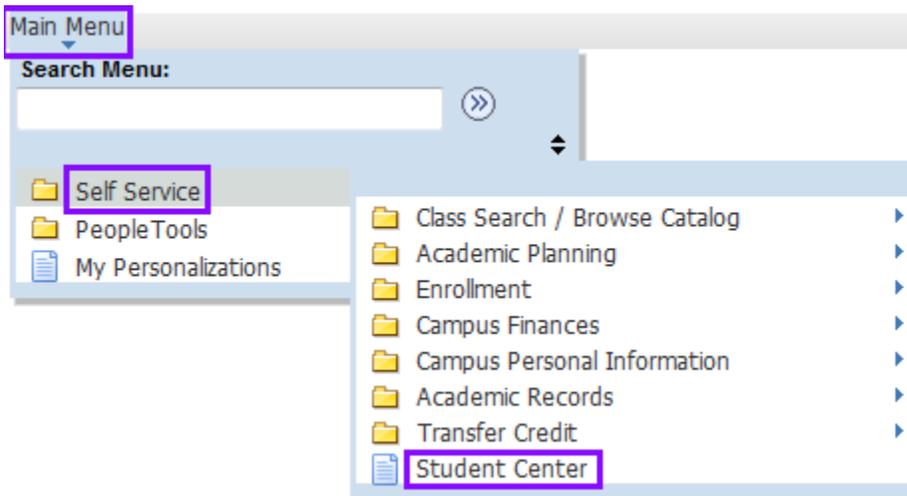


Validate Student Information

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.

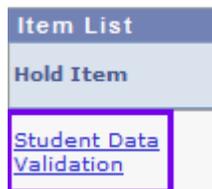
Click the **Return** button.

Student Data Validation

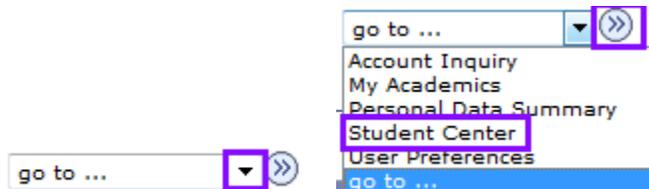
Reason and Contact

Description: LSUHSC - New Orleans
Start Term: Fall-New Orleans 2016
Start Date:
Reason: No Data Validation Found
Department: STUDENT SERVICES-LSUHSC
Contact: Office of the Registrar
Phone: (504) 568-4829
Registrar@lsuhsc.edu

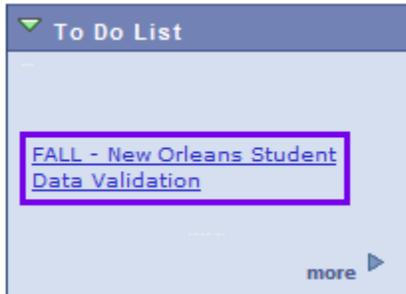
Instructions



- 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.



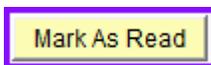
4. A link is provided in the To Do List to access the Student Data Validation information. *For demonstration purposes only, the link indicates validation for FALL semester.* The link name may vary slightly from one semester to another, depending on whether LSUHSC or the season is used for designation purposes. Click the **FALL - New Orleans Student Data Validation** link.



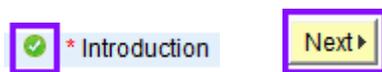
5. There will be information and/or instructions for each task. Please make sure to read everything carefully. You will verify you have read the information by clicking the Mark as Read button in the upper right-hand corner.

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

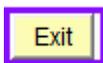
6. After reading the information, click the **Mark As Read** button to show that the topic has been verified.



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

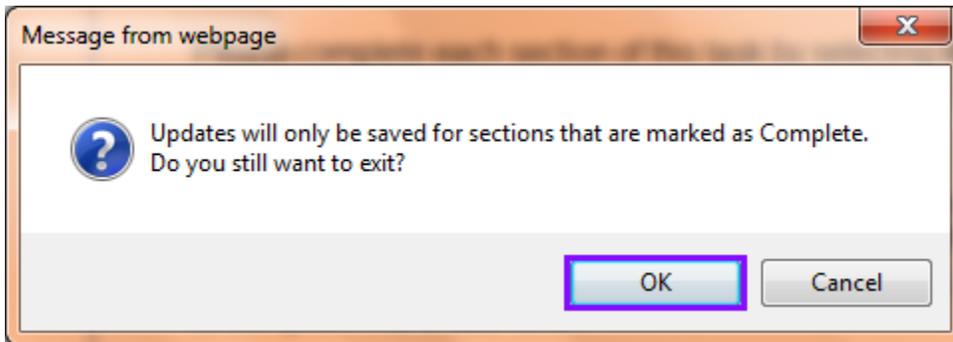


8. Repeat steps 6 and 7 for each Task.
9. *For demonstrational purposes only,* click the **Exit** button.



- 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.

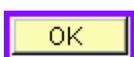


- 12. Repeat steps 6 and 7 for each Task.
- 13. *For demonstrational purposes only*, change your mailing address by clicking the **Edit** button.

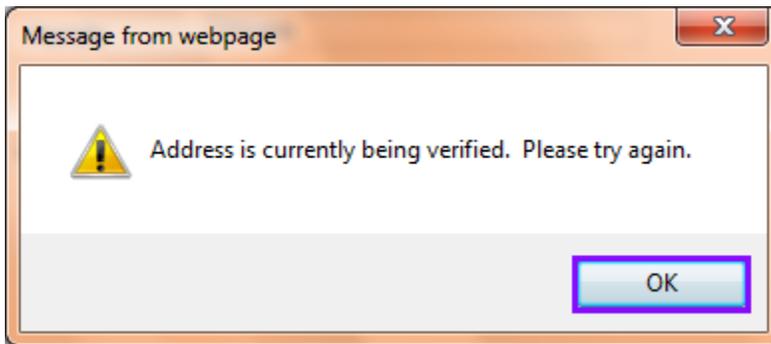
NOTE: *You will not be able to change other listed addresses. Contact the Office of the Registrar to make changes to other addresses.*

Address Type	Address	
Mail	433 Bolivar St New Orleans, LA 70112-7021 Orleans	edit

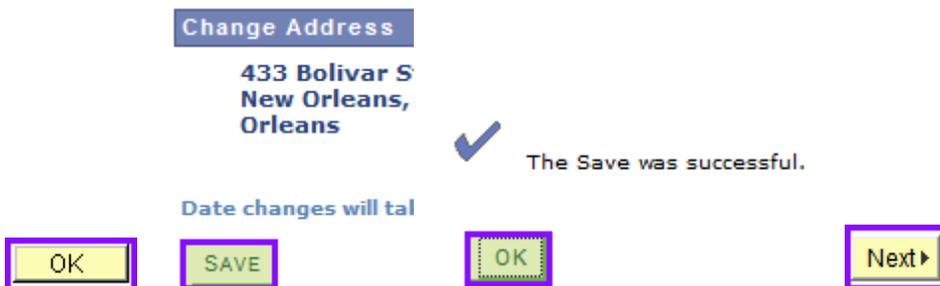
- 14. Enter the desired information into provided fields.
Click the **OK** button.



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



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



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

*Phone Type	*Telephone	Ext	Country	Preferred
Mobile	504/609-1525			<input checked="" type="checkbox"/>
ISIR Phone	504/609-1525		001	<input type="checkbox"/>

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



- 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.



- 21. Enter the desired information into provided fields.

Emergency Contact Detail

*Contact Name

*Relationship ▼

Contact's Address

Same Address as Individual

Country

Address

[Edit Address](#)

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

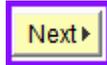
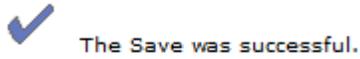


- 23. Click the button to the right of the **Phone Type** field.
Click the **Work** list item.
Enter the desired information into the **Phone Number** field.
Click the **Save** button.

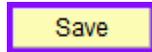
Other Telephone Numbers

*Phone Type	Phone Number	Extension	Country	
<input type="text" value="Work"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

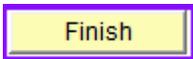
24. Click the **OK** button.
Click the **Next** button.



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



26. Click the **Finish** button.



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.

