




Adding Service Indicators

1. Navigate: Campus Community > Service Indicators > Manage Service Indicators
2. Search for the student using EmplID or Last Name and First Name fields.
3. Click on the Add Service Indicator link or the Add Service Indicator  tool.
4. Enter a Service Indicator Code .
5. Enter a Service Ind Reason Code .
6. Select Start Term . This is the term for which the Service Indicator should begin to affect the student's record.
7. Select a Start Date . Use the Choose a Date  button if necessary.
8. Use the Comments area to enter any additional notes about the Service Indicator.
9. Optional: Select an End Term and End Date . Use the Lookup  button if necessary to locate the appropriate term.
10. Click on the Apply button.
11. Click on the OK button to return to the list of Service Indicators.

Removing Service Indicators

1. Navigate: Campus Community > Service Indicators > Manage Service Indicators
2. Search for the student using EmplID or Last Name and First Name fields.
3. Click on the link in the Code column for the Service Indicator that you want to delete.
4. Click on the Release button.
5. Click on the OK button to Release the Service Indicator and Save OR select the Cancel button to go back without releasing the Service Indicator.