

VIEW YOUR "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your record that must be finalized to complete your financial aid package.

STEP# 1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the left menu.



STEP# 3: Navigate to **Self Service** followed by **Student Center**. In the **To Do List** section, you will see a list of outstanding items. Click the **more** link to see more information.

STEP# 4: Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.

NOTE: If you will be attending BCC, you are only required to resolve the items listed for BCC. Any unresolved items listed for other CUNY colleges will not prevent you from finalizing your Financial Aid or conducting other business at BCC.

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date

Institution

Function

| To Do Item | Due Date | Status | Institution | Administrative Function |
|--|------------|-----------|-------------------------|-------------------------|
| 2013 Parent(s) Fed Tax Trns | 06/24/2014 | Initiated | Borough of Manhattan CC | Financial Aid |
| 2013 Std Fed Tax Trns | 06/24/2014 | Initiated | Borough of Manhattan CC | Financial Aid |
| 2014 V1 Dep Verification Wrk | 06/24/2014 | Initiated | Borough of Manhattan CC | Financial Aid |
| CUNY Supplement Form | 06/24/2014 | Initiated | Borough of Manhattan CC | Financial Aid |

COMPLETE THE SUPPLEMENT FORM

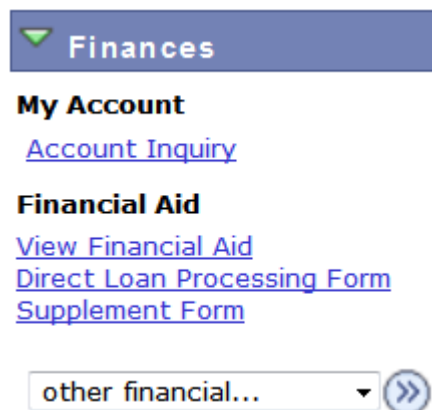
One of your "To Do" list items will be to complete the Supplement Form. The Supplement Form is an application used by CUNY to determine potential eligibility for the Federal Perkins Loan Program and the New York State Aid to Part-Time Study (APTS) program.

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STEP# 2: Select **HR/Campus Solutions** from the left menu.


STEP# 3: Navigate to **Self Service**, followed by **Student Center**.

STEP# 4: In the **Finances** section, click the **Supplement Form** link.



STEP# 5: On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

Patrice's Supplement Form

Institution: 

Aid Year: 

OK

CANCEL