## 

## BANNER 9 HOLD STEPS

**1/29/2021**

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| **How to enter and remove a Hold:** | | |
|  | Step | **Action** |
| **ENTERING**  **AND SAVING A HOLD**  **Note:** Hold Type and Orig (including phone number) appear in goPFW for a student to view      **REMOVING**  **A HOLD** | 1  2  3  4  5  6  7  8  9  10  11  12  1  2  3 | If you are currently logged into Banner (as yourself), you will need to open a different browser or an “incognito session” through Google Chrome. To open an incognito session in Google Chrome, find the in the upper right-hand corner of the screen. Click the icon and select “New incognito window.”  Log in to Banner using the direct URL: <https://banadminprod.pfw.edu>/applicationNavigator  You will land on what looks like the goPFW log in screen. Use your **department’s HOLD** Username and Password to log in. Your department *TAG* should share the log in information with you.  Type SOAHOLD in the Search Bar  Enter Student ID or press tab to search by name. Click Go.  To Enter a Hold, click Insert. Enter Hold Type; click the ellipses for list of all available Hold Types. You can either double click on the Hold Type or highlight and click OK.  Enter hold reason in Reason field (limited to 30 characters)  Check the Release Indicator box in order to restrict release to your department only. Do not check the Release Indicator box if you want any department on campus to be able to release the hold.  Enter amount (if applicable)  Today’s date defaults in the From field, and 31-Dec-2099 (the end of time) defaults in the To field; change either date if necessary  Enter the originator in the Origination Code field; click the ellipses for list of all available originator units. Press Tab on the keyboard, this will fill in the Origination Code Description field automatically.  Click Save. Once you click Save, the Created User will fill in with your department’s HOLD account username.  Follow steps 1-5 above  Locate the hold you would like to remove; enter today’s date in To field in Month/Day/Year (mm/dd/yyy) format OR you can put T in the field and press tab. This automatically puts today’s date in that field.  Click the Save button. |
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