**SERVICE INDICATORS & TO-DO LIST**

1) Go to **catalyst.uc.edu** and log in with your 6+2 and password.

![Login to Catalyst](https://catalyst.uc.edu)

2) If you have new **service indicators** on your account, a pop-up will appear after you log in with a list of these indicators.

![Negative Service Indicator](https://catalyst.uc.edu/help/)

**catalyst.uc.edu**
3) Expand the item under Service Indicators on *My Dashboard* to learn more about the indicator and instructions on how to complete it. Keep in mind, indicators can be both positive and negative. Negative indicators, or holds, will prevent you from doing certain student business until you complete and remove it from your account.

For this example, we will look at the **Bursar Pre-Registration Agreement**. *You will need to complete this before validating or registering for classes in your enrollment shopping cart.*

To take an action on this indicator, go to your **To Do List** on the top right of *My Dashboard*. (To Dos are also found on the *My Finances* tab.) Click the arrow next to the item’s subject and due date for additional information.
4) Review and complete the pre-registration agreement. Read the contents of each task and check the box stating “I understand and agree.” Once all items in the Task Details section have a green check mark, click Exit in the top-right corner of the page to save.

5) Once you return to My Dashboard, the Bursar Pre-Registration Agreement to-do item and service indicator will be removed. You will then be able to validate classes in your enrollment shopping cart, as well as register when it’s time.

Note: If you have a service block on your account for a prior term on One Stop, and that service block was recently removed, it can take up to 48 hours for the equivalent service indicator to be removed from your Catalyst account.