

Creating a NACUBO Account

National Association of College and University Business Officers (NACUBO) is a membership organization representing more than 1,900 colleges and universities across the country. University at Buffalo staff and faculty are eligible to create a NACUBO account. Follow these steps to create an account.

1. Go to <http://www.nacubo.org/>
2. At the top, click *Log In* (Figure 1).

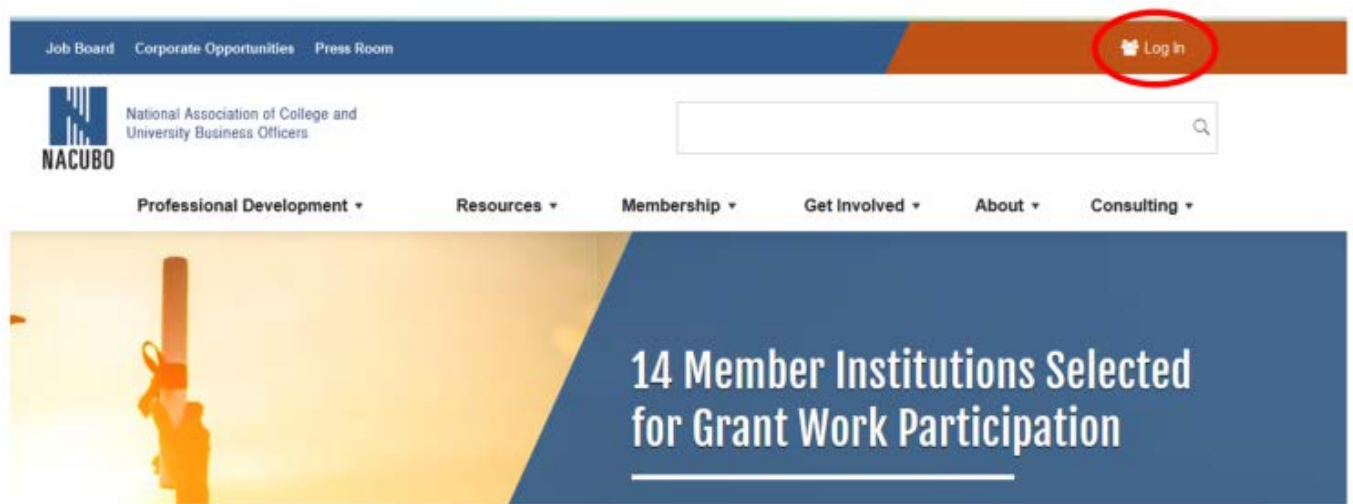
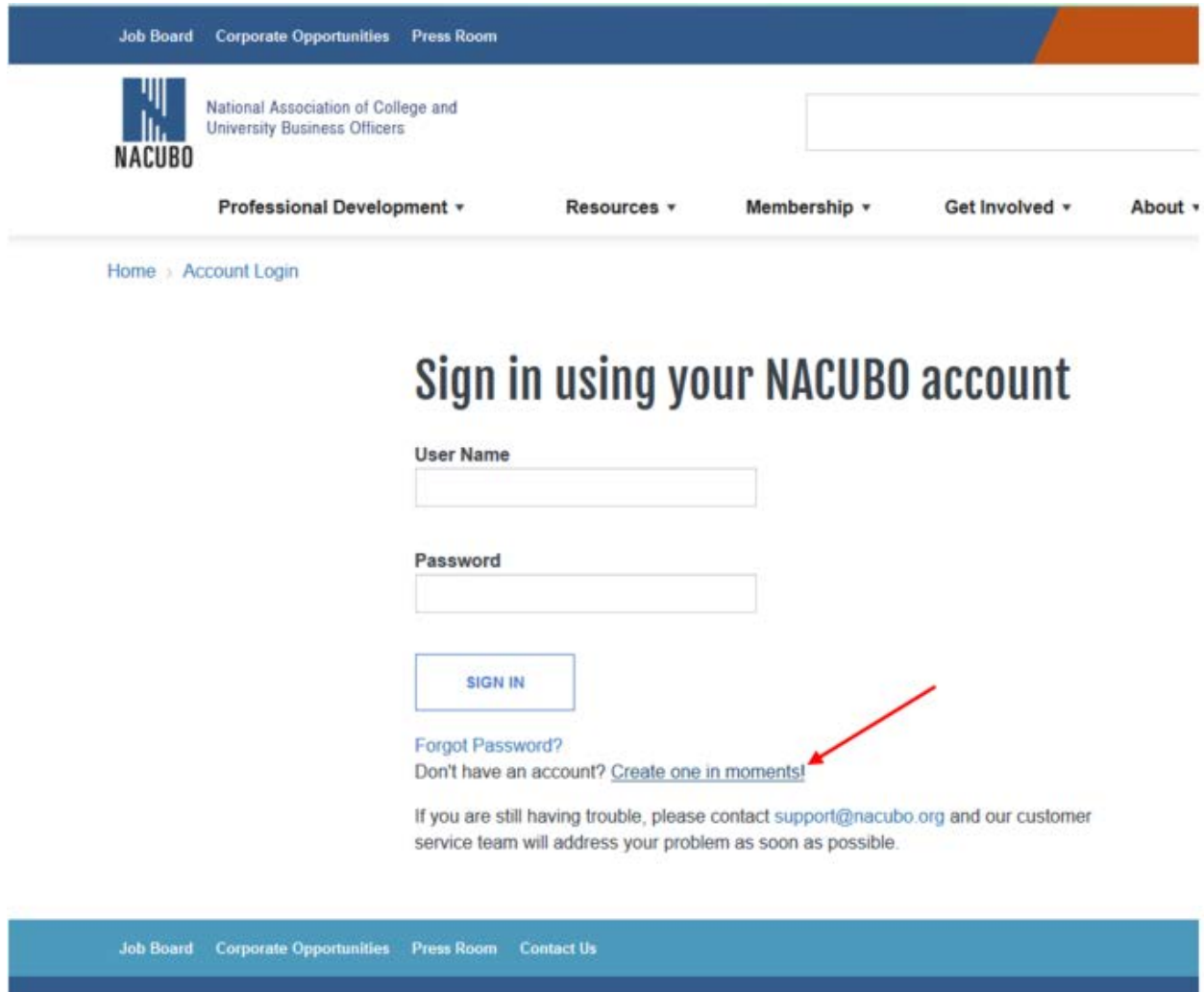



Figure 1

3. Next to *Don't have an account?*, click the link *Create one in moments!* (Figure 2).



Job Board Corporate Opportunities Press Room

 National Association of College and University Business Officers

Professional Development Resources Membership Get Involved About

Home > Account Login

Sign in using your NACUBO account

User Name

Password

[SIGN IN](#)

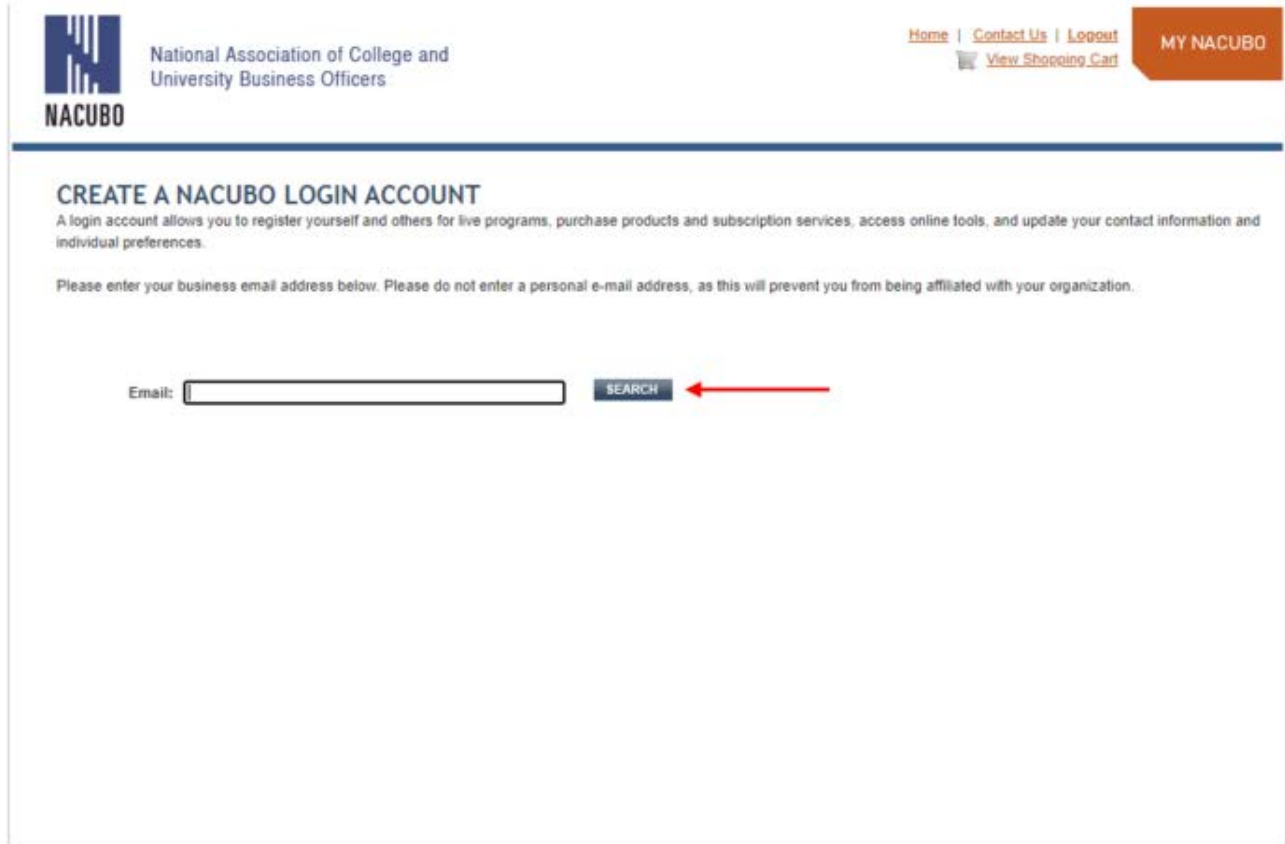
[Forgot Password?](#)
Don't have an account? [Create one in moments!](#)


If you are still having trouble, please contact support@nacubo.org and our customer service team will address your problem as soon as possible.

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Figure 2

4. Enter your @buffalo.edu email address and click *Search* (Figure 3).



 National Association of College and University Business Officers

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CREATE A NACUBO LOGIN ACCOUNT

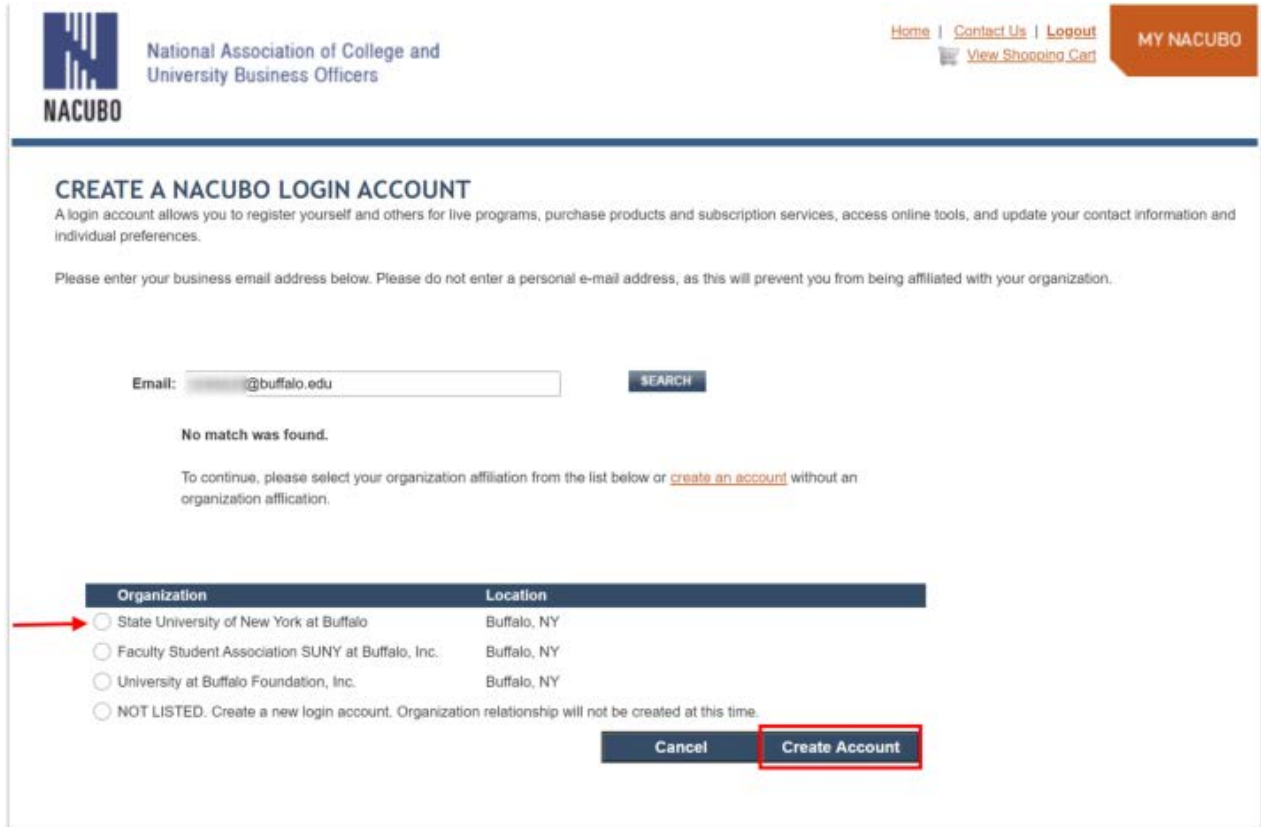
A login account allows you to register yourself and others for live programs, purchase products and subscription services, access online tools, and update your contact information and individual preferences.

Please enter your business email address below. Please do not enter a personal e-mail address, as this will prevent you from being affiliated with your organization.

Email:

Figure 3

- If no match is found, select the appropriate *Organization* from the list, then click *Create Account* (Figure 4).



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 NACUBO

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CREATE A NACUBO LOGIN ACCOUNT

A login account allows you to register yourself and others for live programs, purchase products and subscription services, access online tools, and update your contact information and individual preferences.

Please enter your business email address below. Please do not enter a personal e-mail address, as this will prevent you from being affiliated with your organization.

Email:

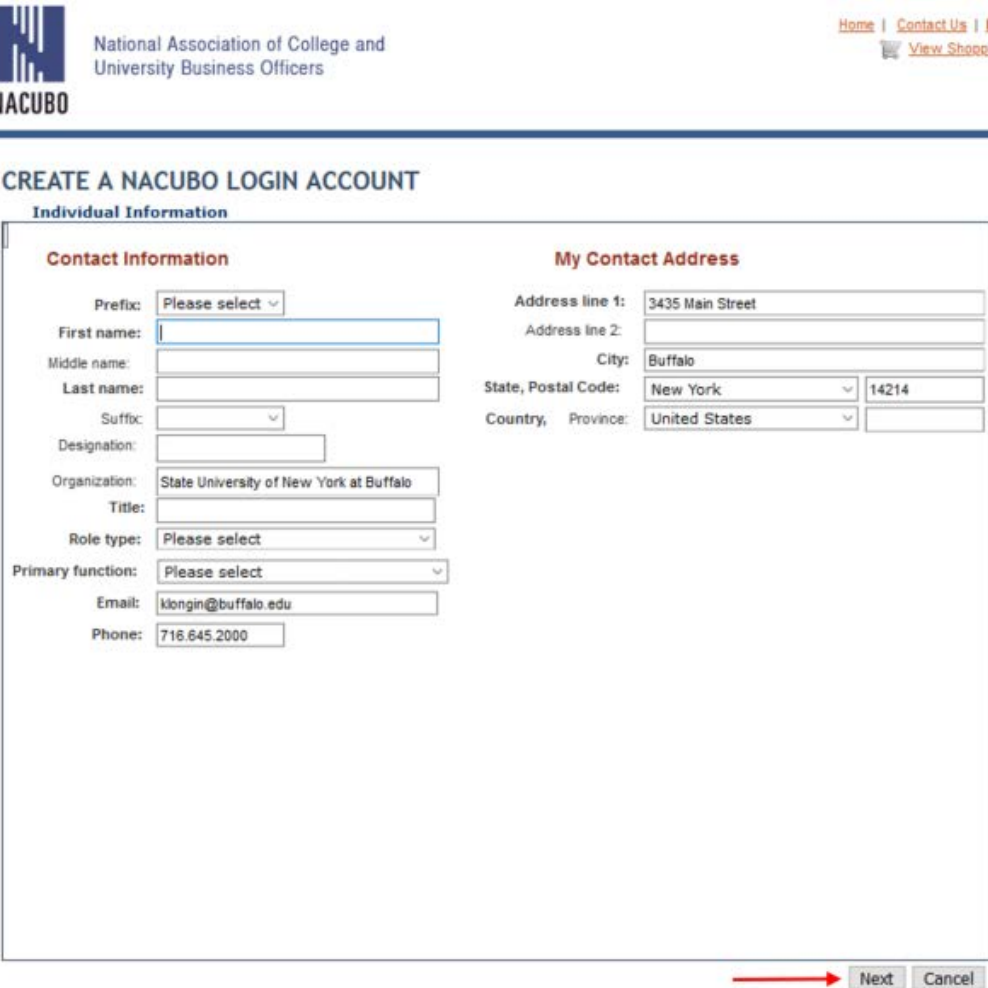
No match was found.

To continue, please select your organization affiliation from the list below or [create an account](#) without an organization affiliation.

Organization	Location
<input type="radio"/> State University of New York at Buffalo	Buffalo, NY
<input type="radio"/> Faculty Student Association SUNY at Buffalo, Inc.	Buffalo, NY
<input type="radio"/> University at Buffalo Foundation, Inc.	Buffalo, NY
<input type="radio"/> NOT LISTED. Create a new login account. Organization relationship will not be created at this time.	

Figure 4

6. Enter the requested *Individual Information*, then click *Next* (Figure 5).



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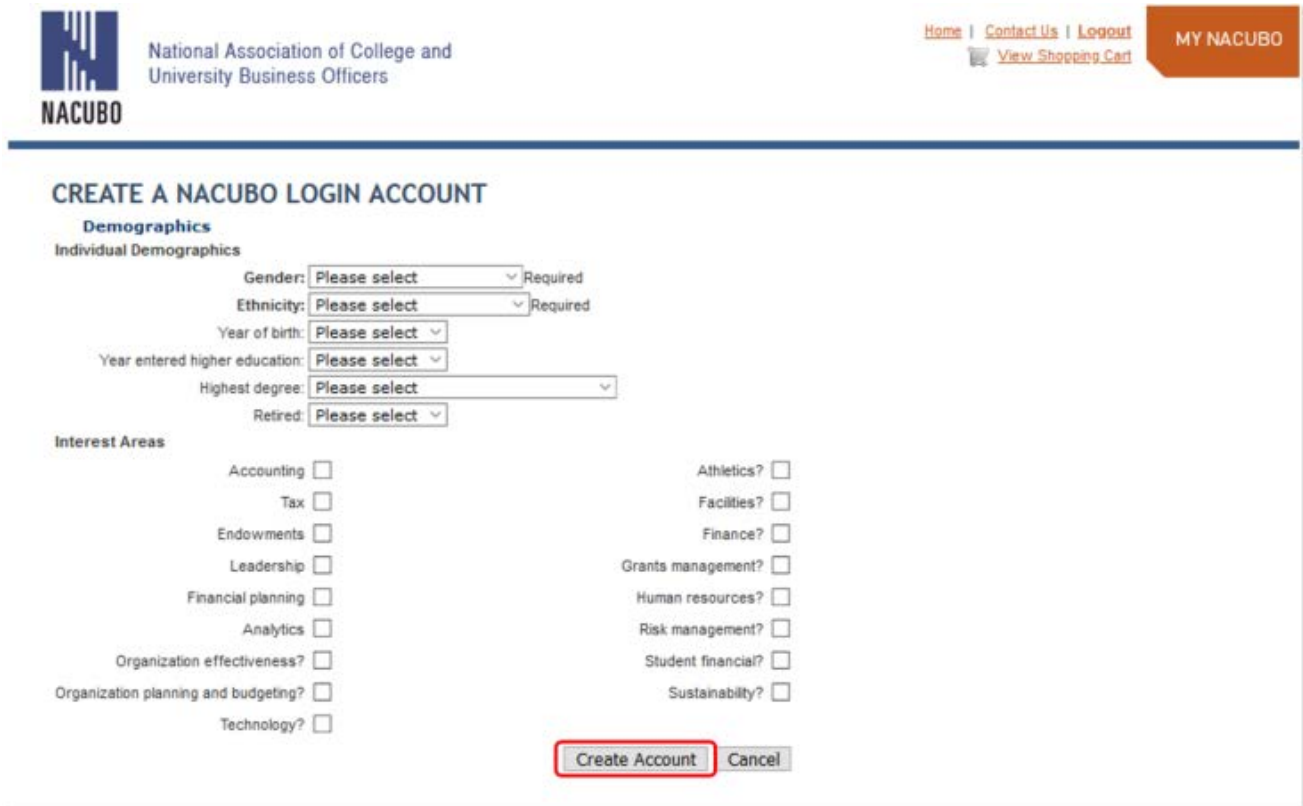
Individual Information

Contact Information	My Contact Address
Prefix: <input type="text" value="Please select"/>	Address line 1: <input type="text" value="3435 Main Street"/>
First name: <input type="text"/>	Address line 2: <input type="text"/>
Middle name: <input type="text"/>	City: <input type="text" value="Buffalo"/>
Last name: <input type="text"/>	State, Postal Code: <input type="text" value="New York"/> <input type="text" value="14214"/>
Suffix: <input type="text"/>	Country, Province: <input type="text" value="United States"/>
Designation: <input type="text"/>	
Organization: <input type="text" value="State University of New York at Buffalo"/>	
Title: <input type="text"/>	
Role type: <input type="text" value="Please select"/>	
Primary function: <input type="text" value="Please select"/>	
Email: <input type="text" value="klongin@buffalo.edu"/>	
Phone: <input type="text" value="716.645.2000"/>	

[Next](#) [Cancel](#)

Figure 5

7. Enter the requested *Demographics*, then click *Create Account* (Figure 6).



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Demographics

Individual Demographics

Gender: Required

Ethnicity: Required

Year of birth:

Year entered higher education:

Highest degree:

Retired:

Interest Areas

Accounting <input type="checkbox"/>	Athletics? <input type="checkbox"/>
Tax <input type="checkbox"/>	Facilities? <input type="checkbox"/>
Endowments <input type="checkbox"/>	Finance? <input type="checkbox"/>
Leadership <input type="checkbox"/>	Grants management? <input type="checkbox"/>
Financial planning <input type="checkbox"/>	Human resources? <input type="checkbox"/>
Analytics <input type="checkbox"/>	Risk management? <input type="checkbox"/>
Organization effectiveness? <input type="checkbox"/>	Student financial? <input type="checkbox"/>
Organization planning and budgeting? <input type="checkbox"/>	Sustainability? <input type="checkbox"/>
Technology? <input type="checkbox"/>	

Figure 6

- Once your account has been created, click *Done* (Figure 7).

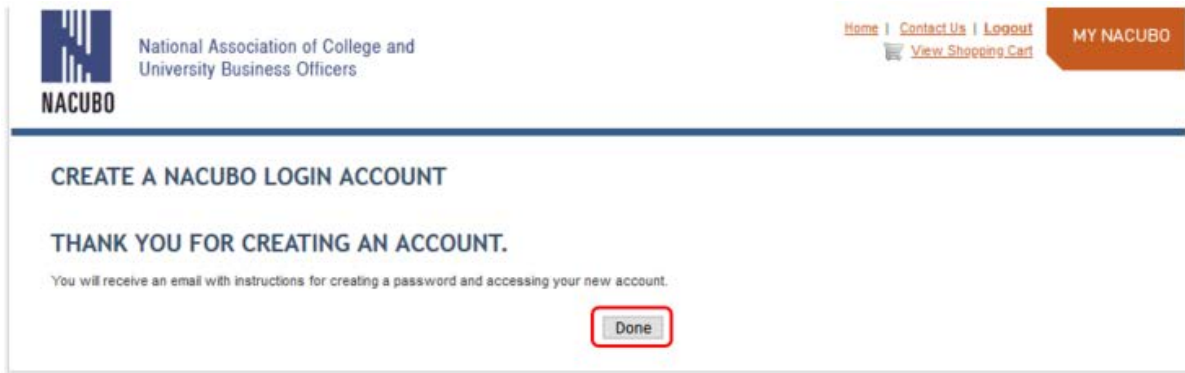


Figure 7

- Check your email for a message from NACUBO and follow the instructions. Click the link *Set a Password* (Figure 8).

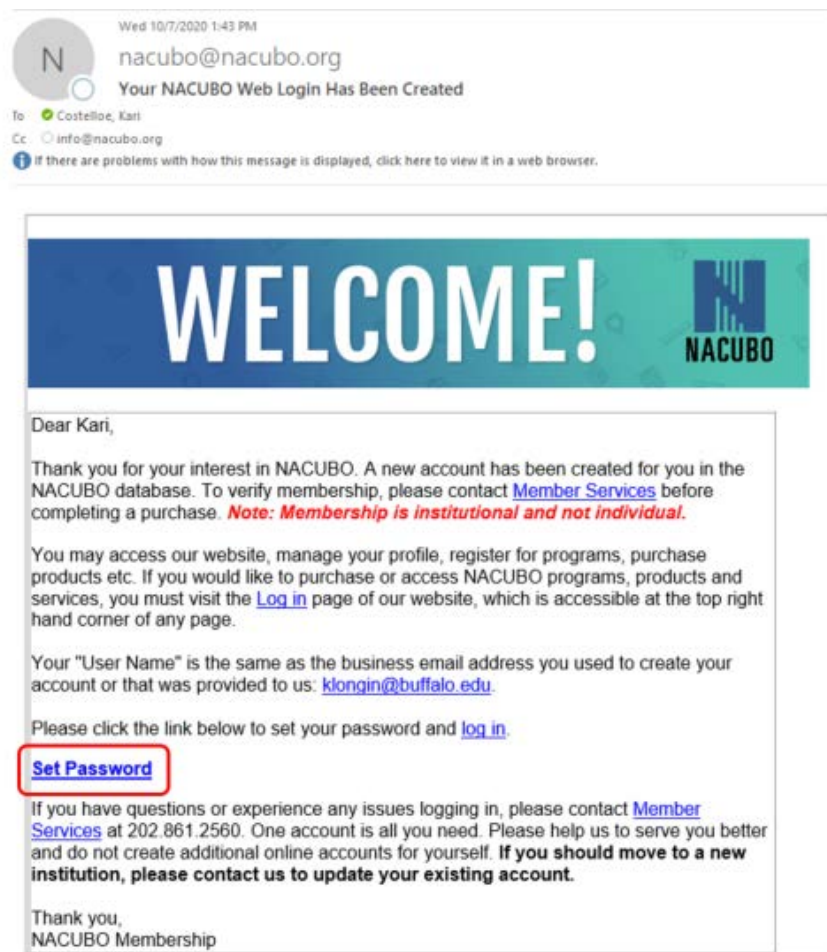
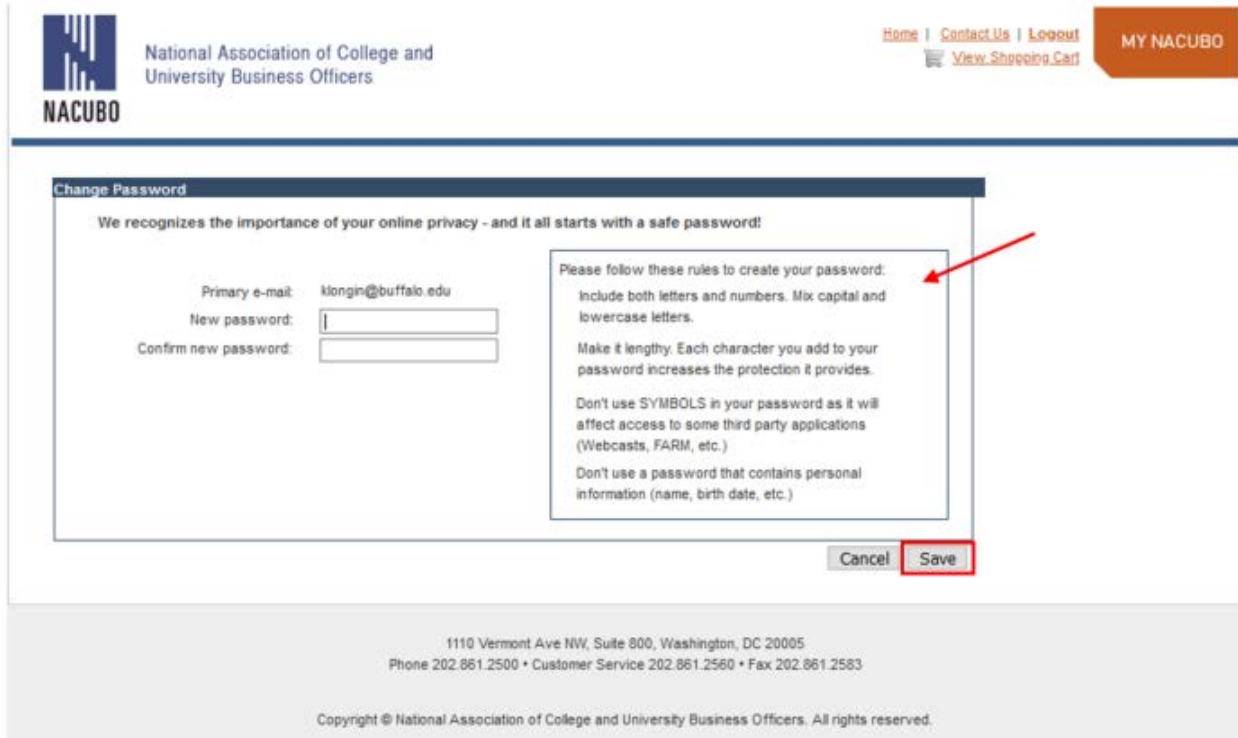


Figure 8

10. Follow the rules to create and confirm your password, then click *Save* (Figure 9).



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Change Password

We recognize the importance of your online privacy - and it all starts with a safe password!

Primary e-mail: klongin@buffalo.edu
 New password:
 Confirm new password:

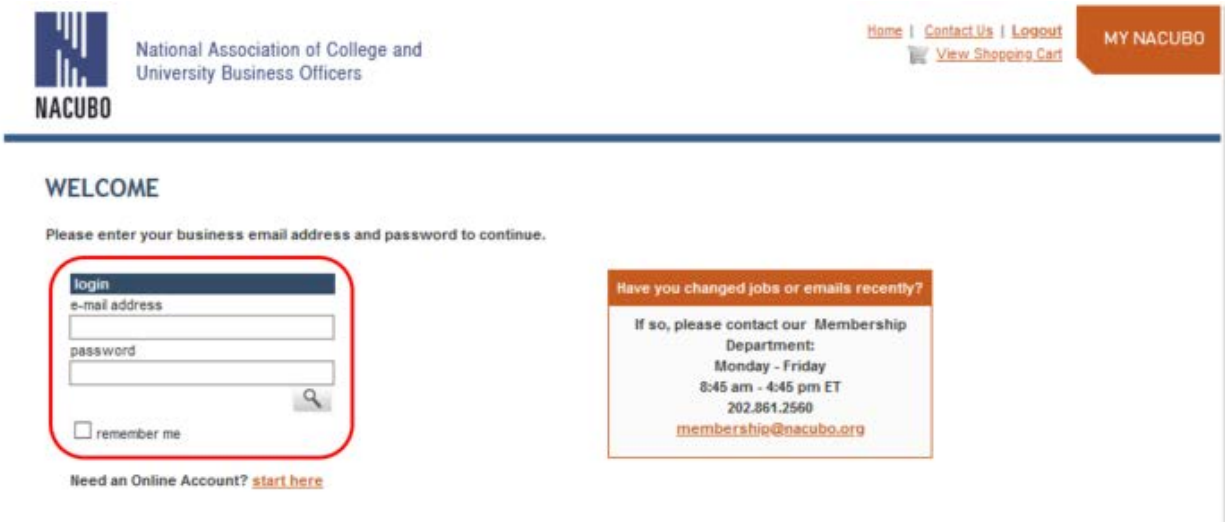
Please follow these rules to create your password:
 Include both letters and numbers. Mix capital and lowercase letters.
 Make it lengthy. Each character you add to your password increases the protection it provides.
 Don't use SYMBOLS in your password as it will affect access to some third party applications (Webcasts, FARM, etc.)
 Don't use a password that contains personal information (name, birth date, etc.)

Cancel **Save**

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Figure 9

11. Enter your email address and password to log in to NACUBO (Figure 10).



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WELCOME

Please enter your business email address and password to continue.

login
 e-mail address
 password
 remember me

Need an Online Account? [start here](#)

Have you changed jobs or emails recently?
 If so, please contact our Membership Department:
 Monday - Friday
 8:45 am - 4:45 pm ET
 202.861.2560
membership@nacubo.org

Figure 10