Bangladesh University of Business and Technology (BUBT)

Committed to Academic Excellence

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Notice on Two-Step Verification Process for BUBT-NX Marks Entry System

(for all the Faculty Members)

This is to notify all the faculty members of BUBT that a **two-step verification process** has been implemented in the **BUBT-NX marks entry system** for security reasons. In this regard, the operational guidelines for the two-step verification process are enclosed herewith.

All the faculty members are advised to follow the two-step verification process for entering the marks in the BUBT-NX.
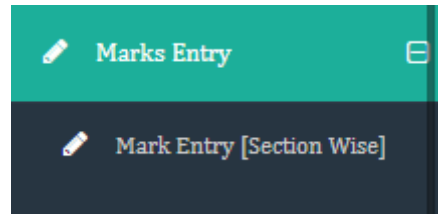
19.03.2024

(Dr. Md. Harun-or-Rashid)
Registrar

Copy for information/necessary action to:

1. P.S. to the Vice Chancellor
2. P.A. to the Pro-Vice Chancellor
3. P.A. to the Advisor
4. Treasurer
5. Deans of all Faculties
6. Controller of Examinations
7. Chairmen of all Departments
8. All Faculty Members
9. IT-In Charge
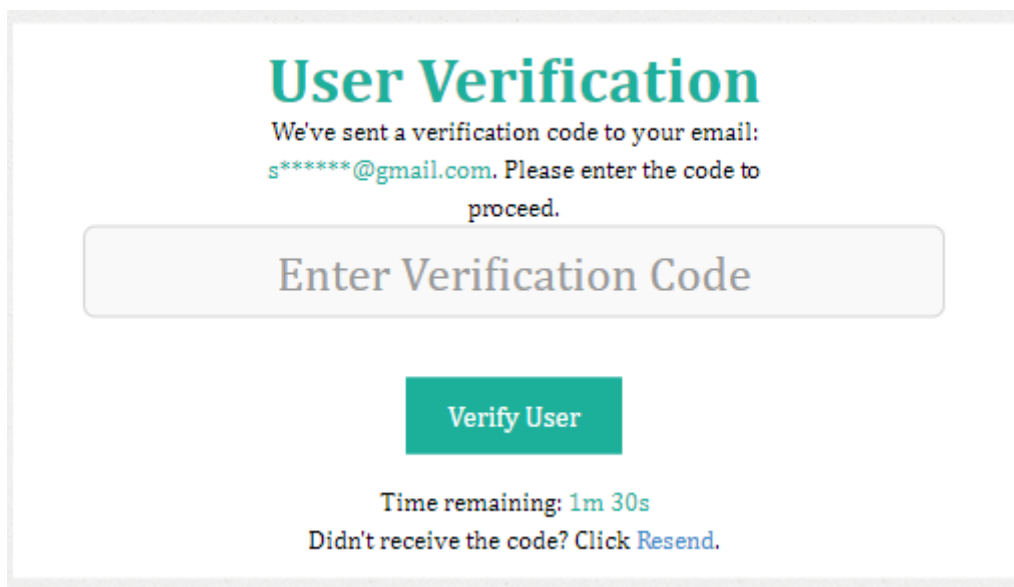10. BUBT Website
11. Office Copy

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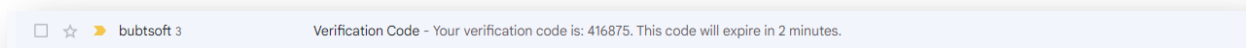
2-Step Verification for Mark Entry Access

➢ Expand the "Marks Entry" menu on the left-hand side by clicking the '+' icon. Then, select the "Mark Entry" sub-menu.

➢ Upon selecting the "Mark Entry" sub-menu, you will be redirected to the following screen.
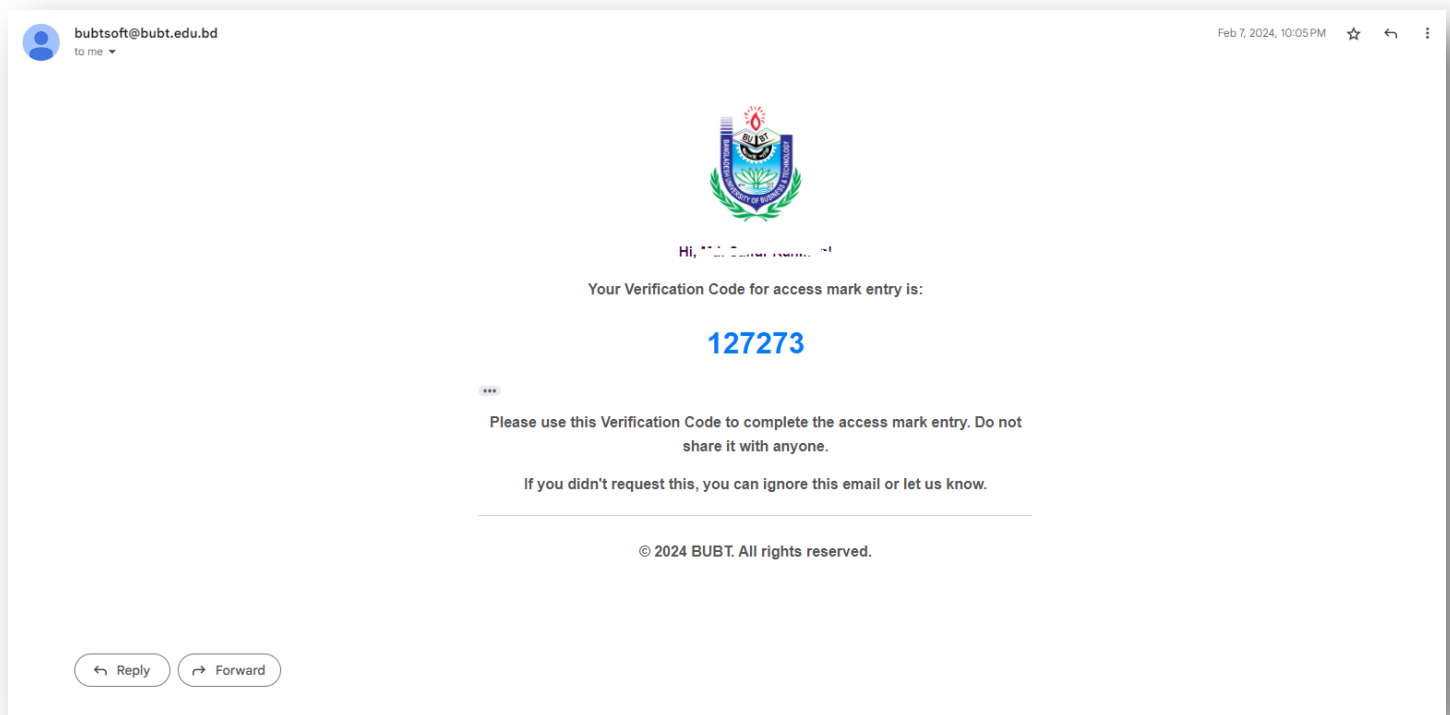

➢ Upon selecting the menu, an email is sent to the email address saved in the "Personal Information" sub-menu under the "Employee Information" menu.

➢ Check your email inbox for a message with the subject *"Verification Code"* sent by *BUBTSOFT*, resembling the example below:

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2-Step Verification for Mark Entry Access

- An example of the email is as follows:

- ➢ The code will expire within two (02) minutes, and the countdown will display on your screen. Enter the verification code and click on the "Verify User" button. If the code is valid and not expired, you will be redirected to the following screen where you can insert or modify marks.

- ➢ If the code is expired or invalid, a message stating "Invalid verification code. Please try again." will be displayed.

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2-Step Verification for Mark Entry Access

➢ To request a new code, click on "Resend" or reload the page, and a new verification code will be sent to your email address.

➢ Ensure you have a valid email address saved in the "Personal Information" under the "Employee Information" menu to access the Mark Entry system. If uncertain about the saved email address, check it before entering the "Mark Entry" sub-menu.

➢ If you wish to change the existing email address saved in "Personal Information," a verification code will be sent to your current email address. You can only change the email address after entering a valid verification code.

➢ If you do not have access to the email saved in your "Personal Information," please contact the IT section.