Maintaining Student Service Indicators

Assign a Service Indicator

Access the Managing Service Indicators search page.

In the ID field, enter the Student’s ID.

Click the Search Button. The Manage Service Indicators page will appear.

Do you want to add or release a service indicator?

Click the Add Service Indicator link. The Add Service Indicator page will appear.

Ensure the Institution field reflects, “TUFTS.”

If known, enter the Service Indicator Code. Otherwise, click on the Look Up icon to search.

Enter a Start Term and/or Start Date for the Service Indicator.

If known, enter the Service Indicator Reason Code. Otherwise, click on the Look Up icon to search.

Note that the Effect field will automatically populate, indicating whether the selected Service Indicator is “positive” or “negative.”

Note: Do not enter an End Term or End Date unless you want this service indicator to automatically become inactive on a particular date.

Navigate: Campus Community > Service Indicators (Student) > Manage Service Indicators

Note: You may also search for the student using the Last Name and First Name fields.

Proceed to Assign a Service Indicator

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Assign a Service Indicator (cont.)

From Assign a Service Indicator

The following fields will automatically populate. Make changes as necessary.
- Department (Seek guidance prior to making any changes to this field)
- Reference
- Currency

As desired, enter a Contact ID. This ID and name will display for the student in the Student Center.

In the Amount field, enter the amount of the fee.

As desired, add a comment in the Comments field. These comments will not display to the student.

After entering data, you can review the Services Impacted group box to view the actions that the service indicator will restrict.

Click on the Apply Button.

Click the OK button.

All services indicators that have been assigned to the student will now appear on the Manage Service Indicators page.

End of Procedure

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Release a Service Indicator

From Assign a Service Indicator

On the Manage Service Indicators page, click the code of the service indicator you wish to release.

If you have access to release the service indicator, a Release Button will be available in the top right corner of the Edit Service Indicator page. Click the Release Button.

Note that your access to remove service indicators is based on your role at TUFTS.

The Service Indicator has been removed from the student's record.

End of Procedure

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