

GUIDE

to the registration and updating data in Akadémiai Adattár (AAT, Academy Database)

In the case you have already registered with AAT, follow the guide's steps beginning from the 3rd point, or for filling in data necessary for submitting a Lendület application.

In the case you have AAT registration but have forgotten your password, a new password can be required on the <https://aat.mta.hu> website. In the case you are not sure about possessing an AAT registration, please ask for assistance at aat@titkarsag.mta.hu.

In the case you are not a member of MTA's public body and you don't have AAT registration yet, you can begin submitting a Lendület application by following the steps below:

- 1) Creating a user ID in AAT.** For registering in AAT, go to <https://aat.mta.hu>, switch the language to English, then click to "Applications". Choose "New applicant registration". You have to fill in the data on this site. Choose Lendület Application from the list. Please, do not mark your scientific degree, doctoral title etc. in the "Name" box.

ACADEMY DATABASE
HUNGARIAN ACADEMY OF SCIENCES (MTA)

edu Signing into Academy Database (AAT) Forgotten password Request for admittance Queries **Applications**

New applicant registration

Here you can ask for registration into the Academy Database. Fill in all the details of the questionnaire then click on the Registrate button.

If you are a public body member of the Hungarian Academy of Sciences, or if you applied in the previous year, then you have got a valid user name and password. In this case, please, do not register again. Should you have forgotten your identifiers, please use the [forgotten password](#) option or ask for help by sending an e-mail to: aat@titkarsag.mta.hu. To check whether or not you are a member of MTA's public body, go to this link: (http://mta.hu/koztestuleti_tagok/).

Application	<input type="text"/>
Name	<input type="text"/>
E-mail address	<input type="text"/>
User name	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
Totalling?	<input type="text" value="45"/>

Registrate

Once filling in the data, click "Registrate". If your e-mail address is already in the system, a notification appears. This means that you already have a registration in AAT. In this case ask for help at aat@titkarsag.mta.hu.



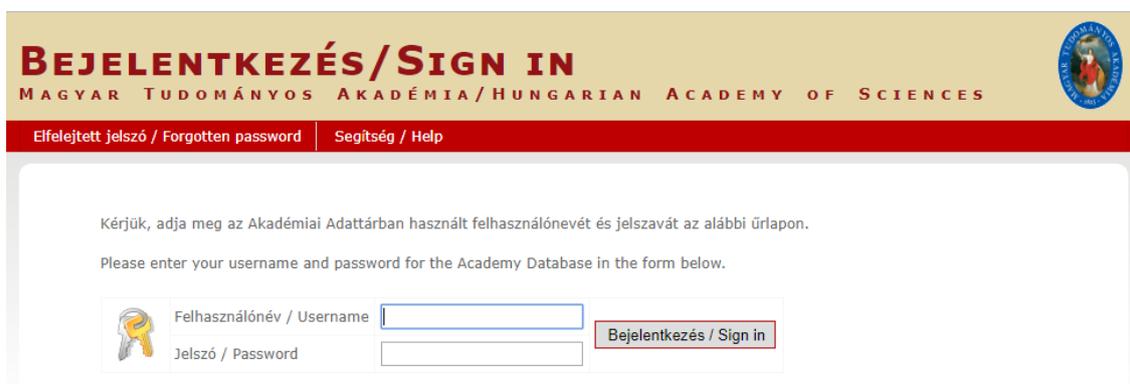
Entry request recorded

A regisztrációs kérelem rögzítésre került. A folyamat következő lépéseként tölts ki a saját adatlapján a kötelező mezőket. Az adatlap kitöltéséhez kérjük lépjen be az AAT rendszerbe az újonnan létrehozott felhasználói fiókjához tartozó azonosítókkal (felhasználónév és jelszó).

[Signing into Academy Database \(AAT\)](#) 

After registration the system saves the data. Click on “Signing into Academy Database” for entering the website.

2) Sign in to AAT



Type your user ID and password. On the main page of AAT, click on “Accept” (Elfogadom).



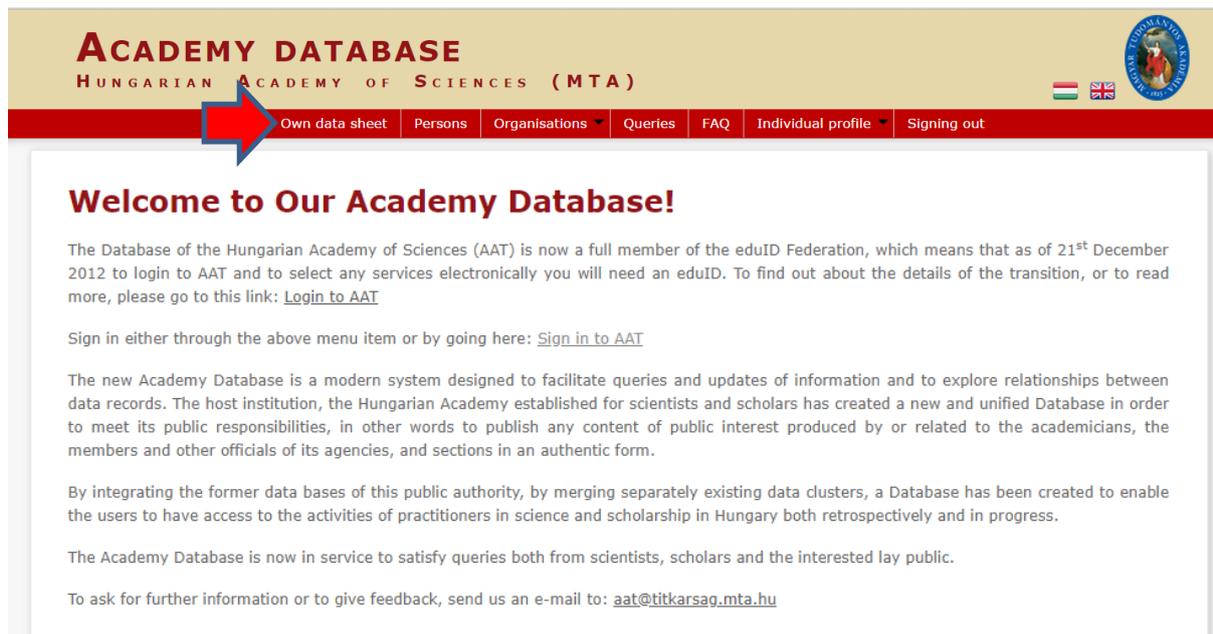
Tudomásul veszem továbbá, hogy az a)-c) és i)-m) pontok szerinti adataim a köztestületi nyilvántartások körében bárki számára hozzáférhetők.

További személyes adataimat az MTA és az MTA Titkárság a regisztrálás során (vagy azt követően) tett rendelkezésem szerint („nyilvánosságra hozatalához hozzájárulok”/”nyilvánosságra hozatalához nem járulok hozzá”) teszi harmadik személyek részére hozzáférhetővé. Az általam nem nyilvánosként átadott személyes adataimat az MTA és az MTA Titkárság a vonatkozó külön szabályzat szerint bizalmasan kezeli.

Tudomásul veszem továbbá, hogy amennyiben a kötelezőként jelzett adatok kezelésére vonatkozó felhatalmazást megtagadom, a köztestületi nyilvántartásban köztestületi tagként való feltüntetésemre nincs mód.

[Elfogadom](#) 

- 3) **Editing data.** Click on “Own data sheet” for filling in or editing your data.
Edited data appear in the system after validation from the AAT administrators.



The screenshot shows the top navigation bar of the Academy Database website. The header includes the logo of the Hungarian Academy of Sciences (MTA) and the text "ACADEMY DATABASE HUNGARIAN ACADEMY OF SCIENCES (MTA)". A red arrow points to the "Own data sheet" link in the navigation menu. Below the header, the main content area features a "Welcome to Our Academy Database!" heading and several paragraphs of text providing information about the database's integration with the eduID Federation and its purpose for facilitating queries and updates.



The screenshot displays a user profile page with a navigation menu at the top. The "Edit" option is highlighted with a red arrow. The profile is divided into two sections: "Basic data" and "Availabilities". The "Basic data" section includes fields for Official name, Author name, Gender, Mother's name, Date of birth, Place of birth, Retired, Specialty, Field, Field (in English), and List of publications. The "Availabilities" section includes Mailing address and Availabilities, each with an "Edit" button. A red arrow points to the "Edit" button for the "Availabilities" section.

The “Data of the applicant” on the Premium website comes from AAT. These data can be edited in AAT through the following steps:

Compulsory data for Premium application (marked with red):

- name (as it is on your ID card)
- gender
- date of birth
- availabilities (postal address, e-mail, telephone number)
- nomenclature classification

Editing basic data and birth data

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Teszt Elek

[Edit](#) On “Basic data” click on “Edit”. [Availabilities](#) | [Memberships](#) | [Specialty data](#) | [Other data](#)

Basic data

Official name	Teszt Elek
Author name	Teszt Elek
Name at birth	Teszt Elek
Gender	Male
Mother's name	Édes Anyja
Date of birth	01/01/1950
Place of birth	Košice

ACADEMY DATABASE

HUNGARIAN ACADEMY OF SCIENCES (MTA)

[Own data sheet](#) | [Persons](#) | [Organisations](#) | [Approval](#) | [Address list](#) | [Queries](#) | [FAQ](#) | [Individual profile](#) | [Signing out](#)

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Teszt Elek

This page is used to edit the basic data of Teszt Elek. Certain fields may be hidden from the public, mark the box after the field if you want to make that field. Non public fields will remain visible for the person authorised to edit the particular page.

Basic data

Name prefix	<input type="text"/>	
Official name	<input type="text" value="Teszt Elek"/>	
Author name prefix	<input type="text"/>	
Author name	<input type="text" value="Teszt Elek"/>	
Name at birth	<input type="text" value="Teszt Elek"/>	<input checked="" type="checkbox"/>
Earlier names	<input type="text"/>	<input type="checkbox"/>
Aliases	<input type="text"/>	<input type="checkbox"/>
Gender	<input type="text" value="Male"/>	<input type="checkbox"/>
Mother's name	<input type="text" value="Édes Anyja"/>	<input type="checkbox"/>
Date of birth	<input type="text" value="01/01/1950"/>	<input checked="" type="checkbox"/>

Specialty data

Nomenclature classification	01-05-02 - Belső-ázsiai nyelvek és kultúrák	Edit
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Other data

MTA I.D.	10041258	
MTMT I.D.	10003742	
DTT I.D.		
Public body I.D.		
Applications		
Citizenships	Slovakian (1950)	Edit
Photos	0	Edit

Editing availabilities

ACADEMY DATABASE

HUNGARIAN ACADEMY OF SCIENCES (MTA)

Own data sheet
Persons
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Approval
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Signing out

Availabilities

Mailing address

MTA Bölcsészettudományi Kutatóközpont
Irodalomtudományi Intézet
Közép- és kelet-európai Osztály
1118 Budapest
Ménesi út 11-13.
Hungary

Edit

Availabilities

Teszt utca 12
12345 Košice
Slovakia
Mobile number: +123 45 67890
Telephone number: +123 45 9876
E-mail address: gipsz.jakab@titkarsag.mta.hu

MTA Bölcsészettudományi Kutatóközpont
Irodalomtudományi Intézet
Közép- és kelet-európai Osztály
1118 Budapest
Ménesi út 11-13.
Hungary
Mobile number: +36 20 123451
Telephone number: +36 1 9876543
E-mail address: gipsz.jakab@titkarsag.mta.hu
Homepage: http://mindentudas.hu

i *Constantine The Philosopher University
Faculty of Central European Studies
Department of Hungarian Language and Literature
Dražovská cesta 4
949 74 Nitra
Slovakia
Mobile number: +36 70 998866
Telephone number: +21 666 666*

Edit

Employments

MTA Bölcsészettudományi Kutatóközpont (kiosztott)
Constantine The Philosopher University (tanszékvezető)

Edit

New address
New employment

City	Zip	Streetname and house number	Validity start	Validity over	Mailing address	Type of address	
Košice	12345	Teszt utca 12	27/08/2012		N	Permanent address	<div style="background-color: #800000; color: white; padding: 2px 5px; display: inline-block;">Edit</div>

New address
New employment

City	Zip	Streetname and house number	Validity start	Validity over	Mailing address	Type of address	
City	<input type="text" value="Košice"/>	<input type="text" value="Teszt utca 12"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zip code	<input type="text" value="12345"/>						<input type="checkbox"/>
Streetname and house number		<input type="text" value="Teszt utca 12"/>					<input type="checkbox"/>
Type of address		<input type="text" value="Permanent address"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing address		<input type="checkbox"/>					<input type="checkbox"/>
Mobile number		<input type="text" value="+123 45 67890"/>					<input type="checkbox"/>
Telephone number 1		<input type="text" value="+123 45 9876"/>					<input type="checkbox"/>
Telephone number 2		<input type="text"/>					<input type="checkbox"/>
Telephone/fax number		<input type="text"/>					<input type="checkbox"/>
Fax number		<input type="text"/>					<input type="checkbox"/>

Entered address can be marked as mailing address by ticking the box.

Should the town not be in the list, select the 'Other' option and input the name of the town in the comment field.

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Availabilities: *Teszt Elek*

Ezen az oldalon szerkesztheti Teszt Elek elérhetőségeit. Bizonyos adatok elrejtethők a nyilvánosság elől, ezt az adat melletti jelölőnégyzet kipipálásával lehet jelezni. A nem nyilvánosnak minősített adatok az oldalra szerkesztési joggal rendelkező felhasználók számára továbbra is láthatóak maradnak.

Munkahelyi címet új munkaviszony létrehozásához válassza a táblázat fejlécében szereplő **New employment** gombra!

New address				
City	Zip	Streetname and house number	Mailing address	Type of address
City	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zip code	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Streetname and house number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of address	Permanent address (e.g. home address) <input type="checkbox"/>			
Mailing address	<input type="checkbox"/>			
Mobile number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone number 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone number 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone/fax number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax number	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail address 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail address 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homepage	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data validity start	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data validity over	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comment	<input type="text"/>			

Country will be filled in automatically.

Choose "New address" or edit the existing data.

Choose "permanent address".

Date of editing data.

Insert Cancel

4) Now you have created and filled in your own data sheet in AAT.

Filled or edited data will be validated by the administrators of AAT and will appear on AAT and Premium website after validation.

For submitting a Premium application, please use the guide to the Premium website.