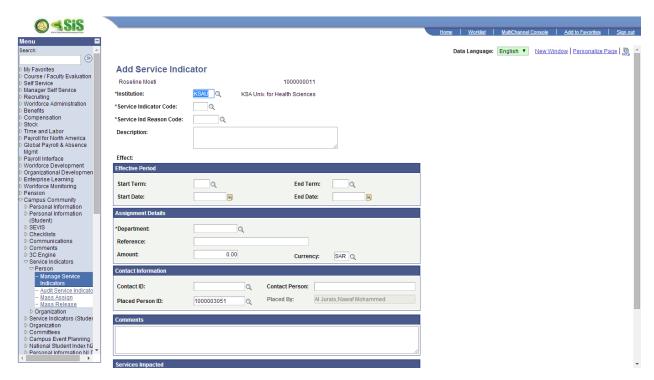
- 1- Log into the system
- 2- Go to Campus Community > Service Indicators > Person > Manage Service Indicators (Students)



3- Enter the ID of the Student



Click on the lower Add Service Indicator for negative impact



Enter the Service Indicator Code: BGR

Service Indicator Reason: ADMIN

**Start Date**: Required Start Date

**End Date**: Required End Date

and Press the Save Button

The Student won't be able to see his/her grades on his/her Self Service.