*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:	UNIVERSITY OF     See blue.       Welcome to myUK     Image: See blue and the second
https://myuk.edu/irj/portal	Use your Active Directory User ID to log on to this portal.
Log on using your AD or MC account and password.	It is not required to use the domain before the username (i.e. ad\ or mc\).
Please note your password is the same as the password you use to check your UK e-mail account.	Password *
Click <b>Log On</b>	Log on
Advisee Record Navigation	
Click on the <b>Student</b> <b>Administration</b> tab at the top of the screen	Home Student Services Enterprise Services IBI Employee Self-Service Student Administration nyUK Hello Hello Related Links IRIS Launch Pad
Click on the <b>Advising Services</b> tab	Home         Student Services         Enterprise Services         IBI         Employee Self-Service         Student Administration         my           Welcome                   Administration Services                   Admissions                   Faculty Services         Advising Services                     Welcome                   -
The <b>Advising Services Overview</b> panel will be displayed on the left side of the screen	Advising Services Overview
Click on Advisee Record on the Detailed Navigation menu	Historical Course Changes     Unofficial Transcript     Print Student Schedule     Registration

## *Quick Reference Card - Basic* **Portal – Lift Advisor Holds**



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: Pitt First Name: Student Number: Search
Press <b>Enter</b> or click on the <b>Search</b> button	Last Name: Pitt First Name: Student Number: Search
A list of students matching the search criteria will be displayed	UsernameUK IDBirth DatePITT, DEREK10037856Pitt, Derek Henry100377144/15/1987Data Privacy Warning (FERPA)Pitt, Eric Pitt, Kylie Pitt, Kylie Pittman, Adam10032538/14/1950
Click on the student's name link	UsernameUK IDBirth DatePITT. DEREK10037856Pitt. Derek10037714Henry10037715Pitt. Eric10037715Pitt. Kylie10037716Pitt. Kylie10037716Pittman. Adam10002553
Click on the <b>myAdvisees</b> tab	ate Windows / Events myAdvisees
To Lift a Single Advisor Hold	
Click in the red <b>Hold</b> box to the right of the appropriate student	Hold

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

Course Material 

 Transaction Procedures
 Transaction Simulations
 Online Feedback Form

## *Quick Reference Card - Basic* **Portal – Lift Advisor Holds**



Click on the <b>Lift</b> button located under the <b>Hold</b> column	
To Lift a Group of Holds	
Click in all the red <b>Hold</b> boxes you want to lift	Student #       Hold         10028060       Image: Constraint of the second secon
Click on the <b>Lift</b> button located under the <b>Hold</b> column	

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