

# Banner Hold Access: Update/Delete Hold Codes in SOAHOLD

## Registrars – Hold/VBS Rule Access

**Intended/Type of Requestor:** General users who need access to Banner Admin. *ABC123 identifier needed for access.*

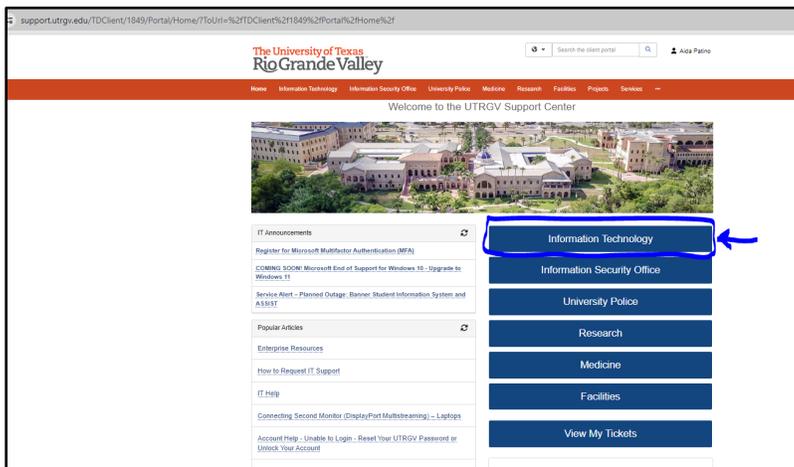
Instructions:

**Step 1:** Go to [my.utrgv.edu](http://my.utrgv.edu), log in.

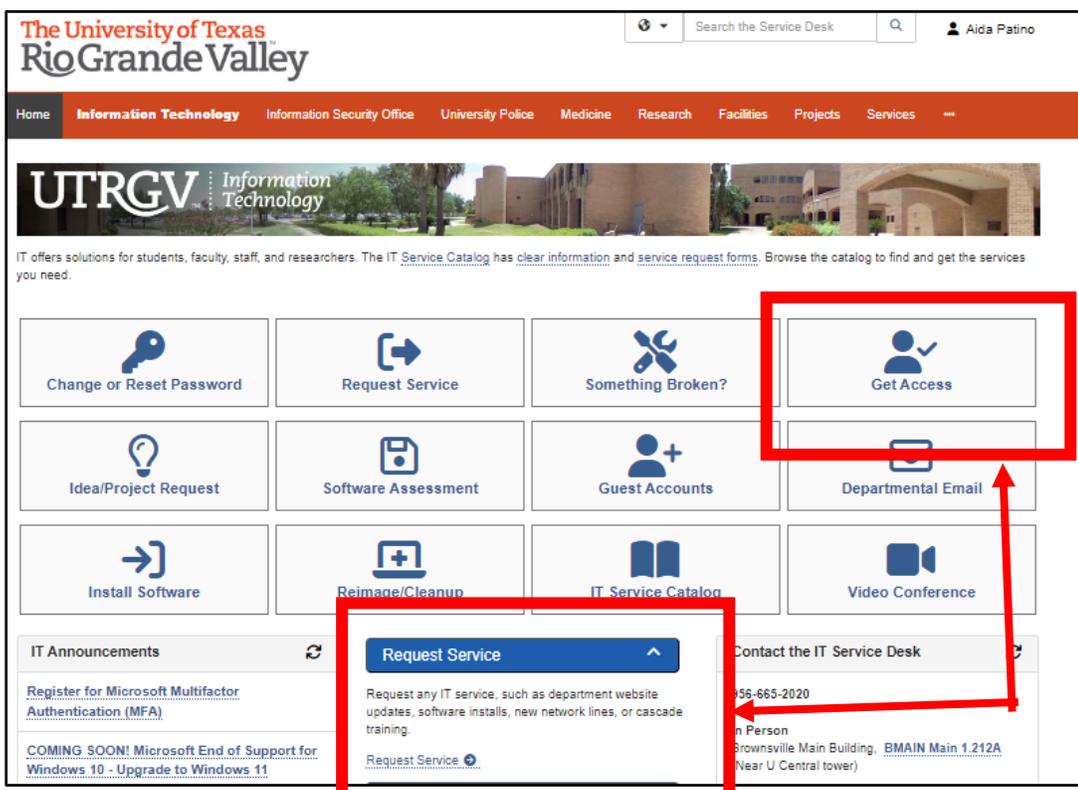


**Step 2:** Click on IT support center. IT Support Center

**Step 3:** Click on the information Technology Button.



**Step 4:** Click on either the get access icon or the blue hyperlink on the blue accordion button.



**Step 5:** Fill out form and click on submit.

**\*NOTE:** do not submit a request on behalf of another user. The Requestor must submit their own ticket since Terms & Conditions are accepted at the time of submittal.

**Requestor:** Person needing access. You may type in email address in this field.

**Category:** Banner

**Resource:** Registrars – Hold/VBS Rule Access

**Application Role:** Access/Update a hold

**Description:**

Make sure to add a justification in the description box and what access you will need to view. Like view run class schedules, review course information, etc....

**\*Note:** See example below.

Also, if you need assist access that is a different ticket.

### Get Access!

[+ Show Help](#) [- Hide Help](#)

Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.

**Attachment** ⓘ

Browse... No file chosen

**Requestor \*** ⓘ

Aida Patino

**Category \***

Banner

**Resource \***

Registrars - Hold/VBS Rule Access

**VBS Rule Access \***

Access/Update a hold

Access/Update a Value Base Security (VBS) Rule

**Description \*** ⓘ

Format  Font  Size

body

If this request form is being submitted to obtain access to federally-protected student data as defined by the U.S. Department of Education under the Family Educational Rights and Privacy Act (FERPA) of 1974, it is with the understanding that both the immediate supervisor and employee gaining access fully recognize that only data pertinent to the employee's scope of responsibilities is to be utilized, and abuse of this access is considered a violation of FERPA. Under no circumstances is protected student data to be shared or discussed with individuals who do not have a documented legitimate educational interest in the student data being accessed.

**Step 6:** Click on “SUBMIT” button to submit.

**Step 7:** Wait for workflow approvals to be completed.

**Step 8:** If your ticket is approved, you will receive email that access has been approved! If your ticket is not approved, you will receive an email indicating your request was rejected. You will need to click on the link and see the comments added to the ticket to see why it was rejected. In some instances, the justification was insufficient.

**Step 9:** Log in and navigate in Banner Admin via SOAHOLD!

*Note: Justification is needed in the body of each ticket request. Educational interest must be determined and is based on employee’s job description. Other restrictions may apply. Roles determined by Data owners and system admin.*