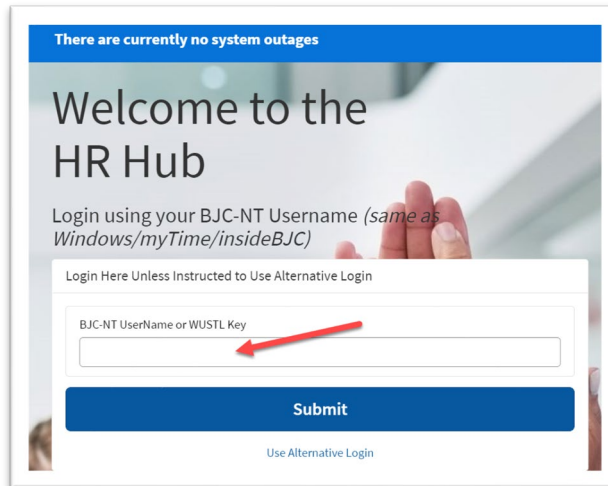


Accessing the BJC HR Hub For BILD Academic Partnership Students

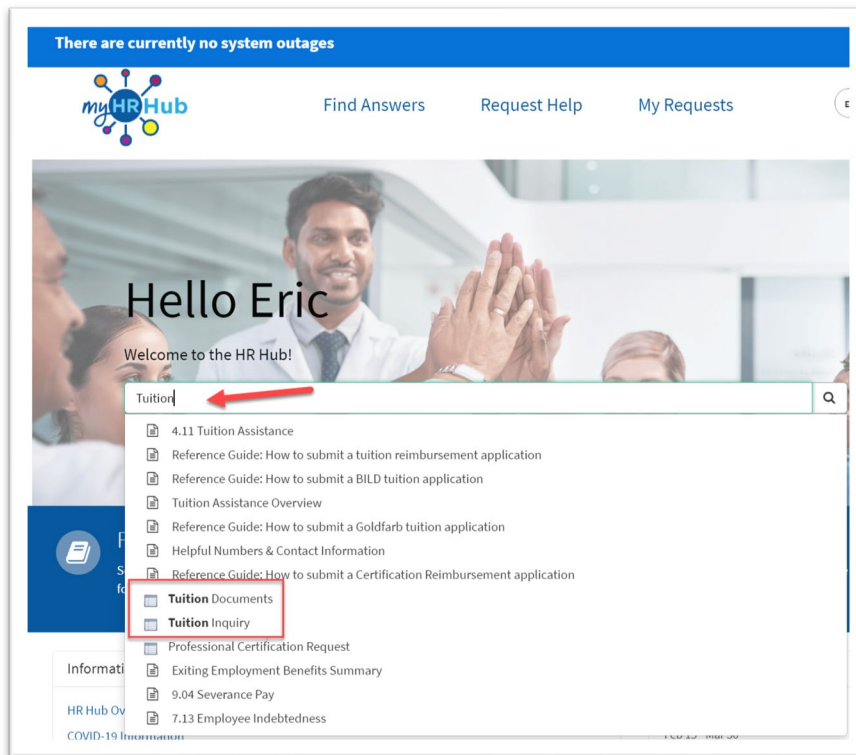
- Access the BJC HR Hub by going to <https://BJCHRHub.org>
- Enter your BJC NTID (computer login username)



- On the next screen(s), you must enter your NTID@bjc.org and password when prompted



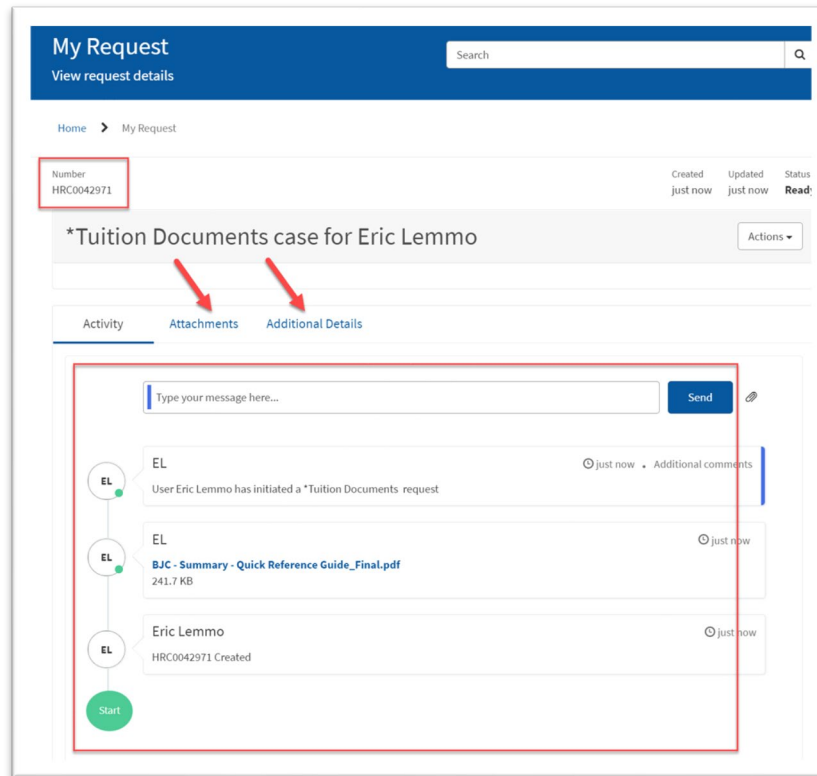
- In the Keyword Search bar, type in “Tuition”
 - Select “Tuition Documents” to upload your grades and/or book receipt
 - Select “Tuition Inquiry” to ask a question regarding your tuition benefit application
 - **NOTE: This is the only way you can submit your grades and other documentation to the HR Hub Team (formally Employee Service Center) – they NO LONGER ACCEPT DIRECT E-MAIL**
 - (scroll down for example)



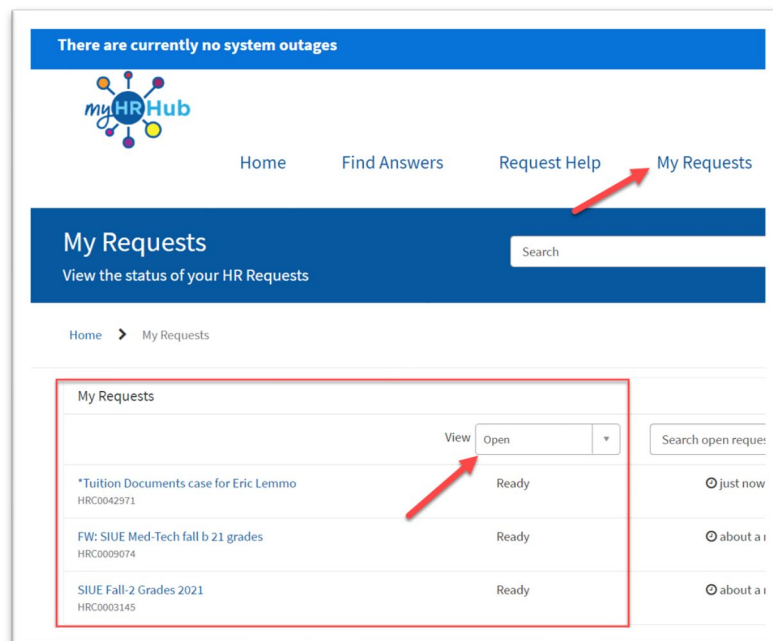
- When submitting your documents (grades, book receipt, etc)
 - Select “BILD/Academic Partnership (cohorts)” from the dropdown list
 - Complete every section that has a red asterisk
 - Click on “Add Attachments” to attach a PDF or image of your document(s)
 - Click “Submit”

The screenshot shows the 'Tuition Documents' submission form. The form includes a 'Type of Tuition Assistance Program' dropdown menu with 'BILD/Academic Partnership (cohorts)' selected. Below this are sections for 'BOOKS' and 'GRADES', each with a required question: 'Do you have a book receipt to submit?' and 'Do you have grades to submit?'. A 'Submit' button is located on the right side of the form. At the bottom, there is a section for 'Provide additional comments if needed' and an 'Add attachments' button. Red arrows and boxes highlight the dropdown menu, the required questions, the 'Submit' button, and the 'Add attachments' button.

- You are then taken to your Case Summary. Note your case number in the upper left. You can also view your attachments, view your original submission (under Additional Details), and add notes/comments for the HR Hub Program Specialists to see. As your case is updated, you will see additional notes listed here



- To check on the status of your case, log back into the Hub and click on “My Requests” from the top menu bar. Your open cases are displayed by default. Change the “View” dropdown to see your closed cases



- [Click HERE to link directly to Tuition Documents Submissions](#)
- [Click HERE to link directly to ask a Tuition-Related question - Tuition Inquiry](#)