SERVICE INDICATORS: VIEW FROM THE STUDENT SERVICES CENTER

- 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 documents contains instructions on how to view service indicators from the Student Services Center.
- **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.**

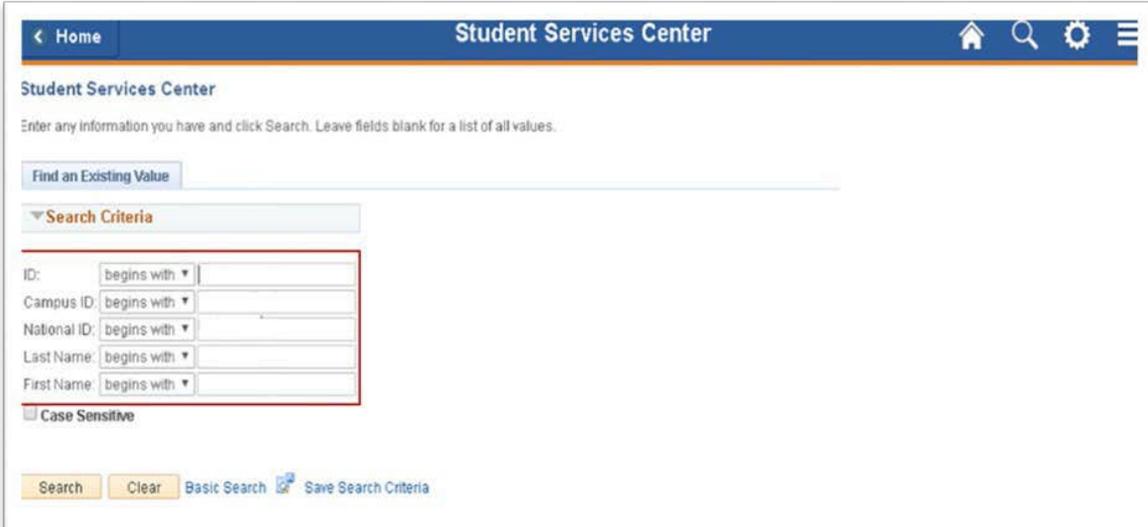## VIEW SERVICE INDICATORS FROM THE STUDENT SERVICES CENTER

NAVIGATION

After logging into myUFL, use the following navigation path:

myUFL > NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

VIEW SERVICE INDICATOR

1. Search by the Student ID or first and last name. Then, click **Search**.

2. Click the **General tab**.

3. Click **Service Indicators.**

4. If you want to edit the hold or release it, click on the **service indicator** title in the "Details" column.
   - A positive service indicator will have a red star next in the "Type" column. Positive holds do not block students from services.
   - A negative service indicator will have a red no-sign in the "Type" column. Negative service indicators do block students from services.

5. If you want to release the service indicator, click **Release**.

6. If you are releasing the service indicator, you will get a confirmation message. Click **Ok**.

7. Otherwise, scroll to the bottom of the page to view the impacts of the hold. Update the Comments field as needed. If you have made any changes, click **Apply**.

*Department	76000000 🔍 UB-INSTITUTIONAL ACTIVITIES
Reference	
Amount	0.00
	Currency USD 🔍

Contact Information

Contact ID	🔍	Contact Person	
Placed Person ID	10000101 🔍	Placed By	Monesar,Christina Priscilla Pe
Placed Method	Manual		
Placed Process		Release Process	

Comments

2000 characters remaining

Services Impacted

No Impacts are associated with the selected Service Indicator Code.

Service Indicator Date Time	02/15/2018 11:01:49AM
User ID	

OK   Cancel   Apply

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 https://registrar.ufl.edu/