

VIEW YOUR TO DO LIST



1. Log into **MyU**.
2. Click on the **My Finances** tab.
3. Select the aid year and campus in the **Financial Aid** section.

4. View your financial aid steps.

5. Click “There are items you need to complete” link in Step 2.

The screenshot shows the MyU Financial Aid interface. On the left, there are navigation tabs: Announcements, Academics, My Finances, and My Info. The main content area is divided into 'Billing & Payment' and 'Financial Aid'. The 'Financial Aid' section shows the 2014-2015 aid year and a progress indicator with five steps. Step 2, 'There are items you must complete', is highlighted with a red box and a red circle, indicating it is the current step. Below the steps, there is a 'Make a Payment' button and a 'Helpful Links' section.

6. View your **To Do List**.
Click on each item for details.

The screenshot shows the MyU To Do List page. On the left, there is a 'Navigate Back To' dropdown menu with options: Academics, My Finances, and My Info. Below this is a list of categories with expandable arrows: Help - UMTC, Dates & Deadlines, Forms, Registration Resources, Degree Progress, Grades & Transcripts, Graduation and Leaves, Paying Your Bill, Financial Support, Financial Aid, and Non-Degree Student Info. The main content area is titled 'To Do List' and contains a search bar, a 'View your To Do Items by' section with dropdowns for Institution and Function, and a 'go' button. Below this is a table with the following data:

To Do Item	Status	Institution	Administrative Function
Copy of Parents' 1080-A/104	Initiated		Financial Aid
Verification Form - Dependent	Initiated		Financial Aid
Program Clarification	Initiated		Financial Aid

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