

HOW TO?

View the To Do List

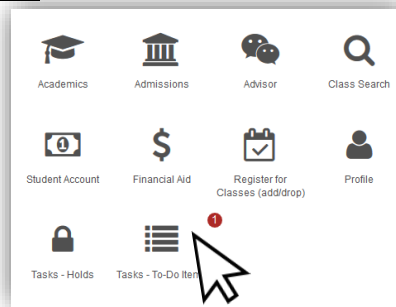
The To Do list is one of the primary ways you can find out about important information requested by the Financial Aid office (and other UCCS departments), as well as the status of items you've submitted. Most forms requested by the Financial Aid office are simple to complete and are linked with the To Do list for your convenience.

1



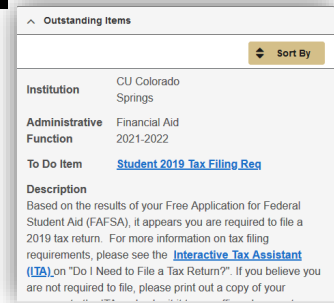
Sign into the [myUCCS Portal](#).

2



Click on the **Tasks- To Do Items** icon in the Student Center section of the portal.

3



Click on the **Outstanding Items** dropdown to view to do notifications that require attention.

Click each item in your list to get further details about the request, including links to the forms that we are requesting (if applicable).

Please keep in mind that financial aid items in your To Do list can have various statuses assigned to them:

- Initiated:** The financial aid office has requested this information and is waiting for a response from you. **Please submit as soon as possible** to avoid future financial aid issues.
- Received:** You've submitted the requested information and the office has received it. This status usually appears within 24 hours of your submission.
- Incomplete:** There are additional items needed by the financial aid office in order to complete the To Do item. An email has been sent to you're UCCS email address with details.
- Signature Required:** The requested item is missing a necessary signature. Please resubmit the item with your signature included.
- Waived:** The item is no longer required and has been waived.

Once the office has review and completed To Do items, they are removed from the To Do list entirely.



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