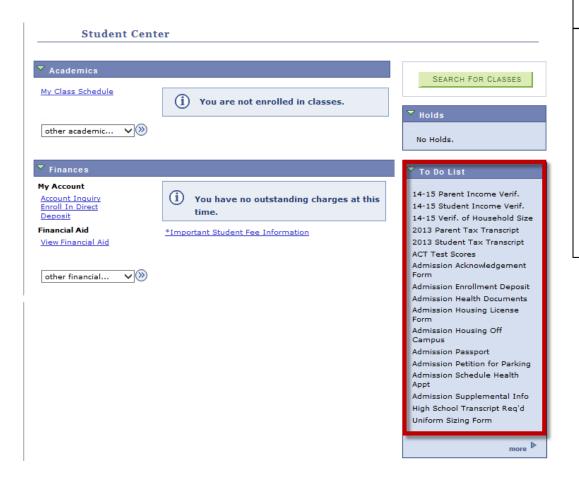
Your "TO DO" List in PeopleSoft

The Admissions and Financial Aid Office communicate to students by placing "To Do" list items in the Student Center in PeopleSoft. Items placed on the "To Do" list are often required before the student can move along in the Admissions and/or Financial Aid Process. This guide is designed to help students navigate the "To Do" list, which is located in the Student Center.

- Log into the <u>Student Portal</u>
- Once you have logged in, click on the PeopleSoft icon located on the left hand sidethat will bring you to your Student Center



Student Center

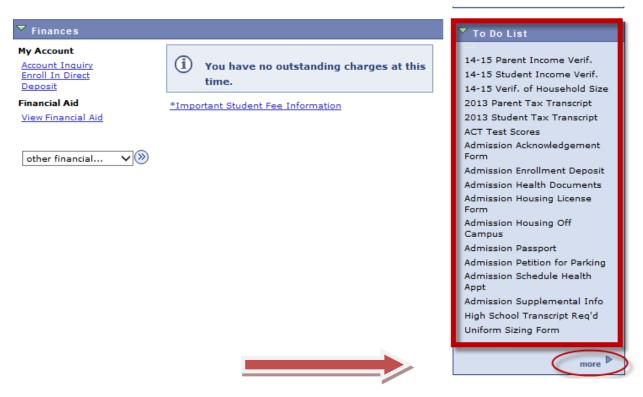


TIP

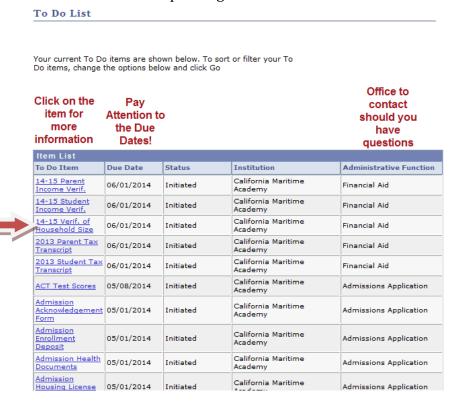
In addition to displaying your "To Do" list items, the Student Center is where you can see your class schedule, access your student account and find out how much you owe, access your financial aid, among other things.

The "To Do" List is located on the right of the Student Center. It displays a brief description of what is being requested. To get more detail, click on MORE.

Your "TO DO" List in PeopleSoft



Here, you will find more detail as to what campus offices are requesting, including the due date and the office requesting the item.



Your "TO DO" List in PeopleSoft

Click on the individual item for more detail.



The item details provides you with the item being requested, the due date, the office requesting the action, and an in depth description on how the requirement can be fulfilled.

When you have completed all your "To Do" items and the requesting offices received/processed the information, the items will disappear from the Student Center.

Be sure to check your "To Do" list often to ensure that you are not missing anything!