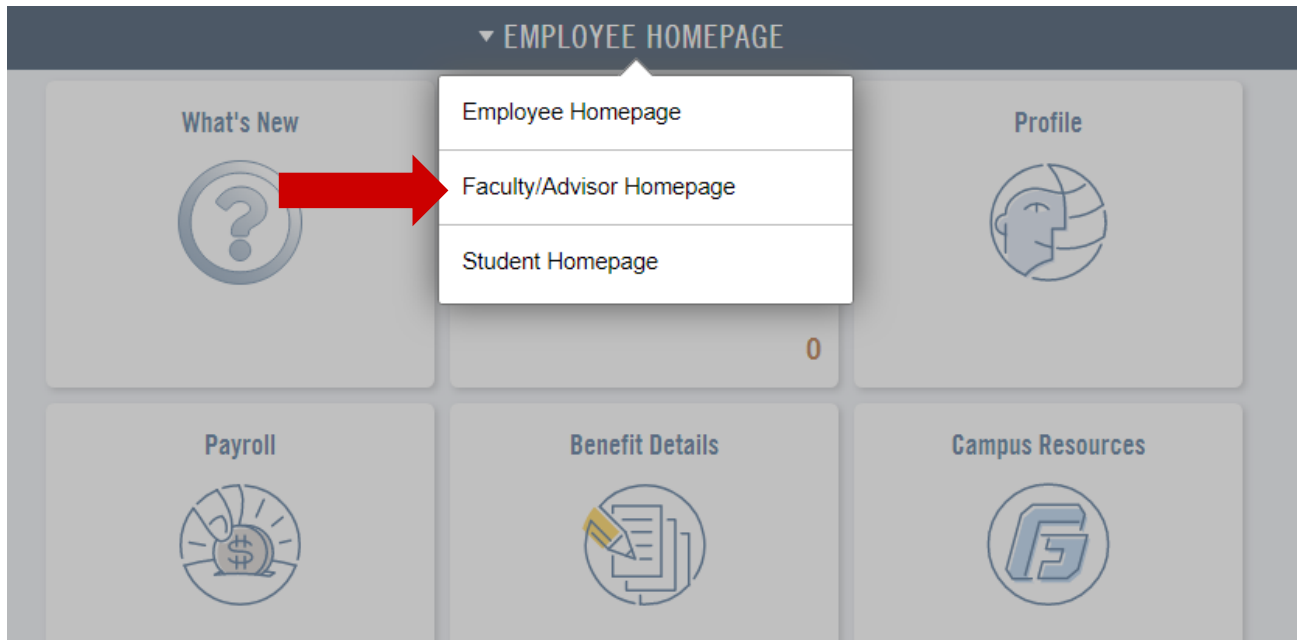
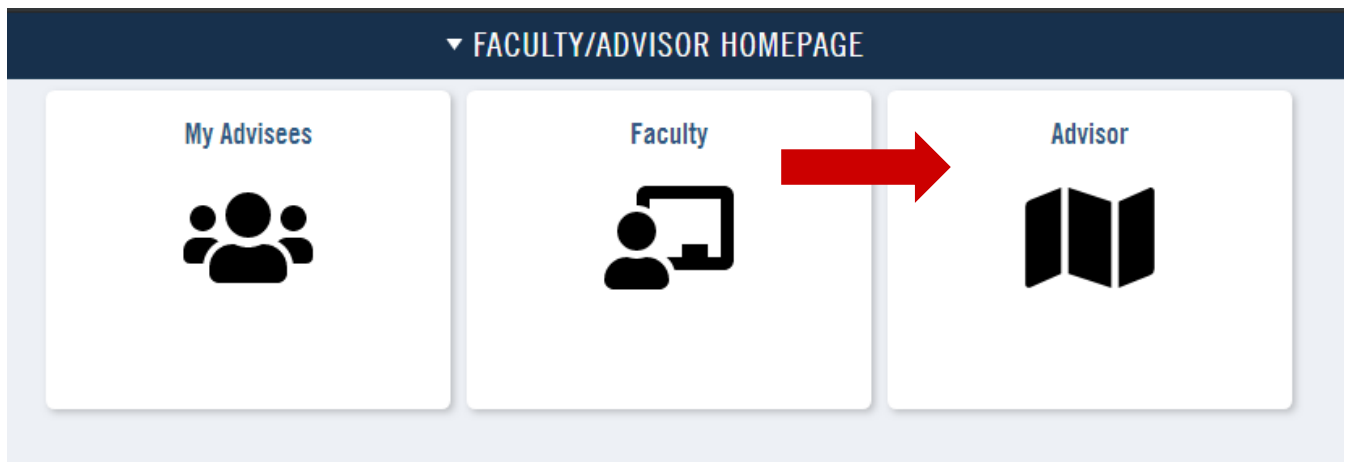


How to Release Advising Hold in MyGeorgeFox

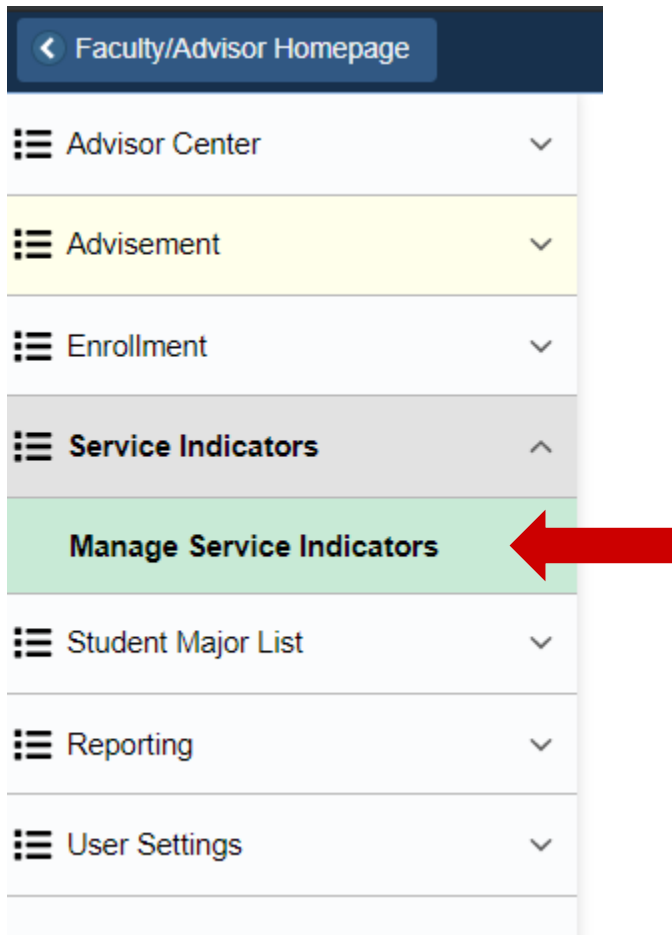
1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.



3. Select the ADVISOR tile.



- Expand SERVICE INDICATORS from the left menu and click MANAGE SERVICE INDICATORS.



- Enter the student's ID number or First and Last Name, click SEARCH.
- Click the RFA code for NEED ADVSOR APPRVL TO REGISTER row.

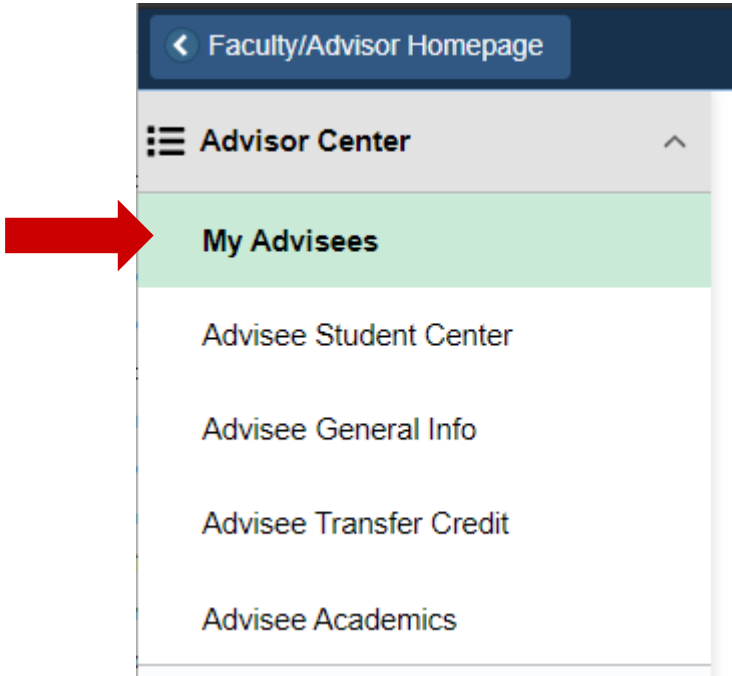
Service Indicator Summary			
Code	Code Description	Reason Description	Institution
ATD	Admissions Enrollment Deposit	Traditional UG Paid	GFOXU
RFA	Need Advsor Apprvl to Register	Annual Registration	GFOXU
RFR	RO FERPA Release Form	FERPA Release Form Complete	GFOXU

- Click the yellow RELEASE button in the upper right corner.
- Click OK to confirm the release.

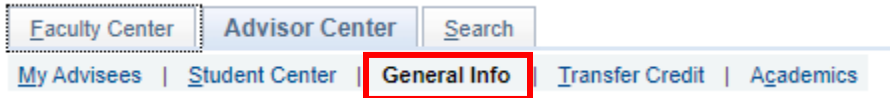
This method is quick and easy for releasing a hold for one student at a time. However if you'd like to release all your advisee's holds quickly, see below for an alternative method.

You can also release holds through the ADVISOR CENTER by doing the following

1. Click MY ADVISEES in the left navigation.



2. Click GENERAL INFO along the top menu.



3. Make sure the correct advisee's name appears at the top, if not, change it from the CHANGE ADVISEE dropdown menu.
4. Find the SERVICE INDICATORS heading and click the NEED ADVSOR APPRVL TO REGISTER row.



The screenshot shows a table titled 'Service Indicators' with a sub-header for 'Positive' (marked with a star) and 'Negative' (marked with a red circle and slash). The table has columns for Type, Details, Amount, Currency, Start Term, and End Term. The 'Need Advsor Apprvl to Register' row is highlighted with a red arrow.

Type	Details	Amount	Currency	Start Term	End Term
★	Admissions Enrollment Deposit	300.000	USD	2018 Fall Term	
★	RO FERPA Release Form			2018 Fall Term	
⊘	Need Advsor Apprvl to Register			2019 Fall Term	

5. Click the RELEASE button in the upper right.
6. Click OK to confirm.
7. Repeat steps 3-6 as needed.