



BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY (BUBT)

Rupnagar, Mirpur-2, Dhaka-1216, Bangladesh
Phone: PABX-9024266, 9024277, 9015397, 9020132-4, Fax: 9024399
E-mail: info@bubt.edu.bd, Website: www.bubt.edu.bd

Ref: BUBT Reg-1869-09-20

Date: 10/09/2020

Notice for all Registered Students of BUBT

BUBT authority takes the pleasure to let you know that BUBT is providing email address to the students from its domain. Students will be able to use the email address throughout their studentship in the university.

You have to login to your new mail account from www.gmail.com. The email address and one-time password are available in your **BUBT ANNEX** account.

After Login for the first time, you'll be asked to change your password. Once you change the password, you're ready to use the mail account.

Please follow the following steps to know your email address and One-time password:


Step 1: Login to **ANNEX** account using your own ID and password.

Step 2: Click on Dashboard.

Step 3: Click on Personal Information. You will see your email address and the temporary one-time password.

If you have any problem with this process, please submit your problem using **Online One Stop Service Center** from your ANNEX account.

(*The guideline for using the G Suit is attached with this notice)


10.09.2020

Registrar

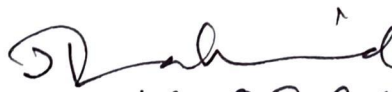
BUBT

Copy for information to:

- | | |
|--------------------------------|---|
| 1. P.S. to the Vice Chancellor | 10. Deputy Director, Career Guidance and Counseling |
| 2. Treasurer | 11. Assistant Registrar, (Admin) |
| 3. Deans of all Faculty | 12. Assistant Registrar, (Admission) |
| 4. Chairmen of all Department | 13. BUBT Website |
| 5. Controller of Examinations | 14. Office copy |
| 6. Joint Registrar | |
| 7. Joint Director Accounts | |
| 8. Proctor | |
| 9. Deputy Librarian | |

Guideline for use of G Suit

1. Students need to change the password after first login.
2. Students will receive all university announcements, communication from the teachers, and other information using G Suit email address.
3. The account will be valid for students as long as they are an active student of the university.
4. Before applying for provisional certificate or cancelling admission, students must need to copy necessary information/documents from their G Suit account otherwise it may be lost.
5. Students need to take clearance from BUBT IT Section before applying for certificate or canceling admission.
6. If a student does not make registration for consecutive two semesters, his account will be deleted automatically.
7. Students are fully responsible for any unlawful usage of the G Suit account internally or externally - inside or outside of the university or the country.
8. BUBT or the university authority will not be responsible for any unlawful activities committed by the students. The unlawful activities can be prosecuted by the authority of the country.


10.09.2020