

Third Party

Third Party Accessing BisonHub and ePay

This job aid provides instructions for individuals granted **Third Party access** (also called “authorized user” or “proxy” access) by a student to view the student’s financial information, pay bills, and/or to view grades or class schedule at Howard University.



Note: When you are granted third party access by a student at Howard University, you will receive two emails: one with your new BisonHub username and a second with a temporary password. These emails are sent automatically after the student completes the task of designating you as a third party.

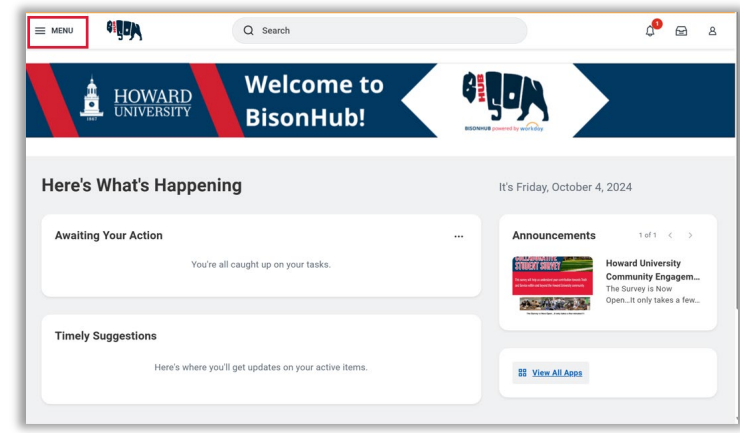
Third party authorized users will receive access credentials for ePay to make payments and access financial information. Click [Access ePay as an Authorized User](#) to navigate to the section in this document for instructions.

ACCESSING BISONHUB FOR THE FIRST TIME

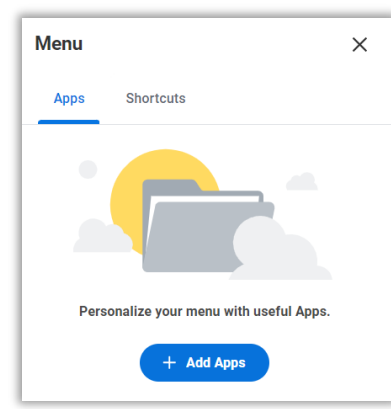
After a student grants third party permissions, log in credentials will be sent to the email the student entered when granting access. Use these credentials to log in to BisonHub and reset your password as prompted.

After logging in, add the Academic and Financial applications to Menu to view student information.

1. Select **Menu** in the upper right.

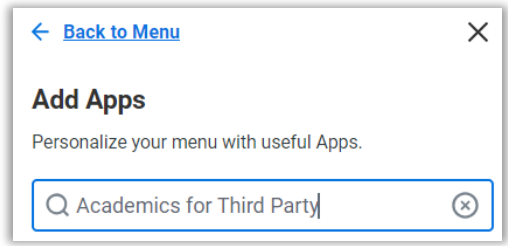


2. Click **Add Apps**.

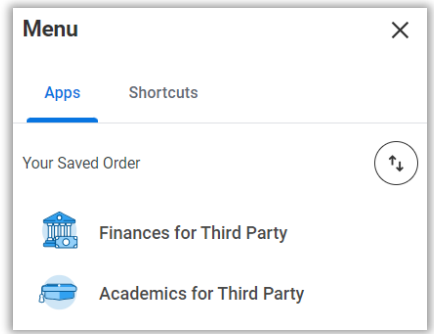


3. In the Add Apps Search, enter **Academics for Third Party**.

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4. Click to add to Menu.
5. Next, enter **Finances for Third Party**. Click to add to Menu.
6. After adding both applications, click [Back to Menu](#).
7. The menu should now display Finances and Academics applications.



VIEWING APPROVED STUDENT INFORMATION

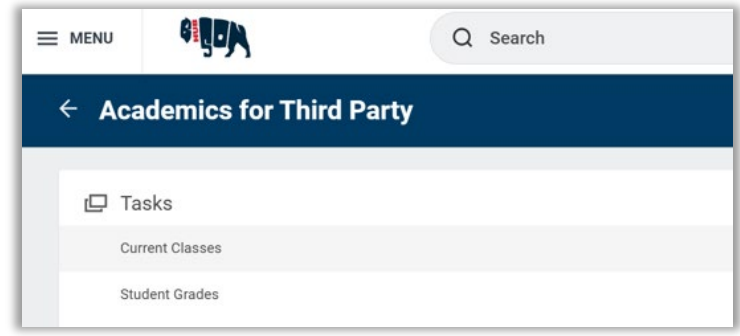
Students control third party access to their information, so this access can be changed, removed, or updated at any time from the student profile.

ACADEMICS FOR THIRD PARTY DASHBOARD

1. Click **Menu**, then select Academics for Third Party.
2. The Academics for Third Party page will display with available tasks.
3. Select a task to view student information. A list of students who have granted third party access to you will display. Select the desired student and click **OK**.



Note: The tasks available are dependent on access granted by the student.



- a. **Current Classes:** Click to view the student's current enrolled classes.



View Current Classes as Third Party

Student [Redacted]

Undergrad Non-Degree Unclassified ()

2024 Fall

My Enrolled Courses 3 items

Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status
ENGG 299 - Teaching English	3	Graded	ENGG 299-01 - Teaching English	Lecture	In-Person		Registered
MATH 240 - Mathematical Statistics I	3	Graded	MATH 240-1 - Mathematical Statistics I	Lecture	In-Person	Tuesday, Thursday 11:10 AM - 12:30 PM DQH-208	Registered
BIOC 101 - General Biochemistry	4	Graded	BIOC 101-01 - General Biochemistry	Lecture	In-Person		Registered

Enrolled Credits 10

Load Status 3/4-time

Financial Aid Load Status 3/4-time

View Student Grades as Third Party

Academic Period [Redacted] Non Degree/Undergraduate () - 01/01/2020 - Active - 2020 Fall

Course Listing 3 items

Course	Course Title	Credits	Grade	Course Enrollment Grade Points	Instructor
ACAD 007 - College Study Skills	College Study Skills	1	B	3	
ECON 180 - Statistics-Bus & Econ	Statistics for Business and Economics	3	A	4	
AERO 190 - Independent Study I	Independent Study I	3	A	4	

Term GPA 3.86

Cumulative GPA 3.86

b. **Student Grades:** Click to view the past and current grades for the student. After selecting, a dialogue box will display. Click in the fields to select the Student Record and Academic Period (Term) from the drop-down.

View Student Grades as Third Party

Student * [Redacted]

Academic Period * 2020 Fall

Cancel OK

FINANCES FOR THIRD PARTY DASHBOARD

The Finance for Third Party Dashboard displays tasks related to a student’s financial statement and payments. Some tasks route to ePay, a third-party site to complete payments. Instructions on how to sign in as an Authorized User on the ePay site are listed [below](#).



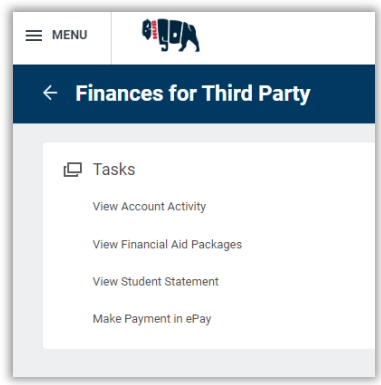
Note: The tasks available are dependent on access granted by the student.

1. Click **Menu**, then select  **Finances for Third Party**

The Finances for Third Party page will display with available tasks based on designation from the student.



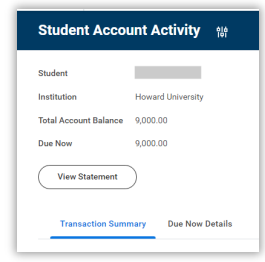
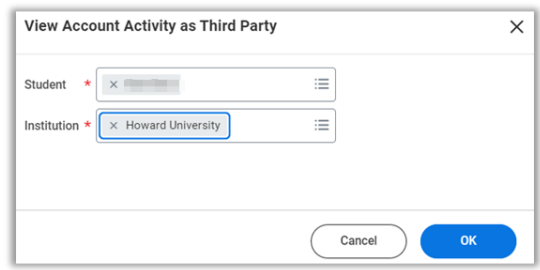
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2. Select a task to view student information.

a. **View Account Activity:** Students that have granted you third party access will display.

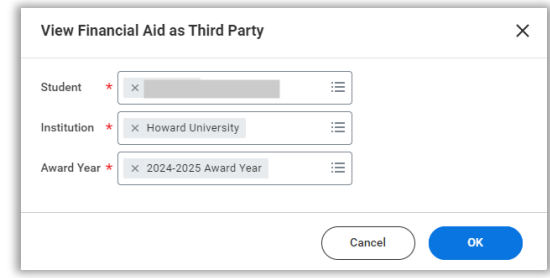
i. Select the required student and select Howard University as the institution. Click **OK**.



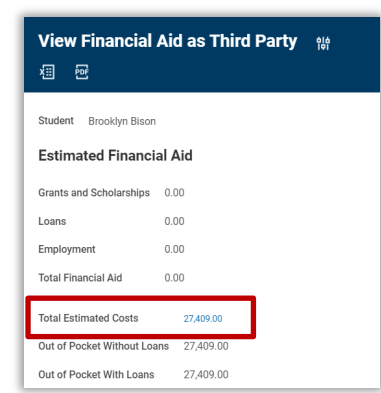
ii. Click to view total account balance, the Transaction Summary, and Due Now details.

b. **View Financial Aid Packages:**

i. Select the student, select Howard University as the institution, and select the Award Year. Click **OK**.



ii. Scroll to view award year breakdown and estimated costs per academic period. Click the Total Estimated Costs amount (in blue) to view the cost breakdown.



c. **View Student Statement:** Click to view student's financial statement for a specific academic period.

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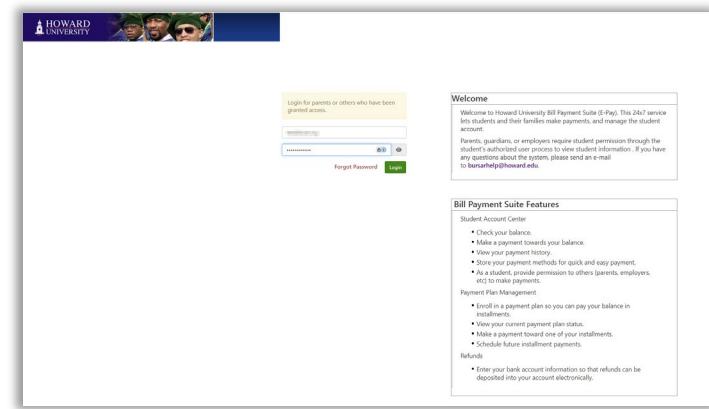
d. **Make Payment in ePay:** Click to make a payment in ePay on the student’s account. After selecting Make a Payment, the link will route to ePay, a third-party site to make a payment.

Refer to *Make a Payment and Payment Plan* job aid for instruction on how to make payments in ePay.

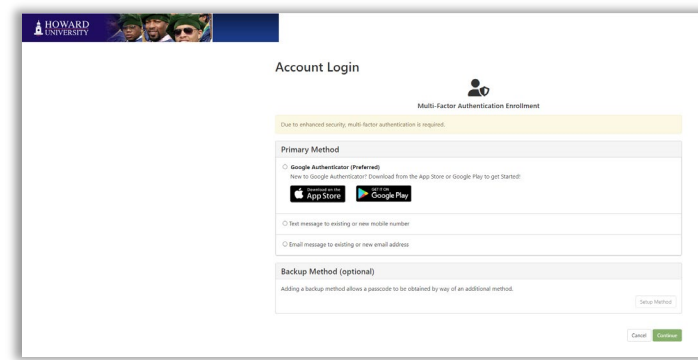
ACCESS EPAY AS AUTHORIZED USER

A student can designate a parent or other third party as an **Authorized User** within ePay. After the student has done so, the user will receive login credentials in an email from Bursar@Howard.edu. They should use the credentials to login on the [Howard ePay site](#).

1. Enter the login credentials provided in the email to sign in.
Note: You can access ePay from BisonHub using the Make Payment in ePay link in the Financials for Third Party dashboard.



2. After login, the Multi-factor Authentication Enrollment prompt displays. Select the method to receive multi-factor authentication notifications.



3. Complete the Multi-factor Authentication. A page will display to create a new password.



- a. Enter your Full Name.
 - b. Enter and confirm your new password. Review the Password Requirements listed on the page.
 - c. Click Continue.
4. A confirmation page displays. Click the Home icon to navigate to the main dashboard and access tasks.