Accessing the BJC HR Hub
For BILD Academic Partnership Students

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

![HR Hub login screen]

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

![BCJ Healthcare login screen]

- 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”
• 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