# View To Do List

On the Student Center page in the To Do List section, items display to direct students to complete administrative requirements.

Note:  Parts of images may be obscured for security reasons.

| Step | Action |
|------|--------|
| 1. | Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: <ul><li>Enter your Username and Password and click the ⏩ **Go** icon.</li><li>From the **Enterprise Menu**, select the **HR/Campus Solutions** link.</li></ul> |
| 2. | Navigate to:  ***Self Service > Student Center***. |
| 3. | ▼ **To Do List**<br><br>2012 Parent(s) Fed Tax Trns<br>2012 Std Fed Tax Trns<br>2013 V1 Dep Verification Wrk<br>CUNY Supplement Form<br>General Financial Aid Request<br>Immunization - MMR<br>Meningitis Acknowledgement<br><br>details ▶<br><br>In the **To Do List** section, an initiated checklist displays.  Click the **details** link to see more information.<br><br>***Note:  There will also be a Missing Meningitis Form service indicator that prevents you from enrolling, so it's important to deal with this To Do List item prior to your enrollment appointment.*** |

4.

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** | [ ▼ ]        [ go ] |

**Item List**

| To Do Item | Due Date | Status | Institution | Administrative Function |
|---|---|---|---|---|
| 2012 Parent(s) Fed Tax Trns | 01/03/2014 | Initiated | Lehman College | Financial Aid |
| 2012 Std Fed Tax Trns | 01/03/2014 | Initiated | Lehman College | Financial Aid |
| 2013 V1 Dep Verification Wrk | 01/03/2014 | Initiated | Lehman College | Financial Aid |
| CUNY Supplement Form | 07/16/2013 | Initiated | Lehman College | Financial Aid |
| General Financial Aid Request | 01/03/2014 | Initiated | Lehman College | Financial Aid |
| Immunization - MMR | 03/22/2014 | Initiated | Lehman College | General |
| Meningitis Acknowledgement | 03/22/2014 | Initiated | Lehman College | General |

[ Cancel ]

On the **To Dos** List page displays all the To Do Items in the **Item List** column, click the link of the item to see more information.

***Note: You can also filter the Item list based on Due Dates, CUNY Institutions (e.g. Lehman, Baruch College etc.) or Function (e.g. Financial Aid, General etc.)***

5.

**To Do Item Detail**

**Lehman Student**

**2013 V1 Dep Verification Wrk**

| | |
|---|---|
| **Aid Year:** | 2014 |
| **Academic Institution:** | Lehman College |
| **Administrative Function:** | Financial Aid |
| **Due Date:** | 01/03/2014 |
| **Contact:** | Lehman College |
| **Department:** | Financial Aid Office- SH 136 |
| **Phone:** | 718/960-8545 |

financial.aid@lehman.cuny.edu

Lehman College

**Description**

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION.  You and your parents must complete, sign, and submit a "2013-2014 Standard Verification V1 Dependent Worksheet" to the Office of Financial Aid.  The form is available on the CUNY website at http://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/20132014DEPV1.pdf

Return

The **To Do Item Detail** page displays.  Contact information, due dates when applicable, and a description of the item may display.

**End of procedure.**