

User Guide

For Authors

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This guide is intended for students (authors) participating in the National Student Research Conference (OTDK) to assist them with the tasks and responsibilities associated with OTDK participation. It is recommended that you review the contents of this guide before using the OTDT online system. If you have any questions regarding the tasks described in this document or the related processes, the OTDT Office is available to assist you (otdk@otdt.hu).

1. Registration / Profile / Login

1.1 Registration

Only students who have received the required registration email may register in the OTDT online system. The system automatically sends the registration email to the authors of papers nominated for the OTDK whose TDK records have been accepted by the OTDT Office.

The registration email you received contains a registration link. Click on it to begin the registration process. On the page that opens, select the **“Create new account”** option. (Please select this option even if you have previously participated in OTDK and had a user account in the previous OTDK online system, which was closed in 2026.) If you have already registered in the system in the spring of 2026 or later, you can log in as described in section 1.2.

Registration to the OTDK system

If you already have an account, please log in with your username/email and password. If you do not have an account, please click the "New account" button to create a new user account.

Login with existing account

Username/email address


Password

Remember me [Forgot your password?](#)

Create new account

If you do not have an account in the OTDK system, please click the "Create new account" button to create a new user account.

When you click on “**Create New Account**”, the form shown below will appear. By filling out this form, you can complete your registration and create your personal user account.



Create new OTDK user account

Please follow the steps below to create a new user account.

1 **Basic personal data** — 2 Data verification — 3 Password setting — 4 Account creation

Add basic data

Please enter the basic personal data, or correct the data if necessary. The system will search for similar users based on these data.

Please note that the personal data required during registration helps prevent users from creating multiple user accounts with different email addresses. Our goal is to facilitate the work of you, the TDK representatives, the OTDK organizers, and the OTDT Secretariat, as well as to ensure the accuracy of the data generated by the system. We thank you for your cooperation!

Username

Title

Last name **First name**

Birth last name **Birth first name**

Birth date

Place of birth

Mother's birth name

Email address

Data protection consent

The data protection information is available at: [Data protection information and risk assessment tests.](#)

I have read and accepted the general data protection information of the OTDT.

I do not accept.

Data verification >>

The purpose of the mandatory personal data required during registration is to ensure that each user has only one user account. This assists the work of the OTDK organizers and the OTDT Office and ensures the accuracy of the data generated by the system.

After accepting the privacy policy, click the **“Data Verification”** button. On the screen that appears, set your password (at least 8 characters long, containing lowercase and uppercase letters, numbers, and special characters).

Clicking the **“Create new account”** button will successfully create your account. On the page that appears next, click the **“Login”** button to access the online system. After that, you can simply log in via the login page (<https://online.otdk.hu>).

After registration, the system will automatically redirect you to the Personal Data page described in Section 1.3, where you are asked to fill in additional personal data (e.g., citizenship, etc.); if this information is missing, you will not be able to begin uploading your TDK paper. Regarding your educational ID, please be sure to verify that the information is present in the system and has been entered correctly. If you have an educational ID and it is not listed in the system, please enter it. Please note that once you have entered the ID, you will no longer be able to modify it; furthermore, if it has already been entered into the system from the institutional/departmental TDK record, you will not be able to change it either. Therefore, if the ID number entered in the record is incorrect (i.e., it is not your student ID number), please notify the OTDT Office colleagues at otdk@otdt.hu by sending your name, email address, and the correct student ID number to request a correction.

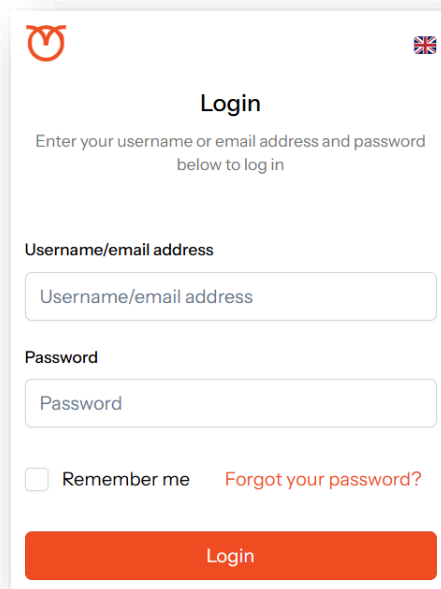
In addition, if you find any errors or mistakes in any data that you are unable to correct yourself, please report them to the OTDT Office in the manner described above.

1.2 Logging in to the OTDT online system

You can log in to the OTDT online system via the link below (provided you have successfully completed the registration process as described in section 1.1): <https://online.otdk.hu>

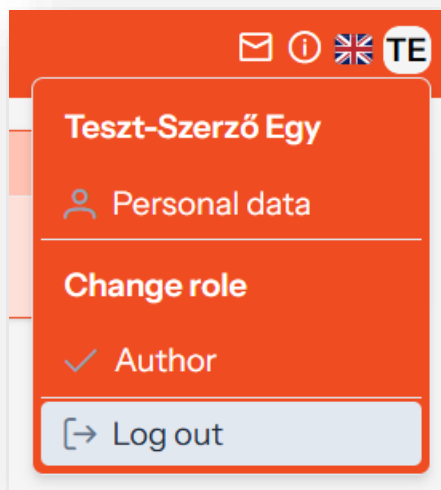
To log in, you must enter your username/email address and password.

If necessary, you can request a password reminder on this login page by clicking the **“Forgot your password?”** link. To do so, you must enter the email address on file in the system.



The image shows a login form with a white background and a subtle shadow. At the top left is a red circular logo with a white 'M'. At the top right is a small UK flag icon. The title 'Login' is centered. Below it, the text 'Enter your username or email address and password below to log in' is centered. There are two input fields: 'Username/email address' and 'Password'. Below the password field, there is a checkbox for 'Remember me' and a link 'Forgot your password?'. At the bottom is a large orange button labeled 'Login'.

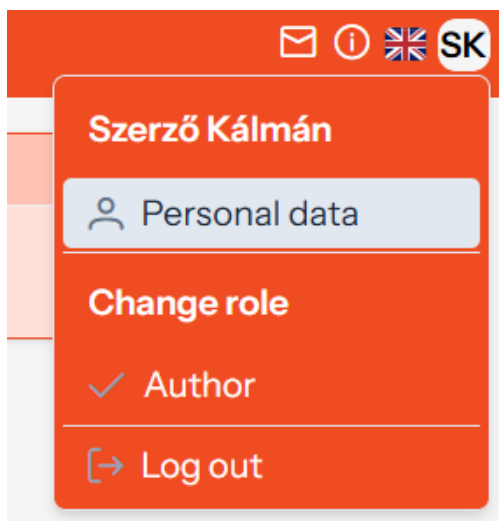
The system will automatically log you out after a period of inactivity, but you can also log out manually (click on your initials in the upper-right corner to see this option).



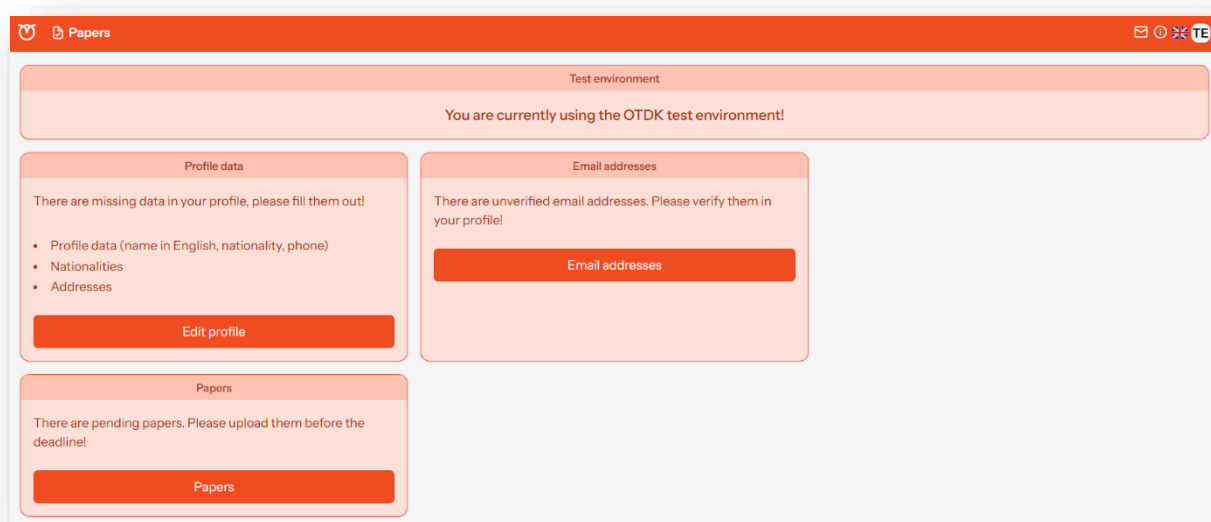
The image shows a user profile dropdown menu. At the top, there are icons for mail, information, a UK flag, and the initials 'TE'. The menu is titled 'Teszt-Szerző Egy'. It contains a 'Personal data' section with a person icon, a 'Change role' section with a checkmark icon and the role 'Author', and a 'Log out' button with a right-pointing arrow icon.

1.3 Profile

You can access your personal profile information by clicking on your initials in the upper right corner, under the heading **“Personal Data”**. You can also modify this information and your password here at a later time. (If you wish to change personal data that you are not authorized to modify—such as your name—you can submit a request for modification to the OTDT Office. You will also not be able to change your English display name after you have entered it for the first time.)



2. Home Page



After entering your profile information and logging back into the system, you will **automatically be directed to the Home page, which displays a list of tasks specific to your role** (if any are currently pending, such as filling in missing information, uploading a portfolio, etc.).

At the top of the Home page, you'll see the **main menu bar**:



During the initial phase of registration, only the **“Papers”** main menu will be displayed; after selecting a section, you can upload your TDK paper.

You can freely replace your TDK paper in the system within the 30-day period available for uploading—if necessary—but after the 30 days have expired, only the OTDT Secretariat can make the replacement.

3. Role Selection

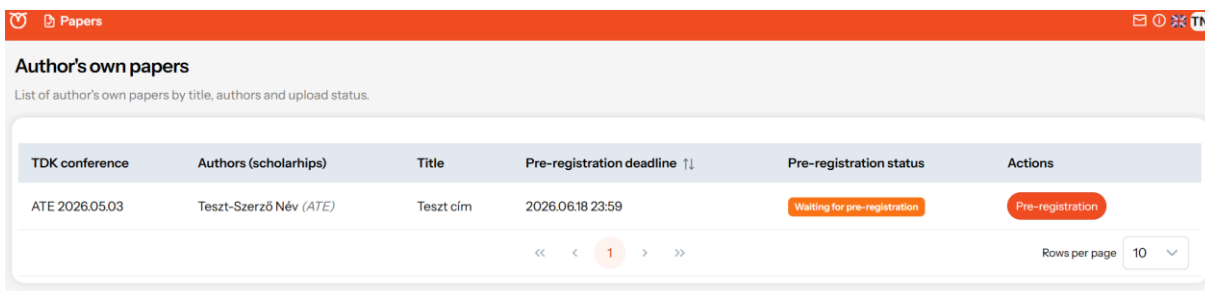
If a user account has multiple roles, such as author and student reviewer, **the system allows you to easily switch between these roles**. To switch roles, click on your initials in the upper-right corner and select **“Change Role”**. **Here, click on the role you wish to work with, and the system will automatically redirect you to the interface associated with that role**. In each role, only the tasks and permissions specific to that role are accessible.

4. Pre-registration

For the purposes of participating in the OTDK, “pre-registration” refers to selecting a section and, if applicable, a sub-section; specifying the completion date of the TDK paper; and uploading the TDK paper or the corresponding file(s). (In the case of the Medical and Health Sciences Section, no written entry is required.)

4.1 Uploading a TDK Paper

If the **“There are pending papers. Please upload them before the deadline!”** task appears on the home page, click the **“Papers”** main menu to begin the process. On this page, you will see a list of the TDK papers you can upload.



The screenshot shows a web interface titled "Papers" with a sub-header "Author's own papers". Below the sub-header is a table with the following data:

TDK conference	Authors (scholarships)	Title	Pre-registration deadline ↑↓	Pre-registration status	Actions
ATE 2026.05.03	Teszt-Szerző Név (ATE)	Teszt cím	2026.06.18 23:59	Waiting for pre-registration	Pre-registration

At the bottom of the table, there is a pagination control showing "1" and a "Rows per page" dropdown set to "10".

To start the upload, click the **“Pre-registration”** button. The upload interface will then appear.

First, select the **section** that applies to you (the one you wish to participate in at the OTDK from the 16 available sections) and, if relevant according to the call for entries, the **subsection**. Then click the **“Next”** button.

Pre-registration of paper "Teszt cím"

Pre-registration of the paper (OTDK section selection and required uploads).

1 Select section 2 Paper 3 Finishing

Select section
Select the section where you want to pre-apply! In some sections, additional subsections can be selected as well. The section selection is final and cannot be changed later!

Section

Chemistry and Chemical Industry ▾

- Agricultural Science
- Arts and Art Theory Section
- Biology
- Chemistry and Chemical Industry
- Economics

Next >>

On the **“Paper data”** page, enter the TDK paper completion date. This date corresponds to the last time you made any content changes to the paper. After entering the information, click the **“Next”** button again.

Pre-registration of paper "Teszt cím"

Pre-registration of the paper (OTDK section selection and required uploads).

1 Select section 2 Paper 3 Finishing

Select paper
Use the upload interface below to select the paper file. Depending on the selected section, this may require uploading a text document or an image, or entering a public URL. The uploaded files may have additional requirements (minimum and maximum page count, character count for PDF documents; maximum size for images, etc.). Detailed information about the requirements can be found in the section announcement.

Paper closing date

11/5/2025

Paper

Basic requirements for the paper based on the section announcement

- Expected maximum page count: 40 pages

Upload file

Use the browse button to select the file you want to upload, or drag it to the area below. After that, click the "Upload" button to start the upload!

Browse

Select or drag here the pdf file you want to upload!

Cancel **Upload**

<< Back **Next >>**

On the next page, the system will display the **basic requirements** for the given section. These may vary by section, so please **be sure to carefully read the official call for papers for the relevant section** before uploading (you can view the section-specific calls and the general call under the “Information” menu item in the main menu bar, as well as on the OTDT website), and upload a TDK paper that meets those requirements. The system automatically checks for basic requirements.

To upload your entry, click the “**Browse**” button, then select the file you want to upload (or simply drag and drop the entry you want to upload into the designated area). Next, click the “**Upload**” button to start the verification process.

Paper

Basic requirements for the paper based on the section announcement

- Expected maximum page count: 40 pages

Upload file

Use the browse button to select the file you want to upload, or drag it to the area below. After that, click the "Upload" button to start the upload!

Browse

Select or drag here the pdf file you want to upload!

Cancel Upload

<< Back Next >>

If the paper does not meet any of the basic requirements, the system will notify you. In this case, click the “**X**” icon and upload the corrected file. The system will check the new file again.

If the paper file has been successfully checked and the submission date is correct, you can proceed to the next step by clicking the “**Next**” button.

If your entry is successfully uploaded (pre-registered), the system will display a message to that effect. At that point, click the “**Finish**” button to finalize the upload. The system will send an automatic email notification confirming that your paper has been successfully uploaded.


Pre-registration of paper "Teszt cím"

Pre-registration of the paper (OTDK section selection and required uploads).

1 Select section ————— 2 Paper ————— 3 **Finishing**

Pre-registration successful

The pre-registration has been successfully completed based on the provided data. At this moment, there is no further action required with this application, but additional data will be required during the application period. An email will be sent to you at the beginning of the application period with the detailed requirements.



All required pre-registration documents are complete.

Finish ✓

4.2 Modifying a Paper

Please note that after uploading your TDK paper, you may modify the uploaded document and the information provided until the **registration deadline**. You can view the **pre-registration deadline** for the papers listed in the “**Papers**” main menu (“Pre-registration deadline”). If you wish to make changes, you can do so by clicking the “**Modify**” button located on the right side of the row for the specific paper. After clicking the button, you can upload the modified paper as described in subsection 4.1.

TDK conference	Authors (scholarships)	Title	Pre-registration deadline ↑↓	Pre-registration status	Actions
ATE 2026.05.03	Teszt-Szerző Név (ATE)	Teszt cím	2026.06.18 23:59	Pre-registration complete	View Modify

« < 1 > » Rows per page 10 ▾

IMPORTANT! Please note that simply uploading your paper does not constitute an OTDK registration. To finalize your registration, you must provide additional information during the registration period (the registration period is scheduled to begin on November 16, 2026; the deadline varies by section).

The system will send an **automatic email notification** regarding the start of the registration period and the opening of the registration form. Please ensure that you enter the required information and complete the registration process as soon as you receive the notification regarding the start of registration (without these steps, you will not be able to participate in the OTDK).

5. Information and Language Selection

The new system also allows users to **access it in English**, which will **significantly simplify the OTDK registration process for students whose native language is not Hungarian**. You can switch languages by clicking on the flag icon in the upper right corner.

The **Information menu** can be accessed by clicking on the icon next to the language selector in the main menu bar. Here you will find user guides, as well as the current OTDK general call for papers and section calls.

If you have any questions beyond the information available here, you may submit them to the OTDK Office by email at otdk@otdt.hu.