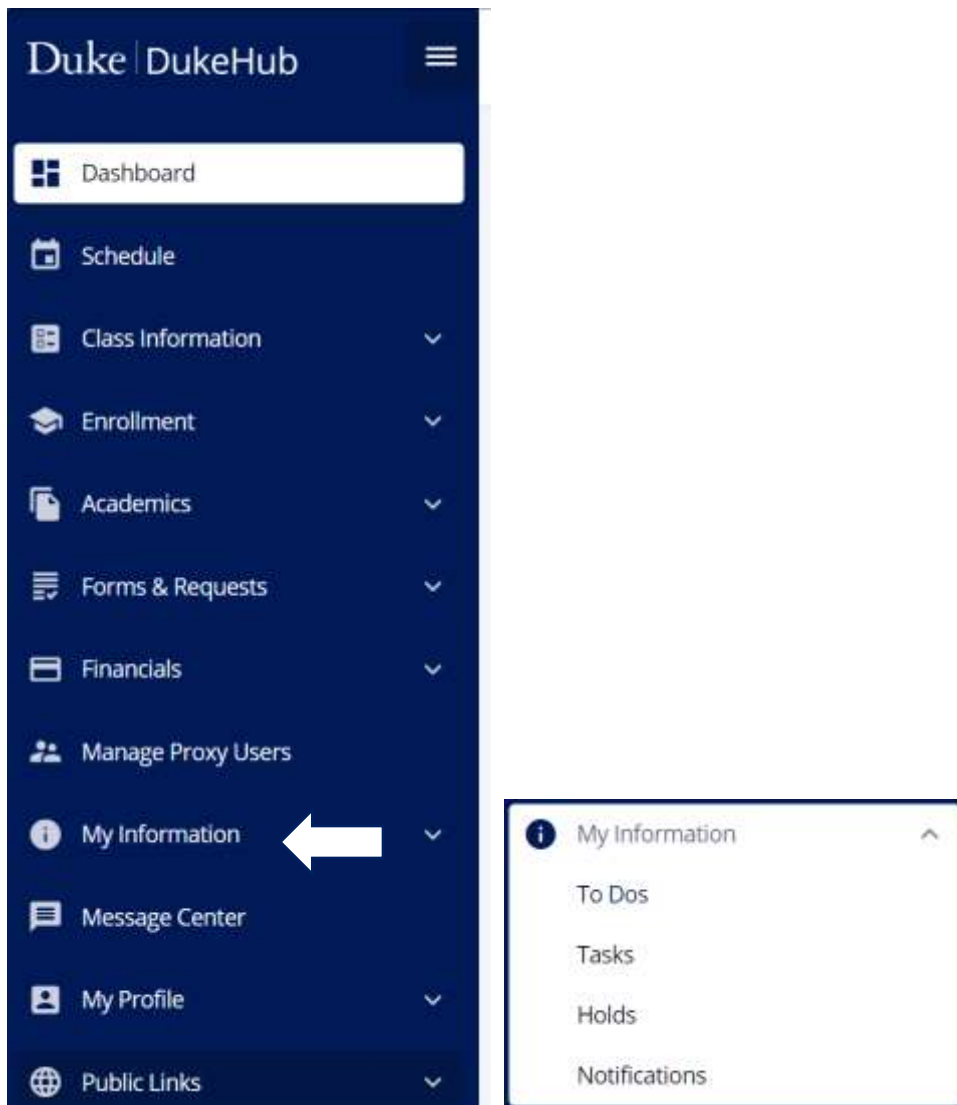


DukeHub

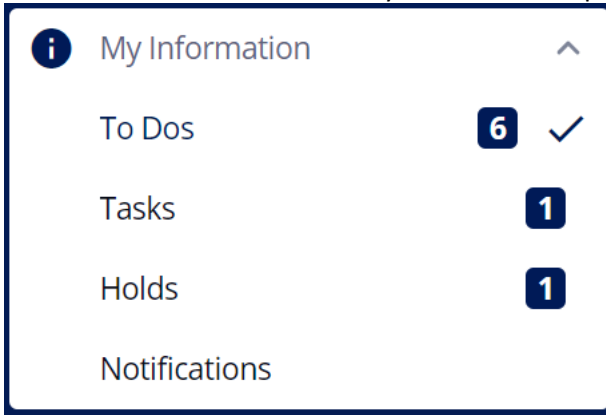
My Information

The My Information section display items that need your attention. This includes ToDo items, Tasks (which are multi-step questionnaires), Holds that have been placed on your account and Notifications.



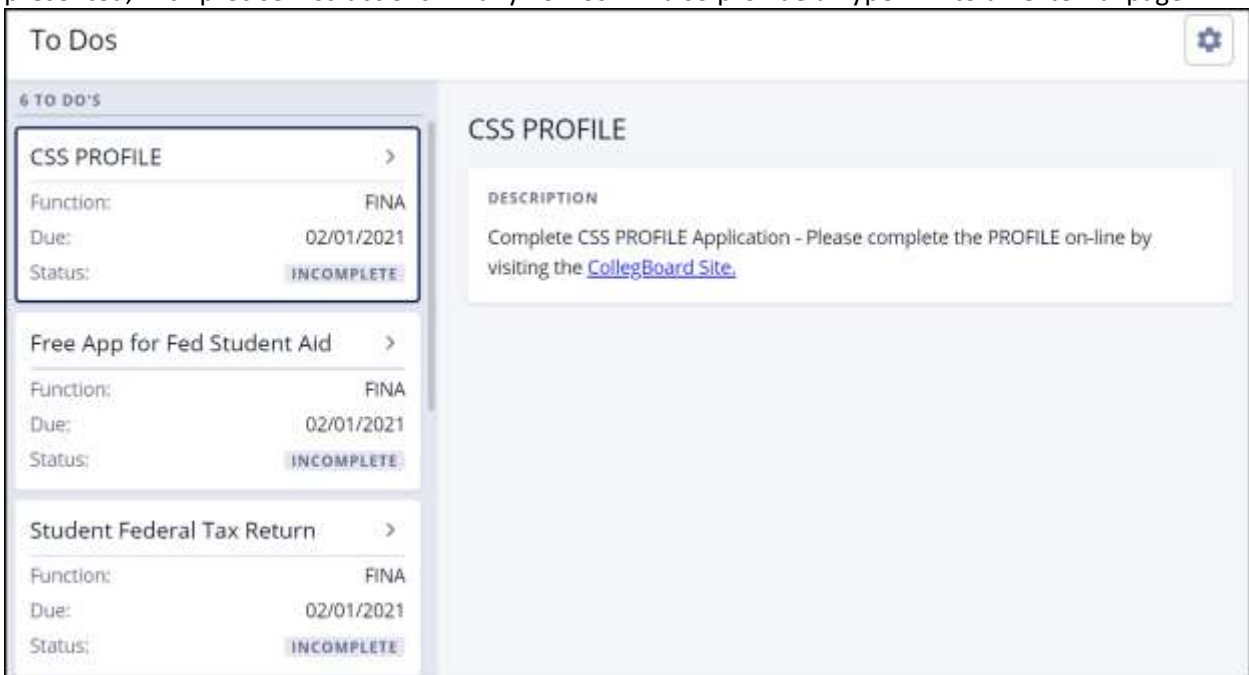
ToDos

To review the list of ToDos that you need to complete, click the To Dos link.



A navigation menu with a dark blue border. It contains five items: 'My Information' with an information icon and an upward arrow; 'To Dos' with a blue square containing the number '6' and a checkmark; 'Tasks' with a blue square containing the number '1'; 'Holds' with a blue square containing the number '1'; and 'Notifications'. A blue arrow points from the right towards the 'To Dos' item.

All incomplete To Do items will display. If you click the To Do item, a further description will be presented, with precise instructions. Many To Dos will also provide a hyperlink to an external page.



A screenshot of the 'To Dos' interface. The title 'To Dos' is at the top left, and a gear icon is at the top right. Below the title, it says '6 TO DO'S'. On the left, there is a list of three items, each with a right-pointing arrow: 'CSS PROFILE', 'Free App for Fed Student Aid', and 'Student Federal Tax Return'. Each item shows 'Function: FINA', 'Due: 02/01/2021', and 'Status: INCOMPLETE'. On the right, the 'CSS PROFILE' item is expanded, showing a 'DESCRIPTION' box with the text: 'Complete CSS PROFILE Application - Please complete the PROFILE on-line by visiting the [CollegBoard Site](#)'.

Tasks

Tasks are multi-step tasks or surveys that students are asked to complete. Once you click the Task in the left hand menu, you will be taken to the Task WorkCenter, which will explain the steps to complete the task. A common Task is the annual completion of the Duke Community Standard.

The screenshot displays a user interface titled "Tasks". On the left side, there is a sidebar menu with two sections:

- 1 TASK**: A card for "Residency Survey" with a pencil icon. It lists the following details:
 - Student ID: 0189892
 - Term: 1740
 - Institution: Duke University
 - Due: 01/31/2021
 - Status: **IN PROGRESS**
- 3 COMPLETED AGREEMENTS**: A card for "Duke Community Standard" with a right-pointing arrow. It lists:
 - Institution: Duke University
 - Date: 10/11/2018

The main content area on the right is light blue and contains the text "Choose an item from the list." centered on the screen.

Holds

Holds are blocks that have been placed on your account, on your ability to access a service or to complete a task (like registration for classes). Holds are placed for a variety of reason. If you click the Hold in the left column, a description of the Hold, and instructions for how to resolve it will be displayed.

The screenshot displays a user interface for managing account holds. At the top left, the title 'Holds' is shown next to a gear icon. Below the title, a summary bar indicates '1 HOLD'. A list on the left contains one entry: 'Registration/Transcript Hold' with a right-pointing arrow. This entry is expanded to show details: 'Reason: Remit Payment for Registration' and 'Department: Bursars Office'. The main content area on the right is titled 'Registration/Transcript Hold' and is divided into two sections. The 'DETAILS' section shows 'Reason: Remit Payment for Registration'. The 'INSTRUCTIONS' section contains the text: 'Must clear overdue balance with the Student Accounts See <https://www.dukeonline.duke.edu/bursar/> to make a payment.'

Notifications

The Notification functionality has not been activated yet.