Manage Service Indicators

**Release a Service Indicator**

Paths: Campus Community > Service Indicators (Student) > Manage Service Indicators

1. On the **Find an Existing Value** page, enter criteria to search for the student.
2. Click the code for the service indicator you wish to release.
3. Click
4. Click

**Add a Service Indicator**

Paths: Campus Community > Service Indicators (Student) > Manage Service Indicators

1. On the **Find an Existing Value** page, enter criteria to search for the student.
2. Click
3. In the **Institution** field, enter UCONN.
4. Enter the **Service Indicator Code**. To select a Service Indicator Code from the Lookup List, click to the right of the field.
5. Enter the **Service Ind Reason Code**. To select a Service Ind Reason Code from the Lookup List, click to the right of the field.
6. In the **Start Term** field, enter 0000. **Note:** If the Service Indicator will be effective starting in a future term, enter that term code.
7. In the **Start Date** field, enter the date this service indicator becomes active.
8. **Optional:** Select a Contact ID if appropriate for your department. To select a Contact ID from the Lookup List, click to the right of the field. Type in your search criteria and then click . Select from a value in the list.
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| 9. | Type any additional notes about the Service Indicator in the **Comments** field.  
**Note:** This information is available to all who view Service Indicators. |
| 10. | Click **OK** |