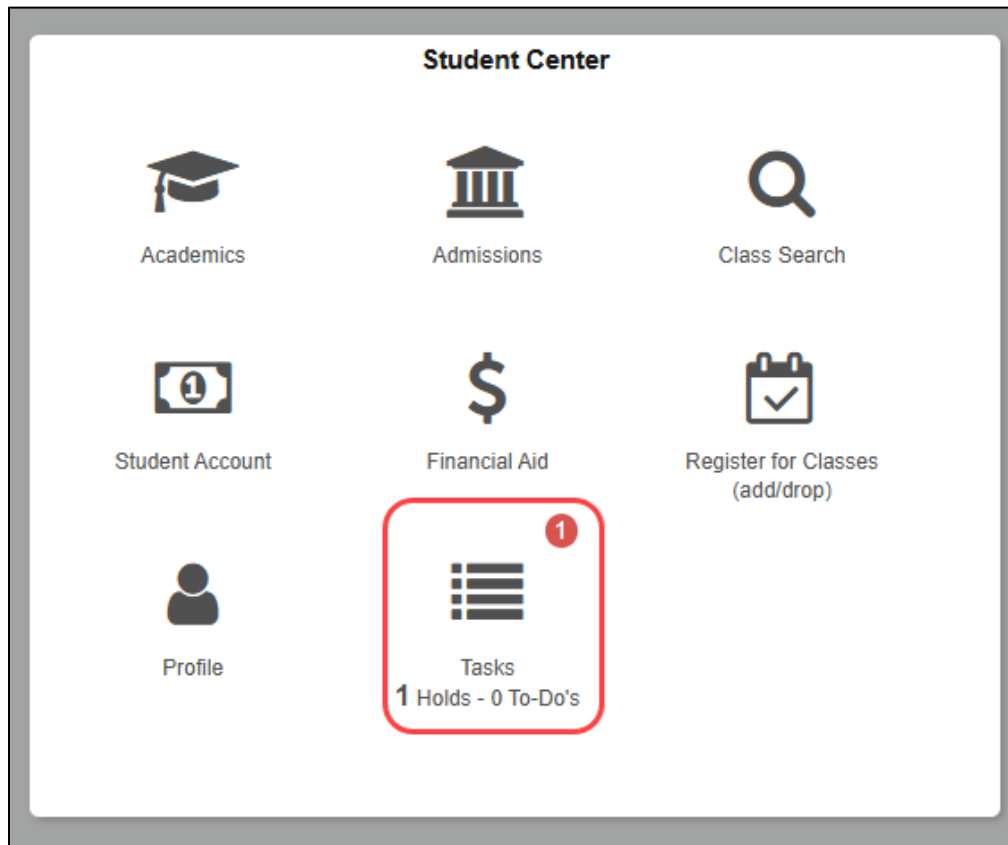


Review Tasks: Holds and To-Do's

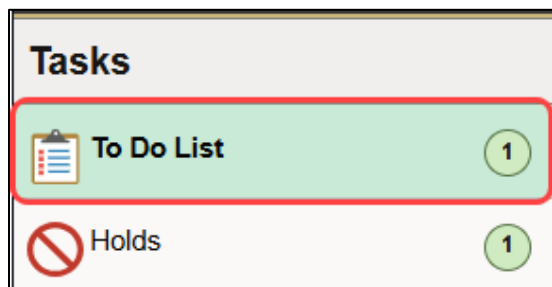
Review Holds and To-Do's early and often to reduce potential delays or impacts to registration, financial aid processing, tuition payments, etc.

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, click **To Do List** in the left side navigation menu.



Review Tasks: Holds and To-Do's

The screenshot shows a 'Tasks' interface with two main sections: 'To Do List' and 'Holds'. The 'To Do List' section is highlighted in green and shows a count of 1. The 'Holds' section shows a count of 1. The 'To Do List' section contains a table of 'Outstanding Items' with columns: 'To Do Item', 'Institution', 'Administrative Function', and 'Status'. The table has one row: 'Verify FAFSA Citizenship Info' for 'CU Denver' under 'Financial Aid 2025-2026' with a status of 'Initiated'. There is a '>' link to view 'Completed Items'.

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

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

The 'To Do Item Details' window displays information for 'Verify FAFSA Citizenship Info'. It shows the 'Institution' as 'CU Denver' and the 'Aid Year' as 'Financial Aid Year 2025-2026'. The main text explains that the Social Security Administration could not confirm the user is a U.S. citizen and provides instructions on how to verify citizenship, including reviewing the name and Social Security Number (SSN) on the FAFSA, submitting documentation, and completing the online form for the requested year.

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.

This screenshot shows the same 'To Do Item Details' window as before, but with a red box highlighting the close button (X) in the top right corner.

Review Tasks: Holds and To-Do's

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

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

▼ Completed Items

1 row

↑↓

To Do Item	Institution	Administrative Function	Status
Entrance Counseling	CU Denver	Financial Aid 2025-2026	Completed >

Click **Completed Items** again to collapse the list.

Holds

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

Tasks

 To Do List 1

 Holds 1

Review Tasks: Holds and To-Do's

Tasks

 To Do List

 Holds 1

Holds

1 row

Hold	Institution	Department
StateAuth Attestation Required	CU Denver	ADM EVC CAO R&R Registr Ansch

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

Holds

1 row

Hold	Institution	Department
StateAuth Attestation Required	CU Denver	ADM EVC CAO R&R Registr Ansch

Hold Details

StateAuth Attestation Required

Institution CU Denver

Reason AMC StateAuth Lic Attestation

Some professions (e.g. teachers, speech pathologists, lawyers, psychologists, etc.) require state licensure or certification, in addition to your degree, to hold a position in that field. Professional licensure regulations and requirements vary from field to field, and from state to state. Each state and U.S. territory has an authority, be it public or private, that is responsible for overseeing the licensure requirements of the various professions in that state. U.S. federal regulation 34 CFR §668.14(b)(32)(i) and (ii) requires applicants to complete an attestation prior to initial enrollment in a program at the University of Colorado Denver | University of Colorado Anschutz Medical Campus that will require professional licensure or state certification but *does not meet the educational requirements for the state or territory where the applicant is physically located*. The attestation serves as a crucial tool to ensure that students engage in the decision-making process with full awareness and consent. For students enrolling in a program that leads to a professional licensure that is required for

Review Tasks: Holds and To-Do's

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

Hold Details

X

StateAuth Attestation Required

Institution CU Denver

Reason AMC StateAuth Lic Attestation

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

Holds

1 row

Hold ↑↓	Institution ↑↓	Department ↑↓
StateAuth Attestation Required	CU Denver	ADM EVC CAO B&R Registr Ansch

Cancel

Filters

Done

Institution CU Denver ▾

Department ▾

Reset

For questions or additional assistance regarding Holds or To-Do items, please contact the assigning department. If that is unclear, reach out to the CU Anschutz Office of the Registrar.
(Registrar@cuanschutz.edu) for further assistance.