Student Record Holds

- **To view holds on a student's record:**
  - Log on to Ursa at https://ursa.unco.edu using your network user name and password.
  - Access **Production Banner (INB)** via the link under your **Employee** tab.
  - Go to **SOAHOLD** using the **Go To** field.
    - Enter the student's bear number in the **ID** field.
    - Perform a **Next Block** using the **Block** icon or the **Block** drop down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.
  - Any holds will be displayed along with the office responsible for putting the hold on the student's record.

- **Add**