

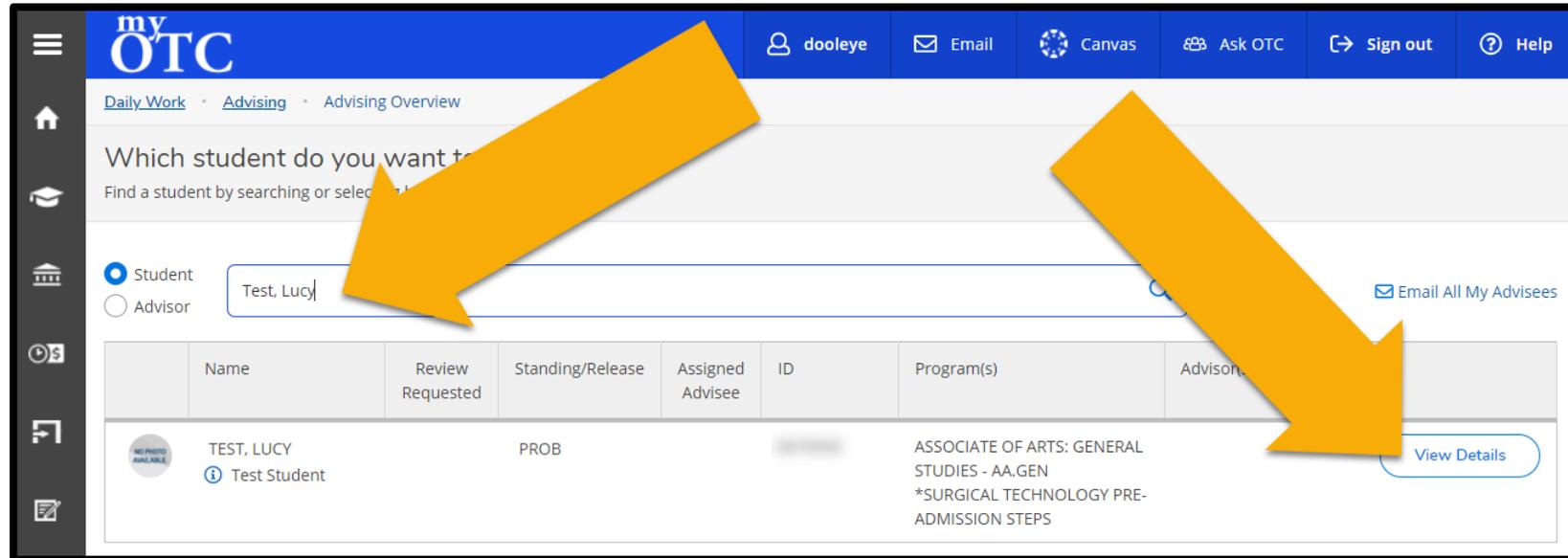
Release Student to Register

1. Go to **my.OTC.edu**
2. Expand menu on left
3. Select **Daily Work**
4. Select **Advising**
5. Select **Advising Overview**

The screenshot displays the my.OTC.edu student portal. The left navigation menu is expanded, with 'Daily Work' selected. Under 'Daily Work', the 'Advising' sub-menu is expanded, and 'Advising Overview' is highlighted. A large yellow arrow points from this menu item to the main content area. The main content area features a blue header with the my.OTC logo and navigation links for Email, Canvas, Ask OTC, and Sign out. Below the header, a personalized greeting reads 'Hi, Erin! You've arrived at myOTC!'. A 'Notifications' section contains a message: 'ATTENTION STUDENTS! You must sign up for a payment plan on the same day you register for classes or you will be disenrolled.' Below the notification are several service tiles: 'Student Planning' (view requirements, contact advisor), 'Find Classes' (view and search course catalog), 'Graduation' (apply for graduation), 'Transcript Requests' (request official transcript), 'Enrollment Verifications' (view and request verification), and 'Transfer Evaluation' (view transfer credits information). The 'Advising Overview' tile is highlighted in light blue.

Release Student to Register

6. Enter **Student ID** or **Student Name** to search for student
7. Confirm correct student is displayed and select **View Details**



The screenshot shows the 'myOTC' web application interface. The top navigation bar includes the 'myOTC' logo, user information 'dooleye', and links for 'Email', 'Canvas', 'Ask OTC', 'Sign out', and 'Help'. The main content area is titled 'Which student do you want to...' and includes a search bar with the text 'Test, Lucy'. Below the search bar, there are radio buttons for 'Student' (selected) and 'Advisor'. A table displays the search results with columns for Name, Review Requested, Standing/Release, Assigned Advisee, ID, Program(s), and Advisor(s). The first row shows 'TEST, LUCY' with a status of 'PROB' and a program of 'ASSOCIATE OF ARTS: GENERAL STUDIES - AA.GEN'. A 'View Details' button is located to the right of the table row.

Name	Review Requested	Standing/Release	Assigned Advisee	ID	Program(s)	Advisor(s)
TEST, LUCY ① Test Student		PROB			ASSOCIATE OF ARTS: GENERAL STUDIES - AA.GEN *SURGICAL TECHNOLOGY PRE-ADMISSION STEPS	

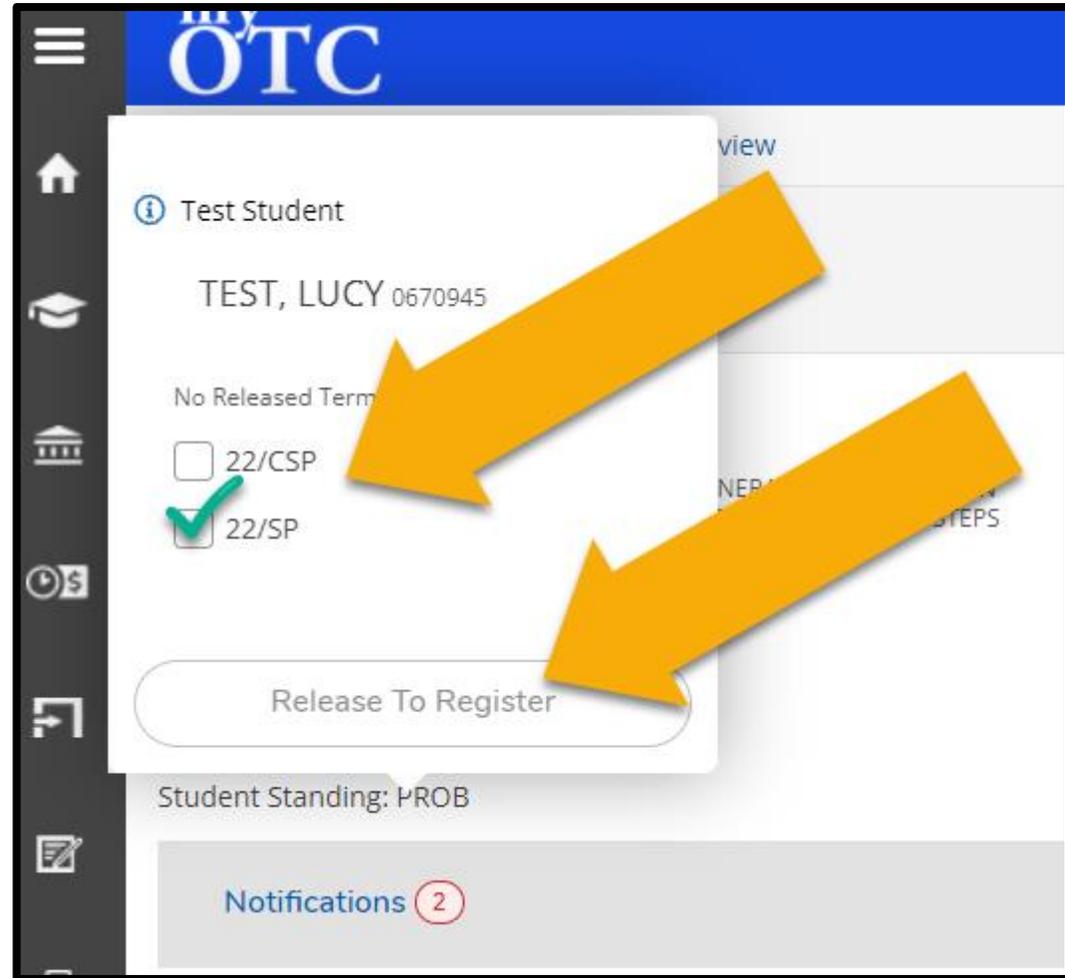
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8. Below the student's contact information, hover cursor over the **Student Standing: PROB** text

The screenshot displays the 'myOTC' web application interface. At the top, there is a blue header with the 'myOTC' logo, a user profile icon labeled 'dooleye', and an 'Email' icon. Below the header, a breadcrumb trail shows 'Daily Work' > 'Advising' > 'Advising Overview'. The main content area is titled 'Advisee Details' and includes a link '< Back to Advisees'. A large, semi-transparent yellow arrow points from the right side of the screen towards the text 'Student Standing: PROB' in a yellow box. At the bottom of the page, there is a 'Notifications' section with a red circle containing the number '2'.

Release Student to Register

8. When popup displays, select checkbox next to semester for release
9. Select **Release to Register** button



Release Student to Register

10. To confirm registration release, hover cursor over **Student Standing: PROB** text and review **Released Terms**

