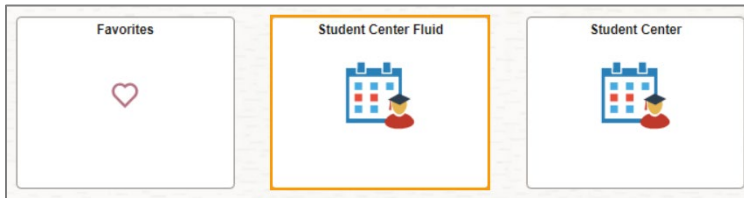
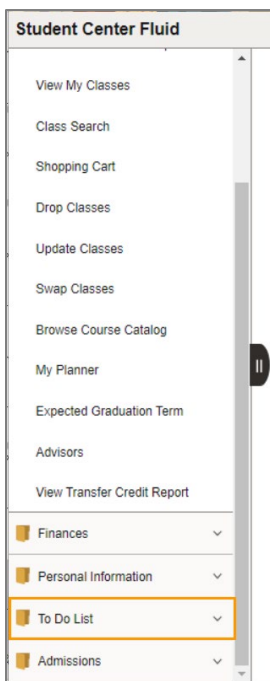


## View Holds

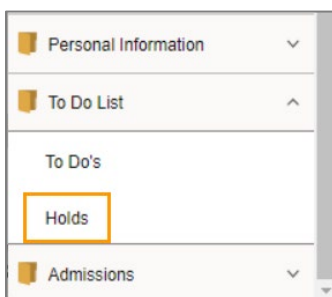
1. Click the **Student Center Fluid** tile.



2. Scroll down on the menu on the left side of the screen. Click the **To Do List** link.



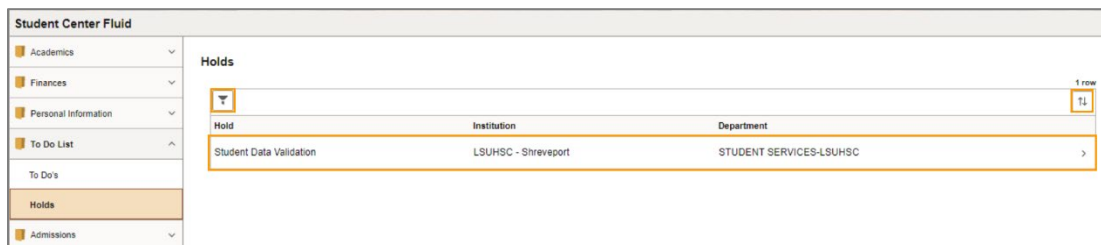
3. Click the **Holds** option.



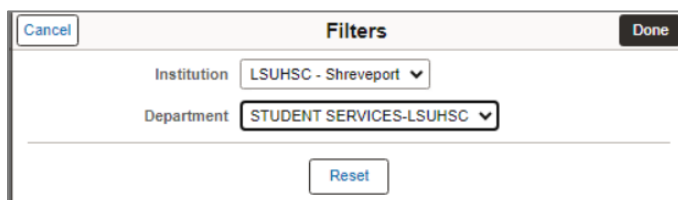
- The **Holds** screen will display. Click the line item of the task desired. Click the **Student Data Validation** item.

*In this example, Student Data Validation is selected.*

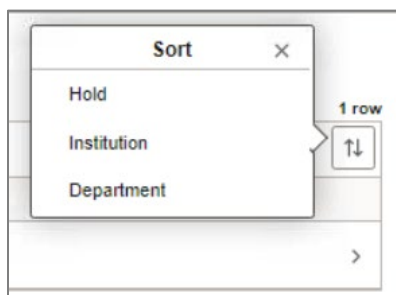
**NOTE: Student Data Validation has been designated as a Service Indicator Hold. A student will be unable to register for classes as long as a Service Indicator Hold is active on his/her account. The Hold will remain in place until the Student Data Validation process has been completed.**



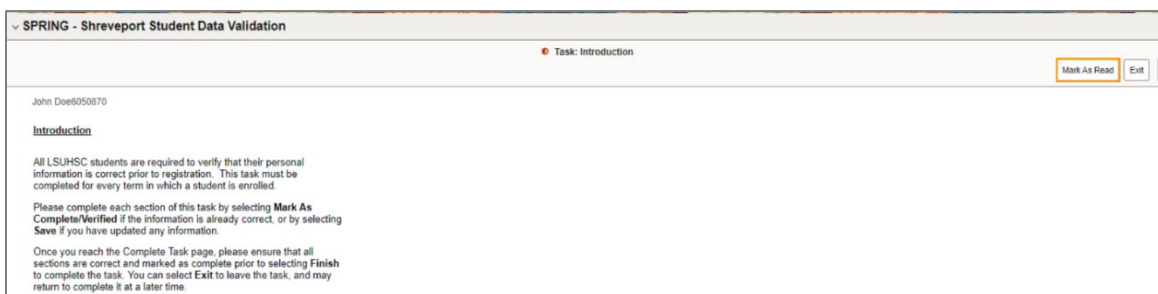
The **Filters** button may be used to select the Institution and the Department.



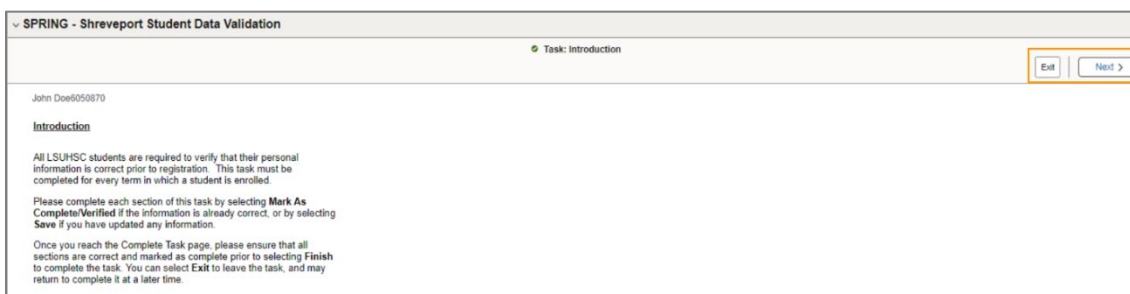
The **Sort** button may be used to reorder the list.



- The **Introduction Task** screen will display. After reading the statement, click the **Mark as Read** button.

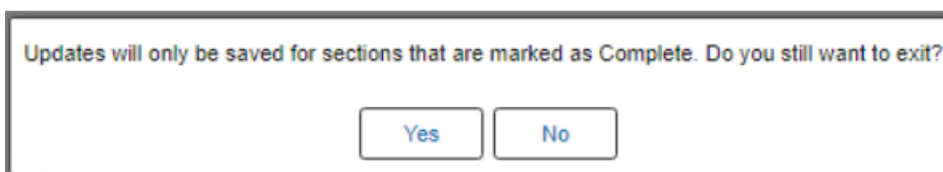


- After marking the task as read, continue by clicking **Next** to move to the next item in the **To Do List**.



- For demonstration purposes only*, click the **Exit** button.

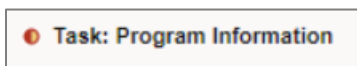
**NOTE:** *If you do not click the **Mark As Read** button, a warning message displays stating the information will not be saved and you will have to redo the section when you next begin. Click the **No** button to Exit.*



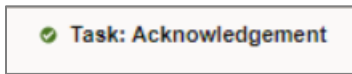
- There will be information and/or instructions for each task. There may be several task screens to verify. Please make sure to read everything carefully on each screen and follow the instructions. Verify you have read the information by clicking the **Mark As Read** button in the upper right corner.

**NOTE:** *Once you have clicked the **Mark As Read** button, you will not be able to make changes to the page.*

**NOTE:** *A red circle will appear in front of each topic's Task name at the top of the screen, if it has **NOT** been verified.*

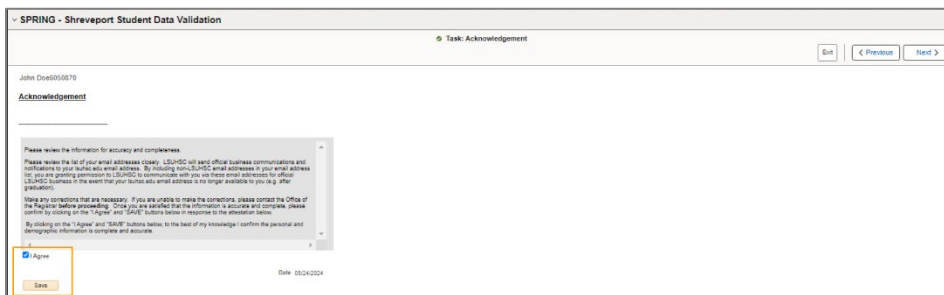


**NOTE: A check will appear in front of each topic's Task name at the top of the screen when verified (Marked As Read). Click the *Next* button.**



- The **Acknowledgement** screen will display after all of the Task screens. Read the message carefully. Select the **I Agree** option. Click the **Save** button.

Click the **Next** button.



- Once all Tasks have been verified and the has been agreed and saved, the **Complete Task** screen will display. Once the validation process is complete, the system will remove the Service Indicator Hold from the Holds section and Enrollment in Classes is allowed. Click the **Finish** button.

