

How to check your To Do List

This guide will show you how to check your To Do list in ctcLink.

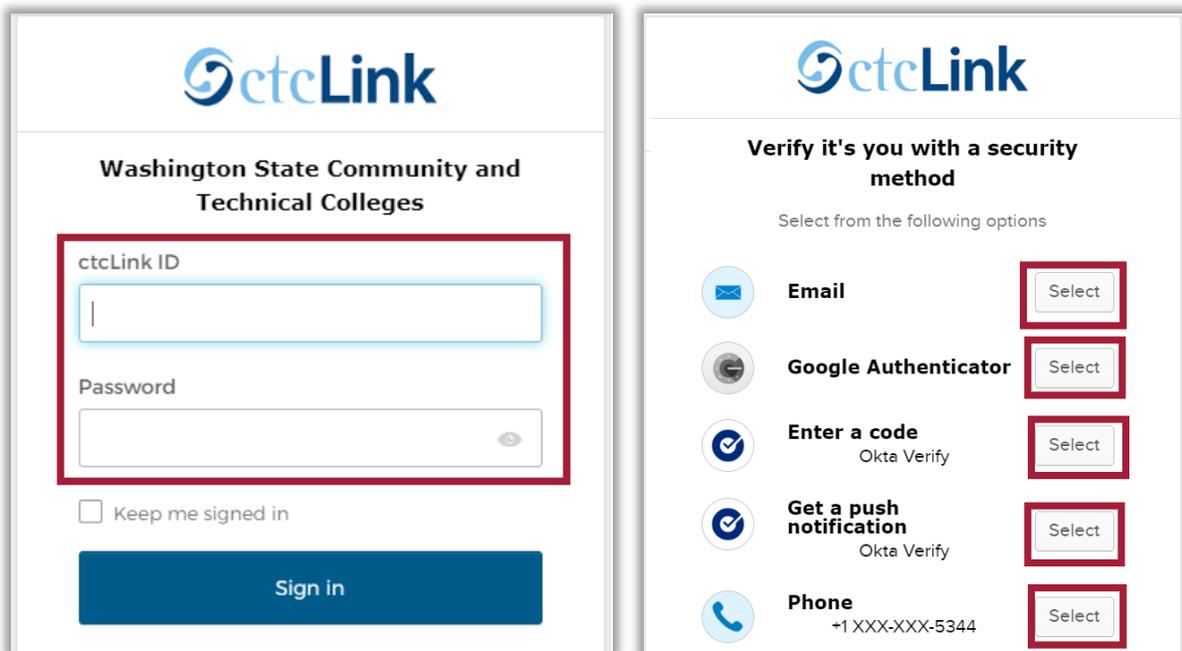
What is my To Do list?

You may be assigned To Do tasks in ctcLink. This may include tasks such as submitting paperwork, completing forms, or contacting a department. These To Dos **may be crucial** to complete for financial aid, or to be able to register for classes, so make sure to complete these To Dos if you see them in your Tasks tile!

How do I check my To Do list?

Go to the [ctcLink sign in](https://gateway.ctcLink.us) page: <https://gateway.ctcLink.us>. Enter your **ctcLink ID** (EMPLID) and **password**.

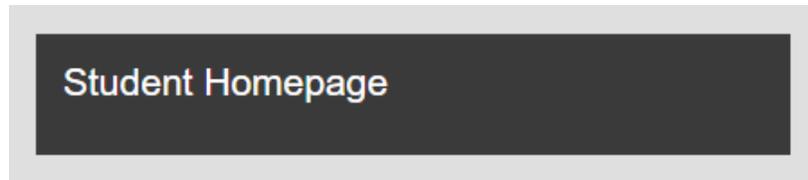
Then click the **Sign In** button. You may be asked to verify your log in with a Multifactor Authentication (MFA) option, such as an email, text, phone call, or authenticator app action.



After successfully logging in, you will be brought to the **ctcLink Gateway**.

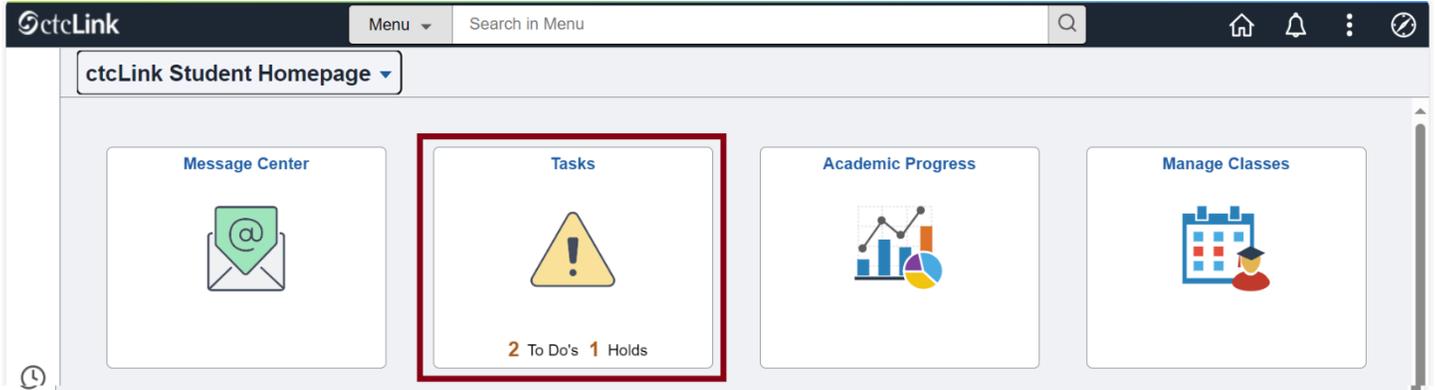


Click on the **Student Homepage** button.



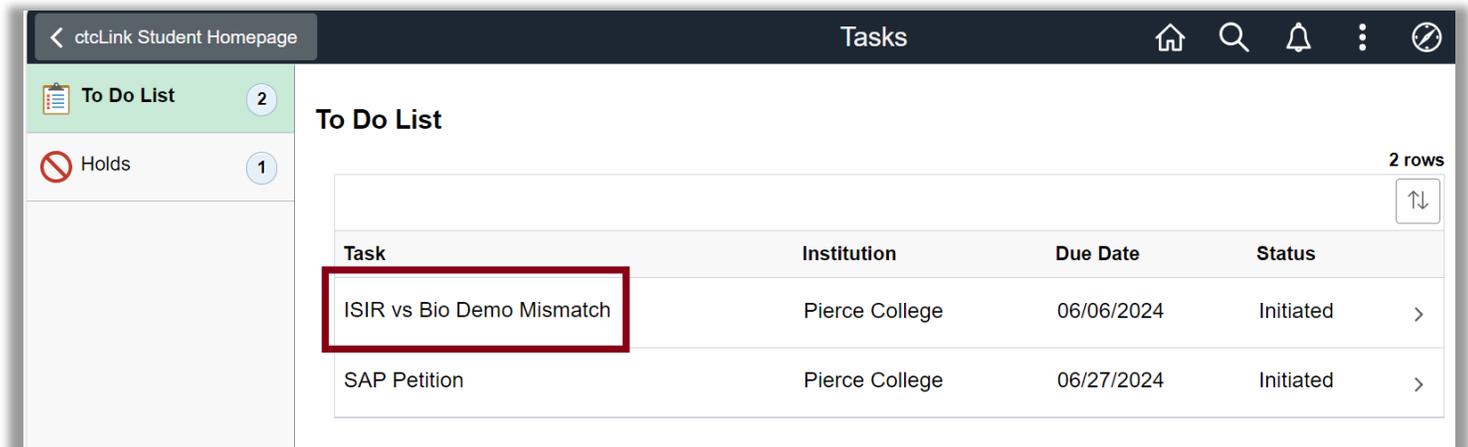
You'll be brought to your Student Homepage. Click on the **Tasks** tile.

You will see the number of outstanding To Dos on this tile. In this example, this student has 2 outstanding To Do tasks.



After clicking on the Tasks file, you will see a list of your outstanding To Do tasks. Take note of the **Due Date** and the **Status**.

Click on a row to open the Task to see more details.



When the task window opens, you will see more details and instructions on what to do to complete the task.

Task Details

ISIR vs Bio Demo Mismatch

Institution Pierce College

Aid Year 2023-2024 Financial Aid Year

Status Initiated

Status Date 05/07/2024

Due Date 06/06/2024

The FAFSA bio/demo information and the academic bio/demo information for the Pierce College do not match on one or more of the following: name, DOB, citizenship status or social security number. Please contact our office to resolve conflicting information.

When the item has been marked as **Completed** by a staff member at Pierce College, the item will disappear from your To Do list.

That's it! Now you know how to check your To Do list in ctcLink!