Holds and Service Indicators

This document provides an overview of viewing your holds/service indicators.

To access your holds log in to the portal, Zipline, at http://zipline.uakron.edu with your UANetID and password.

There is an online tutorial available which accompanies this document. A tutorial exists for each of the student center options (class schedule, weekly schedule, and exam schedule, personal portfolio, financial). Please visit the Student Center website   and select the link for the appropriate tutorial.

Important Guidelines:

✓ Log into ZipLine (zipline.uakron.edu) to access the self-service applications.

✓ The self-service applications are available Monday – Saturday from 7:30 A.M. to midnight and Sunday from noon to midnight.

✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
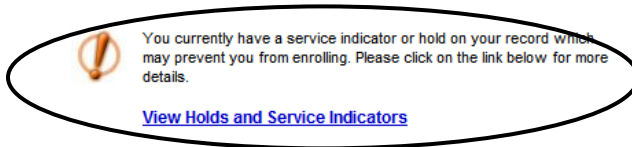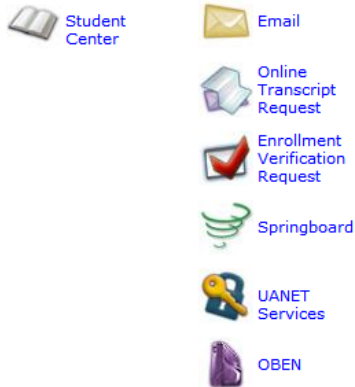

Log In to ZipLine

Instructions:

1. Log in to ZipLine with your Uanet ID and password.
2. Click on the **Log Me In!** button.

10/16/2008

Instructions:

3. You are now logged in to the portal. The particular page shown below is the **My Page** tab.

4. The **View Holds and Service Indicators** link will allow you to view all holds placed on your record. Note the exclamation point and message above the hyperlink which alerts you that there are holds on your file.

5. If you do not have any holds, the page will state: "***No current hold information found***."

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Instructions:

6. If you have holds on your record, click the **View Holds and Service Indicators** link as shown in Step 4. Upon clicking the link, the holds will be explained, as shown below. You can click the hold item link to view details regarding the hold.

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution	[▼]
Term	[▼]
Department	[▼] go

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Non Payment of Fees		USD	The University of Akron	Affects all terms		10/15/2008		Loans & Receivables
Prevent enrollment		USD	The University of Akron	2008 Fall		09/01/2008		Registrar

7. The following is a sample of the details for the hold.
8. Click the email address hyperlink for the Contact to send a message to that individual.
9. Click the **Return** button to return to the previous page.

Your Holds

Hold Item

Jane Doe
Prevent enrollment

Reason and Contact

Description:	The University of Akron
Start Term	2008 Fall
Start Date	09/01/2008
Reason:	See University Registrar
Department:	Registrar
Contact:	Debra Hayes

email@yahoo.com

Send an email message to the contact.

Instruction

University Registrar hold - see University Registrar

Return

For questions regarding your holds please email the Registrar's Office at:
registrar@uakron.edu