



# HUB: How to find your UB Person Number

UB requires that all students, faculty, and staff have an identification number that we call a Person Number. This number is used to identify you, but more importantly it is used in a wide variety of administrative and academic functions at the University. There are several ways that you can find your Person Number.

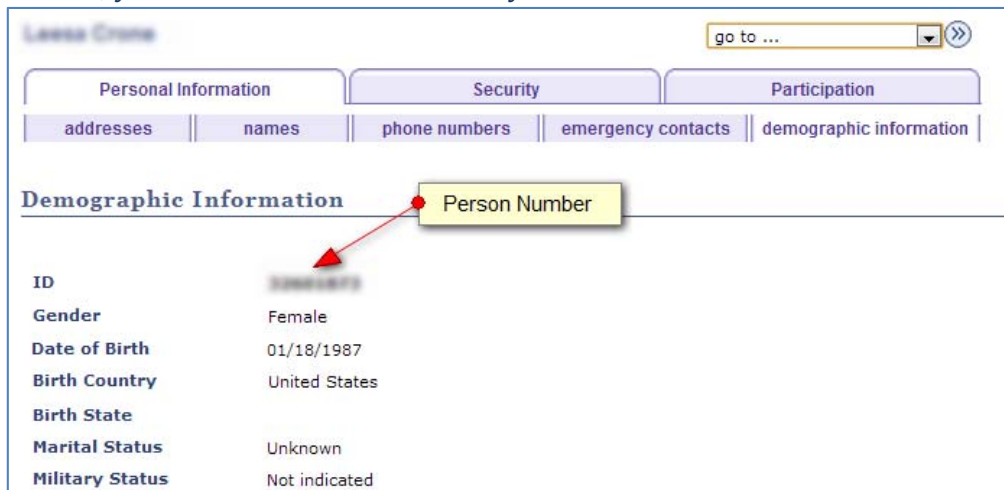
1) The easiest way to find your Person Number is by looking at your UB ID Card. It's located in the lower left side corner of the card.




2) Get through HUB. There are multiple places you can get your Person Number when you login to HUB.

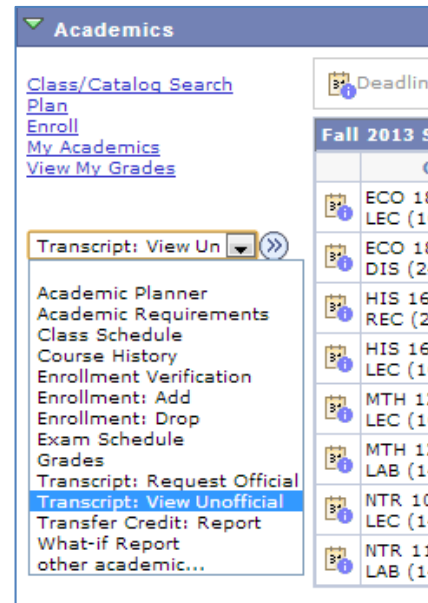
a) Use Demographic Data

When you login to your HUB Student Center, you will see a menu item on the left side under the group "Personal Information" called "Demographic Data". When you click that link, you'll see information about yourself.



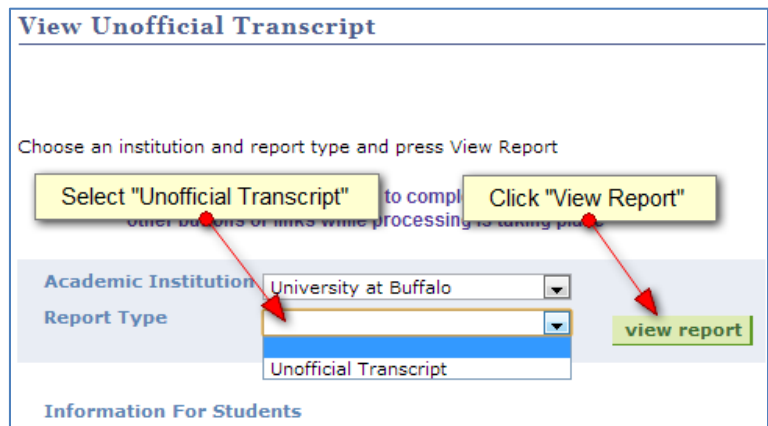
b) Run an Unofficial Transcript

Your Person Number is also located on an unofficial transcript. To run an unofficial transcript from your HUB Student Center, select “Transcript: View Unofficial” from the drop down box under the Academics group. Then select the Go button .

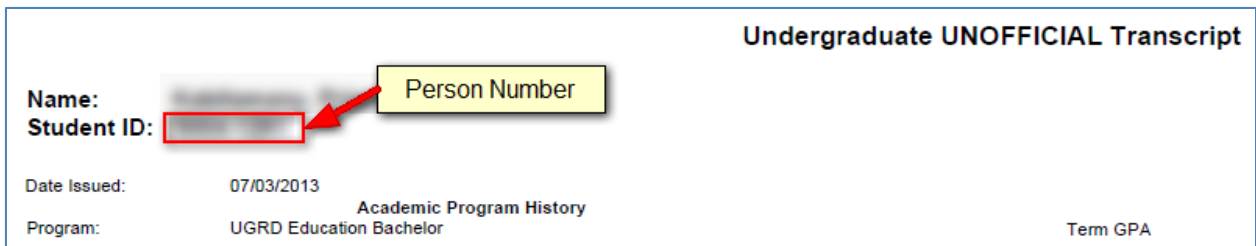


On the next page, you’ll be asked what Report Type you want. Select “Unofficial Transcript” and click on “View Report”. It will take a bit for the report to generate, so be sure to be patient.

Ensure your Pop-Up windows are enabled in your browser so that you can view the report.

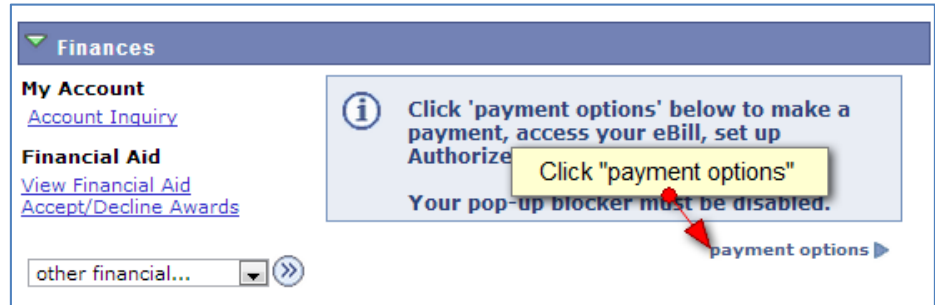


When the report comes up, you will see a place on the upper right corner of the report that says “Student ID”. This number is your person number.

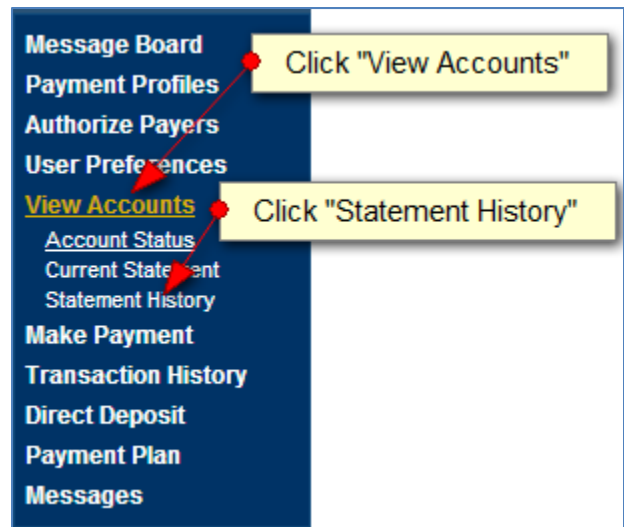


c) Financial Statement History

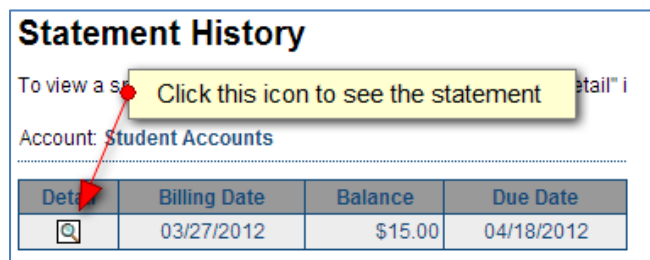
Your person number appears on your Statement History under your financial information. Here's how to get that. Under the Finances group in your HUB Student Center, click "payment options".



Next, click the menu option "View Accounts" and under that menu, you will see the option for "Statement History".



You will then be taken to a screen where you can see all your statements. Click the detail icon next to the statement you wish to view.



On the left side of the statement, you will see your person number for the field called "Student Identification Number"

This concludes this tutorial.

