This quick reference guide (QRG) provides instructions on how to apply, remove, or override a hold on a student's profile in Workday.

To apply, remove, or override a student hold, complete the following steps.

APPLY STUDENT HOLD

From the Workday Home page:

1. Type and select 'Apply Student Hold' in the search bar.

The *Apply Student Hold* screen displays.

2. Enter the appropriate student in the **Student** field.

3. Click **OK**.

4. Select the hold reason using the dropdown list in the **Hold Reason** field.

5. Select the hold type using the dropdown list in the **Hold Type** field.

6. Select your institution in the **Select an Institution** field.

7. (Optional) Select an **Academic Period** in which to apply the hold.

> Note: If an Academic Period is chosen, the hold will apply beginning in that period and extending to all future periods until the hold is removed.

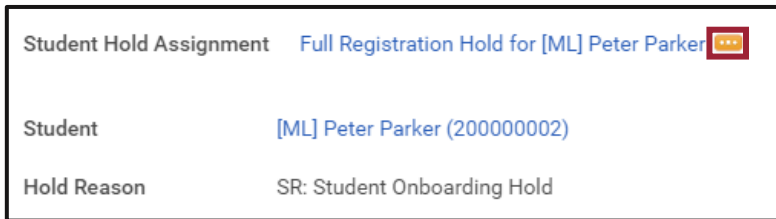8. Click **Submit** to apply the hold.

> Note: It is possible to add multiple holds at one time by using the add button before clicking submit.
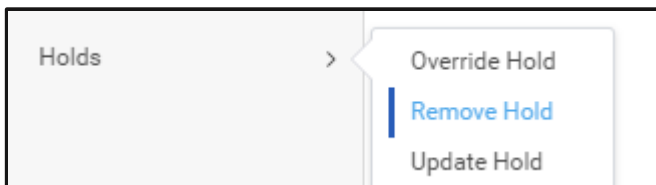
REMOVE STUDENT HOLD

From the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Click **Action Items and Holds** from the **Student Profile Menu**.

4. Click on the appropriate hold from the **Active Holds** list.

5. Click the **Related Actions** button on the **Student Hold Assignment** row.

Student Hold Assignment	Full Registration Hold for [ML] Peter Parker ⬛
Student	[ML] Peter Parker (200000002)
Hold Reason	SR: Student Onboarding Hold

6. Hover over the **Holds** link.

7. Click **Remove Hold** from the list.

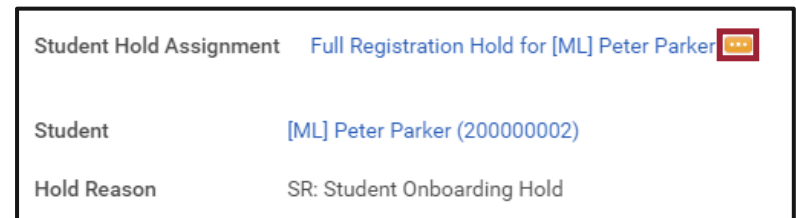| Holds	>	Override Hold
		Remove Hold
		Update Hold

8. Check the **Confirm** checkbox.

9. Enter a **Comment** if required by your Institution.

10. Click **Submit** to remove the hold from the student's profile.

OVERRIDE STUDENT HOLD

From the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Click **Action Items and Holds** from the **Student Profile Menu**.

4. Click on the appropriate hold from the **Active Holds** list.

5. Click the **Related Actions** button on the **Student Hold Assignment** row.

Student Hold Assignment	Full Registration Hold for [ML] Peter Parker ⬛
Student	[ML] Peter Parker (200000002)
Hold Reason	SR: Student Onboarding Hold

6. Hover over the **Holds** link.

7. Click **Override Hold** from the list.

Holds	>	Override Hold
		Remove Hold
		Update Hold

8. Select appropriate hold from the **Hold Types to Override** dropdown list.

9. Enter appropriate **End Date**.

10. Click **Submit** to override the hold.