

BISONHUB QUICKGUIDE FOR STAFF AND ADMINISTRATORS

Welcome to BisonHub!

Home returns to this page from anywhere

The top toolbar remains visible from all pages

Search for students by name to access student info and launch tasks

My Tasks displays new info and actions you must take

Menu lists new Student apps specific to your role (Advising, Financial Aid, Student Finance)

Profile opens your Profile, Favorites, and My Reports

View All Apps opens the Menu linking to useful hubs

List of three most recent My Tasks assigned to you

Helpful suggestions and next steps

Announcements communicate timely news

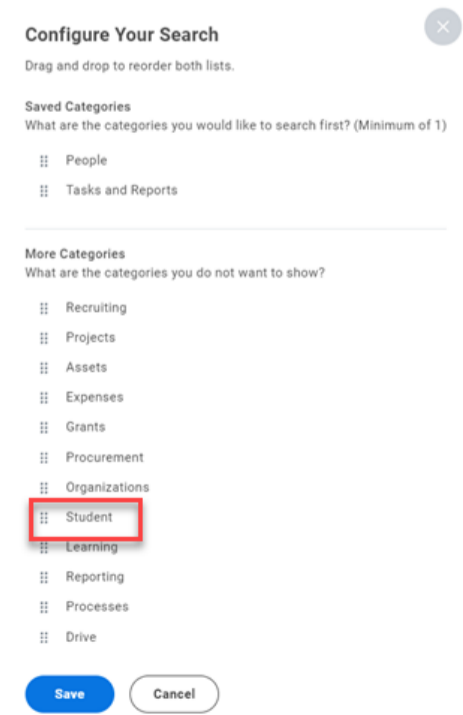
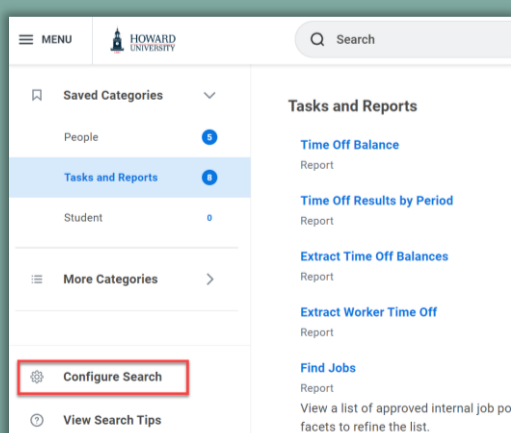
WHAT'S NEW IN BISONHUB FOR STAFF AND ADMINISTRATORS?

SEARCH

To access student info, enter Student Name in the Search.

IMPORTANT NOTE! First, configure your Search for Student. Complete this *one-time set up action* to ensure Student results display in search options.

1. From the results page of any search, click **Configure Search** on the left.
2. Drag **Student** from bottom list and drop in *Saved Categories* section.
3. Click **Save**. Your preferred Student search options will be added.



STUDENT RELATED MENU ITEMS

New Apps specific to your role! Click **Add Apps** at bottom of menu panel to enter app name and click +.

Note: Apps are dependent upon security permissions. Use the WD Request form to request role-specific permission.

Advising
Advising Dashboard
My Advisees

Financial Aid
Financial Aid Management

Faculty
Teaching

Student Finance
Student Financials

Registrar
Records and Advising

Hiring Managers
Recruiting Dashboard
Onboarding



NEW! Learn more and access job aids and videos with step-by-step instructions for key tasks on **Workday Learning**.



STUDENT VIEW OF STUDENT PROFILE



Note: Student profile info is visible only to authorized users

List of actions you can initiate - Points to the 'Actions' button in the top navigation bar.

Quick-launch Menu to personal, academic and financial info - Points to the left-hand navigation menu.

Student Information - Your basic Howard Student info including Student ID, Class Standing and Program of Study.

Academic Progress - Overview of your progress toward your degree completion. Shows 28.1% progress for Bachelor of Science in Human Performance, with 9 of 32 requirements satisfied.

Account Activity - Overview of your financial account including balances. Shows Total Account Balance of 0.00 and Due Now of 0.00.

Housing Assignment - Student Housing Info. Shows Current Housing Status as Off Campus.

STUDENT PROFILE TABS & STUDENT MENU ITEMS

Quick launch menu to personal, academic and financial info - Points to the left-hand navigation menu.

- Summary** includes an overview of the student's current academic & financial status
- Personal** and **Contact** includes info on the student and their Friends and Family
- Academics** includes info on current classes, academic planning, grades, and GPA
- Student Financials** includes info on charges and balances
- Action Items and Holds** includes important information on actions student must take and any current or previous holds to your account

For International Students Only! International includes info on bio-demographics and citizenship status / immigration info.

Apps for students accessible from the Menu - Points to the 'Apps' tab in the menu.

- Academics Hub
- Financials Hub
- Personal Information
- Career

HELPING YOUR STUDENTS: HOW DO I?

Helping Students use BisonHub Apps & Hubs

Academics Hub

I want to...	Action to take
See my current classes	Academics Hub > Overview > Current Classes tile
Update my academic plan	Academics Hub > Planning and Registration > My Academic Plan
Register for courses	Academics Hub > Planning and Registration > My Academic Plan <i>Note: An available appointment must be open. You can also register from a Saved Schedule. Check your BisonHub Canvas Course for more info.</i>
Create or view saved schedule	Academics Hub > Planning and Registration > Saved Schedules
Find a course	Academics Hub > Planning and Registration > Find Courses
View my academic progress	Academics Hub > Academic History
Troubleshoot my registration	Academics Hub > Planning and Registration > My Academic Plan

Financials Hub

I want to...	Action to take
View my financial aid	Financials Hub > View Financial Aid > enter Award Year and click OK
Check my balance due	Financials Hub > Overview or View Account Activity
View my Satisfactory Academic Progress status	Financials Hub > scroll down to Suggested Links and click SAP Status <i>Note: It may display as Undetermined for the semester currently in process</i>
Pay my bill	Financials Hub > scroll down to Suggested Links and click Make a Payment
Print my statement	Financials Hub > Statements and Documents > View Statement