View Holds

1. Click the **Student Center Fluid** tile.



2. Scroll down on the menu on the left side of the screen. Click the **To Do List** link.



3. Click the **Holds** option.



4. The Holds screen will display. Click the line item of the task desired. Click the Student Data Validation item.

In this example, Student Data Validation is selected.

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.

Student Center Fluid					
Academics	~	Holds			
Finances	~				1 row
Personal Information	~	Hold	Institution	Department	71
🥫 To Do List	^	Student Data Validation	LSUHSC - Shreveport	STUDENT SERVICES-LSUHSC	>
To Do's					
Holds					
J Admissions	~				

The Filters button may be used to select the Institution and the Department.

Cancel	Filters Done
Institution	LSUHSC - Shreveport 🗸
Department	STUDENT SERVICES-LSUHSC V
	Reset

The **Sort** button may be used to reorder the list.

Hold	1 ro
Institution	T1
Department	

5. The **Introduction Task** screen will display. After reading the statement, click the **Mark as Read** button.

v SPRING - Shreveport Student Data Validation	
Task: Introduction	Mark As Read Exit
John Doe6050870	
Introduction	
All LSUHSC students are required to verify that their personal information is correct prior to registration. This task must be completed for every term in which a student is enrolled.	
Please complete each section of this task by selecting Mark As Complete/Wertfield if the information is already correct, or by selecting Save 3 you have updated amy information.	
Once you reach the Complete Task page, please ensure that all sections are correct and marked as complete prior to selecting Finish to complete the task. You can select Exit to leave the task, and may return to complete it at a later time.	

6. After marking the task as read, continue by clicking **Next** to move to the next item in the **To Do List**.

v SPRING - Shreveport Student Data Validation	
Task: Introduction	Ent Next >
John Doe6050870	
Introduction	
All LSUHSC students are required to verify that their personal information is correct prior to registration. This task must be completed for every term in which a student is encoded.	
Please complete each section of this task by selecting Mark As CompleterWorffield if the information is already correct, or by selecting Serve if you have updated any information.	
Once you reach the Complete Task page, please ensure that all sections are correct and marked as complete prior to selecting Finish to complete the task. You can select Exitto leave the task, and may return to complete it at a later time.	

7. *For demonstration purposes only*, click the Exit button.

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 No button to Exit.

Updates will only be saved for sections that are marked as Complete. Do you still want to exit?	
Yes No	

8. There will be information and/or instructions for each task. There may be several task screens to verify. Please make sure to read everything carefully on each screen and follow the instructions. Verify you have read the information by clicking the **Mark As Read** button in the upper right corner.

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

NOTE: A red circle will appear in front of each topic's Task name at the top of the screen, if it has <u>NOT</u> been verified.

Task: Program Information

NOTE: A check will appear in front of each topic's Task name at the top of the screen when verified (Marked As Read). Click the Next button.



9. The **Acknowledgement** screen will display after all of the Task screens. Read the message carefully. Select the **I Agree** option. Click the **Save** button.

Click the **Next** button.

SPRING - Shreveport Student Data Validation		
	© Task: Acknowledgement	Exit Previous Next >
John Doe6050870		
Acknowledgement		
Please when it is information for accuracy and complements. Please when the for place and advances cases, LibbleC all and place backets communitation and information place place all events advances. The place place back back and advances place informa- tion of the place place and advances and advances are not place and advances place and advances (LibbleC places in the event trap in back advances and advances in the logic advances place and advances plantation. The place back advances are advanced advances and advances are advanced and advances of the place advances and advances advances and advances advances advances advances advances advances advances and advances advances adva		
By clicking on the "I Agree" and "SAVE" buttons below, to the best of my knowledge I confirm the personal and demographic information is complete and accurate.		
El Agree Bate 502	5 6004	

10. Once all Tasks have been verified and the has been agreed and saved, the **Complete Task** screen will display. Once the validation process is complete, the system will remove the Service Indicator Hold from the Holds section and Enrollment in Classes is allowed. Click the **Finish** button.

SPRING - Shreveport Student Data Validation		
	• Task: Complete Task	
		Exit C Previous
John Doe6050870		
Complete Task		
Thank you for completing all of the required steps. Once you have verified that each step is marked as complete, please select Finish to complete the task. Once the task		
is complete, you will be able to enroll in classes.		
Frish		