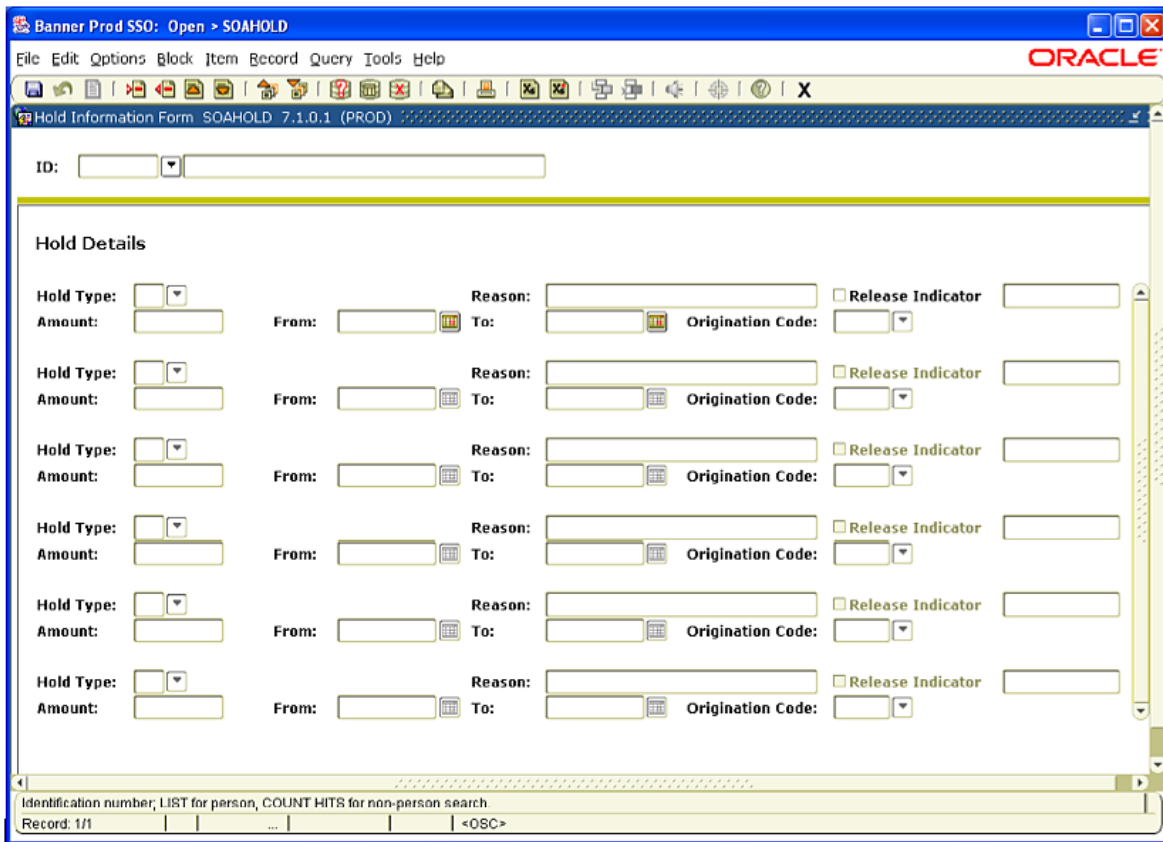




To View Holds on a Student's Record

1. Log on to Ursa at <http://ursa.unco.edu> using your network user name and password.
2. Access **Banner Production** via the link under your **Employee** tab.
3. Go to **SOAHOLD** using the **Go To** field.
4. Enter the student's bear number in the **ID** field.
5. Perform a **Next Block** using the **Block** icon or the **Block** drop-down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.
6. Any holds will be displayed along with the office responsible for putting the hold on the student's record.



Add Holds to a Student's Record (Only those with appropriate access can add holds to a student's record.)

1. Use the **Hold Type** drop-down menu to choose the appropriate hold. The start dates in the **From** fields and the end dates in the **To** fields will automatically populate. These dates can be changed to reflect what is appropriate for the specific hold.
2. You can also add comments in the **Reason** field, but everyone who can view the hold (including the student) will be able to see all comments.

Remove Holds from a Student's Record (Only those with appropriate access can remove holds from a student's record.)

1. Change the end date in the **To** field of the hold to the appropriate date for the hold to stop, and then save it by clicking on the **Save** icon in the tool bar or selecting **Save** in the **File** drop-down menu.
2. You can also do a record remove, but by doing that the audit history of the hold will be gone.

This and other Ursa help sheets are available at www.unco.edu/aboutursa or in the Help Sheets channel of the Help tab in Ursa.