Fő/Limit (Kurzus limit)	Fő/Limit (Vizsga limit)	Terem	Oktatók	Leírás
Ágazati szektorok biztonsága II.	KTAK1471	L	Írásbeli és szóbeli	2012.06.01. 13:00:00	0/15	55		Lehetőségek
A fenntarthatóság II. (fenntartható fejlődés)	KTAK130	L	Írásbeli	2012.05.25. 13:00:00	0/30		Dr. Kiss Ferenc	Lehetőségek
A fenntarthatóság II. (fenntartható fejlődés)	KTAK130	L	Írásbeli	2012.06.08. 13:00:00	0/30		Dr. Kiss Ferenc	Lehetőségek

Találatok száma: 1-3/3 (16 ms)

Segítség | Súgó | Oldaltérkép | Hiba/Igénybejelentés | SDA Informatika

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.

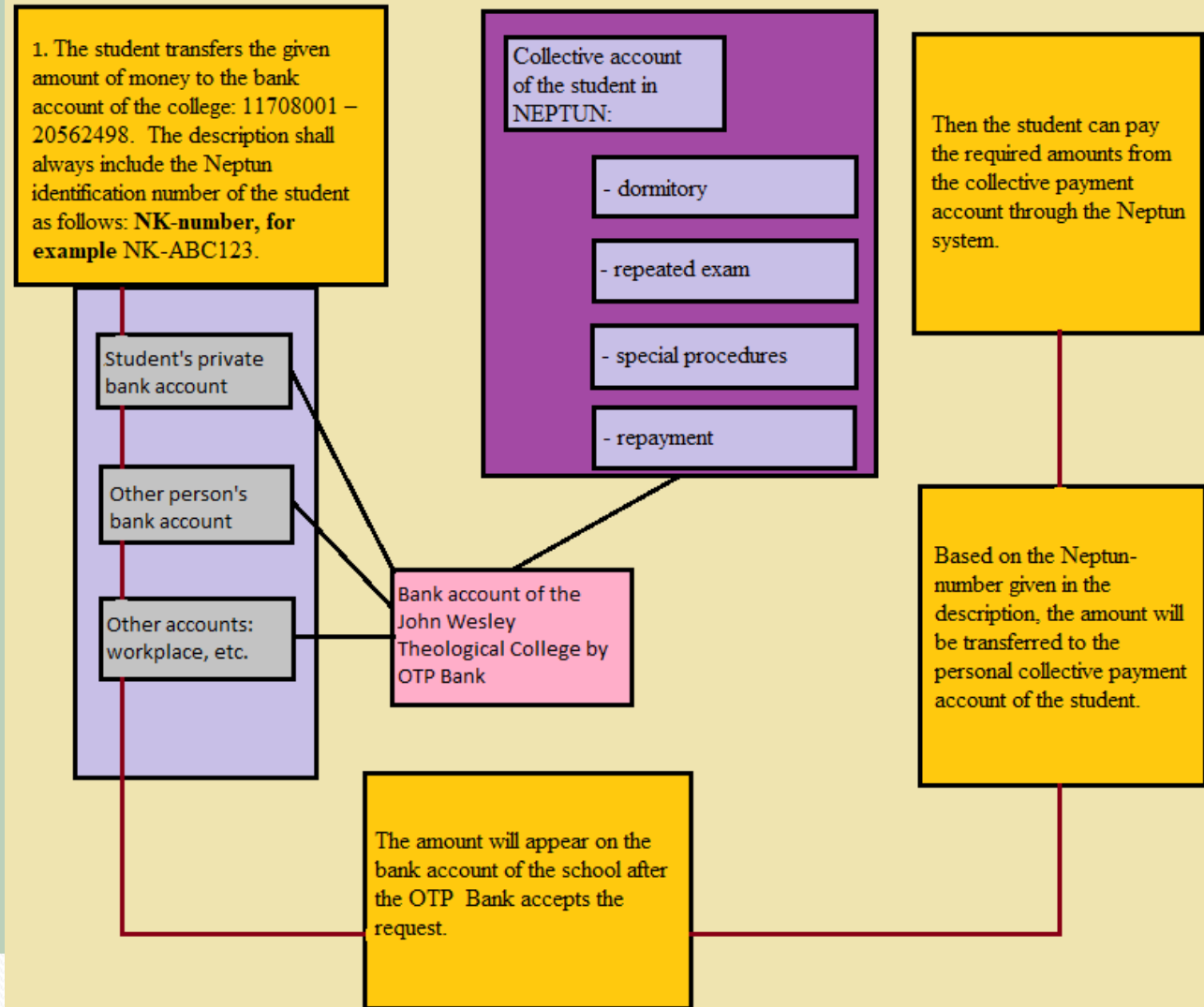
The screenshot displays the NEPTUN (Nemzeti Egyetemes Tanulmányi Rendszer) web interface. At the top, the logo 'NEPTUN' is visible with the tagline 'Nemzeti Egyetemes Tanulmányi Rendszer'. Below the logo, there is a navigation bar with a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. A main navigation menu includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Exams' menu is expanded, showing 'Exam registration' and 'Taken exams' (highlighted in blue). Below the menu, there is a 'Filters' section with a 'Terms: 2019/20/2' dropdown and a 'List' button. An 'Actions: Add to favourites' button is also present. The main content area shows 'Exams (Term: 2019/20/2)'. On the left side, there are several widgets: 'Neptun news', 'Neptun mobile' (with a message to try the free app on Android or iOS), and 'Messages' (with a notification for 7 messages in the inbox).

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/Settings

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

The screenshot displays the NEPTUN web interface. At the top, the logo 'NEPTUN' is visible with the tagline 'Egységes Tanulmányi Rendszer'. Below the logo, there is a navigation bar with tabs for 'Education Admin.', 'Neptun Meet Street', 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing options: 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. The 'Settings' option is highlighted in blue. A red arrow points from the text box on the left to the 'Settings' option in the dropdown menu. Below the navigation bar, there are sections for 'Neptun news', 'Neptun mobile', and 'Messages'. The 'Bank accounts' section is partially visible at the bottom.

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 transactions (including repayment from the collective account) will occur, can be entered here.

Neptun.Net WJLF_HW - Mozilla Firefox

https://host.sdakft.hu/wjlfhw/main.aspx?ismenuclick=true&ctrl=0516

Váltás Neptun Meet Street-re | Képzés | Szociális munka - alapképzés (BA/BSc)(Felv. éve:[Nappali]) TECH_HAL

Tanulmányok | Tárgyak | Vizsgák | Pénzügyek | Információ | Ügyintézés

Beállítások

Műveletek: Hozzáadás a kedvencekhez

Számítások | Partnerek | Szervezetek | Megosztás | Automatikus teljesítés

Bankszámlaszámok

Bankszámlaszám	Alapértelmezett	Külföldi	OTP státusz
88888888-88888888-88888888	Igen	Nem	

Találatok száma: 1-1 / 1 (0 ms)

Kedvec funkciók

Naptár

Feliratkozási listák
 Konzultációk

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 registered 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/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.

The screenshot shows a web application interface for 'Neptun Meet Street'. The main navigation bar includes 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' menu is open, displaying options: 'Payment', 'Invoices', 'Transaction list' (highlighted), 'Scholarship, payouts', and 'Settings'. Below the menu, there are filter options: 'Terms:', 'Payment types: All', and 'Cum. balance of all joint accounts:'. There are buttons for 'List' and 'Transfer back'. At the bottom, there is an 'Actions: Add to favourites' button and a section header 'Transactions [All terms]'.

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).

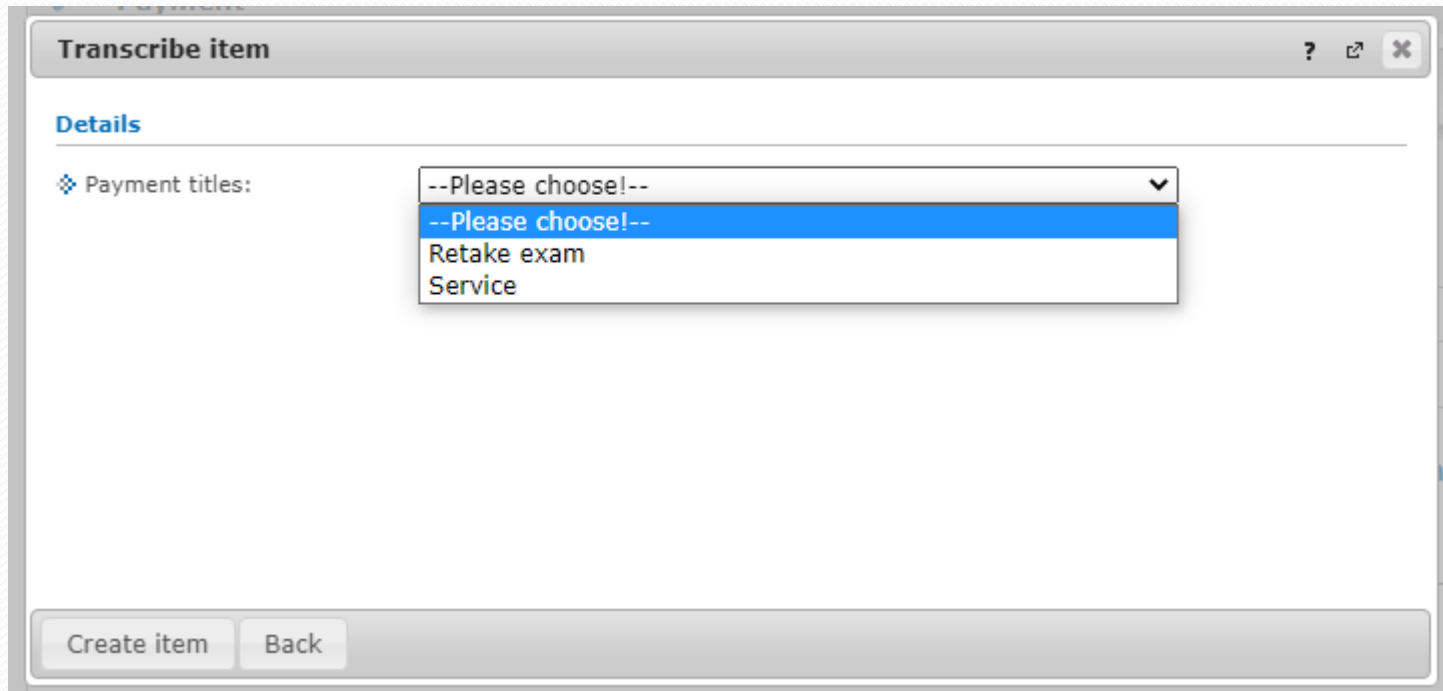
Finances/Transcribe item

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

The screenshot shows the Neptun Admin interface. At the top, there is a blue button labeled 'Education Admin.' and the text 'Neptun Meet Street'. Below this is a navigation bar with tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' tab is selected, and a dropdown menu is open, showing options: 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. A red arrow points from the text box above to the 'Transcribe item' button in the 'Actions' section. The 'Actions' section also includes 'Add to favourites'. Below the actions, there is a section titled '1.) Choose items to pay in' and a warning message: 'Attention! Collective account payment is not possible for you, because'. At the bottom, there are buttons for 'Payments' and 'Pay back', and a section for 'Transcribed items[All terms, All]'.

Finances/Transcribe item

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



The screenshot shows a web form titled "Transcribe item". Under the "Details" section, there is a field labeled "Payment titles:" with a dropdown menu. The dropdown menu is open, showing three options: "--Please choose!--" (highlighted in blue), "Retake exam", and "Service". At the bottom of the form, there are two buttons: "Create item" and "Back".

- 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!

Kírt tétel létrehozása

Adatok

- Fizetési jogcímek: Szolgáltatás jogcím
- Félévek: 2011/12/2
- Szolgáltatás típusa: —Kérem válasszon!—
- Tárgyak: —Kérem válasszon!—

Befizetendő kiírt tételek [Mind]

Név	Félév	T
szepetemberi díj	2010/11/1	
októberi díj	2010/11/1	
novemberi kollégiumi díj	2010/11/1	
kollégiumi díj		

javascrip:WebForm_DoPostBackWithOptions(new WebForm_...Command\$ibtn_insert", "", true, "", "", false, true)) 6000 2010.12.15. 2010.12.20. 2010.12.20. Teljesített Lehetőségek

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

Finances/Transcribe item/Exam fee

Under Retake exam, exam fees can be paid 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.

Kijelölt tétel létrehozása

Adatok

- Fizetési jogcímek: Ismételt vizsgadíj
- Félévek: 2011/12/2
- Tárgyak:
 - Kegyeleti szertartások (SMAV457)
 - Nagygyakorlat (SMAK609)
 - Nagygyakorlat szupervíziója (SMAK608)

Befizetendő kijelölt tételek[Minden félév, Minden típus]

Név	Félév	Típus	Tárgykód	Összeg	Kiírás dátuma	Szolg.telj.	Határidő	Státusz	Töröl	Befizet
szeptemberi díj	2010/11/1			9000	2010.09.29.	2010.10.31.	2010.12.06.	Teljesített	<input type="checkbox"/>	Lehetőségek
októberi díj	2010/11/1			9000	2010.10.13.	2010.10.30.	2010.12.06.	Teljesített	<input type="checkbox"/>	Lehetőségek
novemberi kollégiumi díj	2010/11/1			9000	2010.11.09.	2010.12.06.	2010.12.06.	Teljesített	<input type="checkbox"/>	Lehetőségek
kollégiumi díj				6000	2010.12.15.	2010.12.20.	2010.12.20.	Teljesített	<input type="checkbox"/>	Lehetőségek

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.

The screenshot shows a web browser window with the URL https://host.sdakft.hu/wjlfhw/main.aspx?ismenuclick=true&ctrl=0501&skinname=Skin_Neptun_Lime. The page title is "Neptun.Net WJLF_HW - Mozilla Firefox". The main content area is titled "Befizetendő kiirt tételek[Minden félév, Minden típus]" and contains a table of payable amounts. The table has columns for "Név", "Félév", "Típus", "Tárgykód", "Összeg", "Kiírás dátuma", "Szolg.telj.", "Határidő", "Státusz", "Töröl", and "Befizet". The "Befizet" column contains empty checkboxes. A red arrow points from the text box to one of these checkboxes. Below the table, there is a message box with a smiley face icon and the text: "- Törölni, csak a hallgató által kiirt tételt lehet." and "- Törölni csak addig lehet, amíg nincs hivatkozás az adott tételre!".

Név	Félév	Típus	Tárgykód	Összeg	Kiírás dátuma	Szolg.telj.	Határidő	Státusz	Töröl	Befizet
Költségtérítés hátralék 2009/2010. 1. félév	2009/10/1			26000	2010.12.16.	2010.12.16.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítési hátralék 2009/2010. félév	2009/10/1			27000	2011.01.21.	2011.01.21.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítési hátralék 2009/2010. 1. félév	2009/10/1			27000	2011.01.21.	2011.01.21.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
<input checked="" type="checkbox"/> Költségtérítés 2010/11/2	2010/11/2			78000	2011.02.07.	2011.02.07.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2010/11/2	2010/11/2			19500	2011.05.30.	2011.02.07.	2011.06.02.	Teljesített	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2010/11/2	2010/11/2			19500	2011.05.30.	2011.02.07.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2010/11/2	2010/11/2			19500	2011.05.30.	2011.02.07.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2010/11/2	2010/11/2			19500	2011.05.30.	2011.02.07.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2011/12/1	2011/12/1			54000	2011.09.06.	2011.09.01.	2012.01.31.	Aktív	<input type="checkbox"/>	Lehetőségek
Költségtérítés 2011/12/2	2011/12/2			34800	2012.02.08.	2012.02.04.	2012.02.04.	Aktív	<input type="checkbox"/>	Lehetőségek

Találatok száma: 1-6/6 (16 ms)

Műveletek : [Tovább](#) | [Törölés](#)

- Törölni, csak a hallgató által kiirt tételt lehet.
- Törölni csak addig lehet, amíg nincs hivatkozás az adott tételre!

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.

The screenshot shows a web browser window displaying a student portal. The browser title is "Mozilla Firefox". The address bar shows the URL "http://www.wjlfhwj/main.aspx?ctrl=h_payimposition&issub=true". The page header features the logo of "PTUN" (Pécsi Tudományi Rendszer) and a banner image of a smiling woman. Below the header, there is a navigation menu with tabs: "Saját adatok", "Tanulmányok", "Tárgyak", "Vizsgák", "Pénzügyek", "Infomáció", and "Ügyintézés". The main content area is divided into two columns. The left column contains a sidebar with sections: "Aktualitások", "Üzenetek" (with sub-items: "Beérkezett üzenetek (42)", "Elküldött üzenetek", "Beállítások", "Címtár"), and "Kedvenc funkciók". The right column is titled "Befizetés" and contains a section "2.) Befizetés típusa - Kiírt tétel befizetés". Underneath, there is a sub-section "Fizetési mód választás" with two radio buttons: "Gyűjtőszámlás fizetés" (selected) and "Gyűjtőszámlák:". A dropdown menu next to "Gyűjtőszámlák:" shows the value "1170800120562498". At the bottom of this section are two buttons: "Befizet" and "Vissza". A red arrow points from the "Befizet" button to the "Üzenetek" section in the sidebar. The footer of the page includes the logo of "S D A Informatika" and links for "Segítség", "Súgó", "Oldaltérkép", and "Hiba/Igénybejelentés".

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 request

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

The screenshot displays the Neptun web portal interface. At the top, there is a header with 'Education Admin.' and 'Neptun Meet Street'. Below the header is a navigation bar with tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Administration' tab is selected, and a dropdown menu is open, listing various administrative actions. The 'Student Card request' option is highlighted in blue. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Neptun news' section with a 'Neptun mobile' link and a 'Messages' section with an 'Inbox (25)' link. The right column contains a 'Student Card request' section with a 'Filters' section and a 'List' button. Below the 'List' button are 'Add to favourites' and 'Add new' buttons. At the bottom of the page, there is a yellow speech bubble with a smiley face icon and the text: 'Please, kindly check your sheet before request, because in order to get the student card request, you must have a valid student card request sheet.' The 'Student Card request' option in the dropdown menu is highlighted in blue.

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | **Administration**

- Enrollment/Registration
- Dormitory application
- Select specialization
- Final exams
- Questionnaires
- Recategorization request
- Requests
- Reserve dates
- Request estimation
- Student Card request**
- Switch studies

Student Card request

Filters

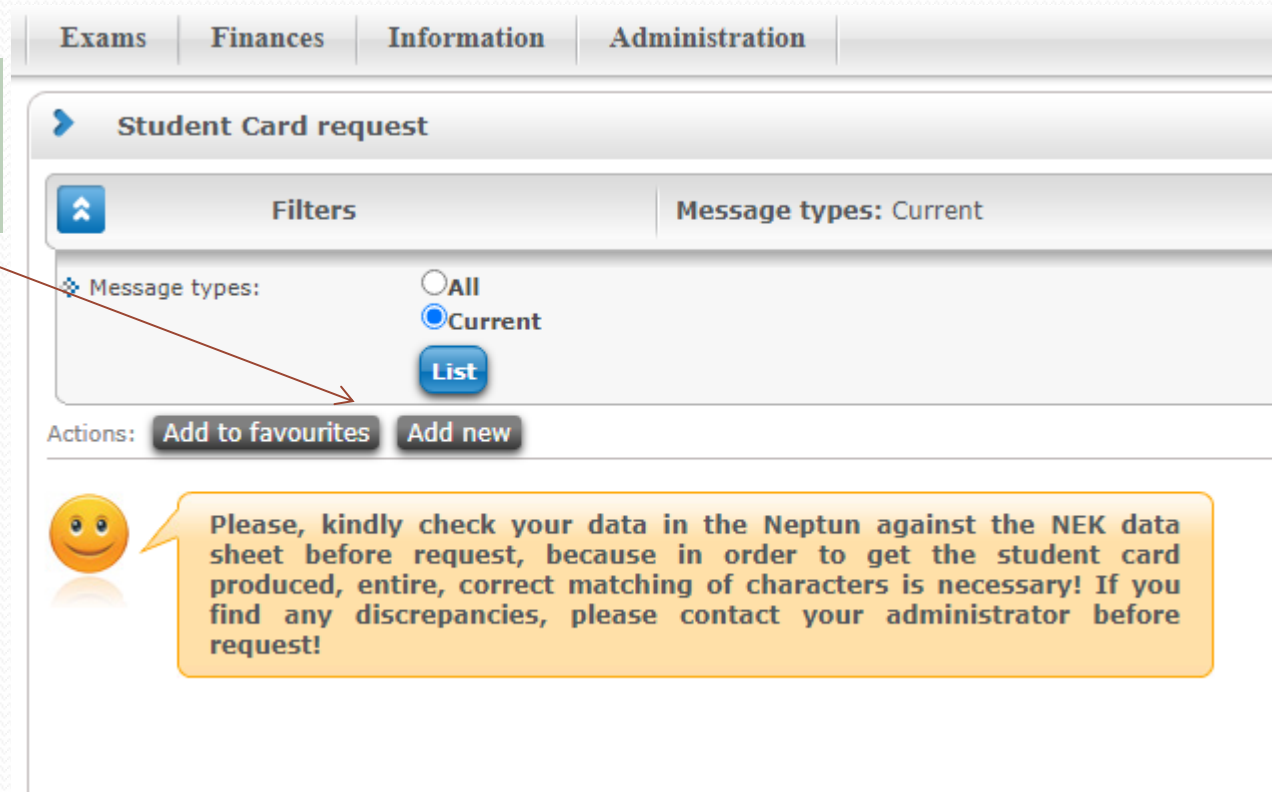
Message types: All Current **List**

Actions: **Add to favourites** **Add new**

Please, kindly check your sheet before request, because in order to get the student card request, you must have a valid student card request sheet.

Student card request

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



The screenshot shows a web interface for 'Student Card request'. At the top, there are navigation tabs: 'Exams', 'Finances', 'Information', and 'Administration'. Below these is a header for 'Student Card request' with a blue arrow icon. Underneath is a 'Filters' section with a blue arrow icon and the text 'Message types: Current'. The 'Message types' section has two radio buttons: 'All' (unselected) and 'Current' (selected). Below the radio buttons is a blue 'List' button. At the bottom of the filters section, there are two buttons: 'Add to favourites' and 'Add new'. Below the filters section is a yellow speech bubble with a smiley face icon, containing the text: 'Please, kindly check your data in the Neptun against the NEK data sheet before request, because in order to get the student card produced, entire, correct matching of characters is necessary! If you find any discrepancies, please contact your administrator before request!'.

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.

refox

Könyvtárak Eszközök Súgó

asp?ismenuclick=true&ctrl=h_scapplicationform

Képzés | Szociális munka - alapképzés (BA/BSc)(Felv. éve:[Nappali]) TECH_HALLGATO TECH_HALLGATO - TH9999 | (09:50) Kijelentkezés

Tárgyak Vizsgák Pénzügyek Információ Ügyintézés

Diákigazolvány igénylés

Hozzáadás a kedvencekhez Új felvétel

Kérjük, igénylés előtt szíveskedjen egyeztetni a Neptunban szereplő adatait a NEK adatlappal, mert a diákigazolvány legyártásához teljes,

Diákigazolvány igénylés

A NEK azonosítót kötelezők nélkül kérjük beírni!

NEK azonosító:

Igény típusa:

Képzés:

Cím:

A másodlagos intézmény mező kitöltése csak akkor szükséges, ha másik felsőoktatási intézmény hallgatója is egyben, vagy intézményen belül képzése, vagy képzései több telephelyen (városban) folynak, és ezt kéri feltüntetni az igényelt diákigazolványon.

Másodlagos intézmény:

Másodlagos intézmény nyomdai kódja:

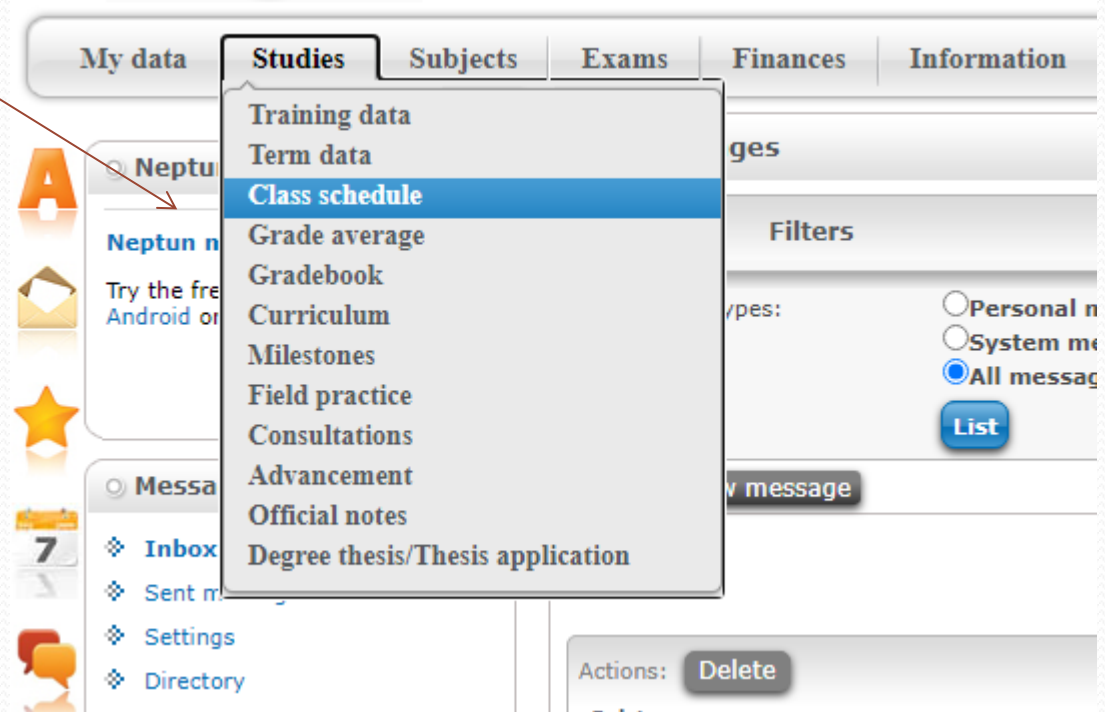
Mentés Vissza

Oldalméret 20

javascript: __doPostBack('upFunctionCommand\$libtn_new','')

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 schedule/classroom arrangement

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

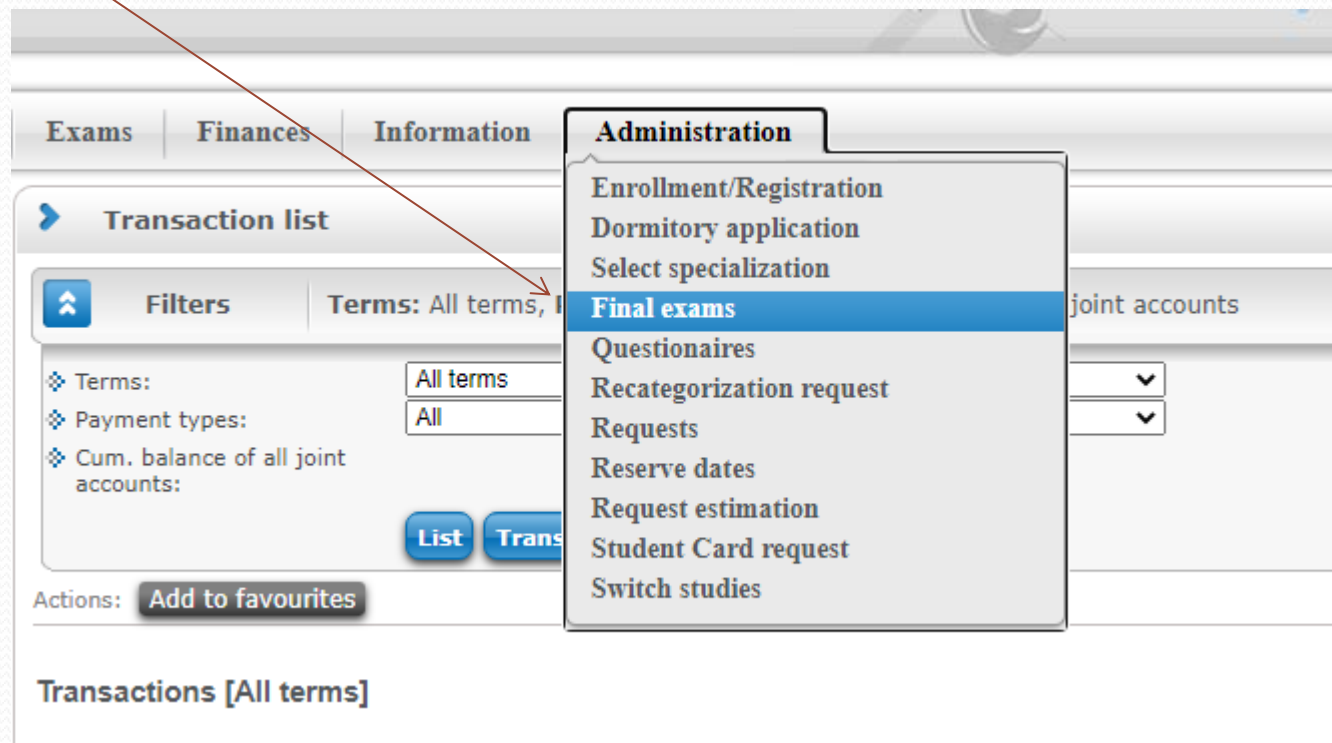
The screenshot shows a web-based class schedule interface. At the top, there are navigation tabs: 'Normál nézet' (selected) and 'Összevont/féléves nézet'. Below the tabs, there are view options: 'Órarend', 'Vissza a mai napra', 'Napi nézet', 'Heti nézet', 'Havi nézet', 'Napló nézet', 'Frissítés', and '2012 Április'. There are also buttons for 'Egész napos nézet', 'Listás nyomtatás', 'Nyomtatás', and 'Outlook export'. The main area is a calendar grid for April 2012, with columns for 'Hétfő', 'Kedd', 'Szerda', 'Csütörtök', 'Péntek', 'Szombat', and 'Vasárnap'. The grid shows class times for various days, such as '16:00 [Óra] Kegyeleti' on Tuesday, Wednesday, Thursday, and Friday. A sidebar on the left contains links for 'Üzenetek', 'Küldött üzenetek (3)', 'Válaszolt üzenetek', 'Helyes funkciók', 'Tudományos átlagok', 'Könyvtár', and 'Közvetítés'. A red arrow points from a text box to a class entry in the grid, and another red arrow points from a text box to the time interval '16:00'.

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

The desired time interval can be set here.

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.



The screenshot displays the Neptun web application interface. At the top, there are navigation tabs: Exams, Finances, Information, and Administration. The Administration tab is active, and its dropdown menu is open, showing various options. The 'Final exams' option is highlighted in blue. Below the navigation tabs, there is a 'Transaction list' section with a 'Filters' panel. The filters include 'Terms: All terms', 'Payment types: All', and 'Cum. balance of all joint accounts'. There are 'List' and 'Trans' buttons. At the bottom, there is an 'Actions' section with an 'Add to favourites' button and a 'Transactions [All terms]' section.

- Exams
- Finances
- Information
- Administration**
 - Enrollment/Registration
 - Dormitory application
 - Select specialization
 - Final exams**
 - Questionnaires
 - Recategorization request
 - Requests
 - Reserve dates
 - Request estimation
 - Student Card request
 - Switch studies

Transaction list

Filters

Terms: All terms, 1

Terms: All terms

Payment types: All

Cum. balance of all joint accounts:

List Trans

Actions: Add to favourites

Transactions [All terms]