

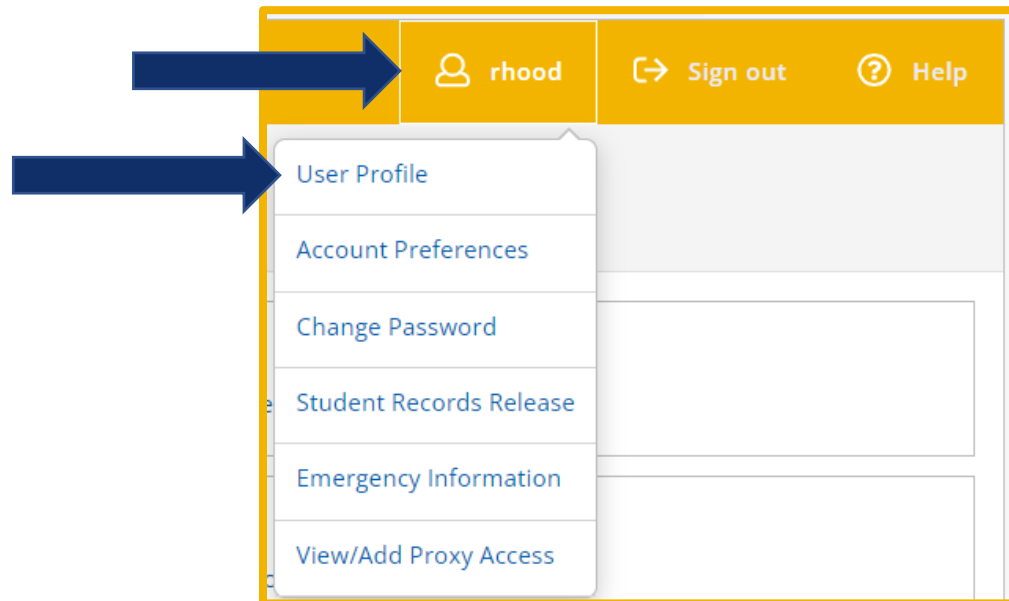
# How to Remove Registration Holds

The following holds can be removed by the student:

- Confirm Email Address
- Confirm Mailing Address
- Confirm Phone Number
- Confirm Emergency Contact


Log into Colleague Self-Service

Click on your username at the top right of the screen. Then click on User Profile.



You can edit, or update your Address, Email, and Phone Number, then click on Confirm.

**About You**

 Date of Birth: 7/18/1990  
✉ lired@gmail.com

**Red Hood**  
Colleague ID: 0000069

Nickname:  
Chosen Name:  
Preferred Pronoun:

[Edit Personal Identity](#)

Below is your user profile.



**Addresses**

**Last Confirmed On: 2/20/2023**  
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

Address	Type	Preferred	Remove or Edit
1234 Granny Lane, Nashville, TN 37207	Home/Home Office	✓	

**Email Addresses**

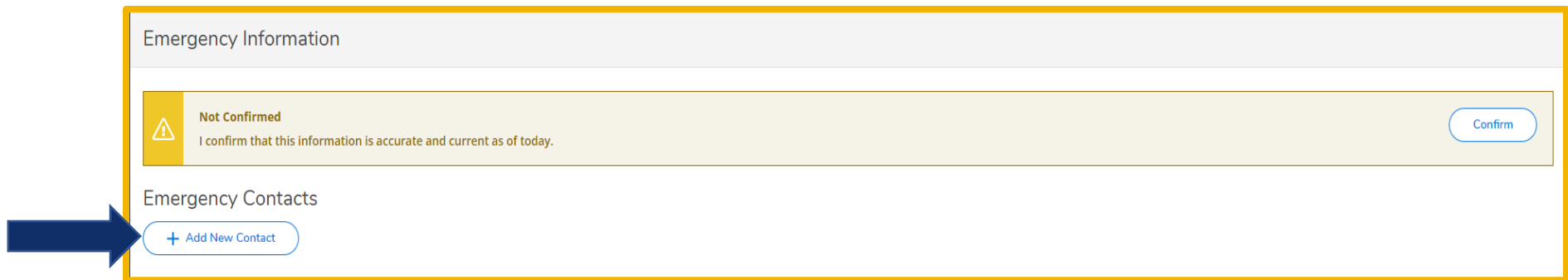
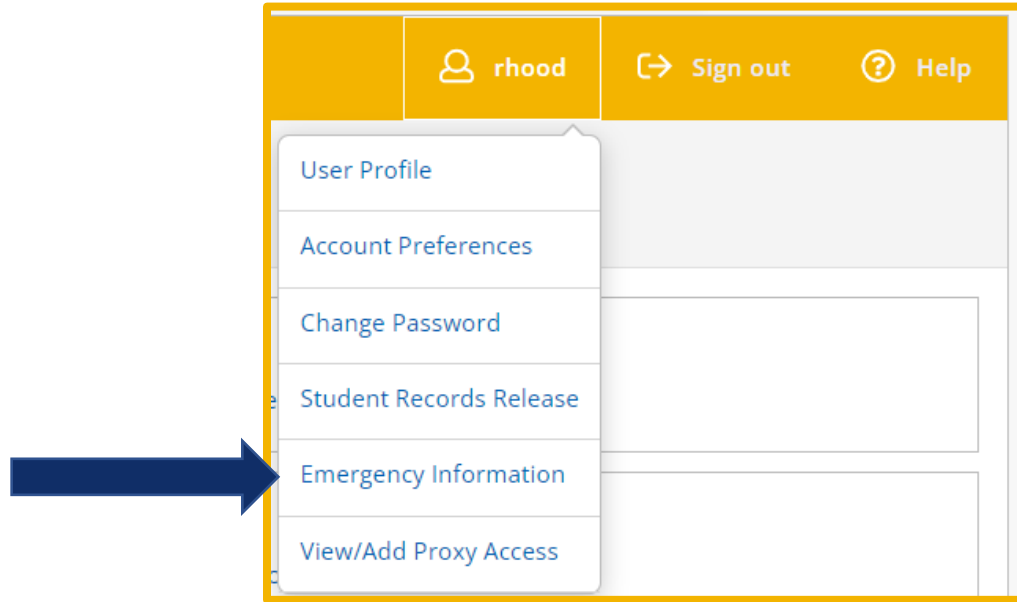
**Last Confirmed On: 2/20/2023**  
Click to confirm that the email(s) below is accurate as of today. [Confirm](#)

Email	Type	Preferred	Remove or Edit
lired@gmail.com	Personal		 

**Phone Numbers**

**Last Confirmed On: 2/20/2023**  
Click to confirm that the phone(s) below is accurate as of today. [Confirm](#)

Click on Emergency Information, then Add New Contact



Enter the emergency contact's information, then click Add Contact

Emergency Contact Information ✕

**Name \***

**Relationship**

**Phones (Enter at least one) \***

**Daytime Phone**

**Evening Phone**

**Other Phone**

**Address**

**Effective Date**

