

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.	Navigate o the Add Service Indicator page. Select Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators									
	Favorites Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators									
	Manage Service Indicators									
	Enter any information you have and click Search. Leave fields blank for a list of all values.									
	Find an Existing Value									
	Maximum number of rows to return (up to 300): 300									
	EmplID: begins with Q									
	Academic Career: =									
	Campus ID: begins with -									
	Last Name: begins with									
	First Name: begins with									
	Case Sensitive									
	Search Clear Basic Search Criteria									
2.	Enter the appropriate search criteria. For example, $EmplID = SF001$. Click the									
	Search button.									
	Result: The Manage Service Indicators page displays.									
	Manage Service Indicators									
	TESTNAME, TESTNAME SPOOT									
	Display: Effect All Institution University of Northern Iowa Refresh									
	Add Service Indicator									
	Service Indicator Summary Customize Find View All 🖓 🔠 First 🔳 1 of 1 🕨 Last									
	Code Reason Start Term End Term End Term End Term Start Date End Date									
	AUI AD Ugrad - Ugrad Admit - Missing UNICS 2112 2011 FALL 03/16/2011									
	Add Service Indicator									



Step	Action										
3.	Click the code for the Service Indicator you wish to remove.										
	Service Indicator Sum	Customi:	ze Find Vi	Find View All 🔄 🛗 First 🔳 1 of 1 🗈 Last							
	Code Description	Description	Institution	<u>Start Term</u>	Description	End Term	Description	<u>Start Date</u>	End Date		
	AUI AUI AD Ugrad - Incomplete File	Ugrad Admit - Missing Document	UNICS	2112	2011 FALL			03/16/2011			
Result: The Edit Service Indicator page displays.											
TESTNAME,TESTNAME SF001											
*Institution: UNICS Q University of Northern Iowa											
	*Service Indicator Co	de: AUI C	٤,	AD Ugrad - In	complete File						
	*Service Ind Reason (Code: AUINC	Q (Jgrad Admit -	Missing Docu	iment					
	Description: You may not register for another term until your Admission file is completed. Please check your To Do list on the portal to learn which document(s) are										
	Effect:	Negati	ive								
	Effective Period										
	Start Term:	End Ter	m:	Q							
	Start Date: 03/16/2011 5 End Date: 5										
	Assignment Details										
	*Department: ADMISSIONS Q Admissions Reference:										
	Annunt:		0.00		Curren	· / ?					
4.	Click the Release button. Release										
	<i>Result:</i> The confirmation prompt displays:										
	Are you sure you	i want to relea	ervice Indi	cator?							
	OK Cancel										
5.	Click the OK button.										
	Result: The Manage Service Indicators page displays showing the service indicator has been removed.										
	No Service Indicate	ors are assigne	d for this p	erson.							