# Introduction to MyBNU Student Portal

Buckinghamshir New University (BNU) has many platforms that our students need to interact with such as Blackboard, online enrolment/ re-enrolment, timetables etc. We understand there is a lot of information and different sources which can make student life challenging, this is where the MyBNU Student Portal comes into its own.

MyBNU makes it easy for you to manage your student life by centralising all the information you need in one intuitive place. It provides single-sign-on functionality, so that you only need to log-in to MyBNU to access all other platforms.

# Downloading the App

MyBNU can be accessed via a mobile app – you will need to download the App from the Google Play Store or Apple App Store.

To download, go to:

The Google Play store for Android phones:
https://play.google.com/store/apps

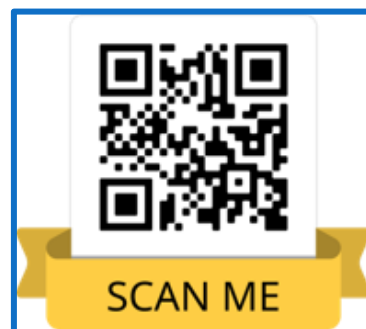The Apple App store for iPhones:
https://www.apple.com/uk/ios/app-store/

Make sure you download the App specific to Buckinghamshire New University – MyBNU.

Please note that you can also use MyBNU via a web browser on any device with a connection to the internet, at: https://mybnu.bucks.ac.uk

Or Scan the QR code to Download

# Logging on

To login to MyBNU, you will be asked to enter your university login details:

Username = example (studentID@bucks.ac.uk)

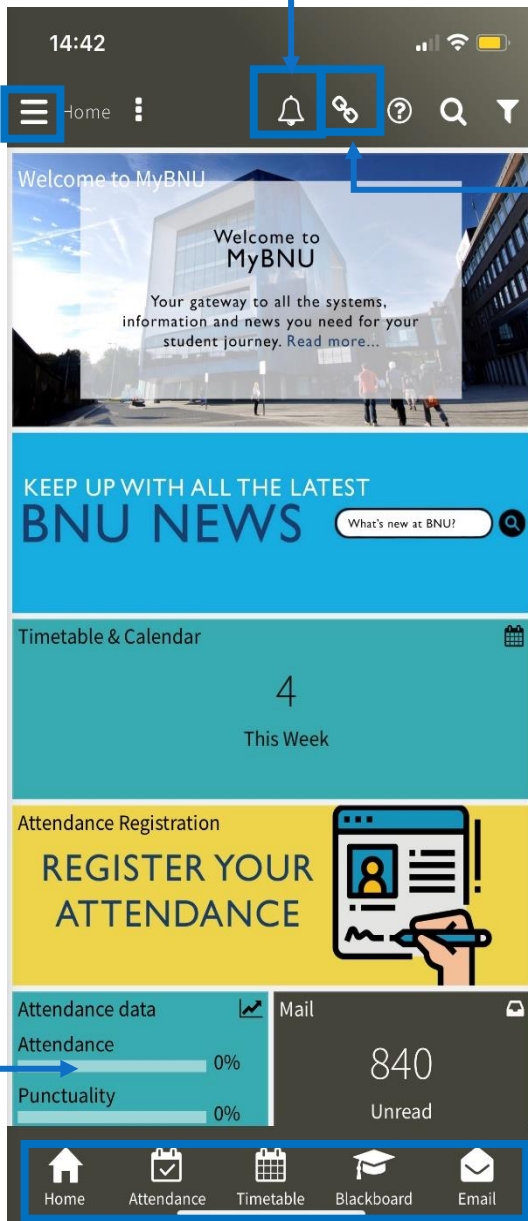**Password = the password you use to logon to all BNU computers and systems**

# Navigating MyBNU

This guide will show you how to navigate the MyBNU Student Portal, the common functionality you are likely to see and where it is located.

You can access the Navigation section from the 'burger' menu at the top of the screen.

Alerts will appear within MyBNU providing timely information on key university notices, events, and news.

Quick Links shows a list of key navigation items such as Attendance, Timetable, **Blackboard**, and helpful pages such as Password Reset.

The **Timetable & Calendar** tile provides access to a view of all your timetabled sessions, as well as any personal additions to your Outlook calendar.

The Attendance Registration tile enables you to self-register at your timetabled sessions simply find the session and click Register.

Through the Mail tile, emails can be read or sent, and there is also a link to use **email** directly on Outlook if that is preferred.
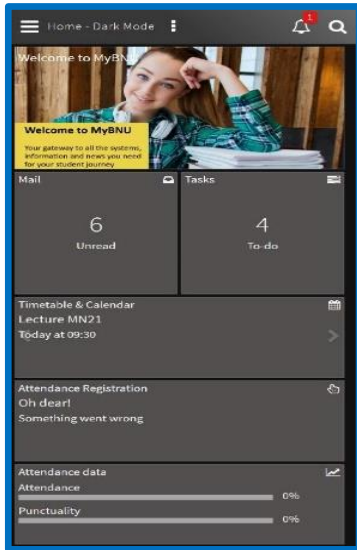
Bottom bar enables you to instantly navigate to key areas such as the home dashboard and Attendance Self- Registration.

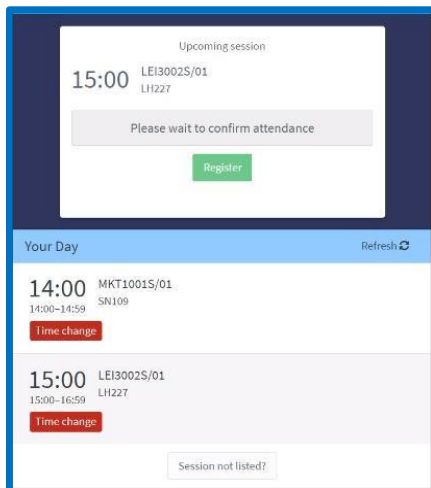Attendance data - shows you your attendance and punctuality.

# Dark Mode- Accessibility

If you have digital accessibility needs, or prefer a simpler look and decide to use the 'dark mode' dashboard, it will look something like this:
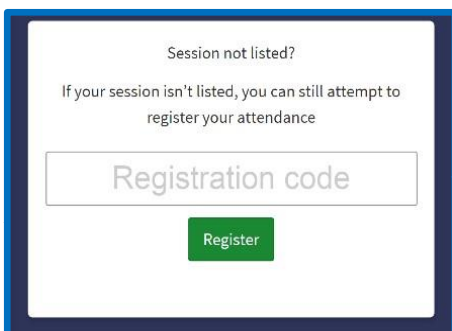


# Attendance Registration

The Attendance Registration tile enables you to self-register at your timetabled sessions simply find the session and click Register.



The Attendance Registration tile enables you to self-register at your timetabled sessions simply find the session and click Register. Then enter the code shared by your lecturer.



If you need to attend a session which isn't listed in your timetable, then you can go to the "sessions not listed" section and add the code provided to you by your lecturer.

**The Attendance data tile** provides access to a view of your attendance and punctuality data.
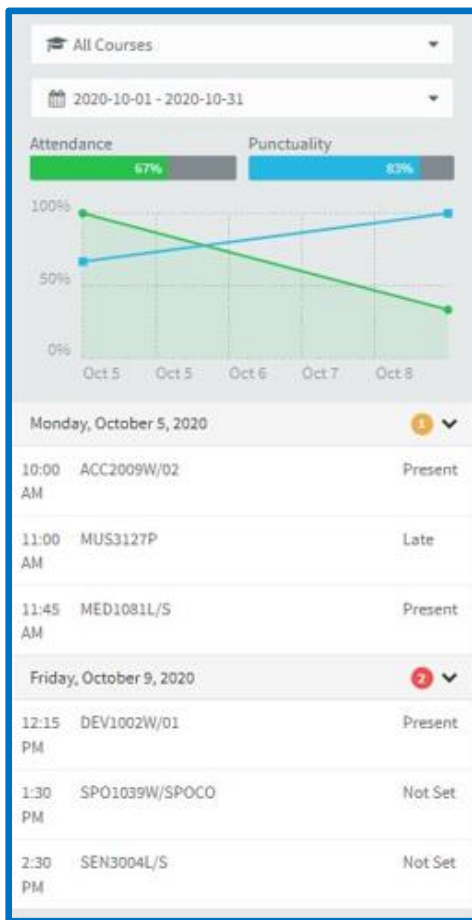


You can search by Course and date range to show information relating to, This week, Last week, This Month, Last Month or a custom Date Range. The default is for the current week.





Based on the data recorded, indicators and chart will show a summary of your Attendance and Punctuality, and a list that can be drilled through to see attendance entries, with regards to activities that have occurred in the date range selected.

## Announcements

The Announcements tile will show news stories coming from BNU such as upcoming events or planned IT outages. Important announcements will also show in your notifications.

You will also receive alerts on your smartphone if you allow notifications in your app settings.

# Other Tiles

**From your home dashboard, you will have access to information and resources** via 'Tiles' **including:**

- **Welcome to MyBNU** – takes you to the introductory guide to help you get started and navigate the portal

- **Academic Advice** – directs you to the website page with helpful information and links

- **Balances** – Lists your outstanding library fees, and print credit

- **Banners** – these may not always be present, but if they are, they provide you with information and reminders about current and upcoming events and activities

- **Blackboard** – shows course details and allows you to link directly to your course pages

- **BNU website** – Provides a direct link to the main university website.

- **Campus Maps** – shows the addresses, maps, directions and campus information such as opening times and contact numbers for each of our campuses

- **IT Service Desk** – provides you with information on how to get help with IT issues

- **Library Loans** – shows all items you have on loan

- **Library Search** – enables the search for learning resources

- **Newsroom** – allows you to pull in feeds from news sites of interest to you. You can subscribe to news feeds and choose to 'optin/opt-out' so that you can personalise your feed to suit your interests and course needs.

- **People search -** allows you to search for anyone within the university global address book, such as if you wish to contact a lecturer for example.

- **Student Info** – shows your contact details and details of your courses.

- **Student Union** – provides information about the Students' Union

- **Student Surveys** –provides access to any open surveys BNU would like you to complete.

- **Tasks** – shows any tasks you create in your Office 365 account and any tasks from Blackboard. This does not include Turnitin tasks/assignments

- **Twitter** – Displays BNU Twitter feeds

You may find tiles which appear periodically and take you through to informational pages or sites which change over time, or which contain videos about BNU.