

BISONHUB QUICKGUIDE FOR STAFF AND ADMINISTRATORS

Welcome to BisonHub!

Log in to BisonHub through the [AccessHU](#) portal. Use your employee email address to sign in to AccessHU. (Ex. [firstname.lastname@Howard.edu](#)) Select the BisonHub tile. [AccessHU job aid](#)

Home returns to this page from anywhere

The top toolbar remains visible from all pages

Search for students by name to access student info and launch tasks

My Tasks displays new info and actions you must take

Menu lists new Student apps specific to your role (Advising, Financial Aid, Student Finance)

Profile opens your Profile, Favorites, and My Reports

View All Apps opens the Menu linking to useful hubs

List of three most recent My Tasks assigned to you

Helpful suggestions and next steps

Click Add Apps to select apps to add to your saved order

Announcements communicate timely news

WHAT'S NEW IN BISONHUB FOR STAFF AND ADMINISTRATORS?

SEARCH

To access student info, enter Student Name in the Search.

IMPORTANT NOTE! First, configure your Search for Student. Complete this *one-time set up action* to ensure Student results display in search options.

1. From the results page of any search, click **Configure Search** on the left.
2. Drag **Student** from bottom list and drop in *Saved Categories* section.
3. Click **Save**. Your preferred Student search options will be added.

STUDENT RELATED MENU ITEMS

New Apps specific to your role! Click **Add Apps** at bottom of menu panel to enter the app name and click +.

Apps are dependent upon security permissions. To access the form to request role-specific permission enter Create Request in Search.

Advising
Advising Dashboard
My Advisees

Financial Aid
Financial Aid Management

Faculty
Teaching

Student Finance
Student Financials

Registrar
Records and Advising

Hiring Managers
Recruiting Dashboard
Onboarding

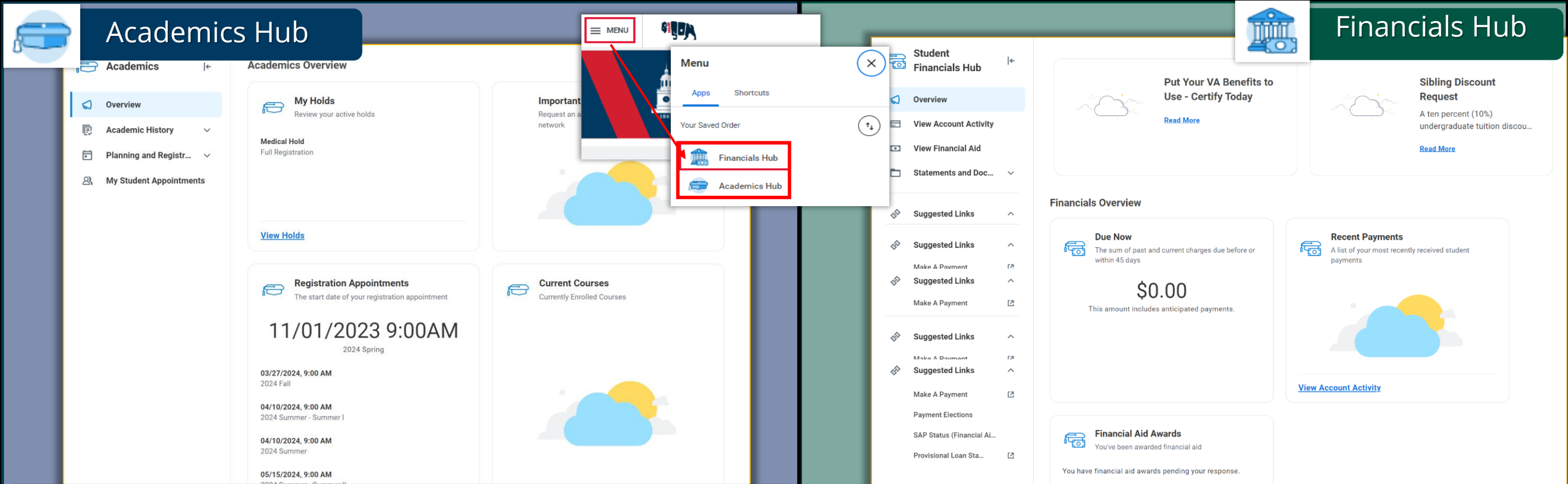
Note: Employees taking classes at Howard have two profiles in BisonHub, one for their *employee* profile and another for their *student* profile. Each profile provides a view into different information.

Learn more and access job aids and videos with step-by-step instructions for key tasks on [Workday Learning](#).



HELPING YOUR STUDENTS: BisonHub Apps & Hubs

Select the Hub: From the Menu in the upper left, select the required hub

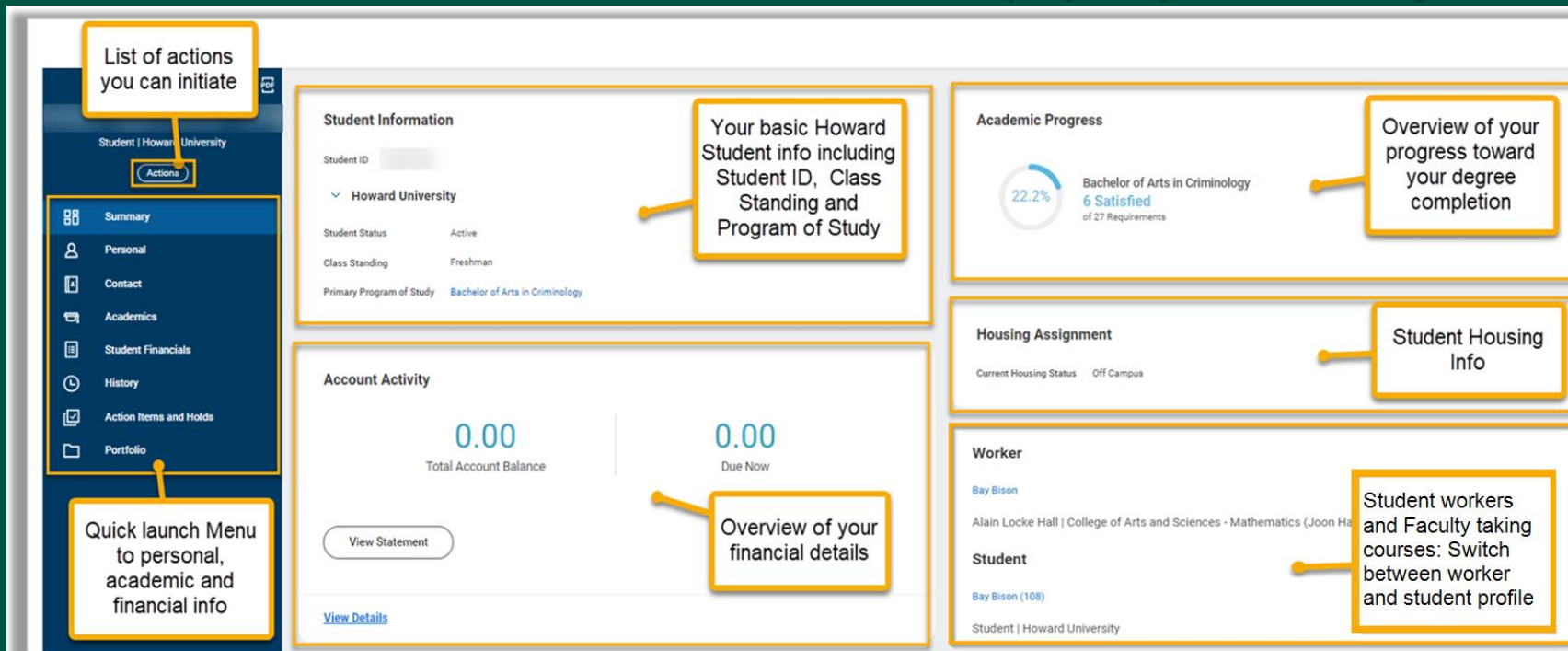


I want to...	Action to take
Find a course section	Academics Hub > Planning and Registration > Find Course Sections
Register for courses	Academics Hub > Planning and Registration > Find Course Sections>Select Course Section>Click Start Registration
Troubleshoot my registration	Academics Hub > Planning and Registration > My Academic Plan
See my current classes	Academics Hub > Overview > Current Classes tile
View my academic progress	Academics Hub > Academic History
Update my academic plan	Academics Hub > Planning and Registration > My Academic Plan
Create or view saved schedule	Academics Hub > Planning and Registration > Saved Schedules

I want to...	Action to take
View my financial aid	Financials Hub > View Financial Aid > select the Award Year and click OK
Check what I have Due Now	Due Now includes charges that were posted to your account minus your anticipated aid. Financials Hub > Overview > Due Now card or select View Account Activity to view all your transactions including charges and payments Note: To review your anticipated aid, click the View Financial Aid tab in the financials Hub.
Make a Payment on my student account using ePay	You will need to connect from BisonHub to ePay to complete your payment. Financials Hub > scroll to Suggested Links and click Make a Payment
Print my statement	Financials Hub > Statements and Documents > View Statement

STUDENT VIEW OF STUDENT PROFILE

Note: Student profile info is visible only to authorized users

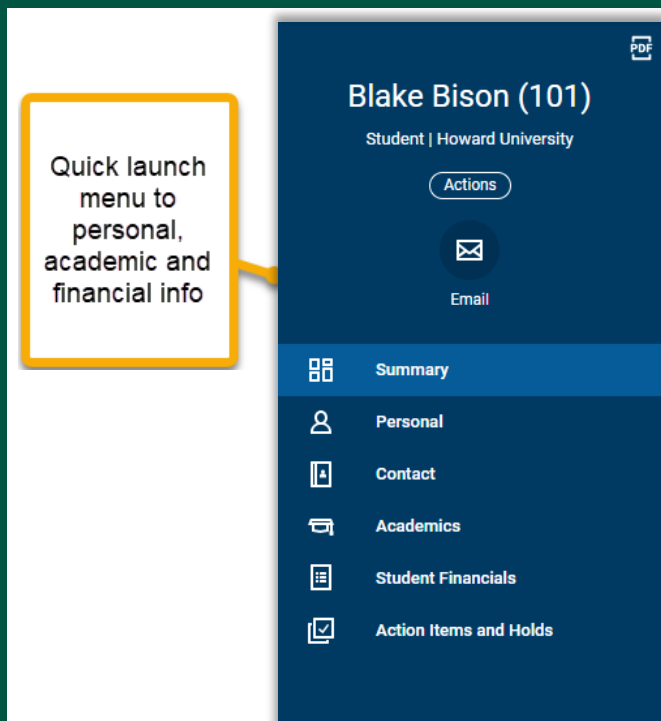


Note for Staff taking courses

Employees taking classes at Howard have two profiles in BisonHub, one for their *employee* profile and another for their *student* profile. Each profile provides a view into different information.

The image to the left shows the *student* profile.

STUDENT PROFILE TABS & STUDENT MENU ITEMS



Summary includes an overview of the student's current academic & financial status

Personal and **Contact** includes info on the student and their Friends and Family

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

Student Financials includes info on charges and balances

Action Items and Holds includes important information on actions student 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.

