Job Aid
Update Service Indicators

Navigation: Menu → Campus Community → Service Indicators (Student) → Manage Service Indicators

Note – you can navigate to the service indicator page from other MyUNLV pages by clicking the service indicator icon (🚫) on the student’s record.

☆ Prerequisite – perform a Search to locate person ID.

1. From the main PeopleSoft menu, click the Campus Community link on the left hand navigation bar.

2. Click the Manage Service Indicators link.

3. Enter the NSHE ID or Confirm the person ID has been carried to the ID field and the correct Academic Career populates the career field.

4. Click the Search button.

5. Click on the service indicator hold you are trying to release.

6. Verify you are releasing the correct service indicator and click Release

7. Confirm you intent.
8. The service indicator will be lifted from the student’s account.

9. End of Procedure