# User's Guide

# to the New Student Web Interface

# of the Neptun Educational Database System

# v1

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The New Student Web Interface (New SWEB) of Neptun is going to be introduced from the spring semester of the 2024/2025 academic year.

In this guide you will find information on the most commonly used functions and processes:

- Access (how to log in),
- Select your active training
- Semester enrolment,
- Subject/Course registration,
- Requests,
- Finances,
- Student ID card application.

For a more detailed description of the above topics and other features of the new Student Web Interface, please refer to the Neptune Student Knowledge Base, which is available at:

- [Neptun student knowledge base - Neptun student web interface documentation 2024.3 - SDA Knowledge base](#)
- or on the New Student Web interface, on the right-hand side, in the personal profile menu with your name, under "Help" option:
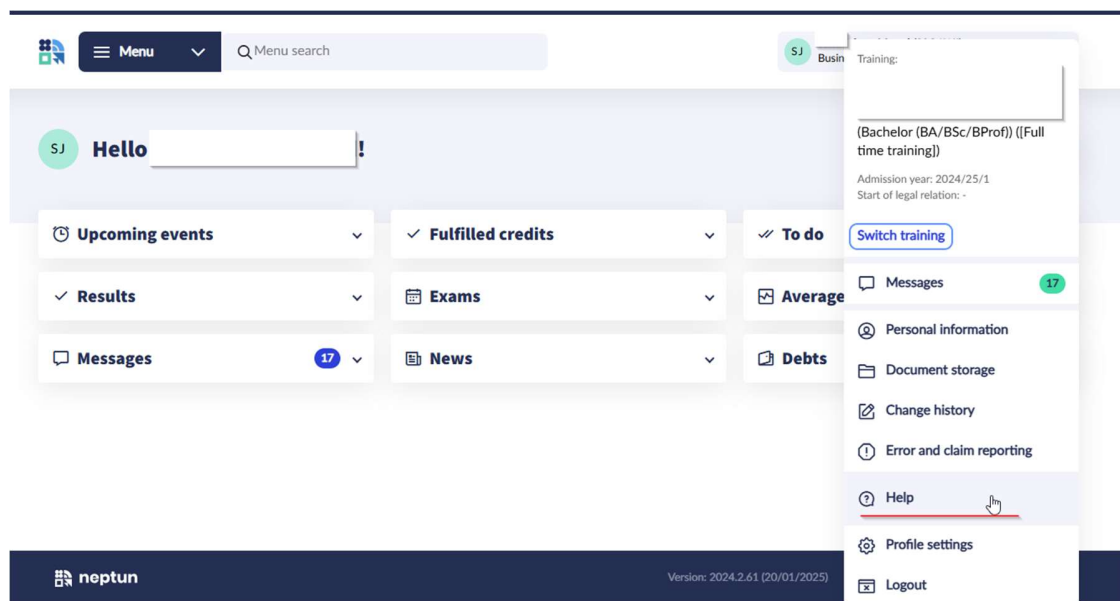
If you have any technical questions or problems with the New SWEB, please send an e-mail to neptun@uni-mate.hu.
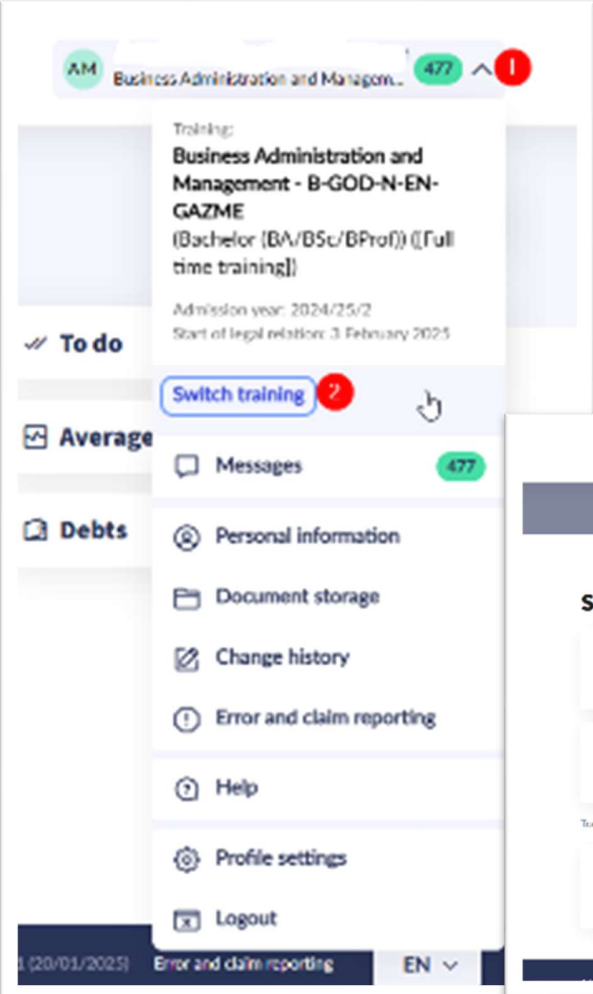
**In the e-mail please:**

- be sure to include your Neptun code
- describe the problem as precisely and concisely as possible
- preferably attach a screenshot

# Access (Log in)

You can log in to the new SWEB with the same ID (Neptun code, login name) and password you used on the old HWEB.

Two-factor identification is also mandatory for the new SWEB login. A new two-factor authentication registration is not required, the one used for the old HWEB will work with the new interface.
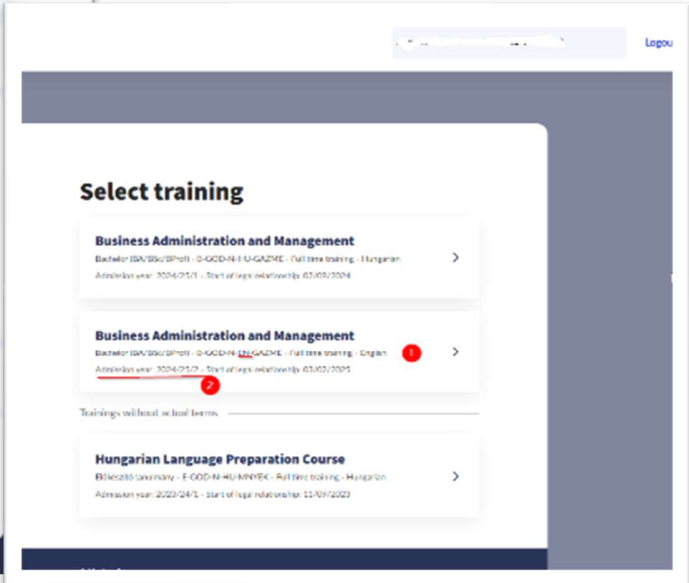


## Select your active training

If you happen to have more than one training at MATE you can switch between them.

After logging in, Neptun offers you the options to choose your trainings you wished to manage.

Please, select the newest training, probably in English and marked with latest semester.

After you entered the Neptun New SWEB interface, and you wish to switch back to former trainings you may use the following option. From personal profile menu, please click on Switch training button.
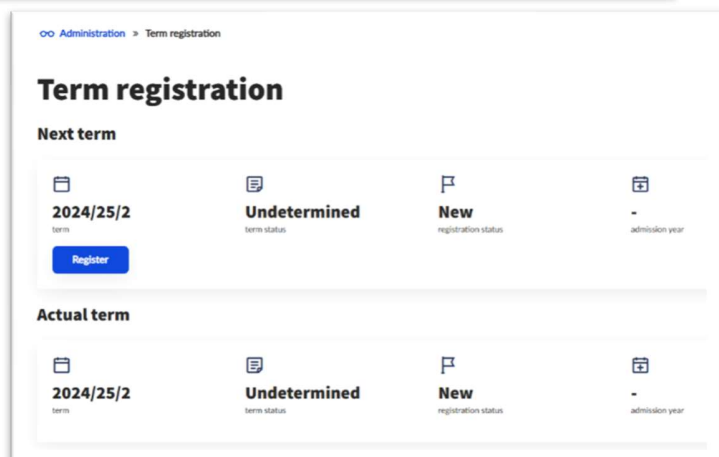
# Semester Enrolment

You can only enrol for a semester if your training has an open enrolment and/or registration period and you have a current semester.
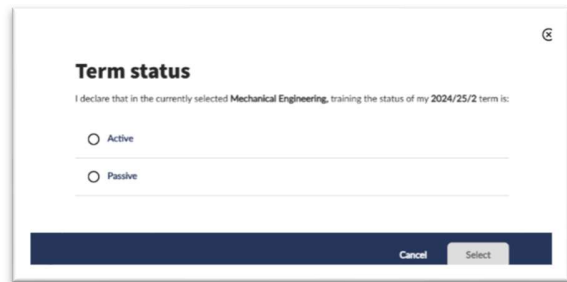You can view the periods in the main Menu: *Information/Periods*.
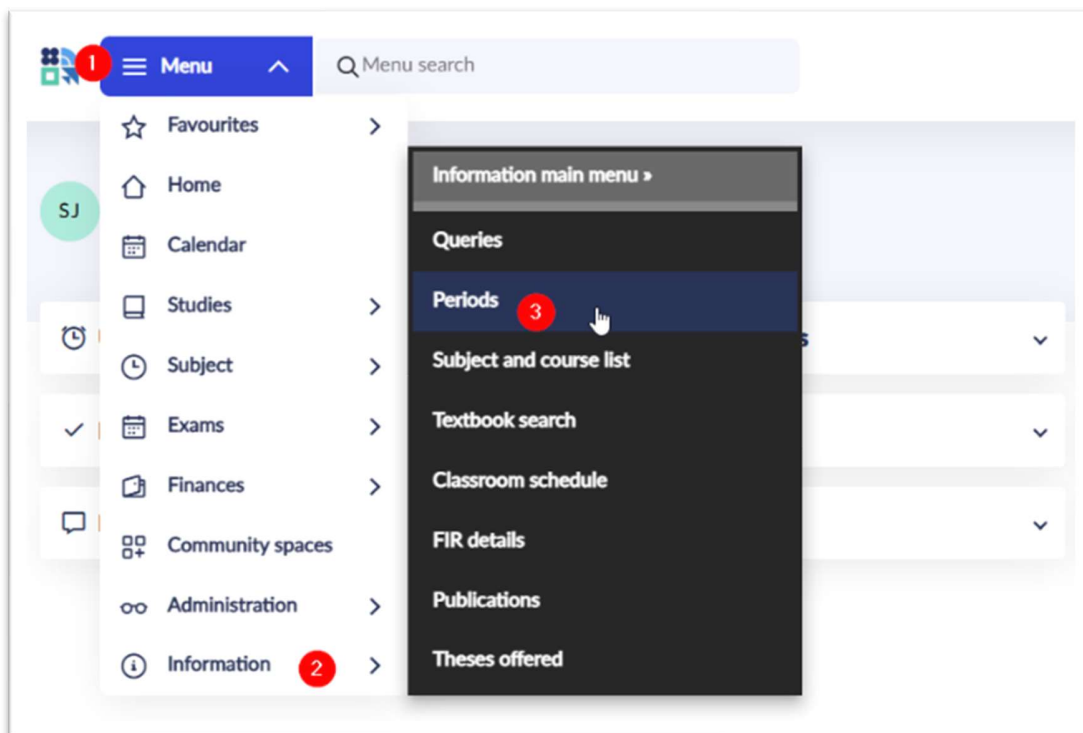


The "Semester enrolment" (in the old SWEB: "Enrolment/Registration") can be accessed from *Administration/Term registration*.

By clicking on the **"Login"/"Change status"** button in the pop-up window, you can select/change your Active or Passive semester status, which you can fix by clicking on the **"Select"** button.
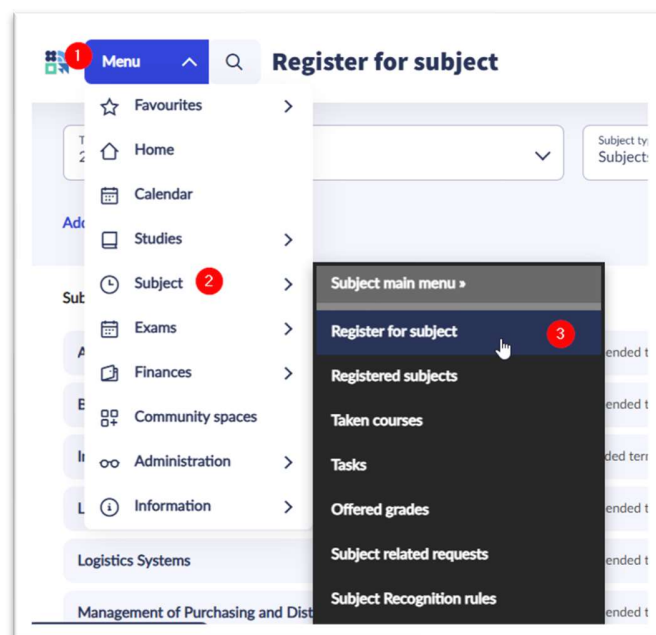


# Subject/Course registration

Registration for subjects/courses:

From the main Menu (1), you can select Subjects (2)/Register for Subject (3) option to take subjects/courses. After entering the filter criteria (1-3), you can use the Search Subject (4) button to list the subjects that match the criteria. Click on the ˅ sign (5) at the end of the subject line to display the courses for that subject. To add a subject, you must first select the courses you want to take using the checkboxes (6-7) at the beginning of the row, and then click on the Take Subject button (8) to add the subject. If a selected course or subject cannot be taken for some reason, information about the exact reason will appear in a pop-up notification in the top right-hand corner. To drop a subject, use the Drop Subject function button (9), this action will drop the subject and all associated courses that have been added, as well as deleting them from the timetable planner.

Attention! If you only use the Add to Planner (10) option at the end of the course line, this function button does not register you to the course but only adds it to the timetable planner.

Course change/Subject drop

If the subject has more than one course of the same type, it is possible to change courses. Click on the "**Change course**" button to start the course change process. The line of the course already added will then become inactive and the course you want to change to must be selected. The process can be finalized by clicking on the "**Change Course/Course exchange**" button.
You can drop a subject by clicking on the *"Drop subject"* button, which drops all courses related to the subject.



Class schedule planner:
The planner opens in the bottom left corner. Courses with a timetable that have been added to the planner can be viewed in the Class schedule planner. The Class schedule planner allows you to create an ideal

semester timetable before you enrol in a course, and to compare which of the several courses of a subject can be better integrated into your timetable. For classes held in English there are not so many options.

<u>View registered subjects:</u>

You can view the subjects you have taken in the "*Menu/Subjects/Registered subjects*" sub-menu. By default, the interface displays the subjects taken in the current semester, but by changing the semester in the filter, you can also view courses taken in previous semesters. You can also drop a subject here.





<u>Class schedule:</u>

On the new HWEB, there is no separate menu for timetables, instead you can view your timetable in the *Calendar* menu from the main Menu. You can also export the calendar by clicking on the "Download calendar" button.
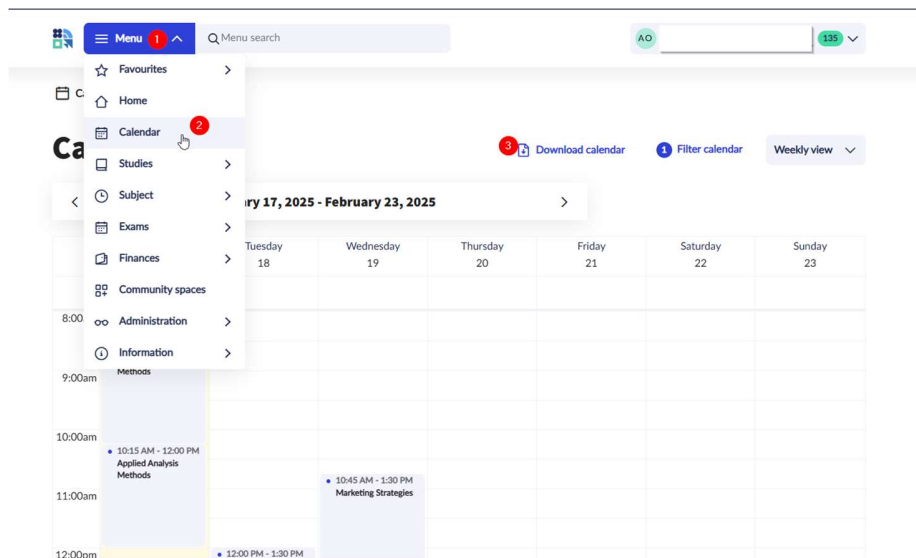
## Requests
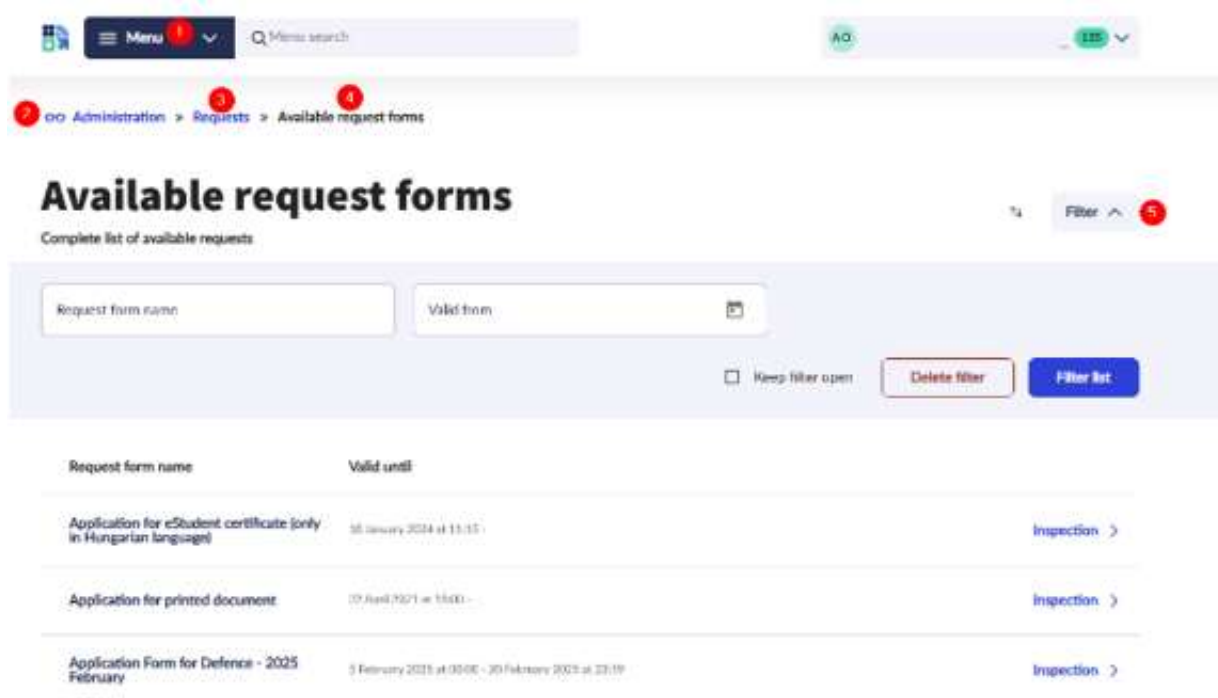


In the main Menu (1) under Administration (2)/Requests (3), you can start a new application by clicking on the "Request Fill" (4) button. You can also filter (5) and sort the requests by using the buttons in the top

right corner. Here you can continue to fill in the requests that have already been started and view requests that have been returned for correction and check those that have been submitted, too.



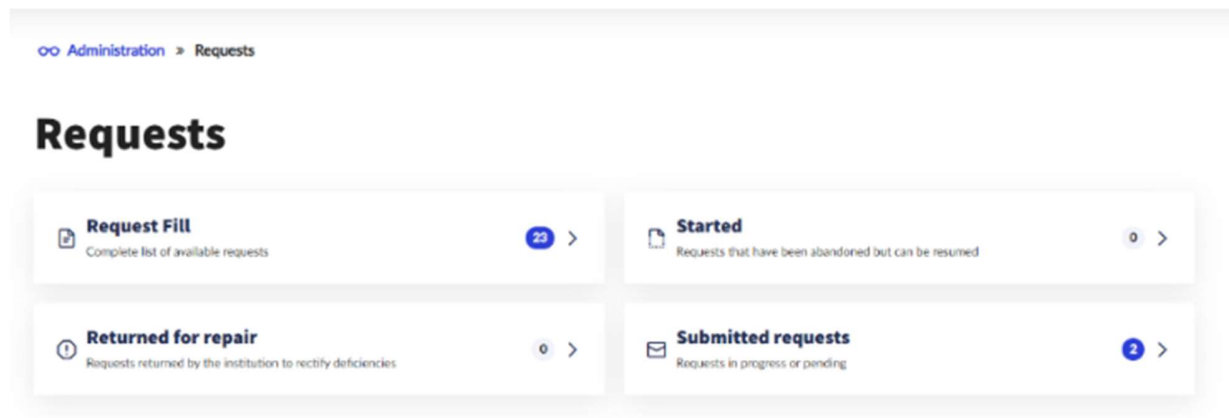Clicking on the name of the request to be filled in or on the Inspection button will open the request details interface, where the request details will be displayed, if they are available for the logged in user to fill in. Click on the Start filling button to start filling in the application.



The "Next page" button (located in the top right corner) will take you to the next page.



If a mandatory field is not filled in, you cannot proceed to the **next page**!
On the last page, click on the *"Submit a request"* button to submit the application after a confirmation.
The program will give you feedback on a successful submission.

In NEPTUN there are special requests which are not available in the Requests menu: these requests can be submitted for a specific subject, exam or a specific item. In these cases, the request shall be found under **Subjects/Exams/Finances** sub-menus.
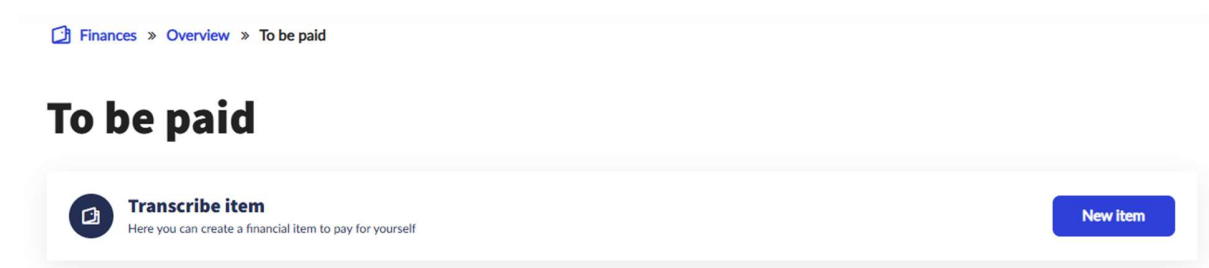
# Finances

<u>Transcribe New item</u>

There are two ways to post a new financial item (e.g., retaking exam fee, subject re-registration fee) on the new SWEB.
One of the options is available from the **Finances/Overview** submenu:
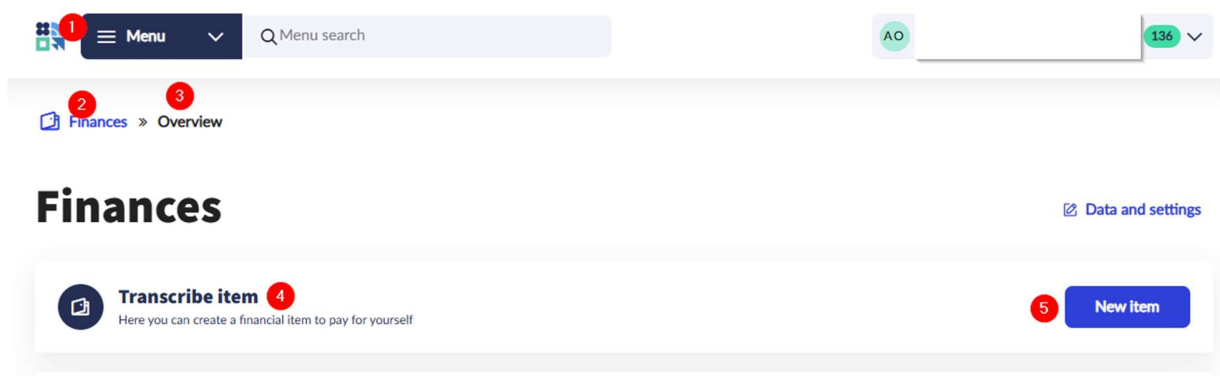


The other option is under **Finance/To be paid**. You can also find items to be paid here.



To add a repeated exam fee, go to the *"Details"* of the exam approaching from the **Exams/Take Exam** menu, and then click on the *"Transcribe item"* button in.

# Student ID card application

To apply for a student card, go to **Administration/Student Card** request sub-menu. The interface allows you to start a new claim, check the current status of your claim and find out about previously submitted claims.

Click on the *"Start a new request"* button to fill in the application form.

The NEK identifier can be found in the top right-hand corner of the NEK form and is made up of the date of issue, the 3-character code of the county of the government office and the serial number, separated by dashes.

The NEK form can be uploaded as an electronic file for the application using the *Upload File* and *Document Storage* buttons.

## New request
The application is submitted with FIR data.

### Application form
On this page you can enter important data.

**Basic data**

NEK identifier

The ID must be entered in the following format: 123456ABC1234567

NEK data sheet

Drag here the file you want to upload, or choose from!

**Upload file**    Document storage

**Extensions and size limits allowed**

Reason for request

Select an item

**Save**

The current status of the application:



Status
**Legyártott kártya**

| | |
|---|---|
| Type | First application |
| Training: | Gazdálkodási és menedzsment |
| Mode | Full time training |
| Creation time | 10 January 2022 at 09:39 |
| Documents | CamScanner 11-01-2021 12.54 (2)_2.jpg  179 KB |