

Lifting Advisor Holds

Process: Advising holds can be viewed and lifted by authorized faculty and staff via the *myUK* portal. The holds can be lifted either singly or as a group.

Role: Authorized Users

Frequency: When needed

Entering 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**

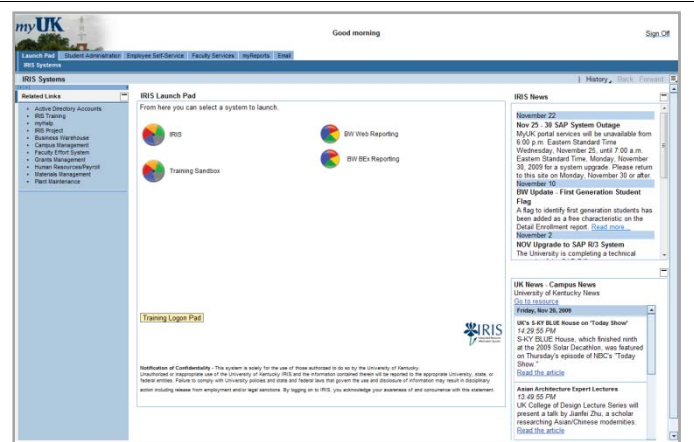


Quick Reference Card – Student Lifecycle Management Lifting Advisor Holds



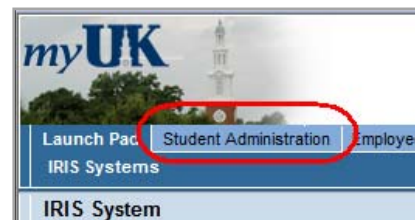
The *myUK* welcome page will display

Note: Your login screen may look different depending on your access and roles.

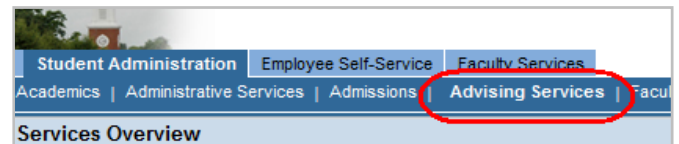


Navigating to Advisor Holds

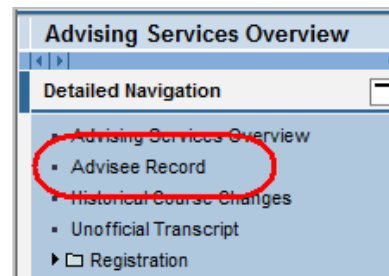
Click the **Student Administration** tab



Click the **Advising Services** tab



In **Detailed Navigation**, click **Advisee Record**



Click the **myAdvisees** tab and a list of the students you advise will be displayed.

Stops / Holds	Schedule	Address	Documents	Program of Study	Anticipated Graduation Date	Windows / Events	myAdvisees
Name	Username	DOB	Student #			Hold	
Pitt, Kyle		7/18/1980	10037716			<input type="checkbox"/>	
Pitt, Derek Henry		4/15/1987	10037714	Data Privacy Warning (FERPA)		<input type="checkbox"/>	<input type="button" value="Lift"/>

Lifting Advisor Holds

Students with holds will display a red box in the **Hold** column.

Stops / Holds		Schedule	Address	Documents	Program of Study	Anticipated Graduation Date	Windows / Events	myAdvisees
Name	Username	DOB	Student #					Hold
Pitt, Kylie		7/18/1980	10037716					<input type="checkbox"/>
Pitt, Derek Henry		4/15/1987	10037714	Data Privacy Warning (FERPA)				<input checked="" type="checkbox"/>

[Lift](#)

Students without holds will display a green box in the **Hold** column.

Stops / Holds		Schedule	Address	Documents	Program of Study	Anticipated Graduation Date	Windows / Events	myAdvisees
Name	Username	DOB	Student #					Hold
Pitt, Kylie		7/18/1980	10037716					<input type="checkbox"/>
Pitt, Derek Henry		4/15/1987	10037714	Data Privacy Warning (FERPA)				<input checked="" type="checkbox"/>

[Lift](#)

To lift the hold, click in the red box

Student #	Hold
10037716	<input type="checkbox"/>
10037714	<input checked="" type="checkbox"/>

[Lift](#)

Click **Lift**

Note: To lift the hold on a series of students, you may click more than one red box to select and then click the lift button to lift the hold as a group.

Student #	Hold
10037716	<input type="checkbox"/>
10037714	<input checked="" type="checkbox"/>

[Lift](#)

Once an Advisor hold has lifted, the red box becomes green.

Student #	Hold
10037716	<input type="checkbox"/>
10037714	<input type="checkbox"/>

[Lift](#)

Signing Off the Portal

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

