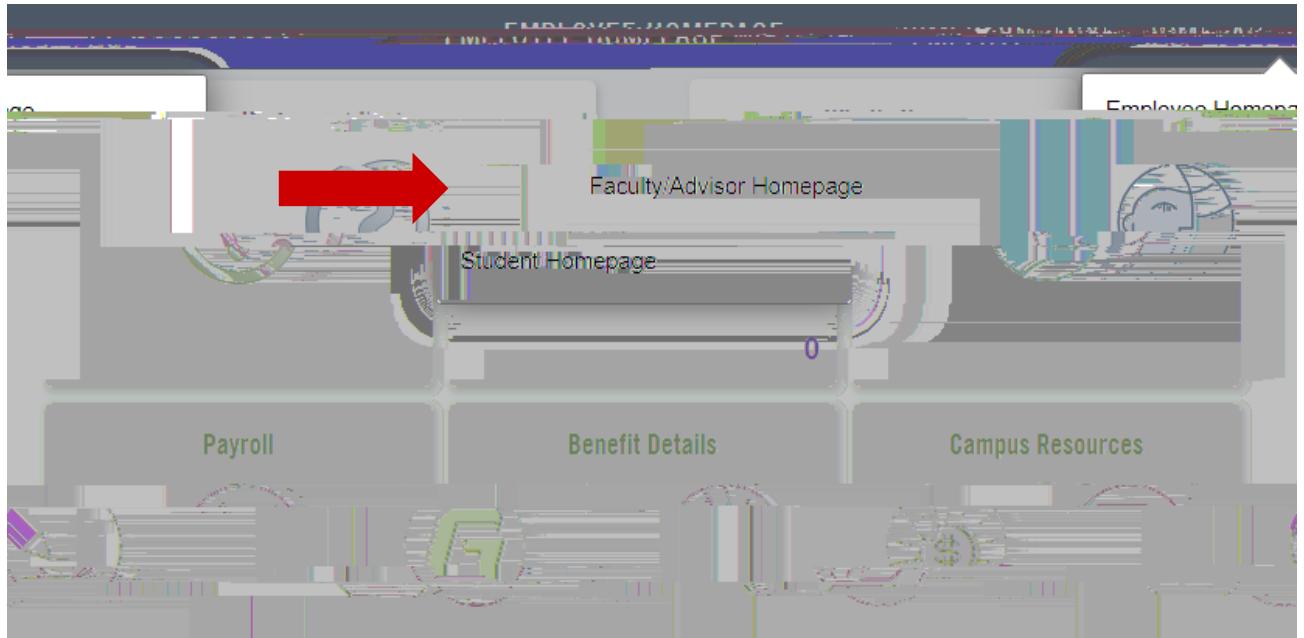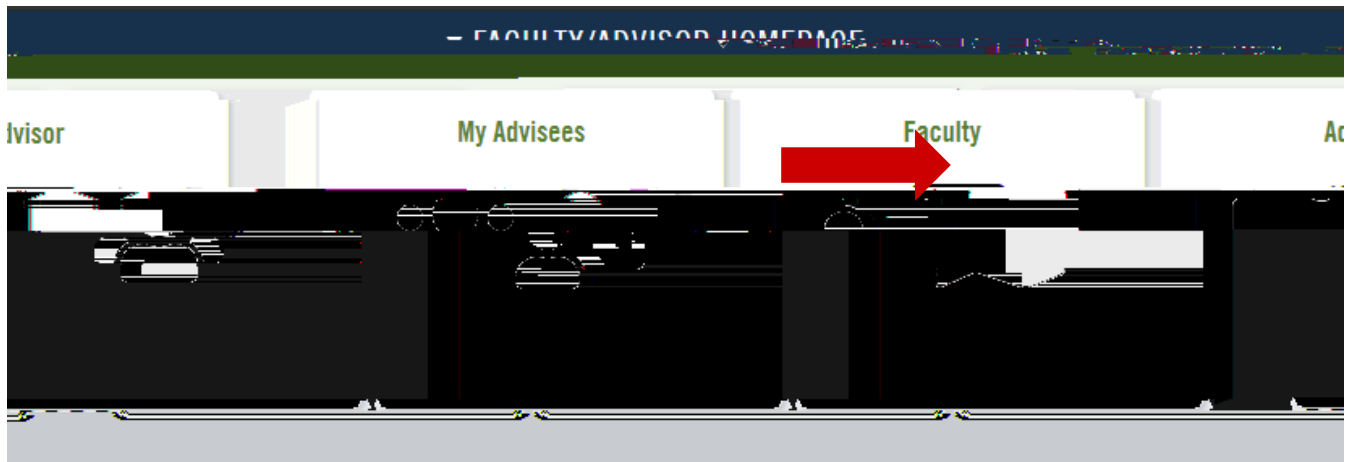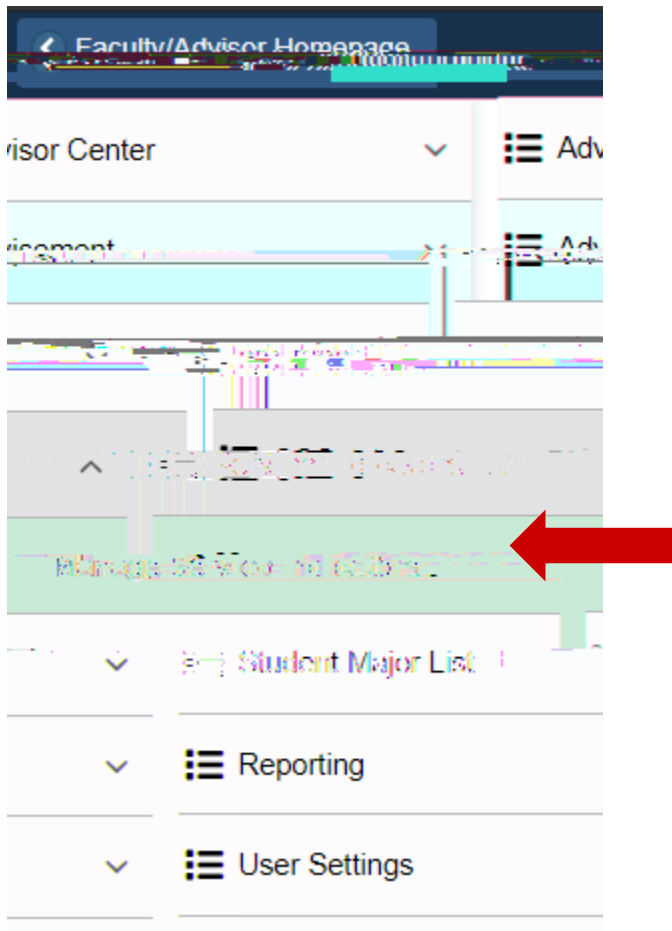# How to Release Advising Hold in MyGeorgeFox

1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Change top dropdown menu to FACULTY/ADVISOR HOMEPAGE.

3. Select the ADVISOR tile.

4. Expand SERVICE INDICATORS from the left menu and click MANAGE SERVICE INDICATORS.

5. Enter the student's ID number or First and Last Name, click SEARCH.

6. Click the RFA code for NEED ADVSOR APPRVL TO REGISTER row.

7. Click the yellow RELEASE button in the upper right corner.
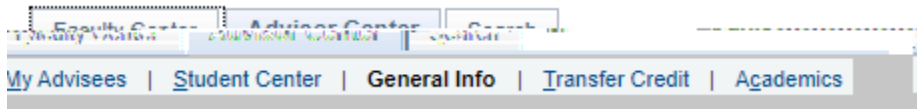8. Click OK to confirm the release.

This method is quick and easy for releasing a hold for one student at a time. However if you'd like to release all your advisee's holds quickly, see below for an alternative method.

You can also release holds through the ADVISOR CENTER by doing the following

1. Click MY ADVISEES in the left navigation.
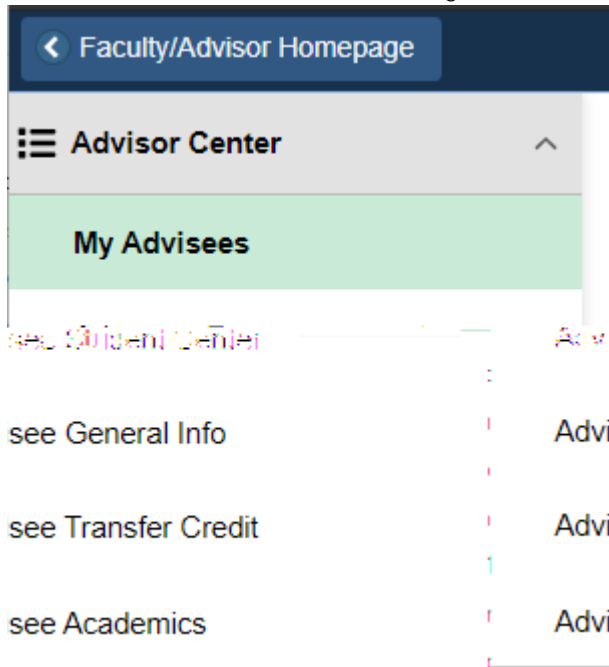
2. Click GENERAL INFO along the top menu.

3. Make sure t