

Welcome to the University at Buffalo and the Graduate School of Education!

# New Student Road Map to Success

## For Continuing and Professional Education

**1** Wait to receive your official notification of registration from the Office of Graduate Admissions and Student Service.

**2** **Confirm your acceptance**  
 Please email the Office of Graduate Admissions at gseresp@buffalo.edu as soon as possible to confirm your acceptance.

**3** **Get Your UBCard and Person Number**  
 Once you have registered for classes you can get your UBCard, which will indicate your UB Person Number.  
 You will need your UBCard to access your UB email account and to use many other university services, including those online. To receive a UBCard, you must be currently registered for classes. You also need a picture ID such as a driver's license or a passport.  
 The UBCard Office is located in Room 211 of the UB Commons on the North Campus. Please visit the UBCard website to access their hours of operations: <http://www.myubcard.com>  
 Please note that having your card before you begin classes is not required, but highly recommended.

**4** **Your UBIT Name and password**  
 Your UBITName is your computer username at UB. It is your key to access your UB email, MyUB, and other online services. Your UBITName is automatically created when you are admitted to UB. Find your UBITName online at: <http://www.buffalo.edu/directory/find-yourself-page.html> If you've never used your account, your UBITName password should be your 4-digit birthday (mmdd) followed by the last six digits of your UBCard number (under your picture). For instance, if your birthday is July 9th and the last six digits of your UBCard are 123456, then your password should be 0709123456. Securing your password is very important; as confidential and sensitive information is protected by that password. Please note that email from your department will be sent only to this address. You can access your email account at <http://ubmail.buffalo.edu/>

**5** **Activate your UB email**  
 You will not be able to send or receive email until you have activated your email account.  
 1. When you open your UB email the first time you will have a message from the CIT-Help Desk. In the message is a link to <http://ubit.buffalo.edu/mail/>  
 2. Follow the link and under the heading Activate Your Mailbox click on TURN ON YOUR MAIL. Enter your UBITName and Password to turn on your account.  
 3. Under the Using Email heading you can forward your UB Email to another email account if you have one.

**6** **Parking on Campus and Transportation**  
 All students wishing to park on university campuses are required to register their motor vehicles annually with Parking and Transportation Services. Registration is fast and easy online at <http://myub.buffalo.edu>. Student parking is by permit only, which can also be obtained on MyUB. We strongly encourage you to obtain a parking permit before you arrive on campus for classes. Information on all parking and transportation matters, including bus and shuttle schedules, maps and directions can be found at: <http://www.ub-parking.buffalo.edu/>

### Other Useful Resources

General Information	<a href="http://www.buffalo.edu/aboutub/">http://www.buffalo.edu/aboutub/</a>
Student Response Center	<a href="http://src.buffalo.edu/">http://src.buffalo.edu/</a>
Academic Calendars	<a href="http://src.buffalo.edu/calendars/index.shtml">http://src.buffalo.edu/calendars/index.shtml</a>
Transportation & Parking	<a href="http://www.ub-parking.buffalo.edu/">http://www.ub-parking.buffalo.edu/</a>
Costs of Attendance	<a href="http://src.buffalo.edu/studentaccount/tuition.shtml">http://src.buffalo.edu/studentaccount/tuition.shtml</a>

### Check out MyUB

MyUB is your own personal UB Home Page. You can access it using your UBITName and password at <http://www.myub.buffalo.edu/>

From MyUB you can view your course grades and request a parking permit, among many other things.