1. Go to http://myub.ubalt.edu
   Log in using your network ID and Password

2. Click the Student Center link located on the upper left corner of the screen.

3. Click on “Details” in the Holds Box, located on the upper right corner of the screen.
4. Select a “Hold Item” from the list to view more information about the hold.

Your Holds

<table>
<thead>
<tr>
<th>Hold Item</th>
<th>Amount</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Collections</td>
<td>USD</td>
<td>University of Baltimore</td>
<td>Begin Term - Srvc Indicatr Use</td>
<td></td>
<td>07/22/2018</td>
<td></td>
<td>Office of the Bursar</td>
</tr>
</tbody>
</table>

5. View the Reason for your Hold Item. Follow the instructions to get the hold lifted.

**Internal Collections**

**Reason and Contact**

**Description:** University of Baltimore  
**Start Term:** Begin Term - Srvc Indicatr Use  
**Start Date:** 07/22/2018  
**Reason:** Account Past Due > 60 Days  
**Department:** Office of the Bursar  
**Contact:**

**Instructions**

Please contact the Office of the Bursar—ubbursar@ubalt.edu or 410-837-4848.