**Releasing Advising Holds** Best performance results on all browsers except Internet Explorer (IE)

Path to get to Student Profile:

- Go to our main webpage [https://www.utc.edu/](https://www.utc.edu/)
- Click on the MyMocsNet link in the upper right hand corner
- Enter your UTCID and Password and hit enter
- Click on *Login to My MocsNet*
- Click on the Self Service Banner (SSB) link located in the bottom left area of the Home or Faculty tab
- Click on Faculty Services
- Click on XE Student Profile

You will land on an Advisee Search box and to the right of the page is a Getting Started tab with Advisee Search guidelines.

- Select a term – defaults to current term
- And search by
  - Student ID – not case sensitive
  - or Student email
  - or enter student name – will search the name for the term indicated
  - or can search by clicking in “View My Advisee Listing”
- When done click on View Profile: Here is a snapshot of the full view
• Click on Holds in top right corner

You will see a box like this

• You will only be able to release the **Advising Required** hold.

• If the student has other holds they can be viewed by clicking on the down arrow in the View Only Holds section as shown above.
• Add a checkmark in Advising Required box and click on Release

• A new box will open where you will have the option to cancel or click OK – click OK