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](image-url)
3. Next to *Don’t have an account?,* click the link *Create one in moments!* (Figure 2).
4. Enter your @buffalo.edu email address and click Search (Figure 3).

Figure 3
5. If no match is found, select the appropriate Organization from the list, then click Create Account (Figure 4).

![Create Account](image-url)

*Figure 4*
6. Enter the requested **Individual Information**, then click **Next** (Figure 5).
7. Enter the requested Demographics, then click Create Account (Figure 6).

Figure 6
8. Once your account has been created, click Done (Figure 7).

![Figure 7]

9. 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).

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