



Student Self-Service: Viewing To Do Lists

Description

To Do lists (also called Checklists) are sets of items that the applicant or student needs to provide. For example, an applicant must have high school transcripts sent to the Admissions office, and must pay the application fee. Registered students may need to provide special documentation to receive financial aid.

All these items are placed on the student's To Do List in his/her Student Center. As the student completes each item by providing whatever is requested, the item disappears from the To Do List.

This Guide shows how a student or applicant views his/her To Do list.

Navigation

Access the MaineStreet Portal, sign in and click "Student Self Service."

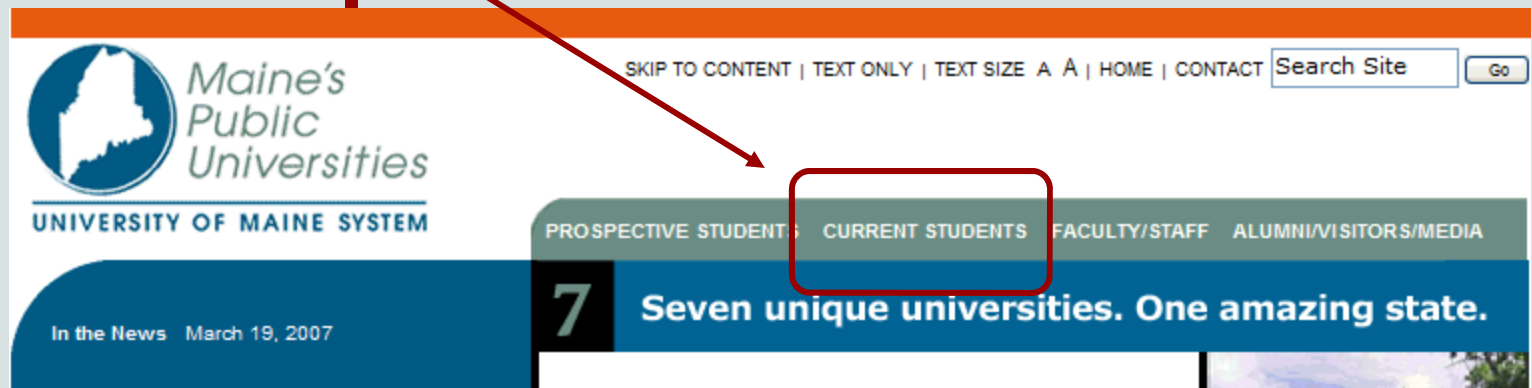


▶ To Do Lists

QG / Quick Guide

Step 1: Access the MaineStreet Portal

Using your browser, go to www.maine.edu. Near the top of the page, click the link “Current Students” (even though you may not be a student yet!).



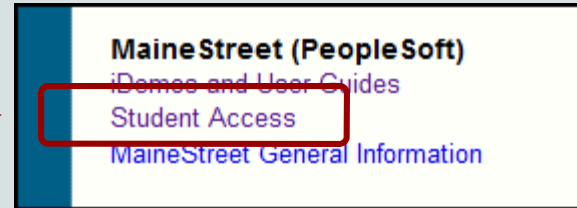


▶ To Do Lists

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Step 2: Click “Student Access” and sign in.

In the “Current Students” page, scroll to the bottom and click the link “Student Access.”



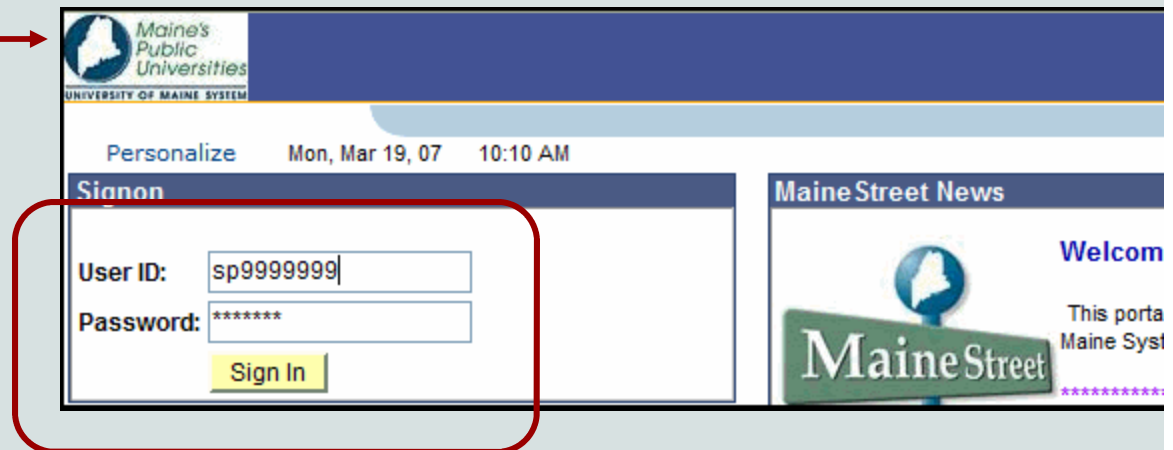
This takes you to the MaineStreet Portal.

In the User ID box enter your assigned MaineStreet id.

For applicants the ID may be in the form “spxxxxxxx” where the x’s are numbers. For admitted students the IDs will be constructed from their names (“john.doe”).

Enter the password you set when you activated your MaineStreet account (see the iDemo and Quick Guide on how to activate).

Press Enter or click the “Sign In” button.





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Step 3: Click “Student Self Service” in the left-hand menu.

Clicking Student Self Service will display your Student Center in the main part of the page next to the Menu (see next page for the image.)

In the Student Center, note the To Do List section on the right side.

In the example shown on the next page, this person has applied to the University of Maine at Augusta and has two To Do items.





▶ Student Center: To Do List

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Rabbit's Student Center

Personal Information

Demographic Data

Contact Information

Your Home Address	Your Mailing Address
None	None
Your Home Phone	Your UMS email address
None	None

SEARCH FOR CLASSES

Holds

NO HOLDS.

To Do List

- Application Fee
- Official HS Transcript

details ▶

Admissions

Apply for Admission

Application Status

▲ Incomplete ● Complete ✓ Admitted

My Applications

University of Maine at Augusta	AAA - Graphical Arts	2008 Sum	▲	What's missing?
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UMS Web Links

- [WebDSIS](#)
- [University of Maine System](#)

Student Center [General Info](#) [Admissions](#) [Academics](#) [Finances](#) [Financial Aid](#) [Transfer Credit](#)

If he had also applied to other UMS Universities, their To Do items would also appear in the list. To see details on these To Do items, including which campus wants what, click the [Details](#) link or the [What's Missing?](#) link.



To Do Details

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Step 4: Viewing Details

On the To Do List details page, you can sort the items by campus (if you have to do items from more than one).

You can see more information about each item by clicking its name (see next page).

Rabbit Peter

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

Institution

Function

go

Item List	View Application Details	
To Do Item	Institution	Administrative Function
Application Fee	University of Maine at Augusta	Application Fee
Official HS Transcript		
University of Maine at Augusta		
Official HS Transcript		

Cancel



To Do Item Detail

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More item detail is shown here. Click

[Return](#)

to return to the To Do List details page (previous page).

To Do List

To Do Item Detail

Rabbit Peter

Description: Official HS Transcript

Name:

Academic Career:	UGRD
Student Career Nbr:	0
Application Nbr:	00328709
Application Program Nbr:	0

Contact

Descr2: Academic Institution: University of Maine at Augusta

Descr: Administrative Function: Admissions Program

Contact:

Description

Please have your high school submit an official transcript to us.

[Return](#)



▶ Sign Out

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Step 5: Sign Out

To quit, click “Return to Portal” in the left-hand menu.

That returns you to the MaineStreet Portal, where you click the “Sign Out” button in the upper right corner.

It is important to sign out correctly. If you don't you may have difficulty signing in the next time (to fix that, clear your browser's cache).

And if you are using a public machine, if you don't sign out, someone else using that machine will be able to see your personal information.

