Release a Service Indicator
Service indicators will be automatically released on their expiry date. When it is appropriate, manually release a service indicator to end the provision or limits of an individual’s access to college or school services.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Log In button.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Campus Community > Service Indicators (Student) > Manage Service Indicators |
| 3.   | Manage Service Indicators  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
Find an Existing Value  
Maximum number of rows to return (up to 300): 300  
Emp ID: begins with  
Academic Career: =  
National ID: begins with  
Campus ID: begins with  
Last Name: begins with  
First Name: begins with  

On the Manage Service Indicators page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name. |
| 4.   | Click the Search button. |
| 5.   | In the Search Results list, click any link on the correct student’s row. |
6. On the **Manage Service Indicators** page, select the **Details** link of the service indicator to be removed.

7. On the **Edit Service Indicator** page, click the **Release** button.
   
   **Note:** The Release button will only appear if the user has security access to remove that specific service indicator.

8. Click the **OK** button.

9. The **Manage Service Indicators** page displays. View the **Service Indicator Summary** section to verify that the released Service Indicator is no longer listed.

   **End of Procedure.**