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.

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
- 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".

Basic data

Official name
Author name
Name at birth
Gender
Mother's name
Date of birth

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

Basic data

Name prefix
Official name
Author name prefix
Author name
Name at birth
Earlier names
Aliases
Gender
Mother's name
Date of birth
Birthdate appearing
Place of birth

Once ready with updating, click on "Save"

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

Edit availabilities

Availabilities

Mailing address — Edit

At "Mailing address" click on "Edit".

Availabilities — Edit

<<< Move back

Availabilities:

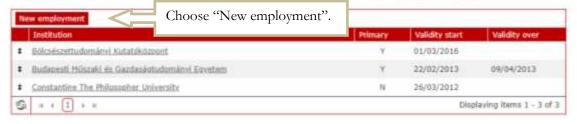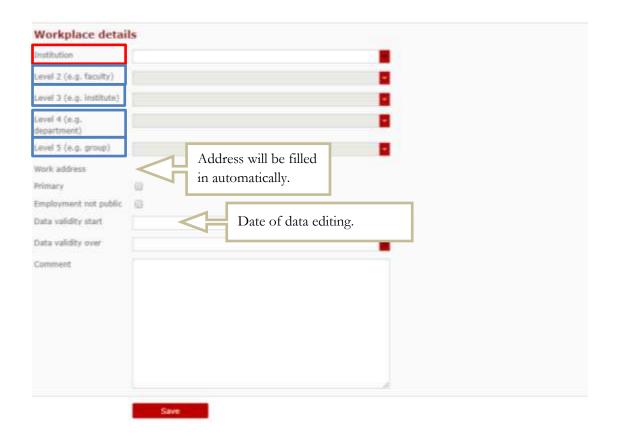Ezen az oldalon szerkesztheti   elérhetőségeit. Bizonyos adatok elrejthetők a nyilvánosság elől, ezt az adat melletti jelölőnégyzet kipipálásával lehet jelezni. A nem nyilvánosnak minősített adatok az oldalra szerkesztési joggal rendelkező felhasználók számára továbbra is láthatóak maradnak.

Munkahelyi címet új munkaviszony létreh   áblázat fejlécében szereplő **New em   oyment** gombra!

New address	New employment			Mailing address	Type of address	
City	Zip					
Košice	12345	Teszt ulica 12		N	Permanent address	Edit
Budapest	111B	Ménesi út 11-13.	01/03/2016	Y	Work address	Edit

Choose "New address" or edit the existing data.

New address	New employment					
City	Zip	Streetname and house number	Validity start	Validity over	Mailing address	Type of address

City	Košice	
Zip code	12345	
Streetname and house number	Teszt ulica 12	
Type of address	Permanent address (e.g. home)	
Mailing address	☐	
Mobile number	+123 45 678	
Telephone number 1	+123 45 9876	

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

Choose "permanent address".

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

E-mail address 1	gipsz.jakab@titkarsag.mta.hu	☐
E-mail address 2		☐
Homepage		☐
Data validity start	27/08/2012	
Data validity over		
Comment		

Date of data editing

Update Cancel

In the case of editing existing data click "Update"

Insert Cancel

In the case of new data click "Insert"

Edit employment

At "Employments" click on "Edit".

Choose "New employment".

Address will be filled in automatically.

Date of data editing.

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.