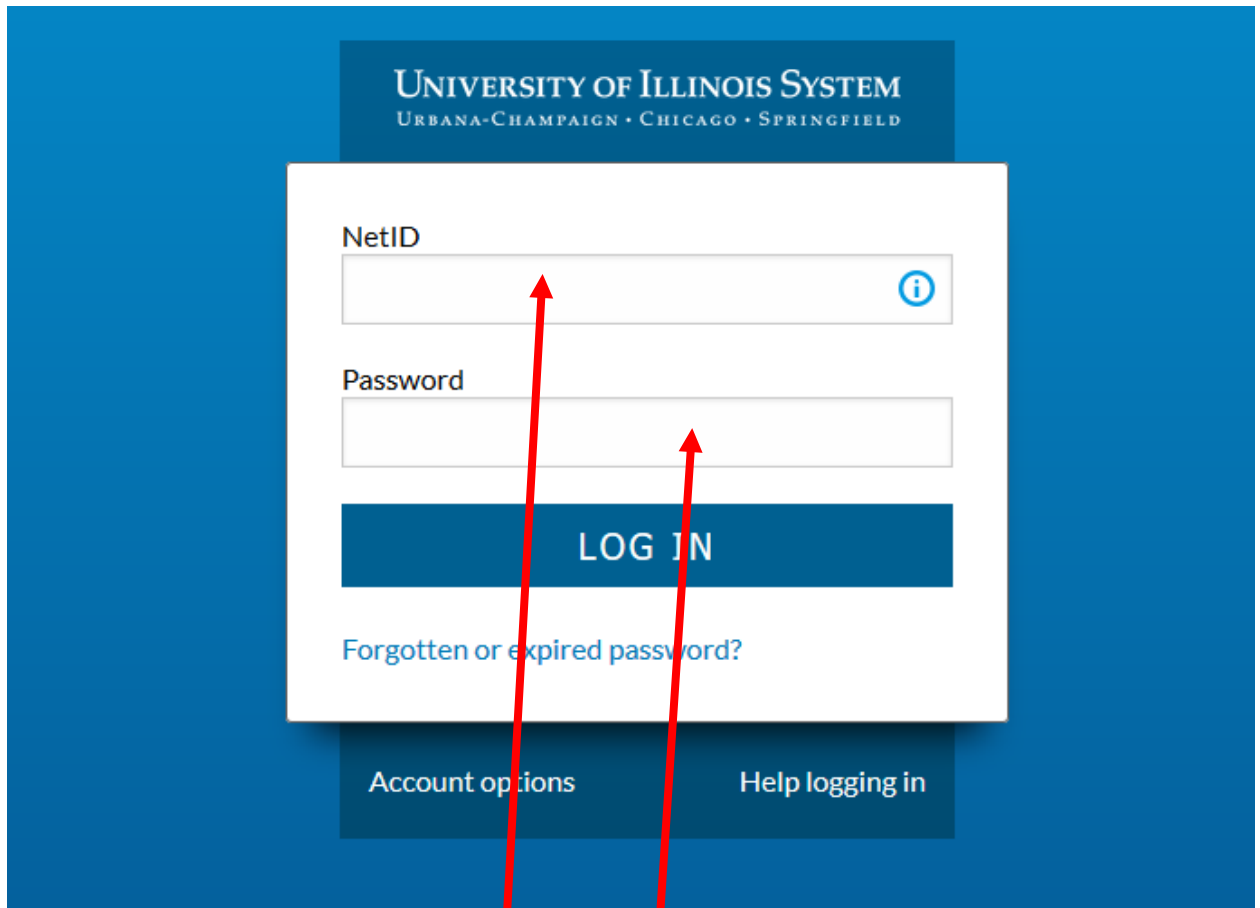


Banner 9 Hold Process

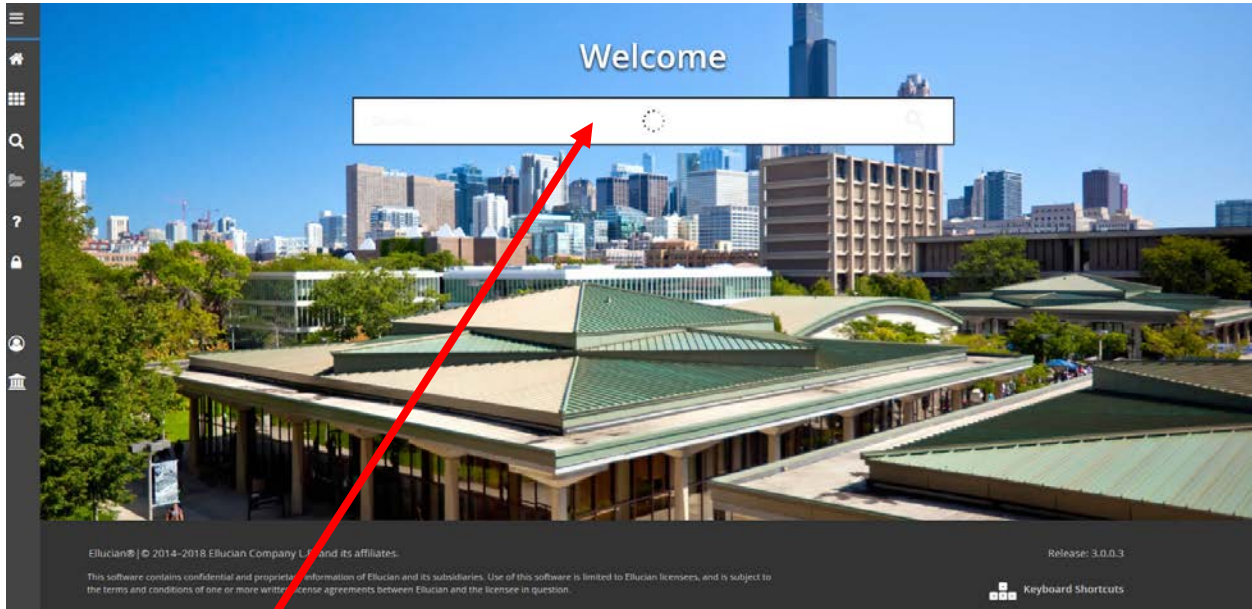
This document will cover the hold form (SOAHOLD) in Banner 9.



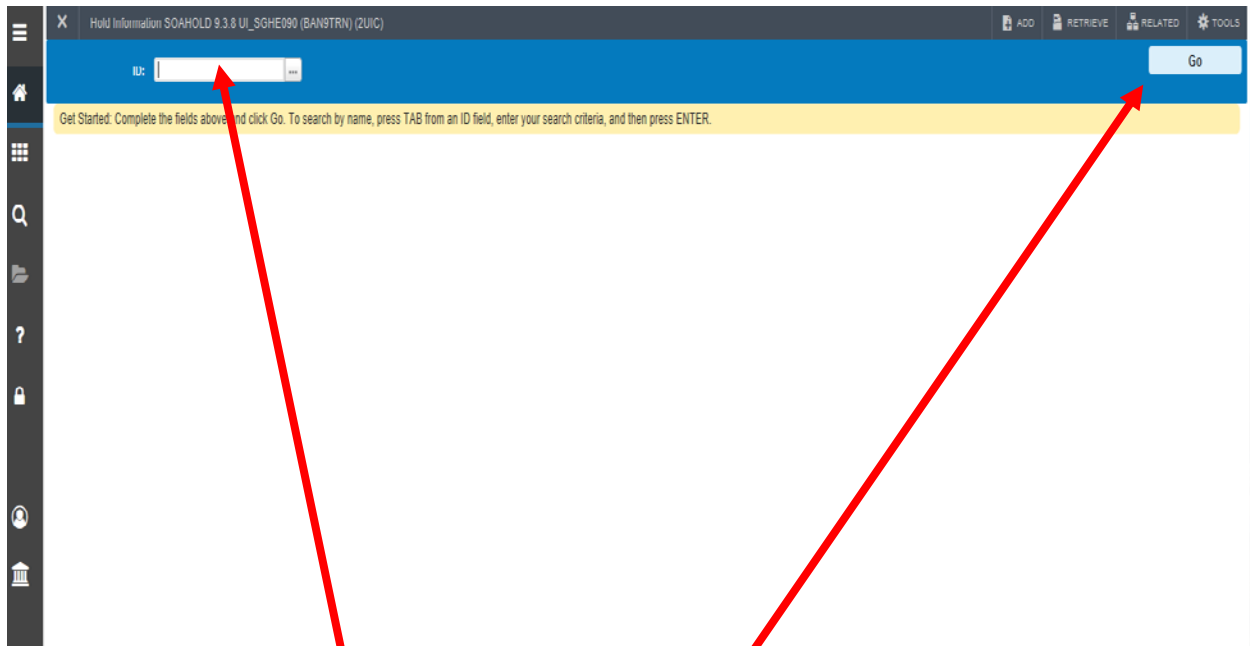
The image shows a screenshot of the Banner 9 login interface. At the top, it says "UNIVERSITY OF ILLINOIS SYSTEM" with "URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD" below it. The main form has two input fields: "NetID" and "Password". Below these fields is a blue "LOG IN" button. Underneath the button is a link that says "Forgotten or expired password?". At the bottom of the form area, there are two links: "Account options" and "Help logging in". Two red arrows point from the bottom of the page towards the "NetID" and "Password" input fields.

1. Log into Banner by entering in your NetID and Password:

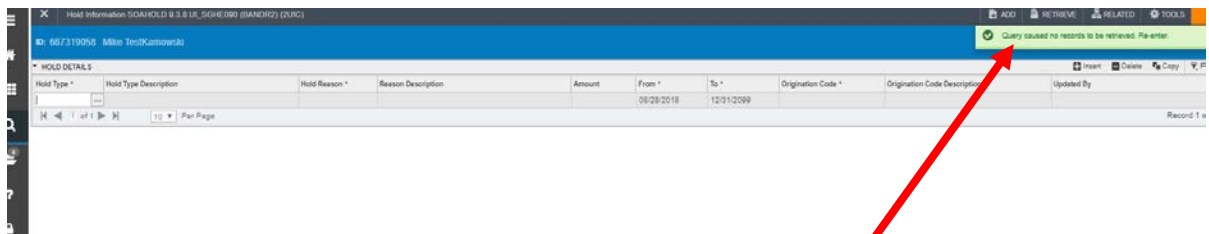
2. The landing page will display



3. Enter SOAHOLD in the Search box under Welcome.

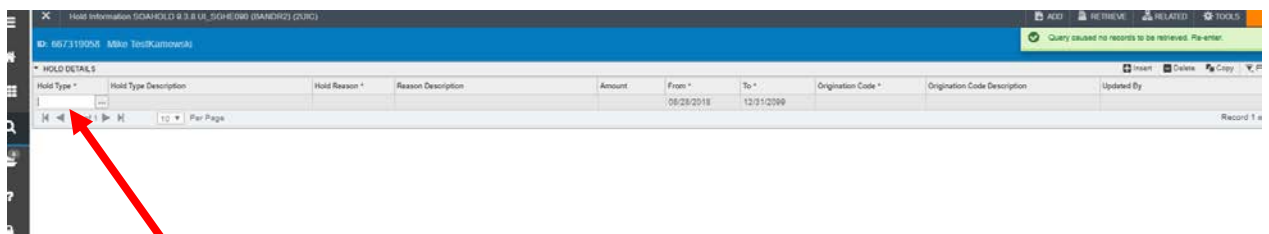


4. Enter the student UIN in the box and click Go

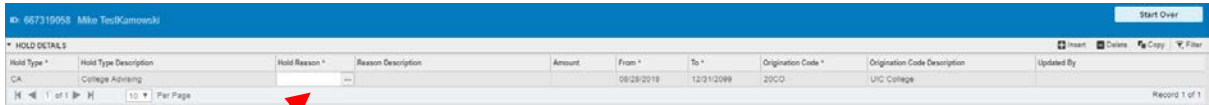


5. If a student does not have a hold then the message “Query caused no record to be retrieved. Re-enter.” will appear.

Add a Hold

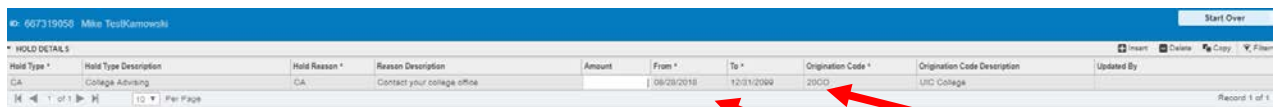


1. Enter a hold type and press the tab key.



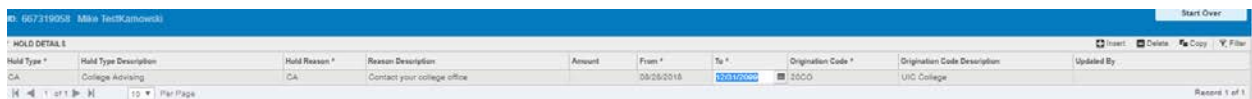
Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By
CA	College Advising				08/28/2018	12/31/2099	2000	UIC College	

2. Enter the hold reason and press the tab key



Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By
CA	College Advising	CA	Contact your college office		08/28/2018	12/31/2099	2000	UIC College	

3. Do not enter an amount and tab to the start date. Change the Start Date and End Date if necessary.

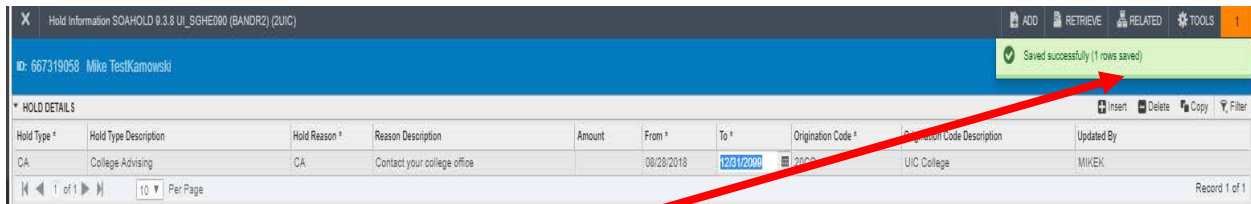


Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By
CA	College Advising	CA	Contact your college office		08/28/2018	12/31/2099	2000	UIC College	

4. Click Save



Activity Date: 08/28/2018 12:00:00 AM SAVE

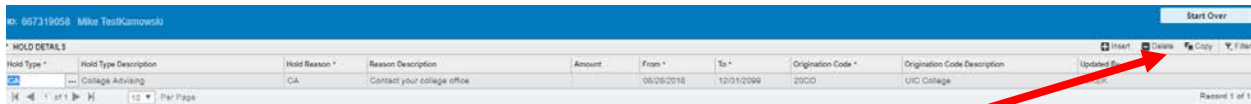


5. The message Saved Successfully (# of records saved) will appear in the notification section.

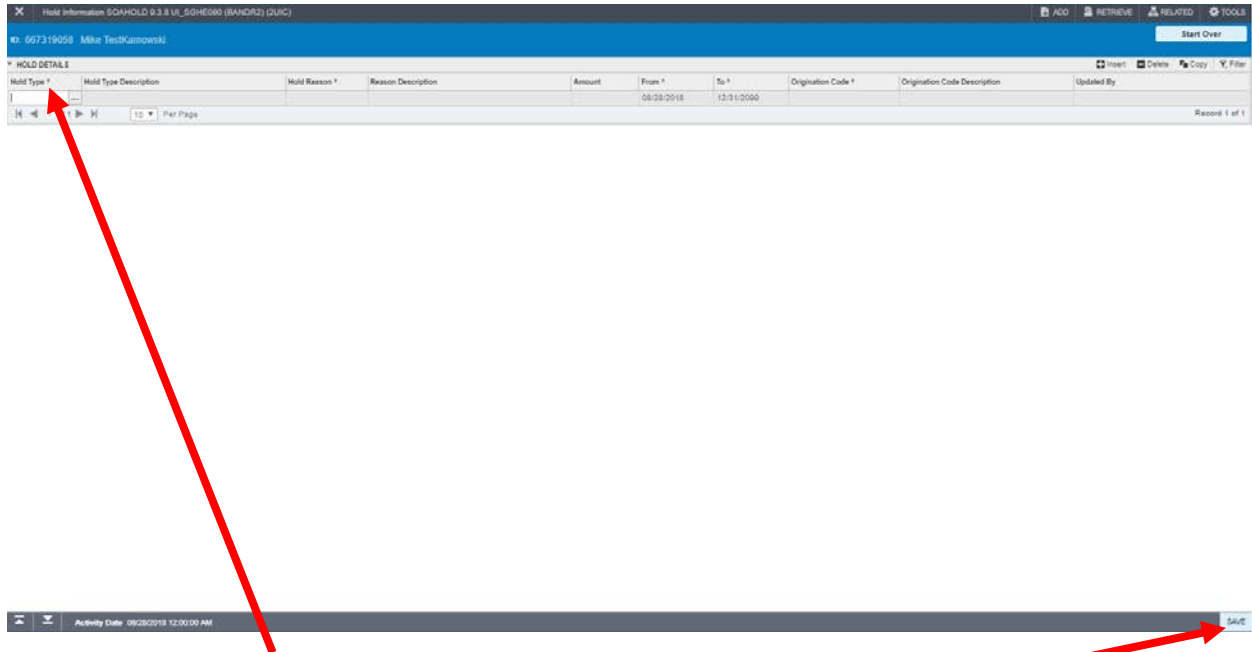
Remove a Hold



1. Enter the student UIN in the box and click GO



2. Highlight the hold to be removed and click on Delete.



3. The highlighted hold will no longer appear on the screen. Click Save