

## HOW TO CLEAR HOLDS IN BANNER XE

Along with being able to use the **SAOHOLD** screen in the Banner Advisor tab when you first log in, you can also clear advising holds through the new **XE Student Profile**.

### Instructions:

1. Log into Banner and select "Self-Service"
2. Select the "Faculty Services" tab
3. Select the "Student Information for Advisors" link
4. Select the top link "Advising Student Profile (XE)"
5. Search for a student or select your advising list (View My Advisee Listing) and select a student from the list (has everyone, so Filter by Student Status = Active)
6. On their profile, the upper right hand side shows "HOLDS" and the number of holds in a red box
7. If you click on the number of holds, a box will appear and you can check the box that said "Advisor registration hold" and remove the hold