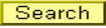








## Releasing Holds (Negative Service Indicators) Temporarily

To temporarily release a Hold or Negative Service Indicator, you will change the Active Date for that row and save it. For example: you have student, who needs to enroll in classes and has an EPT/ELM Hold. In this case, you can change the Active Date of the EPT/ELM Hold to a date in future, such as 5/19/08, to give the student time to take the test. If the student fails to take the test and clear the EPT/ELM hold before the Active Date, the EPT/ELM hold will go into effect on the specified date and remain in effect until the hold is released.

1)	Navigate to the Services Indicator Data page by following one of the following navigational paths:  Campus Community>Service Indicators (Student)>Service Indicator Data  Campus Community>Service Indicators>Service Indicator Data  Records and Enrollment>Student Background Information>Service Indicators
2)	On the Find An Existing Value page, enter the information you have (ID, student name, etc.) and click  to retrieve the appropriate student record.
3)	The Service Indicator Data page for the record you searched will appear. You will see either a Positive or a Negative icon indicating the type of Service Indicator.   Negative Service Indicator  Positive Service Indicator
4)	On the Service Indicator Data page, click on the  link to view all of the Service Indicators placed on the student if necessary.
5)	Scroll to the Service Indicator you wish to release temporarily.
6)	Change the Active Date to a date in the future.
7)	Click  to save the page.
8)	If there is more than one Service Indicator to be released temporarily, repeat the process saving after each modification.  Also the Service Indicator icons,   , will disappear after you tab out of this page provided, if all the Service Indicators were removed.