## University e-mail address for students admitted since 2020

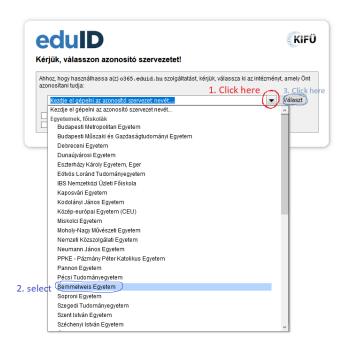
Starting in 2020, every student admitted to our university receives a university e-mail address. The e-mail address is usually in the form of lastname.firstname@stud.semmelweis.hu, but it may be different in case of name conflict. We kindly ask you to activate your university e-mail address as soon as possible (but **not later than 30th August**) and then keep reading your incoming e-mails regularly.

## How do I activate my university e-mail address?

**STEP 1. First, navigate to the** <u>o365.eduid.hu</u> **website.** There is a **Login** button in the upper right corner: click on it.



Then select "Semmelweis Egyetem" from the pop-down menu as the identification organization and click "Választ".



Then the system will redirect you to the university SeKA login page. (SeKA is an acronym, it stands for *Semmelweis University Central Authentication* – in Hungarian.) Change language to English and use your **Neptun ID** as Username and your **birth date** in the following form: **YYYY.MM.DD.** as Password. E.g. if you were born on 12th August 1998, your password is: 1998.08.12. – important: a dot must be placed after each number.



If the login was successful, you will be redirected to the page o365.eduid.hu, where a message tells that the system will prepare a login for you in the Microsoft user identification system. **This process takes a few minutes**.

Next, under "User info/Felhasználói információ" on the right side of the screen, you can see what your university e-mail address will be. You will need to use this e-mail in the next step.

STEP 2. Log in to office.com. Here you need to enter the e-mail address you saw in the previous step under "User info" as your login name. For the actual login, you will again be redirected to the university SeKA login page, where you will log in the same way as described in the previous section (with Neptun ID and birth date). If your login was successful, you will be returned to the Microsoft website, where you can now use all the services available there, including mail.

## What is SeKA?

**SeKA** is an acronym, it stands for *Semmelweis University Central Authentication* (in Hungarian). This system **enables our users to access a number of computer services with a single login name and password** in a secure way. **Another advantage** of this system **is single sign-on** (SSO). This means that if you logged in into any of the services that supports SeKA authentication, you can access all the others without having to type in your credentials again.

You can use your SeKA account to access sites that need EduID authentication (see eduid.hu).

## What is Neptun ID (Neptun login name)?

The Neptun ID identifies students in the <u>Neptun-system</u>, which contains official student information. It consists of 6 characters (letters or numbers) that uniquely identify a person. In case of any administration or request, it is advisable to provide your Neptun ID, because the university has more than 10 thousand students and name identification is common. One can log in to the Neptun-system after the registration process.