



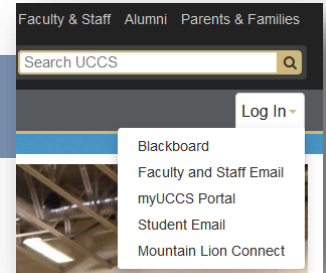
UCCS Financial Aid

HOW TO GUIDES

how do I view my To-Do list?

The To Do List is the primary way you can find out important information requested by the Financial Aid office (and other UCCS departments), as well as the status of items you've turned in. Most forms requested by the Financial Aid office are simple to complete and are linked within the To-Do list for your convenience. Here's how to find your To-Do List in the myUCCS Portal:

1 LOG INTO the myUCCS Portal.

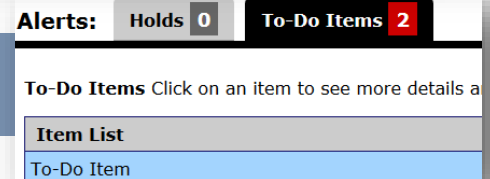


2 CLICK the "Holds and To Do Items" section on the left-hand side of the page.

Holds and To Do Items

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3 CLICK on the "To-Do Items" tab at the top of the screen.



You are now in the To-Do List! Click each item to get further details, including direct URL links to the forms that we are requesting (if applicable).

Keep in mind that items in your To-Do List may have different statuses associated with them:

Initiated—The office has requested this information and is waiting for a response from you.

Received—You've submitted the requested information and the office has received it. This status usually appears 24 hours or less after you've submitted an item to the office.

Incomplete—There are additional items needed by the financial aid office in order to complete the To-Do Item. An email giving the full explanation of what is needed has been sent to your UCCS email.

Once the office has reviewed and completed most to do items, they are removed from the To-Do List entirely.



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