



AT A GLANCE

LESSON 1: PLACING SERVICE INDICATORS (HOLDS)

Navigation: Home > Campus Community > Service Indicators > Service Indicator Data

1. Enter the appropriate search criteria for the individual such as:

- SSU ID
- National ID (Social Security Number)
- Last Name/First Name

2. Click "Search" or hit enter.

Note: Some information defaults, and will automatically populate such as the "Date Time", "Institution", "Active Date", "Place Person ID" and "Placed By" fields.

3. If the student has an existing service indicator (hold), click the blue "plus" button in the upper right corner of the top row.

4. Enter information in the following fields:

- Service Ind. Active Term
- Service Indicator Code
- Service Ind. Reason Code

5. Comments section is for internal purposes only. Students will not see information in this section.

6. Click "Save"

7. If you have more holds to place, click "Return to Search" button; otherwise, sign out.

LESSON 2: LIFTING SERVICE INDICATORS (HOLDS)

Navigation: Home > Campus Community > Service Indicators > Service Indicator Data

1. Select the appropriate hold to lift.

2. Click the blue minus sign ("-").

3. Click "Save".

For further questions contact the **STUDENT RECORDS FUNCTIONAL LEAD** at

<http://www.sonoma.edu/cms/contact.shtml>