

MyClarion Faculty Center Quick Reference -- Release an Advisor Hold

1. Go to www.clarion.edu/myclarion and select "Login".
2. Select the **Faculty Center** link.
3. Select the **Advisor Center** tab at the top of the screen.
4. Scroll to the advisee in your My Advisee list and select **View Student Details**
5. Select the **General Info** tab
6. Scroll to the Service Indicators section, select the **Advising** service indicator.
7. Select **Release**
8. Select **OK** to confirm.

**** When you are finished in Student Center, always remember to select "Sign Out" from the top right corner of any page.**