

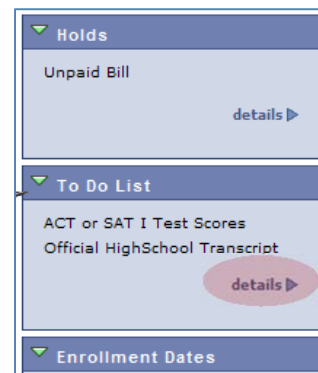



Using the Student Center: Using the To Do List

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 Details link in the to Do List service box.




On the To Do List page you are able to sort or filter your list of To Do Items by changing the options below the View your To Do Items by text. You can filter your To Do Items by Due Date or Function. Use the Look Up function  to select a due date.

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:

If the institution does not default to the University at Buffalo, update this field. Click the Go button to sort the records.

To Do Item	Due Date	Status	Institution	Administrative Function
Official HighSchool Transcript	12/31/2010	Initiated	University at Buffalo	Admissions Application
ACT or SAT I Test Scores	12/31/2010	Initiated	University at Buffalo	Admissions Application

NOTE: If the item does not have a due date, it will be marked with "Upon Receipt".

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

The To Do Item may display information such as:

- A link to a PDF or on-line form, or a page with more information
- The office that originated the To Do Item (Administrative Function)
- Date the To Do Item was originated

Click on any of the To Do Item links to view details about that item.

Item List
To Do Item
Official HighSchool Transcript
ACT or SAT I Test Scores

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.

To Do Item Detail	
Irene Advise	
Official HighSchool Transcript	
Academic Career:	UGRD
Student Career Nbr:	0
Application Nbr:	00361919
Due Date:	12/31/2010
Description	
Please send an official high school transcript to the Office of Admissions at:	
Undergraduate Admissions 12 Capen Hall University at Buffalo Buffalo, NY 1426	
1-888-UB-ADMIT or (716)645-6900 E-mail: ub-admissions@buffalo.edu	
<input type="button" value="Return"/>	