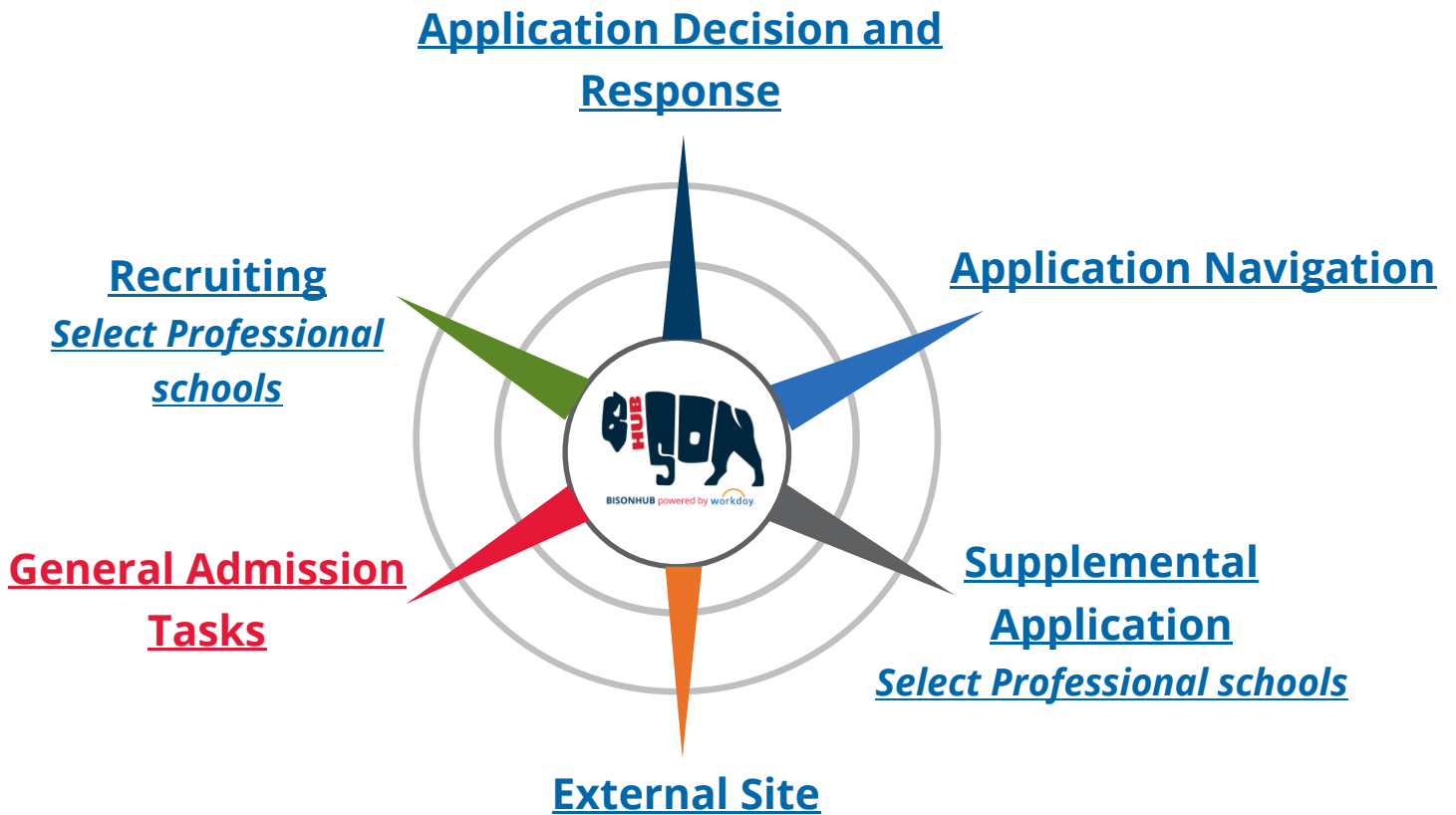


BisonHub Admissions Training Quick Links

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

Faculty and staff should complete [BisonHub 101](#) first which includes foundational skills for all users navigating and completing tasks in BisonHub.

Admissions staff should then complete the Admissions 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.



| Topic | Resource |
|--|--|
| Application Decision and Response | Render Application Decision Finalize and Publish Decision Edit Application Decision Record or Change Applicant Admission Response Find Admissions Decision Reasons |
| | Leadership Only Waive Enrollment Deposit |

| | |
|--|---|
| | Defer Enrollment Withdraw Application Rescind Offer |
| Application Navigation Resources provide instructions on how to enter and change student grades for course sections. | Find Student Applications Navigate Applicant Profile Create Saved Searches Edit Student Applicant Data Assign Action Items Update Action Items Create Student Applicant Assign Transfer Credit |
| Supplemental Application (<i>select Professional schools</i>) | Supplemental Application |
| External Site | View External Student Site Workday External Site Navigation |
| | Leadership Only Maintain External Student Site Maintain External Student Site Brand |
| General Admission Tasks | All Admission Staff Admissions Reports Add Student Tags View Application Grouping View Application Requirements View Applicant Types Create Admissions Counselor Find Student Tags and Categories Find Admissions Counselor View Academic Areas |

| | |
|--|--|
| | <p>Leadership Only</p> <ul style="list-style-type: none"> Maintain Application Grouping and Pool Maintain Application Requirements Create and Edit Admission Decision Reason Create and Edit Admission Response Reasons Maintain Educational Institution Maintain Applicant Types Create and Edit Student Tags and Categories Create Admission Application Configuration Create and Edit Action Items Off-Board, and Inactivate Admissions Counselor Create Admissions Counselor |
| <p>Recruiting (<i>select Professional schools</i>)</p> <p>Resources include the faculty training slide deck and instructions for navigating faculty specific apps in BisonHub like the Teaching Dashboard.</p> <p><i>Note: Faculty must be assigned to a course to access the Teaching Dashboard.</i></p> | <p>Recruiting Setup and Events</p> <ul style="list-style-type: none"> Find Academic Date Ranges Create and Edit Student Recruiting Cycle Create and Edit Student Recruiting Campaign Assign Admission Counselor to Student Recruiting Campaign Find Recruiting Cycle and Campaign Create and Edit Student Recruiting Event Mass Action Student Recruiting Event View Student Recruiting Events and Event Calendar Configure Events for External Site Invite Student to Recruiting Event Student Recruiting Event Registration Form Register and Check In Student for Recruiting Event |

Prospective Student Information

[Navigate Prospect Profile](#)

[Create Student Prospect](#)

[Find Student Prospect](#)

[Student Engagements](#)

[Add Student Recruitment](#)

[Find and View Student Referral Sources](#)

[Create and Edit Student Referral Sources](#)