

BISONHUB QUICKGUIDE FOR STUDENTS

Welcome to BisonHub!

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

Menu links to available apps

Home returns to this page from anywhere

The top toolbar remains visible from all pages

Search launches tasks and allows you to find required information

My Tasks displays new info and actions you must take

Profile opens your Student Profile and Sign Out option

View All Apps opens the Menu linking to useful hubs

List of three most recent items in My Tasks assigned to you

Good Afternoon, [Name] It's Friday, October 6

Awaiting Your Action

- Complete Action Item: Parent PLUS Application Process - My Tasks - 10 hour(s) ago DUE 10/12/2023
- Complete Action Item: Direct Loan Master Promissory Note - My Tasks - 10 hour(s) ago DUE 10/12/2023
- Complete Action Item: Federal PLUS Master Promissory Note - My Tasks - 10 hour(s) ago DUE 10/12/2023

Go to My Tasks (4)

View All Apps

Announcements

- List of Suppliers for Punchout Requisitions: Currently there are 10 Suppliers in Punchout Suppliers list as below...
- Workday Security- New Request Process: The Workday Security Team has implemented a new way to submit...
- Check Your Retirement Beneficiaries: Make your wishes clear! When

View Profile

- Home
- My Account
- Sitemap
- Favorites
- Drive
- My Reports
- Documentation

Sign Out

HOW DO I?

Using BisonHub Apps & Hubs

Menu

- Apps
- Shortcuts
- Your Saved Order
- Financials Hub
- Academics Hub

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

Academics Hub

Academics Overview

- My Holds: Review your active holds. Medical Hold: Full Registration. View Holds
- Important Contacts: Request an appointment with contacts in your network.
- Registration Appointments: The start date of your registration appointment. 11/01/2023 9:00AM 2024 Spring. 03/27/2024, 9:00 AM 2024 Fall. 04/10/2024, 9:00 AM 2024 Summer - Summer I. 04/10/2024, 9:00 AM 2024 Summer. 05/15/2024, 9:00 AM 2024 Summer - Summer II. View Saved Schedules
- Current Courses: Currently Enrolled Courses. View Details

Financials Hub

Put Your VA Benefits to Use - Certify Today

Sibling Discount Request: A ten percent (10%) undergraduate tuition discou... Read More

Financials Overview

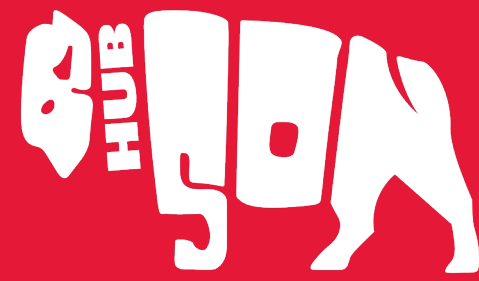
- Due Now: The sum of past and current charges due before or within 45 days. \$0.00. This amount includes anticipated payments. View Account Activity
- Recent Payments: A list of your most recently received student payments. View Account Activity
- Financial Aid Awards: You've been awarded financial aid. You have financial aid awards pending your response. Accept/Decline Awards

| 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 PROFILE

and view of Summary Tab



List of actions you can initiate

Your basic Howard Student info including Student ID, Class Standing and Program of Study

Overview of your progress toward your degree completion

Student Housing Info

Overview of your financial details

Student workers only: Switch between worker and student profile

Quick launch Menu to personal, academic and financial info

IMPORTANT STUDENT PROFILE TABS

Note: Student profile info is visible only to authorized users

Quick launch Menu to personal, academic, and financial info

Note for Student workers only:

Student workers 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.

Summary includes an overview of your current academic & financial status

Personal and **Contact** includes info on who you are and your Friends and Family

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

Student Financials includes info on charges and balances

Action Items and Holds includes important information on actions you 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.

