Validate Student Information

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Student Center** menu.
2. **NOTE:** Student Data Validation has been designated as a Service Indicator Hold. A student will be unable to register for classes as long as a Service Indicator Hold is active on his/her account. The Hold will remain in place until the Student Data Validation process has been completed.

Click the **details** link.
Click the **Student Data Validation** link.
Click the **Return** button.

3. To return to the Student Center, click the button to the right of the **go to...** field.
Click the **Student Center** list item.
Click the **GO!** button.
4. A link is provided in the To Do List to access the Student Data Validation information. For demonstration purposes only, the link indicates validation for FALL semester. The link name may vary slightly from one semester to another, depending on whether LSUHSC or the season is used for designation purposes. Click the FALL - New Orleans Student Data Validation link.

5. There will be information and/or instructions for each task. Please make sure to read everything carefully. You will verify you have read the information by clicking the Mark as Read button in the upper right-hand corner.

   NOTE: Once you have clicked the Mark As Read button, you will not be able to make changes to the page.

6. After reading the information, click the Mark As Read button to show that the topic has been verified.

7. A check will appear in front of each topic Task when completed. Click the Next button.

8. Repeat steps 6 and 7 for each Task.

9. For demonstrational purposes only, click the Exit button.
10. **NOTE:** If you do not click the Mark As Read button, a warning message displays stating the information will not be saved and you will have to redo the section when you next begin.

   Click the **OK** button.

11. To return to Task Validation, click the **FALL - New Orleans Student Data Validation** link.

12. Repeat steps 6 and 7 for each Task.

13. *For demonstrational purposes only,* change your mailing address by clicking the **Edit** button.

   **NOTE:** You will not be able to change other listed addresses. Contact the Office of the Registrar to make changes to other addresses.

14. Enter the desired information into provided fields.

   Click the **OK** button.
15. A message will display. Click the **OK** button.

![Message from webpage](image)

16. Click the **OK** button. Click the **Save** button. Click the **OK** button. Click the **Next** button.

![Change Address](image)

17. Click the **Preferred** option for your preferred phone number.

![Preferred option](image)

18. Click the **Save** button. Click the **OK** button. Click the **Next** button.

19. Repeat steps 6 and 7 for each Task.
20. You must have an Emergency Contact listed. If none is listed, please add contact information.
   Click the **Add an Emergency Contact** button.

   ![Add an Emergency Contact button]

21. Enter the desired information into provided fields.

   **Emergency Contact Detail**

   ![Emergency Contact Detail form]

22. Click the **Add a Phone Number** button.

   ![Add a Phone Number button]

23. Click the button to the right of the **Phone Type** field.
   Click the **Work** list item.
   Enter the desired information into the **Phone Number** field.
   Click the **Save** button.

   ![Other Telephone Numbers table]

   ![Save button]
24. Click the **OK** button.
   Click the **Next** button.

   ![OK button](image)
   ![Next button](image)

   The Save was successful.

25. Click the **I Agree** option.
   Click the **Save** button.
   After saving your acknowledgement, click the **Next** button.

   ![I Agree](image)
   ![Save button](image)
   ![Next button](image)

26. Click the **Finish** button.

   ![Finish button](image)

27. Once you have completed the validation process, the system will remove the Service Indicator Hold from the Holds section and the link from the To Do List.

   ![Holds section](image)
   ![To Do List](image)

   **Holds**
   No Holds.

   **To Do List**
   No To Do's.