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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Add Service Indicator page. Select Main Menu › Campus Community › Service Indicators (Student) › Manage Service Indicators.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the appropriate search criteria. For example, EmplID = SF001. Click the Search button.</td>
</tr>
</tbody>
</table>

**Result:** The Manage Service Indicators page displays.
### Step 3

Click the code for the Service Indicator you wish to remove.

**Result:** The Edit Service Indicator page displays.

### Step 4

Click the **Release** button.

**Result:** The confirmation prompt displays:

*Are you sure you want to release this Service Indicator?*

- **OK**
- **Cancel**

### Step 5

Click the **OK** button.

**Result:** The Manage Service Indicators page displays showing the service indicator has been removed.