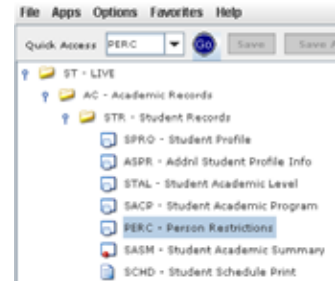




Colleague Advising Holds

Accessing the Person Restrictions Screen

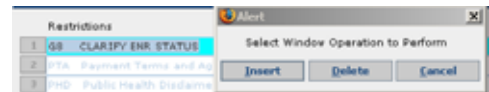
1. Login to Colleague Web at <http://webui.twu.edu>
2. Browse to
 - a. **AC** – Academic Records
 - b. **STR** – Student Records
 - c. **PERC** – Person Restrictions
- OR -
2. Type the mnemonic **PERC** into the **Quick Access** tool and click **GO**
2. The *Person Lookup* dialog box appears
3. Type in one of the following to lookup the desired student and click **OK**:
 - First and Last Name
 - Student ID
 - Social Security Number
4. Select the desired student from the *Person Lookup Screen* that appears and click the **Save** button



| Seq | Name | Address | SSN |
|-------------------------------------|----------------------------|--|------------|
| | ID, Status (Reunion Class) | | Entry Date |
| | Source (Birth Name) | Where Used | Birth Date |
| <input checked="" type="checkbox"/> | 1: Foster, Meghan Denise | 9201 Whistlewood Drive Keller, TX 76248 | |
| | | APP,ERC,HAI,PER,STR,STU,FIN | |


Adding Student Restrictions

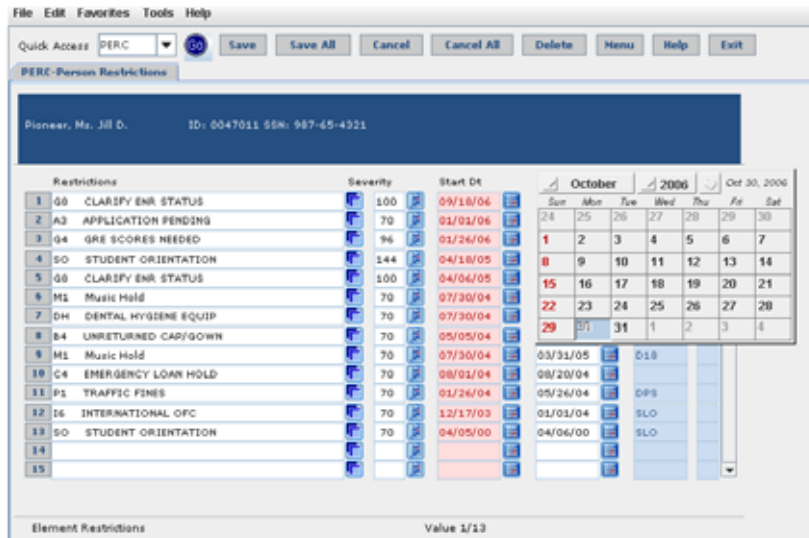
1. Select the bottom-most empty row. If no rows are available then click the number 1 row and select **Insert**
2. Enter the restriction information:
 - Type the restriction in the first column. If you are unsure of which restriction to assign, enter the ellipses (...) to do a *Restriction Lookup*. You may only access restrictions available with your office code(s).
 - Type the severity in the second column. If this field is left blank, the severity level will default to severity listed on the restriction.
 - Type the start date in the third column. This marks the beginning from which the restriction will become active.
3. Click **Save All** to save your changes



| Restrictions | Severity | Start Dt | End Dt |
|---------------------------------------|----------|----------|----------|
| 1 RN CANNOT TAKE NURSING | 50 | 11/08/07 | 11/08/07 |
| 2 D20AD School of Psychology Advising | 905 | 10/24/07 | 10/24/07 |
| 3 D20AD School of Psychology Advising | 905 | 10/23/07 | 10/23/07 |

Lifting Student Restrictions

- For each restriction type fill in the *End Dt* field:
 - Click the **Calendar**  icon to display a current calendar
 - Select the previous day to release the hold immediately
- Click the **Save All** button to save the changes and exit out of the PERC screen



The screenshot shows the PERC - Person Restrictions interface for Pioneer, Ms. Jill D. (ID: 0047011 SSN: 987-65-4321). The interface includes a menu bar (File, Edit, Favorites, Tools, Help), a Quick Access bar (PERC, Save, Save All, Cancel, Cancel All, Delete, Menu, Help, Exit), and a main table of restrictions. A calendar for October 2006 is displayed on the right side of the table.

| Restrictions | Severity | Start Dt | October 2006 |
|---------------------------|----------|----------|--------------|
| 1 G0 CLARIFY ENR STATUS | 100 | 09/18/06 | |
| 2 A2 APPLICATION PENDING | 70 | 01/03/06 | |
| 3 G4 GRE SCORES NEEDED | 96 | 01/26/06 | |
| 4 SO STUDENT ORIENTATION | 144 | 04/18/05 | |
| 5 G0 CLARIFY ENR STATUS | 100 | 04/06/05 | |
| 6 M1 Music Hold | 70 | 07/30/04 | |
| 7 DH DENTAL HYGIENE EQUIP | 70 | 07/30/04 | |
| 8 B4 UNRETURNED CAP/GOWN | 70 | 05/05/04 | |
| 9 M1 Music Hold | 70 | 07/30/04 | |
| 10 C4 EMERGENCY LOAN HOLD | 70 | 08/03/04 | |
| 11 P1 TRAFFIC FINES | 70 | 01/26/04 | |
| 12 I6 INTERNATIONAL OFC | 70 | 12/17/03 | |
| 13 SO STUDENT ORIENTATION | 70 | 04/05/00 | |
| 14 | | | |
| 15 | | | |

Calendar for October 2006:

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Element Restrictions Value 1/13

Instructional Support Services
Texas Woman's University
<https://portal.twu.edu/iss-training/>

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