# User Guide

## For Authors

## Content

1. Registration / Profile / Login .....2
2. Home Page .....7
3. Role Selection .....8
4. Pre-registration .....8
5. Registration .....13
6. Withdrawal .....25
7. Messages .....26
8. Information and Language Selection .....28

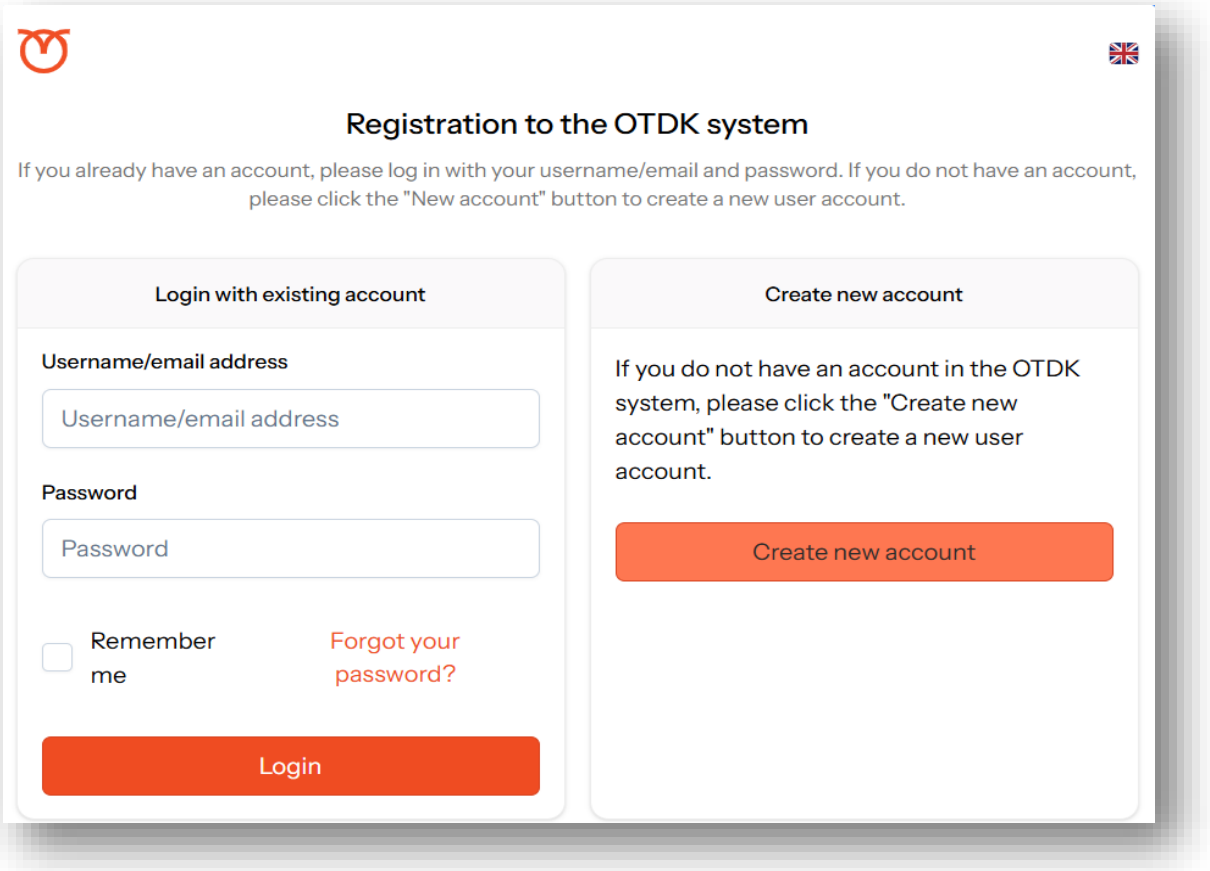
This guide is intended for students (authors) participating in the National Student Research Conference (OTDK) to assist them with the tasks and responsibilities associated with OTDK participation. It is recommended that you review the contents of this guide before using the OTDT online system. If you 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 participated in the 37th OTDK or any previous OTDKs and had a user account in the previous OTDK online system, which was closed in 2026.) If you have already registered in the new system in the spring of 2026 or later, you can log in as described in section 1.2.




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

Prof., Dr., habil., etc.

Last name

First name

Birth last name

Birth last name

Birth first name

Birth first name

Birth date

Place of birth

City of birth

Mother's birth name

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.

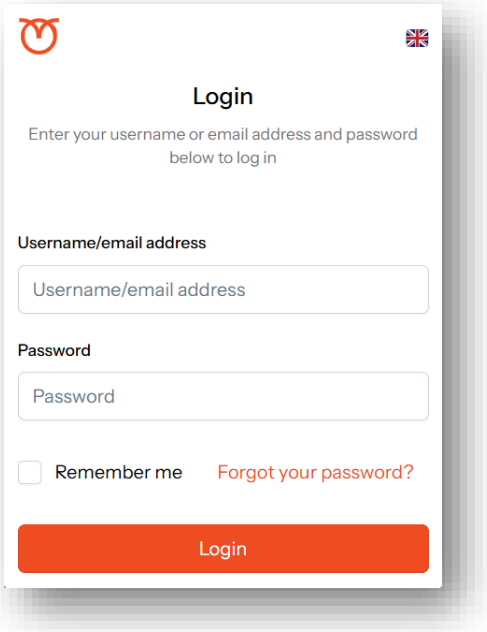
In addition, if you find any errors or mistakes in any data that you are unable to correct yourself, please report them to the OTDT Office in the manner described above.

### 1.2 Logging in to the OTDT online system

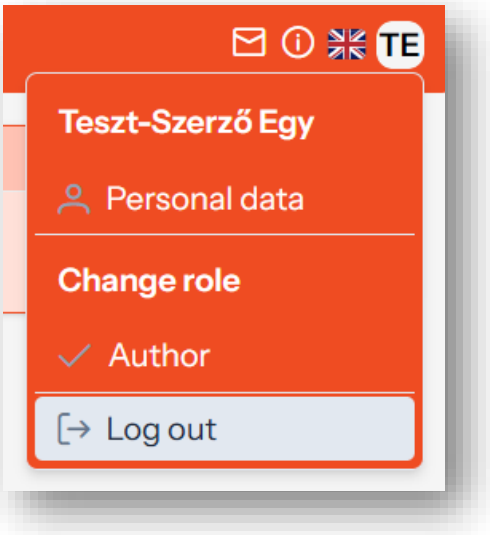
You can log in to the OTDT online system via the link below (provided you have successfully completed the registration process as described in section 1.1): https://online.otdk.hu

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.

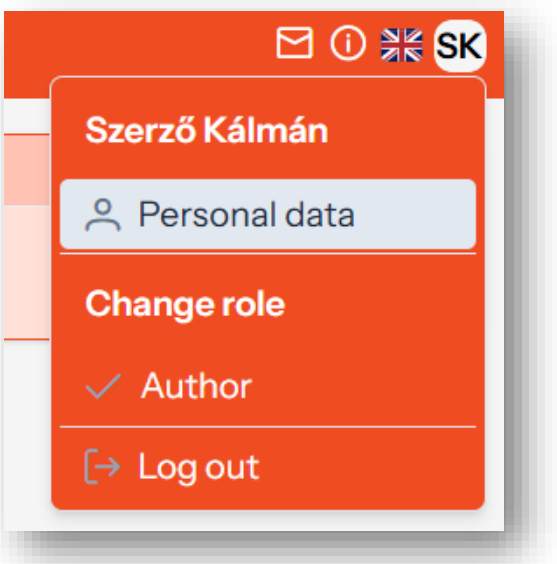



The system will automatically log you out after a period of inactivity, but you can also log out manually (click on your initials in the upper-right corner to see this option).

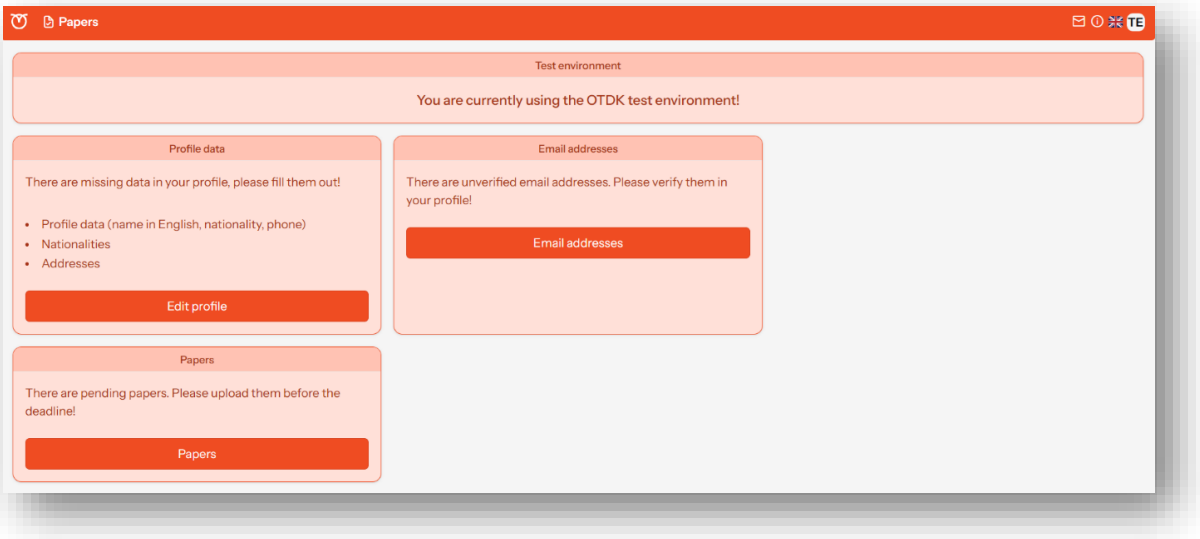



### 1.3 Profile

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 paper, 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—or, if the registration deadline for your chosen section is earlier, no later than that registration deadline—if necessary**. After the upload deadline (or the section's registration deadline, if fewer than 30 days remain until that deadline) has expired, only the OTDT Office can make the replacement.

## 3. Role Selection

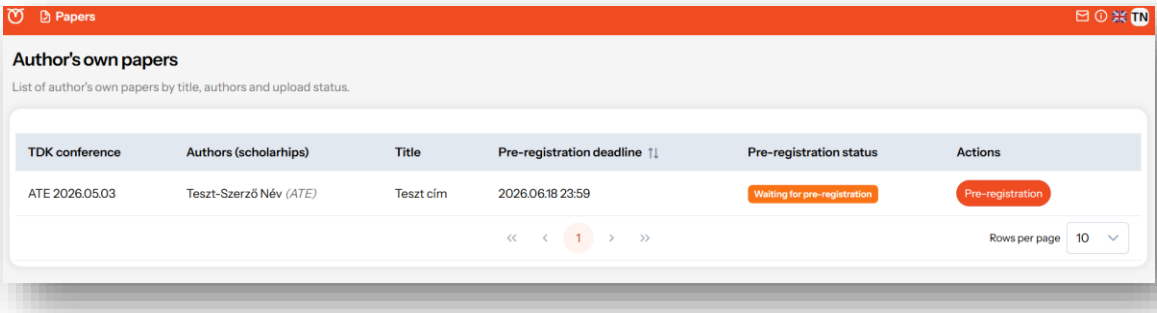
**If a user account has multiple roles**, such as author and student reviewer, **the system allows you to easily switch between these roles**. To switch roles, click on your initials in the upper-right corner and select **“Change role”**. **Here, click on the role you wish to work with, and the system 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.)

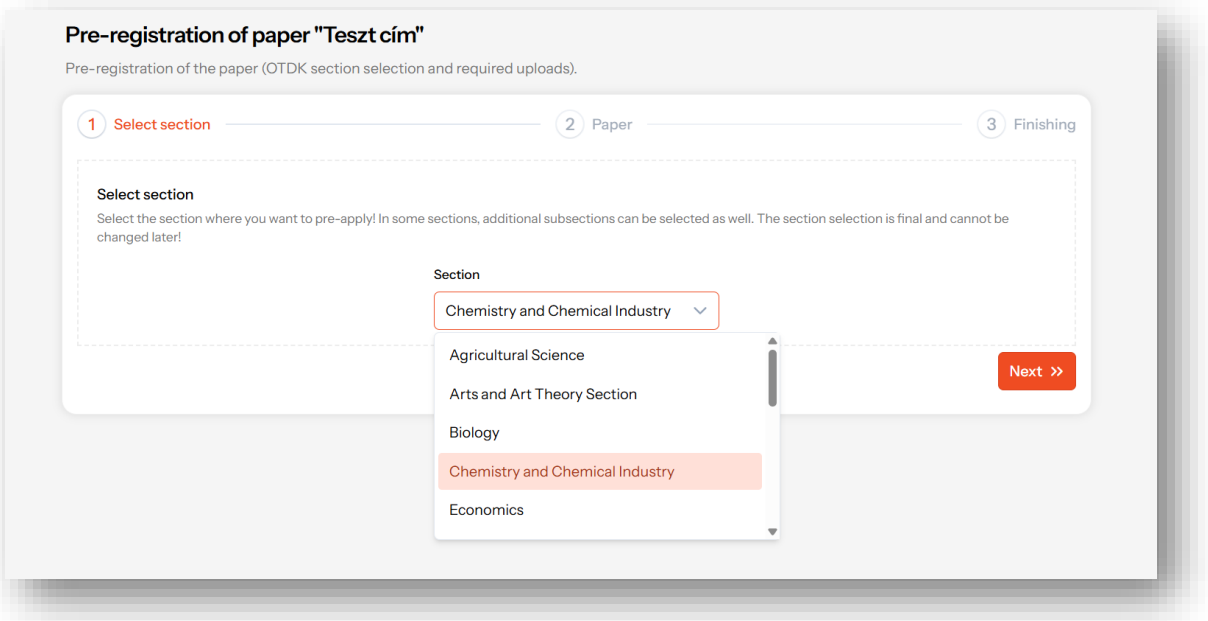
### 4.1 Uploading a TDK Paper

If the “There are pending papers” 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.

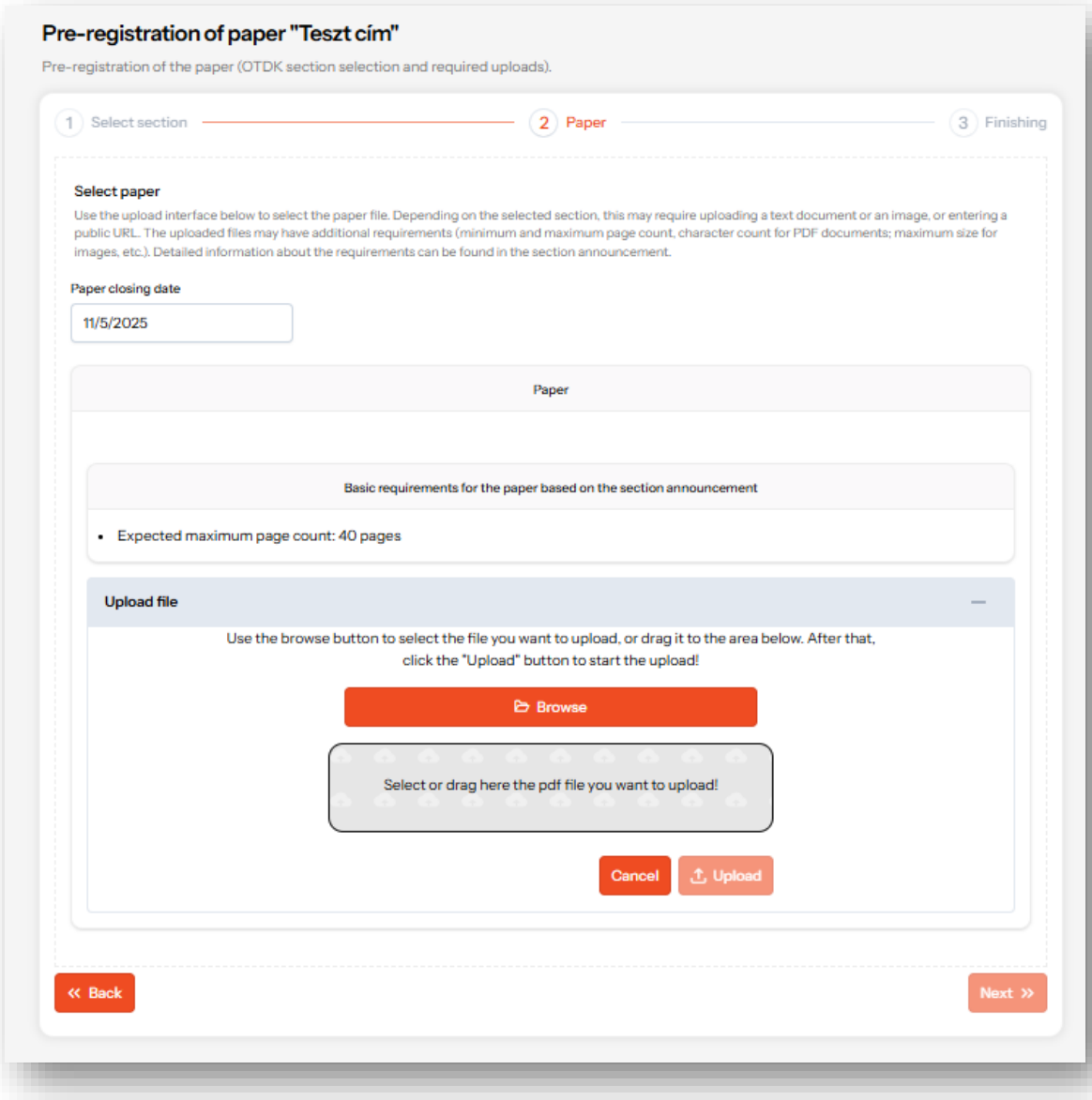



To start the upload, click the **“Pre-registration”** button. The upload interface will then appear.

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.

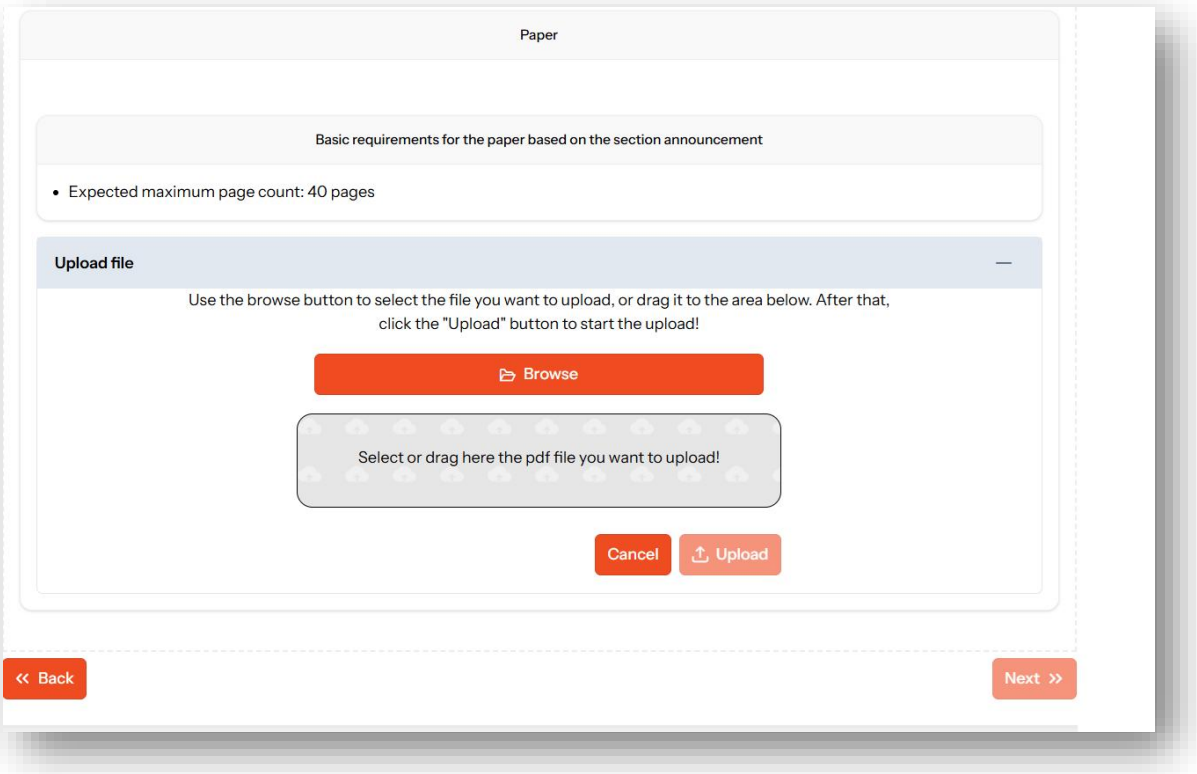



On the **“Paper data”** page, enter the TDK paper completion date. This date corresponds to the last time you made any content changes to the paper. After entering the information, click the **“Next”** button again.



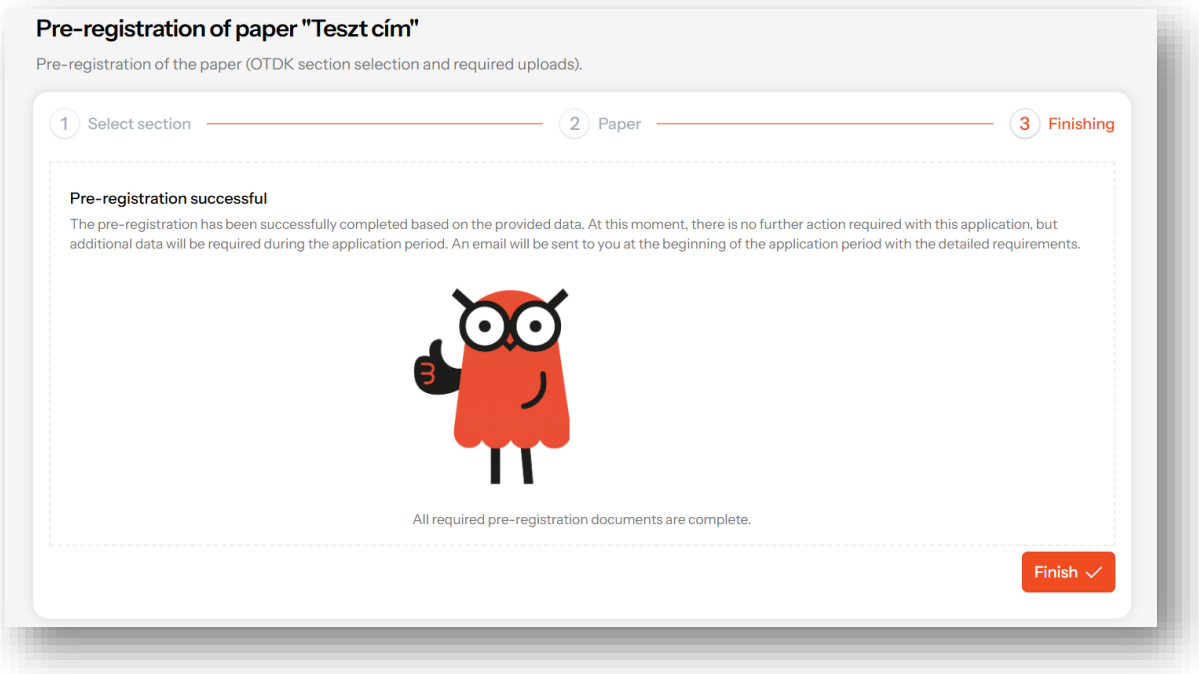

On the next page, the system will display the **basic requirements** for the given section. These may vary by section, so please **be sure to carefully read the official call for papers for the relevant section** before uploading (you can view the section-specific calls and the general call under the “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.




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.

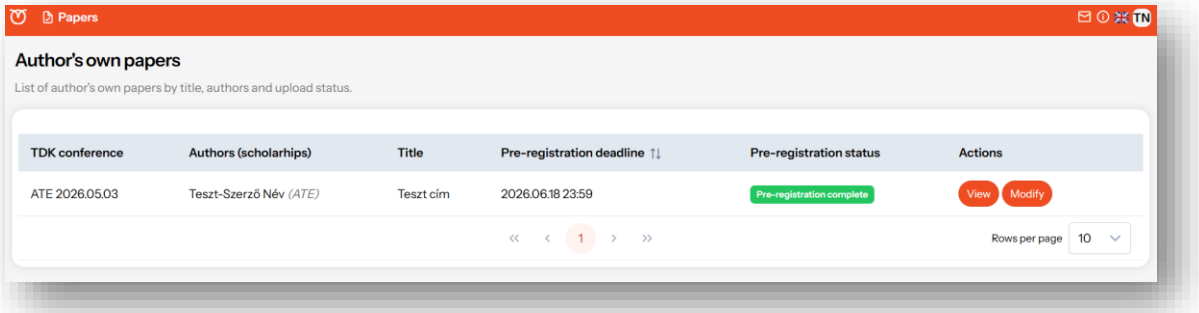
If your entry is successfully uploaded (pre-registered), the system will display a message to that effect. At that point, click the **"Finish"** button to finalize the upload. The system will send an automatic email notification confirming that your paper has been successfully uploaded.




### 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 paper upload deadline**. You can view **the paper upload 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.




**IMPORTANT! If you have not yet completed pre-registration—that is, you have not yet selected your section—when the registration period begins**, a 30-day upload deadline will be displayed on the interface. However, this deadline may change once you select a section, depending on that section's registration deadline. Therefore, **please select your section as soon as possible after registering so that the interface displays the actual paper upload deadline.**

**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. After November 16, 2026, the registration period begins, allowing you to complete both pre-registration and registration at the same time. You may complete pre-registration within 30 days of receiving the relevant notification, or by the registration deadline of your chosen section if it is earlier (if fewer than 30 days remain until the section's registration deadline, the pre-registration and registration deadlines are the same).

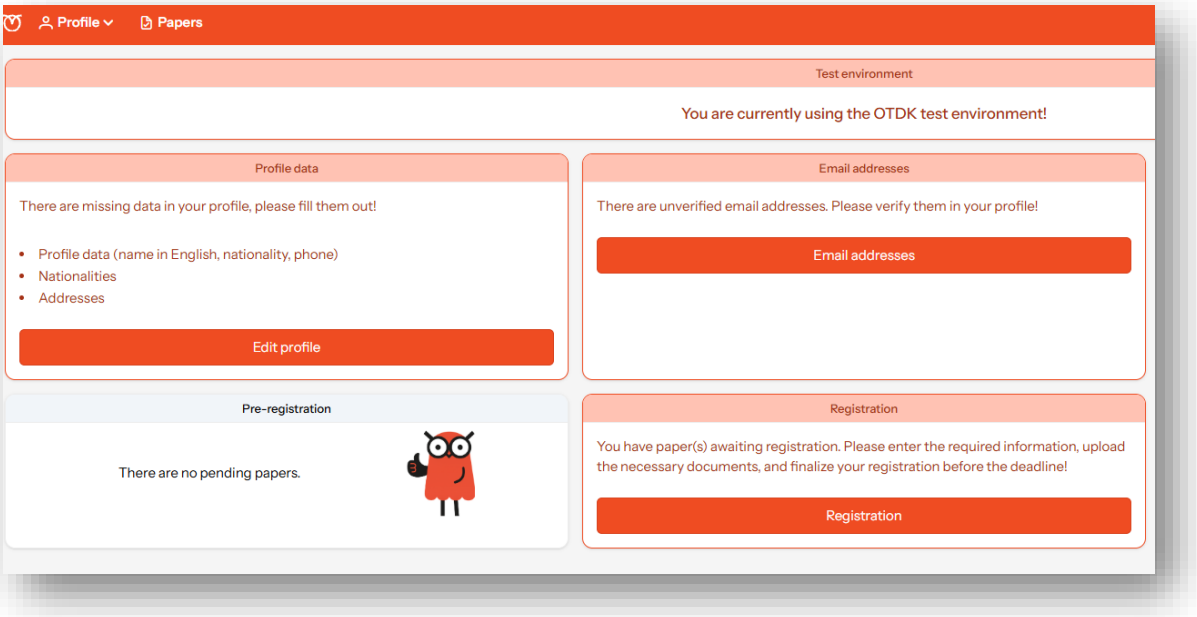
The system will send an automatic email notification regarding the start of the registration period and the opening of the registration interface. Please ensure that you enter the required information and complete the process as soon as you receive the notification regarding the start of registration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

## 5. Registration

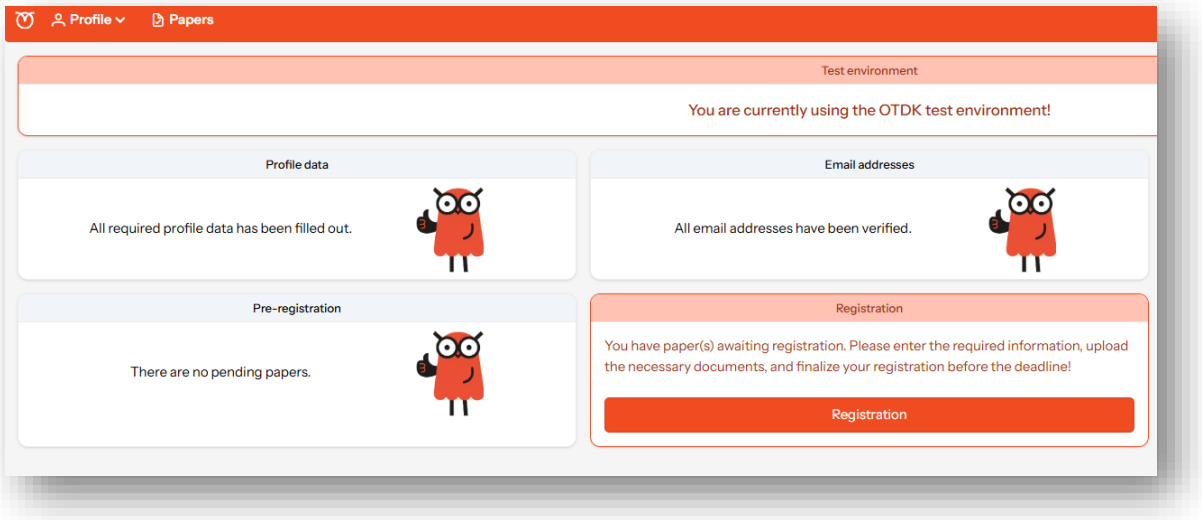
Registration is the process required to participate in the OTDK, during which the Author provides the required information and uploads the necessary documents. The system sends an automatic email notification regarding the start of the registration period and the opening of the registration interface, after which you must complete the steps below.

### 5.1 Checking Profile Data

**After logging in to the OTDT online interface, before starting your registration, check that your Profile data has been filled out completely.** The figure below shows what appears if any profile data is missing or if your email address still requires verification. Please provide the missing information, as it is not possible to finalize your registration without it.



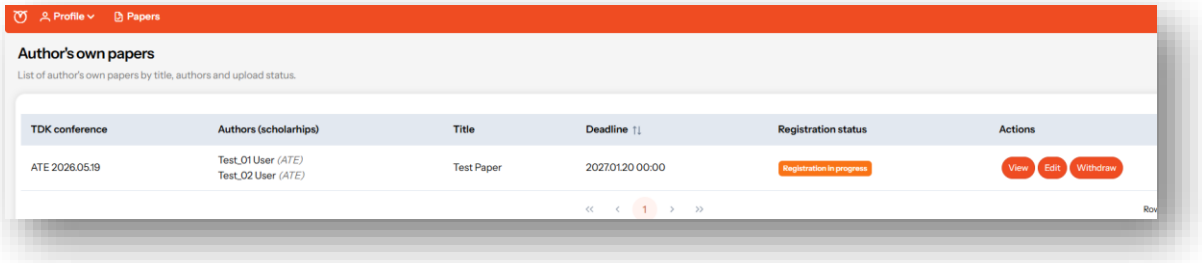
Once your Profile data has been completely filled out and your email address verified, the screen below will appear on the Home page. During the registration period, the **“You have a paper awaiting registration”** notification will be displayed here.




Click the **“Registration” button** at the bottom of the notification or click **“Papers” in the Main Menu Bar**.

### 5.2 Registration

The paper(s) awaiting registration can be found in the “Papers” menu. If the author is involved in multiple papers nominated for the OTDK, all relevant papers will be displayed here.



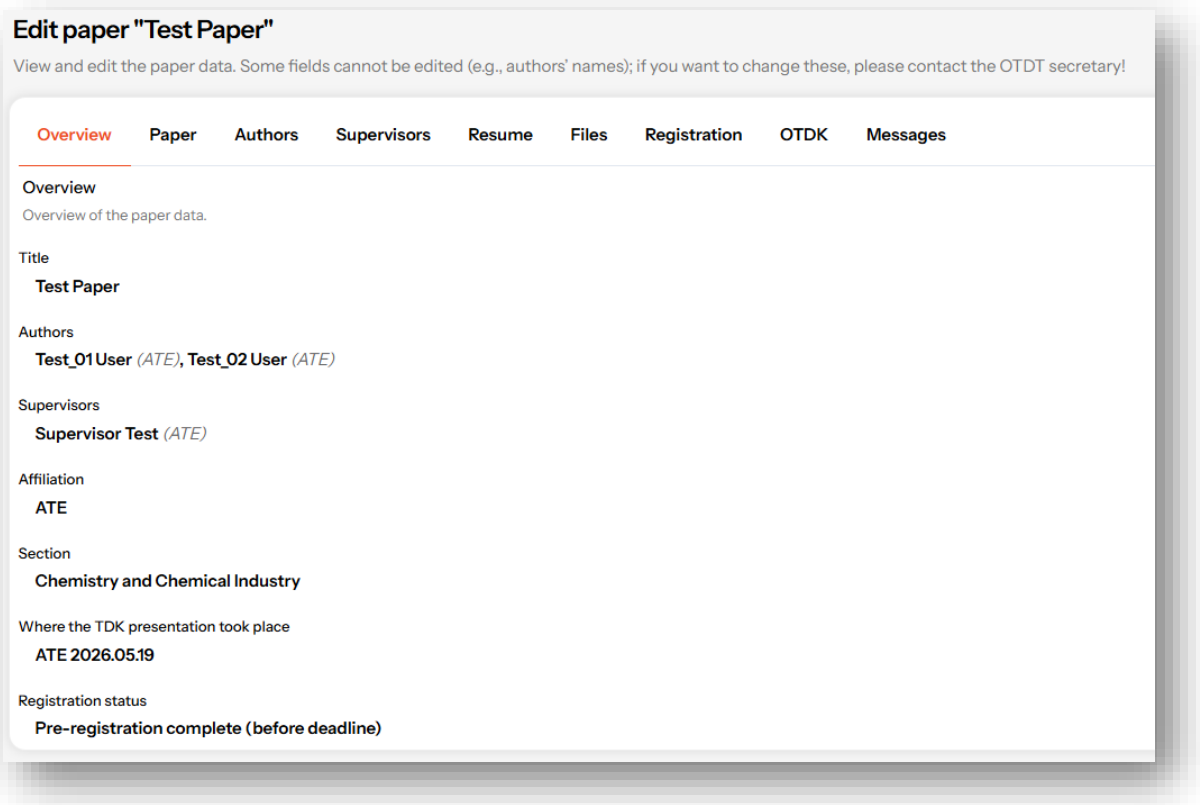

**Click the “Edit” button in the Actions column on the right to begin filling out the registration form.**

**We recommend entering the information on the pages that appear from left to right** *(Paper, Authors, Supervisors*, etc.), **and from top to bottom within each page**. Based on the information already provided, the system may display additional fields to be filled

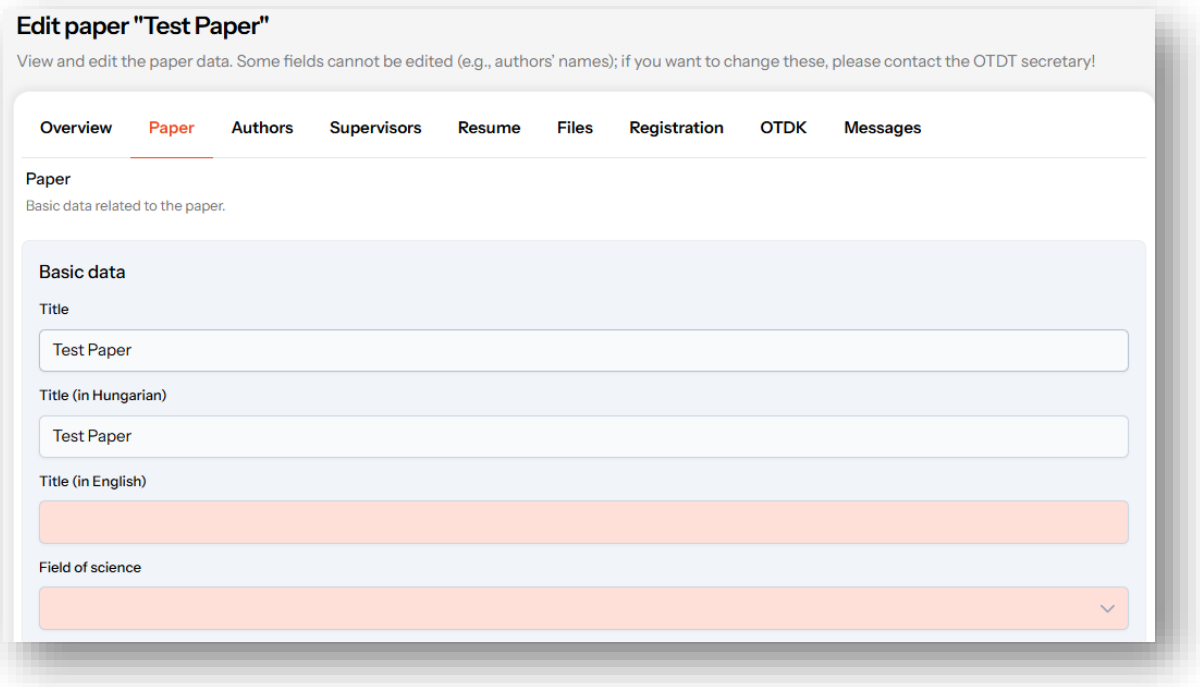
out or documents to be uploaded, so following this order is important to ensure your registration is complete.

If you need to interrupt filling out the form, the data saved up to that point will not be lost. You can return to the **“Papers”** menu at any time until the registration deadline and continue completing your registration.

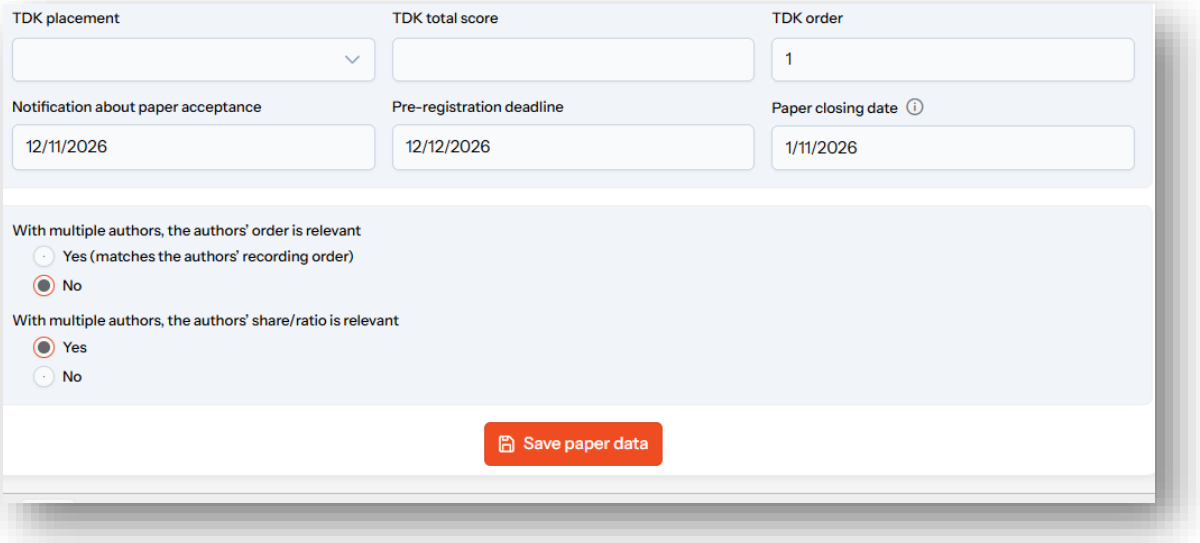
The data already displayed comes from the institutional TDK conference record or was provided during pre-registration and cannot be modified. If you notice any errors in this data, please report them as soon as possible to the OTDT Office by email at otdk@otdt.hu, or on the “Messages” subpage of the paper editing interface by clicking the “Add new message” button.



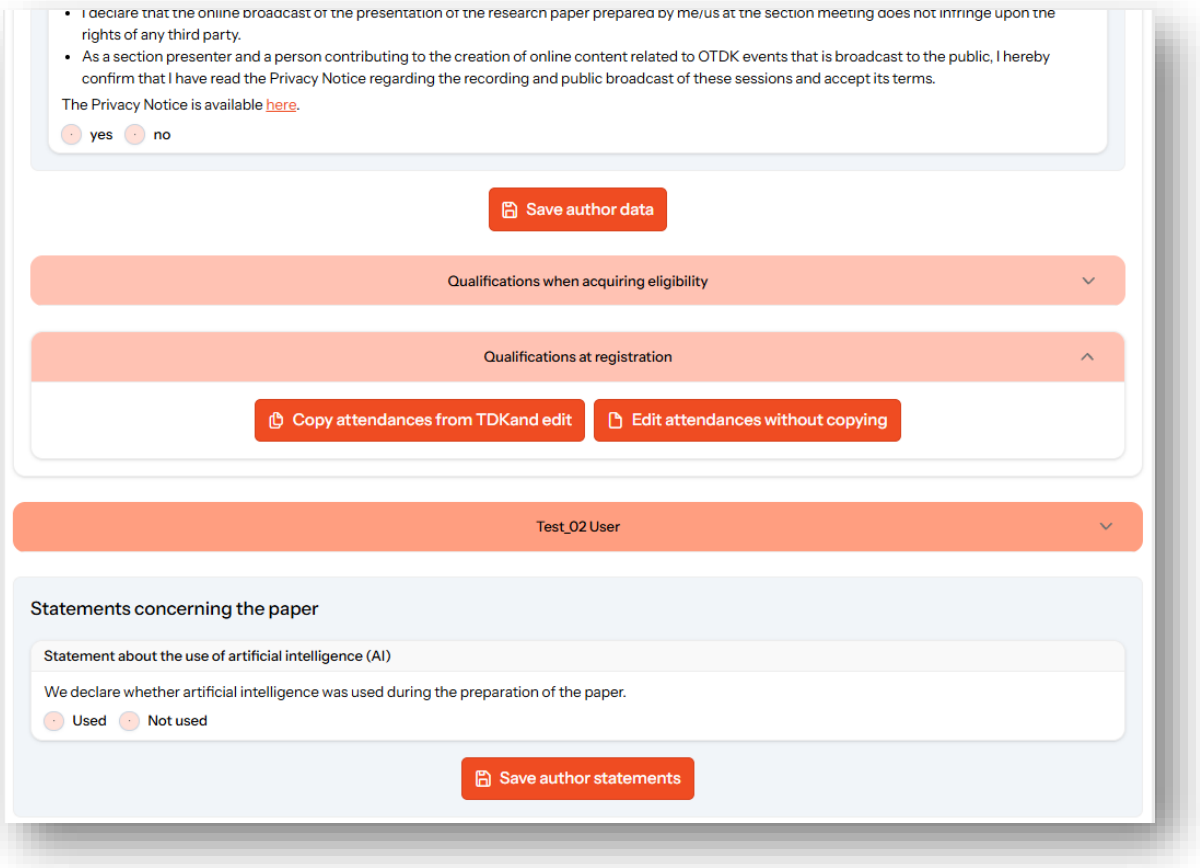

There is no action required on the **“Overview”** subpage; **you must first enter data on the “Paper” subpage. Fields highlighted with a colored background are mandatory.**



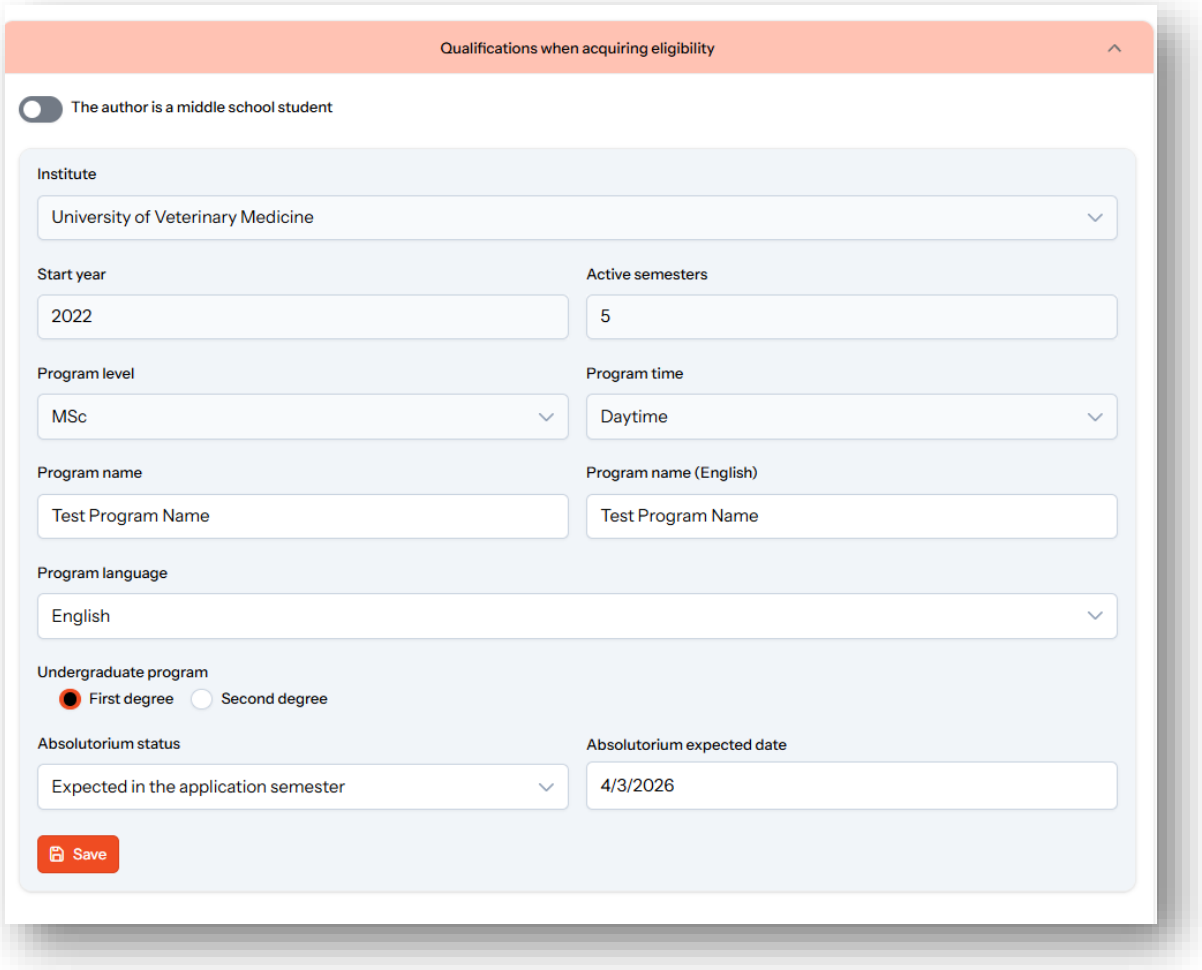

**After entering the data, you can save your entries by clicking the "Save paper data" button at the bottom of the page.**



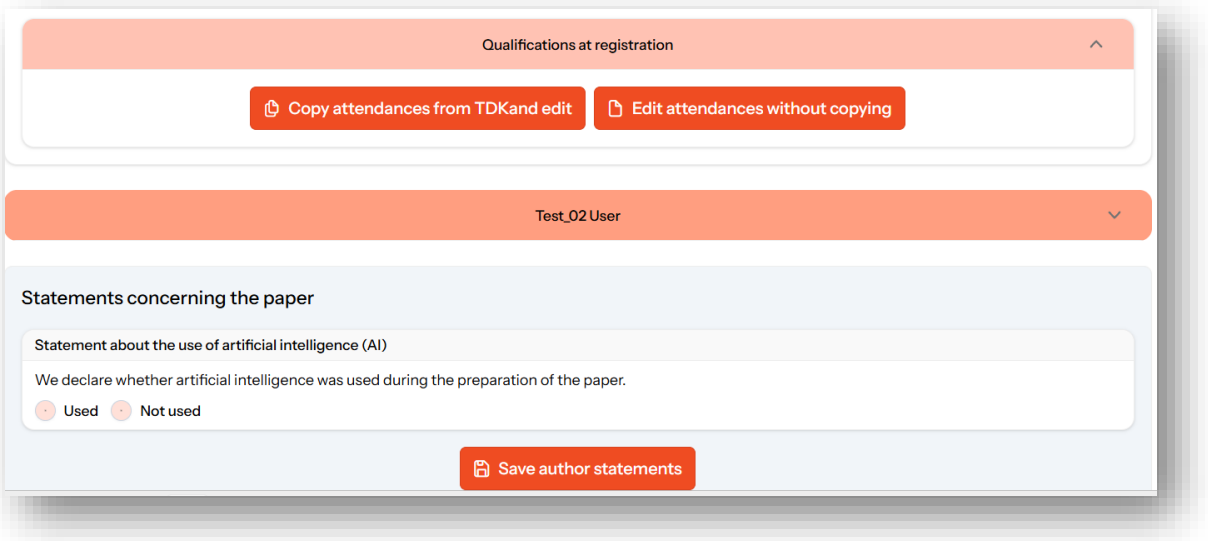

Next, proceed to the **"Authors**" page, **where all authors of the paper are displayed**. After completing the general and section-specific author declarations, **click the "Save author data" button to save your responses. You must also expand and fill out the "Student statuses at the time of qualification" and "Student statuses at the time of registration" blocks that appear below the button.**



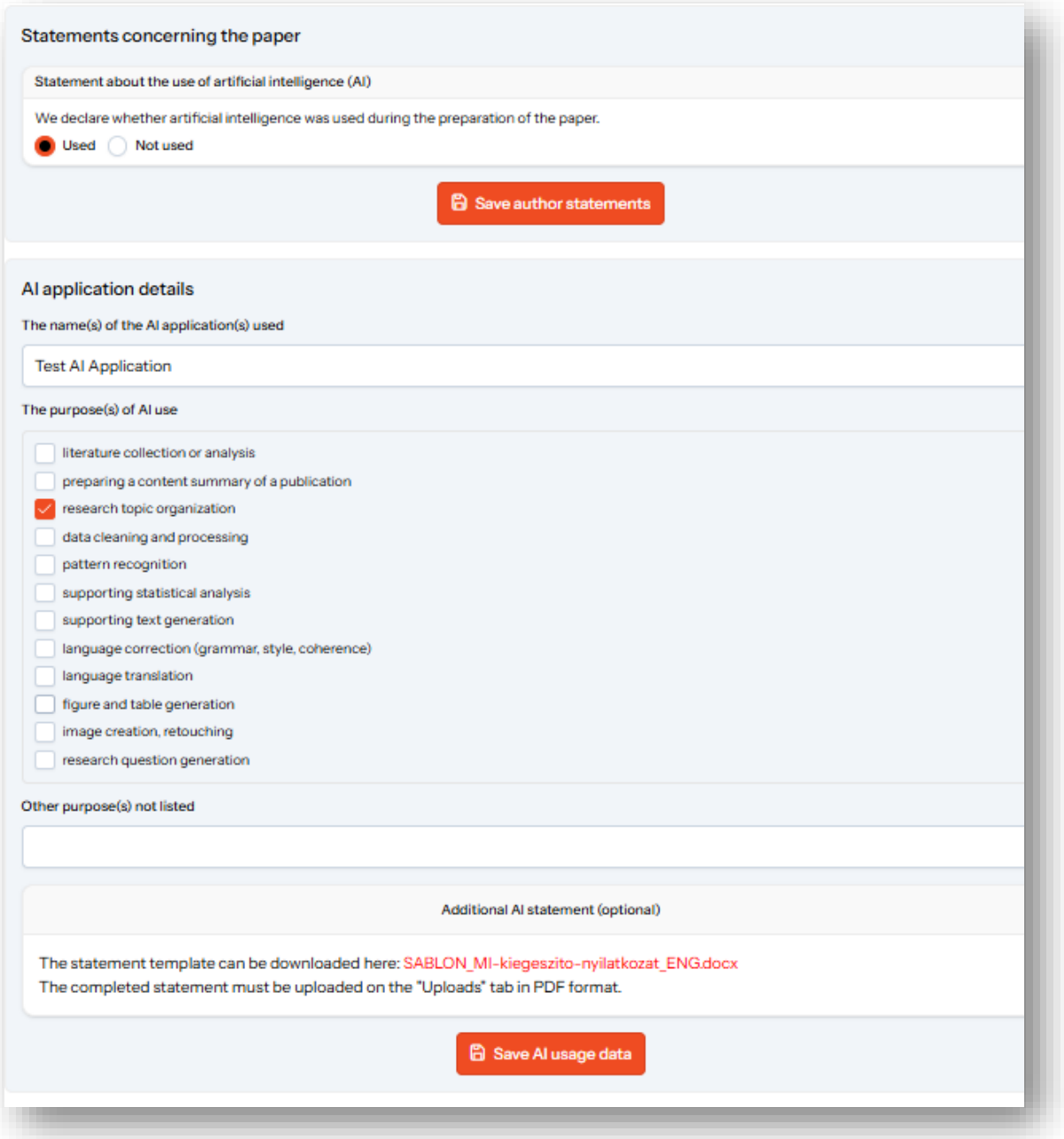

After filling out the student statuses at the time of qualification, click the “Save” button displayed below the section. (Data regarding student status at the time of qualification that appears in the institutional TDK conference record cannot be edited. If you find any errors or typos here, please notify the OTDT Office.)



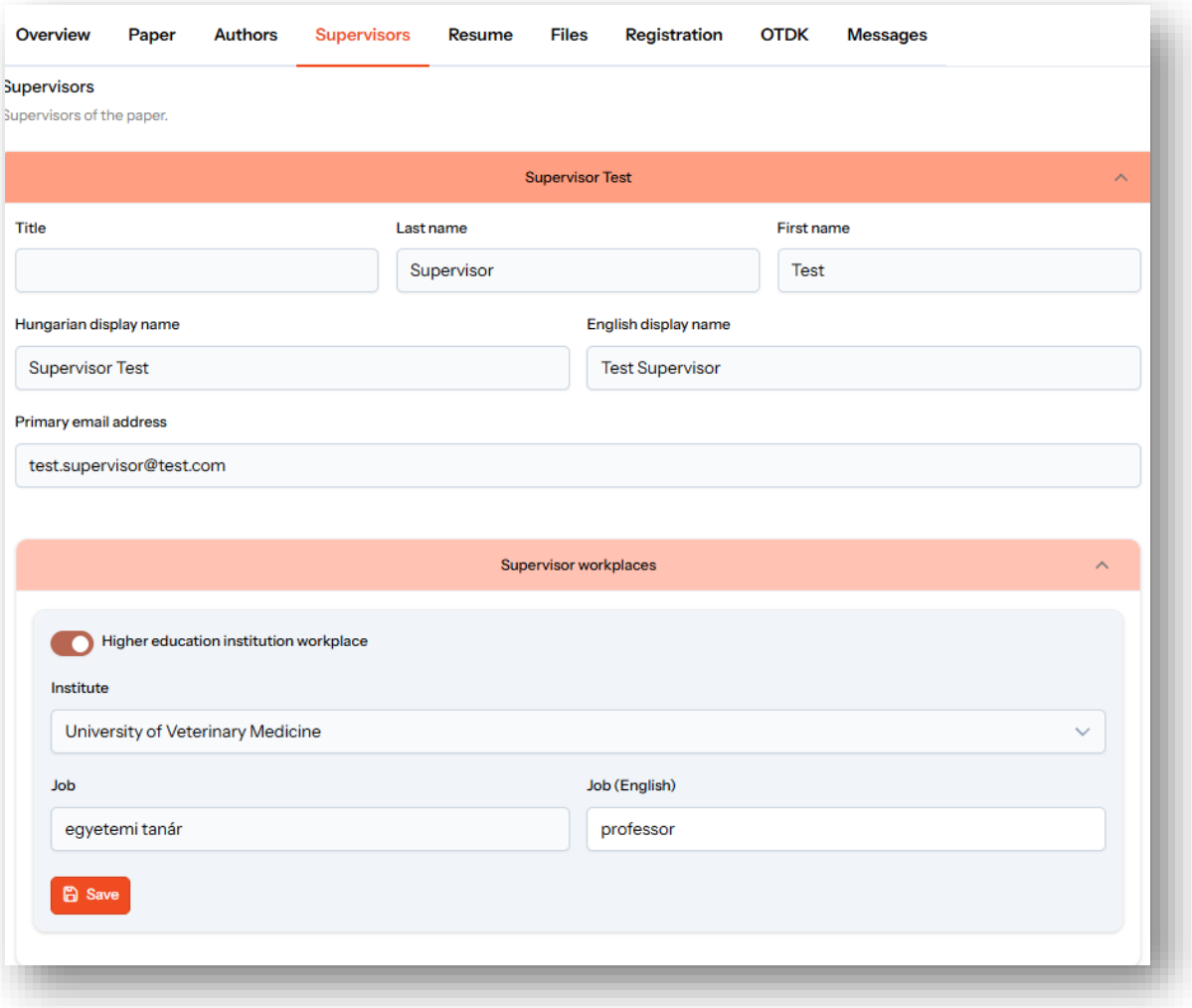

You must also provide your current student/employment statuses at the time of registration in the “Student statuses at the time of registration” block. Please enter all your current higher education student statuses, doctoral student statuses, and workplaces using the buttons at the bottom of the block.



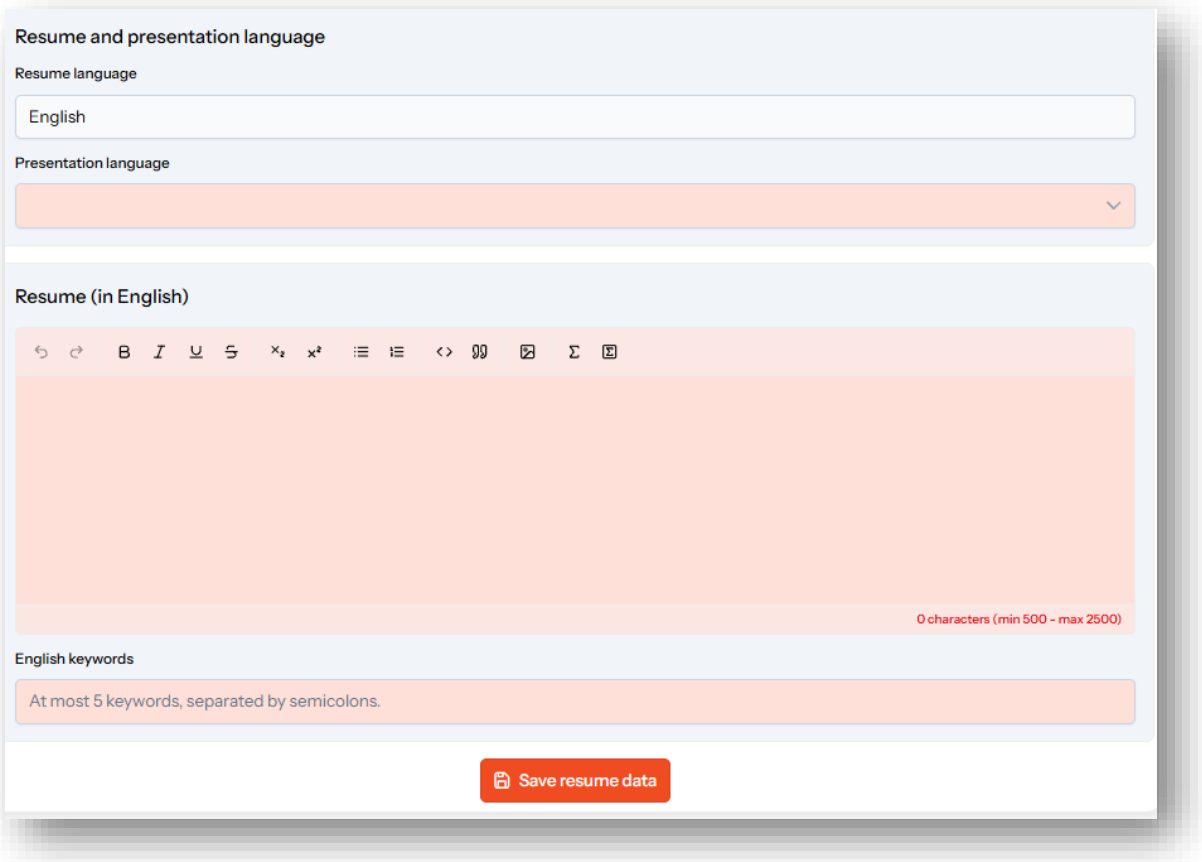

**You must also make general (AI declaration) and section-specific declarations regarding the paper.** If you used artificial intelligence, please enter the name(s) of the AI application(s) used in the relevant declaration, then select the purposes of use. By filling out the downloadable declaration template (Supplementary declaration on the details of AI use), you also have the option to submit a supplementary declaration, which can be uploaded on the **“Uploads”** subpage.




**After filling out the “Authors” page and saving the data, go to the “Supervisors” page and expand each supervisor's block to enter any missing information.** (Most of this data also comes from the institutional TDK conference record, so you cannot modify it; you can only enter missing information. If you find any errors or typos here, please notify the OTDT Office.)

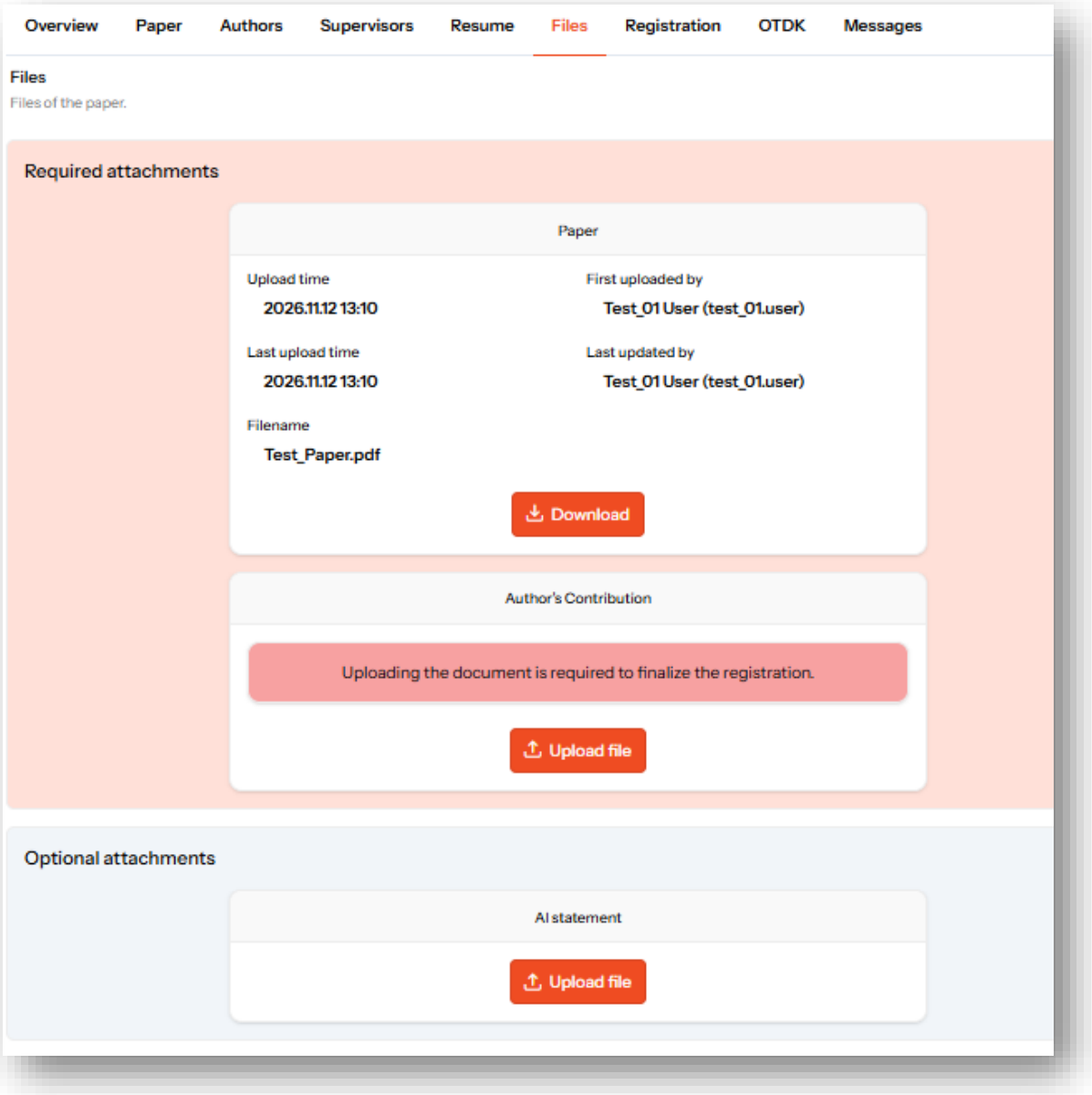



**After saving, proceed to the "Abstract" page. On this page, you can enter the language of the presentation and the text of the Abstract.** Please make sure to provide the abstract in the language(s) required by the section call for papers.




**Please enter the keywords separated by semicolons (;).** A maximum of five keywords can be recorded, so please provide up to five keywords that best describe your paper. After entering the data, click the “Save abstracts” button at the bottom of the page to save your changes.

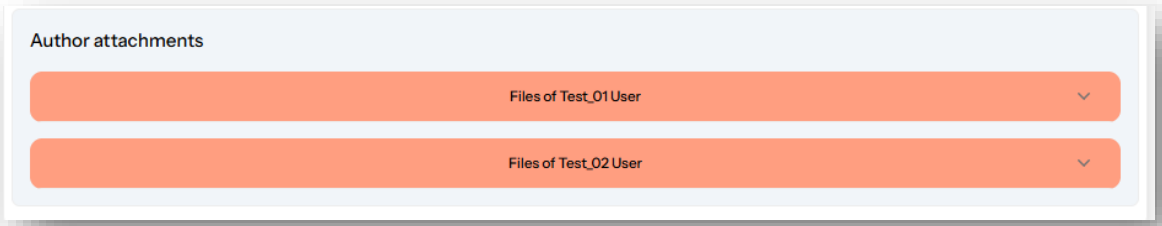
Next, **go to the “Uploads” page to attach the documents required for registration**. (Your already uploaded paper is also displayed here.)



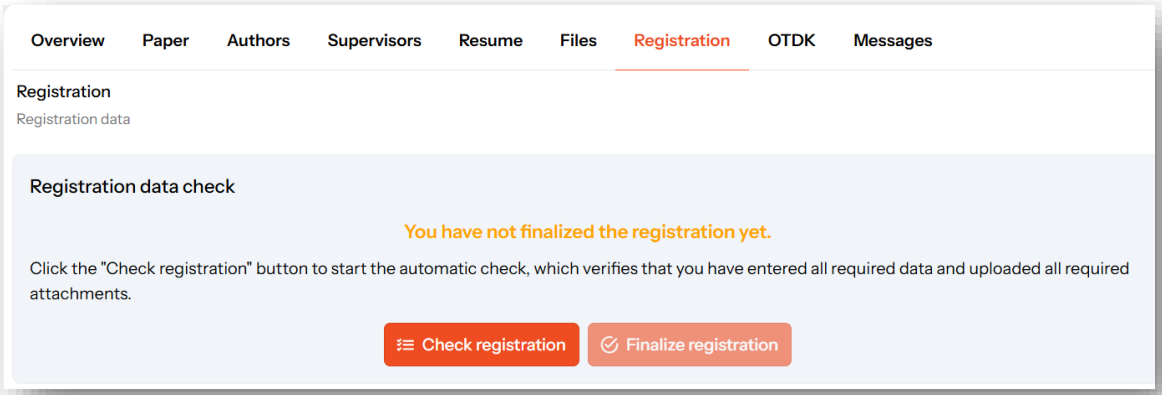

**The interface clearly and separately marks the documents that must be uploaded for a successful registration.**

**The list of documents to be uploaded is contained in the section calls for papers; please check there in advance to see which documents you need to upload.**

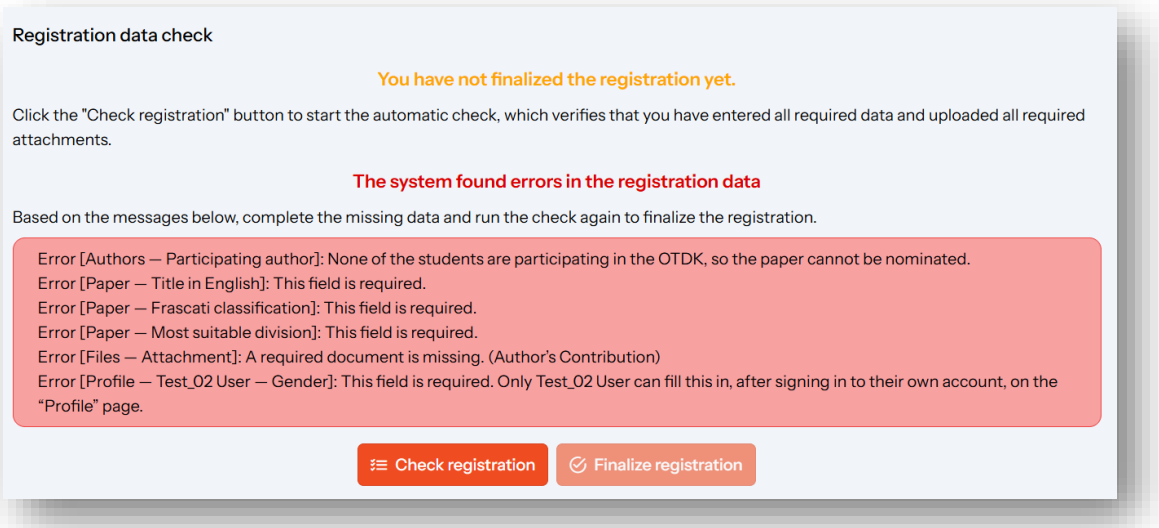
**In some sections, declarations must also be submitted per author.** If this applies to your selected section, the **"Author-related documents"** block will also appear below the blocks above, where clicking on the authors' names will display the mandatory and optional files to be uploaded.




Once you have uploaded all necessary documents, **you can check the entered data and uploaded documents on the "Registration" page and then finalize and submit your registration.**

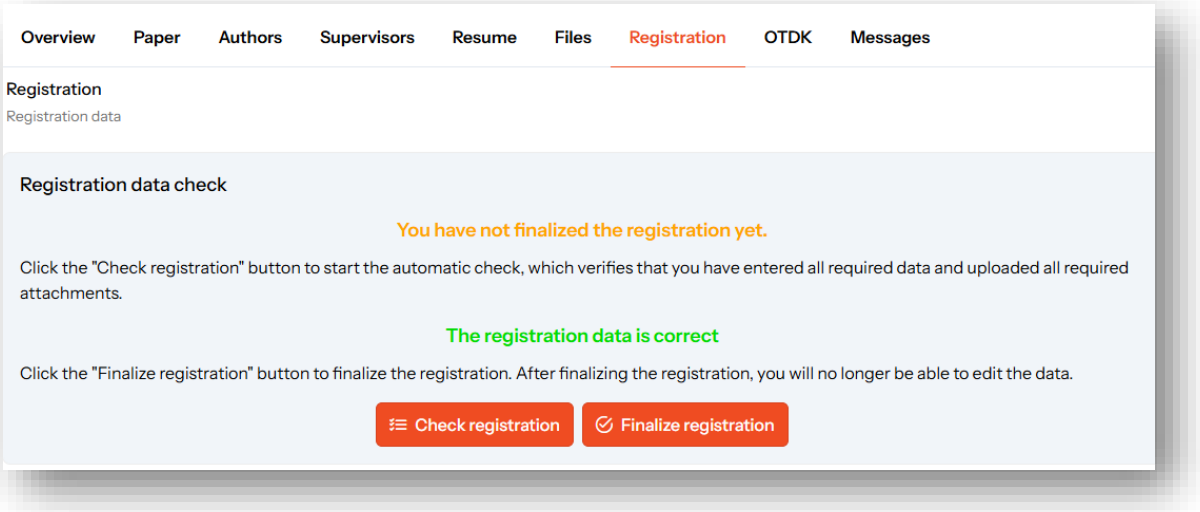



Click the **"Check registration"** button, which prompts the system to check whether all data and documents required for registration have been completely and properly recorded. In case of errors, the system lists the fields and pages that need to be corrected or completed. Registration can only be finalized after all errors have been resolved.



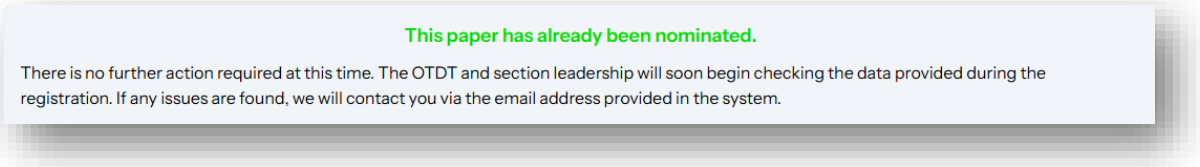
Return to the incompletely or incorrectly filled-out page, make the necessary corrections, and save your changes. Then return to the “Registration” page and click the “Check registration” button again to verify your corrections.

Once you have completely filled out all required data, uploaded the documents, and corrected any errors, running the “Check registration” button will display the successful verification result shown below.




**IMPORTANT! Your registration becomes valid only after clicking the “Finalize registration” button.** If you do not finalize your registration, it will not be submitted, and participation in the OTDK will not be possible.

**After pressing the “Finalize registration” button, the message below will appear, confirming the successful submission of your registration.** (You will receive a separate email message regarding the successful registration; however, the “Registered” status will appear in the Registration status column of the “Papers” menu in the system.)




After this, you have no further action to take. The submitted registration will be reviewed by the sections and the OTDT Office, and if any supplementary information or documents are required based on this review, you will be notified.

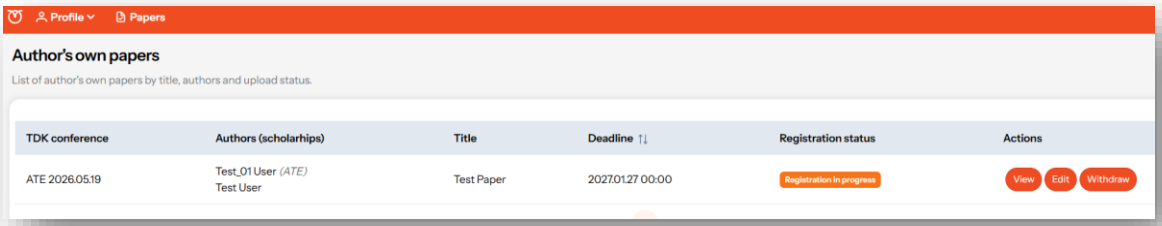
## 6. Withdrawal

**At any stage of pre-registration or registration, you have the option to withdraw your application.** To do so, go to the “Papers” menu, **click the “Withdraw” button in**

**the row of the paper you wish to withdraw, and confirm the verification prompt. If you decide to withdraw, please indicate this as soon as possible to assist the organizers' work.**

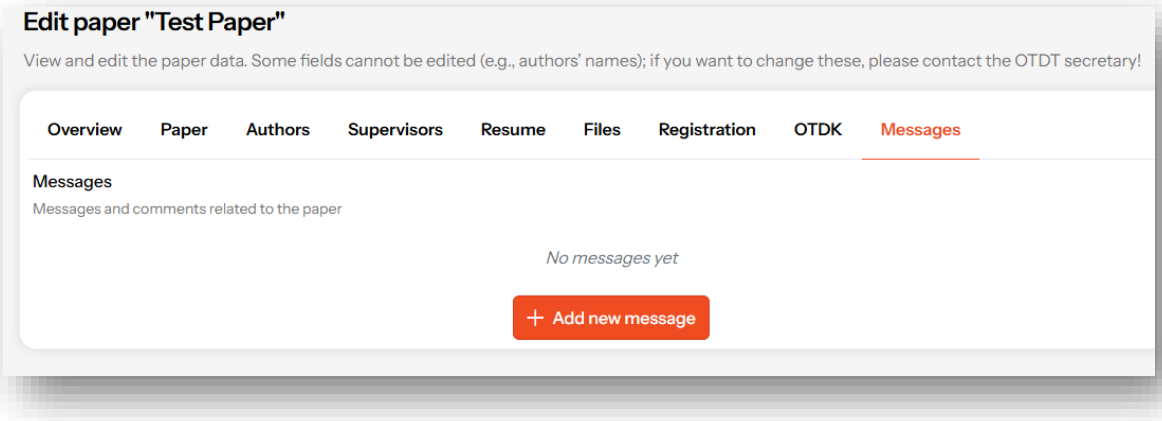
If you change your mind after withdrawing, you may notify the OTDT Office by email (otdk@otdt.hu) until the registration deadline.

**Please consult with your institutional TDK officer and your supervisor regarding both withdrawal and any potential revocation of withdrawal.**

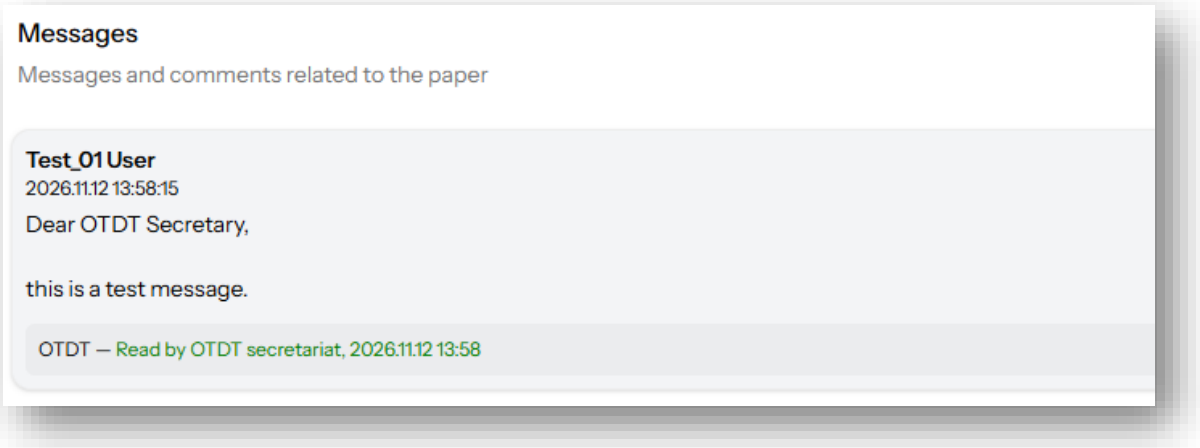



## 7. Messages

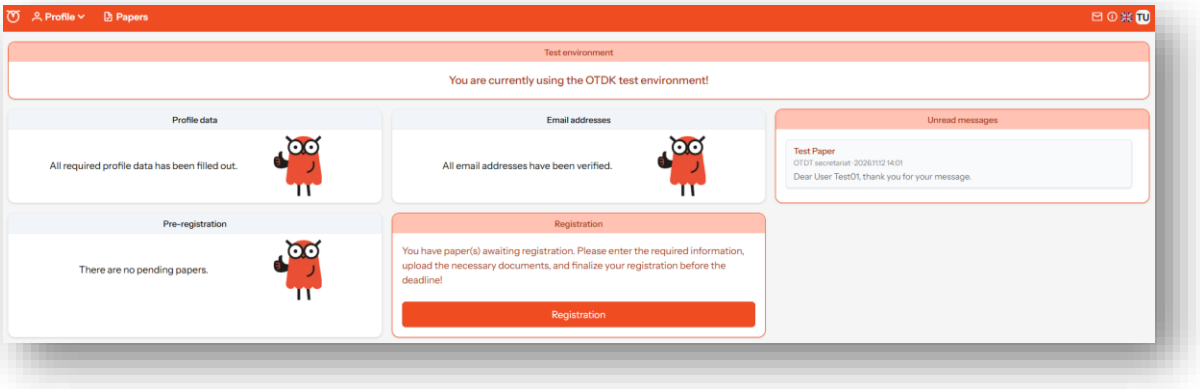
You can also send a message to the OTDT Office regarding a specific paper directly within the online system. To do this, click the “Add new message” button in the “Messages” submenu on the paper editing interface. You can send the text entered into the text box that appears by clicking the “Save message” button.



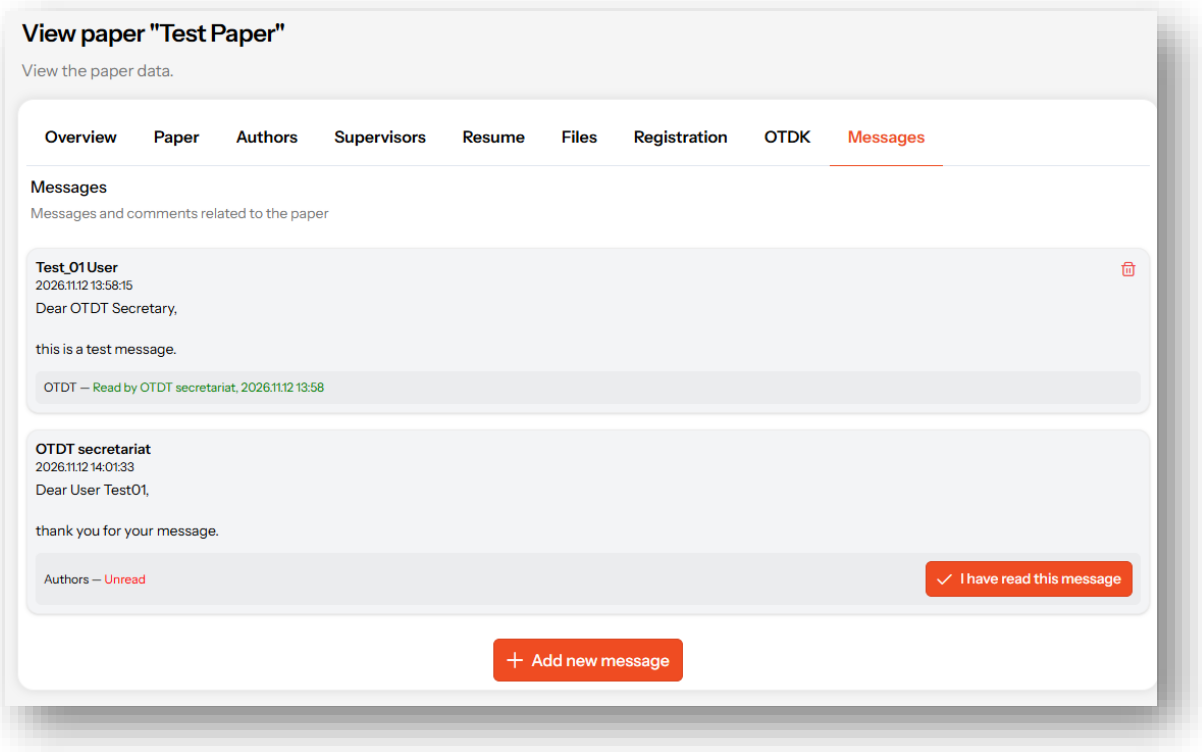

Below the message, you can see whether the OTDT Office has read your message: the message appears with either an “Unread” or “Read” status (in the latter case, with the date).




If a reply is received to your previous message, a notification will also appear on the Home page.




You can view all your sent and received messages in the “Messages” submenu.




## 8. 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 OTDT Office by email at otdk@otdt.hu.