



BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY (BUBT)

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Ref: BUBT-Reg-786-07-21

Date: 28-07-2021

Notice for submitting NID number (Final reminder) **(For the students of BUBT)**

Students of BUBT who have not inserted their NID number in their personal Annex ID yet are hereby firmly instructed to insert their **National ID Card (NID) number, name of district, upazila/thana** through their personal **BUBT Annex ID** (*The process is attached with this notice*) by **August 01, 2021**.

It is to be mentioned that, the students who will fail to give the required information in the Annex will not be able to get registration for the Covid-19 Vaccine and without vaccination, no students shall be allowed to attend classes after reopening the on-campus classes at the university.

Those who have not received their NID card yet, may insert their Birth Certificate number.

(Dr. Md. Harun-or-Rashid)

Registrar

BUBT

(Enclo: The process of submitting required information is attached herewith)

Copy for information to:

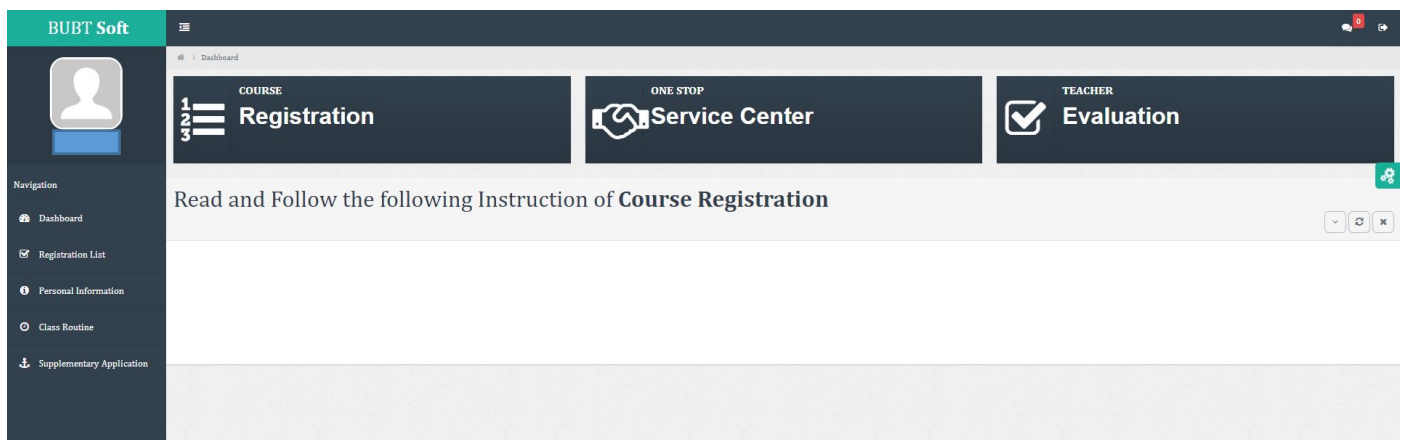
1. P.S. to the Vice Chancellor
2. P.A. to the Pro-Vice Chancellor
3. P.A. to the Advisor
4. Treasurer
5. Deans of all faculties
6. Chairmen of all departments
7. Proctor
8. Assistant Registrar, Admission
9. IT In-Charge, BUBT
10. All students
11. BUBT Website
12. Office copy

Update Student's Information

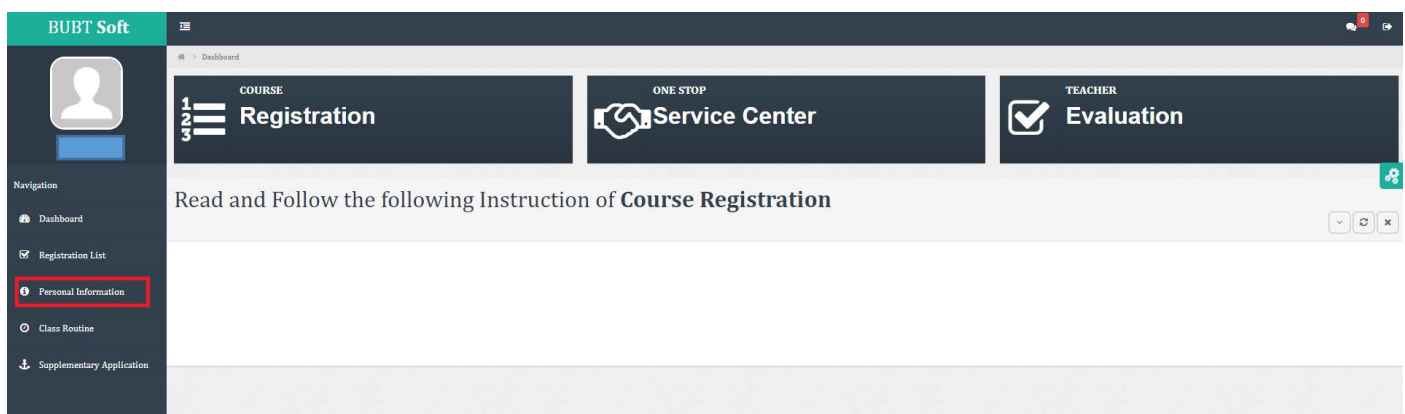
- Step 1. Log In to BUBT NX
Step 2. Click on “Dashboard” icon.



- Step 3. Following screen will appear after click on “Dashboard”.



- Step 4. Click on “Personal Information” menu from left-side menu.



Step 5. Following screen will appear.

Student Information

Student's Name

First Name

Middle Name

Last Name

Contact No#

Contact No

Email

Email Default Password

You must change the default password at the time of first login. This password is valid until first login.

Father's Name

Father's Name

Mother's Name

Mother's Name

Gurdian Contact No#

Gurdian Contact No

Mailing Address

Mailing Address

NID/Birth Certificate

☐ NID

☐ Birth Certificate

ID No.

NID/Birth Certificate

District

Select

Upazila/ Thana

Select

Save

Step 6. Student's Name, Contact No., Email address, Default Email password, Father's Name, Mother's Name, Guardian's Contact No., Mailing Address etc. will appeared automatically on the respective textboxes (if already updated on database). If there is any information is misspelled or missing or changed then students must have to update the information except Email Password.

Step 7. Students must have to update NID or Birth Certificate No., District and Upazila/ Thana. Select your ID type and insert the ID no on the box.

Student Information

Student's Name

First Name

Middle Name

Last Name

Contact No#

Contact No

Email

Email Default Password

You must change the default password at the time of first login. This password is valid until first login.

Father's Name

Father's Name

Mother's Name

Mother's Name

Gurdian Contact No#

Gurdian Contact No

Mailing Address

Mailing Address

NID/Birth Certificate

☐ NID

☐ Birth Certificate

ID No.

NID/Birth Certificate

District

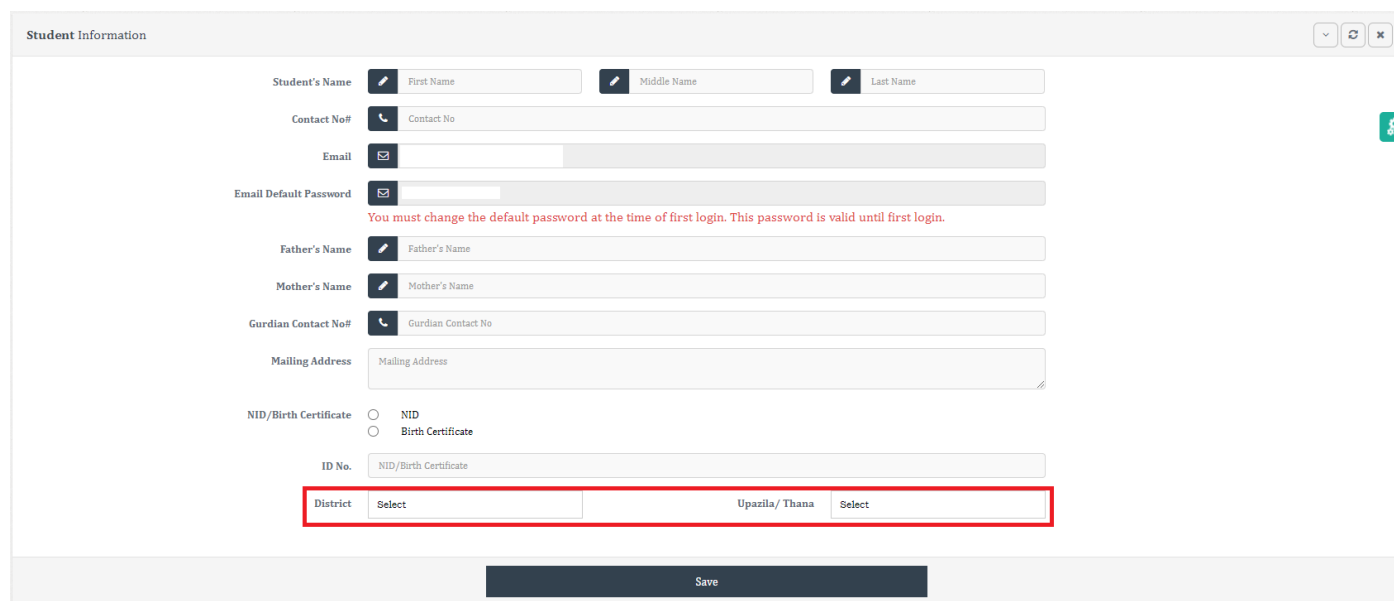
Select

Upazila/ Thana

Select

Save

Step 8. From the “District” dropdown list selects your district after that it will load the upazila/ thana list on “Upazila/ Thana” dropdown list. Select your upazila/ thana from the list. If any upazila/ thana is missing from the list please email the name of district and upazila/ thana to the following email address: bubtsoft@bubt.edu.bd .



The screenshot shows a web form titled "Student Information". It contains several input fields for student details: First Name, Middle Name, Last Name, Contact No, Email, Email Default Password (with a red warning message: "You must change the default password at the time of first login. This password is valid until first login."), Father's Name, Mother's Name, Guardian Contact No, and Mailing Address. Below these are radio buttons for "NID/Birth Certificate" (NID or Birth Certificate) and an "ID No." field. At the bottom, there are two dropdown menus: "District" and "Upazila/ Thana", both with "Select" as the placeholder text. These two dropdowns are enclosed in a red rectangular box. A "Save" button is located at the bottom right of the form.

Step 9. After fill up all fields with valid information click on “Save” button to submit. “Saved Successfully...!!!” will appear if data saved successfully.