GUIDE

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

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

If you have registered in AAT but have forgotten your password, a new password can be obtained on the website https://aat.mta.hu. If you are not sure about whether you have registered with AAT, please ask for assistance at aat@titkarsag.mta.hu.

If you are not a member of MTA’s public body and are not yet registered with AAT, you can begin submitting a Lendület application by following the steps below:

1) **Create a user ID in AAT.** To register in AAT, go to https://aat.mta.hu, switch the language to English, then click on “Applications”. Choose “New applicant registration”, where you fill in the data. Choose Lendület Application from the list. Please do not indicate your scientific degree, doctoral title, etc. in the “Name” box.

Once you have filled in the data, click “Registrate”. If your e-mail address is already in the system, a notification appears. This means that you have already registered with AAT. In this case ask for help at aat@titkarsag.mta.hu.
Entry request recorded

After registration, the system saves the data. Click on “Signing into Academy Database” to enter the website.

2) Sign in to AAT

Type your user ID and password. On the main page of AAT, click on “Accept” (Elfogadom).
3) **Edit data.** Click on “Own data sheet” to fill in or edit your data. The data can be edited by clicking on “Edit”. Edited data appear in the system after validation from the AAT administrators.

The “Data of the applicant” on the Lendület submission portal come from AAT. These data can be edited in AAT through the following steps:

**Compulsory data for Lendület application (marked with red):**

- name (as it is on your ID card)
- gender
- date of birth
- scientific degree and date of acquisition
- nomenclature classification
- citizenship
- availabilities (mailing address, e-mail, telephone number)
- employment (name, country)

(Data marked with blue are not compulsory to fill in.)
Editing basic data, memberships data, specialty data and other data

On “Basic data” click on “Edit”.

Once ready with updating, click on “Save”

Select the next editable field by clicking on its name (Memberships, Specialty data or Other data) at the top of the page.
Edit availabilities

At “Mailing address” click on “Edit”.

Choose “New address” or edit the existing data.

Choose “permanent address”.

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

Date of data editing

In the case of editing existing data click “Update”

In the case of new data click “Insert”
4) **Now you have created and filled in your own data sheet in AAT.**

Filled in or edited data will be validated by the administrators of AAT and will appear on the AAT and Lendület submission portal after validation.

To submit a Lendület application, please use the guide to the Lendület submission portal.