

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.

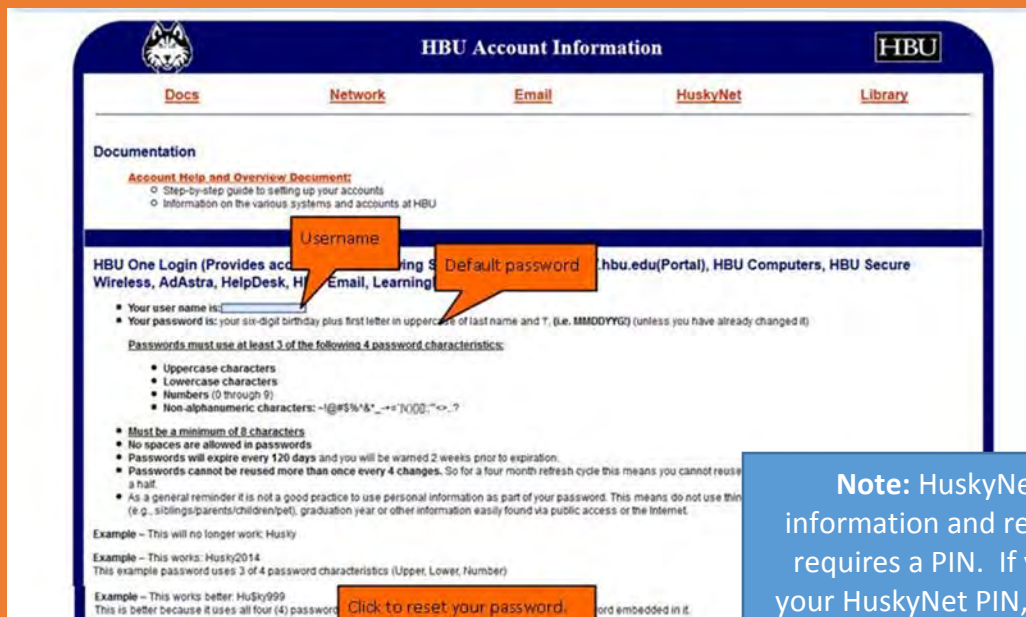
Go to <http://www.hbu.edu/username>. Enter your university student identification number, known as your **H number**. Enter your birthdate. Click **Lookup**.

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



The screenshot shows the 'HBU Account Information' page. At the top, there is a navigation bar with the HBU logo and the text 'HBU Account Information'. Below this, there is a section for 'First Time Users' with a red arrow pointing to the text: 'Visit the [ITS "How To" Site](#) for information about the university systems as well as help logging into all of your accounts.' Below this is a section for 'For Account Information Lookup:' with two input fields: 'HuskyNet User ID number, aka "H" Number (i.e. HXXXXXXXXX where X's represent digits.)' and 'Birth Date (mmddyyyy)'. A 'Lookup' button is positioned below these fields. At the bottom, there is a link: 'If you have difficulties using this form, please [contact the ITS helpdesk](#).'

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>.

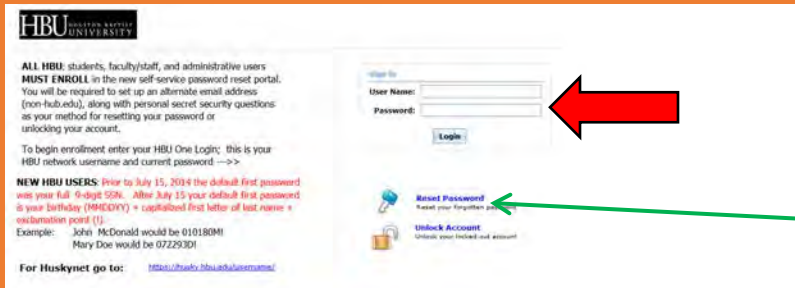


The screenshot shows the 'HBU Account Information' page with a navigation bar containing links for 'Docs', 'Network', 'Email', 'HuskyNet', and 'Library'. Below the navigation bar is a 'Documentation' section with a link to 'Account Help and Overview Document'. The main content area is titled 'HBU One Login (Provides access to HuskyNet, HBU Portal, HBU Computers, HBU Secure Wireless, AdAstra, HelpDesk, HBU Email, Learning Management System, etc.)'. It contains a list of requirements for the user name and password. The user name is defined as 'your six-digit birthday plus first letter in uppercase of last name and T, (i.e. MMDDYY01) (unless you have already changed it)'. The password requirements include: 'Passwords must use at least 3 of the following 4 password characteristics: Uppercase characters, Lowercase characters, Numbers (0 through 9), Non-alphanumeric characters: ~!@#%&*^_+=~\|{};:~<.>?'. Other requirements include: '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', and 'Passwords cannot be reused more than once every 4 changes. So for a four month refresh cycle this means you cannot reuse a half'. An example is provided: 'Example - This will no longer work: Husky' and 'Example - This works: Husky2014'. A 'Click to reset your password.' button is visible at the bottom.

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 text area with instructions for users. On the right, there is a login form with fields for 'User Name' and 'Password', and a 'Login' button. Below the login form, there are links for 'Reset Password' and 'Unlock Account'. A red arrow points to the 'Login' button, and a green arrow points to the 'Reset Password' link.

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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-hbu.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) + capitalised first letter of last name + exclamation point (!).
Example: John McDonald would be 010180M!
Mary Doe would be 07220D!

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

Sign In

User Name:

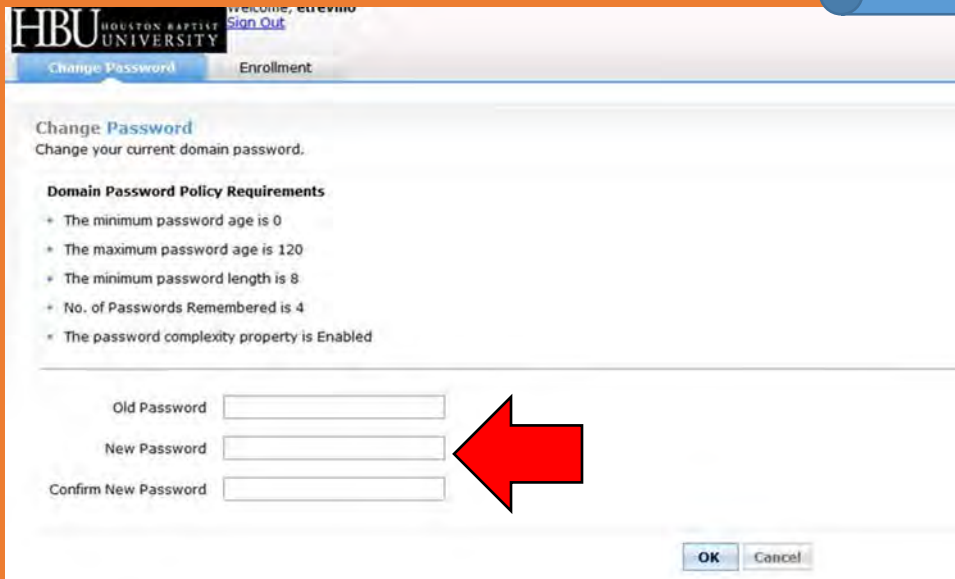
Password:

Login

Reset Password
Forgot your forgotten password?

Unlock Account
Unlock your locked-out account

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. It includes a navigation bar with 'Change Password' and 'Enrollment' tabs. Below the navigation bar, there is a section for 'Domain Password Policy Requirements' with a list of requirements. At the bottom, there are three input fields for 'Old Password', 'New Password', and 'Confirm New Password', and 'OK' and 'Cancel' buttons. A red arrow points to the 'New Password' field.

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Welcome, **elcvm10**
Sign Out

Change Password Enrollment

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.

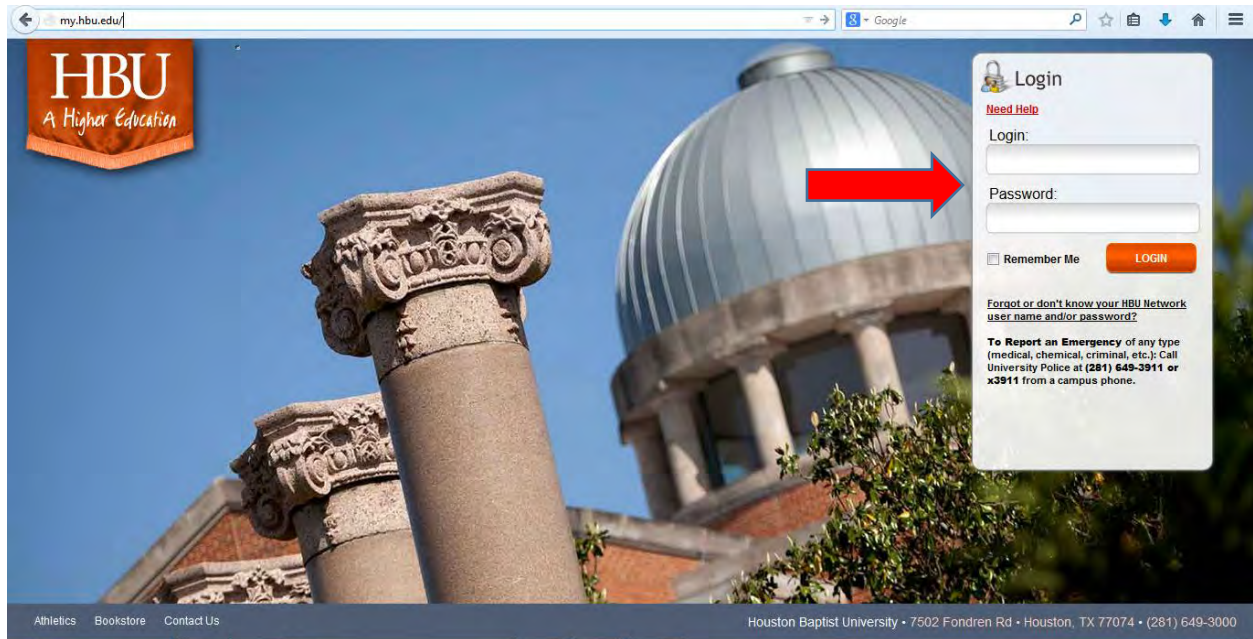
Here you will add alternate email and security questions to allow you to reset your own password and/or unlock your account in the future. Click on the **Enrollment** tab. Then, click on the **Security Questions** tab. Select and answer security questions. Click on the **Verification Code** tab. Enter 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!**



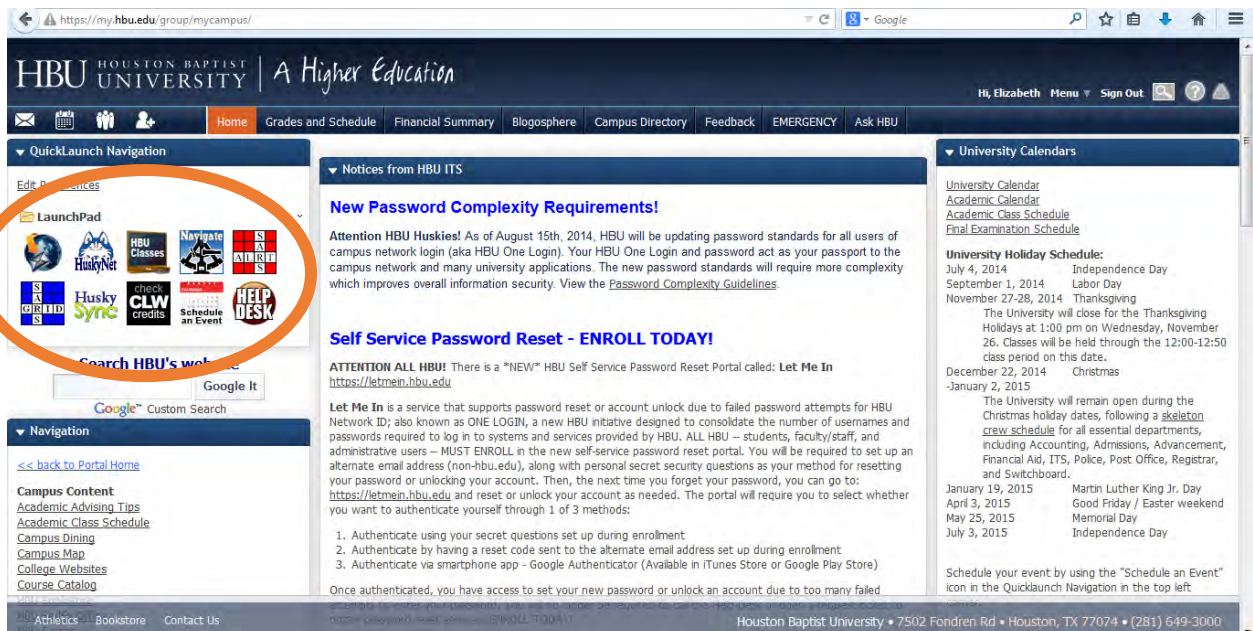
Continue to the next pages for a quick tour of the HBU Portal, where you will access your online courses.

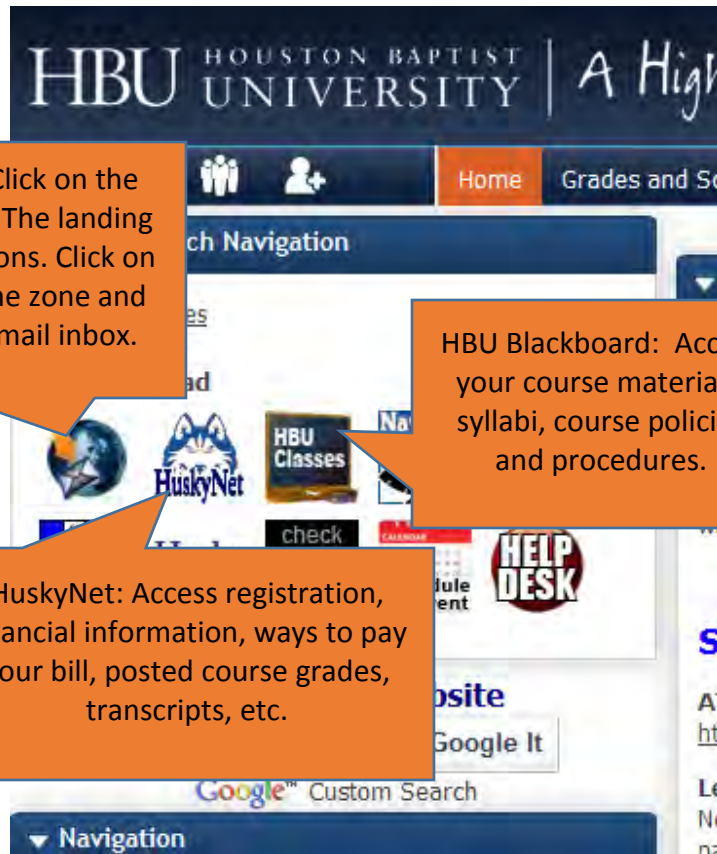
The HBU Portal

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.



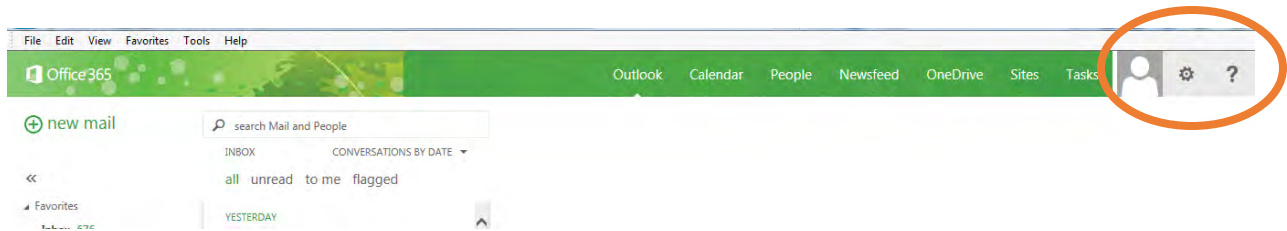


HBU Email in Outlook: Click on the icon to open your email. The landing page shows multiple options. Click on Outlook to set up the time zone and then you will see your email inbox.

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!