

# BISONHUB QUICKGUIDE FOR STUDENTS

*Welcome to BisonHub!*

**Menu links to available apps**

**Home returns to this page from anywhere**

**The top toolbar remains visible from all pages**

**Search launches tasks and allows you to find required information**

**My Tasks displays new info and actions you must take**

**Profile opens your Student Profile and Sign Out option**

**View All Apps opens the Menu linking to useful hubs**

**List of three most recent items in My Tasks assigned to you**

**Helpful suggestions and next steps**

**Announcements communicates timely news**

**Good Afternoon, [Name]** It's Friday, October 6

**Awaiting Your Action**

- Complete Action Item: Parent PLUS Application Process - [Name] My Tasks - 10 hour(s) ago DUE 10/12/2023
- Complete Action Item: Direct Loan Master Promissory Note - [Name] My Tasks - 10 hour(s) ago DUE 10/12/2023
- Complete Action Item: Federal PLUS Master Promissory Note - [Name] My Tasks - 10 hour(s) ago DUE 10/12/2023

[Go to My Tasks \(4\)](#)

**View All Apps**

**Announcements**

- List of Suppliers for Punchout Requisitions**  
Currently there are 10 Suppliers in Punchout Suppliers list as below...
- Workday Security- New Request Process**  
The Workday Security Team has implemented a new way to submit...
- Check Your Retirement Beneficiaries**  
Make your wishes clear! When was the last time you checked th...

**View Profile**

- Home
- My Account >
- Sitemap
- Favorites
- Drive
- My Reports
- Documentation

**Sign Out**

## STUDENT PROFILE and view of Summary Tab

**List of actions you can initiate**

**Quick launch Menu to personal, academic and financial info**

**Your basic Howard Student info including Student ID, Class Standing and Program of Study**

**Overview of your progress toward your degree completion**

**Student Housing Info**

**Overview of your financial details**

**Student | Howard University**

**Actions**

- Summary
- Personal
- Contact
- Academics
- Student Financials
- History
- Action Items and Holds
- Portfolio

**Student Information**

Student ID [Redacted]

**Howard University**

Student Status: Active

Class Standing: Freshman

Primary Program of Study: Bachelor of Arts in Criminology

**Academic Progress**

22.2% Bachelor of Arts in Criminology  
6 Satisfied of 27 Requirements

**Housing Assignment**

Current Housing Status: Off Campus

**Account Activity**

0.00 Total Account Balance

0.00 Due Now

[View Statement](#)

[View Details](#)

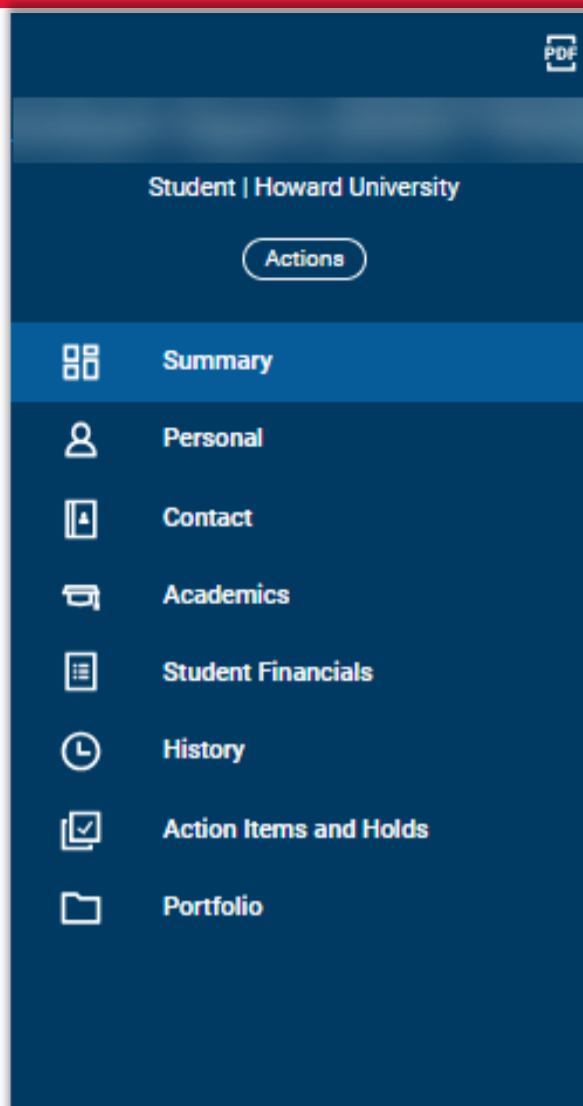


# IMPORTANT STUDENT PROFILE TABS



Note: Student profile info is visible only to authorized users

Quick launch Menu to personal, academic and financial info



**Summary** includes an overview of your current academic & financial status

**Personal** and **Contact** includes info on who you are and your Friends and Family

**Academics** includes info on your current classes, academic planning, grades, and GPA

**Student Financials** includes info on charges and balances

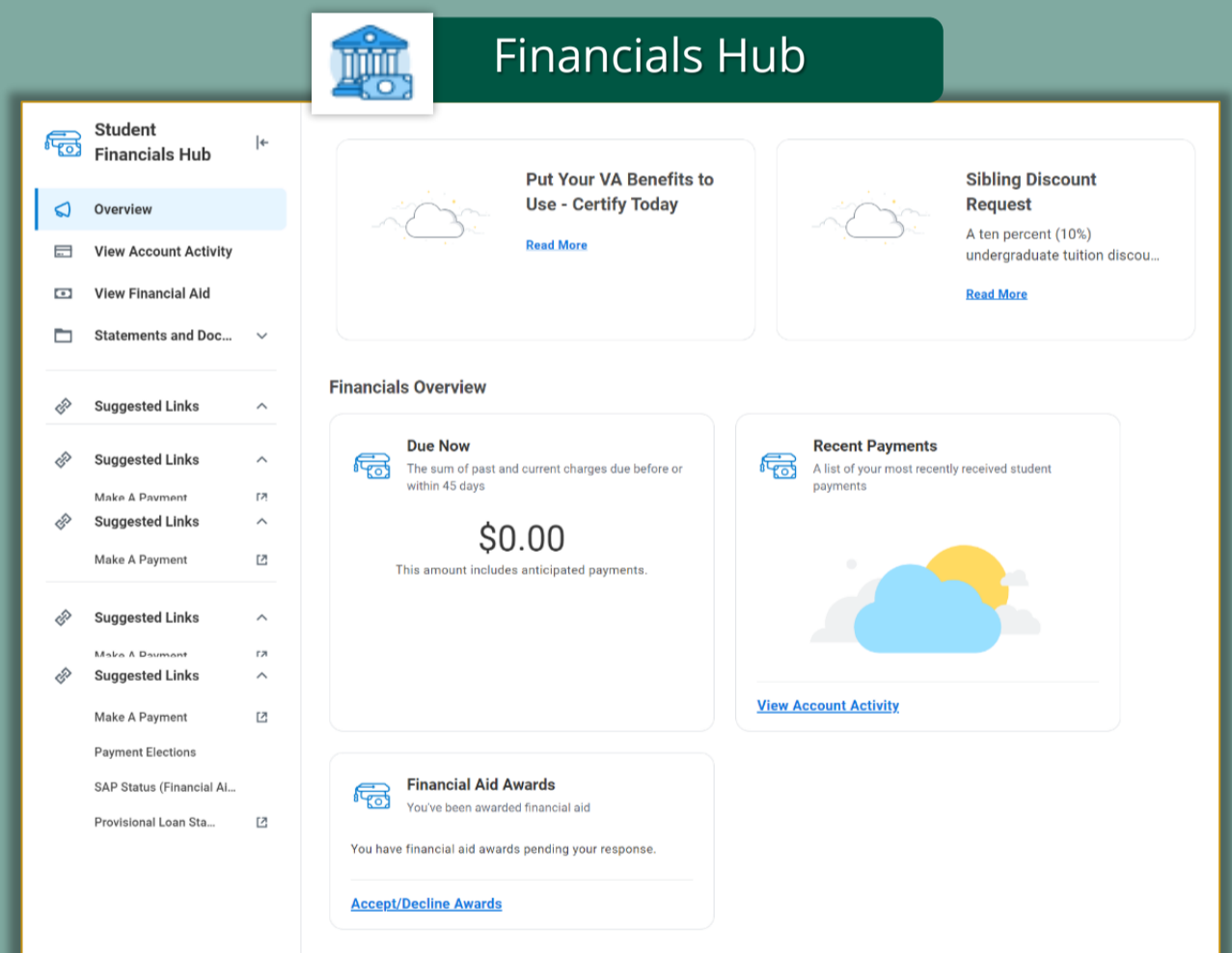
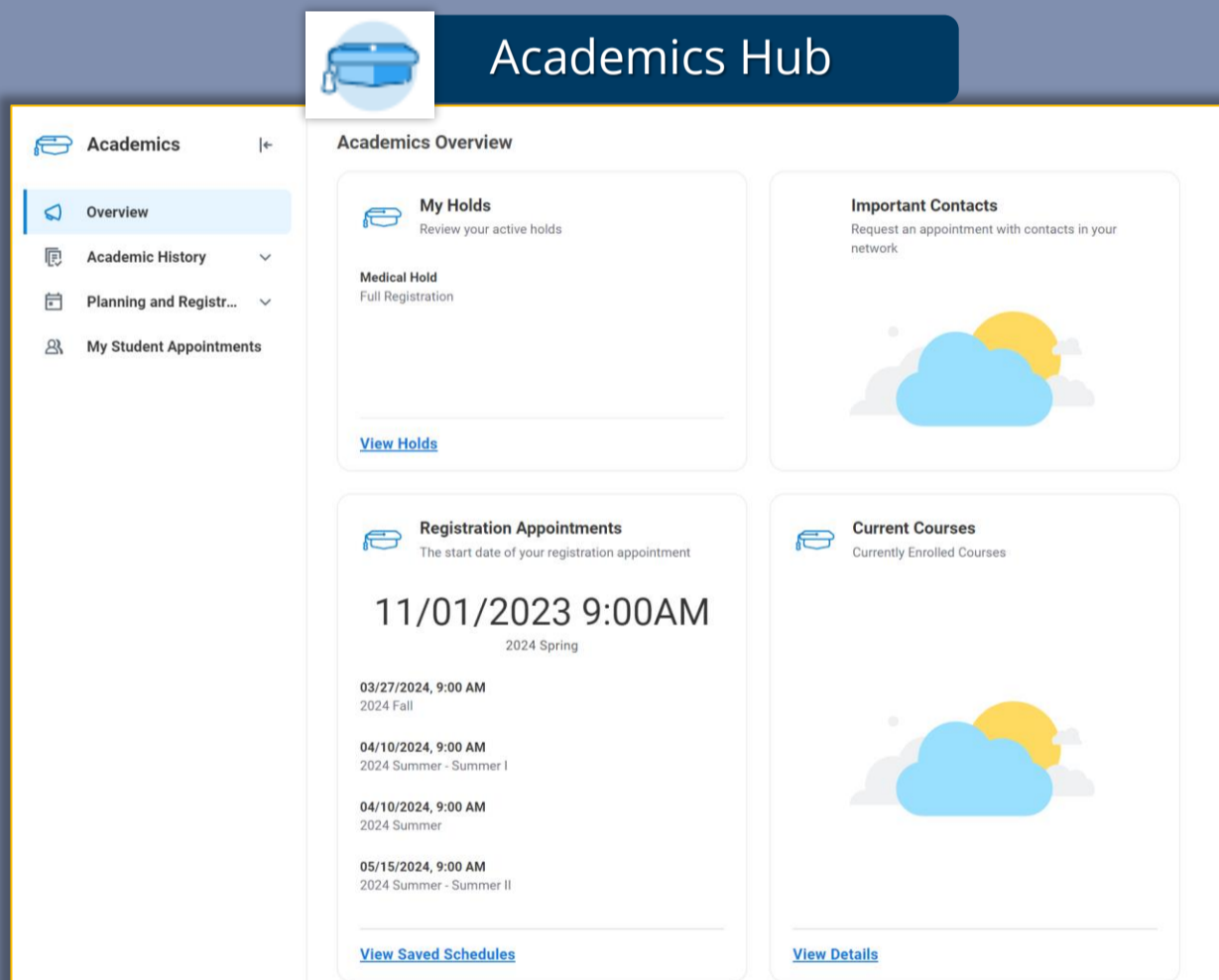
**Action Items and Holds** includes important information on actions you must take and any current or previous holds to your account

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

## HOW DO I?

Using BisonHub Apps & Hubs

From the Menu in the upper left, select the required 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

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