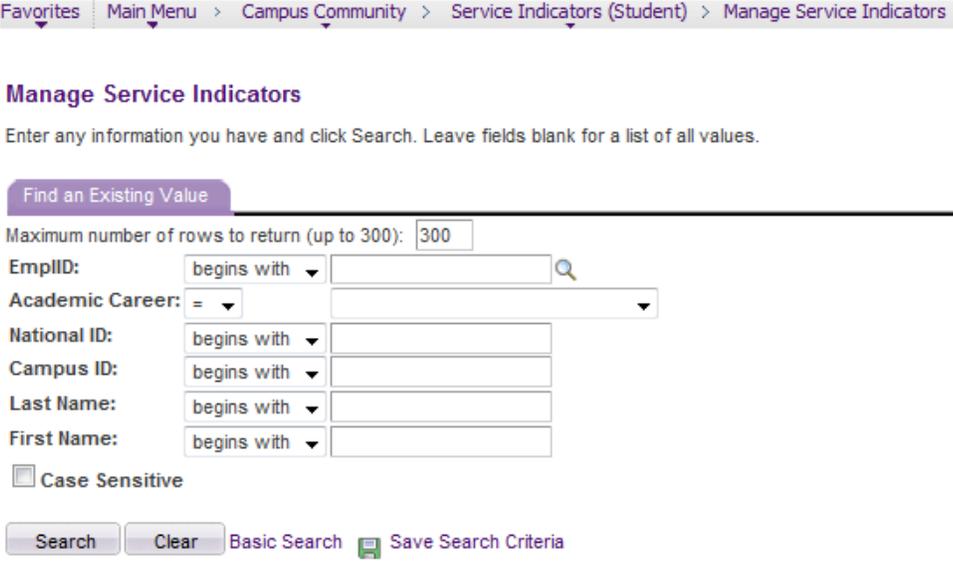
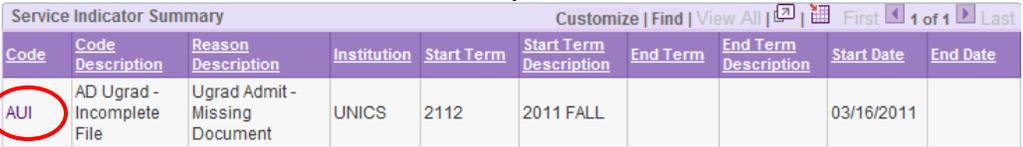
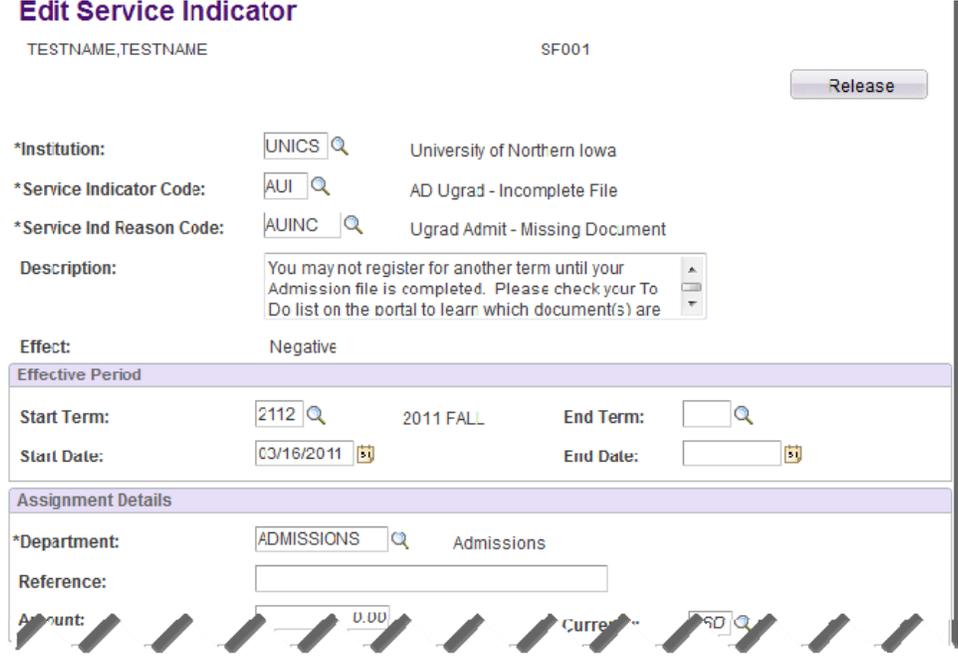


Removing a Service Indicator from a Student

Purpose: Use service indicators to provide or limit access to services for an individual. Service indicators can be negative (fka: holds) to prevent an individual from receiving certain services, or positive to designate special services to be provided. The following table describes how to remove a service indicator from a student.

Step	Action
1.	<p>Navigate to the Add Service Indicator page. Select Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators</p> 
2.	<p>Enter the appropriate search criteria. For example, EmplID = SF001. Click the Search button.</p> <p>Result: The Manage Service Indicators page displays.</p> 

Step	Action
3.	<p>Click the code for the Service Indicator you wish to remove.</p>  <p>Result: The Edit Service Indicator page displays.</p> 
4.	<p>Click the Release button.</p>  <p>Result: The confirmation prompt displays:</p> <p>Are you sure you want to release this Service Indicator?</p> 
5.	<p>Click the OK button.</p> <p>Result: The Manage Service Indicators page displays showing the service indicator has been removed.</p> 