



BANGLADESH UNIVERSITY OF BUSINESS AND TECHNOLOGY (BUBT)

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Ref: BUBT-Reg-645-05-21

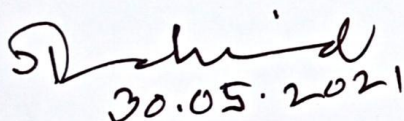
Date: 30-05-21

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

All the students of BUBT are hereby 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 **June 02, 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.


30.05.2021

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

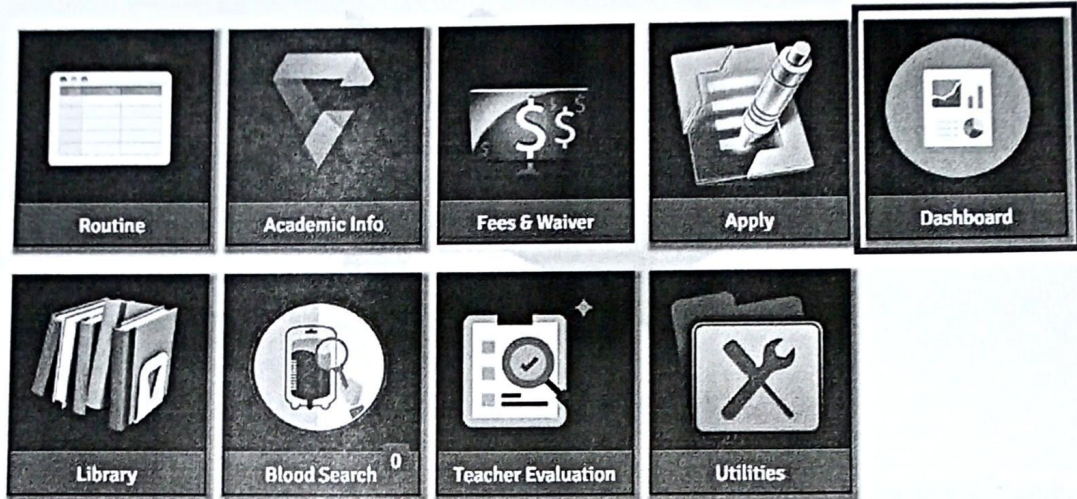
(*Enclo: The process of submitting required information is attached herewith*)

Copy for information to:

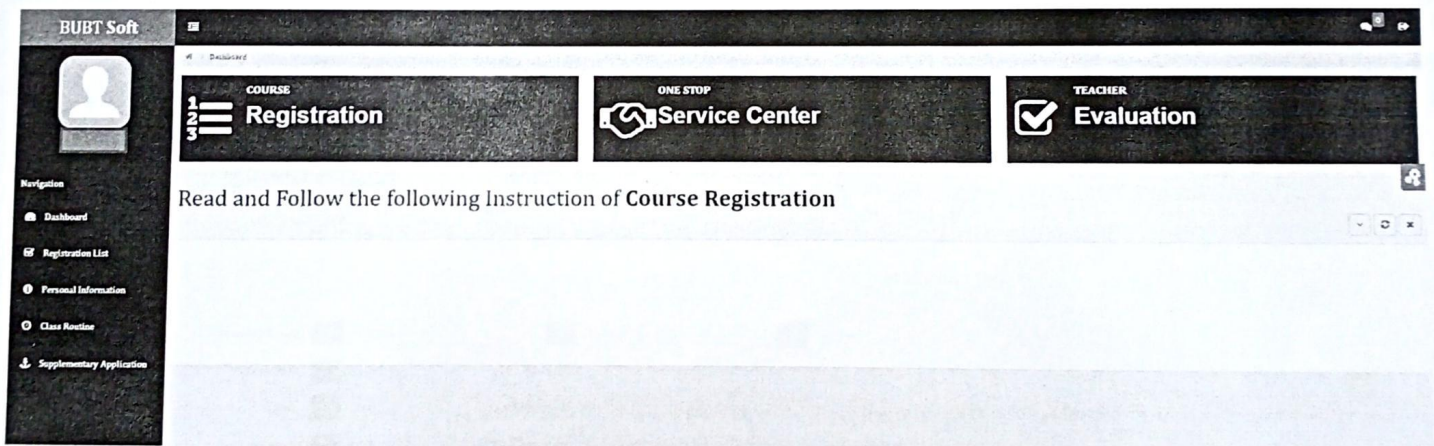
1. P.S. to the Vice Chancellor
2. P.A. to the Pro-Vice Chancellor
3. P.A. to the Advisor
4. Treasurer
5. Deans of all faculties
6. Chairmen of all departments
7. Proctor
8. Assistant Registrar, Admission
9. IT In-Charge, BUBT
10. All students
11. BUBT Website
12. Office copy

Update Student's Information

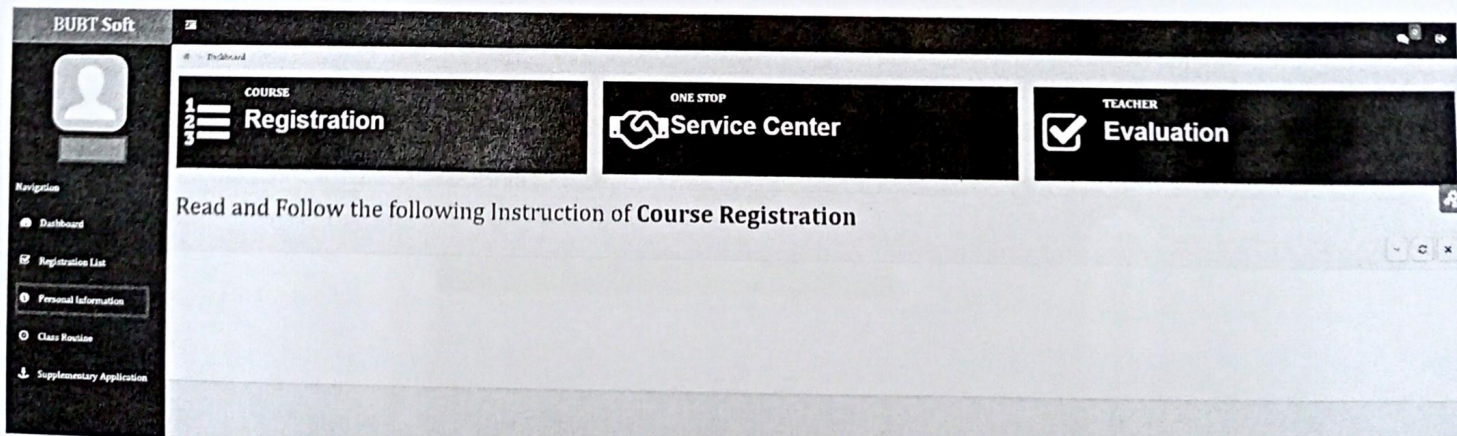
- Step 1. Log In to BUBT NX
Step 2. Click on "Dashboard" icon.



- 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

Guardian Contact No# Guardian 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

Guardian Contact No# Guardian 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 .

Student Information

Student's Name	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Contact No#	<input type="text" value="Contact No#"/>		
Email	<input type="text" value="Email"/>		
Email Default Password	<input type="text" value="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	<input type="text" value="Father's Name"/>		
Mother's Name	<input type="text" value="Mother's Name"/>		
Gurdian Contact No#	<input type="text" value="Gurdian Contact No#"/>		
Mailing Address	<input type="text" value="Mailing address"/>		
NID/Birth Certificate	<input type="radio"/> NID <input type="radio"/> Birth Certificate		
ID No.	<input type="text" value="NID/Birth Certificate"/>		
District	<input type="text" value="Select"/>	Upazila/ Thana	<input type="text" value="Select"/>

Save

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