

Quick Reference Card - Basic Portal – Lift Advisor Holds



Process: Used to view holds and lift advisor holds singly or as a group.

Role: Authorized Personnel

Frequency: When Needed

Entering the myUK Portal

Open the portal through the web address:

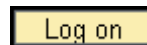
<https://myuk.edu/irj/portal>

Log on using your AD or MC account and password.

Please note your password is the same as the password you use to check your UK e-mail account.



Click **Log On**



Advisee Record Navigation

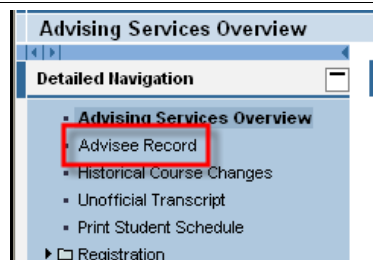
Click on the **Student Administration** tab at the top of the screen



Click on the **Advising Services** tab



The **Advising Services Overview** panel will be displayed on the left side of the screen



Click on **Advisee Record** on the **Detailed Navigation** menu

The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

Student Search

Enter information into one or more of the following fields:

- Username**
- Last Name**
- First Name**
- Student Number**

Current Student: *None Selected.*

Username:

Last Name:

First Name:

Student Number:

Press **Enter** or click on the **Search** button

Last Name:

First Name:

Student Number:

A list of students matching the search criteria will be displayed

	Username	UK ID	Birth Date	
PITT, DEREK		10037856		
Pitt, Derek Henry		10037714	4/15/1987	Data Privacy Warning (FERPA)
Pitt, Eric		10037715	4/8/1987	
Pitt, Kylie		10037716	7/18/1980	
Pittman, Adam		10002553	8/14/1950	

Click on the student's name link

	Username	UK ID	Birth Date	
PITT, DEREK		10037856		
<div style="border: 2px solid red; padding: 2px;">Pitt, Derek Henry</div>		10037714	4/15/1987	Data Privacy Warning (FERPA)
Pitt, Eric		10037715	4/8/1987	
Pitt, Kylie		10037716	7/18/1980	
Pittman, Adam		10002553	8/14/1950	

Click on the **myAdvisees** tab

Date Windows / Events

ct Info	Date

To Lift a Single Advisor Hold

Click in the red **Hold** box to the right of the appropriate student

	Hold
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

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Click on the **Lift** button located under the **Hold** column



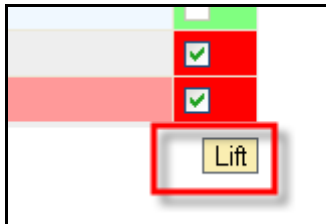
To Lift a Group of Holds

Click in all the red **Hold** boxes you want to lift

Student #	Hold
10028060	<input checked="" type="checkbox"/>
10028058	<input checked="" type="checkbox"/>
10028253	<input checked="" type="checkbox"/>
10028030	<input type="checkbox"/>
10028081	<input checked="" type="checkbox"/>
10037714	Data Privacy Warning (FERPA)

Lift

Click on the **Lift** button located under the **Hold** column



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