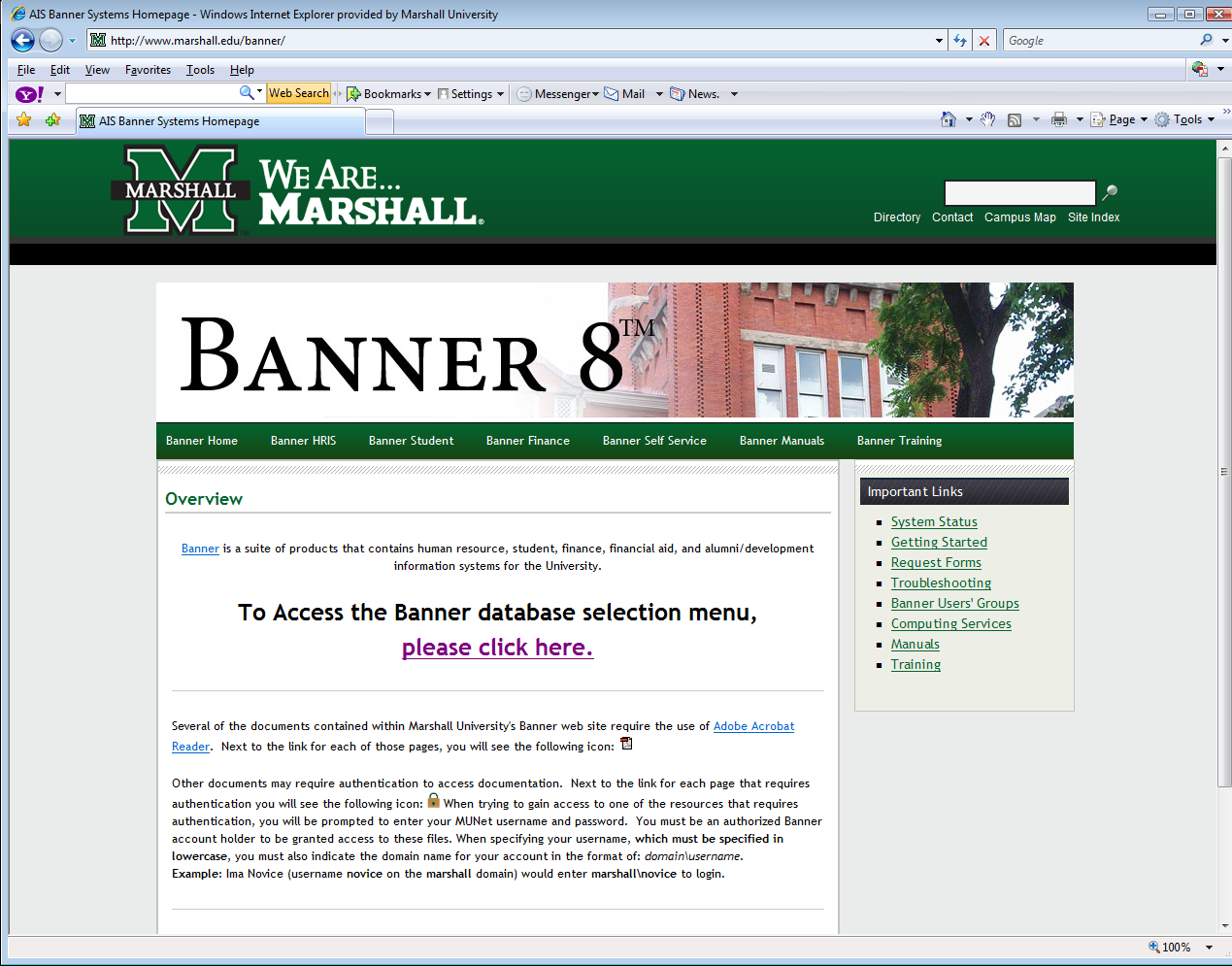
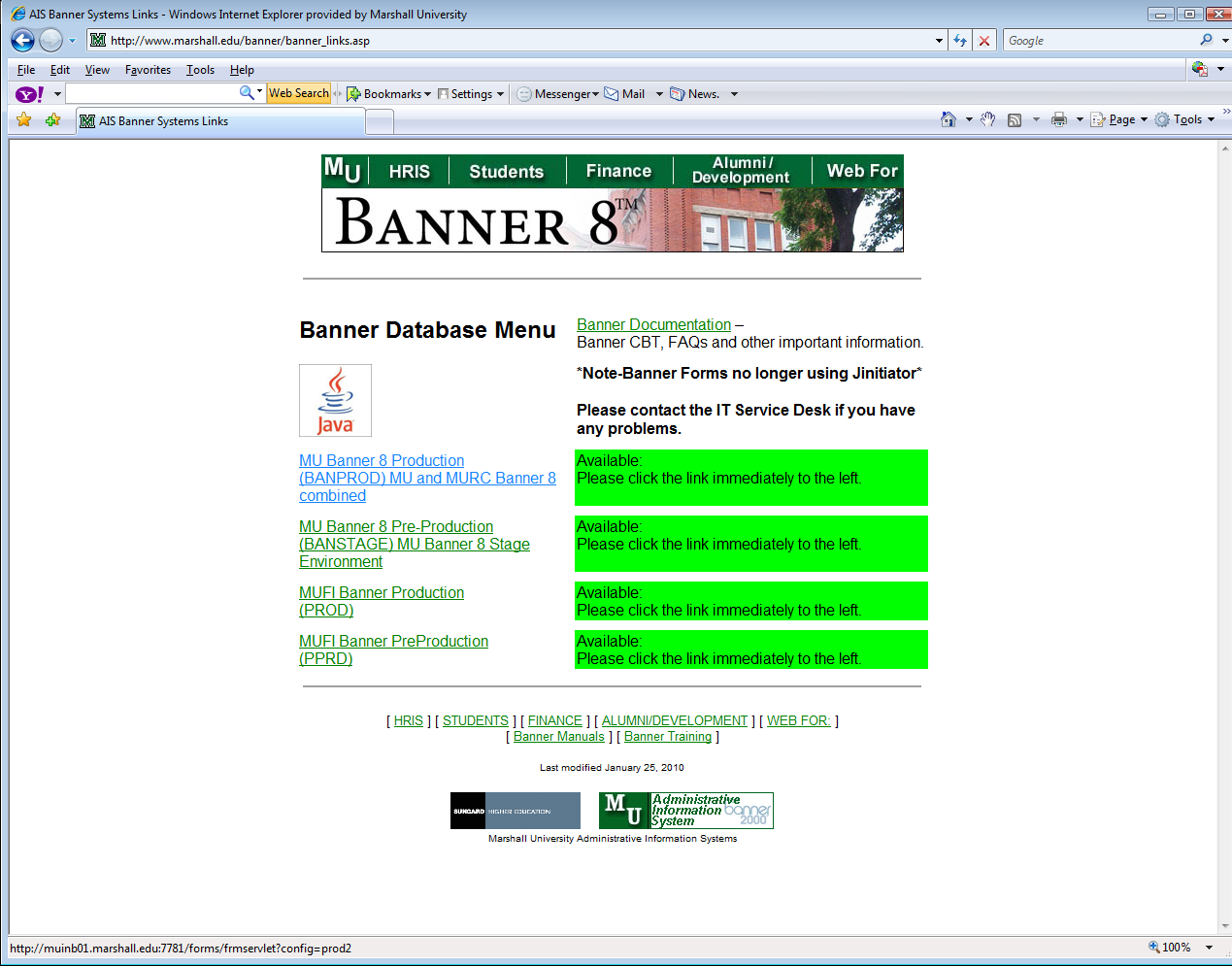
**How-to lift a registration hold**

1. Log-in to MU Banner. <http://www.marshall.edu/banner/>



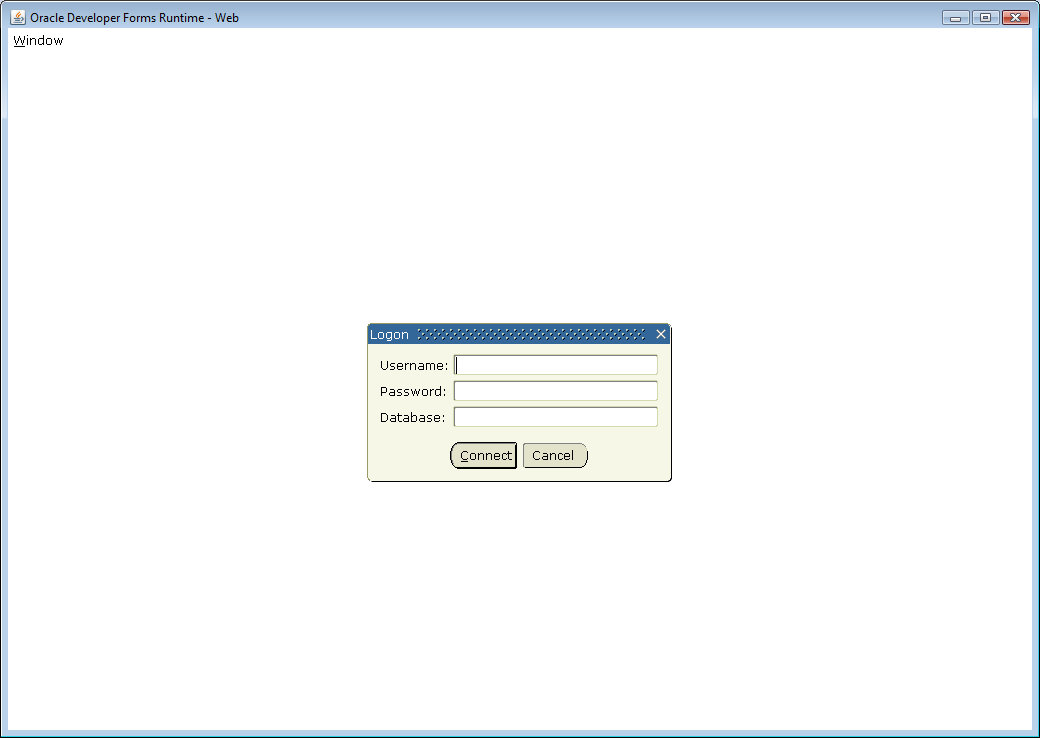
1. Choose MU Banner 8 Production. <http://www.marshall.edu/banner/banner_links.asp>



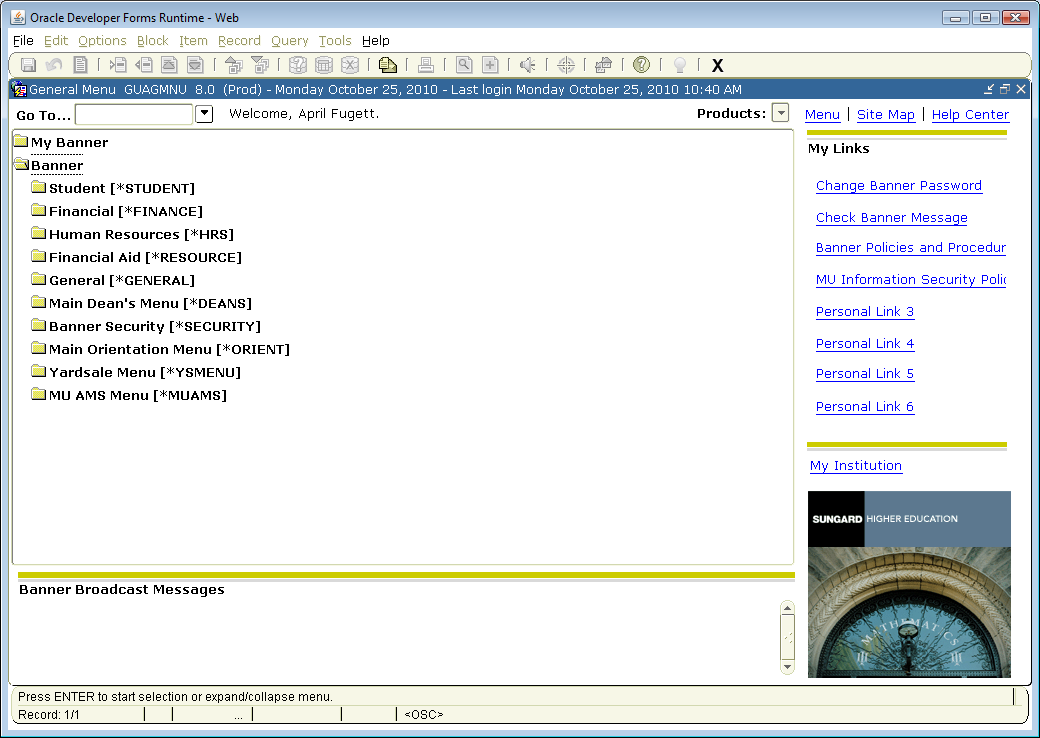
1. Choose Run. There will be two Oracle windows that open. Leave both of them open the entire time you are using Banner.



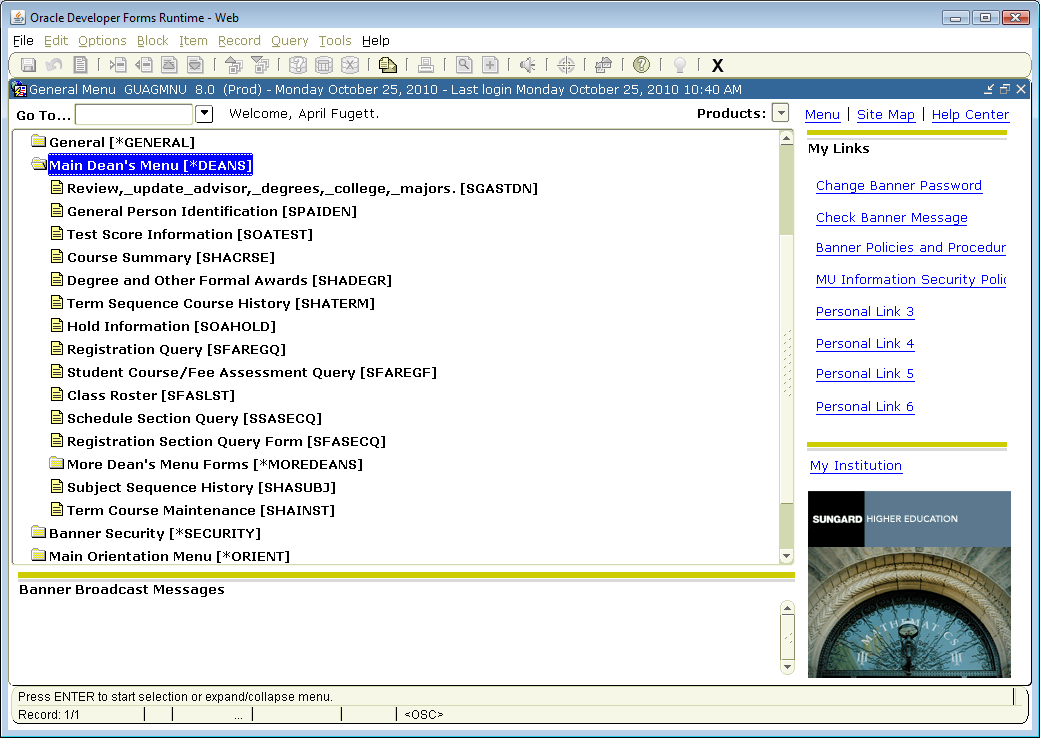
1. Enter your user name and password. If your email address is [johndoe1@marshall.edu](mailto:johndoe1@marshall.edu), your username would be johndoe1. Banner passwords expire frequently, so please make sure to update frequently.



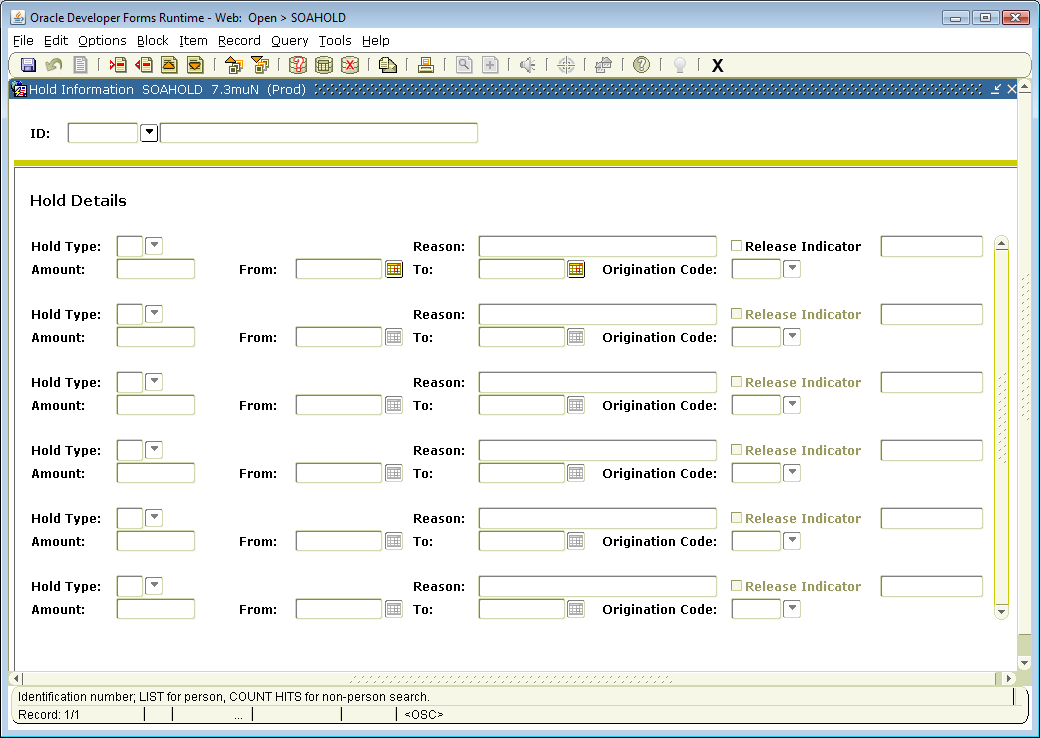
1. Once you enter you username and password, choose Connect.
2. You should now have access to your main Banner page.
3. On the main Banner page, choose Main Dean’s Menu [\*DEANS]



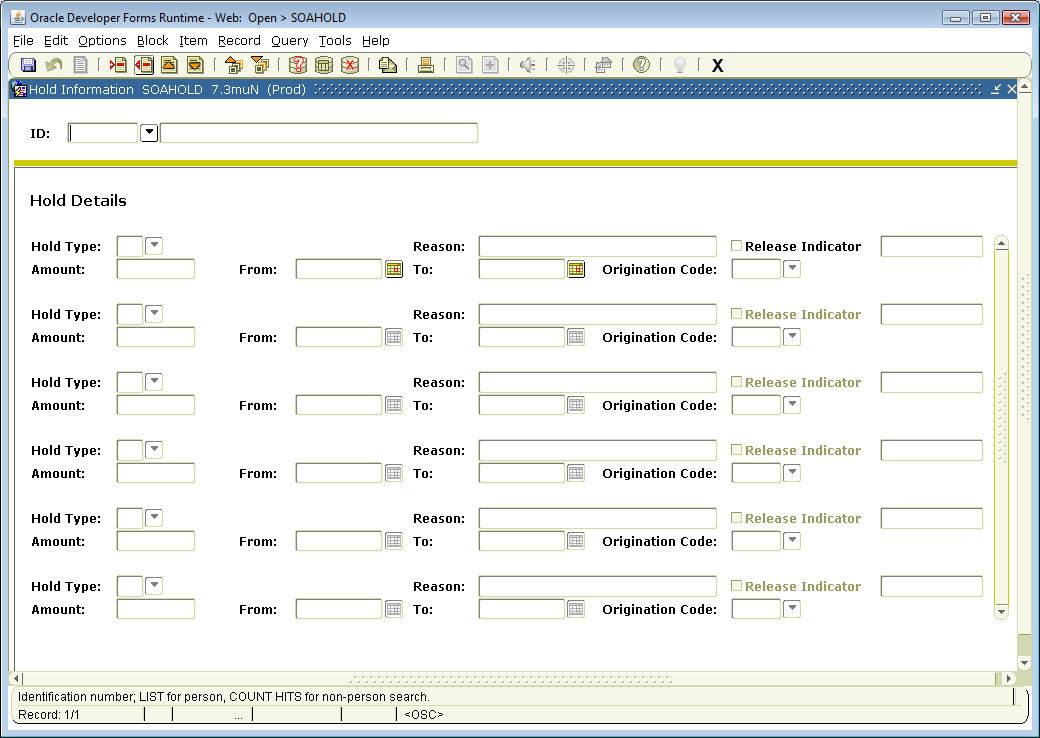
1. From the Main Dean’s Menu, choose Hold Information [SOAHOLD].



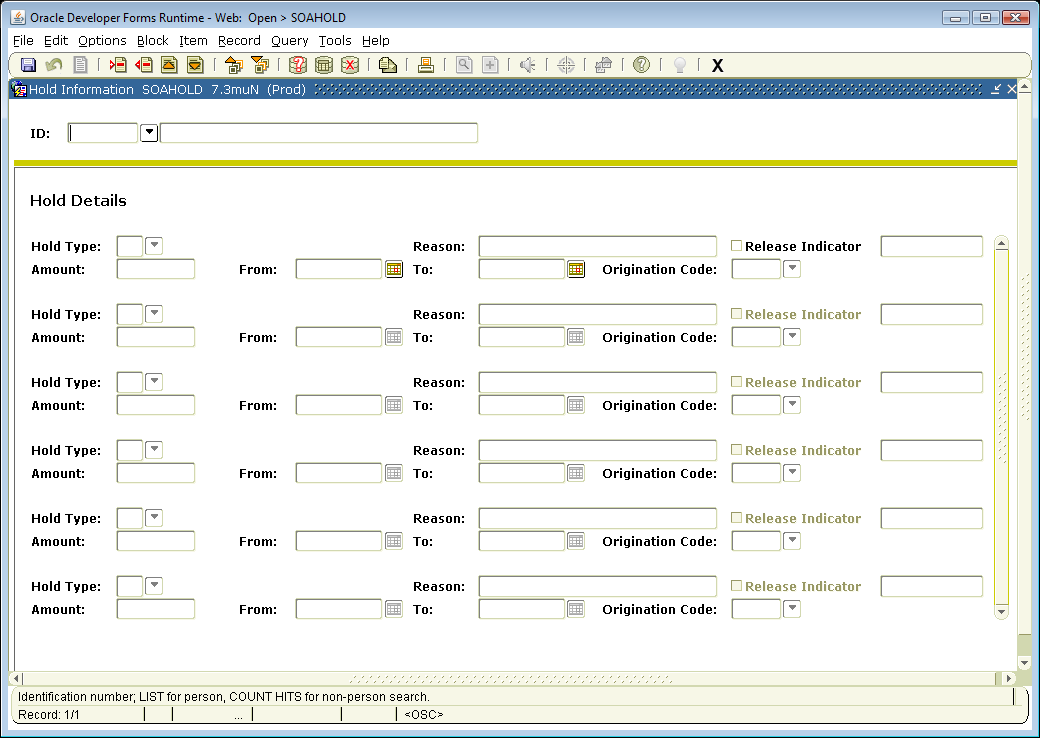
1. Type in the Student ID (901) number. Then click down on Hold Details. Any hold for that student will be listed along with the origination code. (Note: We can only remove holds that are Advisor Holds generated by CoLA.)



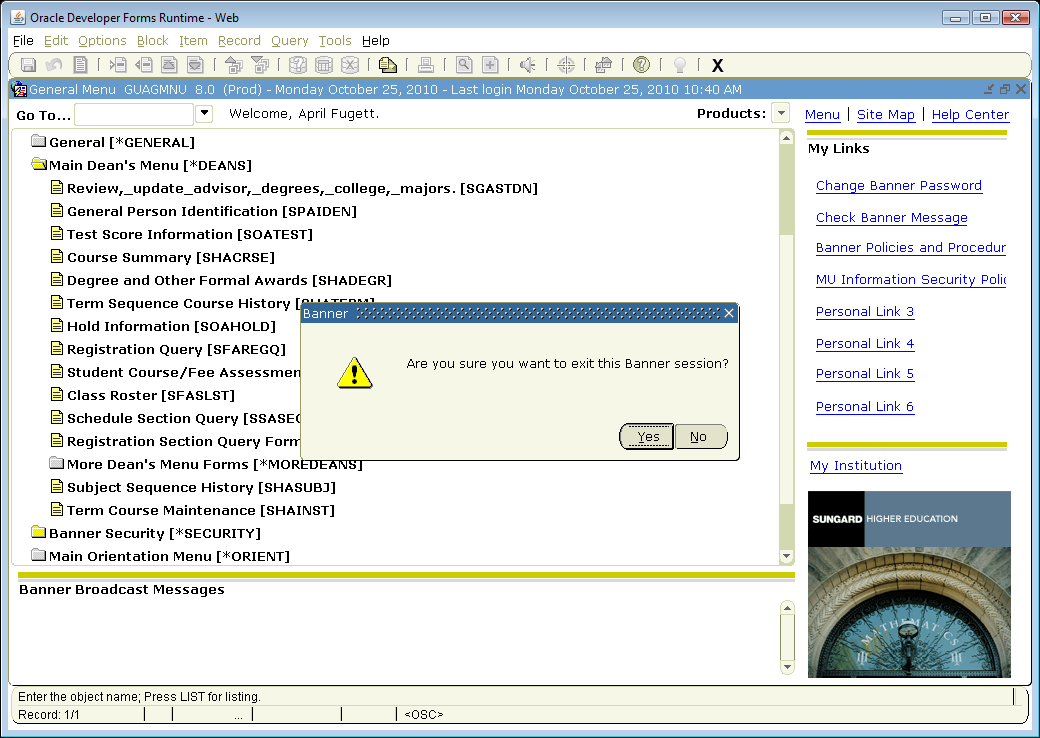
1. Choose the hold you want to remove. Click Remove Hold.



1. From the Menu tabs (File, Edit, Options, Block, Item, etc) choose File. From the drop-down menu, choose Save.



1. Repeat for all holds you need to lift.
2. When you are finished removing holds, choose File. From the drop-down menu, choose Exit. This will take you back to the main Banner window.
3. When you wish to exit Banner, choose File. From the drop-down menu, choose Exit. Banner will ask you if you are sure that you want to exit your session. Choose yes.



1. You have successfully exited Banner.