

Quick Reference Card – Student Lifecycle Management

Inactivating a Hold



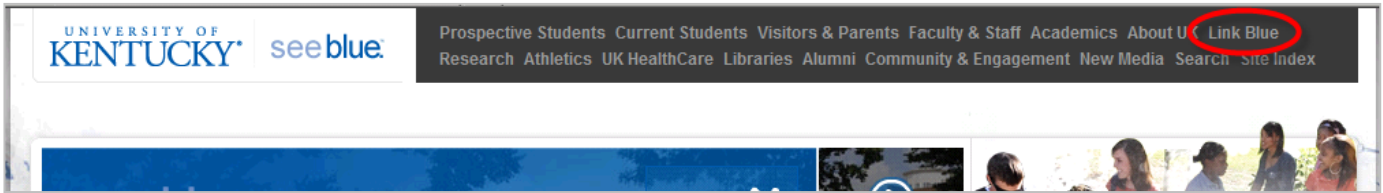
Process: Holds are located on the Holds tab in the Student File. A hold is placed on the student’s record based on a decision. Examples include: Athletics, International Affairs, Past Due Account and Suspension. Holds are placed on the student’s record to restrict actions by the student. For example, dropping/adding a course, order transcript and apply for admission. Holds are inactivated when the hold is no longer needed.

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**

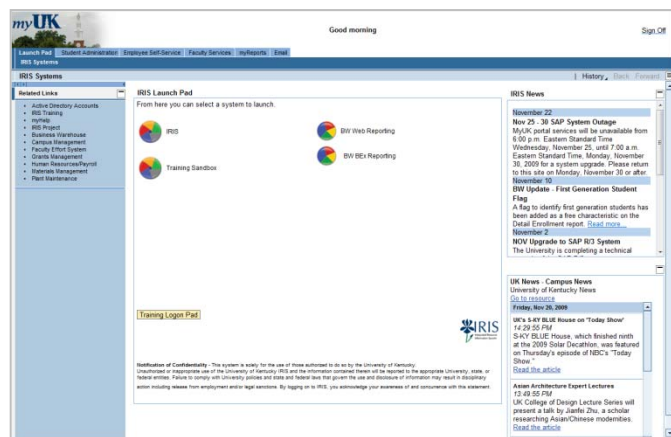


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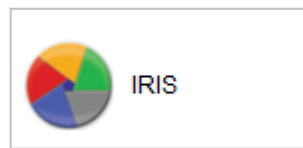
Inactivating a Hold

The **myUK** welcome page will display

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

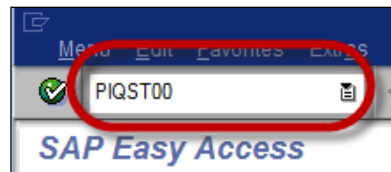


Click the **IRIS** beach ball icon

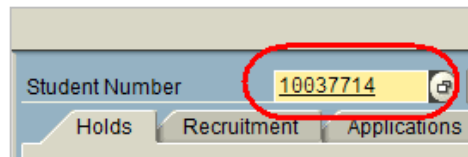


Enter the Transaction Code

Enter the transaction code
PIQST00 ← Two zeros on the end



Enter the **Student Number**

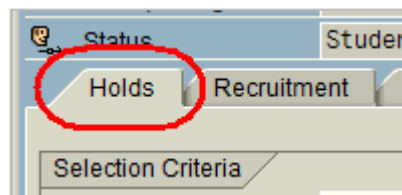


Press **Enter** to pull up the student's records

Apply the Hold

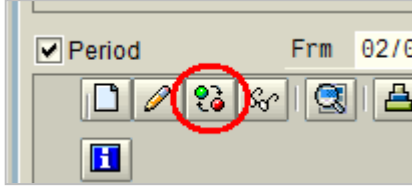
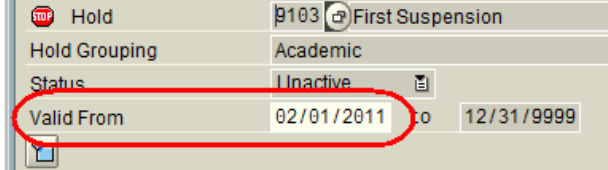
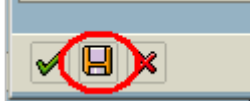
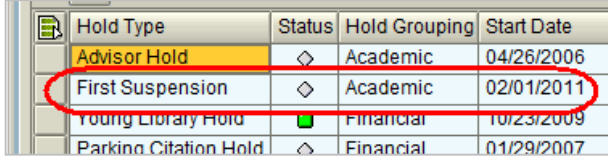
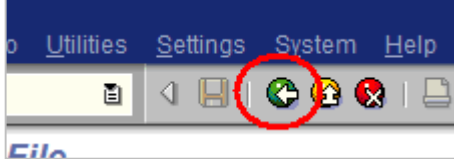
Make sure the **Holds** tab is displayed

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



Click on the **Select** icon to the left of the hold you want to stop

Hold Type	Status	Hold Grouping	S
Advisor Hold	◇	Academic	0
First Suspension	■	Academic	0
Young Library Hold	■	Financial	1

<p>Click on the Activate < -> Inactivate icon</p>																					
<p>Verify the Start date and change if appropriate</p>																					
<p>Click the Save icon</p>																					
<p>Verify the result Note: The gray diamond represents "Inactive".</p>	 <table border="1" data-bbox="776 793 1380 949"> <thead> <tr> <th>Hold Type</th> <th>Status</th> <th>Hold Grouping</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Advisor Hold</td> <td>◇</td> <td>Academic</td> <td>04/26/2006</td> </tr> <tr> <td>First Suspension</td> <td>◇</td> <td>Academic</td> <td>02/01/2011</td> </tr> <tr> <td>Young Library Hold</td> <td>■</td> <td>Financial</td> <td>10/23/2009</td> </tr> <tr> <td>Parking Citation Hold</td> <td>◇</td> <td>Financial</td> <td>01/29/2007</td> </tr> </tbody> </table>	Hold Type	Status	Hold Grouping	Start Date	Advisor Hold	◇	Academic	04/26/2006	First Suspension	◇	Academic	02/01/2011	Young Library Hold	■	Financial	10/23/2009	Parking Citation Hold	◇	Financial	01/29/2007
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<p>Click on the Back icon in the Standard Toolbar to return to the Easy Access Menu</p>																					
<p>Sign Off the Portal</p>																					
<p>To exit the myUK portal, click on Sign Off in the upper-right corner of the portal screen</p>	