

Guide to the Use of the Strategic Database (SDB)
Office of Data Protection and Strategic Administration

<https://sta.elte.hu/>

1. When logging in for the first time, please use your ELTE Neptun ID and the relevant password to log in on the website sta.elte.hu (for this, you need to double-click on the "N" icon first).

We recommend that instead of Explorer use a different browser (e.g. Chrome, Firefox) to open the database.

In case of unsuccessful login, please send the error message given by the system to the stratadatbazis@elte.hu e-mail address, if the content of the error message is as follows:

- Unfortunately, you cannot access the Strategic Database (SDB) through the Central Authentication.
- If you cannot log in despite having an employment relationship with ELTE, please contact us at stratadatbazis@elte.hu!
- If you have a previous SDB user account, please use it to log in until the problem is resolved!

In the case of an error message with any other content OR a successful login, please contact the SDB administrator of your faculty! You can find contact information at the bottom of the webpage <https://sta.elte.hu/>

2. Ask the SDB administrator

- 2.1. to help you record your basic data in the menu item '*Személyes adatok/Alapadatok*' (Personal data/Basic data),
- 2.2. to help you accept the Statement of transfer to an administrator (in English) in the menu '*Útmutatók, nyilatkozatok*' (Guides, statements) – just one click in the database.

The obligation to validate your data in the Strategic Database - between 1 and 15 November and between 1 and 15 May every year - rests with you regardless of your data will be uploaded by the administrator.

You will also need to contact the administrator to complete all other relevant menu.

14/06/2022