Student To Do Lists and the Student Center

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.”
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!).

QG / Quick Guide
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.
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.
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.
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).
More item detail is shown here. Click **Return** to return to the To Do List details page (previous page).

### To Do Item Detail

**Rabbit Peter**

**Official HS Transcript**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>UGRD</td>
</tr>
<tr>
<td>Student Career Nbr</td>
<td>0</td>
</tr>
<tr>
<td>Application Nbr</td>
<td>00328709</td>
</tr>
<tr>
<td>Application Program Nbr</td>
<td>0</td>
</tr>
</tbody>
</table>

**Contact**

- **Descr2: Academic Institution**: University of Maine at Augusta
- **Descr**: Admissions Program
- **Descr**: Contact

**Description**

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