

BANNER

RELEASING THE ADVISOR HOLD



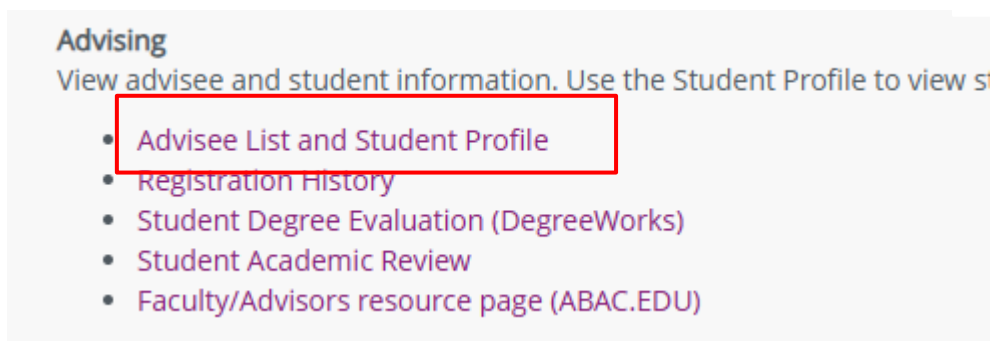
ABAC

Student Success

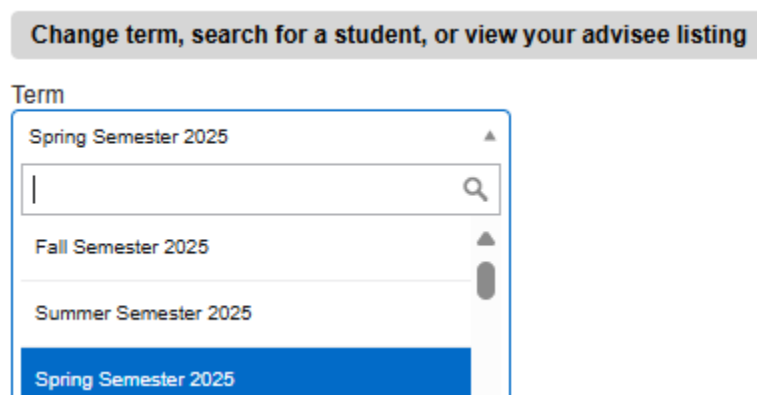
How to Release the Advisor Hold

INSTRUCTIONS

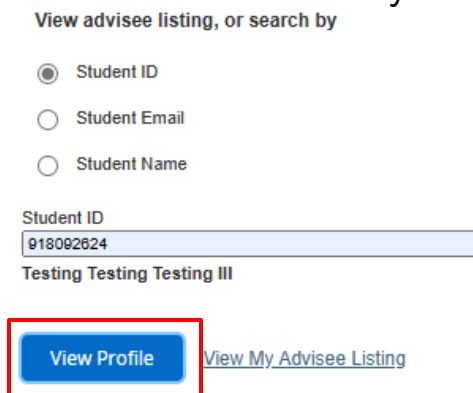
1. Login to <https://my.abac.edu/> using your ABAC username (email address) and password
2. Click on Banner Faculty Landing Page (Under Applications in Tools)
3. Select “Advisee List and Student Profile”



4. Select the upcoming registration term for your advisee

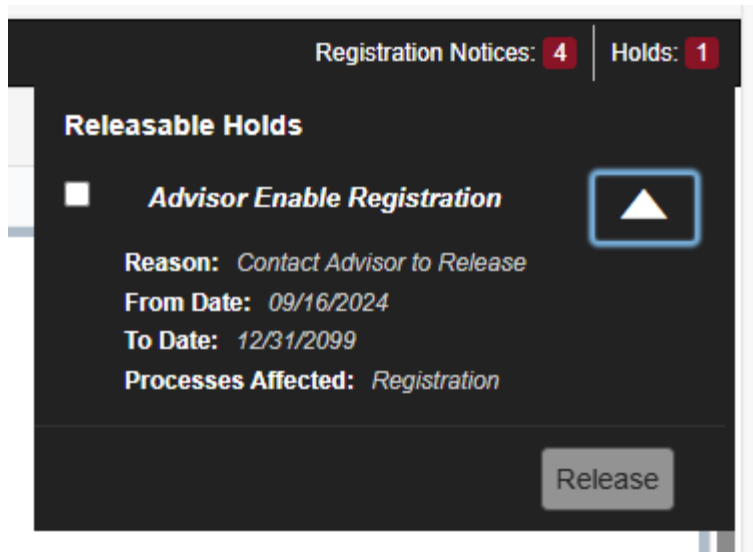


5. Enter the 918# of your advisee, press enter, then “View Profile”

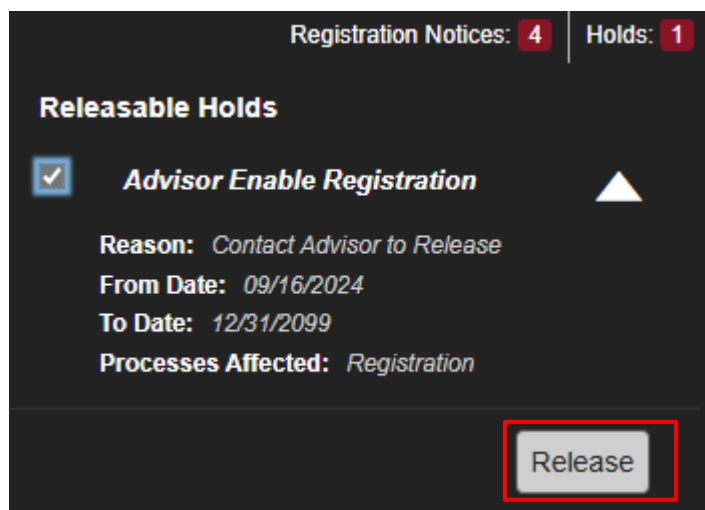


How to Release the Advisor Hold

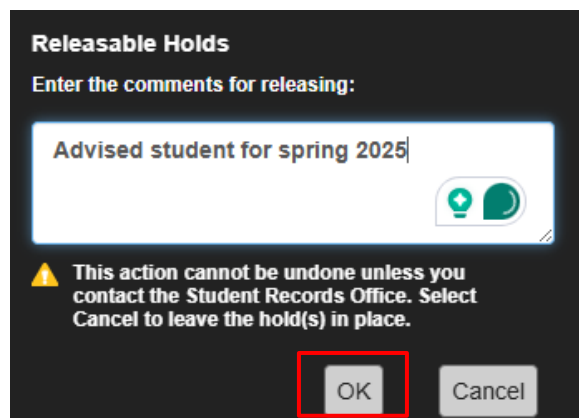
6. Click on “Holds” in the upper right corner



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

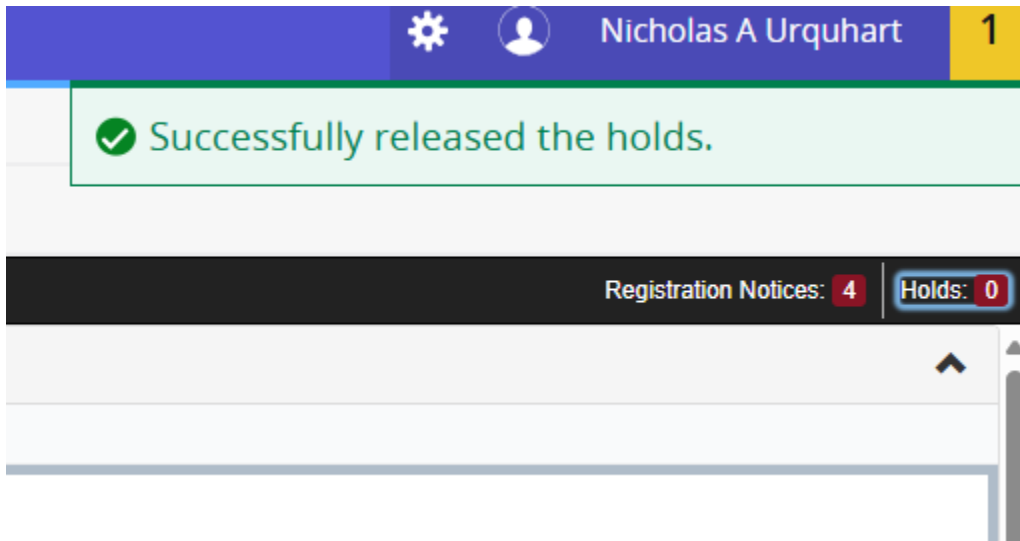


8. Enter a comment and select “OK”



How to Release the Advisor Hold

9. Done



CONTACT

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