



QUICK GUIDE

for Neptun

ABOUT NEPTUN

The NEPTUN is an online educational administration system for students enrolled to the Óbuda University. This electronic database contains the personal data and full academic study records (registration, courses, exams, grades and credits) of all registered students of the university. Within the system you can manage your student status, your course and exam registration, your financial transactions for items which students are expected to pay to the university or to the dormitory and also access the materials that the lecturers uploaded.

At the beginning of your studies at our university, you will receive a NEPTUN code that you can use to sign into the system.

Access to OE Neptun: <https://neptun.uni-obuda.hu/ujhallgato/login>

Neptun login:

Login name: your Neptun code

Password: given by Student after first log in

After successful login, the main page of the system will be displayed. In the top right corner, the name and Neptun code of the logged in user will be displayed in a drop-down menu.

Below the username you will find the student's training program – with the name of the program, its code, level of training displayed.

If the student has or has had more than one training program, the student can switch between all their trainings by clicking on the Switch Training button under the training data.

Under **Personal information** you can enter and modify personal data, manage contact details and your password.

In the **Document storage**, it is possible to upload a new document, view previously uploaded documents or documents and invoices generated in connection with the student's training.

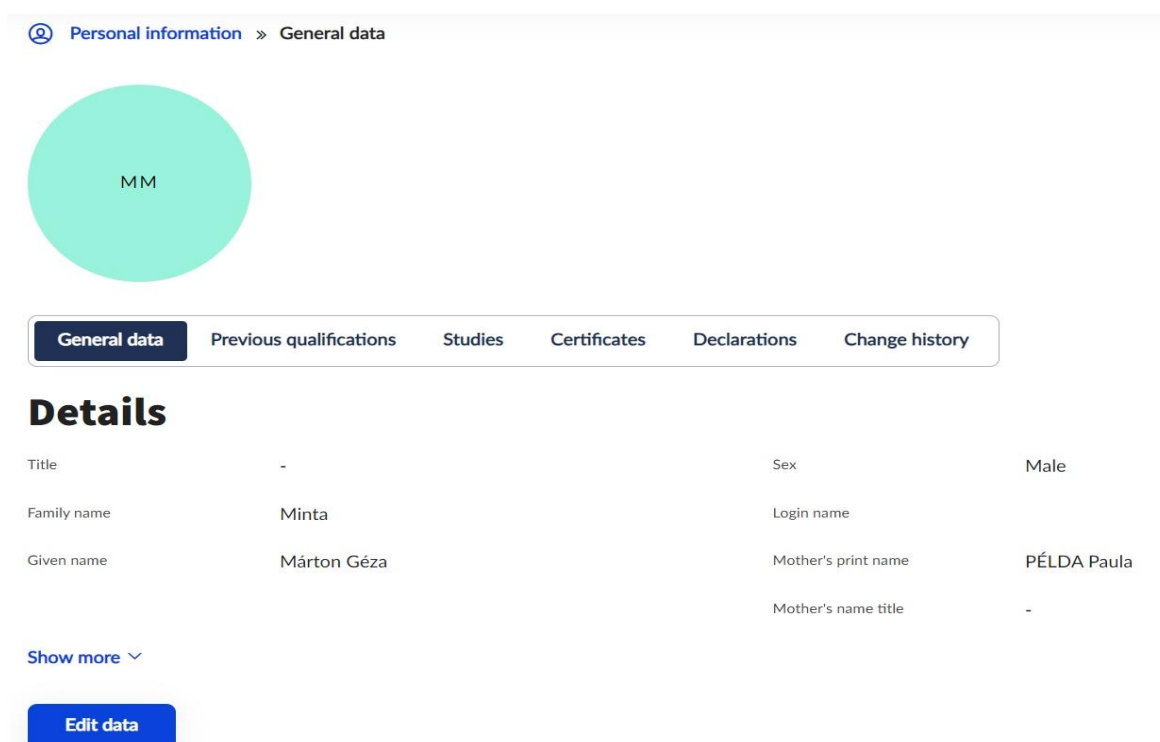
In the Profile settings menu, it is possible to change the appearance settings, password settings.

On the X side of the page, there is a countdown timer that counts down based on the time of inactivity and logs the user out after 10 minutes. The Logout link at the bottom of the drop-down menu logs the user out immediately.



Management of personal data and contact information

Personal data recorded in the educational system can be accessed in the Personal information menu through the drop-down menu under the user's name. This data is divided into five main areas, which can be found under five different tabs on the interface.



Addresses, e-mail addresses and phone numbers can be managed under Contact information.

Address details can be recorded as permanent, temporary, mailing and billing addresses. Mailing and billing addresses can be changed at any time, but permanent and temporary addresses can only be changed with the permission of the Faculty Registrar's Office/Study Department staff, upon presentation of a valid address card.

Permanent address = your permanent address in your home country.

Any addresses in Hungary are temporary addresses.

Any number of e-mail addresses can be added to the E-mail address list, as official or personal type. In any case, there must be a default email address so that the system can forward messages and notifications received. The Default checkbox can only be ticked for one email address at a time.

Phone numbers can either be mobile or office type.

Contact information

To record a new availability, click the Add a new contact button



The screenshot shows a web form for contact information. It has three main input fields: 'Email address', 'Address (Permanent address)', and 'Phone number'. Each field has a right-pointing chevron icon. Below these fields is a blue button with a white plus sign and the text 'Add a new contact'.



IMPORTANT! Enrolled students cannot change their personal data. For data correction please contact your Study Coordinator.

It's student's responsibility to keep all personal data up to date.

Mailing as delivery service is not available for international students.

Message and automatic notification settings

You can receive 3 types of messages in Neptun:

- individual messages (e.g. from students, lecturers, department administrators), or
- group messages (e.g. course mails), or
- automatic system messages (about course enrolment, grades).

The **Inbox** is accessible in the **Messages** menu through the drop-down menu under the user's name, or via the **Messages** tab on the home page. The number of unread messages is displayed next to the name of both menus. Unread messages appear in bold in the message list.

In the case of automatic system messages, mandatory reading can be set by the sender, in which case, when you access the web interface, the program will inform you that you have received a "mandatory message" and will not allow you to proceed until it has been read.

It is very important to maintain the settings for automatic system messages since all study information is sent to the Neptun inbox initially and can only be read when entering the web interface. By setting the automatic system message option, the program can be configured to send automatic system messages by e-mail in subjects the user sets.

Receiving messages

Who can you receive messages from?

- ☐ From everyone
- ☒ Only from instructors and system messages

Authorized users

The following people from whom you will receive messages.

Selected persons



Message forwarding

You are currently receiving notifications set by the institution.

[Set up notifications](#)



IMPORTANT! Neptun messages sent by Study Coordinator are considered as official letters. Ignoring Neptun messages can be at disadvantage during studies. Since Neptun logs all activities, unread or delete of messages can be checked anytime.

The drop-down menu next to the Neptun logo breaks tasks down into larger categories.

Studies

Advancement >	Registry record >	Module selection >
Field practice >	Obligatory professional practices >	Consultations >
Online occasions >	Electronic learning materials >	Degree thesis >
Switch studies >		Sciencer >

In the **Studies** menu provides information on academic advancement.

Subject

Register for subject >	Registered subjects >	Taken courses >
Tasks >	Offered grades >	Subject related requests >
Subject Recognition rules >		

The **Subject** menu manages the courses the student has registered to and provides information about the registered subjects. You can also manage offered grades under this menu.

Subject and course registration

The **Register for subjects** menu is available from the *drop-down menu* on the left, or from the **Subject** main menu.

Subject registration is a two-stage admission procedure: you must register to a subject and a course at the same time. Thus, in the list of subjects displayed, you can access additional courses under a subject, from which you must choose one or more to successfully register.

Term
2026/27/1

Subject type
Subjects from curriculum

Subject code/name

Curriculum
All items

Subject group
All items

Language

Recommended term

Course lecturer

Course code

Subjects in this time interval

Day

Exam start

Finish

[+ Add more interval](#)

☐ View completed subjects

☒ Show registered subjects

[Fewer filter conditions](#)

Latest filter (a few seconds ago) >

☐ Keep additional filters open

Delete filter

Search subject

Multiple filters help you to select the right subjects during subject registration. First of all, the Term filter narrows down the subjects that can be taken for the current semester. You can also filter the results by subject type, subject code/name, curriculum, subject group, language, recommended term, course lecturer, course code, class date interval. If the Keep additional filters open checkbox is not ticked, it is worth checking in later semesters whether a filter criterion (e.g. an interval) is stuck in the search, which would prevent the new search from returning all results.

The **Subject type** filter divides the range of subjects into three groups:

- **Subjects from curriculum:** this is linked to the *Curriculum* filter, which can be used to narrow down the list to compulsory or optional subjects required in the training.
During the course of your training, you may have to take subjects from more than one curriculum.

You can open the subject's row by clicking on it. In the open position, you can see all offered courses for the subject. The courses' *code*, *class schedule*, *course type*, *lecturer*, *current headcount* and *headcount limit* is displayed. You can view more information about each course by clicking the **Details** button next to it.

To register for a subject, you need to click the **Take subject** button after selecting a course for the subject. Only one registration can be started at the same time, but you can immediately start a new registration afterwards. You will receive a push-notification for every registration started. The notification details the reason if the registration was unsuccessful.

Regulations for Subject and course registration

As a general rule for course types, ***one of each type is compulsory for successful registration.***

For example, if a course is taught with one lecture and – generally - one practice/labor in the semester, it is compulsory to select one lecture AND one practice/labor course from the courses offered.

An exception is an ***examination course („Exam“, „Vizsga“, „VK“)***, for which it is sufficient to take only that course. Faculty rule applies to the registration of an examination course.

In general, *only those who have already fulfilled the examination requirement for the subject may be admitted*, but it is the faculty's competence to determine this specifically.

Subject registration is only possible in **subject registration periods**. Details about these periods are sent out via Neptun message in every semester.

It is also a rule to take into account the prerequisites of curricula. In these cases, the subject may be taken only if their **prerequisite** has been fulfilled.

Course exchange

It may be the case that several courses of the same type are offered under the same subject, from which one must be chosen. The choice can be changed later without the student having to withdraw from the course.

To do this, click on the **Course exchange** button in the **Register for subject** menu under the subject's title. You can then tick the checkbox next to the courses of the subject to select the course you want to change to, and then click on the **Course exchange** button to drop the previously added course, at the same time register for the the selected course.

Dropping subjects

Taken subjects can be dropped in the specified period. Same as registration, dropping happens for the subject and the course(s) at the same time.

Dropping subjects can be done easily in the **Register for subject** menu, by clicking the **Drop subject** button under the taken subject. Subjects can also be dropped from the **Taken subjects** menu.



IMPORTANT! Subject registration, course exchange and dropping subjects are only available in given terms and deadlines. In some cases it's additional procedure (e-request). Past deadline no subject registration, course exchange and dropping subjects is possible (no matter what your excuse is).

Exams

Overview >	Take exam >	Taken exams >
Remaining exams >	Results >	Final exams >

The **Exams** menu's primary function is to manage exam registration, but you can also access online exams, which are sets of exam questions that must be completed electronically.

Exam registration

From the **drop-down menu** or from the **Exams main menu**, you can access the *Overview*, *Take exam*, *Taken exams*, *Remaining exams*, *Results* and *Final exams* menus.

 Exams » Overview

Overview

 **Take exam**
16 exam announced

Continue to exam signin

 **Results from earlier terms** 3
2023/24/2
3 exam
[All previous exam results >](#)

Actual term
4
total exam taken
[Taken exams >](#)
3
already passed
[Results >](#)

 **Upcoming exams** 1
Introduction to Hungarian art history
BTK-BBIA_bevmuvtor • Oral exam • in 2 days
[All remaining exams for the semester >](#)

The **Overview** menu consists of three parts.

The **Take exam** card shows the number of announced exams currently available for the semester from the courses you have taken. The *Continue to exam signin* button navigates directly to the **Take exam** menu.

The **Results from earlier terms** card shows the recorded exam grades by semester. Clicking on a semester or on the *All previous exam results* button will navigate to the **Results** menu.

The **Actual term** card shows the number of taken exams remaining in the semester, the number of exams already passed, and next to them the details of the three closest exams remaining. The **Taken exams** button navigates to the **Taken exams** menu, the **Results** button navigates to the **Results** menu, and the **All remaining exams for the semester** button navigates to the **Remaining exams** menu.

Take exam

...

1 Filter ▾

An overview of Hungarian literature

BTK-BBIA_magyirtör

Exam type	Time	Strength / Queue / Limit	Lecturer	Course code	
Written	7 June 2024 at 11:30	0 / 0 / -	Minta Berci	BBIA310101	Admission Details >

Introduction to Hungarian art history

BTK-BBIA_bevmuvtor

Exam type	Time	Strength / Queue / Limit	Lecturer	Course code	
Oral exam	3 June 2024 at 12:00	0 / 0 / -	Minta Berci	BBIA040101	Admission Details >
Oral exam	4 June 2024 at 12:00	0 / 0 / -	Minta Berci	BBIA040101	Admission Details >

When you enter the **Take exam** interface, all the exams announced for the current semester after the current date are displayed, grouped by subject.

The **Filter** drop-down menu in the top right corner allows you to filter exam dates by term, subject, exam type, exam registration and lecturer. If you suspect that not all exams are displayed, it is worth checking whether there are any filters set from a previous search.

Click on the **Filter list** button to apply the specified filter criteria.

Click on the **Delete filter** button to clear all filter criteria at once and display the complete list.

Click on the ... button next to the **Filter** button to access the **Edit columns** function, which allows you to rearrange the order of the displayed columns. Displayed columns can be:

- the exam type,
- the time of the exam,
- the headcount of the exam (number of students who have taken the exam/number of students on the waiting list/limit of registered students),
- the lecturers (examiners),
- the course code,
- the exam registration

You can take the exam immediately by clicking on the **Take** button next to the given exam date. It is only possible to register for (and drop) an exam during the exam registration period, according to the faculty's academic calendar and registration conditions.

In all cases, a **push notification** will be sent to confirm the success of the registration. If any of the conditions of the application are not met, the reason will also be indicated in the push notification. The new student interface uses a different logic than the old student web, so it is important to note that **the application is only completed when the push notification is received!**



IMPORTANT! Registering to exams has deadlines and – in cases – other criteria (e.g. service fee must be paid in-advance). The requirement of each subject is provided by the professor at the beginning of the semester. If you're not sure, or confused, please always ask guidance from your professor.

Finances

Overview >	To be paid >	Invoices >
Transactions >	Scholarships and payments >	Benefits >
Declarations >	Data and settings >	

The **Finances** menu covers the range of debts, fees and benefits to be paid. It is also possible to settle repeat exam fees and request invoices. Entering bank account information is only possible for students who do not have any bank accounts registered yet. For editing already registered bank accounts or adding new bank accounts, please reach out to the faculty **Registrar's Office/Study Department**.

Managing Finances - Overview

The **Finances** menu provides the possibility to manage all financial matters related to the student's studies. Each sub-menu can be accessed from the **Finances** menu on the left menu bar or from the **Finances main menu**.

The **Overview** menu is a summary interface that gives a comprehensive overview of the student's finances related to their studies.

The interface displays the balance of the selected collective account, the items to be paid and already paid in, the list of scholarships and payments.

In addition, you can also access a number of functions from several different menus, such as **transcribing items**, **settings** and **transactions**.

The system draws your attention to the items to be paid, including those that are overdue, on the middle card of the **Overview** menu.

In the **Paid in items** menu, items that no longer require financial settlement are displayed, regardless of whether they were paid by the student, by a paying organisation or via student loan. If the student has a scholarship repayment obligation and has paid it, these paid (=repaid) items can also be viewed here.

By clicking on the **Details** button at the end of the row, you can view the details of the item, such as the recorded Student Loan status and contract numbers, the requests already submitted, the invoice and the payer details. Here you can also access the functions related to the deposited amount (*Invoice details*, *Print*, *Submit request*).

Under **Transactions**, all the student's previous financial transactions can be viewed. The interface also displays transactions that have been invalidated for some reason, for example, due to a failed credit card deposit.

The list of transactions can be filtered by semester, type or direction of transaction.

Details of each transaction can also be viewed by clicking on the **Details** button at the end of the row.

Managing Finances - Transcribing items

Some financial items are not transcribed centrally by the institution but have to be transcribed by the student. These may be exam retake fees, a postage fee, or a late submission fee for a degree thesis.

There are three places in the study system from where a financial item can be transcribed:

By clicking on the **New item** button in the **Finances / Overview** menu.

By clicking on the **New item** button in the **Finances / To be paid** menu.

By clicking on the **Transcribe item** button in the **Exams / Exam registration** menu.

In the **Overview** and **To be paid** menus, the first step after clicking the **New item** button is to select the title of payment. The title can either be *Exam fee* or *Service fee*. In the **Exam registration** menu, only *Exam fee* titled items can be transcribed.



New item

Title of payment

You must select a payment title.



Cancel

Create

Creation and payment

Depending on the title selected, additional fields will be displayed. Using the **Semester** drop-down box, a past or future semester can be selected for the transcribed fee. For both titles, it is possible to select the *All semesters* option in the semester selection field, so that the student can choose from all of their subjects registered subjects. In this case, the semester of the transcription will always be the current semester.

In the case of a **Service title**, a service type must also be selected.

Title of payment

You must select a payment title.



Exam fee

Service title

Transcribe service for „signature supplement exam”

- Finances – Overview – Transcribe item – New item
- Title of payment: Service fee
- Term: select current
- Service type: Signature supplement
- Subject: select relevant subject
- Create
- Must be paid in Neptun via SimplePay

New item

Title of payment

Service title



Term

2025/26/2 (Current term)



Service type:

Signature supplement



Subject

Disability and rehabilitation knowledge (OFVFURIBNF)



Fee to be paid

4000 HUF

Transcribe service for „retake exam”

- Finances – Overview – Transcribe item – New item
- Title of payment: Exam fee
- Fill out relevant fields by scroll down (term, subject)
- Create
- Must be paid in Neptun via SimplePay

New item

Title of payment

Exam fee



Term

2025/26/2 (Current term)



Subject

Disability and rehabilitation knowledge (OFVFURIBNF)



Fee to be paid

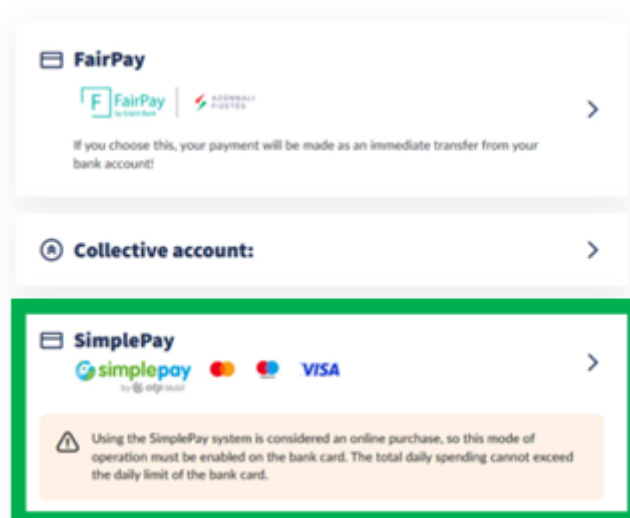
Paying in Neptun – SimplePay

Prerequisites: The student's permanent address and default email address must be recorded in Neptun.

Payment procedure step-by-step:

- The student logs into the Neptun system: <https://neptun.uni-obuda.hu/ujhallgato/login>
- Select the item or items you want to pay in the [Menu/Finances/To be paid](#) menu item (it is possible to select several items at once), then click the "Payment" button.
- From the displayed payment methods, select the SimplePay Payment by credit card option and click on the "Pay in" button.

Payment type selection



A **Data Transfer Statement** will then appear, if accepted, the web will redirect you to the SimplePay webpage. The pop-up window provides information on the range of data transferred to Simple Pay (the transferred data are: student name, email address and permanent address), and contains a link where you can view the Data Management Information of SimplePay (<https://simplepay.hu/vasarlo-aff>).

The student can only pay by this method if they accept this statement.

Accept data sharing statement

I acknowledge the following personal data stored in the user account of Óbuda University (1034 Budapest Bécsi út 96/b) in the user database of will be handed over to SimplePay Zrt. (1138 Budapest, Váci út 135-139. B. ép. 5. em., tax number: 32835155-2-44) and is trusted as data processor.

The data transferred by the data controller are the following:
family name, given name, e-mail address.

The nature and purpose of the data processing activity performed by the data processor in the SimplePay Privacy Policy can be found at the following link:

<https://simplepay.hu/adatkezelesi-tajekoztatok/>

Cancel

I accept

After accepting the Data Transfer Statement, the student will be redirected to the SimplePay payment interface. Here you can directly enter your bank card details or log in and use a previously saved card details to make the payment.

After entering the card data and initiating the payment, the interface will indicate whether the transfer of the data was successful or whether the transfer was started. (Checking the bank card details may take a few minutes.)

In case of a successful payment, the item is moved under Menu/Finances/Owerview, to "[Paid in item](#)".

In case of an unsuccessful payment, or if the student closes the browser before making the payment, or if the internet connection is interrupted, the item will be in a "[Processing](#)" status.

In this state, it is not possible to initiate a new payment with the item. The data is updated in a short lead time (usually a few minutes), and if the status of the item changes back to "Active", the payment can be attempted again.



IMPORTANT! Only „Active” financial items can be paid via SimplePay. FOR SELF-FINANCING STUDENTS – tuition fee will be always transcribed in Neptun and fulfillment must be completed via SimplePay only. It’s student’s responsibility to have a bank card/credit card, that’s eligible for online payment. Please always make sure that bank card/credit card you’re using has the correct limit set for executing online payment.

Administration

Term registration >	Requests >	Questionnaires >
Recategorization request >	Dormitory application >	Student loan request >
General forms >	Student Card request >	Erasmus >

The Administration menu, as its name implies, is used for various administrative tasks. These tasks include (click on the link provided for detailed guides):

[enrollment and semester registration](#),

[submitting requests](#),

[student card request](#)

[Enrollment/semester registration](#)

Enrollment is necessary once after admission to the university in order to establish student legal status. **Registration** is the process that must be repeated in the beginning of every semester, in which a statement has to be made on the activation or passivation of the semester.

The enrollment form and the declaration window on the status („Active”) of the current semester can be accessed from the **Administration / Term Registration** menu.

In this menu both the current and previous semester registration periods will be displayed, but the Register button will only be active under the current semester.

You can only enroll and register during the enrollment and registration period specified in Neptun message about subject registration!

If the Register button does not appear, this may be due to other administrative reasons, in which case you should contact the Registrar's Office/Study Department of your faculty.

ⓧ

Term status

I declare that in the currently selected **Business Development (MSc)**, training the status of my **2026/27/1** term is:

☐ Active

Cancel

Select

If the registration is successful, the current semester will be created with the selected status. No further action is required for registration (for upperclassmen) and subject registration is possible within subject Registration Term time-frame.



IMPORTANT! Subject registration is only possible, if you enroll as „Active” to upcoming semester. Enrollment for given semester is mandatory and deadline based. Should you not enroll in your Neptun for given semester, you will be automatically placed in „Passive” status.

Requests

Administration » Requests	
Requests	
Request Fill Complete list of available requests 50 >	Started Requests that have been abandoned but can be resumed 1 >
Returned for correction Requests returned by the institution to rectify deficiencies 0 >	Submitted requests Requests in progress or pending 7 >

Available request forms

Complete list of available requests



Filter

Request form name

Valid until

OE-0001 - Request for termination of student status

19 June 2026 at 09:31 - 1 January 1970 at 01:00

[Inspection](#) >

OE-0002 - Request for passive semester
Fee is required, 4000 HUF

15 June 2026 at 00:00 - 6 September 2026 at 23:59

[Inspection](#) >

OE-0003 - Statement for tuition fee payment

1 April 2021 at 00:00 - 1 January 1970 at 01:00

[Inspection](#) >

There are numerous request forms available in the Neptun system; however, students are not eligible to submit all of them.

Certain student documents and benefits are available only upon submission of a request form.

Not all request forms are loaded automatically. To display all available requests, please use the "[Load More](#)" button located in the bottom-left corner of the interface.

Before completing any request form, please read it carefully and always make sure that it has been successfully submitted by checking the "[Submitted Requests](#)" menu.

Please note that some requests are subject to [deadlines and/or fees](#). Relevant information can be found next to the respective request forms.

Not all request forms apply to every student. Therefore, before submitting a request, please consult your Study Coordinator for guidance.

You will be informed about the outcome of your request through a [Neptun system message](#) ("[Accepted/Approved](#)" / "[Rejected](#)").

In case of a [rejection](#), the [Neptun system message](#) will contain the reason for the decision. Therefore, please make sure to read all system messages carefully.

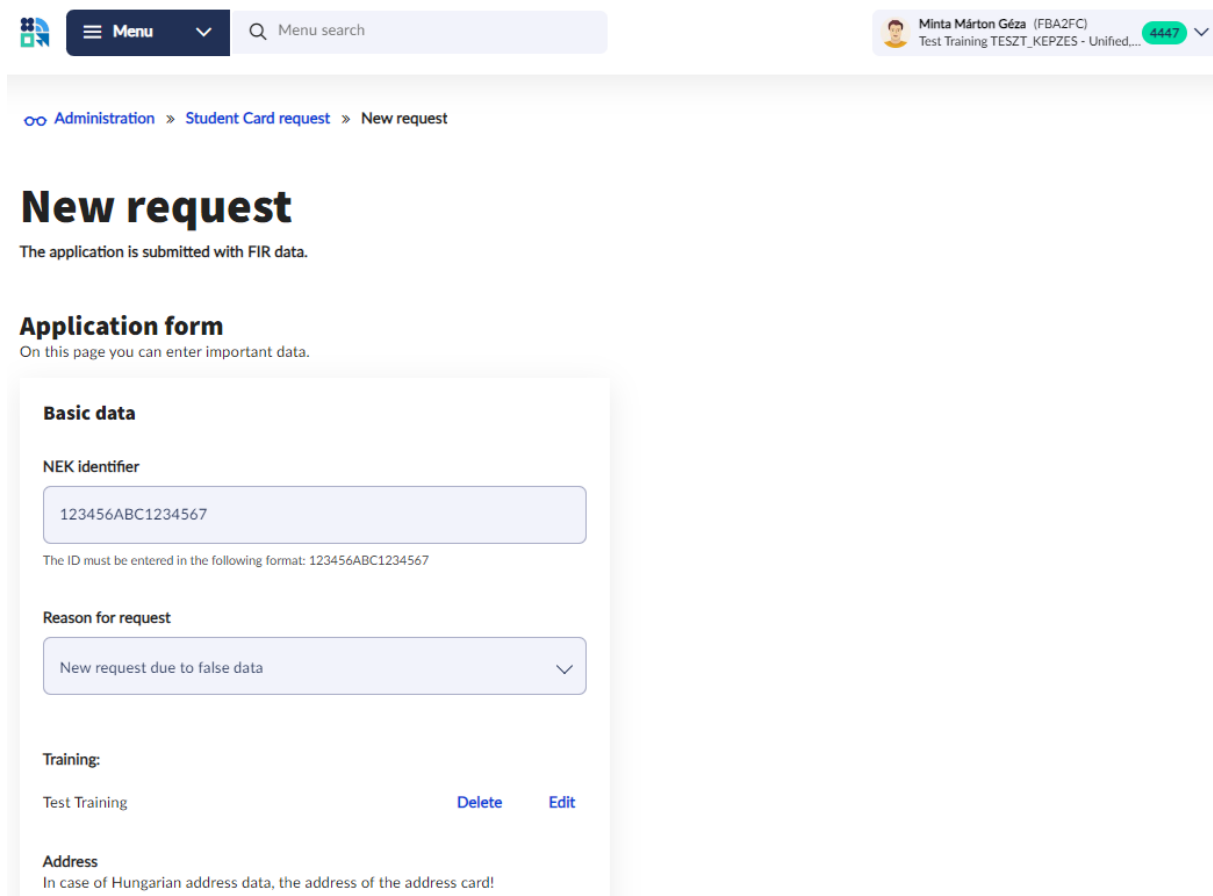
Some requests may require additional documents to be attached. Information about the required attachments can be found in the text of the respective request form.

If any required attachment is missing, the Study Coordinator will send a notification for additional documentation via a Neptun system message.

If, after submitting your request, you do not receive a request for supplementary documentation and your request has not been rejected due to incorrect completion, it will be forwarded for review and decision-making.

STUDENT CARD APPLICATION

To apply for a Student Card in Neptun, you must select the **Student Card request** menu in the **Administration** main menu. It is possible to start a new request on the interface, the status of the request can be viewed, and information about previously submitted requests can also be found here.



The screenshot shows the Neptun web application interface. At the top, there is a navigation bar with a logo, a 'Menu' button, a search bar labeled 'Menu search', and a user profile for 'Minta Márton Géza (FBA2FC)' with a '4447' status. Below the navigation bar, a breadcrumb trail reads 'Administration > Student Card request > New request'. The main heading is 'New request', followed by the note 'The application is submitted with FIR data.' Below this is the 'Application form' section, which states 'On this page you can enter important data.' The form is divided into sections: 'Basic data' containing a 'NEK identifier' field with the value '123456ABC1234567' and a note 'The ID must be entered in the following format: 123456ABC1234567'; a 'Reason for request' dropdown menu currently showing 'New request due to false data'; a 'Training' section with 'Test Training' listed and 'Delete' and 'Edit' buttons; and an 'Address' section with the instruction 'In case of Hungarian address data, the address of the address card!'.



IMPORTANT! Your personal data on your NEK ID sheet should match with your data recorded in Neptun. Data discrepancy casues error and application process cannot be completed.

AFTERWORD



- Take the time to familiarize yourself with your Neptun interface!
- **Keep in mind:** The Study Office uses a different Neptun interface than students do. Therefore, in case of a question or issue, they may not be able to provide immediate assistance.
- If you receive a **specific error message**, take a **screenshot** (PrtScr) and send it to your study coordinator when requesting support.
- **Always read pop-up messages** carefully! In most cases, they contain the solution to the issue.
- **Monitor your academic progress based on your applicable curriculum** and the courses recorded in Neptun as completed (i.e., passed with a successful grade).
- **Read your Neptun messages carefully!**
- "I was not aware of it" / "I did not receive any information" is not an acceptable excuse if you were informed in advance through a Neptun message.
- When submitting an **e-request**, **regularly check the Neptun system messages** regarding the status of your request.
- **Neptun logs all student activities.** Any statement made by a student can be verified.
- Should you need **quick assistance** in Neptun, use **„Help“ menu point** (accessible under your training programme information - top right corner)

