## 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.

A rhood	〔→ Sign out	Help
User Profile		
Account Preferences		
Change Password		
Student Records Release		
Emergency Information		
View/Add Proxy Access		

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

About You				
Red Hood     Date of Birth: 7/18/1990       Colleague ID: 0000069     Date of Birth: 7/18/1990				
Sedit 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	Туре	Preferred	Remove or Edit	
1234 Granny Lane, Nashville, TN 37207	Home/Home Office	<ul> <li>Image: A set of the set of the</li></ul>		
Email Addresses				
Last Confirmed On: 2/20/2023     Click to confirm that the email(s) below is accurate as of today.			Confirm	
Email	Туре	Preferred	Remove or Edit	
lilred@gmail.com	Personal		$\mathcal{O}\otimes$	
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

	& rhood	C→ Sign out	(?) Help
User Prot	file		
Account	Preferences		
Change F	assword		
Student F	Records Release		
Emergen	cy Information		
View/Add	Proxy Access		

Emergency Information	
Not Confirmed I confirm that this information is accurate and current as of today.	Confirm
Emergency Contacts + Add New Contact	

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

Emergency Contact Information	×
Name *	*
Name	
Relationship	
Relationship	
Phones (Enter at least one) *	
Daytime Phone	
Daytime Phone	
Evening Phone	
Evening Phone	
Other Phone	
Other Phone	
Address	
Address	
Effective Date	_
Cancel Add Contact	