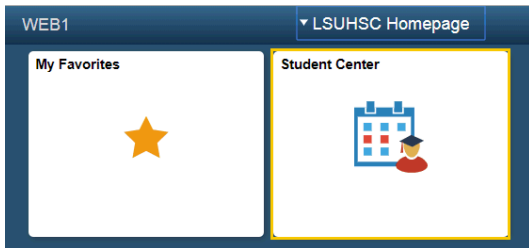


Validate Student Information

1. Click the **Student Center** button.



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

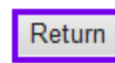
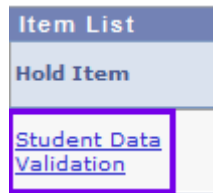
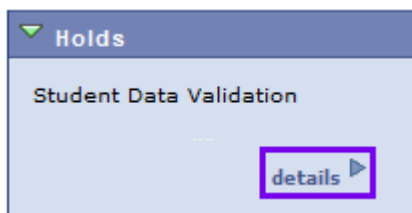
Department: STUDENT SERVICES-LSUHSC

Contact: Office of the Registrar

Phone: (504) 568-4829

Registrar@lsuhsc.edu

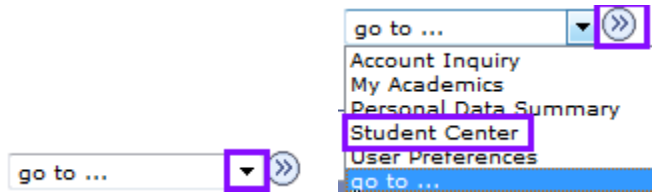
Instructions



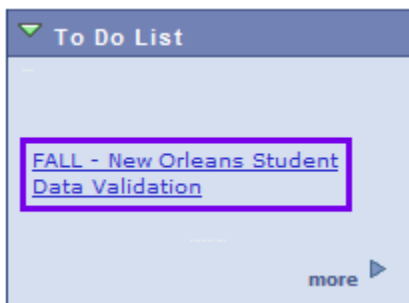
3. To return to the Student Center, click the button to the right of the **go to...** field.
Click the **Student Center** list item.

Job Aid

Click the **GO!** button.



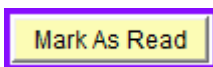
4. A link is provided in the To Do List to access the Student Data Validation information. *For demonstration purposes only, the link indicates validation for FALL semester.* The link name may vary slightly from one semester to another, depending on whether LSUHSC or the season is used for designation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



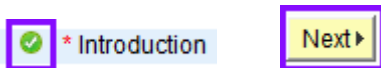
5. There will be information and/or instructions for each task. Please make sure to read everything carefully. You will verify you have read the information by clicking the Mark as Read button in the upper right-hand corner.

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.

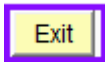


7. A check will appear in front of each topic Task when completed. Click the **Next** button.



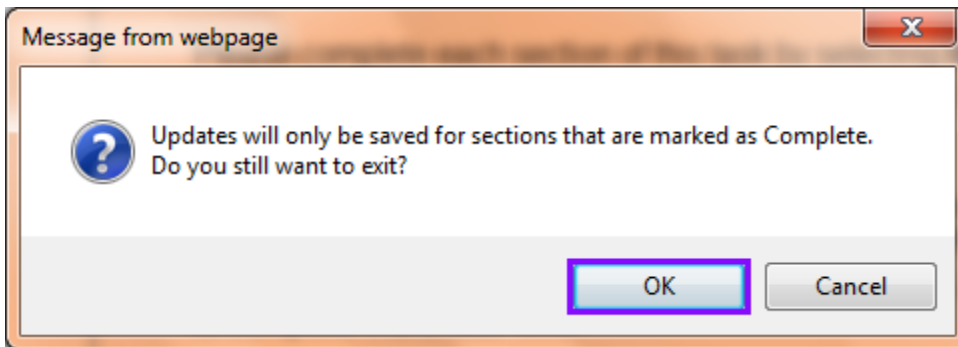
8. Repeat steps 6 and 7 for each Task.

9. *For demonstrational purposes only*, click the **Exit** button.

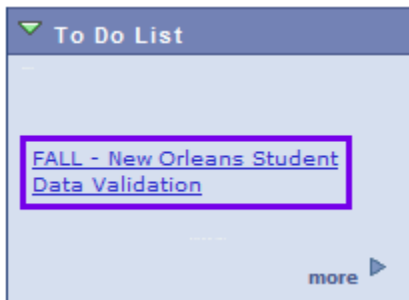


10. **NOTE:** *If you do not click the Mark As Read button, a warning message displays stating the information will not be saved and you will have to redo the section when you next begin.*

Click the **OK** button.



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



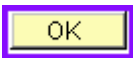
12. Repeat steps 6 and 7 for each Task.
13. *For demonstrational purposes only*, change your mailing address by clicking the **Edit** button.

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

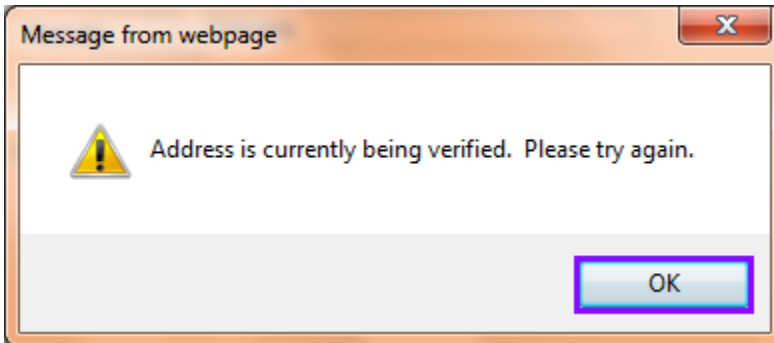
Address Type	Address	
Mail	433 Bolivar St New Orleans, LA 70112-7021 Orleans	edit

Job Aid

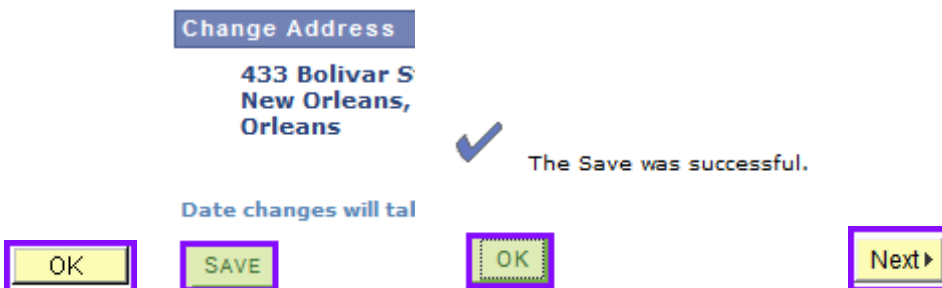
14. Enter the desired information into provided fields.
Click the **OK** button.



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.

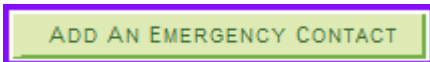
*Phone Type	*Telephone	Ext	Country	Preferred
Mobile	504/609-1525			<input checked="" type="checkbox"/>
ISIR Phone	504/609-1525		001	<input type="checkbox"/>

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.



- 21. Enter the desired information into provided fields.

Emergency Contact Detail

*Contact Name

*Relationship ▼

Contact's Address

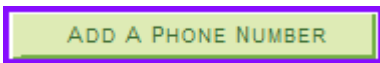
Same Address as Individual

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.

Job Aid

Click the **Save** button.

Other Telephone Numbers				
*Phone Type	Phone Number	Extension	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>

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

 The Save was successful.

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

I Agree

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.

No Holds.

No To Do's.