## Holds and To Do List

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Student Center</strong> home page.</td>
</tr>
</tbody>
</table>

**Navigation:** Student Center
Click the **Student Center** link.
### Step 2

#### Action

The **Student Center** home page displays a summary view of your current **Holds** and **To Do List**. If you have items in either section, you can use the **details** link to view more information.

For example, use the To Do List **details** link to view the due date, status, and other information for the items on your account that are pending.

Click the **details** link.
Step | Action
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3. | On the To Do List page, you can use the Due Date, Institution, and Function fields to filter the To Do List.

To view more detailed information about a particular item, click the hyperlink for that item.

(The following data value/link is an example only. Use the applicable option for your transaction.)

Click the Dependent Verification Worksht link.
Step | Action
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4. | The **To Do Item Detail** page shows the specific due date for the selected item, where the completed item should be submitted, and a link to access the appropriate form.

Clicking the **Return** button will take you back to the **To Do List** main page.

Click the **Return** button.
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<td>5.</td>
<td>Back on the main <strong>To Do List</strong> page, you can access other <strong>To Do Item</strong> links. In the upper-right corner of this page, you can also use the <strong>go to</strong> list box to quickly navigate to your <strong>Account Inquiry</strong> page. When finished, you can return to the <strong>Student Center</strong> or <strong>myUTH Home</strong> page. Click the <strong>Student Center</strong> link. <strong>Student Center</strong></td>
</tr>
<tr>
<td>6.</td>
<td>You have successfully reviewed your Holds / To Do List. <strong>End of Procedure.</strong></td>
</tr>
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</table>