




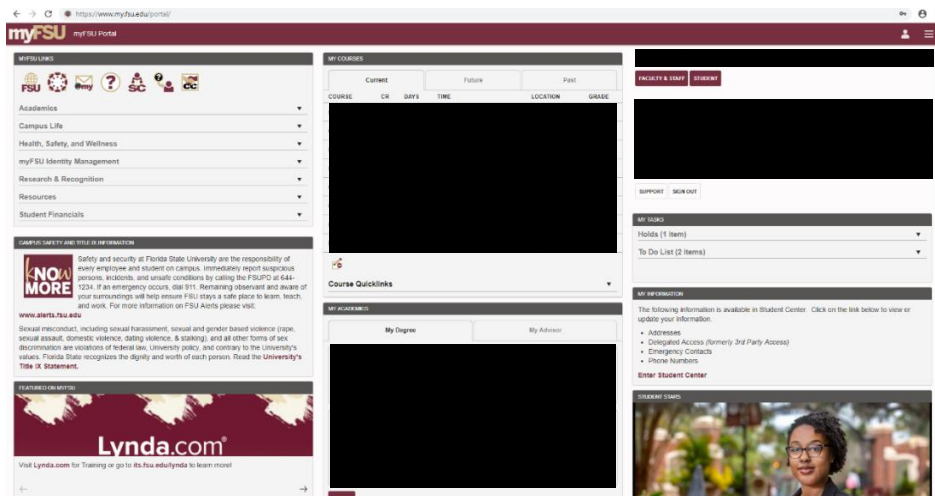
HOW TO VIEW AND COMPLETE YOUR TO-DO LIST ITEMS

Option 1: My Tasks

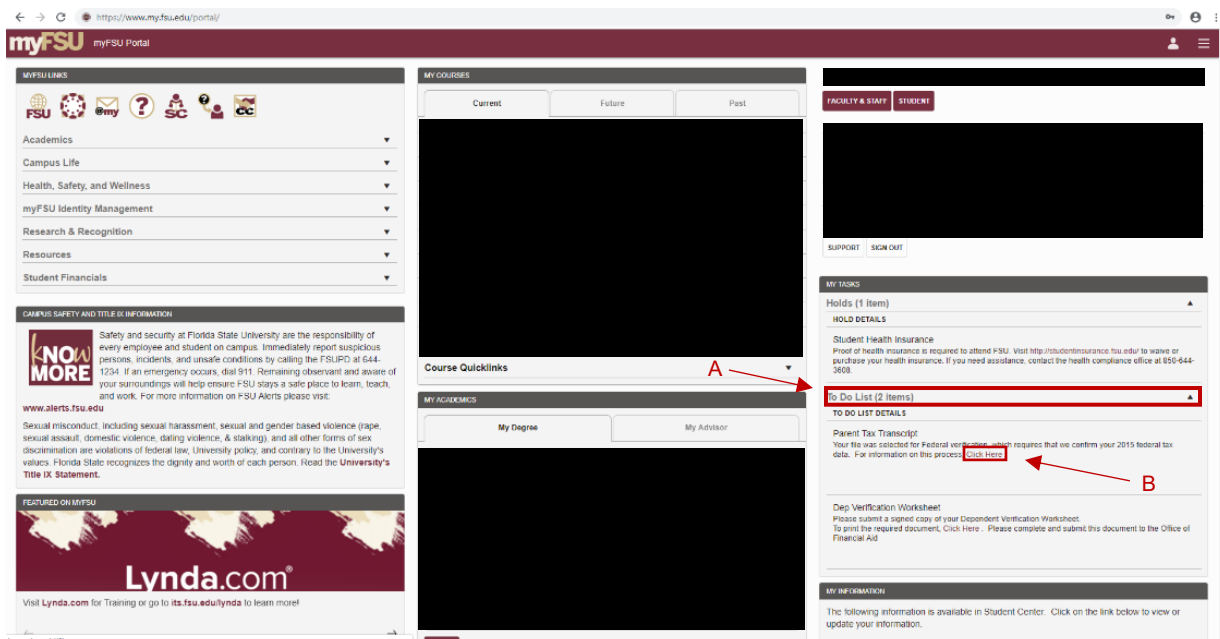
Option 2: Student Central 

Option 1: My Tasks

1. Log into my.fsu.edu with your student account information.



2. Click on the To Do List (A) tab under the “My Tasks” section to view your holds and to-do list items. Each item has a description and in most cases a link (B) that can be clicked on to start the process of completing the task to remove the hold or to-do item.





3. When you click on the link, you will be taken to another web page with its own set of instructions for completing the necessary tasks.

Examples:

Clicking on the Parent Tax Transcript link takes you to this page

WHAT'S NEW?
There is a new transcript format that better protects your data. This new format partially masks your personally identifiable information. Financial data will remain fully visible to allow for tax preparation, tax representation or income verification. Learn more at [About the New Tax Transcript and the Customer File Number](#).

You can get various Form 1040-series [transcript types](#) online or by mail. If you need your prior year **Adjusted Gross Income (AGI)** to e-file, choose the **tax return transcript** type when making your request. If you only need to find out how much you owe or verify payments you made within the last 18 months, you can [view your tax account](#).

The method you used to file your tax return, e-file or paper, and whether you had a balance due, affects your [current year transcript availability](#). **Note:** If you need a photocopy of your return, you must use [Form 4506](#).

Request Online
What You Need
To register and use this service, you need:

- your **SSN**, date of birth, filing status and mailing address from latest tax return,
- access to your email account,
- your personal account number from a credit card, mortgage, home equity loan, home equity line of credit or car loan, and

Request by Mail
What You Need
To use this service, you need your:

- **SSN** or **Individual Tax Identification Number (ITIN)**,
- date of birth, and
- mailing address from your latest tax return

What You Get



https://financialaid.fsu.edu/forms

FSU OFFICE OF FINANCIAL AID

APPLY FOR AID • TYPES OF AID • COST • GRE NAVIER INFORMATION • FORMS • TRANSFER STUDENTS • RESOURCES • TERMS AND CONDITIONS • FAQ • CONTACT

Verification Forms

FORM	DESCRIPTION	LINK
Active Duty Verification	Students under the age of 24 who are on active duty in the U.S. Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard) may be required to submit documentation to verify Active Duty status.	2018-2019
ARC (Alien Registration Card Confirmation)	A copy of your Alien Registration Card front and back are required along with this form.	2018-2019
Citizenship Certification	Verification of your citizenship status.	2018-2019
Citizenship Affidavit	This form is for the collection of DHS or other US citizenship/nationality documents from students unable to present their documents in person.	2018-2019
DSPT/Dependent Support Statement	Verification of support being provided to dependent(s).	2018-2019
Dependent Verification Worksheet	Verification of number in household, earnings, filing status and untaxed income for dependent student and parents.	2018-2019
DIRM/Anti-Drug Abuse Clearance Notice	Notice of documentation needed for clearance of financial aid eligibility hold.	2018-2019
Independent Status Verification	Verification of Independent status related to Emancipation, Foster child/Guardianship, or status as a homeless child.	2018-2019
Independent Verification Worksheet	Verification of number in household, earnings, filing status and untaxed income for independent student and/or spouse.	2018-2019
Non Filer Parent Statement	Submit this downloadable form to verify income for a parent who did not file a tax return for the year indicated on the forms.	2018-2019
Non Filer Spouse Statement	Submit this downloadable form to verify income for the spouse who did not file a tax return for year indicated on the forms.	2018-2019

https://financialaid.fsu.edu/sites/g/files/tqobnu646/files/Forms/2019/Verification%20Documents/AFDDO_1819%20Dependent%20Verification%20Worksheet.pdf

Clicking on the Dep. Verification Worksheet link takes you to this page. The worksheet you need to download and complete is located here

Option 2: Student Central

1. Another way to access your holds and to-do list items is to view them in Student Central. To go into Student Central, click on the SC icon under the "MyFsu Links" section

https://www.myfsu.edu/portal/

myFSU myFSU Portal

MYFSU LINKS

- FSU
- @my
- SC
- CC

Academics

Campus Life

Health, Safety, and Wellness

myFSU Identity Management

Research & Recognition

Resources

Student Financials

CAMPUS SAFETY AND TITLE IX INFORMATION

NO MORE

Safety and security at Florida State University are the responsibility of every employee and student on campus. Immediately report suspicious persons, incidents, and unsafe conditions by calling the FSUPD at 644-1234. If an emergency occurs, dial 911. Remaining observant and aware of your surroundings will help ensure FSU stays a safe place to learn, teach, and work. For more information on FSU Alerts please visit: www.alerts.fsu.edu

Sexual misconduct, including sexual harassment, sexual and gender based violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of federal law, University policy, and contrary to the University's values. Florida State recognizes the dignity and worth of each person. Read the University's Title IX Statement.

FEATURED ON MYFSU

Lynda.com

Visit Lynda.com for Training or go to its.fsu.edu/lynda to learn more!

MY COURSES

Current Future Past

COURSE	CR	DAYS	TIME	LOCATION	GRADE
[Redacted]					

Course Quicklinks

MY ACADEMICS

My Degree My Advisor

MY TASKS

Holds (1 item)

To Do List (2 items)


MY INFORMATION

The following information is available in Student Center. Click on the link below to view or update your information.

- Addresses
- Delegated Access (formerly 3rd Party Access)
- Emergency Contacts
- Phone Numbers

Enter Student Center

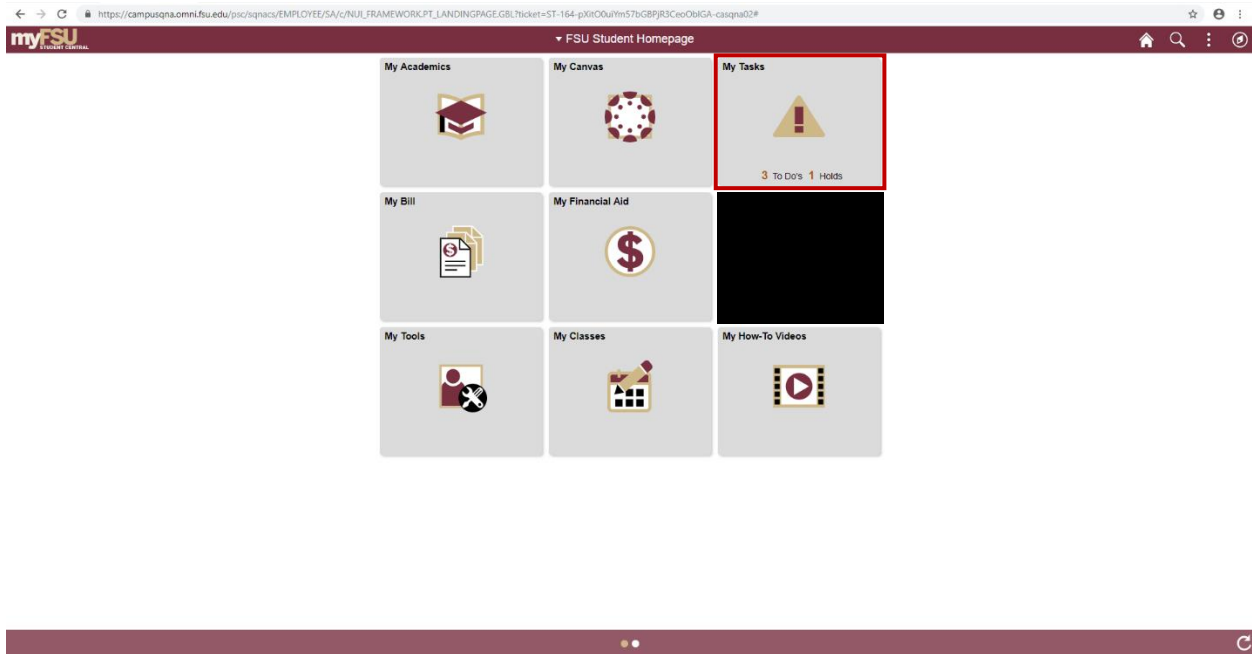
STUDENT STAFF



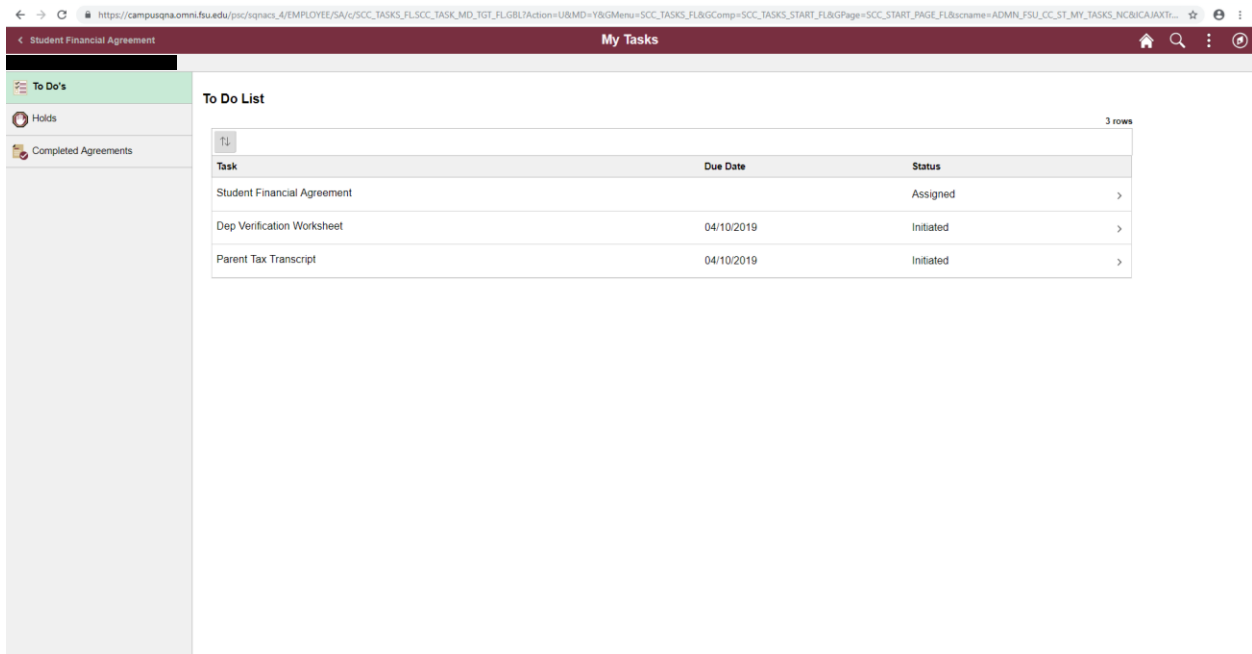
https://caigna.fsu.edu/aw/7service#https://campuspage.oms.fsu.edu/ppp/sgnacs/EMPLOYEE_SAU/NUU_FRAMEWORK.PP



2. From the Student Central Home page, click on the box labeled “My Tasks”.



3. On the To Do List page, you can click on each task to view more information and see any links to pages with further instructions.





https://campusqna.omni.fsu.edu/jsic/sqnaics_4/EMPLOYEE/FA/CC/SCC_TASKS_TASK_MD_TGT_FL_GBL?Action=URMD=Y8GMenr=SCC_TASKS_FL&GComp=SCC_TASKS_START_FL&GPage=SCC_START_PAGE_FL&scname=ADMIN_FSU_CC_ST_MY_TASKS_NC&ICAJAXTr...

Student Financial Agreement My Tasks

To Do's

- Hold
- Completed Agreements

To Do List

Task	Status
Student Financial Agreement	Assigned
Dep Verification Worksheet	Initiated
Parent Tax Transcript	Initiated

Task Details

Dep Verification Worksheet

Aid Year: Federal Aid Year 2019-2020

Status: Initiated

Status Date: 03/11/2019

Due Date: 04/10/2019

Please submit a signed copy of your Dependent Verification Worksheet. To print the required document, [Click Here](#). Please complete and submit this document to the Office of Financial Aid.

financialaid.fsu.edu/forms

https://campusqna.omni.fsu.edu/jsic/sqnaics_4/EMPLOYEE/FA/CC/SCC_TASKS_TASK_MD_TGT_FL_GBL?Action=URMD=Y8GMenr=SCC_TASKS_FL&GComp=SCC_TASKS_START_FL&GPage=SCC_START_PAGE_FL&scname=ADMIN_FSU_CC_ST_MY_TASKS_NC&ICAJAXTr...

Student Financial Agreement My Tasks

To Do's

- Hold
- Completed Agreements

To Do List

Task	Due Date	Status
Student Financial Agreement		Assigned
Dep Verification Worksheet	04/10/2019	Initiated
Parent Tax Transcript	04/10/2019	Initiated

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