FRAN AND EARL ZIEGLER
COLLEGE OF NURSING
The UNIVERSITY *of* OKLAHOMA HEALTH SCIENCES CENTER

Student Self-Service

Check for enrollments holds, view Bursar account, accept Financial Aid, upload forms and documentation including enrollment and student health, update personal information and much more in the OUHSC Student Self-Service portal at: https://selfservesa.ouhsc.edu/psp/CT920/?cmd=login

Saving Files for Upload

When saving documents to upload, save with names that identify the document. File names should reflect the following:

- Student's LAST name
- Description of item being saved (i.e. EnrForm, etc.)
- Examples of how to save files:
  - LastName-EnrForm

Student Center

Holds are managed and required documentation is uploaded in the Student Center.

Student Center Holds

- Holds will be listed by the department placing them.
- Click on the **Details**
  - ✓ List of holds will populate.
  - ✓ Click each hold to determine the need.
  - ✓ Effective Term of the hold is noted. Holds may be for future terms and will not block enrollment until that particular term.
  - ✓ Upload items needed to remove holds to the **To Do List** (see below for instructions)
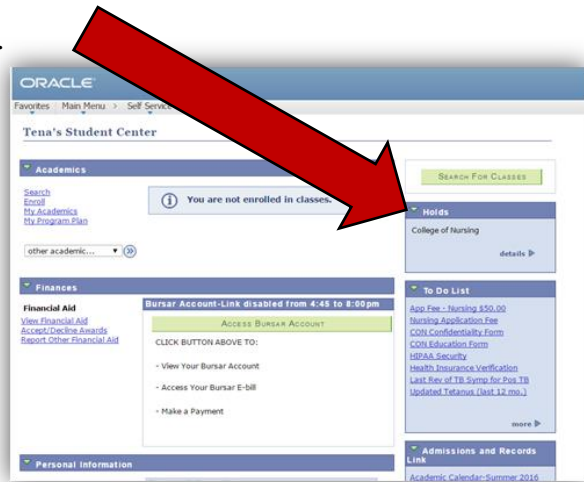
Student Center To-Do List

- Click on the **More** at the bottom of the column
- Not all items have an upload option. Choose the upload option that best fits.
- Some options are:
  - ✓ HIPAA training
  - ✓ Enrollment Forms
- Upload documentation by clicking the **Add**,
- Then, **Browse:** choose document to upload
- Finally, **Upload**: the document should be saved.
- PDF, JPEG files are okay.
- Multiple attachments are allowed.
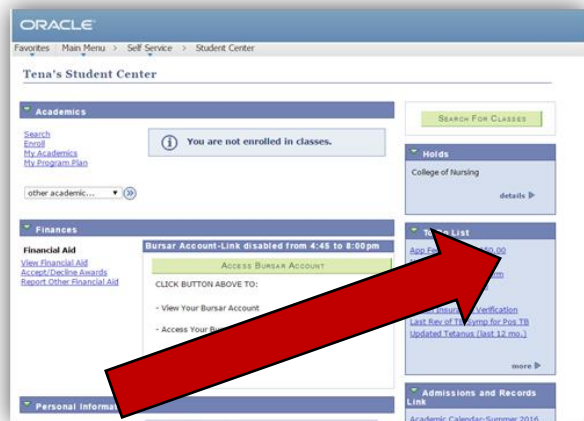
PLEASE NOTE: Holds will not be removed until the needed items are completed. Self-service will update overnight.

Questions or Concerns
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