BANNER RELEASING THE ADVISOR HOLD





Student Success

INSTRUCTIONS

- 1. Login to https://my.abac.edu/ using your ABAC username (email address) and password
- 2. Click on Banner Faculty Landing Page (Under Applications in Tools)
- 3. Select "Advisee List and Student Profile"



4. Select the upcoming registration term for your advisee



5. Enter the 918# of your advisee, press enter, then "View Profile" View advisee listing, or search by

	Student ID					
\circ	Student ID					
0	Student Email					
0	Student Name					
Student ID						
918092624						
Testing Testing III						
Vi	ew Profile View My Advisee Listing					

How to Release the Advisor Hold

6. Click on "Holds" in the upper right corner



7. Check the "Advisor Enable Registration" box and then click Release



8. Enter a comment and select "OK"



9. Done

	*	9	Nicholas A Urquhart	1		
Successfully released the holds.						
			Registration Notices: 4	ds: 0		
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CONTACT

If you have any additional questions, please contact Academic Support at <u>asc@abac.edu</u>.