

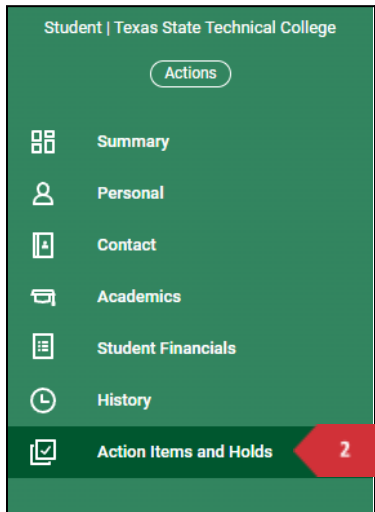
TSTC WORKS STUDENT VIEWING ACTIVE HOLDS



his guide will cover how to view any holds on your account in Workday.

VIEWING ACTIVE HOLDS

1. Click the user account icon in the upper right corner. Click **View Profile**.
2. Click **Action Items and Holds** from the left menu.



3. Select the **Active Holds tab**. This page will display what holds you will need to remove as well as instructions on how to remove them.

