

Please read carefully the instruction/guideline.

Action to be done for Newly Admitted Students at a glance:

Activate G-suite Email Account

Please see Pages: 1-3

Connection to EWU Wi-Fi

Please see Page: 1

Activate EWU Student Portal

Please see Page: 4

Upload the previous Academic Documents using the Portal (<https://portal.ewubd.edu/>)

Please see Pages: 5-6

Acknowledgement of Documents using the Portal (<https://portal.ewubd.edu/>)

Please see Page: 6-7



EAST WEST UNIVERSITY

PROGOTI FOUNDATION FOR EDUCATION AND DEVELOPMENT

PERMANENT SANAD HOLDER

A/2, Jahurul Islam Avenue, Jahurul Islam City, Aftabnagar, Dhaka-1212, Bangladesh.

Tel: 09666775577; URL: <http://www.ewubd.edu>

Notice Applicable for newly admitted students For Activating G Suite Email Account and connecting to EWU Wi-Fi

Dear Student,

Greetings from East West University and welcome onboard!

Activating G Suite Email Account:

This is to inform you that we have created a Gmail account for you. The email account has been created following a naming convention as shown below:

xxxx-x-xx-xxx@std.ewubd.edu where xxxx-x-xx-xxx is your Student ID number which you must have received from the university and **please do not use just xxxx-x-xx-xxx.**

The initial **password** given for you is “123456789” without the inverted commas. The University will make future communications with you using your university given account. Importantly, it will be essential for you to be able to attend your online classes, accessing other online applications, guidelines for which will be shared in due course. Therefore, please activate your official Gmail account immediately and change your **password** within the next 24 hours promptly. Also, do not forget to use Two Factor authentication to secure your account.

Attached is a PDF containing a set of **instructions** on how to reset **password**. It is simple and straightforward. In case further support is needed for some reason, you may send email using your private email to helpdesk-ics@ewubd.edu providing the following essential information:

Full name:

Student ID:

Mobile number:

Connecting to EWU Wi-Fi:

Please select **EWU-Students** for Wi-Fi connection from your mobile screen.

Username : **xxxx-x-xx-xxx** (Your Student ID)

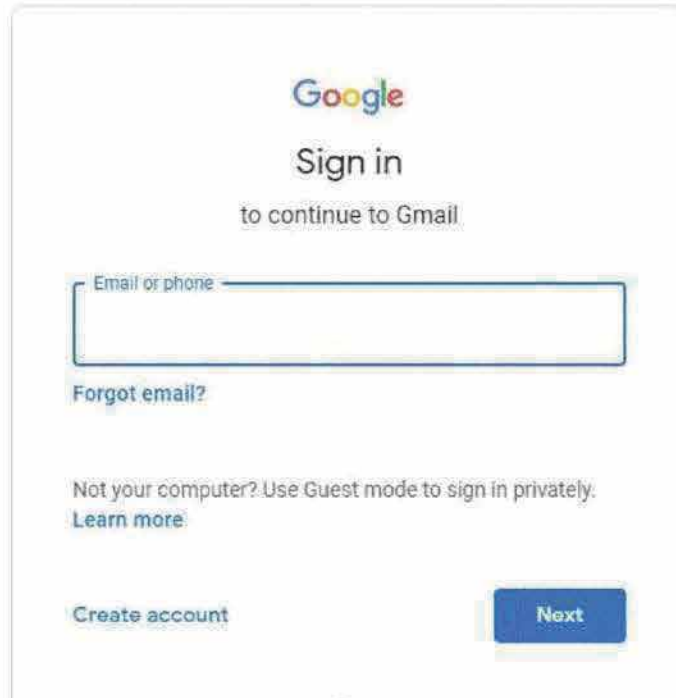
Password : **123456** (Temporary)

Wishing you all the very best.

East West University

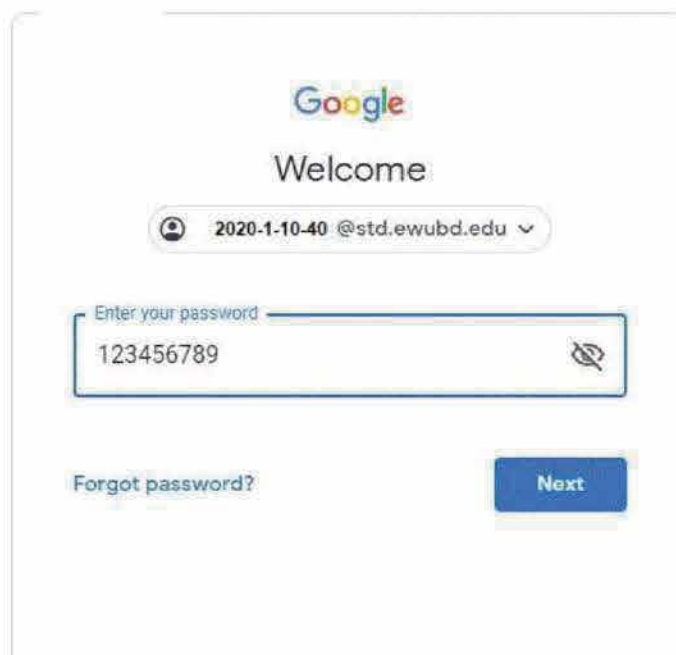
EMAIL PASSWORD RESET INSTRUCTIONS

1. At first go to **Email Login Page** by typing **mail.google.com** in your web browser's Address Bar.
(See screenshot below of Email Login Page)



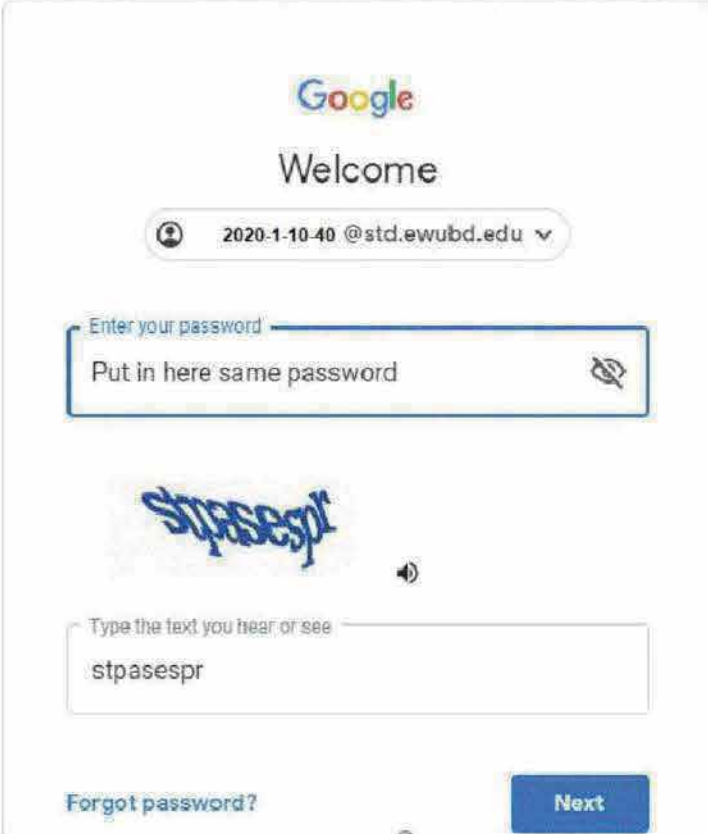
The screenshot shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone". Underneath the field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use Guest mode to sign in privately." with a link for "Learn more". At the bottom left is a link for "Create account", and at the bottom right is a blue button labeled "Next".

2. Type your Student ID (in this example: 2020-1-10-40) followed by **@std.ewubd.edu** and click **Next**. Now type default password **123456789** and then click **Next** again.
(See screenshot below)



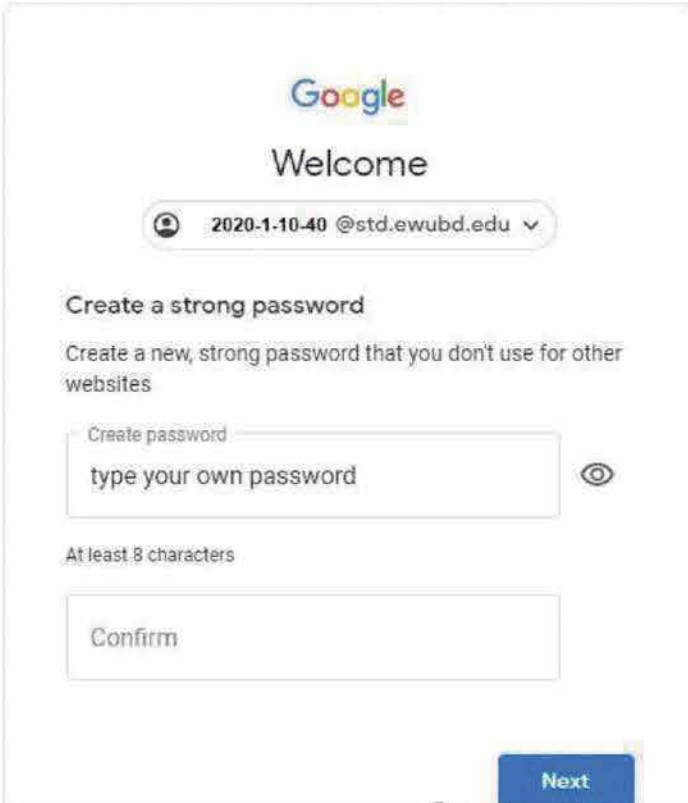
The screenshot shows the password entry page. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "2020-1-10-40 @std.ewubd.edu". Underneath is a text input field labeled "Enter your password" containing the password "123456789" and a toggle icon for visibility. At the bottom left is a link for "Forgot password?", and at the bottom right is a blue button labeled "Next".

3. Now you will see a new page where you have to type again default password **123456789** and also type correctly the displayed captcha text (in this example: stpasespr). Then click **Next**.
(See screenshot below)



Google
Welcome
2020-1-10-40 @std.ewubd.edu
Enter your password
Put in here same password
stpasespr
Type the text you hear or see
stpasespr
Forgot password? Next

4. Then you will see a new page to **reset** the default password by creating your **own password** (at least 8 characters long). **Confirm** your new password by typing it again. Click **Next** and you are done!
(See screenshot below)



Google
Welcome
2020-1-10-40 @std.ewubd.edu
Create a strong password
Create a new, strong password that you don't use for other websites
Create password
type your own password
At least 8 characters
Confirm
Next

Advisory for the newly admitted students

Dear Students,

Greetings from East West University and welcome onboard!

This is to emphasize that those who have not activated their email account (EWU G Suite Account) yet, kindly do it immediately. Please note that you must use the EWU email account for any communication with the university. You will not get any access if you use your personal email account. As a next step it is important that you activate your ID with EWU portal at <http://portal.ewubd.edu> as shown below:

1. Navigate to <http://portal.ewubd.edu/> [Please use Google Chrome, Firefox and Safari for better performance]
2. Click on the red marked **Activate Your ID First** button.
3. Give your *Student Id* in the recommended **Student ID** field.
4. You will receive an OTP (One Time PIN) in your contact number which is registered in East West University.
5. You will have to give that OTP in the recommended field and then you will be able to set your password to access your portal.
6. After activation you can log in your portal by submitting your student ID, password and captcha.
7. **Please upload the following documents (all pdf format)**

using the link <http://portal.ewubd.edu>:

Go to UPLOAD DOCUMENT Menu

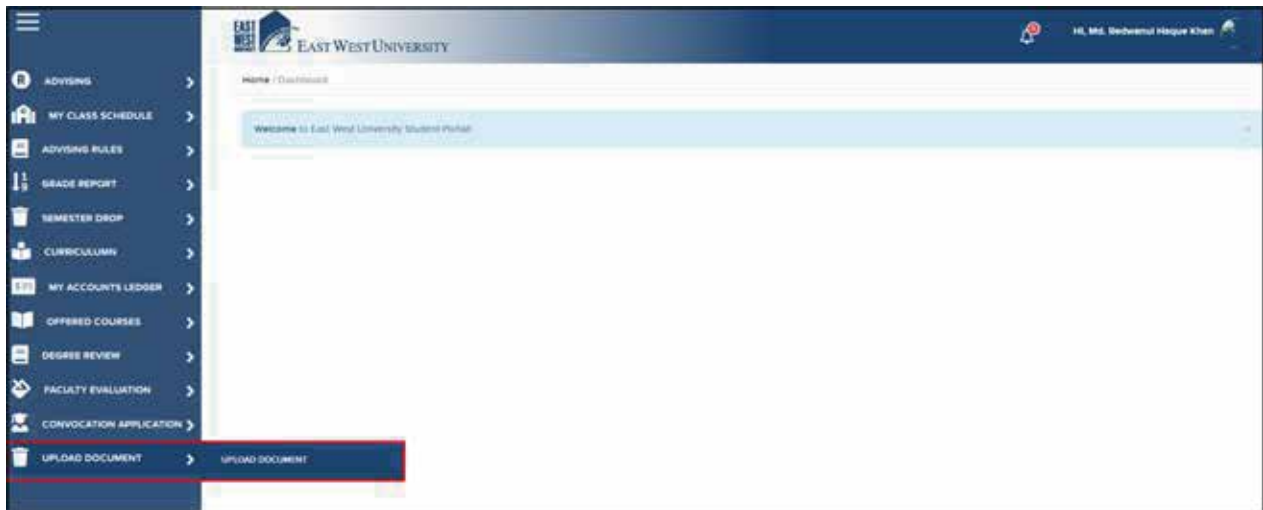
Click on 'UPLOAD DOCUMENT'

- SSC/O level/equivalent Certificate
- SSC/O level/equivalent Mark Certificate
- HSC/A level/equivalent Certificate
- HSC/A level/equivalent Mark Certificate
- NID/Birth Certificate/Passport
- Degree Certificate (For Graduate Programs)
- Degree Mark Certificate (For Graduate Programs)
- Experience Certificate (For EMBA Program only)

Document Upload

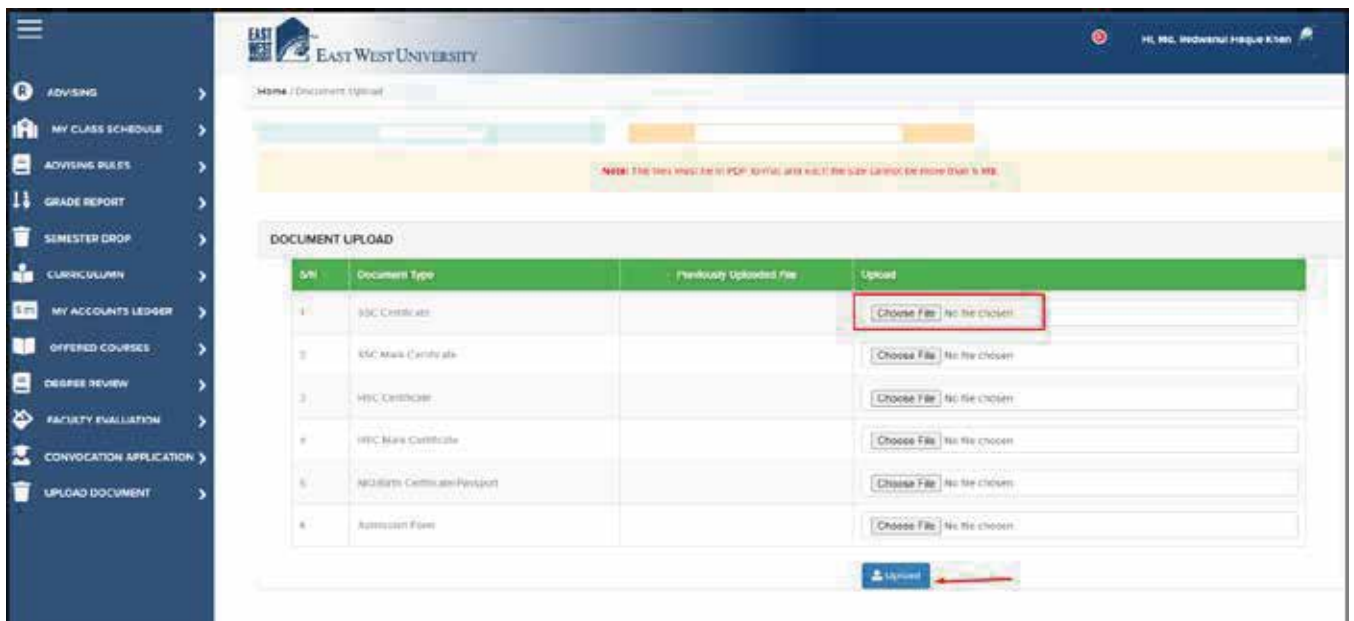
- Navigate to <https://portal.ewubd.edu/>
[Please use Google Chrome, Firefox and Safari for better performance]
- Submit your login credentials.

A feature called **UPLOAD DOCUMENT** located on the left side of the dashboard, will allow students to upload and view their documents.



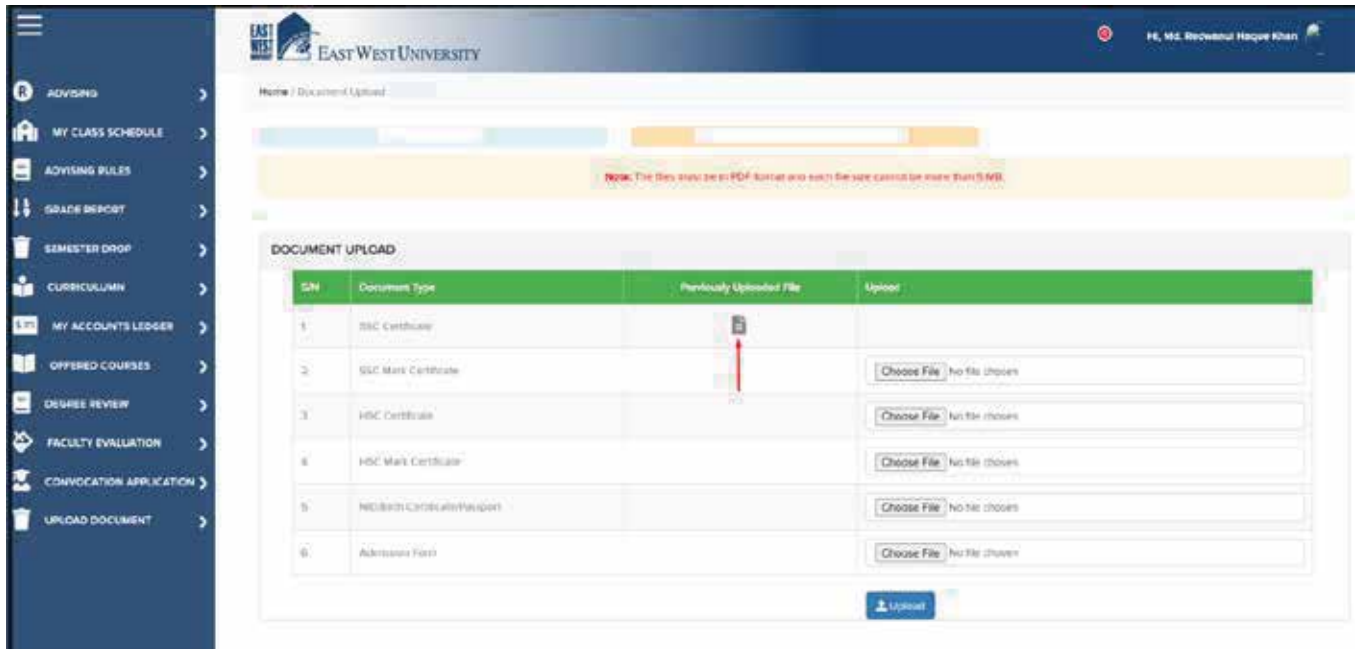
When a student clicks on the menu, they will see a list of required document types to upload. The student can then upload their documents directly. A few important guidelines to keep in mind while uploading documents include:

- All files must be in PDF format, and each file must not exceed 5 MB in size.
- Each document type can only be uploaded once.



Document Upload

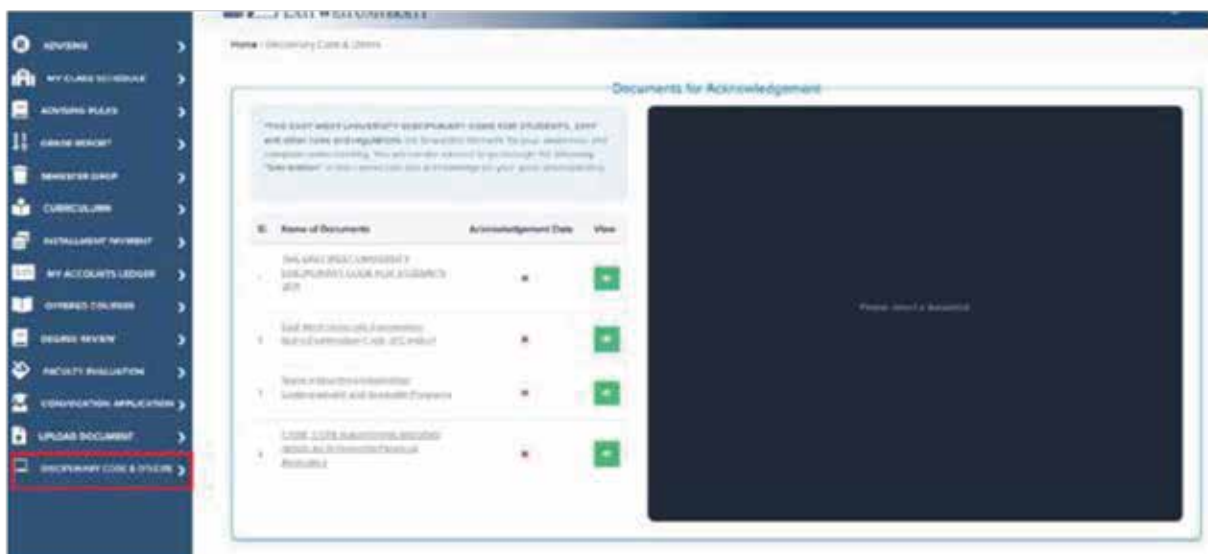
By clicking the upload button, the document will be successfully uploaded and saved. Students can review their uploaded documents in the **Previously Uploaded Files** section.



User Manual for Acknowledgment of Documents

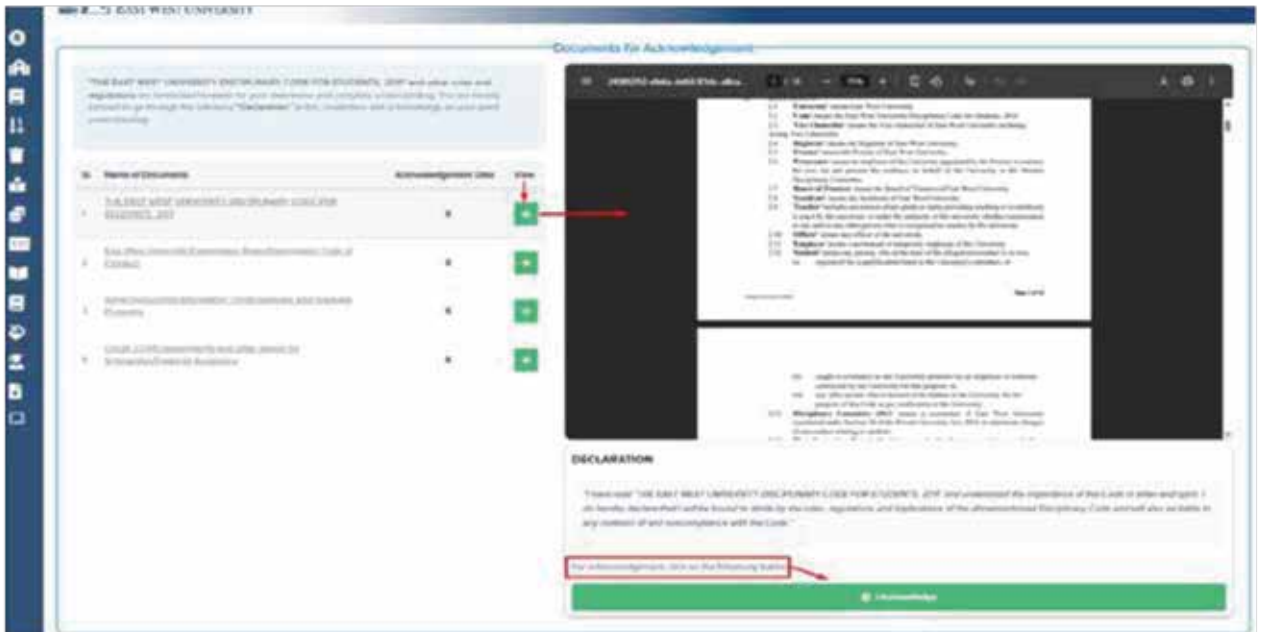
- Navigate to <https://portal.ewubd.edu>
- Log in to the portal using your credentials (Student ID, Password and Captcha)
- From the left side menu, click on **Disciplinary Code & Others**.

A list of documents will appear for your acknowledgement once you navigate the menu.

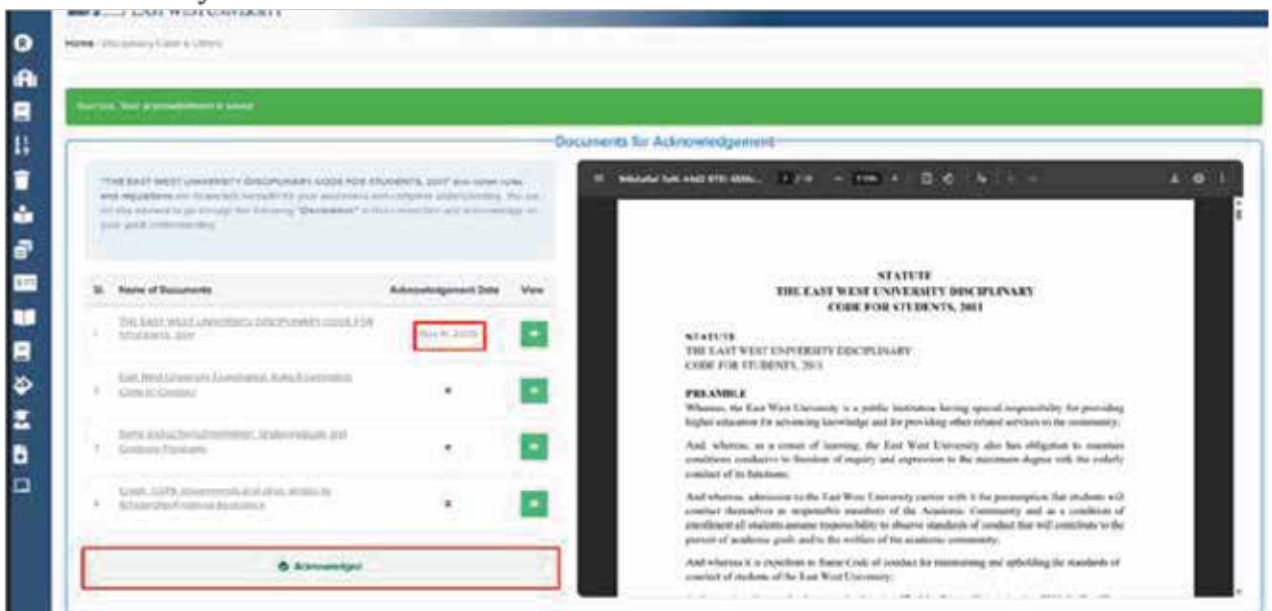


User Manual for Acknowledgment of Documents

- Click the **View** button beside any document to open it.
- On a **Computer**, the document will appear on the **right side** of the screen.
- On a **mobile device**, it will appear at the **bottom** of the screen.
- After reviewing, click the **I Acknowledge** button to confirm that you have read the document.



Once acknowledged, the **Acknowledgement Date** and **Status** will be displayed beside each document for your reference.



Once you are done with your portal accessibility, you should be in a position to produce your advising slip from the system following a few steps given below:

1. Log in to the portal using your activated credentials at <http://portal.ewubd.edu>
2. Go to ADVISING menu
3. Click on “VIEW ADVISED COURSES” and your advising slip will appear on the screen

You may also save it or print it as appropriate from the on-screen available action buttons.

Your advising slip will guide you as to which courses you are expected to attend as well as your class schedule/ class routine. As you can imagine, this is vital for you to begin your classes based on the latest academic calendar (<https://www.ewubd.edu/academic-calendar>) that you will find from our website if you have not seen yet.

You are requested to pay your tuition fees within the stipulated time as mentioned in your advising slip. To continue the classes, it is important that payment must be cleared within the stipulated time. Payment should be made in any branch of the three designated banks mentioned on your advising slip. It is also advised to the students not to deposit their tuition fees in any agent banking system. Agent banking system doesn't report the students' deposit information properly.

A newly admitted student, on compassionate ground, might be granted leave of absence for the first semester with a deferment fee of Tk. 7,000/- (or as fixed time to time) whether he/she has applied for leave, deferment or drop/withdrawal of the first semester. Such leave of absence for the first semester would be granted by the Pro-Vice Chancellor and if the student concerned does not continue from the second semester his/her admission shall be cancelled and he/she shall be dismissed from the university. Application for deferred admission will be accepted upto the last day of dropping a course/semester with 85% refund.

So, in summary following are the actions that you have to undertake immediately:

- **Activate your email ID for your EWU G Suite email account if not done yet**
- **Activate your ID for access into portal.ewubd.edu**
- **Upload the previous academic documents using the link <http://portal.ewubd.edu>**
- **Acknowledgement of documents using the link <http://portal.ewubd.edu>**
- **Print your advising slip from the portal and**
- **Make your payment through designated banks.**

If you face any problem, please contact helpdesk-accounts@ewubd.edu for payment related issues and helpdesk-ics@ewubd.edu for guidance on technical issues. For any course or advising related issues, please contact the relevant department help desk at <https://www.ewubd.edu/enquire>.

Wishing you a very exciting journey of your academic semester!

Regards,

Mashfiqur Rahman

Registrar

East West University