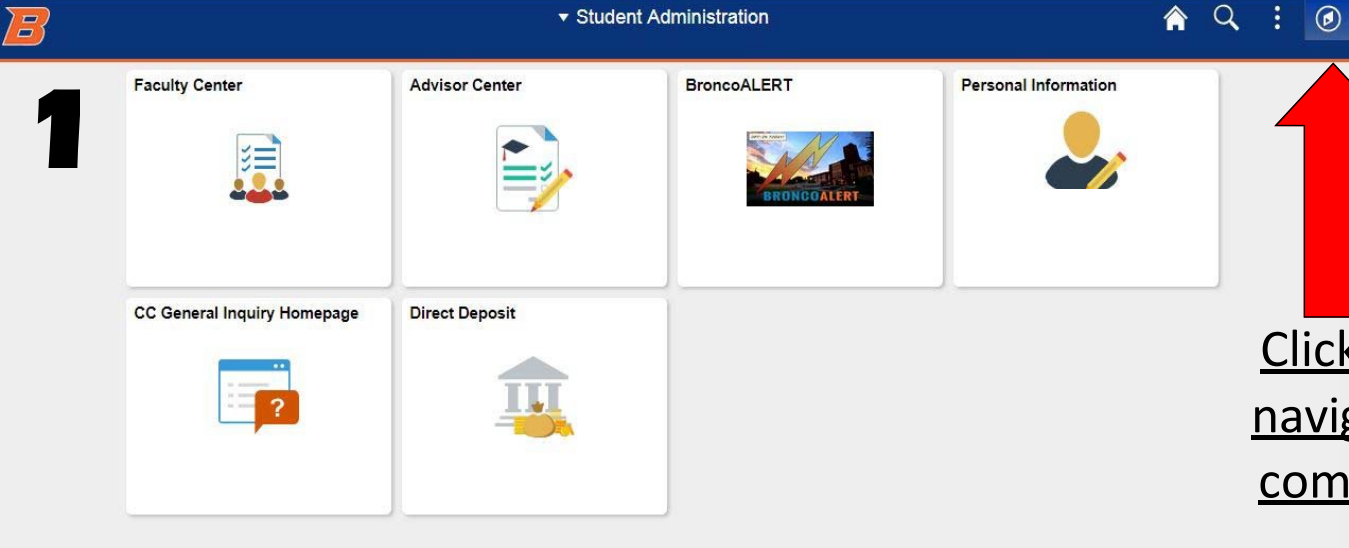


How to release a RAD hold

Log in to Campus Solutions and follow the steps below:

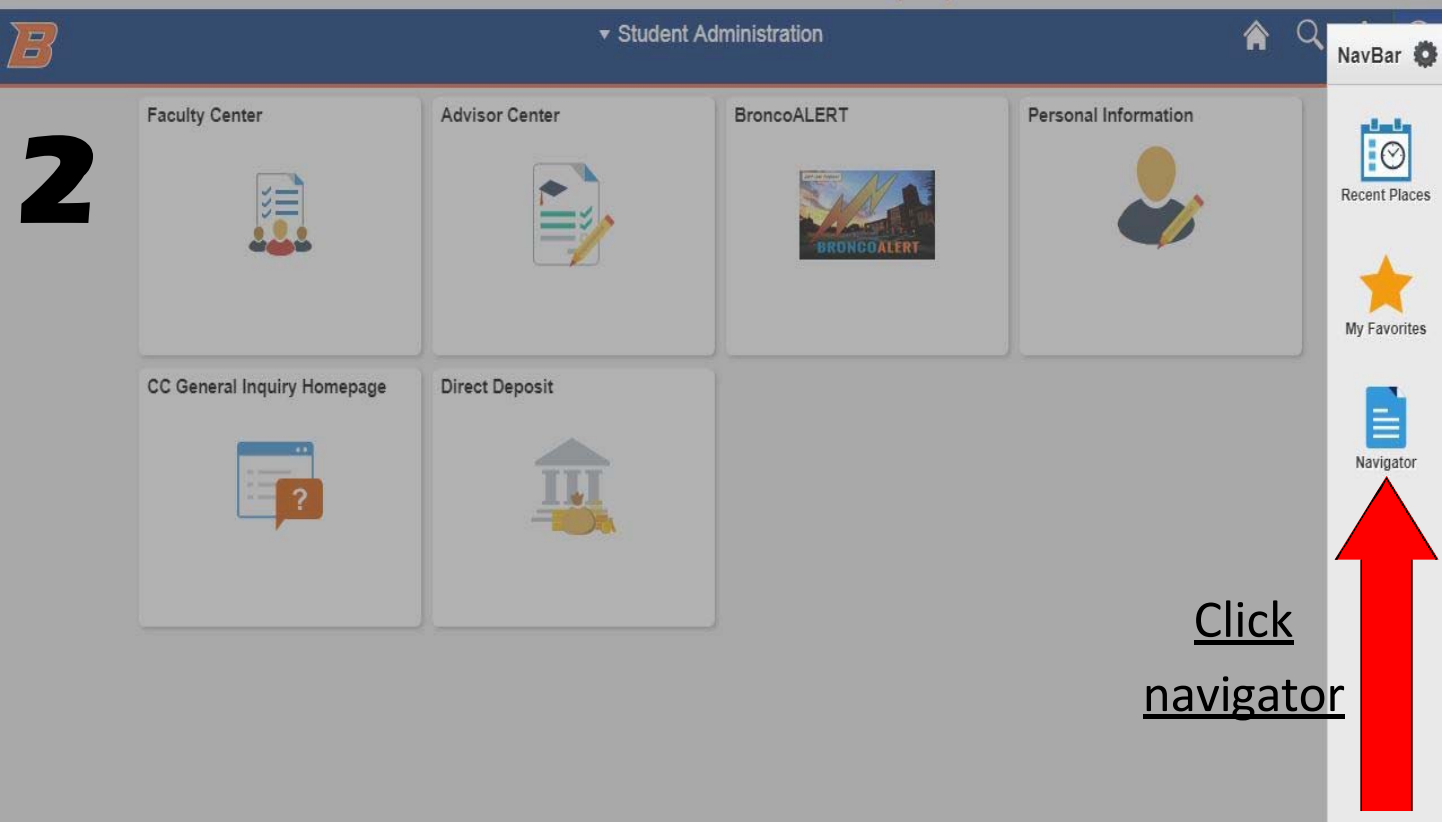
1. Click the Navigator Compass



The screenshot shows the Student Administration dashboard. A large black number '1' is on the left. The dashboard has a blue header with the 'B' logo, 'Student Administration', and navigation icons. Below the header are six tiles: Faculty Center, Advisor Center, BroncoALERT, Personal Information, CC General Inquiry Homepage, and Direct Deposit. A red arrow points to the Navigator Compass icon in the top right corner of the dashboard.

Click the navigator compass

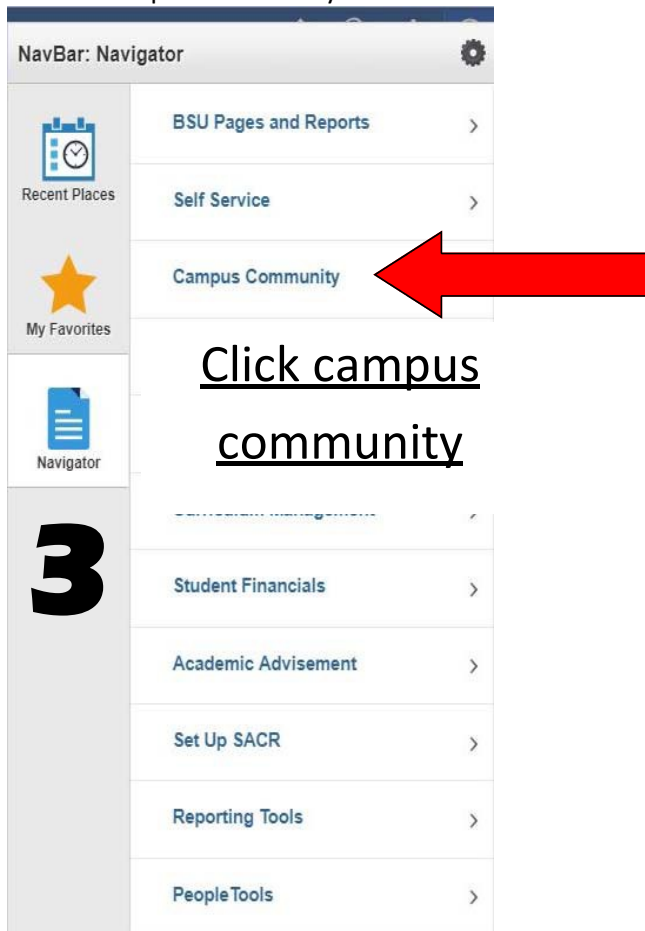
2. Click Navigator



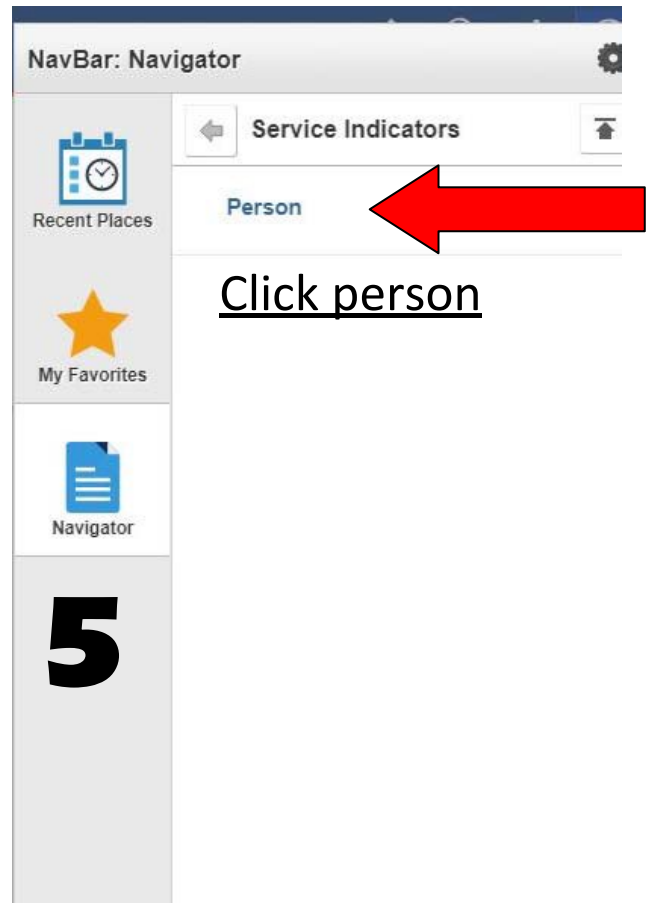
The screenshot shows the Student Administration dashboard with the NavBar open on the right. A large black number '2' is on the left. The NavBar contains icons for Recent Places, My Favorites, and Navigator. A red arrow points to the Navigator icon.

Click navigator

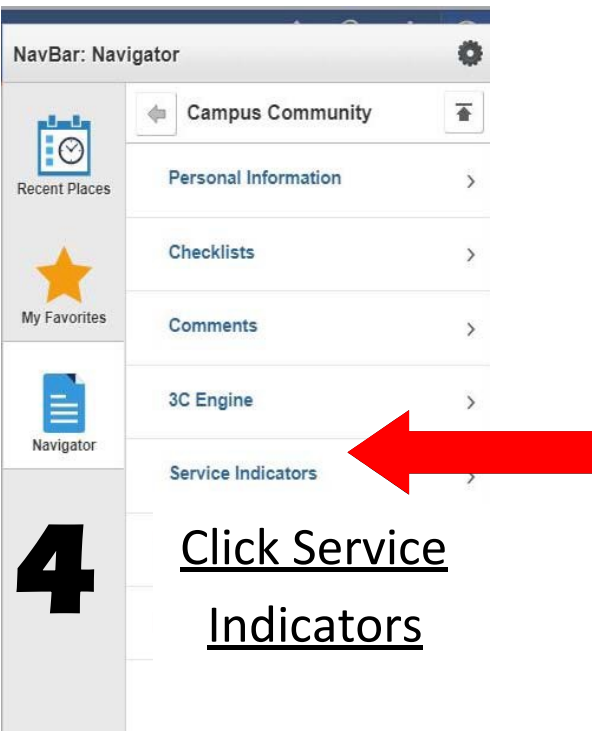
3. Click Campus Community



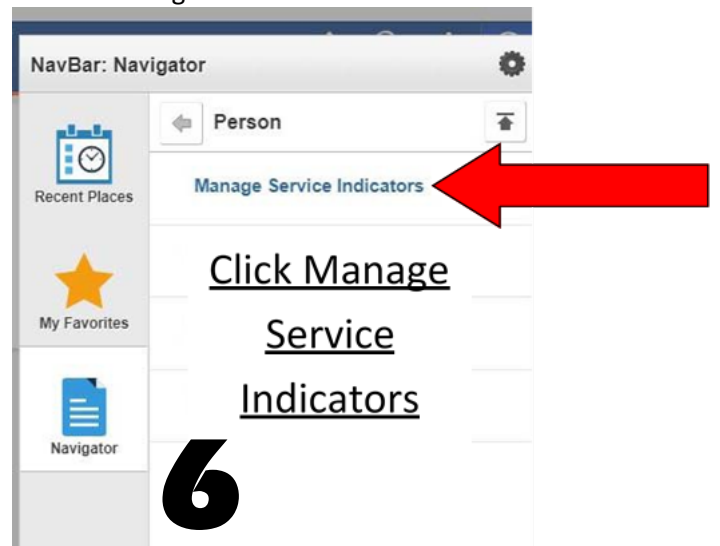
5. Click Person



4. Click Service Indicators



6. Click Manage Service Indicators



7. Enter ID number and search

7 Manage Service Indicators

Enter any information you have and click Search. Le:

Find an Existing Value

▼ **Search Criteria**

ID:

Campus ID:

National ID:

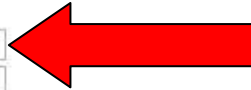
Last Name:

First Name:

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Enter ID
number and
search



8. Click the RAD Advising Required Hold

Manage Service Indicators

8 Adam Algatt

114098314

Effect All

Institution Boise State University

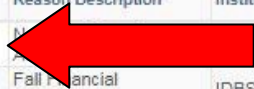
Refresh

+ Add Service Indicator

Service Indicator Summary

Code	Code Description	Reason Description	Institution	Term	End Term Description	Start Date	End Date
RAD	Advising Required	New and Transfer Advising	IDBSU			02/09/2018	
SAG	Student Financial Agreement	Fall Financial Agreement	IDBSU	2018 Fall		03/17/2018	
SAG	Student Financial Agreement	Summer Financial Agreement	IDBSU	2018 Sum		02/17/2018	

Click the
RAD hold



9. Click Release

Edit Service Indicator

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Release

9

*Institution IDBSU Boise State University

*Service Indicator Code RAD Advising Required

*Reason NTADV New and Transfer Advising

Description Advising is required before registration. Please contact your advisor of record or academic department to set up an advising appointment.

Effect Negative Service Indicator

Click Release



10. Click OK

10



Are you sure you want to release this Service Indicator?

OK

Cancel

Click OK