

## Holds and Service Indicators

This document provides an overview of viewing your holds/service indicators.

To access your holds log in to the portal, Zipline, at <http://zipline.uakron.edu> with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the [Student Center website](#) and select the link for the appropriate tutorial.

### **Important Guidelines:**

- ✓ Log into ZipLine (zipline.uakron.edu) to access the self-service applications.
- ✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.
- ✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

## Log In to ZipLine

### Instructions:

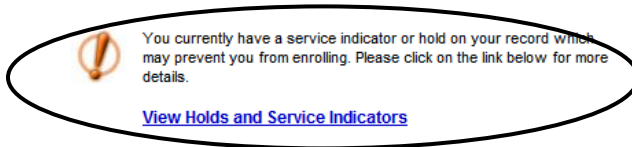
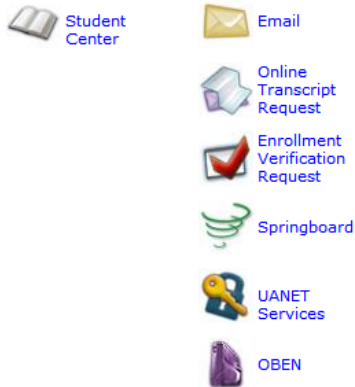
1. Log in to ZipLine with your Uanet ID and password.
2. Click on the **Log Me In!** button.



**Instructions:**

- You are now logged in to the portal. The particular page shown below is the **My Page** tab.
- The **View Holds and Service Indicators** link will allow you to view all holds placed on your record. Note the exclamation point and message above the hyperlink which alerts you that there are holds on your file.

Personalize [Content](#) [Layout](#) Tue, Sep 23, 08 11:41 AM

**Access my ...**

- If you do not have any holds, the page will state: “***No current hold information found.***”

**Jane Doe**go to ...  **Your Holds**

No current hold information found.

go to ...

**Instructions:**

- If you have holds on your record, click the **View Holds and Service Indicators** link as shown in Step 4. Upon clicking the link, the holds will be explained, as shown below. You can click the hold item link to view details regarding the hold.

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

**View your Holds by**

**Institution**

**Term**

**Department**

**go**

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
<a href="#">Non Payment of Fees</a>		USD	The University of Akron	Affects all terms		10/15/2008		Loans & Receivables
<a href="#">Prevent enrollment</a>		USD	The University of Akron	2008 Fall		09/01/2008		Registrar

- The following is a sample of the details for the hold.
- Click the email address hyperlink for the Contact to send a message to that individual.
- Click the **Return** button to return to the previous page.

**Your Holds**

**Hold Item**

**Jane Doe**

**Prevent enrollment**

**Reason and Contact**

**Description:** The University of Akron

**Start Term** 2008 Fall

**Start Date** 09/01/2008

**Reason:** See University Registrar

**Department:** Registrar

**Contact:** Debra Hayes

[email@yahoo.com](mailto:email@yahoo.com)

Send an email message to the contact.

**Instructions**

University Registrar hold - see University Registrar

**Return**

For questions regarding your holds please email the Registrar’s Office at:  
**registrar@uakron.edu**