

**User Guide**  
**Aptitude Occupational Health Examination Organiser Application**  
**for first-year students**

**You are required by law to take an aptitude test.** The examination is carried out by the Occupational Health Service of Semmelweis University (hereinafter referred to as the "OHS"). You can register for the test using the **Aptitude** application. You can book an appointment only in the Aptitude application, there are no telephone or other options.

**Examination appointments are only available during the period shown in the application**, so please use the Aptitude application as soon as possible **and make sure you attend the appointment time you have booked.**

Not even a relative is allowed to accompany the student to the examination, only the student can attend.

Important information about using the application:

- you must obtain and complete, in advance, the documents that you have already been informed of in writing after your admission. (We will only accept reports and documents from abroad in English, German or Hungarian).
- prior to booking an appointment for an aptitude test, you must provide the date of the preliminary medical examination reports, if you already have them
- you shall declare, when using the Aptitude system, that you have the required results and that you will present them at the examination
- **if you are unable to present the necessary medical results or documents at the aptitude test, you must repeat the test, booking a new date in the application, subject only to availability of free dates**
- a booked appointment can be cancelled up to 24 hours before the appointment
- the app keeps a log of your activity, which you and also the doctor can view retrospectively
- after booking your appointment, you will receive a confirmation email with the information you have provided or chosen (including the time and location of the test).

Please **arrive minimum 10 minutes before** the booked time to allow for the necessary administration. **Have a printout with you of the documents and medical results to be presented.**

**Please wait in the corridor**, the staff of the OHS will call you for your appointment. Thank you for your patience in advance.

If **you arrive late** for your aptitude test, your appointment does not have priority and **the doctor is not obliged to reschedule it, you can wait** during office hours, but **this does not guarantee** that your examination will still take place. If **you cannot be examined, you need to book another appointment in the application.**

You can access the application and its User Guide, from 15.08.2023 onwards, at the following link: <https://aptitude.semmelweis.hu/> Here you can also download the documents to be filled.

You can read the explanatory texts above the relevant screenshots.

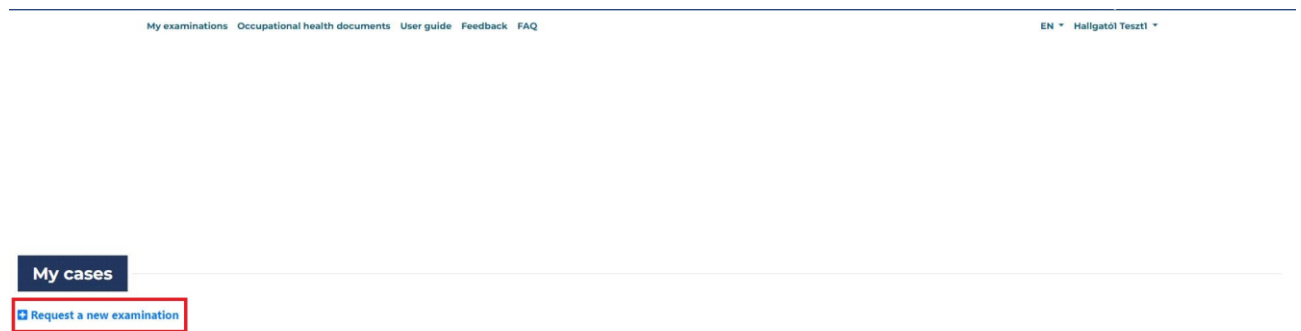
You can access the application with your SeKA (NEPTUN code) ID and password.

The screenshot shows the top navigation bar of the Semmelweis University APTITUDE portal. The header includes the university logo and name, the text "Occupational health documents", and a "Sign in" link. The main content area features a message to students and a sign-in form. The message reads: "Dear STUDENT! Use your SeKa ID (Neptune Code) and the password used in SeKa (for Moodle) to log in! If you still cannot log in, take a screenshot and notify your study administrator immediately by email!". The sign-in form has fields for "Username" and "Password" and a "Log in" button.

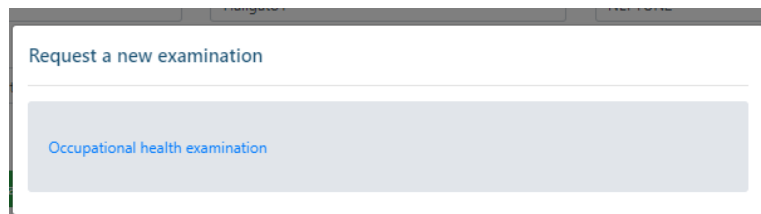
If there is a required document to fill in that you do not already have, you can download it from the "FEÜ document" ("Occupational Health document") section.

This screenshot shows the "Occupational health documents" section of the Semmelweis University APTITUDE portal. The "Occupational health documents" link in the header is highlighted with a red box. Below the header, there is a message to students and a list of documents required for the FEÜ examination. The documents are: "MEDICAL HISTORY RECORDS", "STUDENT'S STATEMENT ON HEALTH CONDITION", "WORK HEALTH AND SAFETY POLICY STATEMENT", "HEALTH STATUS DECLARATION", and "GP'S STATEMENT". Each document name is accompanied by a download icon.

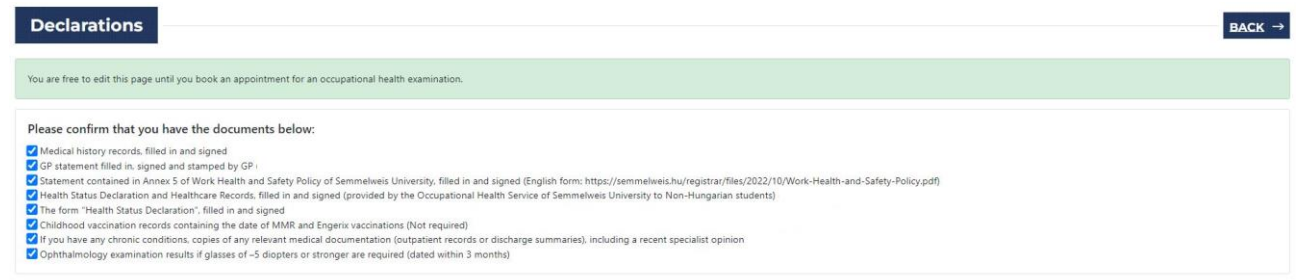
You can register for an occupational health examination by clicking on the "Request a new examination" link.



In the pop-up window, click on the link.



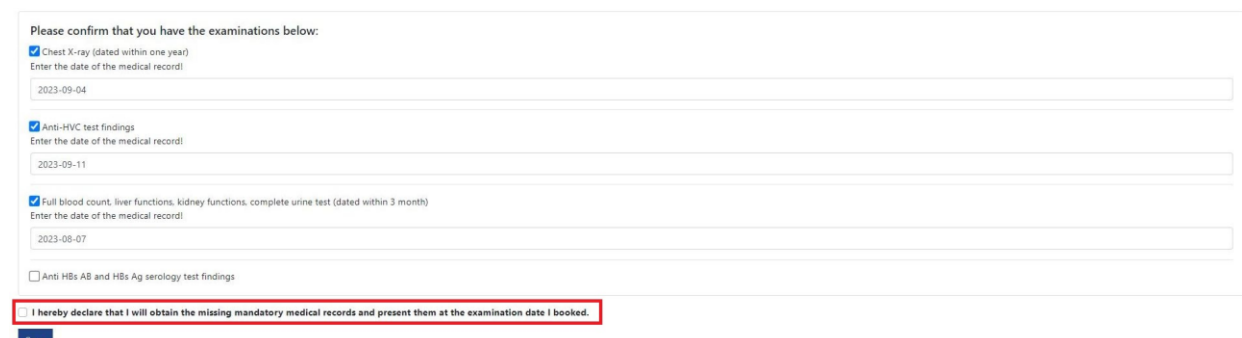
First, you must declare that you have the required and the conditionally required documents. Declarations vary from faculty to faculty.



Following the above, you must declare the results of the required preliminary examinations. Declarations vary from faculty to faculty.

The system will not allow you to proceed if:

- you do not record a date for the medical result you have marked, and
- you do not sign the declaration at the bottom of the page.



First select the examination site in the ("Examination place") drop-down box on the left (Only one examination palce will now be displayed).

Then use the scroll button on the calendar to go to the first day with an available appointment time. (You can access the afternoon times using the scroll bar on the calendar.) Click on the time slot that suits you, then click on the ""Book"" button on the left.

After booking an appointment, the landing page shows in green that you have a valid appointment. The system will send you an email shortly to confirm your reservation. (You can cancel your appointment using the link in the bottom left corner.)

My cases

+ Request a new examination

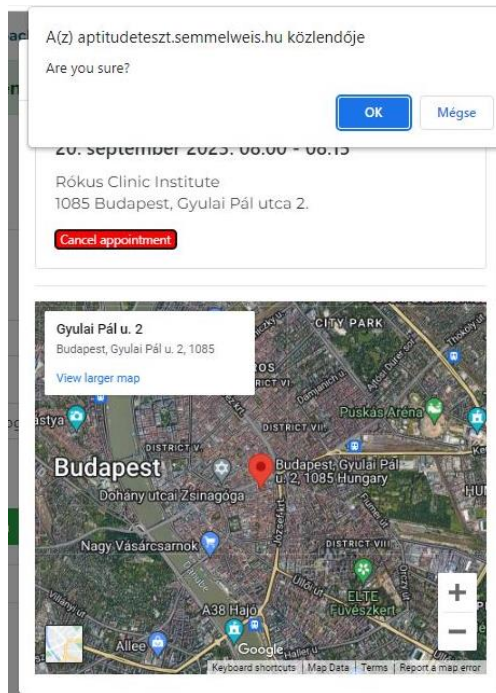
2023

Type of examination: Aptitude test

Case initiation: 18. september 2023. Status: New

📅 Booked appointment - 20. september 2023. 08:00 - 08:15

(Click here if you want to cancel your appointment!)



After cancellation, the landing page will show in red that you do not have a valid booking and need to book an appointment. The system will send you an email shortly to confirm the cancellation.



You can book a new appointment by clicking on the "Request for a new examination" link. The system saves and allows you to edit the declarations you have previously made.



Budapest, 23.09.2023

Occupational Health Service