



PS 8.9 QUICK REFERENCE GUIDE

TO DO LIST

SELF SERVICE > STUDENT CENTER – TO DO LIST

This document will provide simple instructions for viewing Holds via the SIS.

1. **Login** to **SIS**
2. Navigate to **Self Service > Student Center – To Do List** (right hand screen).
3. **To Do List** items are **service indicators** applied to students' records indicating items students must submit to complete the processes for admissions, financial aid or payments to the college.
4. If you have **To Do items** on your record, you will see the item listed below the **To Do List** heading.
5. Click **details** to view additional information for the list.
6. On the **To Do List** screen, click on the **underlined To Do Item** to view information on that individual **To Do item**.
7. Follow the instructions shown on this screen to have this **To Do list item** removed from your file.
8. If you have questions, contact the department listed on the screen for more information.