

# BisonHub Readiness Packet: Staff

As of January 2024

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This resource is to help you with the upcoming BisonHub, *powered by Workday*, implementation milestone. BisonHub (which is Workday rebranded) will introduce new student-focused components to the already existing Workday system.

BisonHub operates on an iterative deployment model, continually refining and enhancing the system to meet the dynamic needs of the University. Each year, Workday has two major releases of new functionality and system enhancements. The BisonHub system will continue to mature, and the University's use of the system will evolve.

This dynamic model extends to security access, where individuals' permissions are subject to ongoing adjustments.



BisonHub is Workday:  
Staff

This resource is to help you with the upcoming BisonHub, *powered by Workday*. BisonHub (which is Workday rebranded) will introduce new student-focused components to what already exists in Workday.

Faculty, staff, and students will begin using BisonHub in March of 2024 for Advising and Fall 2024 Registration. Additional functionality for Student finance will go live in Summer 2024 and then final grades, transcripts, and graduation activities will go live Fall 2024.

**Not all staff will need to be trained on the new functionality in BisonHub.** Staff who are in a student-facing position or in a role supporting faculty and Academic leaders will experience a change in their day-to-day activities. We recommend staff visit the BisonHub website for additional details and speak with their direct manager for more information.

**NOTE:** During the transition period in Spring and Summer 2024, Advisors, Faculty, and Students will use both Bison Web and BisonHub for some activities. More information related to these activities is included later in the packet and on the BisonHub website. ***In Fall 2024, Bison Web will be completely replaced by BisonHub.***

BisonHub – What do I need to know?:

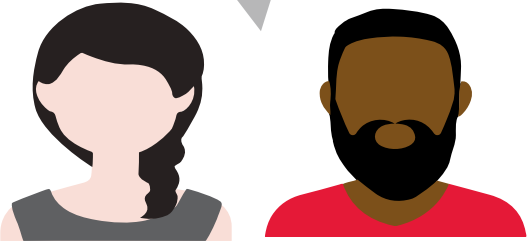
Staff

Spring 2024

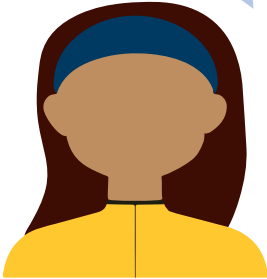


Starting	Audience(s)	Action & Activity	Where
2/21	Faculty & Staff	Participate in BisonHub Day	Howard University Campus
	Faculty & Staff	Complete the BisonHub 101 Training	WD Learning
2/23	Registrar Staff	Attend Student Records Training	Virtual Instructor-Led Training
2/26	All Advisors	Complete the Advising Basics Training	WD Learning
2/29	Undergraduate & ACE Advisors	Attend the Advising in BisonHub Training	Virtual Instructor-Led Training
3/11	Faculty & Staff	Login to BisonHub to view new functionality	Access HU
	Academic Leaders	Complete the BisonHub for Administrators Training	WD Learning
	All Advisors	Attend the BisonHub Advising and Registration Training	Virtual Instructor-Led Training
4/1	Faculty	Attend the BisonHub Teaching App Training	Virtual Instructor-Led Training
4/15	Faculty	View Fall 2024 Class Schedule	BisonHub
4/22	Faculty & Academic Leaders	Begin to monitor enrollment for Fall 2024	BisonHub
4/29	Faculty	Begin to submit final grades for Spring 2024	Bison Web

Advising, Registration, and Financial Aid have a BisonHub milestone this spring impacting all students, staff, and faculty!



Up next is Student Financials in Summer 2024!



BisonHub – Spring 2024 Engagements Timeline for Faculty and Staff:  
Staff

Advising, Registration, and Financial Aid have a BisonHub milestone this spring impacting all students, staff, and faculty!



Spring 2024		
Starting	Action & Activity	Where
2/21	Participate in BisonHub Day	Howard University Campus
3/11	Login to BisonHub to view functionality	Access HU
	Complete the BisonHub 101 and Academic Plans Training	Canvas
3/25	Register for Summer 2024 Classes	Bison Web
4/1	Create a Saved Schedule for Fall 2024 Registration	BisonHub
4/15	Registration for Fall 2024 Classes	BisonHub
5/8	View Spring 2024 Final Grades	Bison Web

Up next is **Student Financials** in Summer 2024!






**BisonHub functionality for all users opens March 11, 2024, and BisonHub becomes the official system of record for contact info and more.**

Training for all Howard employees using BisonHub begins in BisonHub 2/21/24. Student training begins in Canvas 3/11/24.

(Note: Registration for Spring & Summer '24 will be done in Bison Web. Registration for Fall '24 will be done in BisonHub)

January		February				March		April			
Key Events		2/ 21 BisonHub Day				3/2 - 3/10 Spring Break	 3/11 SYSTEM ACCESS OPENS FOR ALL USERS	3/25 Summer Registration Begins in BisonWeb		4/11 Fall Early Registration begins in BisonHub	4/15 Fall Open Registration beings in BisonHub
Students		2/21 BisonHub Exploration Sessions					3/11 BisonHub 101 & Academic Plan		4/1 Registration Rush & Registration Training		Week of 4/15 Registration Rush
Faculty		2/21 BisonHub 101 Training Launch for Faculty and Staff							Week of 4/1 Teaching Dashboard		
Administrators							Week of 3/11 Department Leadership, Approvals, Reports				
Staff		Late Jan FINANCIAL AID Financial Aid Training	2/23 STUDENT RECORDS Student Records Training	2/26 ADVISORS Advising Basics	Week of 2/27 UNDERGRAD ADVISORS Advising in BisonHub		Week of 3/11 ALL ADVISORS Advising & Registration				Week of 4/15 ALL ADVISORS Registration Rush Support

BisonHub – Spring 2024 Training Timeline:

# Staff

Audience	System Transition Actions	System	When
Faculty	View class rosters for Summer 2024	Bison Web	March 2024
	View class rosters for Fall 2024	BisonHub	April 2024
	Enter final grades for Spring 2024	Bison Web	May 2024

Audience	Training and Functionality Actions	Available Starting
Faculty	BisonHub 101 On-Demand Training (with Training Tenant access for practice)	2/21
	Access to BisonHub Student Functionality in Production Role-specific On-Demand Training with Virtual Open Lab Support	3/11

BisonHub – Important Dates for Faculty:

Staff

Audience	Training and Functionality Actions	Available Starting
Staff	BisonHub 101 On-Demand Training (with Training Tenant access for practice)	2/21
	Access to BisonHub Student Functionality in Production Role-specific On-Demand Training with Virtual Open Lab Support	3/11

BisonHub – Important Dates for Staff:

Staff



BisonHub (powered by Workday) includes new features that will specifically benefit students and support their academic journey at Howard. Provided below are some of the top benefits of BisonHub.

**Real-time Data** – integrated data is available on-demand so that students, faculty, and staff can make informed decisions

**Academics and Financials Hubs** – consolidated dashboards for students that combine important details about academic progress, financial aid, and student finances into a streamlined space to support navigation and awareness and to reduce confusion and frustration. The Hubs empower students, through self-service functionality, to take action and have more control of their educational journey.

- **Holds and Resolutions** – students can now see what holds are on their account and how each hold can be resolved to remove any obstacle that prevents the student from progressing through their degree.
- **Academic Plans** – a student’s program of study (major) mapped out for each semester to ensure students stay on track, do not take excess courses, and graduate on time. Saving time and money!
- **Saved Schedules** – to make registration day less stressful and more efficient, students can create saved schedules before their registration date. Saved schedules are like a student’s online shopping cart, their wish list of courses for the next term. Then on the day of registration, students can register directly from their saved schedule. Saving time and reducing stress!
- **Registration Enhancements** – students no longer need a pin to register. BisonHub removes this obstacle and makes the registration process more efficient.

**Teaching and Advising Apps** – consolidated dashboards for faculty and advisors to support students and streamline daily activities

**Mobile App** – provides faculty, staff, and students access to BisonHub from anywhere, anytime, on any device.

BisonHub – New Features and Benefits:  
Staff

**BisonHub Website**

[bisonhub.howard.edu/faculty-staff](https://bisonhub.howard.edu/faculty-staff)



**Submit Questions or Feedback**

<https://forms.office.com/r/sgDZd3KPs6>

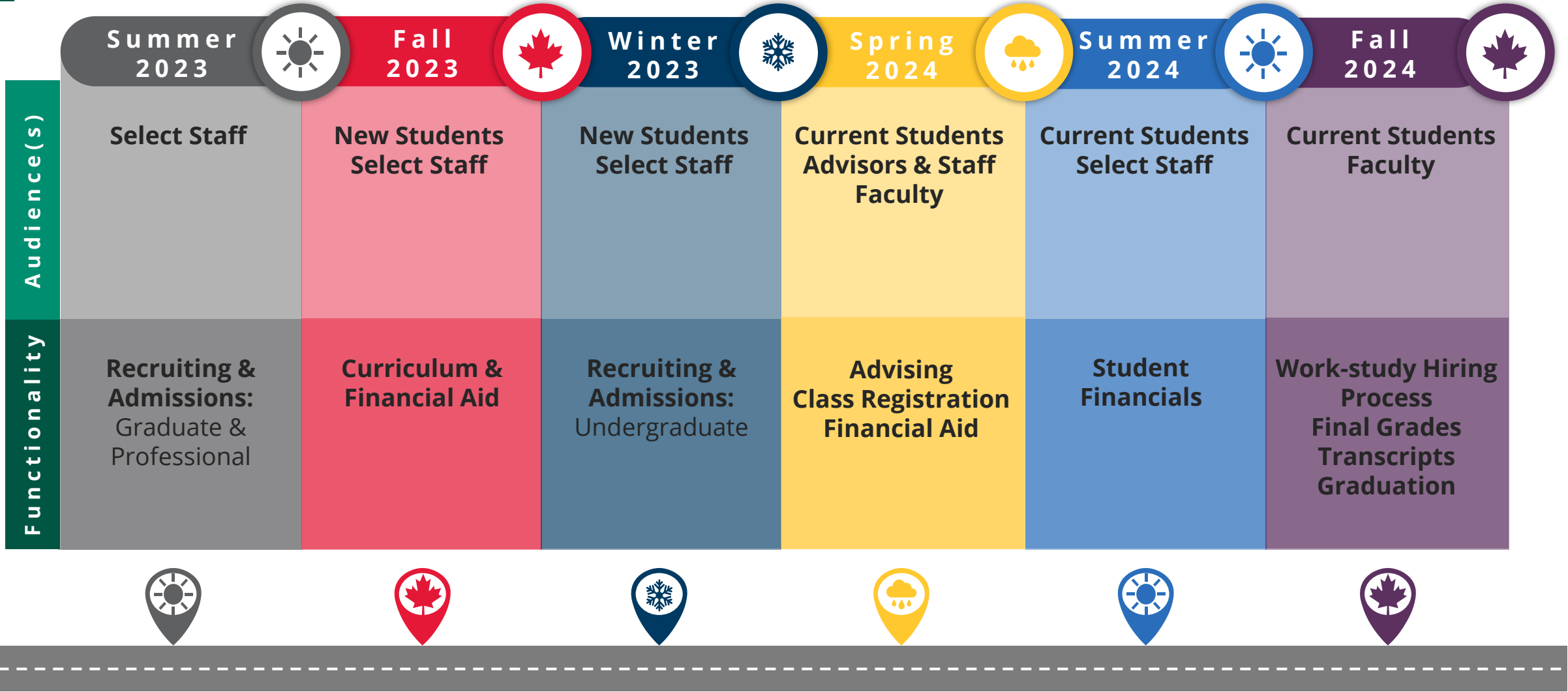


*Coming soon! Workday Learning: Found in BisonHub*

BisonHub – Additional Resources:

Staff

# APPENDIX



Appendix – Full BisonHub Project Timeline:  
Staff