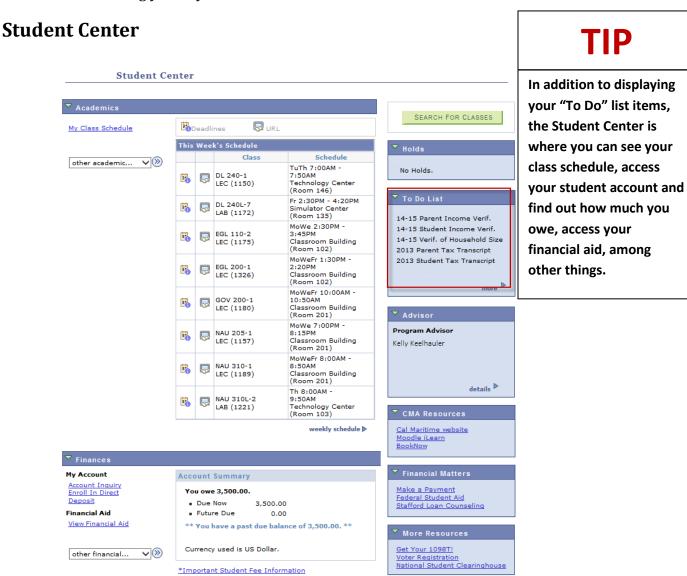
## Your "TO DO" List in PeopleSoft

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 Financial Aid Process. This guide is designed to help students navigate the "To Do" list, which is located in the Student Center.

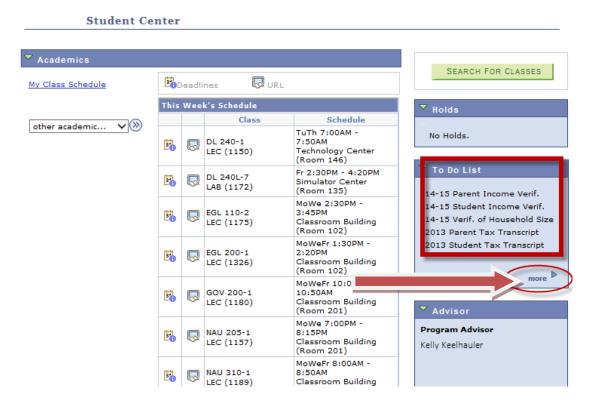
- Log into the **Student Portal**
- Once you have logged in, click on the PeopleSoft icon located on the left hand sidethat will bring you to your Student Center



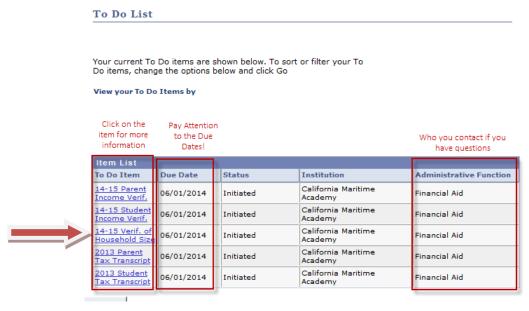


## Your "TO DO" List in PeopleSoft

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



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



Click on the individual item for more detail.

## Your "TO DO" List in PeopleSoft



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!