My Information
The My Information section displays 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.

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.
**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.
**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.

<table>
<thead>
<tr>
<th>Registration/Transcript Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason: Remit Payment for Registration</td>
</tr>
<tr>
<td>Department: Bursars Office</td>
</tr>
</tbody>
</table>

**Registration/Transcript Hold**

**DETAILS**

| reason: Remit Payment for Registration |

**INSTRUCTIONS**

Must clear overdue balance with the Student Accounts. See [https://www.dukeonline.duke.edu/bursar/](https://www.dukeonline.duke.edu/bursar/) to make a payment.
Notifications
The Notification functionality has not been activated yet.