Self Service Enrollment Verification Letter

Students may print a verification of enrollment letter directly from the student portal to provide to various agencies or organizations who require student enrollment verification.

Step 1: Log onto student portal and under the **Academics** menu on the left side, select **Enrollment Verify.** Click the Link to generate the Enrollment Verification.

Step 2: A second Log in page will pop up (**NOTE:** If you do not see a new window pop-up, check your browsers pop-up blocker and disable, or allow pop-ups from the site). You may also get warning you are switching from https: to http: url when loading form, please allow under advanced options. Use your portal credentials to log in.
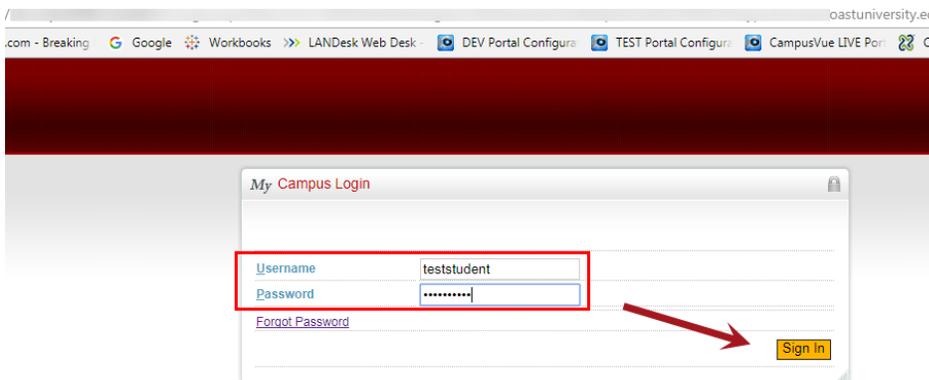
Step 3: If required select an **Enrollment** from the dropdown menu that you wish to generate enrollment letter from then select the **Next** button.
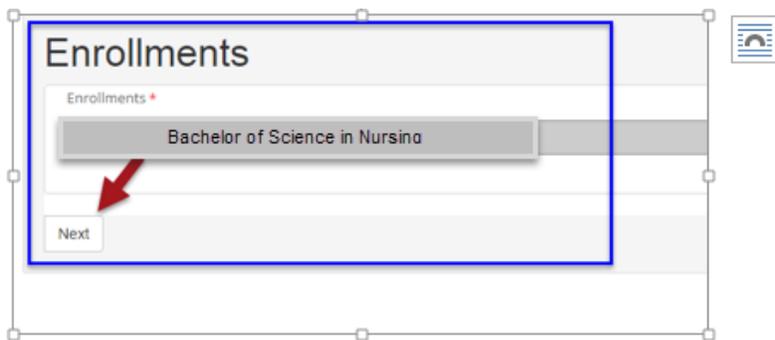
A letter will be generated with your current information.

Select **Next** and generate a PDF version to print and submit to an external agency or organization.

IMPORTANT: Be sure to completely LOG OUT of both the Enrollment Verify letter AND your Student portal to protect your information. Once logged out close your web browser.