<h1 style="text-align:center">How to Enter or Remove Holds</h1>

**Access Baseline Banner (INB)**
See the "How To" guides for more information about accessing INB and navigation options.

**To remove or enter a hold:**

1. In the Go To field enter the form name: SOAHOLD, and press ENTER
2. If you know the student's ID number or social security number, you may enter it here. Press TAB. Do Next Block to get to the Hold Details block of the form.
3. If you are not sure of the student's ID number, you may do a search.
   a. Click the drop-down arrow box beside the ID field. Select Person Search (SOAIDEN).
   b. This opens SOAIDEN, which is a person search query form. Enter any name information you have on the student, such as last name, first name, and middle initial. If you are not sure of the complete name, you may enter as much information as you have in a field and then enter the % (Banner wildcard key).
   c. Execute query. This will bring up the results of your search. When you identify the correct student, you may double click on the ID number.
   d. The ID number should now be entered in the SOAHOLD form.
   e. Next Block; The holds will be shown and you will be in the Hold Details block of the form.
4. **To end a hold**:
   a. Identify the hold that you are authorized to lift. Be sure to check the type of hold and origination code to ensure that it is the correct hold.
      i. **Initial Advising Hold (IA)**: All first time and readmitted students have an Initial Advising hold to prevent registration. The academic advisor must clear this hold after meeting with the student. Once this hold is lifted, and assuming there are no other registration holds in place, the student may register via the Web. Only advisors who have been designated as an advisor in Banner, based upon names submitted by the vice president, have access to remove this hold.
      ii. **All other holds**: Any other hold should be lifted only by the department that put the hold on the student. The office is shown in the Origination Code field.
   b. Arrow up or down to highlight the correct hold.
   c. **NEVER CHECK "Release Indicator"**
   d. **To end a hold**, go to the "To:" date field and enter the date that the hold should end. Typically this is the current date. An easy way to enter today's date is to enter T and tab.
   e. You must Save the changes (see options below for this process).
5. **To enter a hold**:
   a. Record insert
   b. Enter Hold Type (you may use the drop-down box to see possible selections); TAB
   c. Reason: Type up to 30 characters to help describe the reason for the hold
   d. **Release Indicator – NEVER CHECK THIS BOX. If this box is checked, the only person who can release the hold is the person who entered it into Banner. This could create issues if that person is not available.**
   e. From: Enter the date the hold should begin (typically the date you are entering the hold)
   f. To: Enter the end date (use 31-DEC-2099 as default). This is changed when the hold is cleared (see steps above to end a hold)
   g. Origination Code: Enter the office that put the hold on the student; TAB
   h. SAVE (You must SAVE for the changes to be on the student's records.)
6. To exit the form, click on the black X on the toolbar.
7. In unique situations, you may be required to clear a hold to perform a process and then need to reactivate the hold. Follow the steps above to access the correct hold. Change the end date and Save. To Reactive, put the original end date back on the hold and Save.