Action Item Processing
Student Self Service
Registrar’s Office
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OHSU Action Item Processing

Open up a web browser and navigate to https://www.ohsu.edu/education/student-self-service and select Current Students if you have OHSU network credentials or select Alumni Former & Future Students if you have not received your network credentials yet.
New users logging into the Student Information System (SIS) will have a message display encouraging them to view OHSU Action Items. This message will show up every time a student logs in until all action items are completed.
You will be directed to the Action Item Processing menu. Here, you will be able to find all of the required action items. Items with ☒ next to it will prevent you from being able to register for classes in SIS until that item has been completed.
After selecting an item, the information for you to review will be displayed in the text box on the right. The save button will be on the bottom left of the text box. Once an action item has been completed, the progress bar will be green and the counter will be updated as well.
Completed Action Items

All action items must be completed. The counter next to the requirements will update with each response recorded.
Once all responses are recorded, the counter next to each action item should be complete.
Student Financial Responsibility Agreement

All students will need to complete the Student Financial Responsibility Agreement and multiple responses are needed to complete this item.
After each response is recorded, you will be brought back to the action item processing menu. It is important to pay attention to the counter next to the requirement because it will update as well as the progress bar with every response recorded.

2 out of 7 items completed, 5 items remaining