MANUAL FOR MY REQUEST

Go to Hub.uol.edu.pk
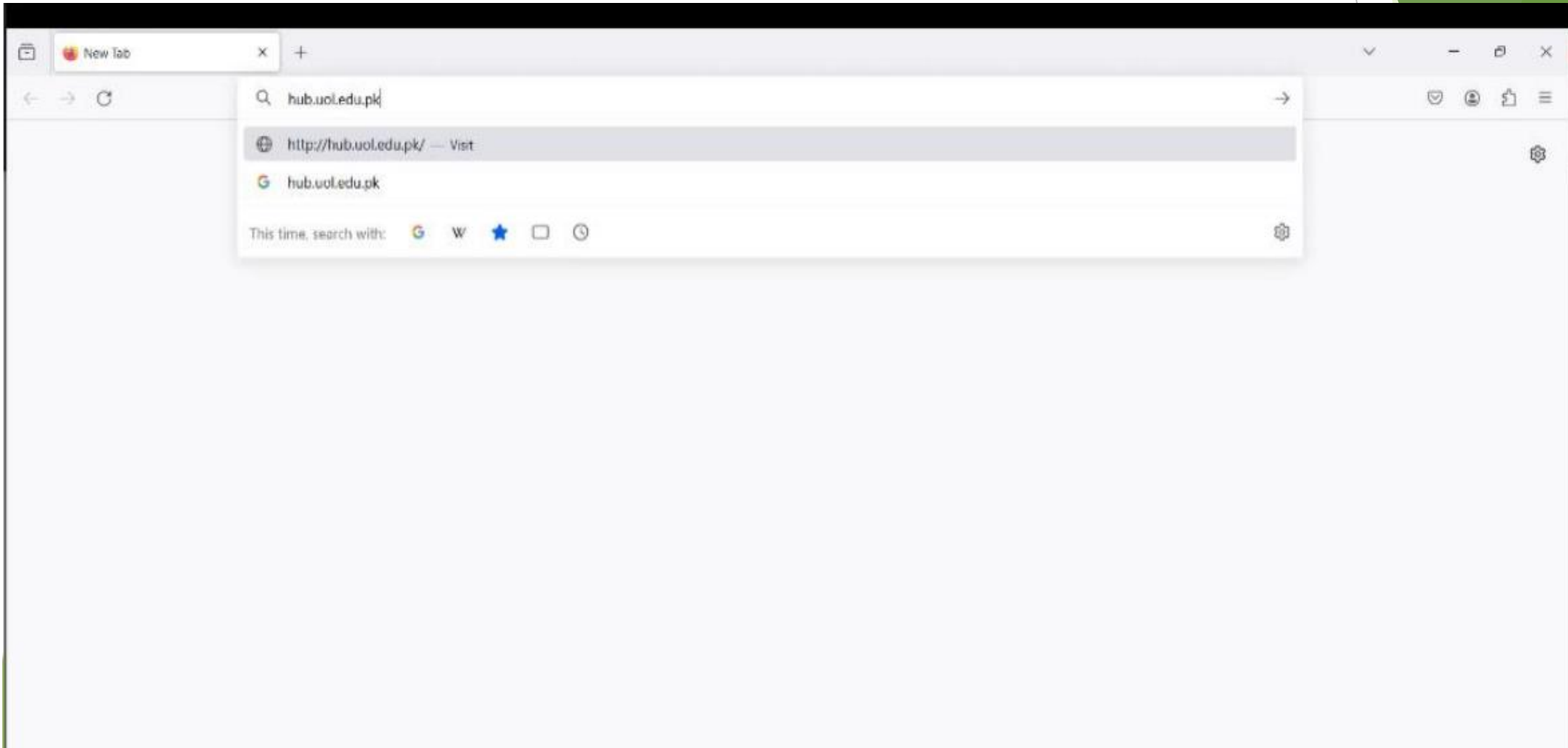
Select your Official Email I'D
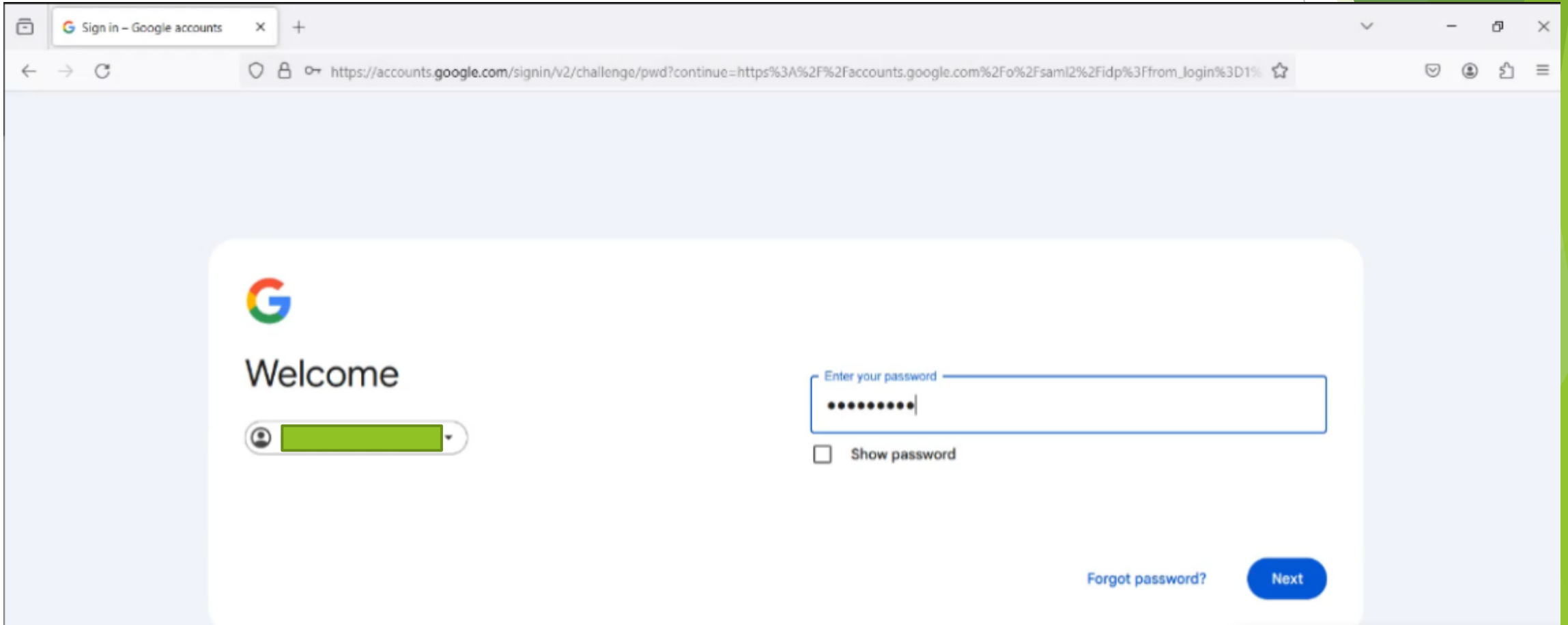
Enter Your Official Email Password

Your Hub Portal will be Signed in Directly
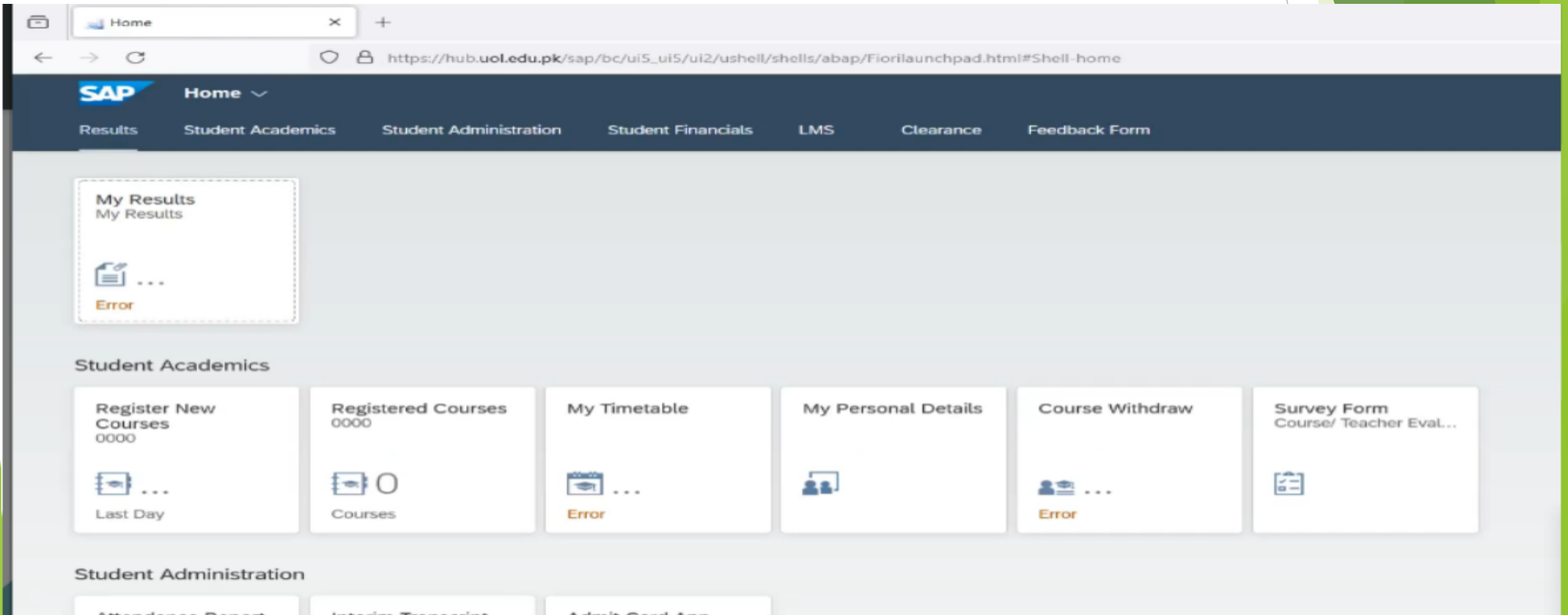
Click on My Request Tile
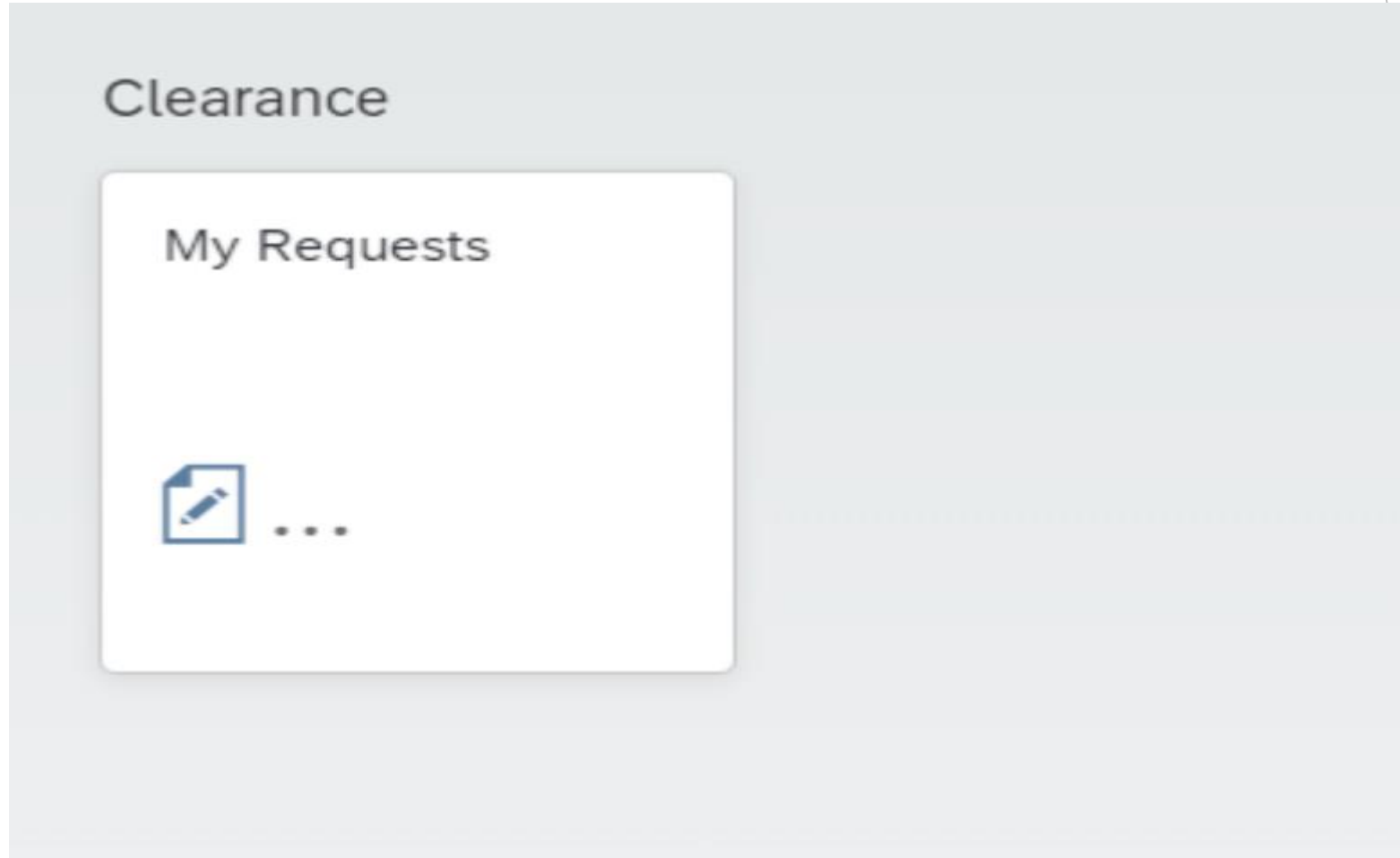
After clicking on My Request Tile.

Three options will be visible on the screen

I. Hold   II. Apply   III. Status

HOLD   APPLY   STATUS

Fine and Hold List

Fine	Fine Text	Hold Description	Date	Reason	Hold by	Department	Status
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Tehmina Ambren	ITH Transport	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Riaz	ITH Transport	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Mian Qaiser Hayat	Security and Safety Department (LHR)	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Iram	CareerService&Corpo rateLinkageDirectorat	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Nimra Khalil	IT Services & Design Directorate (LHR)	Active
000000001	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Madiha Raza	Girls Hostel Unit	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Naseem Kamal	University Inst of Diet & Nutri Sciences	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Usman	Student Representative Department	Active
000000000		Clearance Hold	2023.11.21			ERP Department	Active

1. Hold:
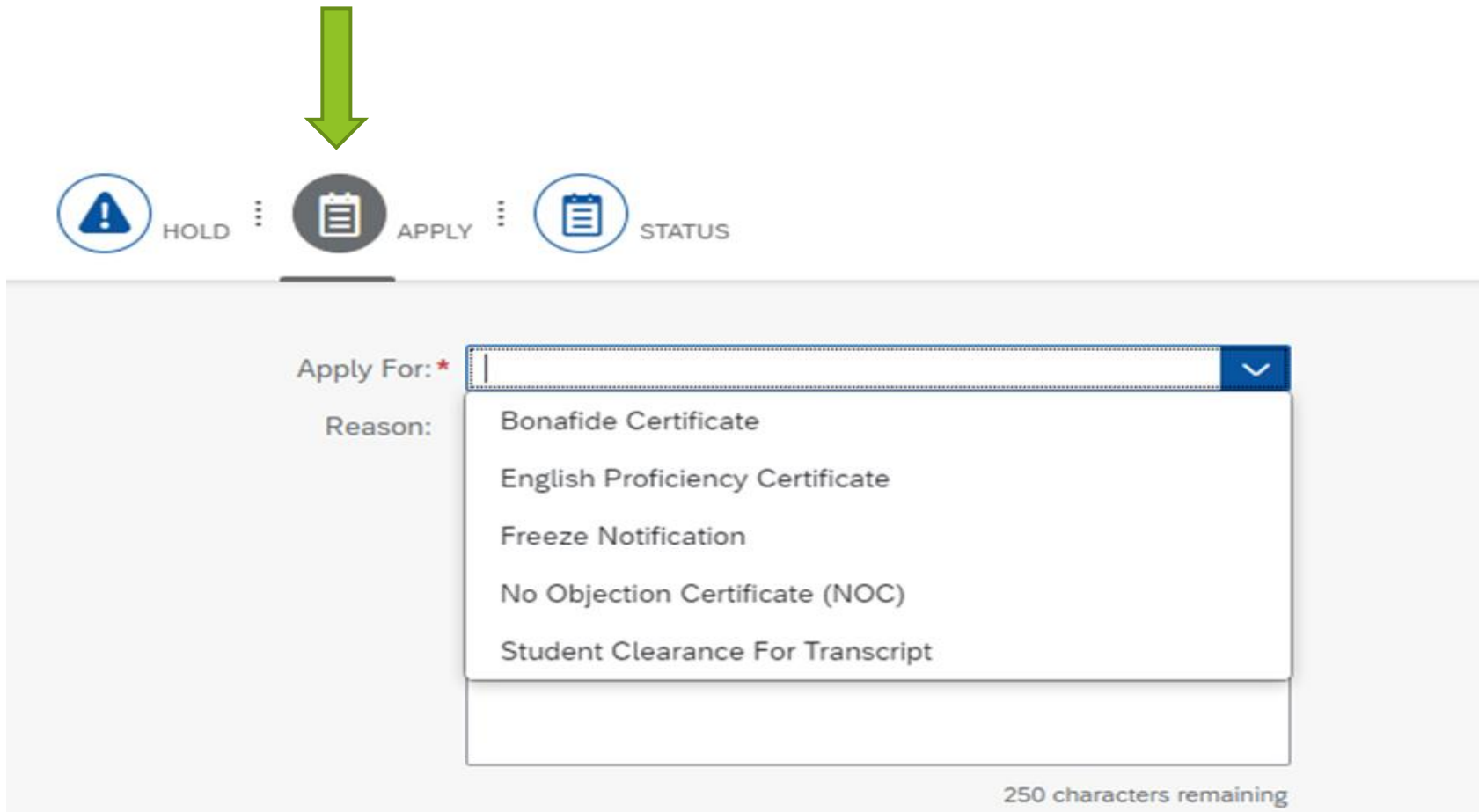## It will show different type of Hold like (Clearance, Freeze and Academic etc.)

HOLD ⋮ APPLY ⋮ STATUS

Fine and Hold List

Fine	Fine Text	Hold Description	Date	Reason	Hold by	Department	Status
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Tehmina Ambren	ITH Transport	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Riaz	ITH Transport	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Mian Qaiser Hayat	Security and Safety Department (LHR)	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Iram	CareerService&CorporateLinkageDirectorat	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Nimra Khalil	IT Services & Design Directorate (LHR)	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Madiha Raza	Girls Hostel Unit	Active
000000000	7138	Clearance Hold	2024.01.01	CLEARANCE HOLD	Naseem Kamal	University Inst of Diet & Nutri Sciences	Active
000000000	7138	LIBRARY	2024.01.01	CLEARANCE HOLD	Muhammad Usman	Student Representative Department	Active
000000000		Clearance Hold	2023.11.21			ERP Department	Active

2.Apply:
You can generate any type of request by clicking on Apply Button.

Upload the Request and attach required Documents then click on Apply Button

250 characters remaining

Apply

3. Status:
Status Button use to check the status of your Application.