

## SERVICE INDICATOR

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



- Click the **General Info** Tab  
Click the **Service Indicators** link.

MyUB Home MyResources MyUB Favorites Select One: ▾

Morrell Test ID: 1040415

my advisees student center **general info** transfer credit academics

Service Indicators Initiated Checklists  
 Student Groups Personal Data  
 National ID Names COLLAPSE ALL  
 Addresses Phones EXPAND ALL  
 Email Addresses

Service Indicators [edit service indicators](#)

★ Positive ☹ Negative

Service Indicators		Customize   View All First 1-5 of 6 Last						
Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
☹	<a href="#">Student's File Sealed</a>			Begin Term - Srvc Indicatr Use		07/23/2003		Registrar
☹	<a href="#">Business (UG) Probation</a>			Spring 2004		10/10/2003		Off Campus Programs
☹	<a href="#">Registrar</a>			Fall 2004		05/10/2004		Registrar
☹	<a href="#">Past Due Account &gt;120</a>			Begin Term - Srvc Indicatr Use		01/24/2006		Bursar's Office
☹	<a href="#">Internal Collections</a>	15,666.500		Begin Term - Srvc Indicatr		07/12/2006		Bursar's Office

## 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

The screenshot shows the MyUB Home page for user Lorna Doone (ID: 1097020). The page has tabs for 'my advisees', 'student center', 'general info', 'transfer credit', and 'academics'. Under the 'Service Indicators' section, there are links for 'Service Indicators', 'Initiated Checklists', 'Student Groups', 'Personal Data', 'National ID', 'Names', 'Addresses', 'Phones', and 'Email Addresses'. There are 'COLLAPSE ALL' and 'EXPAND ALL' buttons. A green button labeled 'edit service indicators' is highlighted with a red arrow. Below this is a table of service indicators.

Type	Details	Amount	Currency	Start Term	End Term	Start Date	End Date	Department
⊖	Internal Collections	100.000		Begin Term - Srvc		09/17/2008		Bursar's Office

3.

MyUB Home MyResources MyUB Favorites Select One: ▾

### Manage Service Indicators

Morrell Test 1040415 

Display: Effect  Institution  Refresh 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
<a href="#">AAV</a>	Advising	Advising	UBALT	1092	Sprng 2009	1093	Summ 2009	10/05/2008	10/08/2008
<a href="#">ADM</a>	Administrative	Administrative	UBALT	1092	Sprng 2009	1093	Summ 2009	01/31/2009	09/01/2009
<a href="#">BPR</a>	Business (UG) Probation	MSB Undergraduate Probation	UBALT	1042	Sprng 2004			10/10/2003	
<a href="#">ECO</a>	Past Due >120 Days	Past Due Account >120 Days	UBALT	0000	Begin Term			01/24/2006	
<a href="#">ICO</a>	Account Past Due >90 Days	Account Past Due >90 Days	UBALT	0000	Begin Term			07/12/2006	
<a href="#">REG</a>	Registrar	Registrar	UBALT	1044	Fall 2004			05/10/2004	
<a href="#">SEE</a>	Student's File Sealed	Student's File Sealed	UBALT	0000	Begin Term			07/23/2003	

[+ Add Service Indicator](#)

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

MyUB Home MyResources MyUB Favorites Select O

[Help](#) | [Customi](#)

### Edit Service Indicator

Morrell Test 1040415

\*Institution:  University of Baltimore

\*Service Indicator Code:  Administrative

\*Service Ind Reason Code:  Administrative

Description:

Effect: Negative

**Effective Period**

Start Term:  Sprng 2009 End Term:  Summ 2009

Start Date:  End Date:

**Assignment Details**

\*Department:  VP Student Services

Reference:

Amount:  Currency:

**Contact Information**

Contact ID:  Contact Person:

Placed Person ID:  Placed By:

5. The Service Indicator is removed :

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

MyUB Home MyResources MyUB Favorites Select One: ▾

### Manage Service Indicators

Morrell Test 1040415

Display: Effect All Institution University of Baltimore Refresh

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
AAV	Advising	Advising	UBALT	1092	Sprng 2009	1093	Summ 2009	10/05/2008	10/08/2008
BPR	Business (UG) Probation	MSB Undergraduate Probation	UBALT	1042	Sprng 2004			10/10/2003	
ECO	Past Due Account >120	Past Due Account >120 Days	UBALT	0000	Begin Term			01/24/2006	
ICO	Internal Collections	Account Past Due > 60 Days	UBALT	0000	Begin Term			07/12/2006	
REQ	Registrar	Registrar	UBALT	1044	Fall 2004			05/10/2004	
SEF	Student's File Sealed	Student's File Sealed	UBALT	0000	Begin Term			07/23/2003	

[+ Add Service Indicator](#)