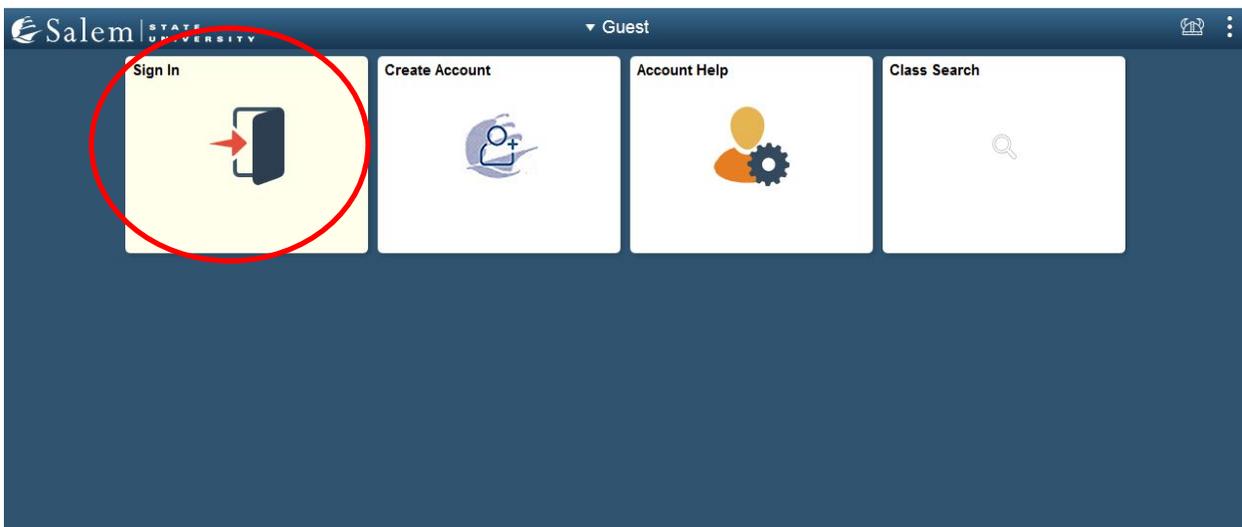


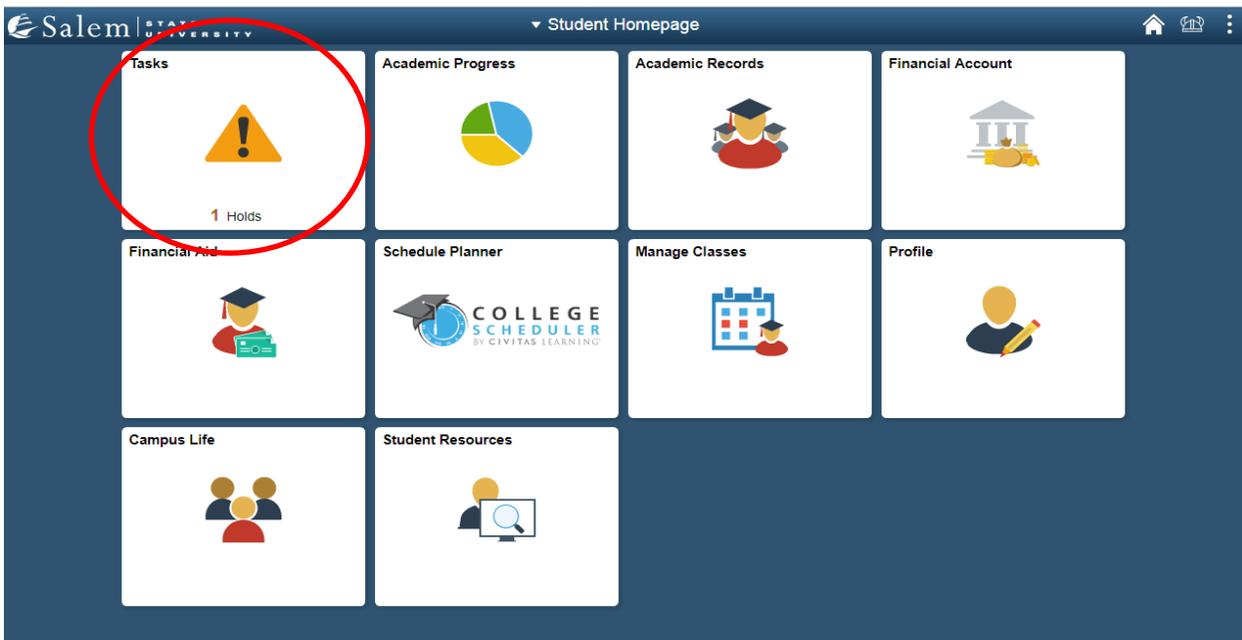
# Student Navigation Center

## How to: View to-do list items or holds

1. Log into Navigator.



2. Once at the Student Homepage, click on "Tasks".



3. Upon clicking “Tasks”, any to-do list items will appear. Click on the arrow next to the task to view detailed instructions.

The screenshot shows the 'Tasks' page with a sidebar on the left containing 'To Do List' (2 items) and 'Holds' (3 items). The main content area displays a 'To Do List' table with 2 rows. The table has columns for 'Task', 'Due Date', and 'Status'. The first row is 'Address Phone Email Emergency Verification' with a status of 'Assigned'. The second row is 'Financial Obligation Agreement' with a status of 'Assigned'. A red circle highlights the right-pointing arrow next to the 'Assigned' status in the first row.

Task	Due Date	Status
Address Phone Email Emergency Verification		Assigned
Financial Obligation Agreement		Assigned

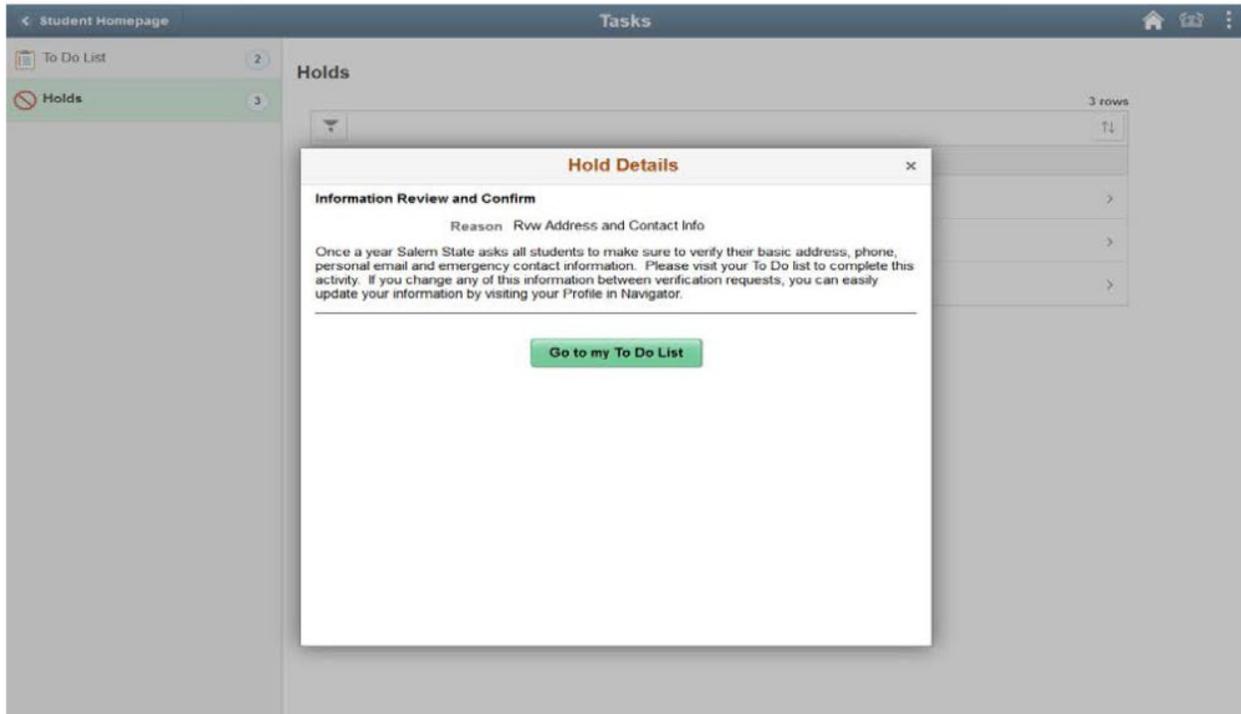
4. To view holds, click on “Holds” located on the sidebar. You will see both the name of the hold and the department that placed it. Click on the arrow next to the hold to view detailed instructions. You may be re-directed to your Task list to complete an item.

The screenshot shows the 'Holds' page with the sidebar on the left. The 'Holds' item is circled in red. The main content area displays a 'Holds' table with 3 rows. The table has columns for 'Hold' and 'Department'. The first row is 'Financial Obligation Agreement' from 'Financial Services'. The second row is 'Information Review and Confirm' from 'Student Navigation Center'. The third row is 'Student Financials Hold' from 'Student Navigation Center'. A red circle highlights the right-pointing arrow next to the first row.

Hold	Department
Financial Obligation Agreement	Financial Services
Information Review and Confirm	Student Navigation Center
Student Financials Hold	Student Navigation Center

5. To resolve your hold, please click on the row/ hold that you would like to view. Here, you will find the hold details.  
Note: You may be re-directed to your Task list to complete an

item. If you are unsure of how to resolve the hold, please contact the department that placed the hold.



**\*\*Note: If you have any questions about a specific hold, contact the department that placed it as they are the only department that can assist with or resolve/remove it.**