VIEW YOUR TO DO LIST

After you have filed your financial aid application(s), the "To Do list" on your CUNYfirst Self-Service Student Center will alert you if you have any outstanding requirements to complete your application(s). These items must be finalized before you receive a financial aid award letter.

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

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

STEP# 3: Navigate to Self Service followed by Student Center. In the To Do List section on the right, you will see the list of outstanding items. If displayed, click the more link to see the additional requirements.

STEP# 4: Review the current outstanding items. The items which have an Administrative Function listed as Financial Aid will need to be resolved in order to complete your financial aid application. If you added multiple CUNY Colleges on your FAFSA, you will need to sort and filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

NOTE: If you will be attending KBCC, you are only required to resolve the items listed for KBCC. It is not necessary to resolve items listed for other CUNY Colleges.
By clicking on each To Do item, you can view the details concerning the items, including instructions on how to resolve them, as well as the contact information for the Office of Financial Aid.

**NOTE:** You must resolve each To Do item. Failure to resolve the items will delay final processing and awarding of your financial aid. You can also resolve certain items by using our Online Forms (See page 5).

The instructions on the To Do List may ask you to download and/or submit one or more forms to the Office of Financial Aid. To access the required forms, you may need to copy and paste the web address into your web browser. Click on Return to go back to your Item List.