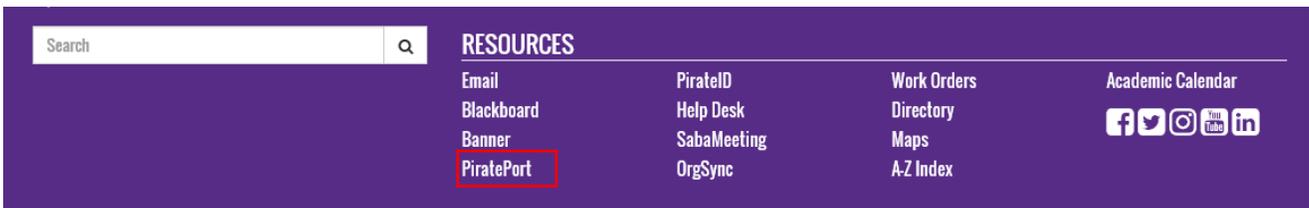


How do I view holds in Student Self Service?

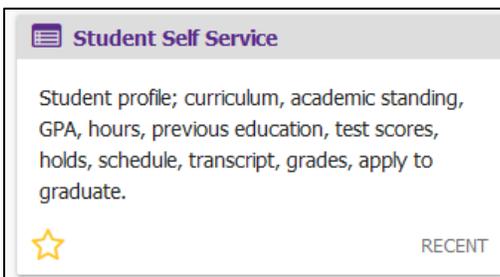
1. Go to the ECU Home page <http://www.ecu.edu>.
2. Click on the menu icon at the top of the page.



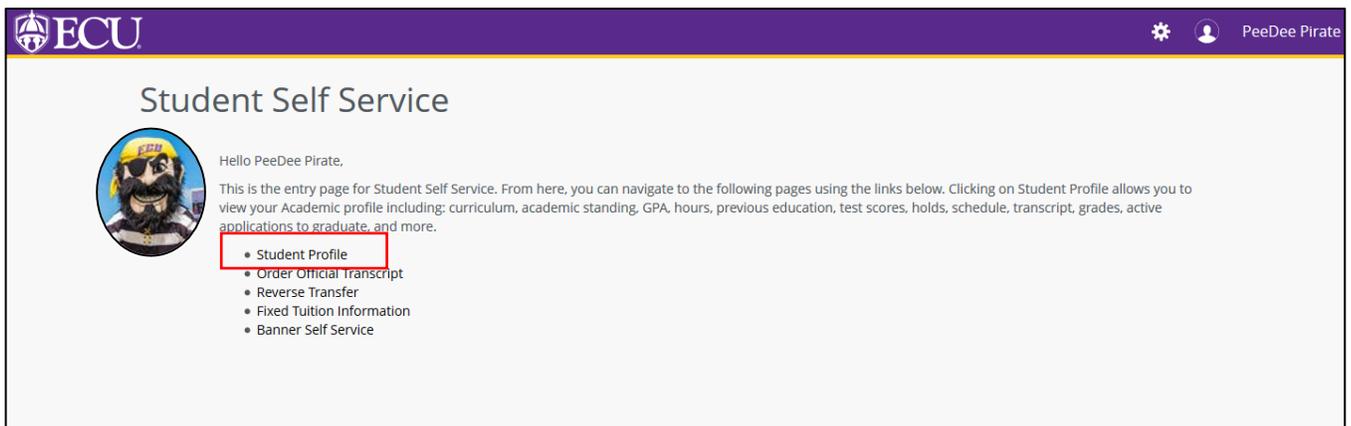
3. Select the PiratePort link.



4. Log into Pirate Port with your Pirate ID and Passphrase.
5. Click the Student Self Service card in Pirate Port.



6. Click on Student Profile on the dashboard.



7. Click on Holds in the Page Header Summary Information.

The screenshot shows the ECU Student Profile page for a student named PeeDee Pirate. The page header includes the ECU logo, a settings icon, a user profile icon, and the name 'PeeDee Pirate'. Below the header, the page title is 'Student Profile - PeeDee Pirate'. The main content area is divided into several sections: a left sidebar with navigation links, a central bio and general information section, and a right section for curriculum and registered courses. In the top right corner of the main content area, there are two summary boxes: 'Registration Notices: 3' and 'Holds: 1'. A red arrow points to the 'Holds: 1' link.

8. The hold will be displayed.

This close-up shows the 'Holds: 1' link in the page header. Below it, a dropdown menu is open, displaying 'Admissions Enrollment Deposit' with a downward-pointing arrow. A red box highlights the dropdown menu.

9. To view hold details, click the down arrow.

This close-up shows the 'Holds: 1' link in the page header. The dropdown arrow is highlighted with a red box, indicating it should be clicked to view hold details.

This close-up shows the details for the 'Admissions Enrollment Deposit' hold. The reason is 'Student not admitted' and the processes affected are 'Registration, Accounts Receivable'. A red box highlights the reason and affected processes.

CLICK THE  LOGO TO RETURN TO THE STUDENT SELF SERVICE DASHBOARD

When you exit out of Student Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.