

# Releasing an Advisee Hold



To view your advisees' information:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the green **Go to Faculty Center** button in the middle of the page.
3. Click the **Advisor Center** tab at the top of the page.
4. Your advisees will display in a list.
5. If an advisee has the **Release Advising Hold** link next to his or her name, then he or she has an advising hold that you can release.
6. Click the **Release Advising Hold** link.
7. A message box will appear asking if you are sure you wish to release the service indicator. If you wish to release it, click **OK**.
8. The hold will then be released from the student's record.

