



Using the Student Center: Setting User Preferences

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to set your User Preferences.

User Preferences give you the ability to enter default values required often by the system. Using the User Preferences feature, you can set your preferences for Academic Career, Term, and Financial Aid Year so that you will not have to enter this

The screenshot shows the 'Personal Information' section of a web interface. It contains two sub-sections: 'Demographic Data' with links for 'Emergency Contact', 'Name', 'User Preferences' (highlighted with a red oval), and 'Privacy Settings'; and 'Contact Information' with fields for 'Permanent Address' (Buffalo, NY 14226-2313 Erie), 'Mailing' (None), 'Cell/Mobile Phone' (716/123-4567), and 'UB Email' (email@buffalo.edu). A dropdown menu at the bottom left shows 'other personal...'.

information each time you are prompted for it. Set or change your User Preferences using the following steps. In the Personal Information group box, **click the User Preferences link.**

When establishing your User Preferences you can set default values for the most commonly used values for the following fields:

Institution: This field should read the “University at Buffalo”

Academic Career: Select from the drop down list

Term: The Term is a numeric representation of Semester and Year.

The screenshot shows the 'User Preferences' form. It has tabs for 'Personal Information', 'Security', and 'Participation'. Under 'Personal Information', there are sub-tabs for 'ferpa restrictions' and 'user preferences'. The form includes a title 'User Preferences' and a descriptive paragraph. Below are fields for 'Institution' (University at Buffalo), 'Academic Career' (dropdown), 'Term' (input with search icon), and 'Aid Year' (input with search icon). A green 'SAVE' button is at the bottom left.

The system uses a four digit combination to represent the term. For example, if you are looking for the Term equivalent for Fall 2010 you would enter 2109, the 2 is the century, the 10 is the year, and the final 9 is for the fall semester. Below are Terms for the 2010-2011 Academic Year.

- Semester & Year = Term
- Summer 2010 = 2106 term
- Fall 2010 = 2109 Term
- Spring 2011 = 2111 Term

Over time you will become more familiar with the Term, and you will always be able to search using Semester and Year to find the appropriate Term. To find a Term (Semester plus year) use the Look Up function (Magnifying Glass)

Aid Year: To select your Financial Aid Year use the Look Up function to search for a value.

Once you have updated your default values, click the **SAVE** button.

