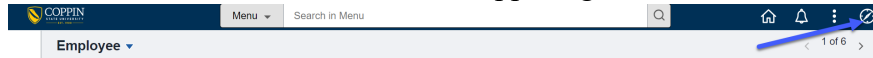


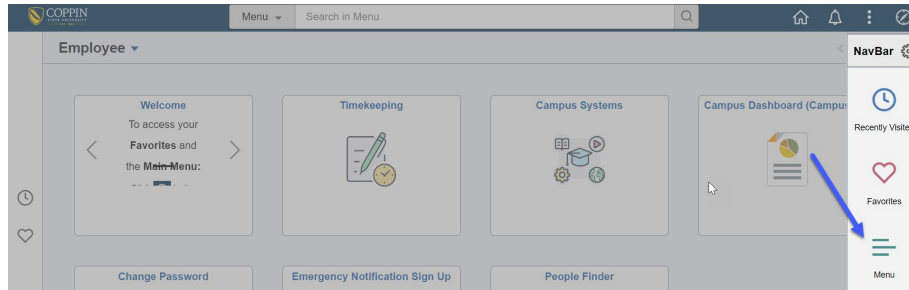
How Do I Release a Hold

1. Login to EagleLINKS

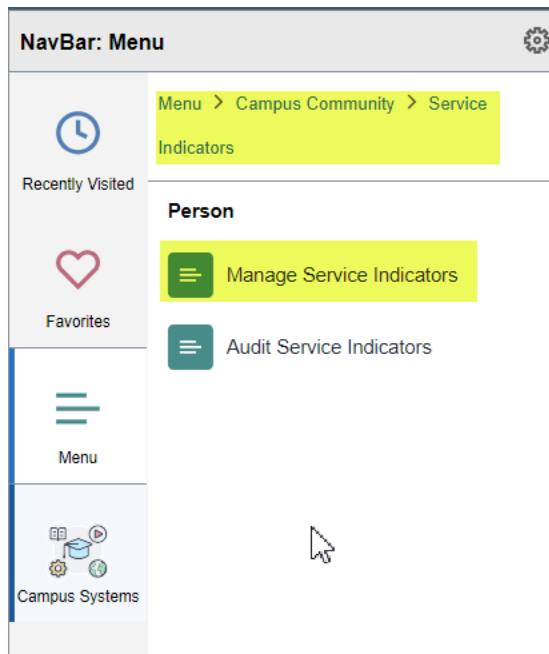
2. Click the **NavBar**  Icon in the upper right-hand corner



3. Click on **Menu**



4. Select **Campus Community > Service Indicators > Person > Manage Service Indicators**



5. Adding this to your favorites will provide easy access in the future. To Add to Your Favorites, follow the additional steps below.

6. Click Actions

The screenshot shows the 'Manage Service Indicators' page. In the top right corner, a blue arrow points to the 'Actions' menu (represented by three dots). The page content includes a table with the following data:

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
D13	Dept Adv - MATH & COSC	Department Advising Required	COPPN	2192	Win 2019			
MBE	Matriculated but not Enrolled	Matriculated but not Enrolled	COPPN	2188	Fall 2018			
MBN	Matriculated But Not Enrolled	Matriculated But Not Enrolled	COPPN	2188	Fall 2018			

7. Click Add to Favorites

The screenshot shows the 'Manage Service Indicators' page with the 'Add to Favorites' menu open in the top right corner. The menu options are 'Add to Favorites', 'My Preferences', and 'Sign Out'. A blue arrow points to the 'Add to Favorites' option. The table content is identical to the previous screenshot.

8. Enter the following text – **Manage Service Indicators** and then click **Add**

The screenshot shows the 'Manage Service Indicators' page with the 'Add to Favorites' dialog box open. The dialog box has a text input field containing 'Manage Service Indicators' and an 'Add' button. The table content is identical to the previous screenshots.

9. To verify the page has been added to your Favorites, click **NavBar** > **Favorites**

The screenshot shows the 'Manage Service Indicators' page with the 'NavBar: Favorites' sidebar open on the right. The 'Manage Service Indicators' item is highlighted in the Favorites list. The table content is identical to the previous screenshots.