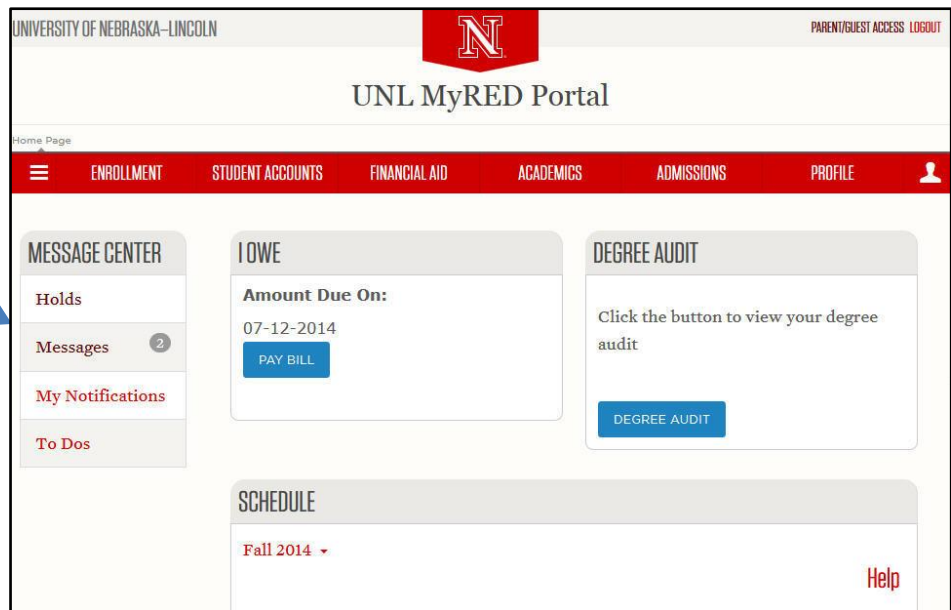


Message Center

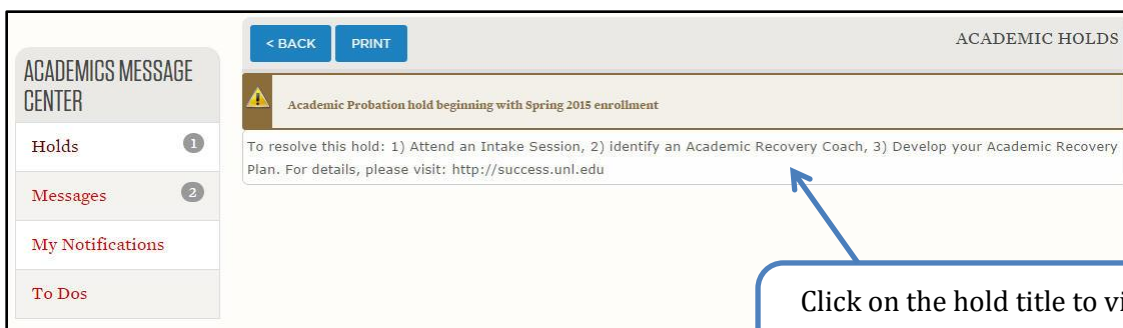
Items in the **Message Center** vary on each tab. To access the **Message Center**, just click on what you would like to view.



The **Message Center** displays **Holds**, **Messages**, **Notifications**, and **To Dos**.

- **Holds:** Some examples are Registration holds, Academic holds, Financial holds
- **Messages:** Can include information, deadlines, links, and notices
- **Notifications:** Copies of e-mail notifications sent to you
- **To Dos:** Checklists of items for you to do.

Holds



Click on the hold title to view the hold and any other information.

Messages

When you click on the message title, the content of the message will appear.

Messages can also display information about incompletes in classes from previous terms and enrollment appointment times.

Notifications

When clicking on one of your **Notifications**, another screen will appear showing your **Communications**.

You can view the communication that was sent to you by clicking the **View** button.

A description of the notification and the date it was sent is displayed.

Description	Communication Date	Communication Method	View
1 Academic Probation	08/15/2014	E-Mail	View
2 Anderson / Andrews Designation	01/09/2014	E-Mail	View

To Dos

The screenshot shows the 'MESSAGE CENTER' sidebar on the left with 'To Dos' selected. The main content area has '< BACK' and 'PRINT' buttons at the top left and 'TO DOS' at the top right. Below these are five items, each with an information icon, a title, and a status:

- UNL 2014-15 FAFSA Status: Received
- UNL 2014-15 Dep Household Size Status: Required by Institution
- UNL 2014-15 Par Tax Transcript Status: Required by Institution
- UNL 2014-15 Parent W-2 Forms Status: Required by Institution
- UNL 2014-15 Stu Tax Transcript Status: Required by Institution

By clicking on the **To Dos** section of the **Message Center**, you will see items that need to be completed.

To view more information or access necessary documents, click on one of your **To Dos**.

This screenshot shows the 'UNL 2014-15 FAFSA' item expanded. The status 'Status: Received' is highlighted with a red box. The message content reads: 'UNL has received your 2014-2015 Free Application for Federal Student Aid (FAFSA). Please be aware that if you change any information on your FAFSA, the UNL Office of Scholarships and Financial Aid is required to request documentation to verify the change. The only exception is your use of the IRS data retrieval tool on the FAFSA website. If you have questions, please contact our office prior to making any changes (other than the IRS data retrieval) to your FAFSA.'

The other items are still collapsed, with their statuses highlighted by red boxes:

- UNL 2014-15 Dep Household Size Status: Required by Institution
- UNL 2014-15 Par Tax Transcript Status: Required by Institution
- UNL 2014-15 Parent W-2 Forms Status: Required by Institution
- UNL 2014-15 Stu Tax Transcript Status: Required by Institution

The statuses of your To Do items are displayed.