



How Do I? Mass Release Service Indicators

1. **Sign in to WINS.**
2. **Click on Campus Community.**
3. **Click on Service Indicators (Student).**
4. **Select Mass Release.**
5. **Click** and select the Run Control you wish to use. It may be necessary to Add a Run Control
6. **Choose External File** from the Selection Tool dropdown. (**See Notes for file information**)
7. **Click** , **Click** , **Navigate** to your file. **Click** , **Click** .
8. **Click** and **Select SERVICE INDICATORS.**
9. To preview the list of students from your file **Click** [Preview Selection Results](#) , **Click** to return to the Mass Release page.
10. **Enter** the Service Indicator Code you wish to remove from the students in the file. **Click** if you need to look up the code.

11. **Enter** the Reason. **Click** if you need to look up the Reason code.
12. **Enter** the Start Term or Start Date if appropriate.
13. **Click** . The Server Name should be PSUNX. **Click** .
14. **Select** [Process Monitor](#) to monitor the status of the Mass Release process.
15. **Click** as necessary to update the status information.

See How Do I? Audit Service Indicators if you would like to verify the success of the Mass Release process.

Notes

- The Student ID number should have a header row titled EMPLID.
- The file needs to be a comma delimited file. In Excel you can choose “.csv” as a file ending by doing as Save As. The Helpdesk can assist you if you need more details.