

How to mark a task as complete

To mark a task as complete, navigate to ‘Outstanding Task’ tab.

2377589 - John Test504

Australian | 01-Jan-2005 (20)

Outstanding Tasks

Responded Tasks

Student Summary

0 Sanctions

Outstanding Tasks

1 - 2 of 2 records.

☐	Task Name	Requested Date	Condition Type	Comment Code
☐	USI Task - Domestic	19-Sep-2025	Mandatory	
☐	Government Assistance Request	19-Sep-2025	Recommended	

Select the drop-down next to the task that needs to be completed followed by selecting ‘Mark as completed’.

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Outstanding Tasks

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Student Summary

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Outstanding Tasks

1 - 2 of 2 records.

☐	Task Name	Requested Date	Condition Type	Comment Code
☐	USI Task - Domestic	19-Sep-2025	Mandatory	
☐	Government Assistance Request		Recommended	

A confirmation pop-up window is displayed. Select ‘OK’.

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Outstanding Tasks

Responded Tasks

Student Summary

0 Sanctions

Outstanding Tasks

1 - 2 of 2 records.

☐	Task Name	Requested Date	Condition Type	Comment Code
☐	USI Task - Domestic	19-Sep-2025	Mandatory	
☐	Government Assistance Request			

Confirm Action

The 'USI Task - Domestic' task will be marked as complete.

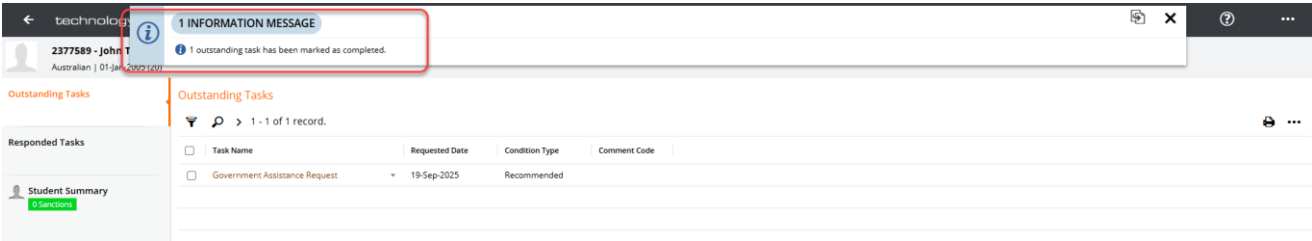
Note that further actions, such as enrolment, may still be prevented if mandatory data requested by the task has not been provided.

OK

Cancel

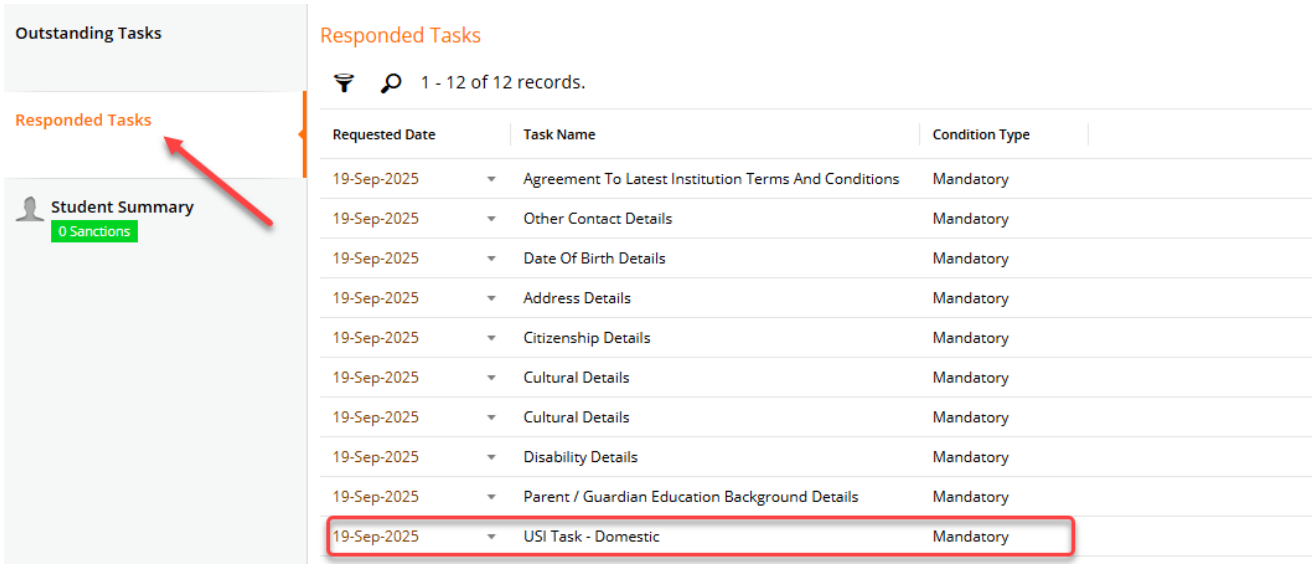
How to mark a task as complete

A message confirming the completion of the task is displayed.



The screenshot shows a top navigation bar with a back arrow, a user profile icon, and a notification bell icon. A red box highlights the notification bell, which shows '1 INFORMATION MESSAGE'. Below the notification, a message box states '1 outstanding task has been marked as completed.' The main content area is divided into two tabs: 'Outstanding Tasks' and 'Responded Tasks'. The 'Outstanding Tasks' tab is active, showing a table with one record: 'Government Assistance Request' with a 'Requested Date' of '19-Sep-2025' and a 'Condition Type' of 'Recommended'. The 'Responded Tasks' tab is also visible, showing a table with one record: 'USI Task - Domestic' with a 'Requested Date' of '19-Sep-2025' and a 'Condition Type' of 'Mandatory'.

Once completed, the task gets removed from 'Outstanding Task' tab and visible in 'Responded Task'.



The screenshot shows the 'Responded Tasks' tab selected. The left sidebar has a red arrow pointing to the 'Responded Tasks' tab. The main content area displays a table with 12 records. The table has columns for 'Requested Date', 'Task Name', and 'Condition Type'. The records are as follows:

Requested Date	Task Name	Condition Type
19-Sep-2025	Agreement To Latest Institution Terms And Conditions	Mandatory
19-Sep-2025	Other Contact Details	Mandatory
19-Sep-2025	Date Of Birth Details	Mandatory
19-Sep-2025	Address Details	Mandatory
19-Sep-2025	Citizenship Details	Mandatory
19-Sep-2025	Cultural Details	Mandatory
19-Sep-2025	Cultural Details	Mandatory
19-Sep-2025	Disability Details	Mandatory
19-Sep-2025	Parent / Guardian Education Background Details	Mandatory
19-Sep-2025	USI Task - Domestic	Mandatory

! Completing a task will remove it from the student's outstanding task list; however, the associated information will remain blank.