CUNYfirst – How to: Release a Service Indicator

1. Navigate to CUNYfirst at: [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

2. Log in with your **Username** and **Password**.

3. Select the **HR / Campus Solutions** link on the left-side menu.

4. Click the **Self Service** link on the left-side menu.

5. Click the **Advisor Center** link on the drop down menu.
6. Click the Advisee General Info link on the drop down menu.

7. Enter the appropriate information in the appropriate field box. (i.e. type EMPLID in the ID box). Then, click on the Search link. **Please be aware that if you type in a name, multiple students may appear under the search results; make sure you select the correct student.
8. Under the Details field column, click on the service indicator link. (In this scenario, you would click on the Advisement Required link.

9. Click the Release link.
10. **Click Ok.**

11. **If done correctly, you will automatically return to the Manage Service Indicators page where you will no longer see the indicator you released. To return to the student profile, click the Cancel link.**

12. **To search for another student, scroll to the bottom of the page and click the Return to Search link. Repeat steps 7 – 12 as necessary.**