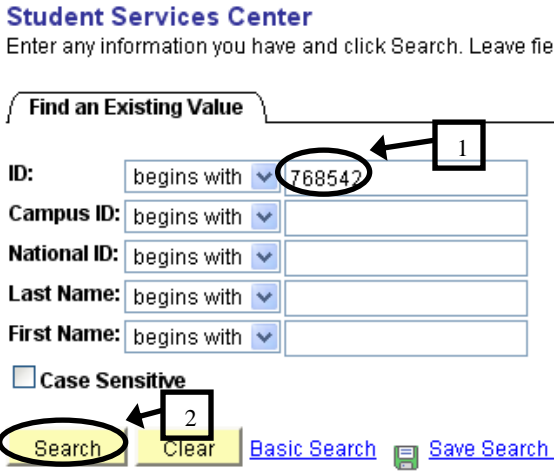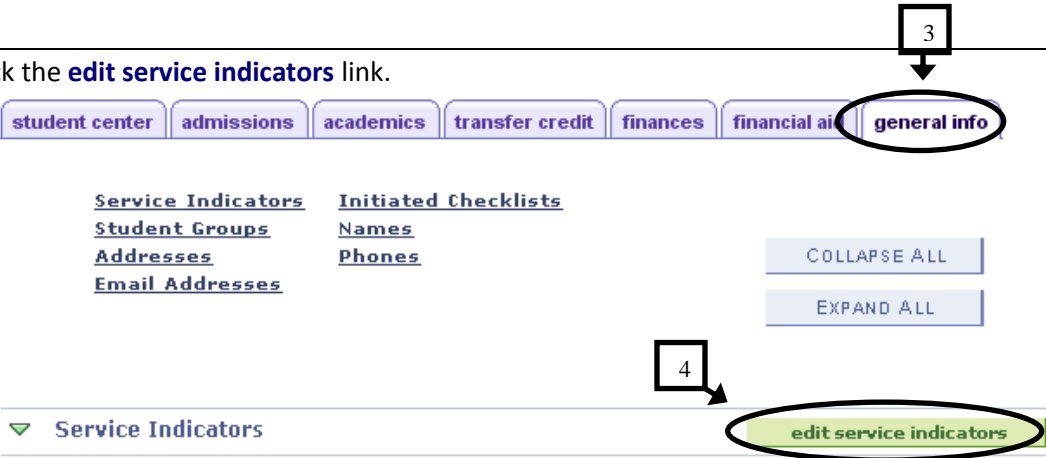# Release a Service Indicator

Navigation: Home > Campus Community > Student Services Ctr (Student) > General Info tab

1.	Enter the student's ID number.
2.	Click the **Search** button. **Student Services Center** Enter any information you have and click Search. Leave fie **Find an Existing Value** ID: begins with ☑ 768542 ⟵ [1] Campus ID: begins with ☑ National ID: begins with ☑ Last Name: begins with ☑ First Name: begins with ☑ ☐ Case Sensitive [2] Search Clear Basic Search Save Search
3.	Click the **general info** link. [3]
4.	Click the **edit service indicators** link. student center | admissions | academics | transfer credit | finances | financial ai | general info [3] Service Indicators Initiated Checklists Student Groups Names Addresses Phones Email Addresses COLLAPSE ALL EXPAND ALL [4] ▽ Service Indicators edit service indicators

5.	Click the link of the service indicator you wish to release.
6.	Click the **Release** button.
7.	Click the **OK** button.
8.	Click the **Cancel** button.
9.	To see the service indicator "disappear" from the list, you will need to click the "Return to Search" button and re-enter the student's ID number.