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.

![Message from webpage](image)

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

![To Do List](image)

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.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>433 Bolivar St</td>
</tr>
<tr>
<td></td>
<td>New Orleans, LA 70112-7021</td>
</tr>
</tbody>
</table>

![Address](image)

14. Enter the desired information into provided fields.

   Click the **OK** button.

![OK button](image)
15. A message will display. Click the **OK** button.

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

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

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

21. Enter the desired information into provided fields.

   **Emergency Contact Detail**

   *Contact Name*  
   *Relationship*  
   Other

   **Contact's Address**

   - Same Address as Individual
   - Country: United States
   - Address

   Edit Address

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

   ADD A PHONE NUMBER

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  

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

   ![Image of OK and Next buttons]

   The Save was successful.

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

   ![Image of I Agree, Save, and Next buttons]

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.