

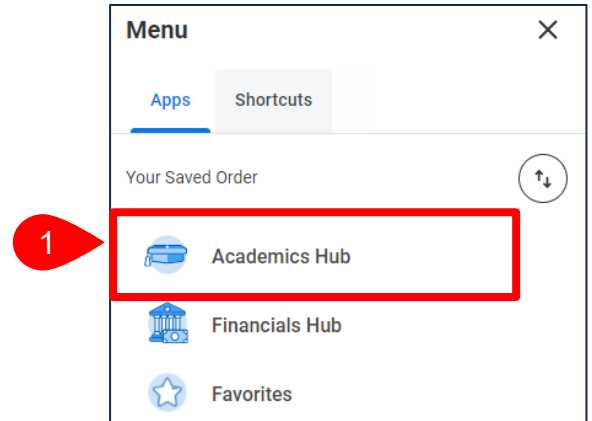
Description: This quick guide demonstrates how to access active and resolved holds.

Applies to: Students


VIEW ACTIVE HOLDS FROM ACADEMICS HUB

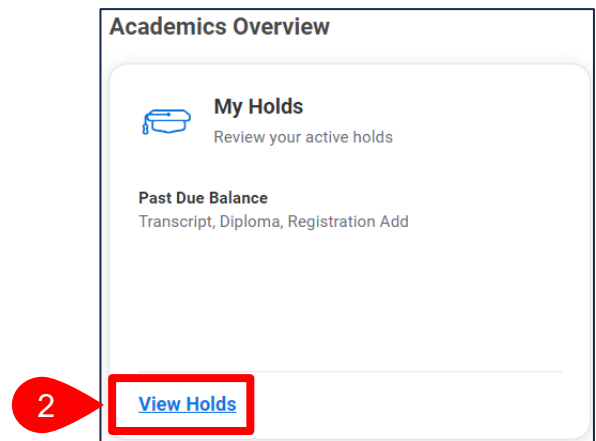
All active holds can be viewed from the Academics Hub. Access current holds to view resolution instructions.

1. From the Global Navigation Menu, select the **Academics Hub**.

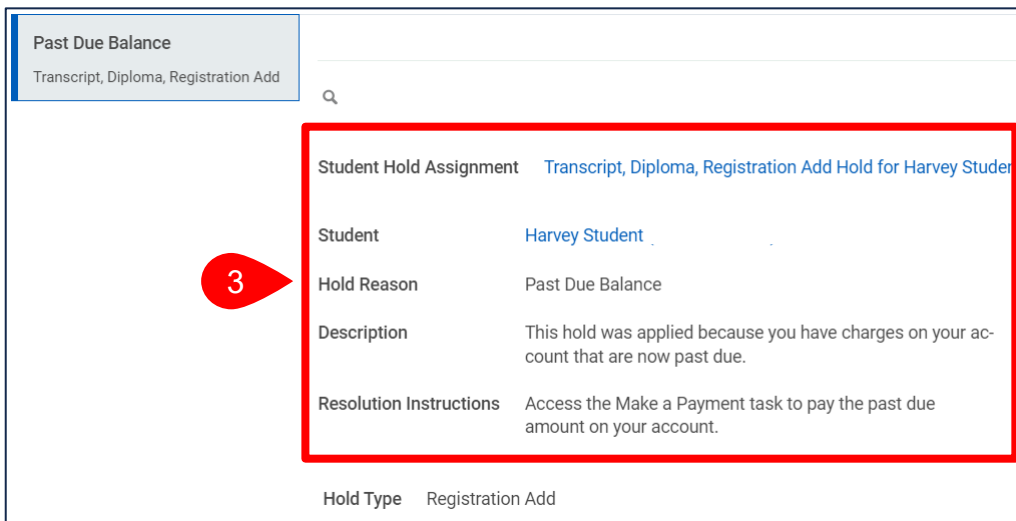


2. Within the **Academics Overview** section, active holds will display in the My Holds card. Click **View Holds** to view additional details.

 **Note:** There are many different Hold Assignments possible. Please review closely as the hold may be related to advising, registration, finances, or other topics. The Resolution Instructions will describe what needs to occur for the hold to be removed.



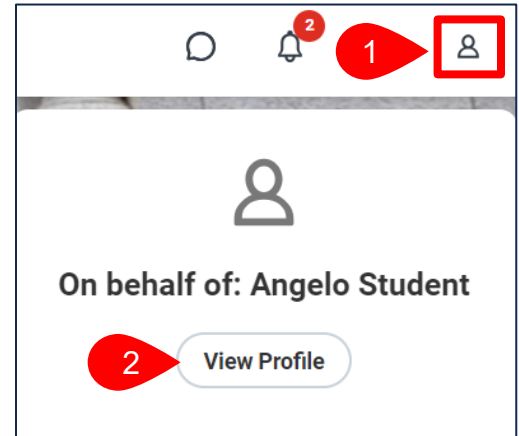
3. All active holds will be listed on the left. View the Hold Reason, Description, and Resolution Instructions and take appropriate action to resolve the hold.




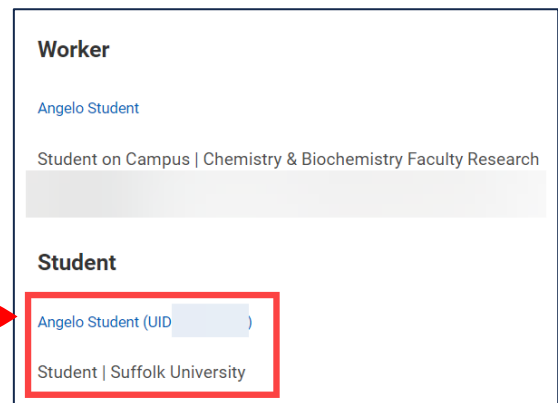
VIEW ACTIVE AND RESOLVED HOLDS FROM PROFILE

All active and resolved holds can be viewed from the student profile. Access current holds to view resolution instructions.

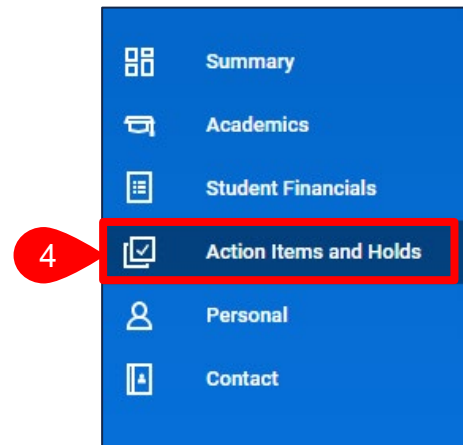
1. Click the **Profile** icon in the top right corner of your Workday home page.
2. Select **View Profile**.
3. If you are a student worker, select your student profile. Click your name under the **Student** heading.



 **Important:** If you are a student worker, Workday defaults to your worker profile. To change that default see [Set Default to Student Profile](#) quick guide.



4. Select the **Action Items and Holds** menu.
5. Select the **Active Holds** tab to view currently active holds.



6. View the Hold Reason, Description, and Resolution Instructions and take appropriate action to resolve the hold.

Note: There are many different Hold Assignments possible. Please review closely as the hold may be related to advising, registration, finances, or other topics. The Resolution Instructions will describe what needs to occur for the hold to be removed.

Active Holds Resolved Holds

Past Due Balance
Transcript, Diploma, Registration Add

Student Hold Assignment Transcript, Diploma, Registration Add Hold for Harvey Student

Student Harvey Student

Hold Reason Past Due Balance

Description This hold was applied because you have charges on your account that are now past due.

Resolution Instructions Access the Make a Payment task to pay the past due amount on your account.

7. Select **Resolved Holds** to view a history of past holds including the Hold Reason, Description, Resolution Instructions, Hold Types, Date Resolved, and who removed the hold.

Action Items Act Resolved Holds

8 items

	Hold Reason	Description	Resolution Instructions	Hold Types	Date Resolved	Removed By
Q	Past Due Balance - Transcript, Diploma, Registration Add Hold for Harvey Student	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Diploma Registration Add Transcript	09/25/2023	Tonya
Q	Advising Approval Hold - Registration Add Hold for Harvey Student	This hold goes on during the Continuing Student Onboarding Event to prevent registration		Registration Add	09/25/2023	Tonya
Q	Past Due Balance - Transcript, Diploma, Registration Add Hold for Harvey Student	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Diploma Registration Add Transcript	09/28/2023	Tonya