In an effort to collect current and more complete contact information from students, a **To Do List** item will be placed on all student accounts beginning March 9, directing students to review and update their contact information. This effort will be ongoing, and in future terms, the To Do List item will be placed after fees have been assessed for the following term.

Once the To Do List item is placed, the window below will pop up within the SIS when a student logs in to his or her Student Center. The student will then have two options (directions in red):

1. **Skip directly to the Student Center** by clicking the link at the bottom of page.

   The To Do List item, however, will not be completed, and the pop-up window will appear the next time the student logs in to the Student Center.

2. **Confirm/update the information** in the pop-up window, check the box indicating “I have reviewed and confirmed/updated my contact information,” and click **SUBMIT**.

   By completing this option, the To Do List item will be removed and the pop-up will no longer appear.