



As a new student at HBU, you should quickly get connected to all of the HBU systems. Be sure you are in all of our HBU systems in the first week of classes so you don't fall behind.

Go to <http://www.hbu.edu/username>. Enter your university student identification number, known as your **H number**. Enter your birthdate. Click **Lookup**.



HBU Account Information



First Time Users:

Visit the [ITS "How To" Site](#) for information about the university systems as well as help logging into all of your accounts.

For Account Information Lookup:

HuskyNet User ID number, aka "H" Number
(i.e. H0000000X where X's represent digits.):

Birth Date (mmddyyyy):

If you have difficulties using this form, please [Contact the ITS helpdesk](#)

The screenshot shows the top navigation bar of the HBU website with links for Docs, Network, Email, HuskyNet, and Library. Below this is a 'Documentation' section containing a link to 'Account Help and Overview Document'. The main content area features a login form with fields for Username and Password. Annotations include orange callouts pointing to these fields labeled 'Username' and 'Default password', and a large blue box at the bottom right stating: 'Note: HuskyNet information and requires a PIN. If your HuskyNet PIN, you will need to enter it.' Other annotations include a red box around the 'Forgot Your Password?' link and a green box around the 'Click to reset your password.' link.

HBU Account Information

HBU

[Docs](#)
[Network](#)
[Email](#)
[HuskyNet](#)
[Library](#)

Documentation

Account Help and Overview Document:

- Step-by-step guide to setting up your accounts
- Information on the various systems and accounts at HBU

HBU One Login (Provides access to Learning Management System, Wireless, AdAstra, HelpDesk, HUSKYNET, Email, Learning) [hbu.edu\(Portal\)](#), HBU Computers, HBU Secure

• Your user name is: _____

• Your password is: your six-digit birthday plus first letter in uppercase of last name and T, (i.e. MMDDYYGT) (unless you have already changed it)

Passwords must use at least 3 of the following 4 password characteristics:

- Uppercase characters
- Lowercase characters
- Numbers (0 through 9)
- Non-alphanumeric characters: ~!@#\$%^&*~+=|{}[];"'-<>,?`

- Must be a minimum of 8 characters
- No spaces are allowed in passwords
- Passwords will expire every 120 days and you will be warned 2 weeks prior to expiration.
- Passwords cannot be reused more than once every 4 changes. So for a four month refresh cycle this means you cannot reuse a half
- As a general reminder is not a good practice to use personal information as part of your password. This means do not use thin (e.g., siblings/parents/children/pets), graduation year or other information easily found via public access or the Internet.

Example – This will no longer work: HuskyT

Example – This works: Husky2014
This example password uses 3 of 4 password characteristics (Upper, Lower, Number)

Example – This works better: Husky999
This is better because it uses all four (4) password characteristics

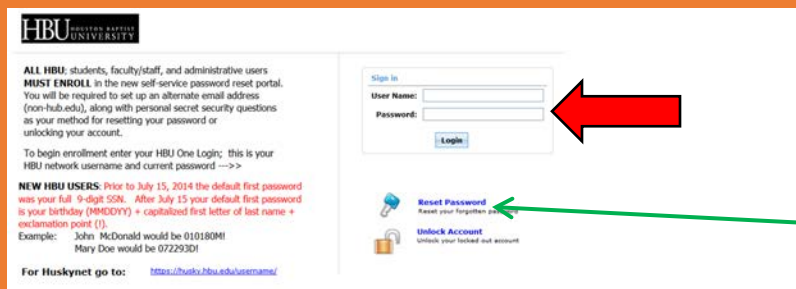
[Click to reset your password.](#)

Note: HuskyNet information and requires a PIN. If your HuskyNet PIN,

Note: HuskyNet, the student information and registration system, requires a PIN. If you need to reset your HuskyNet PIN, scroll down to the **Reset My HuskyNet PIN** button (not shown here) and follow the instructions.

Step #2: Change your password from the default password.

Sign in with your HBU One Login username and password. (Use the default password if this is your first time logging in.) Click **Login**. Change your password from the default password to a new password of your choice. Click **OK**.



The screenshot shows the HBU One Login portal. On the left, there is a 'Sign In' section with fields for 'User Name' and 'Password', and a 'Login' button. A red arrow points to the 'Login' button. Below the 'Sign In' section, there is a 'Reset Password' link with a key icon and an 'Unlock Account' link with a padlock icon. A green arrow points to the 'Reset Password' link. On the right, there is a blue callout box with a 'TIP' about resetting the password.

ALL HBU students, faculty/staff, and administrative users MUST ENROLL in the new self-service password reset portal. You will be required to set up an alternate email address (non-hub.edu), along with personal secret security questions as your method for resetting your password or unlocking your account.

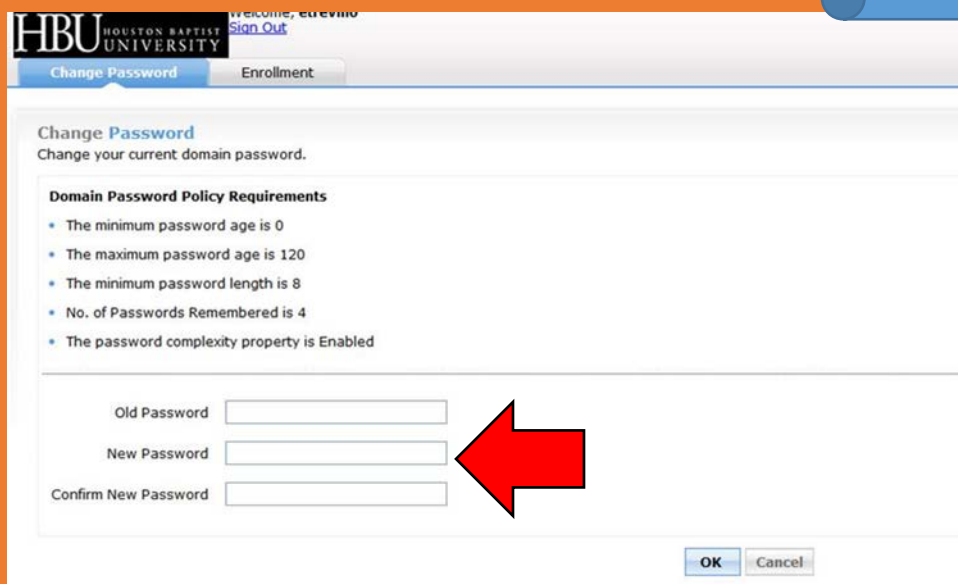
To begin enrollment enter your HBU One Login; this is your HBU network username and current password -->>

NEW HBU USERS: Prior to July 15, 2014 the default first password was your full 9-digit SSN. After July 15 your default first password is your birthday (MMDDYY) + capitalized first letter of last name + exclamation point (!).

Example: John McDonald would be 010180M!
Mary Doe would be 072293D!

For HuskyNet go to: <https://husky.hbu.edu/username/>

TIP: If you ever need to reset your HBU One Login password after today, go to <https://LetMeIn.hbu.edu>, and click Reset Password to reset your password.



The screenshot shows the 'Change Password' page. At the top, there is a 'Change Password' tab and an 'Enrollment' tab. Below the tabs, there is a 'Domain Password Policy Requirements' section with a list of requirements. Below this, there are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A red arrow points to the 'New Password' field. At the bottom right, there are 'OK' and 'Cancel' buttons.

Change Password
Change your current domain password.

Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 120
- The minimum password length is 8
- No. of Passwords Remembered is 4
- The password complexity property is Enabled

Old Password

New Password

Confirm New Password

OK **Cancel**

Step #3: Enroll your account for self-service password reset.

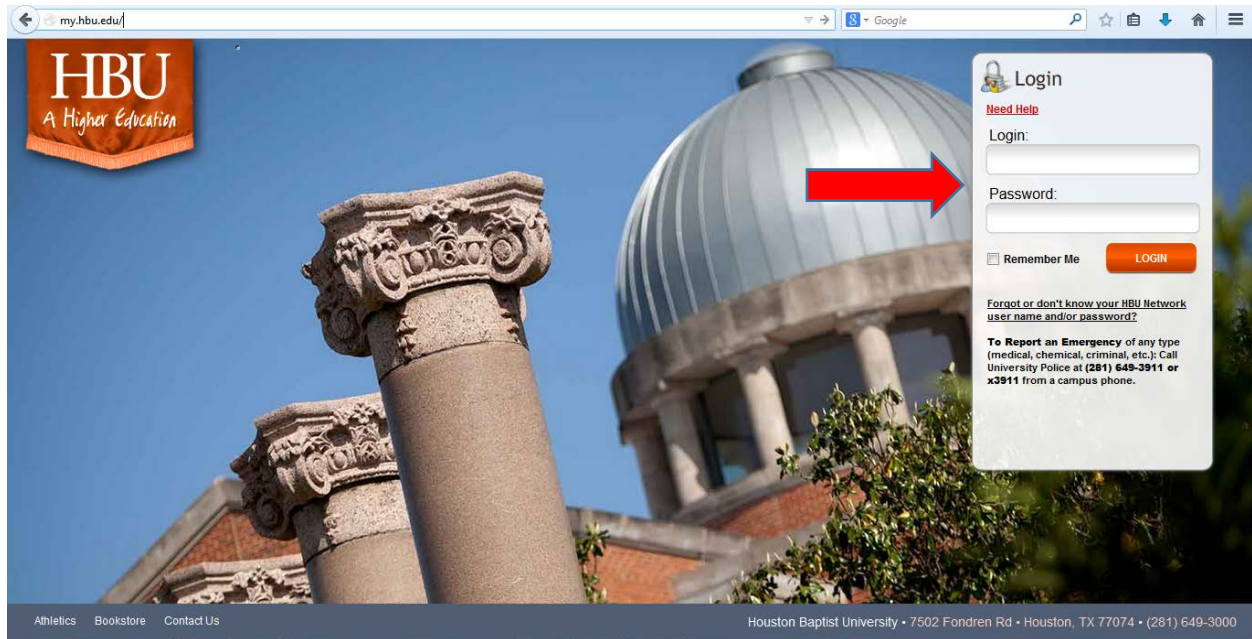
Here you will add alternate email and security questions to allow you to reset your own password and/or unlock your account in the future. Click on the **Enrollment** tab. Then, click on the **Security Questions** tab. Select and answer security questions. Click on the **Verification Code** tab. Enter an alternate (non-HBU) email address. Click on the **Google Authenticator** tab. If you would like to be able to reset your password and unlock your account using your phone, follow the instructions to enroll in Google Authenticator. Click **Sign Out** (top left-hand corner). **You are now ready to access the systems you need to be successful at HBU!**

The screenshot shows the 'User Registration' page with three tabs: 'Change Password', 'Enrollment', and 'Google Authenticator'. The 'Enrollment' tab is selected and highlighted with an orange box. Below the tabs, there are three sub-sections: 'Security Questions', 'Verification Code', and 'Google Authenticator'. The 'Security Questions' section has an orange box around it with a line pointing to the text 'questions & answers'. The 'Verification Code' section has an orange box around it with a line pointing to the text 'set up alternative email to'. The 'Google Authenticator' section has an orange box around it with a line pointing to the text 'can be used with android/iphone/black berry phones'.

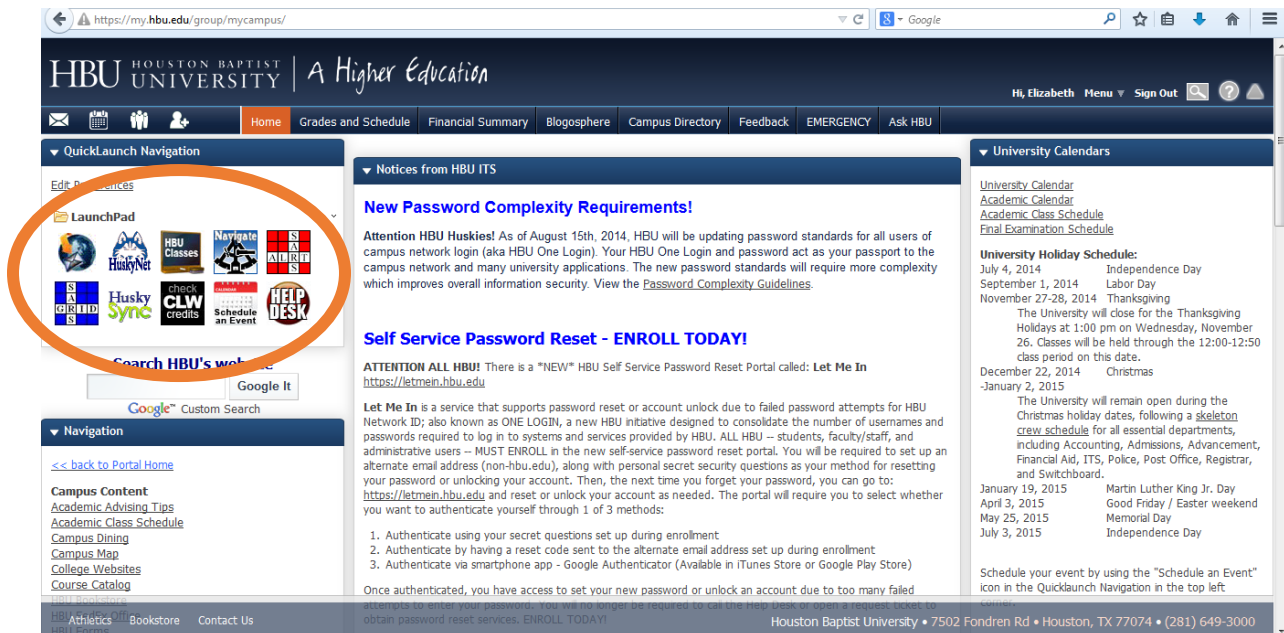
Continue to the next pages for a quick tour of the
HBU Portal, where you will access your online courses.

The HBU Portal

You will access all of your course materials and correspondence by using the HBU Portal. You should go to the portal at <http://my.hbu.edu>, and login with your username and password. This should be your entry point every day. Once logged in, you can access your HBU email, HuskyNet student information system (financials, grades, registration), and your courses in Blackboard.

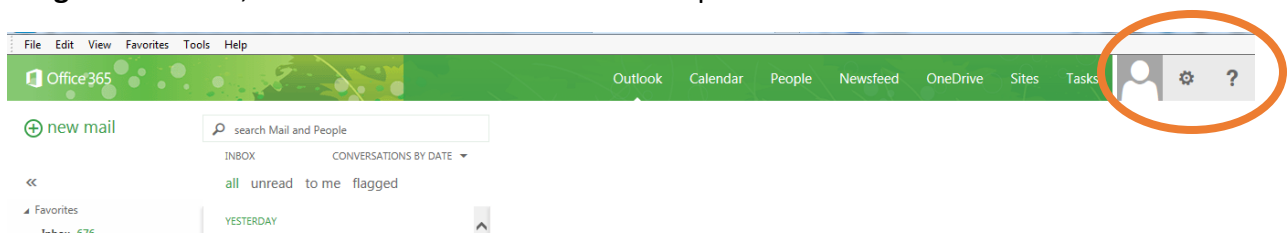


After logging in, you will be able to access resources through the Quick Launch Navigation area.





Be aware that all official correspondence from HBU is sent to your HBU email address, so be sure to stay connected by checking your HBU Email regularly or by forwarding your HBU Email to another address that you check regularly. To forward your HBU Email to another account, open your Outlook account from the portal. On the top bar, look for the gear icon (to the right of the silhouette). In the area on the right called **Other Things You Can Do**, click on **Forward Your Email**. Complete the form.



If you have issues with connecting, feel free to contact the HelpDesk at 281.649.3410. We are excited to have you join the HBU family, and we look forward to learning with you. Get connected!