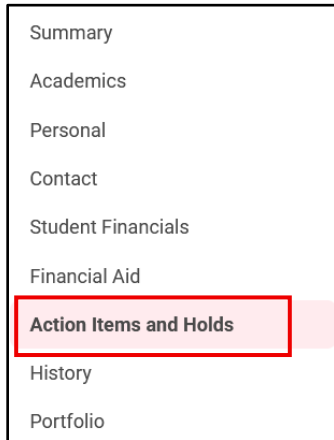


Remove a Hold

1. Locate the student's profile in Workday.
2. Select **Action Items and Holds** from the left-hand menu



3. Active holds are automatically displayed. Locate the hold that you wish to remove and click the three small dots to expand your selection.
4. A dialog box will appear. Navigate as shown in the attached graphic to remove the hold.

