1. Log into MyView, then click on the **Self Service** menu option.

2. Under the Advisor Center menu, click the **Advisee General Info** link.
3. Some departments assign individual advisors to students in MyView. Those advisors will see a list of names on the advisee’s pages. All other advisors will need to search for a student. On the Personal Information search page, enter your search criteria and press enter or click the Search button. Each field will search partial information but the most effective and quickest searches use the student’s id or the entire first and last names.

If you searched on name and there is more than one record that met your search criteria, then you will get a Search Results list. Click on the student for whom you want to view information.
4. On the Advisee General Info page you will see a section labeled Service Indicators. The Service Indicators section shows all of the positive ★ and negative ☒ “holds” on a student’s record. If there are several service indicators, you may need to select to “View All” in order to see the advising hold.
In the screen shot below, all service indicators are being viewed (7 of 7), and now the Advising hold is showing in the list.

5. To **remove the hold** click the link for the **Advising** hold.

The Edit Service Indicator page will be displayed.
6. Click the **Release** button to remove the advising hold.

7. Click **OK** to confirm the removal of the advising hold.

8. Confirm that the advising hold has been removed. It should no longer be in the list of service indicators. You cannot remove other holds.