



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 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:

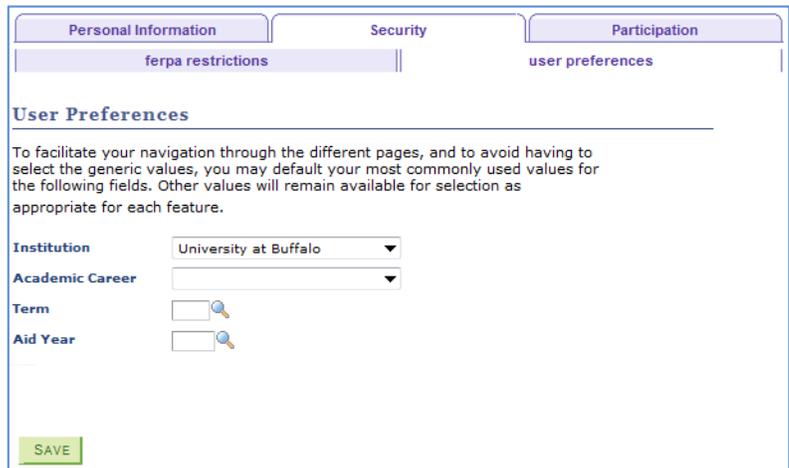
Institution: This field should read the "University at Buffalo"

Academic Career: Select from the drop down list

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

The system uses a four digit combination to represent the term. For example, if you are looking for the Term equivalent for Fall 2015 you would enter 2159, the 2 is the century, the 15 is the year, and the final 9 is for the fall semester. Below are Terms for the 2015-2016 Academic Year.

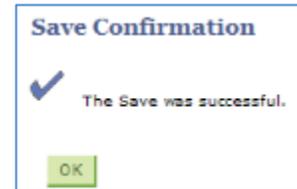
- Semester & Year = Term
- Summer 2015 = 2156 term
- Fall 2015 = 2159 Term
- Spring 2016 = 2161 Term



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.



This concludes this tutorial.