



Quick Guide: Bear Cub Hub Quick Guide

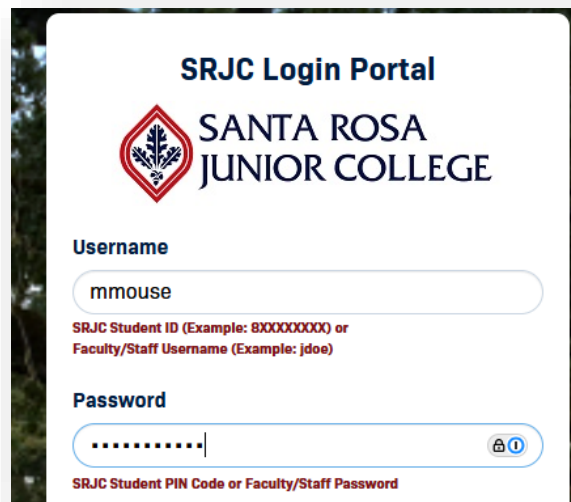
Last Updated March 19, 2026

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Login

Begin by logging in to the Bear Cub Hub using your assigned credentials.

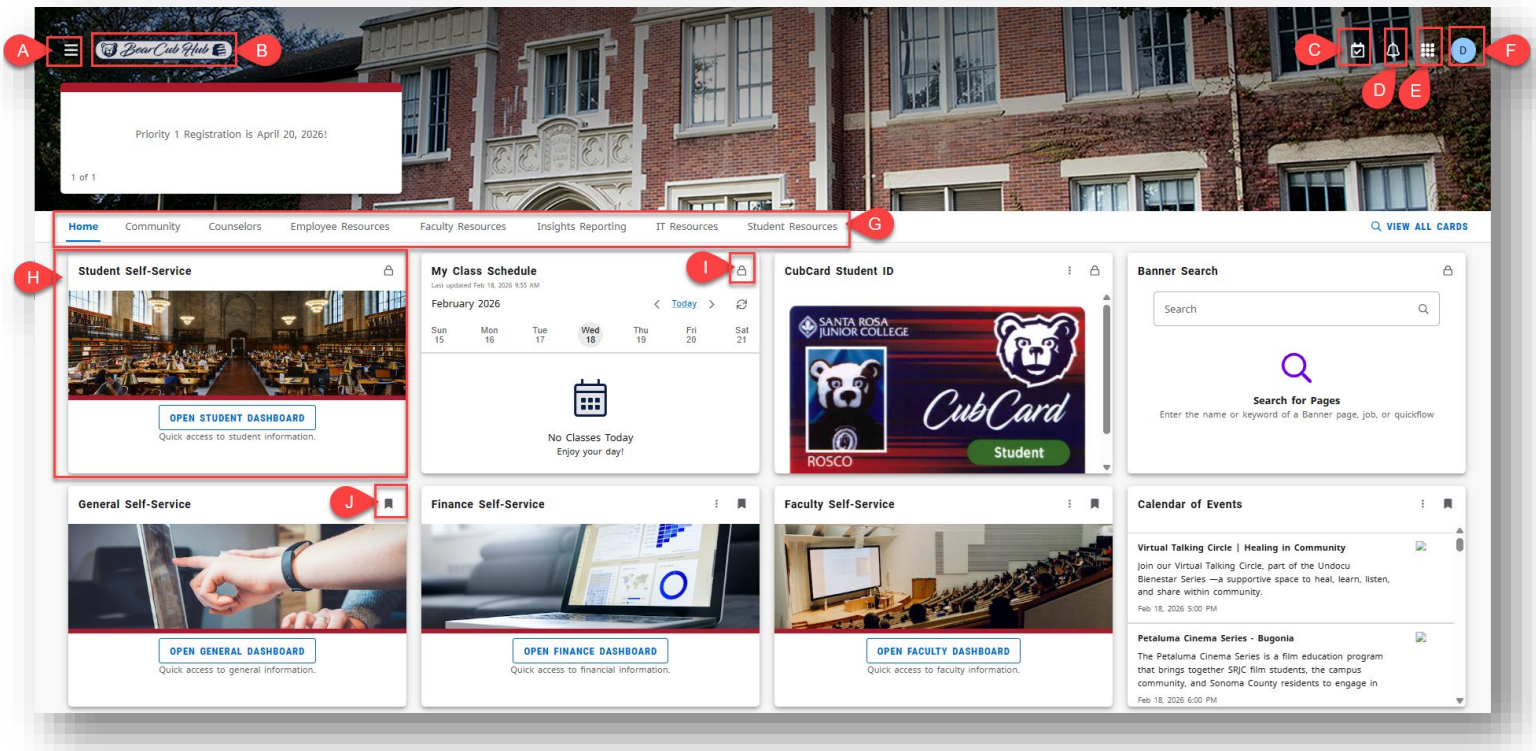
The URL to access the Bear Cub Faculty Portal will be available under “Login” on the SRJC homepage.

A screenshot of the SRJC Login Portal. The page has a white background with a dark border. At the top, it says "SRJC Login Portal" in bold blue text. Below that is the Santa Rosa Junior College logo, which is a red diamond shape containing a white tree and the text "SANTA ROSA JUNIOR COLLEGE". Under the logo, there are two main sections: "Username" and "Password". The "Username" section has a text input field containing "mmouse". Below the input field, there is a small red text note: "SRJC Student ID (Example: 8XXXXXXXXX) or Faculty/Staff Username (Example: jdoe)". The "Password" section has a text input field with masked characters "....." and a lock icon on the right. Below the input field, there is a small red text note: "SRJC Student PIN Code or Faculty/Staff Password".

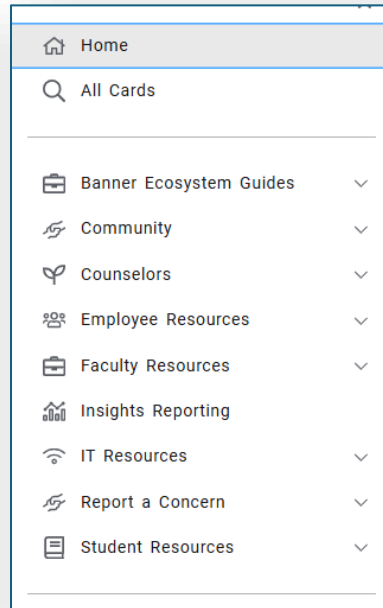
NOTE: Depending on your access, the cards may appear in different places or be locked. If you are using a desktop, you can zoom in or out, and the cards will adjust to whatever screen size you are using, with “dynamic view” functionality. This also allows you to view your Bear Cub Hub on your mobile device, and the cards will appear in a vertical order based on your role (i.e., student or faculty), with the locked cards at the top.

Guide Map

How to read the guide: The image below has been tagged with arrows and the alphabet. The coordinating letter is listed below with description and a more detailed image either of the active button/icon, or a zoom-in of the feature.



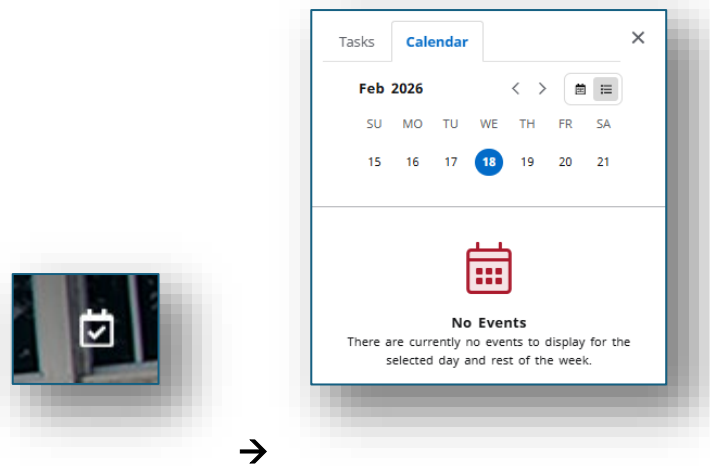
A: The three-line menu icon, also known as the “hamburger menu,” is a categorized resource list of website links for users. Depending on a user’s permissions, the links displayed will vary. For example, students will not see the *Employee Resource* link unless they are both a student employee and a student.



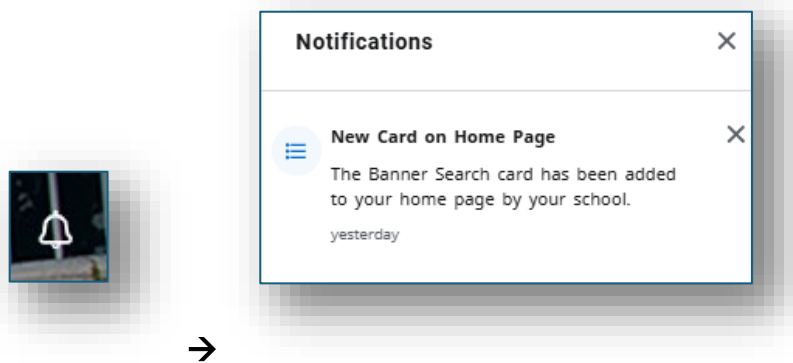
B. The *Bear Cub Hub logo* home button. When you click this button, it will always take you back to the main landing page.



C: The *Tasks and Calendar* button provides the calendar and any tasks that may be assigned. A ticker (number indicator) will appear when a task is assigned.

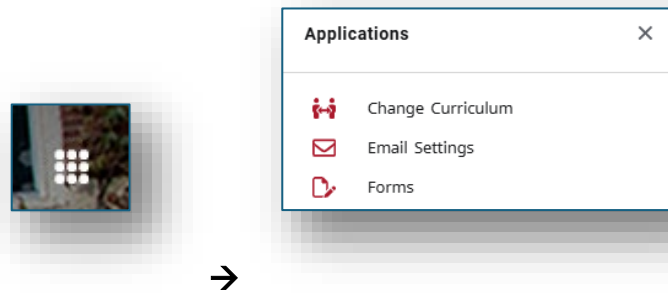


D: The *Notifications* button provides general updates to the user, i.e. when a new Bear Cub Hub card is available.



E: The *Applications* button, also known as the “waffle icon,” is the location for various Ellucian Experience applications.

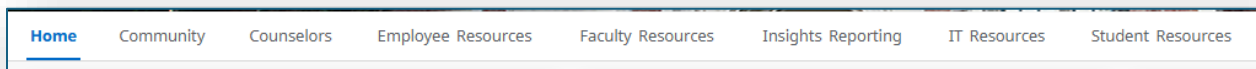
*Important Note: Not all users will have access to these applications.



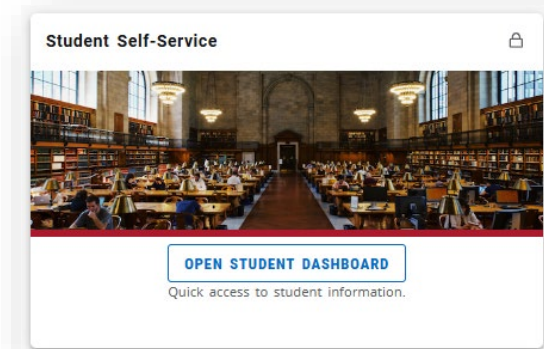
F: The *User Profile* button will take you to your Bear Cub Hub profile, which provides details about your New Student ID # (aka Banner ID), email address on file, role/s in Bear Cub Hub, and more.



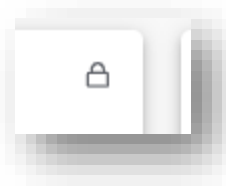
G: The *Categories* bar will have different options depending on your role. By selecting a particular Category, it will display a subset of cards classified under that category.



H: *Cards* are the primary way to access tasks and applications in the Bear Cub Hub. Cards vary in functionality, i.e. some cards open in a new browser window, while others allow you to interact within the Bear Cub Hub window itself.



I: The *Lock* icon located on the top right of certain cards, indicates that the card is locked for your role and cannot be removed from the home page.



J: The *Favorite* flag allows you to add or remove cards on your home page. Once selected, the card will appear on your home page. *VIEW ALL CARDS* is located near the top right of the webpage, on the navigation bar. It will let you browse all available cards for your role/s.

