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

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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.