

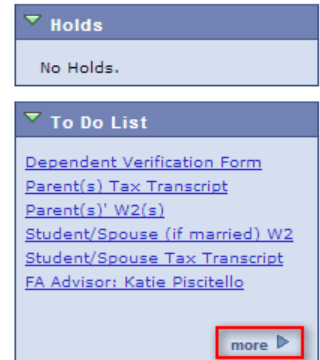


# Using the Student Center: Using the To Do List

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to use the To Do List.

The To Do List is a service box located in the right margin just below Holds. It provides a list of to do items. The list can contain items that need to be completed or actions that need to be taken by a specific date. Currently, not all of the offices utilize the To Do List.

To view more information about your To Do List, click the More link in the to Do List service box.



The Administrative Function column indicates which office originated the To Do Item.

The To Do Item may display information such as:

- To Do Item – shows the item that will need to be submitted; click on the item for details
- Due Date: Requested due date
- Status:
  - Initiated: Shows the request was sent to the student
  - Received: Shows an item was received
  - Returned: Shows an item was returned to the student

**To Do List**

Below is a list of your current To Do items. To sort or filter your list of To Do items, change the options below and click Search.

View your To Do Items by

Due Date

Institution

Function

Use these options to sort and filter To Do Items

To Do Item	Due Date	Status	Institution	Administrative Function
<a href="#">Dependent Verification Form</a>	04/13/2013	Received	University at Buffalo	Financial Aid
<a href="#">FA Advisor: Nicole Griffo</a>	05/11/2014	Initiated	University at Buffalo	Financial Aid
<a href="#">Parent(s) Tax Transcript</a>	04/13/2013	Initiated	University at Buffalo	Financial Aid
<a href="#">Parent(s) W2(s)</a>	04/13/2013	Received	University at Buffalo	Financial Aid

The To Do Item Detail page content varies depending on the office that created the item. The page will contain the Due Date, A description of the item, along with the name and contact information of the office that originated the To Do Item.

To return to the To Do List page, click the Return button.

This concludes this tutorial.

### Dependent Verification Form

**Aid Year:** 20

**Due Date:** 04/13/20

**Description**

Your FAFSA has been selected for the 20 - 20 dependent student verification process. In this process, the University at Buffalo will be comparing information from your FAFSA with your and your parents' 2012 Federal IRS Tax Return Transcript and W2s and with the information your family provides on the 20 - 20 dependent student verification form. Please submit these documents and the form within 2 weeks of receipt of this request. We cannot continue processing your financial aid or any appeal until we have complete and correct information. The 20 -20 Dependent Student Verification form can be found at <http://financialaid.buffalo.edu/forms/index.php>