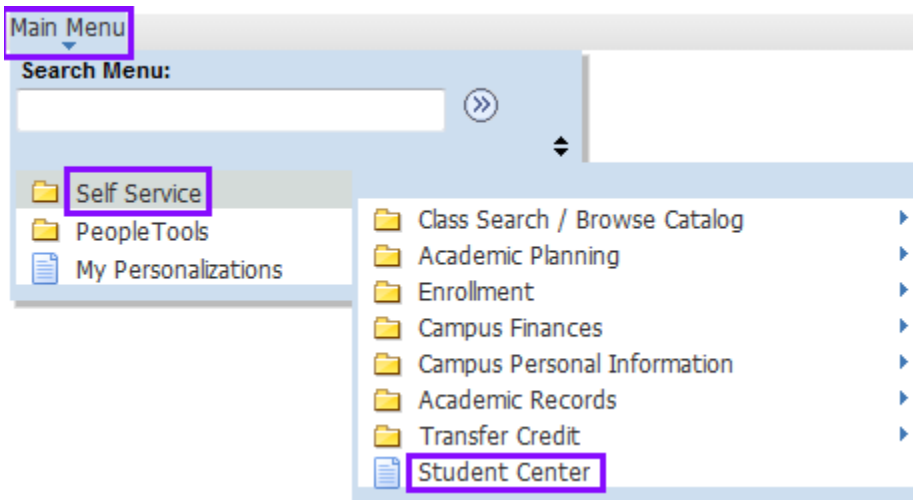


Validate Student Information

1. Click the **Main Menu** button.
Click the **Self Service** menu.
Click the **Student Center** menu.



Job Aid

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.

The screenshot shows the 'Student Data Validation' page. The page title is 'Student Data Validation'. Below the title is a section titled 'Reason and Contact' with the following information:

- 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

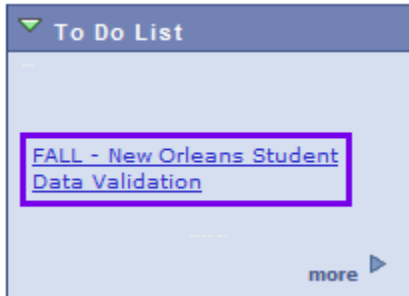
Below this information is a link for the Registrar: Registrar@lsuhsc.edu. There is also an 'Instructions' section.

On the left side, there is a 'Holds' section with a dropdown arrow and a 'Student Data Validation' item. A 'details' link with a right-pointing arrow is highlighted with a purple box. To the right of this is an 'Item List' section with a 'Hold Item' header and a 'Student Data Validation' link highlighted with a purple box. Further to the right is a 'Return' button highlighted with a purple box.

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.

The screenshot shows a navigation menu. At the top is a 'go to ...' field with a dropdown arrow and a 'GO!' button (two right-pointing arrows) highlighted with a purple box. Below this is a list of menu items: 'Account Inquiry', 'My Academics', 'Personal Data Summary', 'Student Center', 'User Preferences', and 'go to ...'. The 'Student Center' item is highlighted with a purple box.

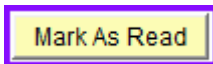
- A link is provided in the To Do List to access the Student Data Validation information. *For demonstration purposes only, the link indicates validation for FALL semester.* The link name may vary slightly from one semester to another, depending on whether LSUHSC or the season is used for designation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



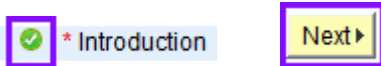
- There will be information and/or instructions for each task. Please make sure to read everything carefully. You will verify you have read the information by clicking the Mark as Read button in the upper right-hand corner.

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

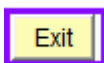
- After reading the information, click the **Mark As Read** button to show that the topic has been verified.



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



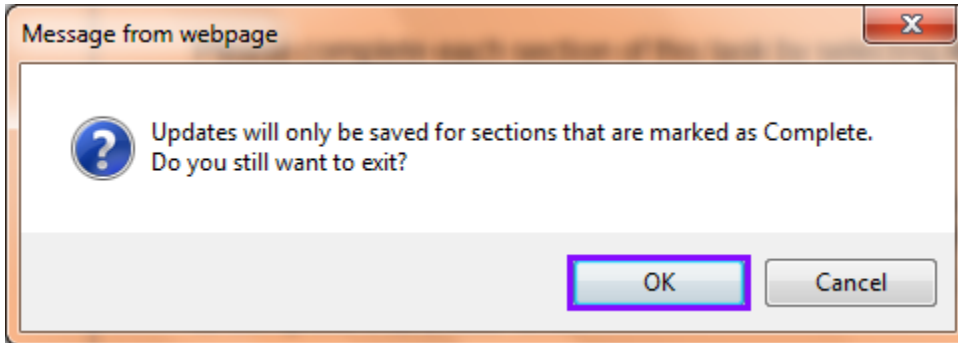
- Repeat steps 6 and 7 for each Task.
- For demonstrational purposes only,* click the **Exit** button.



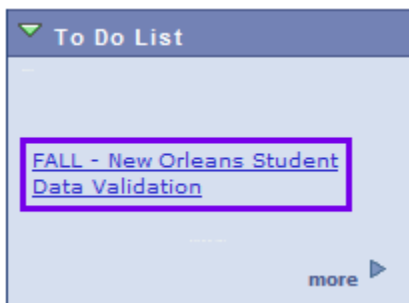
Job Aid

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.

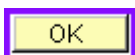


12. Repeat steps 6 and 7 for each Task.
13. *For demonstrational purposes only*, change your mailing address by clicking the **Edit** button.

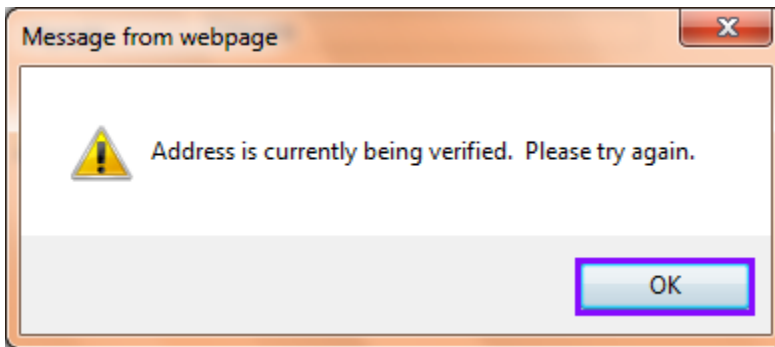
NOTE: *You will not be able to change other listed addresses. Contact the Office of the Registrar to make changes to other addresses.*

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

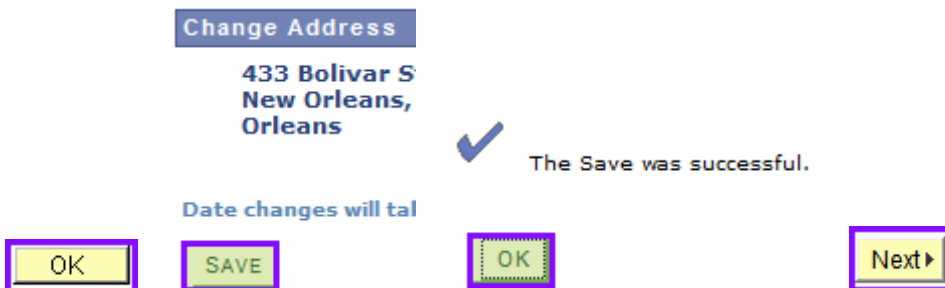
14. Enter the desired information into provided fields.
Click the **OK** button.



- 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"/>

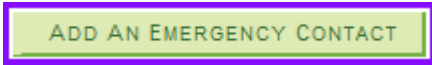
- Click the **Save** button.
Click the **OK** button.
Click the **Next** button.



- Repeat steps 6 and 7 for each Task.

Job Aid

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

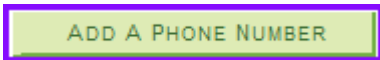
Same Address as Individual

Country

Address

[Edit Address](#)

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

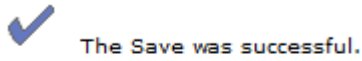


23. Click the button to the right of the **Phone Type** field.
Click the **Work** list item.
Enter the desired information into the **Phone Number** field.
Click the **Save** button.

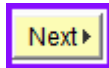
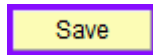
Other Telephone Numbers

*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"/>

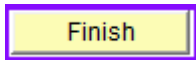
- 24. Click the **OK** button.
Click the **Next** button.



- 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.

