# Holds: Running the Hold Report and Viewing Holds on Student Records

When a school has a student associated with a hold or a release, State Grant contacts will receive a no reply email, *mnaid@mn.minnesota.gov.* Please add this email address to your safe sender list so that you do not inadvertently miss a notification because the email ends up in a Junk folder.

Viewing the Hold Report

1. Log into MN Aid at Login (guarantorsolutions.com)
2. Click on MN AID.
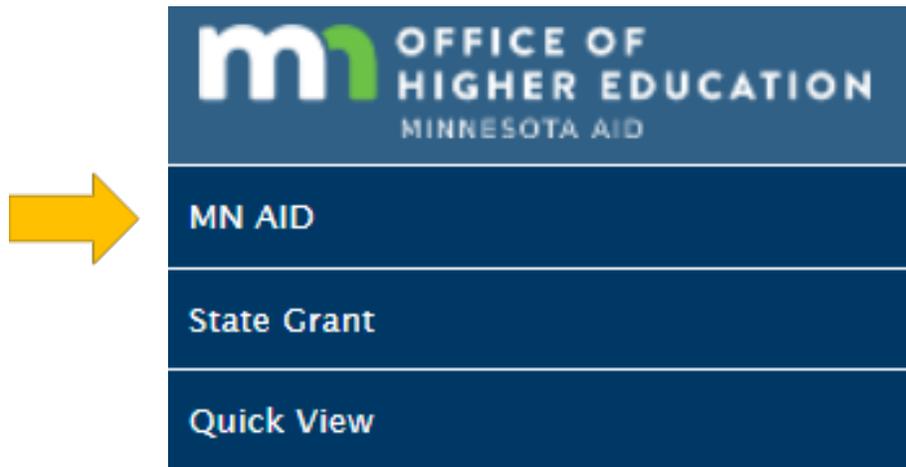
3. Click on Reports.
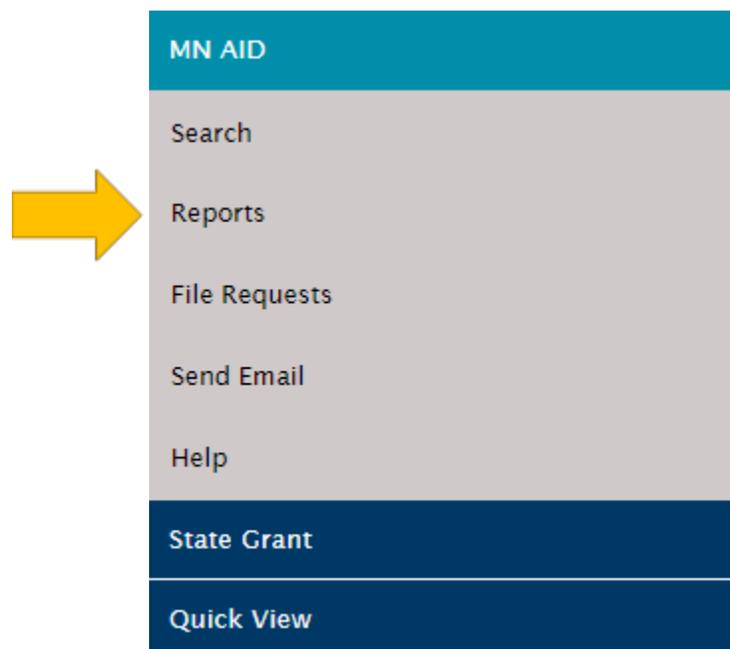
4. Click on Hold Report.

Activity Reports   Rosters

Hold Report
School Totals Report
State Grant File Output Report
State Grant File Reconciliation Report
Units Greater Than 72

5. Your institution will be preselected. Select your display and criteria options and then click Generate Report. Click Generate Report and open the Excel document from the Downloads in your browser.

Academic Year: 2022-2023

School: 002377-00 ST. CLOUD STATE UNIVERSITY

Display: ● Alphabetical By Last Name
            ○ By Last Transaction Date

Criteria: ● All
            ○ Active

            ☐ Include Hyphens From SSNs:

GENERATE REPORT

6. Review the report. The screen shot below omits the name and SSN of the students.

Graduate Student	SG File/ISIR	Federal Default/ Overpayment	SELF Hold Active	SELF Hold Start Date	SELF Hold End Date	SELF Notification Date	Child Support Active	Child Support Hold Start Date	Child Support Hold End Date	Child Support Notification Date	Last Transaction Date
N	ISIR	Y									08/03/2022
N	ISIR	N					Y	08/13/2022		09/19/2022	09/19/2022
N	ISIR	N						01/08/2022	04/16/2022	04/16/2022	04/16/2022
N	ISIR	N						05/09/2020	06/11/2022	06/11/2022	06/11/2022
N	ISIR	Y									06/13/2022

Last transaction in MNAID

The date the school was notified

Child Support hold end date

Child Support hold start date

Y = an active Child Support

The date the school was notified of the hold by email

SELF hold end date

SELF hold start date

Y = an active SELF Loan Hold

Indicates if the student is in default on their Federal Loans

ISIR = Student included your institution on their ISIR
SG File = Student was reported by your institution on a State Grant File
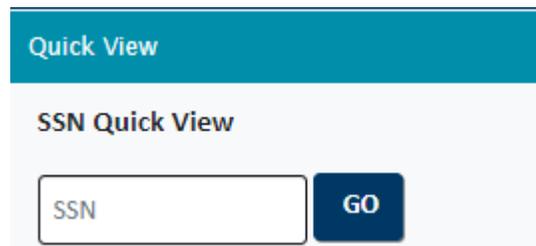
Indicates if the student is a graduate student

Created 01/10/2023

Viewing Holds on Individual Student Records

1. Click on Quick View.
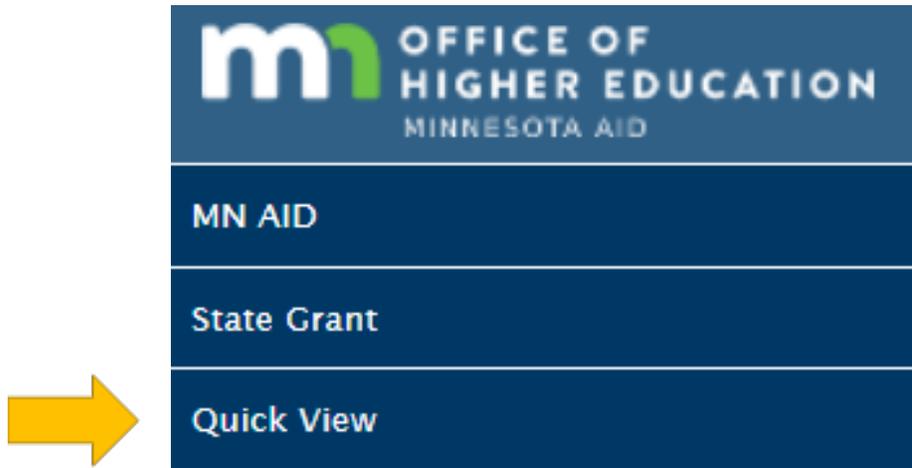
2. Enter the student's SSN and click Go.

3. Click on the student's State Grant for the current academic year.

4. If a student has current/past holds, the View option will appear here. Click on View for details.

Federal EFC $7,858.00

Student Contribution $7,858.00

Parent Contribution   *n/a*

SELF Default Holds

Child Support Holds   View

5. Information will pop-up.

Child Support Holds   ✕

Begin Date	End Date	Notification Date		
2/12/2022	4/2/2022	4/2/2022	✎	🗑

CLOSE