Activation of your SeKA account

You need to do this, if you haven't set your password yet in the SeKA system. If you have already activated your SeKA account, but can't remember your password, use "Forgotten password" function. If you can't set a new password for yourself, you can call the SeKA Helpdesk (during working hours – you probably have to speak Hungarian though). You can find the phone numbers at the bottom of this page: `https://seka.semmelweis.hu/pwm`

If you can't speak Hungarian and need help, write to: helpdesk@seka.semmelweis.hu
Make sure you include your Neptun ID in your email, describe precisely what you did, and how the computer responded.

Language selection

The SeKA password manager system recognizes the language preference set in your browser program. So if you use a computer in which English is set as the preferred language, the password manager will show you text in English.

If you use a computer at the university, you are likely to get Hungarian texts, just like in the illustration on the right. Click on the Hungarian flag down at the bottom to switch to English (here circled in red).

You get a selection of English, German and Hungarian. Click on the language you want to use.

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1. Starting the activation

Let's find the SeKA Password Self Service Pages, then let's click on the "Activate Account" button!

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https://seka.semmelweis.hu/pwm
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If you don't use either the mouse or the keyboard for 5 minutes, then the program will force you to leave the application for security reasons. However, if you click anywhere in the window, the 5 minute countdown will restart.

2. Which account do you want to activate?

You need to type in your login name (in the upper field) and your family name (in the lower field). If you are ready, click on the "Activate" button!
If you are a student, your login name is the same as your Neptun ID. If you are an employee of the university, your login name is the same that you use for the central email service.
Make sure you type your last name (family name) as it appears in the Neptun system, including any space, hyphen or accented character.

3. Proving that the account you want to activate is really yours

You need to prove in some way or other, that the account you want to activate is actually yours. In order to do this, the system sends an email to the address that is stored together with your SeKA account. After receiving the email, you simply need to click on the link that is in the email. After doing this, your browser program will open another tab/window where you can go ahead with the activation (next page, see below). The link in the email has an expiration time, so it will not work after some time.

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You will get an email similar to this: ⟶
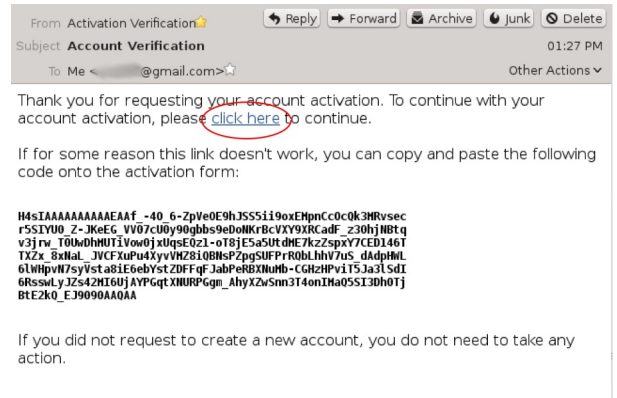
4. Accepting the User Agreement

In order to use the SeKA services, you need to accept the terms of the User Agreement. They are shown in the picture on the right side. Please read the text carefully, and if you accept the terms, click on the small square to the left of "I agree" (a small tick will appear), then click on the "Continue" button! (This becomes active only after you have ticked the agreement box.)
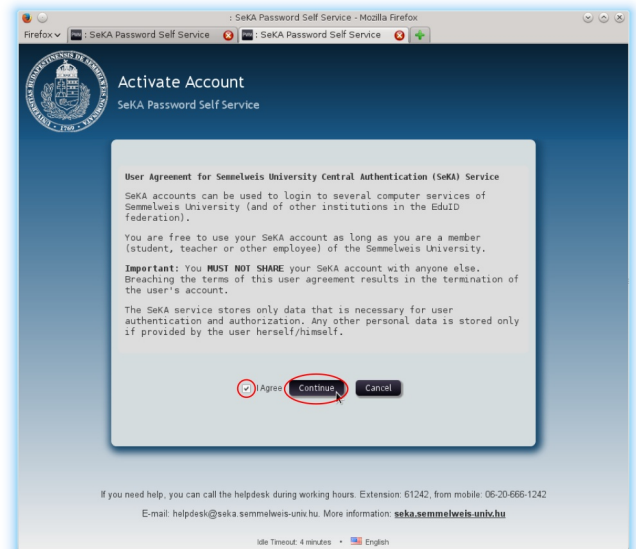

On the next page, please click on the "Continue" button!
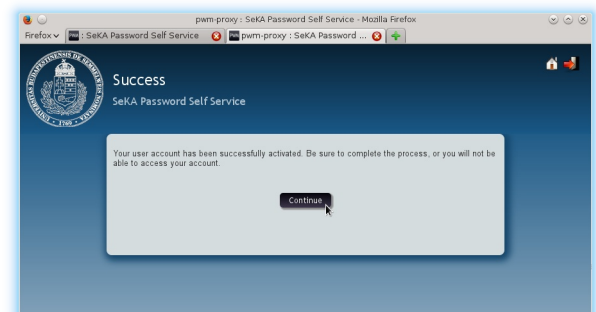

5. Setting your password

Now you can set your password. You can read what are the requirements for passwords in the upper-mid region of the browser window (encircled in blue on the right). You may click on "Password Guide", if you want to read a few tips about passwords. You can type in the password you want to set into the upper text field (right under the "New Password" header).
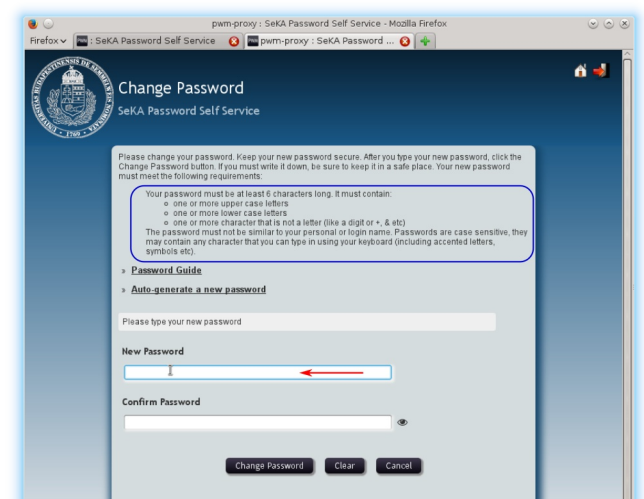
If you stop for a moment after you've typed in your password, the system will tell you right away, if it fulfills the requirements or not, and if it doesn't, what is the problem. E.g. you can see on the right hand side illustration, that the warning with yellow background tells the user that the chosen password doesn't have enough upper case characters. Next to the password field the strength of the password is also shown.
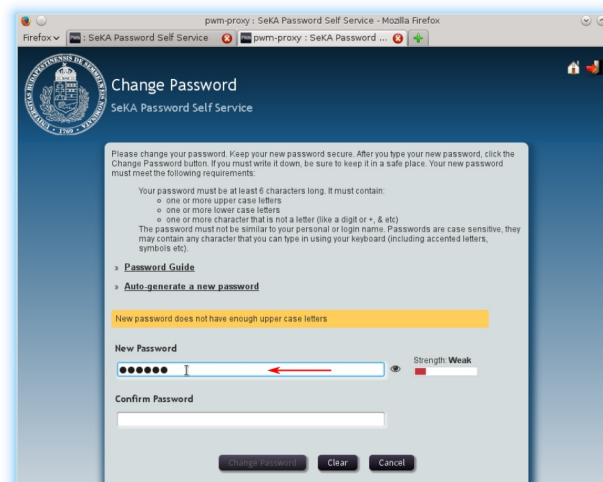

If the password that you typed in the upper field meets the requirements, the system will tell you so (encircled in blue on our illustration). Now you should type it in the lower field as well. If you are not sure what you've typed, clicking on the eye icon on the right side of the field will enable/disable the display of the password. If you can't make up a password for yourself, you can have suggestions by clicking on "Auto-generate a new password".
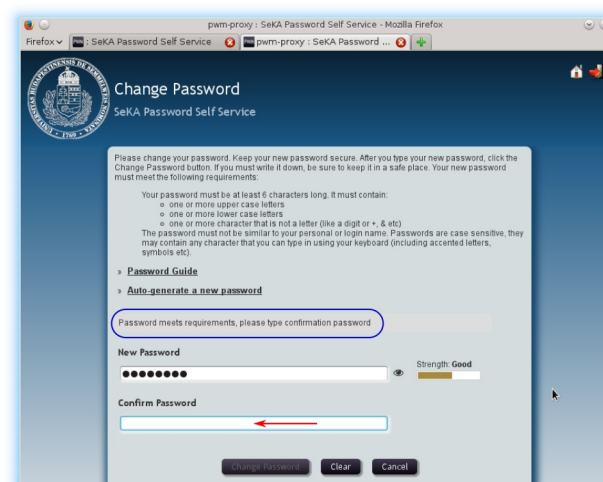
If the passwords match in the two fields, a little green tickmark appears next to the second field (encircled in blue on our illustration). This will make the "Change Password" button active. If you are satisfied with the password you chose, then click on this button! If not, you can type in a new one.
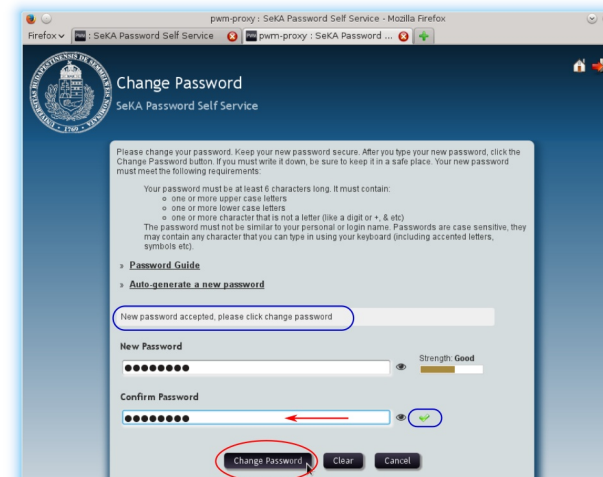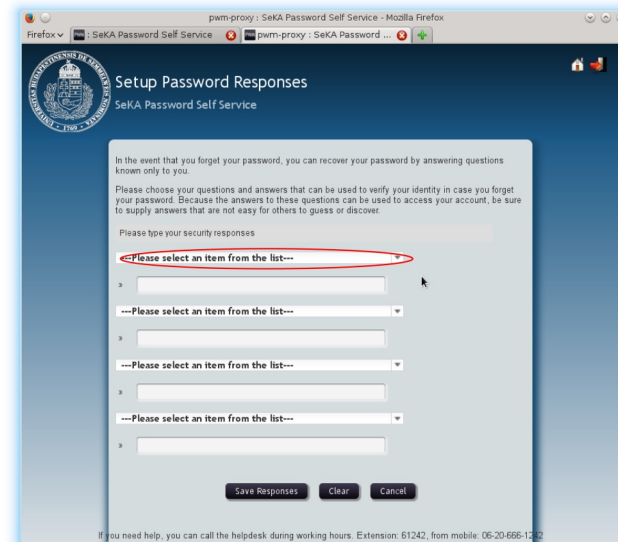

At this point the system will set your password. If everything goes well, you will see the page on the right side. You are not yet finished, please click on the "Continue" button! You need to complete the whole activation process otherwise you will not be able to use your password.
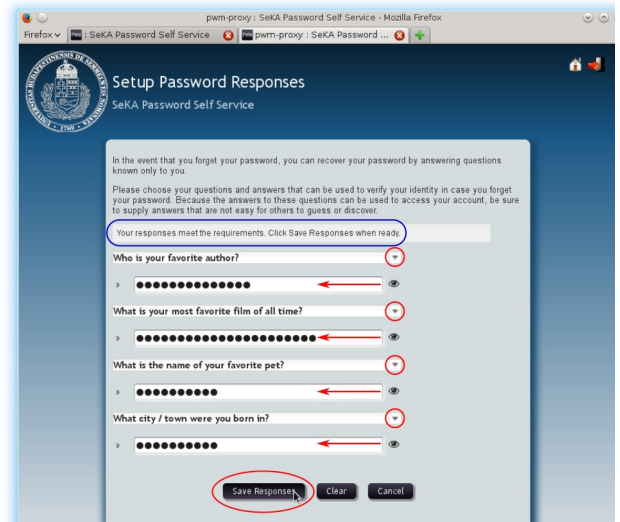

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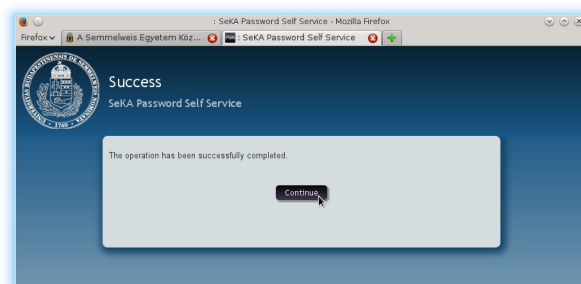
6. Setting up your password responses

Your last task is to set up your password responses. You will need these if you forget your password, or you call the SeKA Helpdesk for assistance. These questions are about your person, so other people are not likely to know the answer to them, however, you won't feel it is an intrusion of your privacy if another person gets to know your answers.
You need to choose 4 questions on the first page by clicking on the drop down menus (encircled in red), and you need to type in your answers into the fields right under the questions. You want to select questions, that you are likely to answer the same way even many months from now. These answers are stored in a coded form in the system, no one will be able to read them. If you are ready, it's a good idea to check if you spelt them correctly by clicking on the small eye icons. That is important, because if you forget your password in the future, you will need to type in your answers exactly as you typed them in now (except for case: anwers are checked in a case insensitive way). If you are finished, click on the "Save Responses" button!
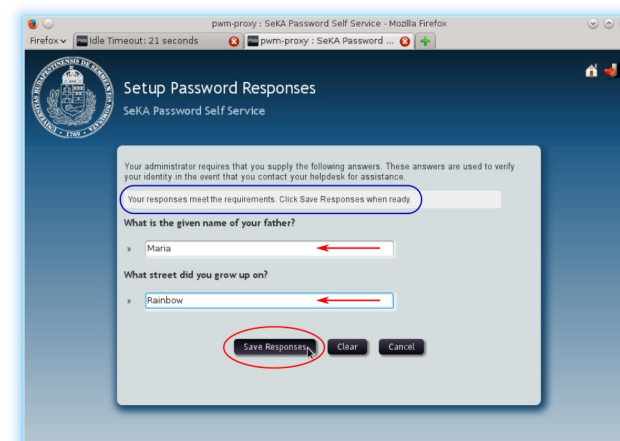
You need to answer two questions on the next page. The person working at the SeKA Helpdesk is able to read these answers. This makes it possible for you to prove your identity by giving the correct answers to these questions in case you call the SeKA Helpdesk on the phone for assistance. If you are ready, click on the "Save Responses" button!

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You have a chance to check your responses on the next page. If everything seems to be ok, then click on the "Confirm responses" button!
Unfortunately the "Go Back" button doesn't work in the current versionof the software, so don't use it! (It kicks you out of the program, you need to start over.) So you are better off to check your responses right after you've typed them in.
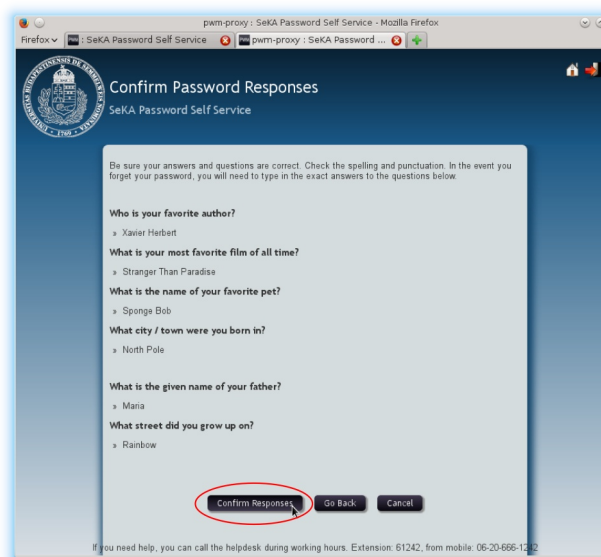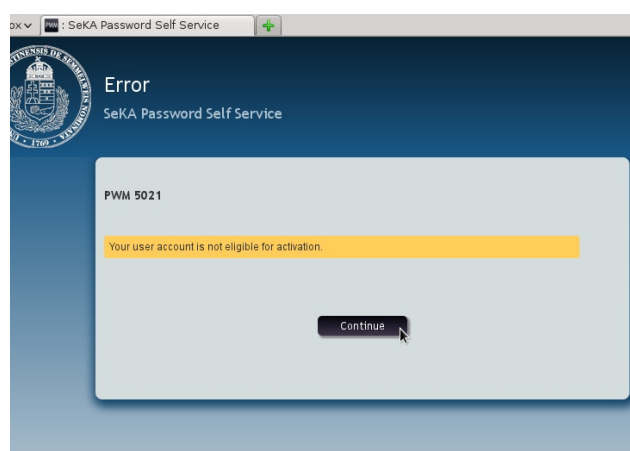
That's is, your are finished. Clicking on the "Continue" button will get you out of the program.
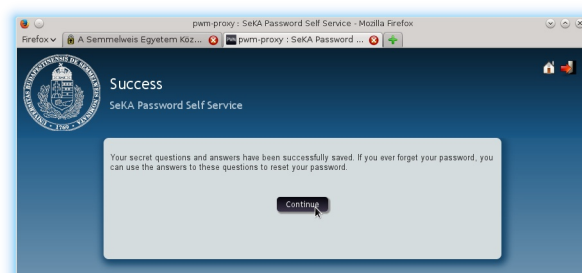
Possible problems

*You can find here the description of the most common problems and you get tips what to do about them.*

2. Which account do you want to activate?

You get this error, if you have already activated your account. That means you have already set up your password responses, so you can set a new password for yourself by using the "Forgotten password" function. If you can't do that, contact the SeKA Helpdesk.
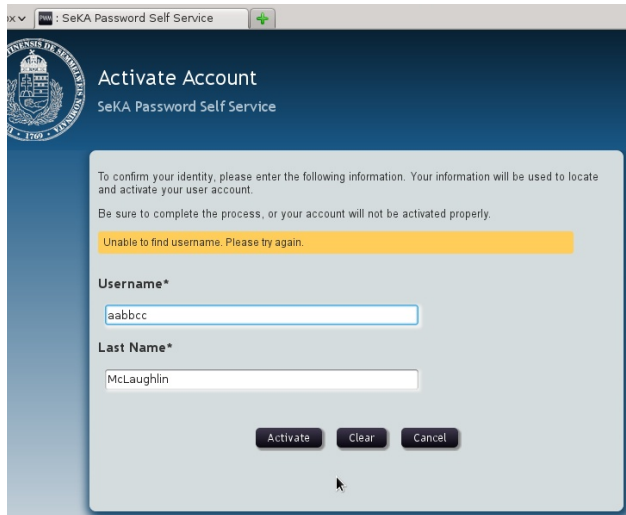
You can get this error for two reasons:
You may have typed in incorrect data. If that is the case, try again! Make sure you type your last name (family name) as it appears in the Neptun system, including any space, hyphen or accented character.
If you are a student, your login name is the same as your Neptun ID. If you are an employee of the university, your login name is the same that you use for the central email service.
The other possible reason to have this error is that you don't have az ID yet in the SeKA system. That is very unlikely. You can call the SeKA Helpdesk, where your data can be checked.
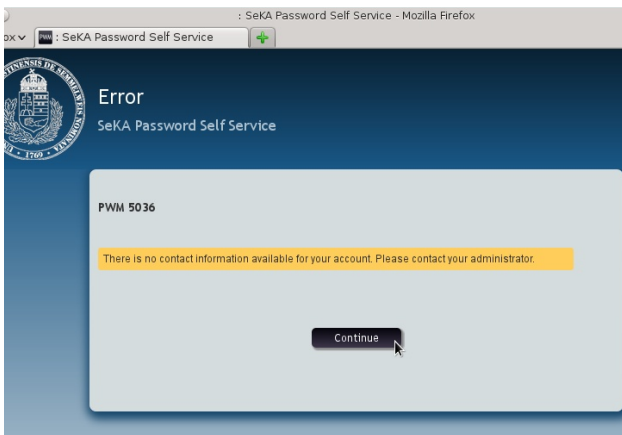
This error occurs when you do have a SeKA account, but you don't have an email address registered in it.
You need to write an email to this address:
        helpdesk@seka.semmelweis.hu
from the email address you regularly use and want to be stored in your SeKA profile. Please tell us your personal name and SeKA login name in the letter. If you are a student, your login name is the same as your Neptun ID. If you are an employee of the university, your login name is the same that you use for the central email service.

3. Proving that the account you want to activate is really yours

If you don't get an email from the system in reasonable time, then the most likely reason is, that the email was sent to a different address from the one you expect (e.g. you changed your email address from the one you had set in Neptun, and you don't use the old one any more). Sometimes the mail cannot be delivered to your mailbox, because it is full (you exceeded your quota). It is also possible that the email actually got delivered to the right email address, but for some reason it ended up in your SPAM folder.

If you don't know and can't find out what email address is stored in your SeKA profile, call the Helpdesk where this can be checked, or write an email to this address:

        helpdesk@seka.semmelweis.hu

Don't forget to include your Neptun ID in the email.

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