Quick Reference Card – Student Lifecycle Management 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 <i>myUK</i> Portal							
From UK's home page, click on link blue							
KENTUCKY BLUE. Site Index	Search © UK Web  © People  © Site Index						
About UK     Academics     Research     Arts & Culture       Prospective Students     Administration     Community & Engagement     Libraries       Student Life     Alumni     Athletics     Diversity       Admissions     Visitors & Parents     UK HealthCare     Giving to UK	Faculty & Staff link blue UK Jobs Contact UK Maps/Directions Novel H1N1 Flu						
Click <b>myUK</b>	About UK Prospective Students Student Life Admissions Administration Alumni Visitors & Pare Services using link blue Academics Administration Visitors & Pare Services using link blue Acount Manager Elackboard mytr Shareboard						
Enter your link blue <b>User ID</b> and <b>Password</b>	Velcome to myUK       see blue.         Use your link blue ID to Sign On to this portal.       Image: Compare the formation of the portal of the porta						
Click <b>Sign On</b>	User ID linkblueUserID Password ••••••••••••••••••••••••••••••••••••						

## Quick Reference Card – Student Lifecycle Management Lifting Advisor Holds



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					Lauren Pod Student Administratien   HEI Systems	implayee Self-Service   Faculty Services   myReputs   Enc	Good morning		Sign.Off
The <i>myUK</i> <b>Note</b> : Your depending	í welcom Ir login s I on your	welcome page v <sup>-</sup> login screen m on your access	will display ay look different and roles.	185 Systems Territoria (Construction) Territ	First Learch Put         From here you can which a system to learch.         Image: sector of the system to learch.	<table-cell> Dri Yasi Rayading 🕐 Dri Yosi Rayading</table-cell>	VICS Means Normalized The Second Sec	Hoter, Incl. Trans.     The State Change of the State Change	
						hadronics of Conference, the system is not train as constrained Completeness, the system is not train as been entries. Failure to many with Diversity priorities and train anter ministry waves from employment and train legit antices. B	x1 meas autority to only / a covery y1 devicely 2 measurement on only w1 measurements of executing 2 measurements of the second devices of the second and heat loss the given the second devices of the second y1 spectra w1 MS, y1 measurements of w1 second y1 spectra w1 MS, y1 measurements of w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given seaware w1 w1 second y1 second given the second given the second given the second given the y1 seco	Winnersty, ease, or and in a subject and in a subject and in a subject and in a subject Read The article Asian Architectur News Read The article Read The article	es, wich finabed nith // Decation, was barkend paode of NEC's Today re Expert Lectures wisign Lectures wisign Lectures Carls will y Jackin Zhu, a scholar an Chinese moderaties.
Navigatir	ng to Ad	visor H	olds						
Click the S	Student	Admini	stratior	<b>ı</b> tab	Launch Pa IRIS Syste	c Student Administ	tration		
Click the <b>Advising Services</b> tab				Student Administration         Employee Self-Service         Eaculty Services           Academics         Administrative Services         Admissions         Advising Services           Services         Overview         Services         Services					
In Detailed Navigation, click Advisee Record				Advising Detailed I Advise Advise Historic Unoffic C Regi	g Services Ove Navigation n <del>g Corvices Ov</del> ervia e Record and Course Changes cial Transcript stration	ew			
Click the <b>myAdvisees</b> tab and a list of the students you advise will be displayed.									
Stops / Holds	Schedule A	ddress Docu	iments Progra	am of Study Ant	icipated Graduat	ion Date 🔶 Window	vs / Events / myAd	lvisees	
Name	Username	DOB	Student #			Hold			
Pitt, Nylle Pitt, Derek Henry		4/15/1987	10037716	Data Privacy War	ning (FERPA)				
THIS STORE INTEL				Lata		Lif	t		

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## Quick Reference Card – Student Lifecycle Management



Students with holds will display a red box in the <b>Hold</b> column							
		5 Will di.	spiay a i				
Stops / Holds / Name Pitt. Kylie_ Pitt. Derek Henry	Schedule A Username	ddress Docu DOB 7/18/1980 4/15/1987	ments Progr Student # 10037716 10037714	am of Study Ant	icipated Graduation	Hold	Advisees
Students without holds will display a green box in the <b>Hold</b> column.							
Stops / Holds	Schedule A	ddress Docu	ments Progr	am of Study Ant	icipated Graduatio	on Date / Windows / Events / myA	Advisees
Name <u>Pitt, Kylie</u> <u>Pitt, Derek Henry</u>	Username	DOB 7/18/1980 4/15/1987	Student # 10037716 10037714	Data Privacy War	ning (FERPA)	Lift	
To lift the	hold, clic	ck in the	red box	(	Student # 10037716 10037714	Data Privacy Warning (FERPA)	Hold
Click Lift							
Note: To I students, y box to sele to lift the h	ift the he you may ect and t nold as a	old on a click m hen clicl group.	series o ore than < the lift	f one red button	Student # 10037716 10037714	Data Privacy Warning (FERPA)	Hold
Once an Advisor hold has lifted, the red box becomes green.			Student # 10037716 10037714	Data Privacy Warning (FERPA)	Hold		
Signing Off the Portal							
To exit the upper-righ	e portal, t corner	click on of the p	Sign Of	f in the een		h ▼ → Page ▼ () Tools ▼ <sup>20</sup>	