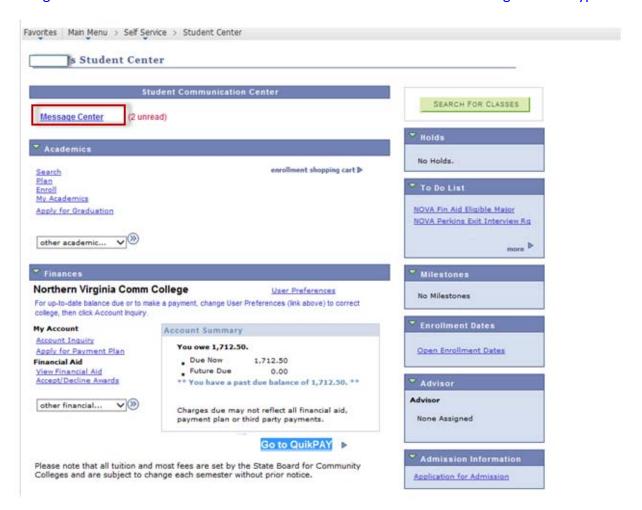
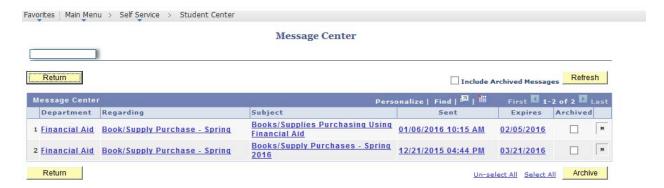
Name of Process: Message Center	
Functional Area: Financial Aid	
Overview	This procedure details how to view message on the Message Center. This process shows how students can view and archive their messages in the Message Center.
Created/Revised	January 6, 2016
Version	People 9.0

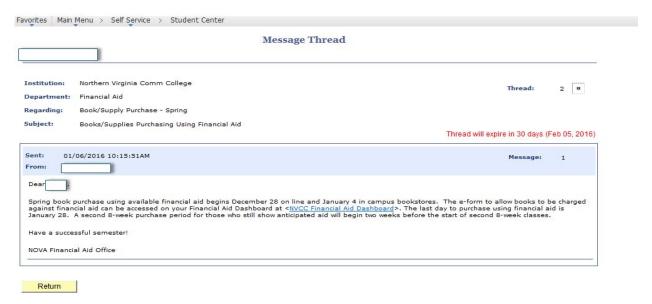
Navigation: Main Menu > Self Service > Student Center > Click on the Message Center hyperlink



The Message Center screen displays as demonstrated below. Click on the message hyperlink to view the message.



The message displays as below. Click the Return pushbutton to go back to Message Center screen.



After click on the Return pushbutton, the Message Center displays. You can archive the read message by check the box under the Archive column.



To display the archived messages, check the box next to Include Archived Messages.

