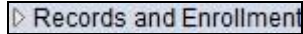


# View Personal Checklist Summary

1. Click the **Records and Enrollment** link.



2. Click the **3 C's Summaries** link.



3. Click the **Personal Checklist Summary** link.



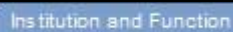
4. Type the SMU ID into the **ID** field.


5. Click the **Search** button.



6. Click the **Search** button to retrieve checklist items. If there is a checklist for a student a description of the item, due date and the item status will display. (Checklists are often used for capturing Financial Aid information.)

7. Click the **Institution and Function** tab.



8.  Click the **View** link to review additional information. A new window will open to display the checklist details. (Be sure pop-ups are allowed.) Click the **Close** button to exit the page.

10. **End of Procedure.**

