



Reference Sheet for Students

This Reference Sheet provides information on training resources such as Job Aids, QRGs and videos available to Howard Students. These resources are available on Canvas.

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

Topic	Resource
Navigating BisonHub	Job Aids/QRGs <ul style="list-style-type: none"> • How to login to BisonHub Job Aid • Student Quick Guide • Student Profile Overview QRG • Academics Hub QRG • Academics Tab QRG • Financials Hub QRG • Mobile Actions for Students QRG • My Tasks Process Flow Job Aid • Configure Search Job Aid • Switching between Employee and Student Profiles Job Aid (for student employees only) • Access BisonHub Mobile Job Aid Videos <ul style="list-style-type: none"> • How to login to BisonHub Video Demo • New Student Onboarding Video Demo • Student Home Page & Student Profile Video • Academics Hub Video • Academics Tab Video • Financials Hub Video • Configure Search Video • BisonHub Mobile Device Access Video
Academic Plan - Undergraduate Students	Job Aids/QRGS <ul style="list-style-type: none"> • View and Update Academic Plan Job Aid Videos



	<ul style="list-style-type: none"> • Pre Fall 2023 Create Academic Plan Video • Post Fall 2023 Create Academic Plan Video • View and Update Academic Plan Video
<p>Registration - Undergraduate Students</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> • Create, View & Update Saved Schedule Job Aid • View Course Section Details Job Aid • Troubleshoot Registration QRG • Withdraw from or Drop Courses Job Aid <p>Videos</p> <ul style="list-style-type: none"> • Find Course Sections Video • Create Saved Schedule Video • View & Update Saved Schedule Video • Register from Academic Plan Video • Register from Saved Schedule Video • Register from Find Course Sections Video • Registration Restrictions Video • Troubleshoot Registration Video • Drop Courses Video • View Course Section Details Video • Registration Swap
<p>Registration - Graduate Students and 2&3 year Law</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> • Create, View & Update Saved Schedule Job Aid • View Course Section Details Job Aid • Self-Registration for Courses (Grad & Prof self-reg) Job Aid • Troubleshoot Registration QRG • Withdraw from or Drop Courses Job Aid <p>Videos</p> <ul style="list-style-type: none"> • Find Course Sections Video • Create, View & Update Saved Schedule Video • Register from Saved Schedule Video • Register from Find Course Sections Video • Registration Restrictions Video • Troubleshoot Registration Video



	<ul style="list-style-type: none"> • View Course Section Details Video • Drop Courses Video
Other Helpful Resources	
Student Profile, Holds, & Third-Party Permissions	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> • Change Legal Name Job Aid • Manage Third-Party Permission Job Aid • Third-Party Access to Workday Job Aid (for Third-Parties) • Holds on Student Record Job Aid • Generate Unofficial Transcript Job Aid <p>Videos</p> <ul style="list-style-type: none"> • Maintaining Your Profile Information Video • Holds on Student Record Video • Update Contact & Third-Party Information Video • Manage Third-Party Permissions Video • Generate Unofficial Transcript Video
Academic Progress and Program Changes	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> • Academic Progress Report Job Aid • Evaluate Academic Requirements for Major/Minor Change Job Aid • Add, Change, or Remove Program of Study Job Aid <p>Videos</p> <ul style="list-style-type: none"> • View My Academic Progress Video • Evaluate Academic Requirements for Major/Minor Change Video • Add, Change, or Remove Program of Study Video
Ad Hoc Academic Tasks	<p>Videos</p> <ul style="list-style-type: none"> • Request Institutional Withdraw Video
Financials Hub	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> • Financial Aid Award and Action Items Job Aid • Complete Inceptia Verification Job Aid <p>Videos</p>



	<ul style="list-style-type: none">• Navigate Financial Aid Package Video• Accept and Decline Award Video• Complete Financial Aid Action Items Video
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