
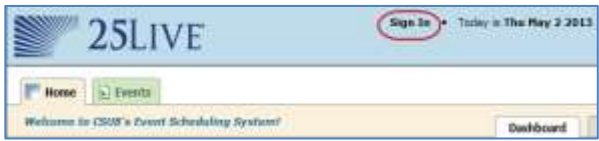
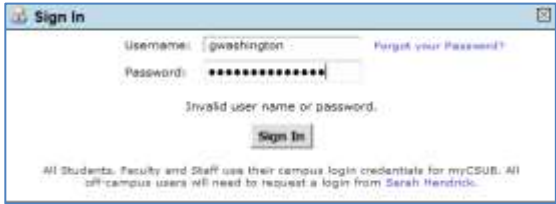


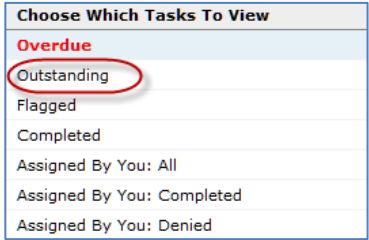




How to Complete a Task

These instructions will assist you with completing a task or To Do that has been assigned to you.

<p>1. Open Firefox and navigate to: 25live.collegenet.com/csub</p> <p>Note: <i>Firefox is the official web browser for 25Live. However, it will work with Internet Explorer, Safari, and Chrome</i></p>																			
<p>2. When the page opens,</p> <ul style="list-style-type: none"> Click Sign In 																			
<p>3. Sign into 25Live using your NetID and password.</p>																			
<p>4. When the 25Live page opens, click the Tasks tab.</p>																			
<p>5. When the page opens, click the Overview of Tasks sub tab.</p>																			
<p>6. In the Choose Which Tasks To View, click the Outstanding.</p>																			
<p>7. When the Search Results appear, click Complete for the Event and Task Item, you would like to complete.</p>	<table border="1"> <thead> <tr> <th>Event</th> <th>Title</th> <th>Task Item</th> <th>Status</th> <th>Actions</th> <th>Respond By</th> <th>First Date</th> <th>Reference</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td>2013 Ed.D. Students Breakfast</td> <td></td> <td> Billing Authorization</td> <td>Active / In Progress</td> <td> Complete? Ignore?</td> <td>Sep 17 2013</td> <td>Oct 01 2013</td> <td>2013-AAANBL</td> <td>Sherman, Tammara</td> </tr> </tbody> </table>	Event	Title	Task Item	Status	Actions	Respond By	First Date	Reference	Assigned By	2013 Ed.D. Students Breakfast		Billing Authorization	Active / In Progress	Complete? Ignore?	Sep 17 2013	Oct 01 2013	2013-AAANBL	Sherman, Tammara
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