How to Complete a Task

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

1. **Open Firefox and navigate to:**
   
   25live.collegenet.com/csub

   *Note:*
   
   Firefox is the official web browser for 25Live. However, it will work with Internet Explorer, Safari, and Chrome

2. When the page opens, 
   - **Click Sign In**


4. When the 25Live page opens, click the **Tasks** tab.

5. When the page opens, click the **Overview of Tasks** sub tab.

6. In the **Choose Which Tasks To View**, click the **Outstanding**.

7. When the Search Results appear, click **Complete** for the **Event** and **Task Item**, you would like to complete.