

SERVICE INDICATORS

- Use service indicators to provide or limit access to services at your institution for an individual. Service indicators can be holds to prevent an individual from receiving certain services, or positive indicators to designate special services to be provided.
- Service indicators consist of one or more impact values that identify the types of specific services that are restricted or provided.
- This document contains instructions on how to Add a Service Indicator and Release a Service Indicator.
- NOTE: The Start Term is the appropriate way to assign a hold. The Start Date is not required because the field automatically defaults to the start of the term.

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Campus Community > Person > Manage Service Indicators

ADD OR RELEASE A SERVICE INDICATOR

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

C Home	9	Manage Service Indicators
Manage Se	ervice Indicators	
Enter any info	ormation you have and click Search. Leave fields blank for a list o	all values.
Find an Ex	xisting Value	
▼ Search	Criteria	
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Campus ID:	begins with 🔻	
National ID:	begins with 🔻	
Last Name:	begins with 🔻	
First Name:	begins with 🔻	
Case Ser	nsitive	
Search	Clear Basic Search 🔍 Save Search Criteria	

2. Click Add Service Indicator.





Student Information System

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Manaç	ge Service Indi	cators							
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Code	Code Description	Reason Description	Institution	Start Term	E	nd Term	End Term	Start Date	End Date
R01	Registrar Restrict Registratio	LOCAL ADDRESS	UFLOR				Description	12/07/2017	0.5.6.5.4.5
R01	Registrar Restrict Registratio	EMERGENCY CONTACT	UFLOR					12/07/2017	
R01	Registrar Restrict Registratio	ADMIN MANDATORY HEALTH INSUR	UFLOR					12/24/2014	
+ Add	Service Indicator	lify							

3. Enter the Service Indicator Code. If you are not sure of the code, click the magnifying glass icon to search for a service indicator code.

Add Service Indicator			
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*Service Indicator Code	Q		
*Service Ind Reason Code	Q		
Description		î	
Effect			
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Start Term]a	End Term	
Start Date	03	End Date	
Assignment Details			
*Department	Q		
Reference			
Amount	0.00	Currency USD Q	
Contact Information			
Contact ID	a	Contact Person	
Diverse Develop 10	10	Placed By	



4. Enter the **Service Indicator Reason Code**. If you do not know the service indicator reason code, use the magnifying glass icon to search for the code.

(Home	Add Service Indicato
Add Service Indicator	
*Institution UFLOR Q University of Florida	
*Service Indicator Code ILS Q COL LS Restrict Registration	
*Service Ind Reason Code	
Description	
Effect Negative Service Indicator	
Effective Period	
Start Term 0000 Q Begin Term End Tern	m
Start Date 📴 End Dat	te 🛛
Assignment Details	
*Department	
Reference	
Amount 0.00 Current	USD Q
Contact Information	
Contact ID Q. Contact Perso	m

5. In the Effective Period area, enter the **Start Term**. Use the magnifying class to search for the Start Term if you do not know it. The Start Date field should **not** be used.

Service Indicator



6. Click Ok.

*Institu	tion UFLOR	Q University	of Florida		
*Service Indicator C	ode ILS Q	COLLSR	estrict Registration		
*Service Ind Reason C	ode PREAD	Q LS-Previe	w Advisement		
Descrip	tion University record. Sin Preview O	of Florida has an a tice you are a new s	dvisement hold on your tudent, you must attend		
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Effective Period					
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Start	Date	33	End Date	8	
Assignment Details					
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Impact Description					



7. The new service indicator appears under Manage Service Indicators.

Manag	e ge Service Indi	cators					Au	u Sel Vice	mulcator
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R01	Registrar Restrict Registratio	LOCAL ADDRESS	UFLOR					12/07/2017	
R01	Registrar Restrict Registratio	EMERGENCY CONTACT	UFLOR					12/07/2017	
+ Add	Service Indicator	lify							



RELEASE A SERVICE INDICATOR

• Use the following instructions to release a service indicator.

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Campus Community > Person > Manage Service Indicators

RELEASE A SERVICE INDICATOR

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

K Home	Manage Service Indicators
Manage Service Indicators	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
Search Criteria	
ID: begins with 🔻	
Campus ID: begins with 🔻	
National ID: begins with 🔻	
Last Name: begins with 🔻	
First Name: begins with 🔻	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	

2. Click the Service Indicator you would like to release.

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3. Review the reasons for the service indicator. ClickOk.

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Effective Period					
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Assignment Details					
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4. Click Release.

C Service Indicator Summary				
Edit Service Indicator				
				Release
*Institution	UFLOR Q	University of Flor	ida	
*Service Indicator Code	ILS Q	COL LS Restrict	Registration	
*Service Ind Reason Code	PREAD Q	LS-Preview Advi	sement	
Description	University of Flori	da has an advisem	ent hold on your	
	record. Since you Preview Orientation	are a new student	, you must attend	
Effective Period	t Negative Service	Indicator		
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Start Term	n 2181 Q	Sprin 2018	End Term	Q Inter
Start Date	B BI		End Date	121
Assignment Details				
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5. Click Ok.



ADDITIONAL HELP

Further resources are available at http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Service Indicators, contact the Office of the University Registrar, 352-392-1374 or <u>https://registrar.ufl.edu/</u>