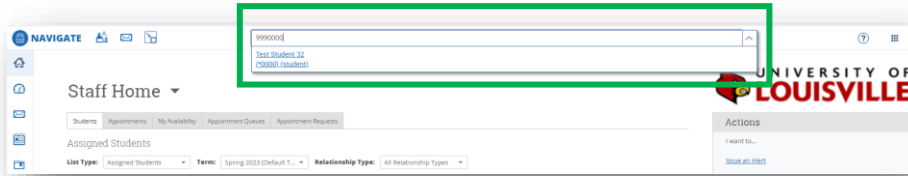


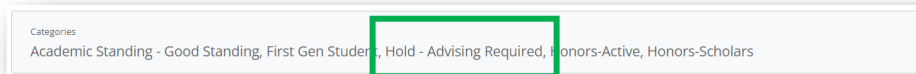
## CardSmart Training

### Viewing and Searching for Students with Holds

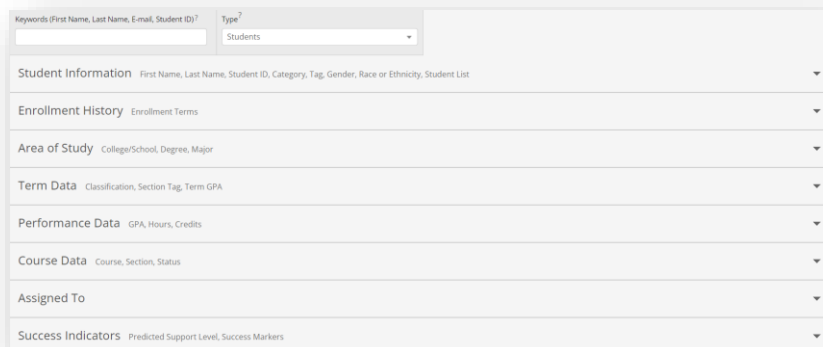
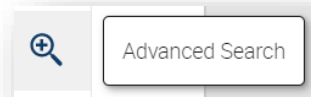
1. Use the Quick Search to search for a student profile.



2. Once you find the student, you can locate any holds they have at the bottom of the screen in the **Categories** section. It is at the very bottom of the screen, so you might have to scroll down to find them.



3. Use the Advanced Search feature to find all students with a specific hold or all of your students with a specific hold. First, click the **Advanced Search** icon in your toolbar to the left of your screen. Once the Advanced Search opens the filters you can apply to narrow your search appear.



- Select the “Student Information” drop down and find the holds you wish to check for under the “Categories” section. By clicking the plus icon next to “Category (In Any of these),” you will be able to search for students with one tag **or** another tag, one tag **and** another tag, as well as students that do not have a specific tag. In the tag box, if you type “Hold,” you will see all of the available holds in PeopleSoft.

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race or Ethnicity, Student List

First Name? Last Name? From Last Name? To Last Name? Student ID?

Gender: All Race or Ethnicity: All Student List (In Any of These): All Transfer Student: Any

E-mails:

Tag (In Any of these)? All

Enrollment History Enrollment Term

Area of Study College/School, Degree, Major

Category (In Any of these)?

- Health Sciences LLC (HSCR) (HSCR)
- Hold - Academic (ACA)
- Hold - Advising Req/Educ Adv Cent (ADE)
- Hold - Advising Required (ADV)
- Hold - Alcohol and Drug Abuse Prevent (ALC)
- Hold - Bursar Registration (BUR)

- In addition, you can select yourself or another person as the advisor by checking the “My Students Only” box at the bottom or by entering an advisor in the “Assigned To” field. This will allow you to search for only your students or another advisor’s students.

Search  Include Inactive  My Students Only