

BisonHub: Advisors Support Fall 2024 Registration



Using BisonHub

Step 01

Start here! Access Workday Learning

The training courses in **Workday Learning** provide **on-demand training and resources** to navigate BisonHub independently.
[https://www.myworkday.com/howard/email-universal/inst/21037\\$1180/rel-task/2998\\$33471.html](https://www.myworkday.com/howard/email-universal/inst/21037$1180/rel-task/2998$33471.html)

User Security: Use the **Request Framework** in BisonHub to request access to student functionality: Enter **Create Request** in search; Select **Workday Student Security Request**; complete the request form; Click **Submit**

Step 02

Supporting Students: In Person or via email

In BisonHub:

- Find course sections
- View registration holds
- Complete registration overrides as needed

In Bison Web:

- Review student academic information
- Review student's complete academic history
- Manage registration holds
- Request a change of major/ minor/ concentration
- Review and update student personal information as needed

Office Support Staff

Support for Students: In Person or via email

- **Admissions:**
 - **Undergraduate** — 1st floor Administration Building.
admission@howard.edu
 - **Graduate & Professional**— 4th Street NW & College Street NW. hugsadmission@howard.edu
- **Advising** — contact your assigned Advisor
- **Bursar** — 2nd floor Administration Building.
bursarhelp@howard.edu
- **Financial Aid**— 2nd floor Administration Building.
finaid@howard.edu
- **Registrar** — 1st floor Administration Building.
registrar@howard.edu

Technical Issues

Password Reset:

<https://passwordreset.microsoftonline.com/>
<https://technology.howard.edu/self-service-password-reset>

Missing AccessHU tile or SSO issues

contact: wdsecurity@howard.edu

Step 03

Contact Office Support Staff

If after your review of the training resources available in Workday Learning you need additional assistance, the functional units (ex. Registrar, Financial Aid, Bursar) can provide guidance as needed.

For Advising specific support: : bhstaffadvising@howard.edu