

Overview: This document will assist you in completing the Student Financial Responsibility Statement “To-Do List” item that is preventing you from registering.

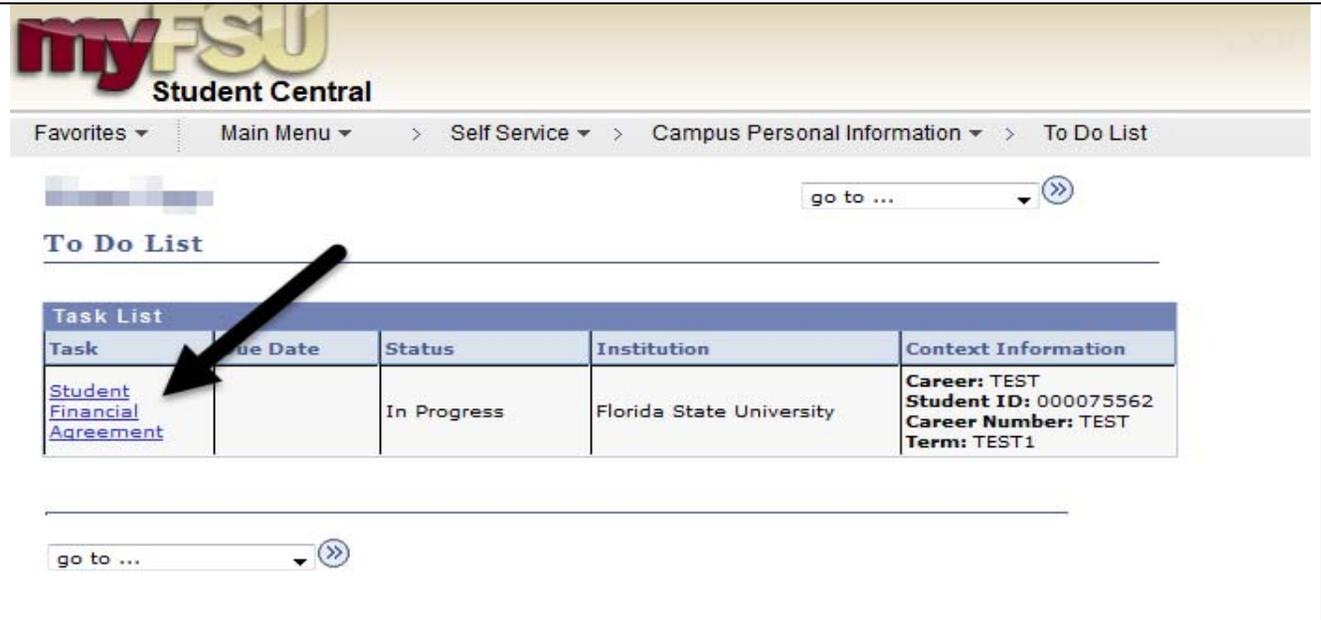
Step 1

- Navigate to the MyFSU Portal at <http://my.fsu.edu> and enter your FSU user id and password.
- Find the “Student Financial Agreement” to-do list item.
- Click the red text labeled “Student Financial Agreement”.

The screenshot displays the MyFSU Student Home interface. At the top, there is a navigation bar with the MyFSU logo and Florida State University name. Below this, there are tabs for 'Student' and 'Faculty & Staff'. The main content area is divided into several sections: 'myFSU Links' on the left, 'My Courses' in the center, and 'My Tasks' and 'My Information' on the right. A red box highlights an 'Important Notice' in the top right corner, stating that OMNI and myFSU applications are unavailable on Apple iOS 9 and 9.1. A black arrow points from the 'My Tasks' section to the 'To Do List (1 item)' which includes 'Student Financial Agreement'. The 'My Courses' section shows a table for Fall 2015 with columns for Course, Description, Credits, and Grades.

Step 2

- You will be brought to a new page.
- Click on the blue text labeled “Student Financial Agreement”

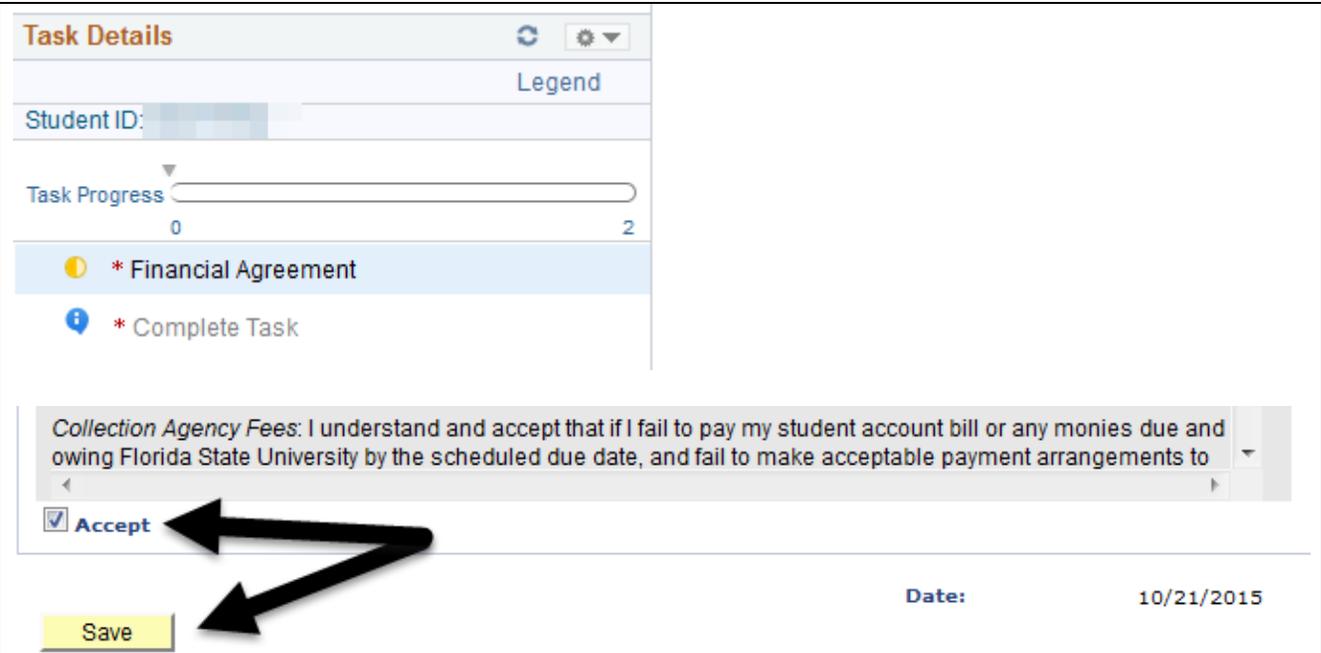


The screenshot shows the myFSU Student Central interface. At the top, there is a navigation bar with links for Favorites, Main Menu, Self Service, Campus Personal Information, and To Do List. Below this is a search bar with the text "go to ...". The main content area is titled "To Do List" and contains a table with the following columns: Task, Due Date, Status, Institution, and Context Information. The first row in the table is for the "Student Financial Agreement" task, which is in progress at Florida State University. A black arrow points to the "Student Financial Agreement" link in the Task column. Below the table is another search bar with the text "go to ...".

| Task | Due Date | Status | Institution | Context Information |
|---|----------|-------------|--------------------------|---|
| Student Financial Agreement | | In Progress | Florida State University | Career: TEST Student ID: 000075562 Career Number: TEST Term: TEST1 |

Step 3

- A new window will launch containing the agreement text.
- You can monitor your progress in the “Task Details” box.
- At the bottom of the agreement, you must click “Accept” and “Save” to proceed with the task.



The screenshot shows the "Task Details" page for the "Student Financial Agreement" task. The page includes a "Legend" section with a "Student ID" field and a "Task Progress" bar showing 0 out of 2. Below this is a list of tasks, including "* Financial Agreement" and "* Complete Task". A scrollable text area contains the following text: "Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Florida State University by the scheduled due date, and fail to make acceptable payment arrangements to". Below the text area is a checkbox labeled "Accept" which is checked. A black arrow points to the "Accept" checkbox. At the bottom of the page is a yellow "Save" button. The date "10/21/2015" is displayed in the bottom right corner.

Task Details

Legend

Student ID: [redacted]

Task Progress: 0 / 2

- * Financial Agreement
- * Complete Task

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Florida State University by the scheduled due date, and fail to make acceptable payment arrangements to

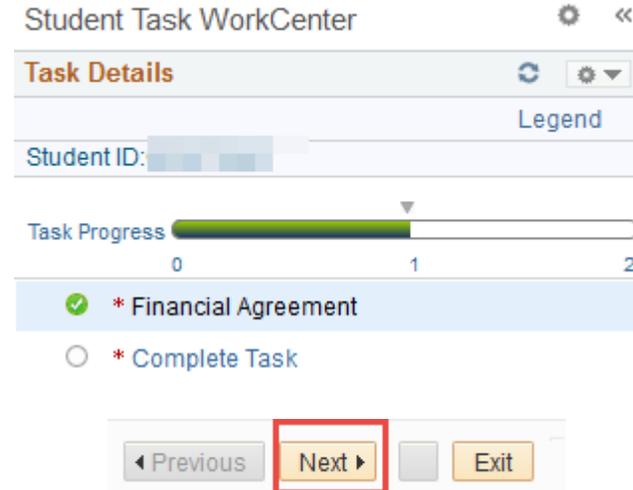
Accept

Save

Date: 10/21/2015

Step 4

- Once saved, your progress will update to 50% complete.
- To complete the task, click the “Next” button in the upper right-hand corner of the screen.



Student Task WorkCenter

Task Details

Legend

Student ID: [blurred]

Task Progress

0 1 2

* Financial Agreement

* Complete Task

Previous Next Exit

Step 5

- Finally, click “Finish” to exit the application and complete the agreement.
- Your “To Do List” item will now be gone and your registration hold is removed automatically.

Student Financial Agreement

Student Financial Responsibility Agreement

Thank you for completing this term's Student Financial Responsibility Agreement. If you would like more to know more information about this policy, please visit our [website](#). Please click **Finish** to exit the agreement.

Finish

