Student Record Holds

- To view holds on a student's record:
 - o Log on to Ursa at https://ursa.unco.edu using your network user name and password.
 - o Access Production Banner (INB) via the link under your Employee tab.
 - o Go to **SOAHOLD** using the **Go To** field.
 - Enter the student's bear number in the **ID** field.
 - Perform a Next Block using the Block icon or the Block drop down menu in the tool bar, or by using the shortcut keys: Ctrl + Page Down.
 - o Any holds will be displayed along with the office responsible for putting the hold on the student's record.

Add