SERVICE INDICATOR

1. Go to https://myub.ubalt.edu
   Log in using your Network ID and Password
   Click the Advising Information link under Advising Self-Service.

2. Click the General Info Tab
   Click the Service Indicators link.
ADD A SERVICE INDICATOR

- Click the **Edit Service Indicators** button.
- Click the **Add Service Indicator** link
- Enter the valid Service indicator code and Service indicator Reason code
- Enter the Effective Period: Select Start/End Term and Select Start/End Date
- Click APPLY
- Click OK
### Manage Service Indicators

**Display:** All | **Institution:** University of Baltimore

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCO</td>
<td>Red</td>
<td>Past Due Account &gt; 120 Days</td>
<td>UMBALT</td>
<td>0000</td>
<td>Begin Term</td>
<td>09/12/2008</td>
<td></td>
</tr>
<tr>
<td>ECO</td>
<td>Expiry Date</td>
<td>ECO</td>
<td>UMBALT</td>
<td>0000</td>
<td>0000</td>
<td>09/12/2008</td>
<td>09/12/2008</td>
</tr>
<tr>
<td>REX</td>
<td>Reclass</td>
<td>Register</td>
<td>UMBALT</td>
<td>0000</td>
<td>0000</td>
<td>09/12/2008</td>
<td>09/12/2008</td>
</tr>
<tr>
<td>SRF</td>
<td>Student</td>
<td>Students File</td>
<td>UMBALT</td>
<td>0000</td>
<td>0000</td>
<td>09/12/2008</td>
<td>09/12/2008</td>
</tr>
</tbody>
</table>
4. **REMOVE A SERVICE INDICATOR**

- Click on the service indicator code in the code field
- Click the Release button (see arrow).
- **Answer the question:** Are you sure you want to release this Service Indicator? **OK**
- Click Apply
- Click OK
5. The Service Indicator is removed:

Note: The Release button will only be visible if you have permission to remove the service indicator.