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.