

BisonHub Student Finance Training Quick Links

Students should refer to the student specific guide. Click [HERE](#).

All faculty and staff should complete [BisonHub 101](#) 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 [HERE](#). 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.

[Student Finance Data Navigation](#)



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

	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
<p>Cashiers</p> <p>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.</p>	Job Aid – Process Student Payments Job Aid – Record Student Sponsor Payments Job Aid – Record Student Private Scholarship Payments Job Aid – Process Returned Student Payments Job Aid – Create Deposits Presentation – Cashier and Cashier Manager training Recording – Cashier and Cashier Manager training
<p>Analyst</p> <p>Resources provide instructions for tasks completed by the analyst role. These tasks are related to managing refunds and cohorts.</p>	Job Aid – Assign Refund Hold with EIB Job Aid – Assign Student Cohorts for SF Job Aid – Add Payment Elections for Refunds