

# Reference Sheet for All Faculty & Staff

This Reference Sheet provides information on training resources such as Job Aids, QRGs and videos available to Howard Faculty and Staff for general use. These resources are available on Workday Learning as part of the BisonHub 101 Program for Faculty & Staff.

Note: Role-specific content (Students, Advisors, Administrators, etc) is also available on WDL with respective Reference Sheets.

You can log in to BisonHub through the [AccessHU](#) portal. Use your employee address to sign in to [AccessHU](#). (Ex. [Firstname.lastname@Howard.edu](#)) Select the BisonHub tile. Utilize the [AccessHU job aid](#) for assistance.

Topic	Resource
General Navigation	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Employee Record vs Student Record QRG</a></li> <li>• <a href="#">General Navigation for Faculty and Staff QRG</a></li> <li>• <a href="#">Teaching Dashboard QRG</a></li> </ul> Videos <ul style="list-style-type: none"> <li>• <a href="#">General Navigation of BisonHub for Faculty and Staff Video</a></li> </ul>
Academic Progress	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Evaluate Academic Requirements for Student Job Aid</a></li> <li>• <a href="#">Academic Progress Report QRG</a></li> </ul>
My Tasks for Students	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">My Tasks Process Flow</a></li> </ul>
Student Holds	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Holds on Student Record Job Aid</a></li> </ul> Videos <ul style="list-style-type: none"> <li>• <a href="#">Holds on Student Record Video</a></li> </ul>
Student Notes	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Student Notes Job Aid</a></li> <li>• <a href="#">Advising Student Notes QRG</a></li> </ul>
Student Messaging	Job Aids/QRGs <ul style="list-style-type: none"> <li>• Ad Hoc Message to Student Job Aid</li> </ul>
Courses and Course Section Details	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Find Course Sections Job Aid</a></li> <li>• <a href="#">View Course Section Roster Job Aid</a></li> <li>• <a href="#">View Course Section Details Job Aid</a></li> </ul>



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	<p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">Find Course Sections Video</a></li> <li>• <a href="#">View Course Section Details Video</a></li> </ul>
Employee Reports and Analytics	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">General Navigation for Faculty and Staff QRG</a></li> </ul>
Student Registration Basics	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">Registration Basics Job Aid</a></li> </ul>
Faculty-Specific Information	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">Teaching Dashboard QRG</a></li> </ul> <p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">Navigation for Faculty Video</a></li> </ul>