Access Your **To Do List** and **Holds** in Orion

**Step 1:** Login to Galaxy.

**Step 2:** Click on the **Orion Student Center** link.
Access Your **To Do List** and **Holds** in Orion

**Step 3:** Click on the To Do List **Details** link to access your To Do Item List.
Access Your **To Do List** and **Holds** in Orion

**Step 4:** Click on a highlighted To Do Item to access more detailed information about that specific item.
Access Your **To Do List** and **Holds** in Orion

**Step 5:** Review the details of the To Do item. Click on **Return** to return to your To Do Item List.

![To Do List and Hold Details](image)

<table>
<thead>
<tr>
<th>Aid Year:</th>
<th>2012</th>
</tr>
</thead>
</table>

**Contact**

- **Academic Institution:** University of Texas at Dallas
- **Administrative Function:** Financial Aid
- **Due Date:** 09/14/2011
- **Contact:** Office of Financial Aid

*financial-aid@utdallas.edu*

**Description**

Please complete and return a signed copy of the 2011-2012 Dependent Verification Worksheet. You may print this form from the Office of Financial Aid forms webpage. [http://www.utdallas.edu/student/finaid/forms](http://www.utdallas.edu/student/finaid/forms)
Access Your To Do List and Holds in Orion

**Step 6:** From the To Do List, click [ Cancel ] to return to the Orion Student Center.
Access Your **To Do List** and **Holds** in Orion

**Step 7:** From the Orion Student Center, click on the Holds Details link to access a list of holds.
Access Your **To Do List** and **Holds** in Orion

**Step 8:** Click on each Holds Item to access more detailed information on that specific item.
Access Your **To Do List** and **Holds** in Orion

**Step 9:** Review the details of the Holds item. Click on [Return](#) to return to the complete list of your Holds.