

Quick Reference Card – Student Lifecycle Management

Applying a Hold



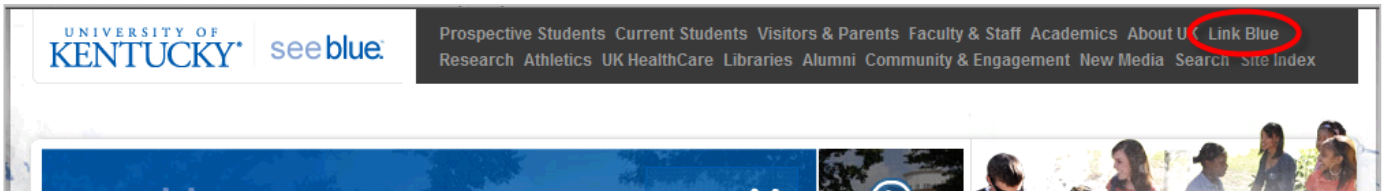
Process: Holds are located on the Holds tab in the Student File. A hold is placed on the student's record based on a decision. Examples include: Athletics, International Affairs, Past Due Account and Suspension. Holds are placed on the student's record to restrict actions by the student. For example, dropping/adding a course, order transcript and apply for admission.

Role: Authorized Personnel

Frequency: When Needed

Enter the *myUK* Portal

From UK's home page, click on **Link Blue**



Click **myUK**



Enter your link blue **User ID** and **Password**



Click **Sign On**



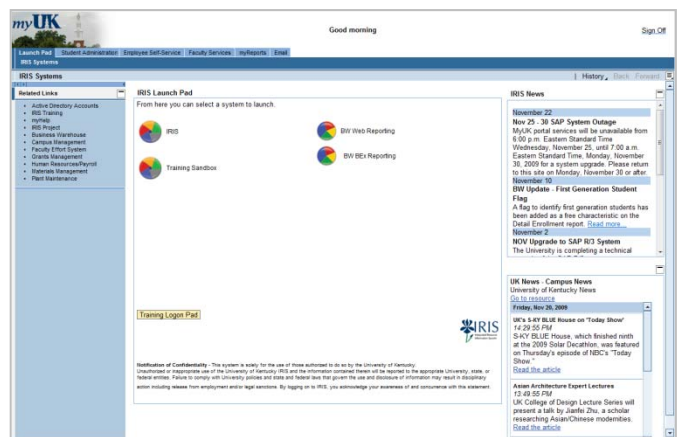
Quick Reference Card – Student Lifecycle Management

Applying a Hold

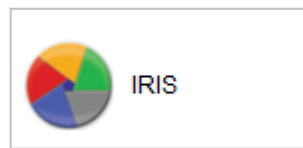


The **myUK** welcome page will display

Note: Your logon screen may look different than this screen shot, depending on your access.

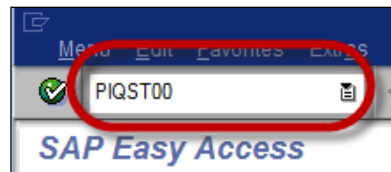


Click the **IRIS** beach ball icon

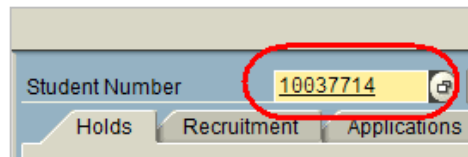


Enter the Transaction Code

Enter the transaction code
PIQST00 ← Two zeros on the end



Enter the **Student Number**

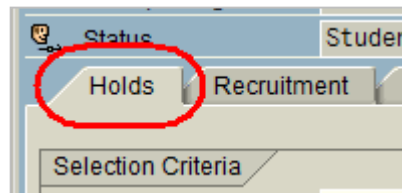


Press **Enter** to pull up the student's records

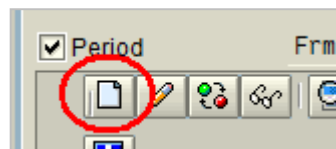
Apply the Hold

Make sure the **Holds** tab is displayed

Note: The **Holds** tab is the default tab when you enter **Student File**



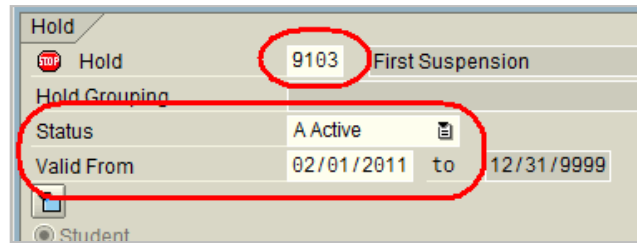
Click the **Create** icon



Applying a Hold

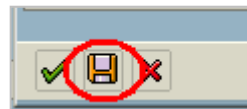
Select the appropriate hold using the dropdown button

Note: The status "Active" will populate automatically. The **Valid From** date should be the day after the term ended.



Note: If the student is being suspended from the college only, select the appropriate college hold.

Click the **Save** icon

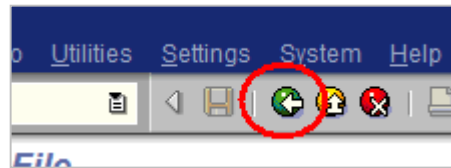


Verify the result

Note: The green square represents "Active".

Hold Type	Status	Hold Grouping	Start Date
Advisor Hold	◊	Academic	04/26/2006
First Suspension	■	Academic	02/01/2011

Click on the **Back** icon in the **Standard Toolbar** to return to the **Easy Access Menu**



Sign Off the Portal

To exit the **myUK** portal, click on **Sign Off** in the upper-right corner of the portal screen

