Releasing a Service Indicator

This guide will cover:

- Releasing a student’s service indicator

**Step One**

Navigate to the following breadcrumb:

[Main Menu] > [Campus Solutions] > [Self Service] > [Advisor Center] > [Advisee General Info]

OR

If you are already within the Advisor Center, click the **General Info** tab.

**Step Two**

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

**Step Three**

Under the Service Indicator section click **Edit Service Indicators** and you will be directed to the Manage Service indicator page.
Step Four

On the search criteria page, enter your student’s information in the search criteria field.

**NOTE:** The system may recognize you are viewing a student in the Advisor center and may fill out their Catalyst ID (Empl ID) automatically.

Step Five

Click Search.

Step Six

On the Manage Service Indicators page you should see a summary of all service indicators assigned to the student. Select the hyperlink under the code column of the service indicator you want to edit.
**Step Seven**

Under the comment section, enter information that you think is relevant for other Advisors to know about why this service indicator is being released. The comments will only appear to advisors and others who can view the service indicator but not the student.

**Step Eight**

Click the **APPLY** button at the bottom of the page to save your comment.

**Step Nine**

At the top of the page select the **release** button.

![Edit Service Indicator](image)

**Step Ten**

The system will ask you to confirm that you want to release the service indicator. Once click **OK** the system will remove the service indicator from the student.

You will be reverted back to the Manage Service Indicator page where you will see the service indicator is no longer listed under the summary section.

**You have now complete the steps for releasing a service indicator.**