



**Magyar
Táncművészeti
Egyetem**

Hungarian Dance Academy

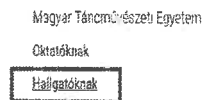
Student WEB GUIDE

1. ENTRY

- a. <http://www.mte.eu/> page to enter the student web page
- b. **Main menu**, you can find **Neptun** access on the right



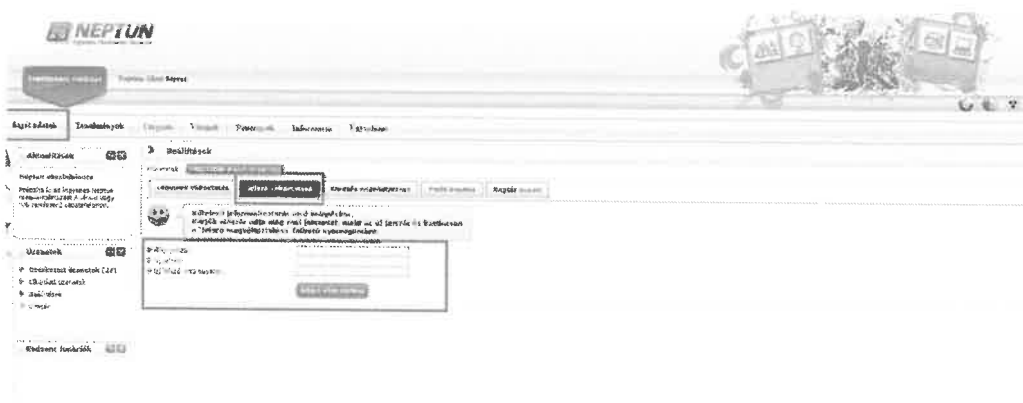
- c. To enter the **Students** link



- d. Enter the ID and password. By default, the identifier is the neptun code and the password is NeEEEEHHNN, where EEEE is the year of birth, HH is the month of birth, and NN is the day of birth, without separators.

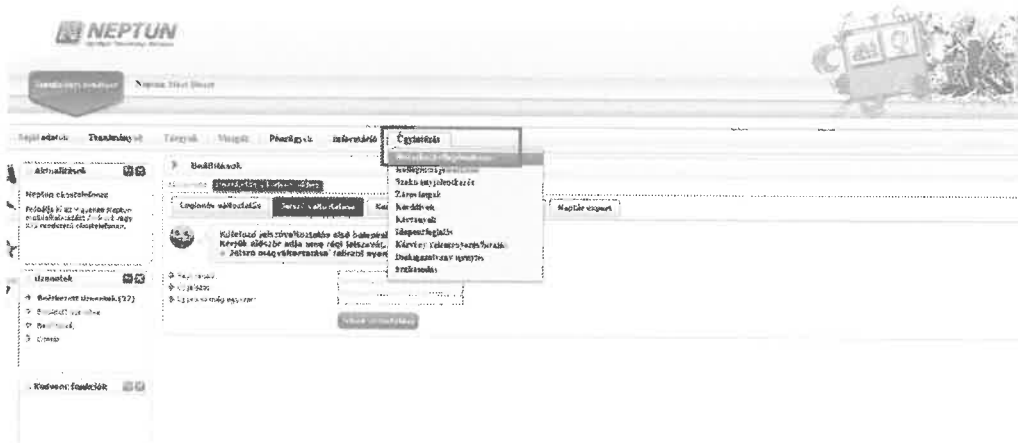


- e. **Make sure you change your password the first time you log in! You can do this in My Account / Preferences.** We enter the password we used to enter the old password, and the new password we want to use in the future.



2. Enrollment

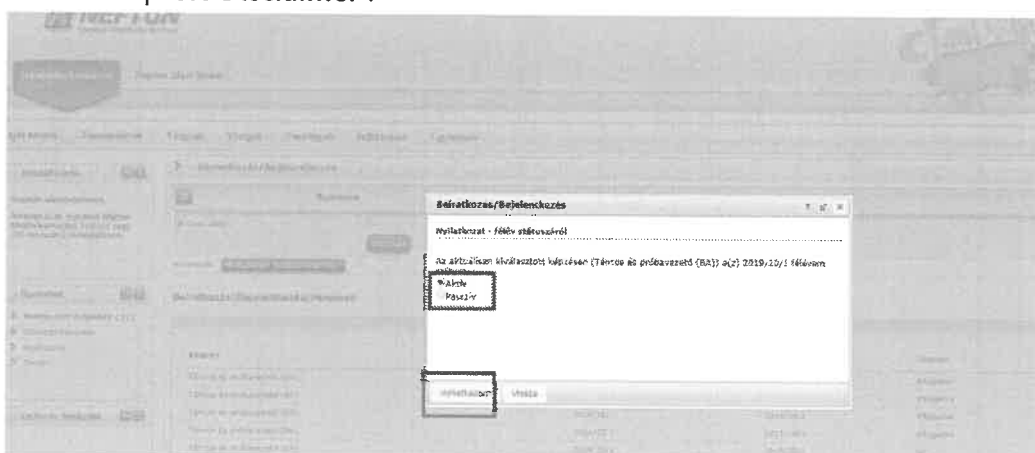
- a. You can register for the semester **Administration** under. Within this, select **Login / Login** .



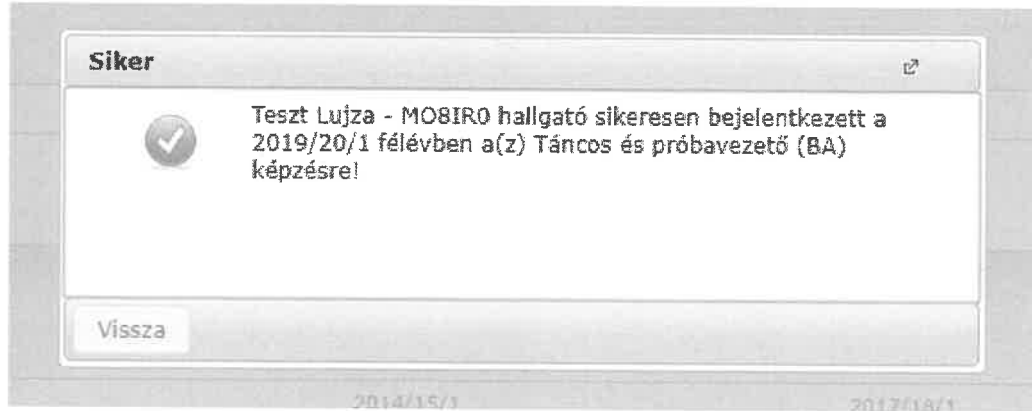
- b. Click Sign at the end of the semester.



- c. In the pop-up window, select whether you want to register for active or passive status and press **Disclaimer** .

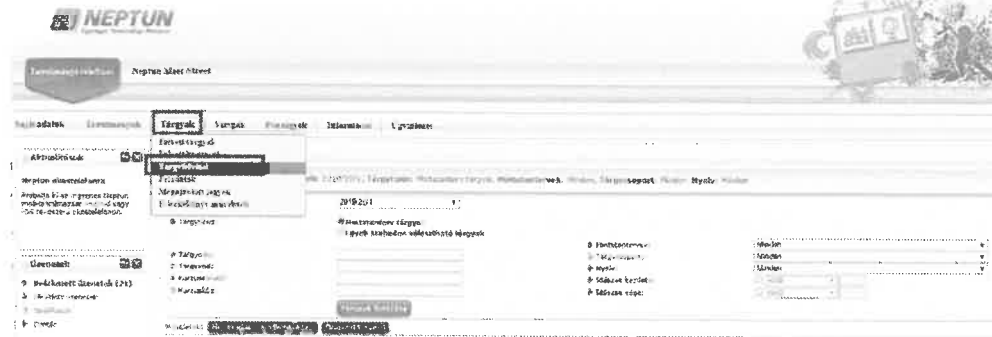


d. A feedback window will inform you of the success of your registration.

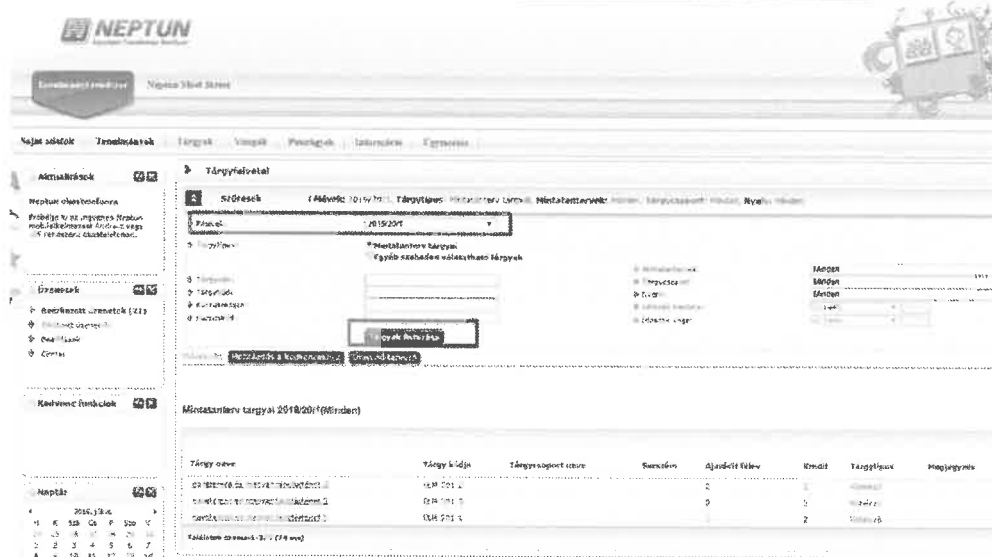


3. Course

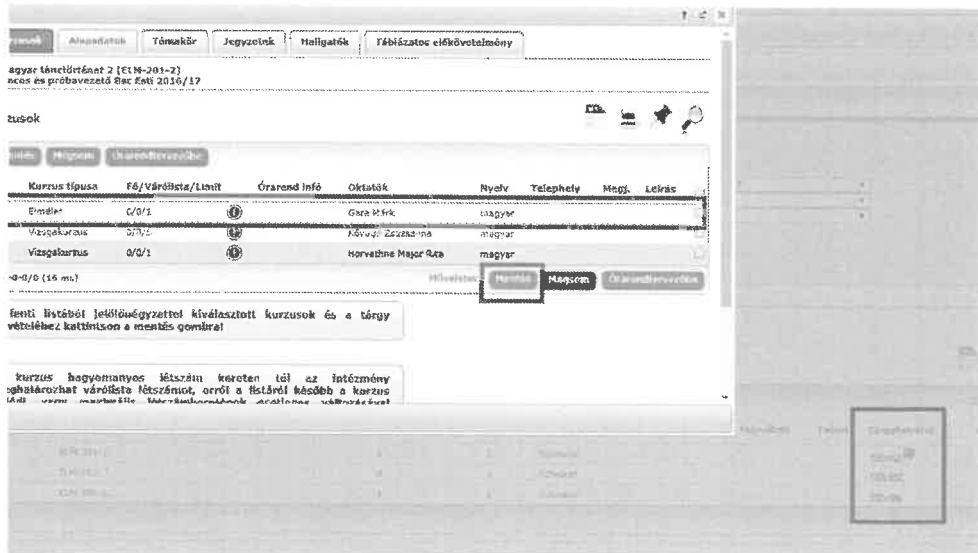
- a. To add subjects or courses **Tárgyak/Tárgyfelvétel** menu,



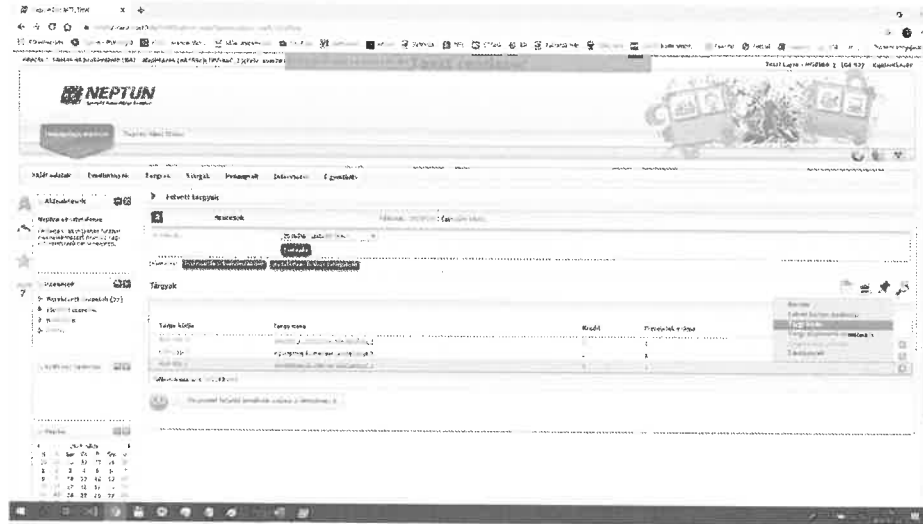
- b. select the current semester from the drop-down list and press the **List subject** button. Here you can find the items that you can apply to appear.



- c. Click to **Add on** button in the subject and you will be offered a choice of courses in a popup window. Tick the selected course and apply with the save button.



- d. It is also possible to submit a recorded subject in the **Objects / Recorded Objects** menu. list the objects for the current semester, press + at the end of the subject line. In the pop-up menu, select **Submission** .

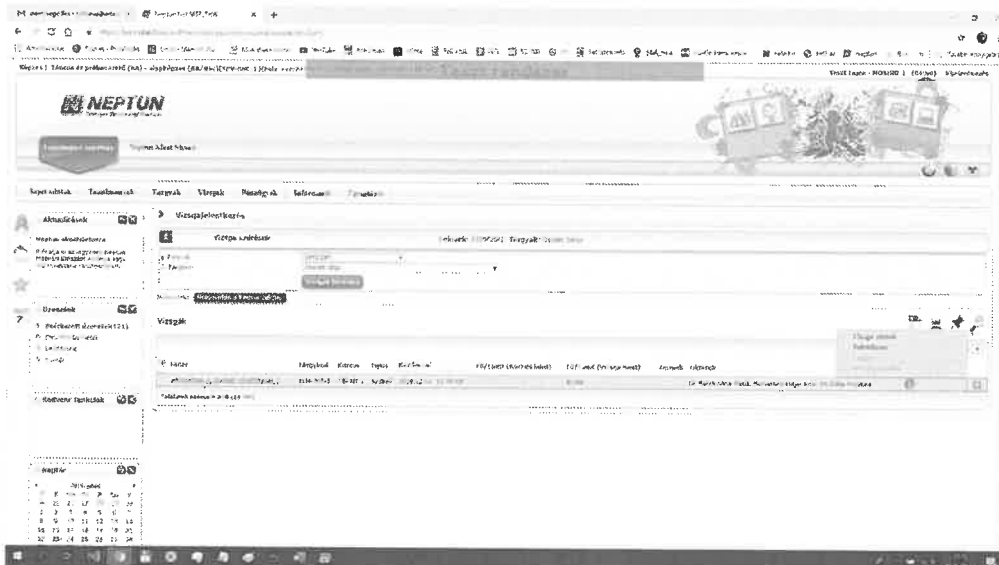


4. Apply for Exam

- a. by taking the **Exams /Apply** in the menu.



- b. For the semester, select the current semester and our **List of exams** to display exams. Click the + at the end of the list of exams you can add to the list. Select the application option here. We have successfully applied for the exam. **IMPORTANT!** Students have the opportunity to sign up and register for the exam up to 12 hours before the exam!

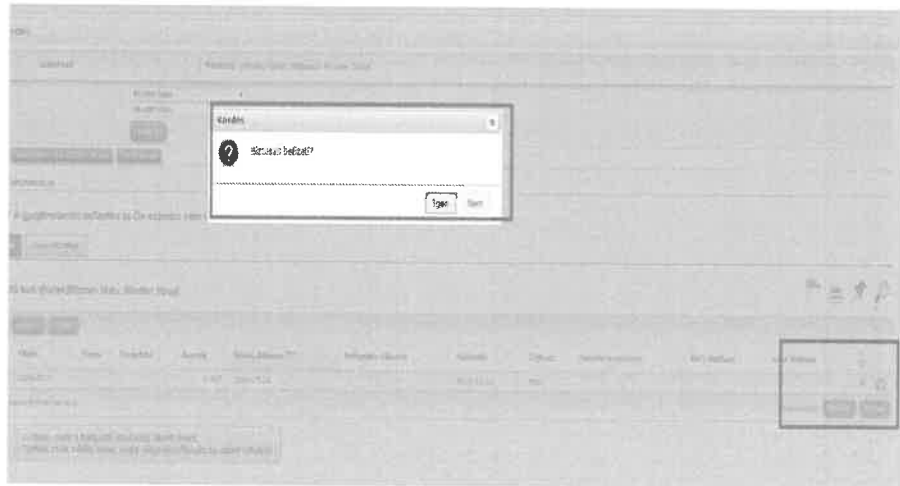


- c. If you want to sign up for an exam, you can do so in the **Exams / Passed Exams** menu. At the end of the exam you want to submit, click the + sign, and from the pop-up menu, select **Submit**.



5. Payment of several items

- a. For the payment of study entry a **Finance / Payments** menu.
- b. Here you can list the items for a given semester or for each semester. Active status is the payment obligation.
- c. To do this, proceed as follows: You
 - i. must transfer
 - ii. the amount you wish to deposit to the item you wish to deposit at the end of the line and press the **Billing Account by ticking Deposit** button. The system will then ask, "Are you sure to pay?"
 - iii. If you want to pay, then press yes, otherwise the button do not accept your activity



- iv. If you have enough funds in such account by pressing the button immediately deposit the item can make us fulfilled.