

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

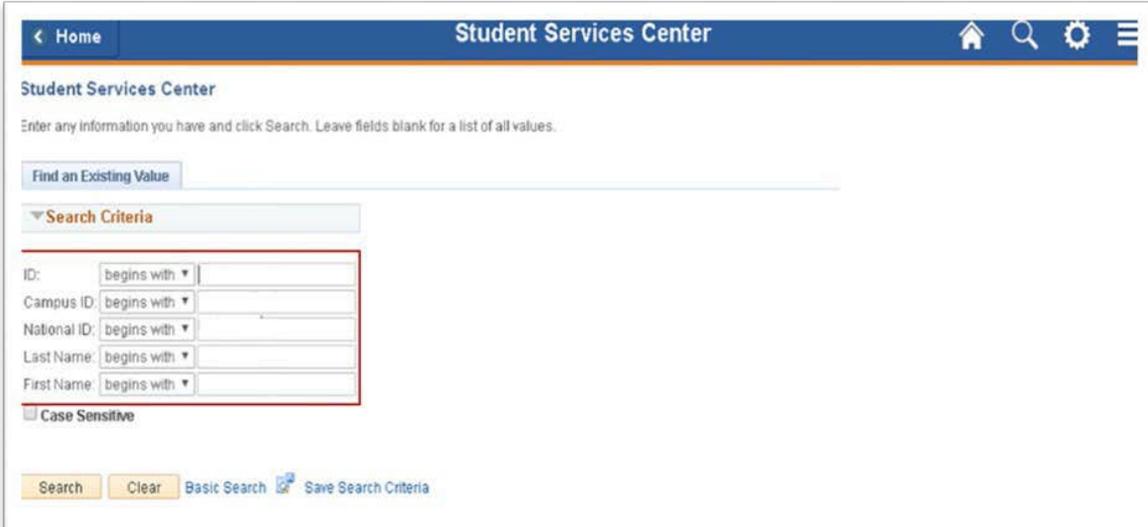
NAVIGATION

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**.



The screenshot shows the 'Student Services Center' search page. At the top, there is a navigation bar with a home icon, a search icon, a settings icon, and a menu icon. Below the navigation bar, the page title 'Student Services Center' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: ID: begins with [text box], Campus ID: begins with [text box], National ID: begins with [text box], Last Name: begins with [text box], and First Name: begins with [text box]. There is a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. Click the **General tab**.

The screenshot shows the 'Alberta Alligator' student center interface. The 'General Info' tab is selected and highlighted with a red box. Below the navigation tabs, there are links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A search bar contains the text 'other academic...'. To the right, there are icons for 'Deadlines', 'URL', and 'Gradebook'. The main section is titled 'This Week's Schedule' and contains a table with the following data:

Class	Schedule
ABE 2012C-0923 LAB (10009)	MoWe 8:30AM - 9:20AM Rogers, Frazier Hall 0129 Mo 4:05PM - 4:55PM Rogers, Frazier Hall 0129
IDS 2935-042D LEC (18410)	Th 12:50PM - 1:40PM Turlington Hall 2319
IDS 2935-17B2 LEC (18411)	Tu 12:50PM - 1:40PM Turlington Hall 2319
IDS 4905-24HE IND (18419)	Room TBA

A 'Weekly Schedule' link is located at the bottom right of the table.

3. Click **Service Indicators**.

The screenshot shows the 'Alberta Alligator' student center interface with the 'General Info' tab selected. The 'Service Indicators' link is highlighted with a red box. Below it, there are links for 'Initiated Checklists', 'Personal Data', 'Names', and 'Phones'. There are 'Collapse All' and 'Expand All' buttons. Below these, there is a 'Service Indicators' section with an 'Edit Service Indicators' button. The 'Service Indicators' section has a filter for 'Positive' (selected) and 'Negative'. Below the filter is a table with the following data:

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	Mandatory Health Insurance	Fall 2018				UB-INSTITUTIONAL ACTIVITIES
⊘	Registration Hold (HCO)	Begin Term - Svc Indicatr Use				OFFICE ENROLLMENT MANAGEMENT
★	Information from College (LS)	Begin Term - Svc Indicatr				OFFICE ENROLLMENT MANAGEMENT

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.

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	Mandatory Health Insurance	Fall 2018				UB-INSTITUTIONAL ACTIVITIES
⊘	Registration Hold (HCO)	Begin Term - Svc Indicatr Use				OFFICE ENROLLMENT MANAGEMENT
★	Information from College (LS)	Begin Term - Svc Indicatr Use				OFFICE ENROLLMENT MANAGEMENT
⊘	OFC AA Universal Tracking	Begin Term - Svc Indicatr Use		02/16/2018		OFFICE ENROLLMENT MANAGEMENT
⊘	Registration Hold (Registrar)	Begin Term - Svc Indicatr Use		02/16/2018		OFFICE ENROLLMENT MANAGEMENT

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

Edit Service Indicator

Alberta Alligator 02062630 Release

*Institution University of Florida

*Service Indicator Code Mandatory Health Insurance

*Service Ind Reason Code Waived from MHI Requirement

Description

Effect Positive Service Indicator

Effective Period

Start Term Fall 2018 End Term

Start Date End Date

Assignment Details

*Department UB-INSTITUTIONAL ACTIVITIES

Reference

Amount Currency

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

Personal Information **Edit Service Indicator**

Are you sure you want to release this Service Indicator?

OK Cancel

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**.

The screenshot shows a web form with the following sections:

- Header:** Department: 76000000 (UB-INSTITUTIONAL ACTIVITIES), Reference: [empty], Amount: 0.00, Currency: USD.
- Contact Information:** Contact ID: [empty], Contact Person: [empty], Placed Person ID: 10000101, Placed By: Monesar, Christina Priscilla Pe, Placed Method: Manual, Placed Process: [empty], Release Process: [empty].
- Comments:** A large text area with a red border and a "2000 characters remaining" indicator.
- Services Impacted:** A message stating "No Impacts are associated with the selected Service Indicator Code."
- Footer:** Service Indicator Date Time: 02/15/2018 11:01:49AM, User ID: [empty], and buttons for OK, Cancel, and 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/>