Accessing HBU Systems

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.

Step #1: Look up your username.

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

International Students must have an Alternative ID to access HBU and received help from the help desk. See the International office for your info.

On the next screen, **locate your username.** This is your HBU One Login username, and you will use this username for logging into HBU computer resources, such as the HBU Portal. If you have not previously changed your password, your password will be the default password. Write down your username and the default password for the next steps. Click **Reset My One Login Password** to go to the HBU Self-Service Password Reset page https://LetMeIn.hbu.edu.

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**.

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.

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!**

Change Password   **Enrollment**

User Registration
The information you provide here will be used to authenticate you when y

Security Questions   Verification Code   Google Authenticator

questions & answers

can be used with android/iphone/black berry phones

set up alternative email to

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.

HBU Email in Outlook: Click on the icon to open your email. The landing page shows multiple options. Click on Outlook to set up the time zone and then you will see your email inbox.

HBU Blackboard: Access your course materials, syllabi, course policies and procedures.

HuskyNet: Access registration, financial information, ways to pay your bill, posted course grades, transcripts, etc.
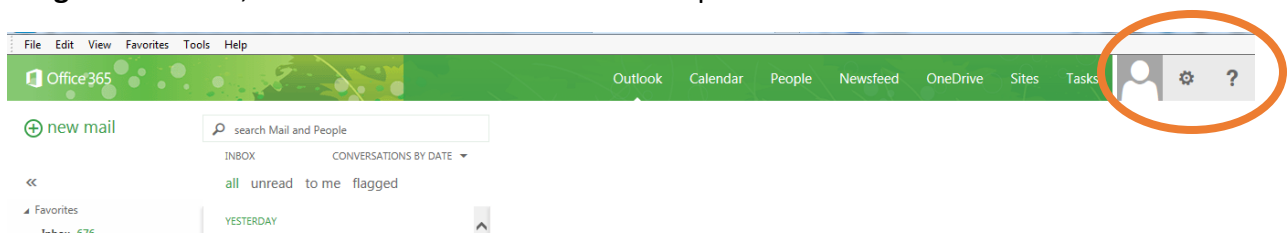
Be aware that all official correspondence from HBU is sent to your HBU email address, so be sure to stay connected by checking your HBU Email regularly or by forwarding your HBU Email to another address that you check regularly. To forward your HBU Email to another account, open your Outlook account 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!