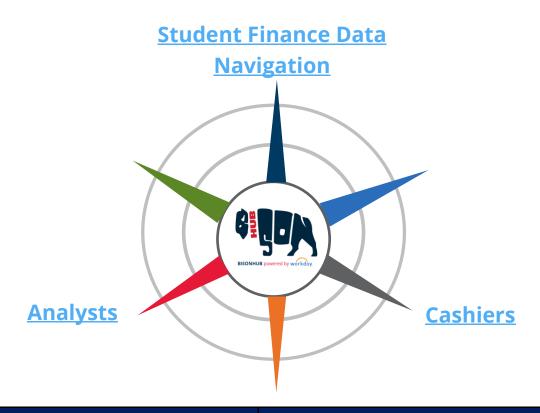
BisonHub Student Finance Training Quick Links

Students should refer to the student specific guide. Click <u>HERE</u>.

All faculty and staff should complete <u>BisonHub 101</u> first which includes foundational skills for all users navigating and completing tasks in BisonHub.

Student Finance staff should then complete the Student Finance training course, click <u>HERE</u>. The links below provide quick access to specific training material for reference as needed. Click the topic title to view available resources related to that topic.



| Topic | Resource |
|--|--|
| Student Finance Data Navigation | QRG – General Navigation for Faculty and Staff |
| Resources provide instructions for all | QRG – Student Financials Staff View |
| Bursar staff on general navigation and | Job Aid – Configure Search |
| viewing student data on the student | Job Aid – Student Profile – Financials Hub |
| profile. | Job Aid – Student Profile Overview_Student Finance |
| | Job Aid – The Power of the Actions Button |
| | Job Aid – Student Payment Plan Enrollment Status |
| | Job Aid – Generate Reports |
| | QRG – Student Finance Reports |

| Cashiers Resources provide instructions on how to assign action items to students, review submitted action items and the C-flag report, and manually clear action items from student records. | QRG – Student Finance Holds Reports Presentation – Customer Service scenarios Presentation – Bursar Basics training Recording – Bursar Basics: Navigation Review Recording – Bursar Basics: Student Financials Student View Recording – Bursar Basics: Student Financials Staff View Recording – Bursar Basics: Student Holds Recording – Bursar Basics: Student Customer Service Scenarios Job Aid – Process Student Payments Job Aid – Record Student Private Scholarship Payments Job Aid – Process Returned Student Payments Job Aid – Create Deposits Presentation – Cashier and Cashier Manager training |
|--|---|
| Analyst | Recording – Cashier and Cashier Manager training Job Aid – Assign Refund Hold with EIB |
| Resources provide instructions for tasks completed by the analyst role. These tasks are related to managing refunds and cohorts. | Job Aid – Assign Student Cohorts for SF Job Aid – Add Payment Elections for Refunds |