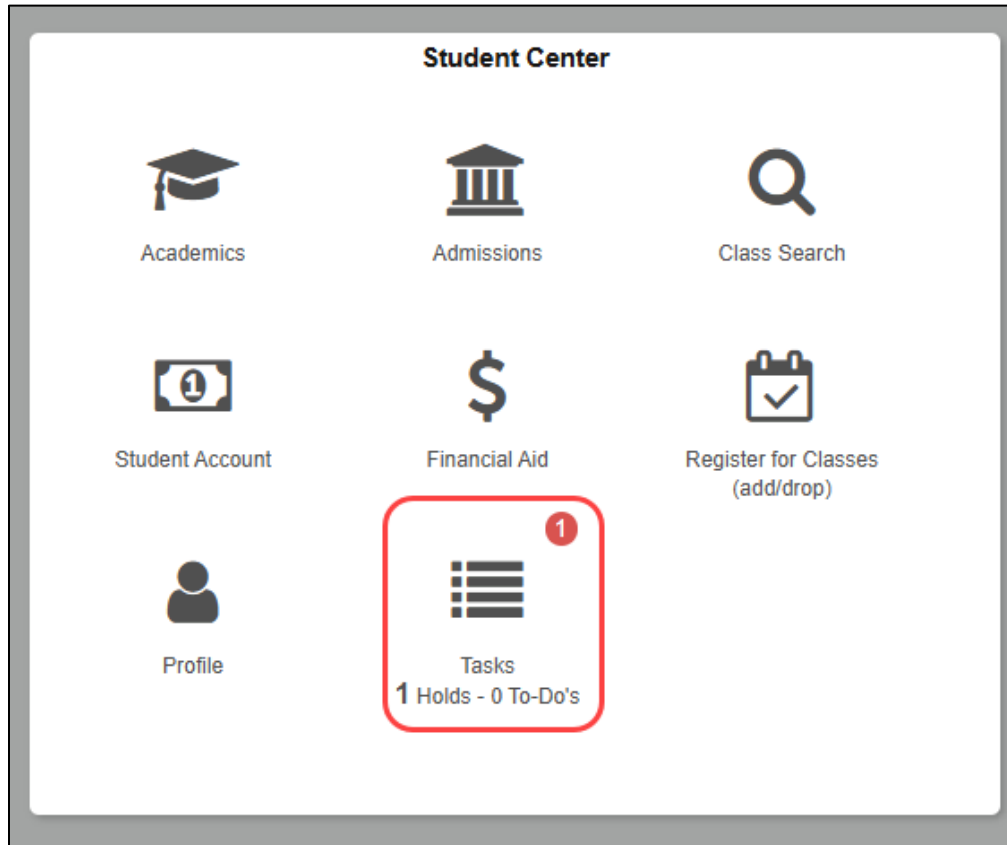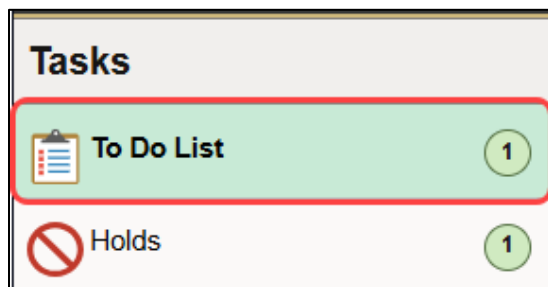# Review Tasks: Holds and To-Do's

Review Holds and To-Do's early and often to reduce potential delays or impacts to registration, financial aid processing, tuition payments, etc.

1. Log into the UCDAccess student portal and click the Tasks icon within the Student Center.

To-Do Items

2. To view the To-Do items, select To Do List in the left side navigation menu.

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Review Tasks: Holds and To-Do's

Tasks

| To Do List | ① |
| Holds | ① |

To Do List

Outstanding Items   1 row

To Do Item ⇅	Institution ⇅	Administrative Function ⇅	Status ⇅	
Verify FAFSA Citizenship Info	CU Denver	Financial Aid 2025-2026	Initiated	>

> Completed Items

3. Click on a To Do Item to open the To Do Item Details window to learn more about what action needs to be taken.

To Do Item Details   ✕

Verify FAFSA Citizenship Info

    Institution   CU Denver

    Aid Year   Financial Aid Year 2025-2026

The Social Security Administration could not confirm that you are a U.S. citizen. **Please review your name and Social Security Number (SSN) on your FAFSA to ensure you did not enter one or both incorrectly.** If your SSN was entered incorrectly on the FAFSA, you may either correct it on your Student Aid Report or complete a new FAFSA.

If no corrections are necessary, submit documentation of your U.S. citizenship (such as your signed U.S. Passport, Certificate of Naturalization, or Birth Certificate). **To submit a copy of your citizenship documentation, complete the following online form for the year requested.**

2024-2025 Certification of True, Exact, and Complete Eligibility Document Form.
2025-2026 Certification of True, Exact, and Complete Eligibility Document Form.
You will need to scroll down to the Forms section and open the dropdown folder for the correct term. Select the form, enter your information, attach your documentation, Click to Agree & Sign, and Submit.

If unable to complete the online form, submit a copy of your citizenship documents with a paper form, which is available within the online form. Visit our office in person with your citizenship documents if unable to complete either form.

Use the X to close the window and return to the main Tasks page.

To Do Item Details   ✕

Verify FAFSA Citizenship Info

    Institution   CU Denver

    Aid Year   Financial Aid Year 2025-2026

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Review Tasks: Holds and To-Do's

4. To view completed items, click Completed Items to expand the list.

Click Completed Items again to collapse the list.

Holds

5. To view Holds, select Holds in the left side navigation menu.

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Review Tasks: Holds and To-Do's

6. Click on a Hold to open the Hold Details window to learn more about what action needs to be taken to resolve the hold.

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Review Tasks: Holds and To-Do's

Use the X to close the window and return to the main Tasks page.

7. If there are numerous holds, use the filter icon to help narrow down the list by Institution and/or Department.

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