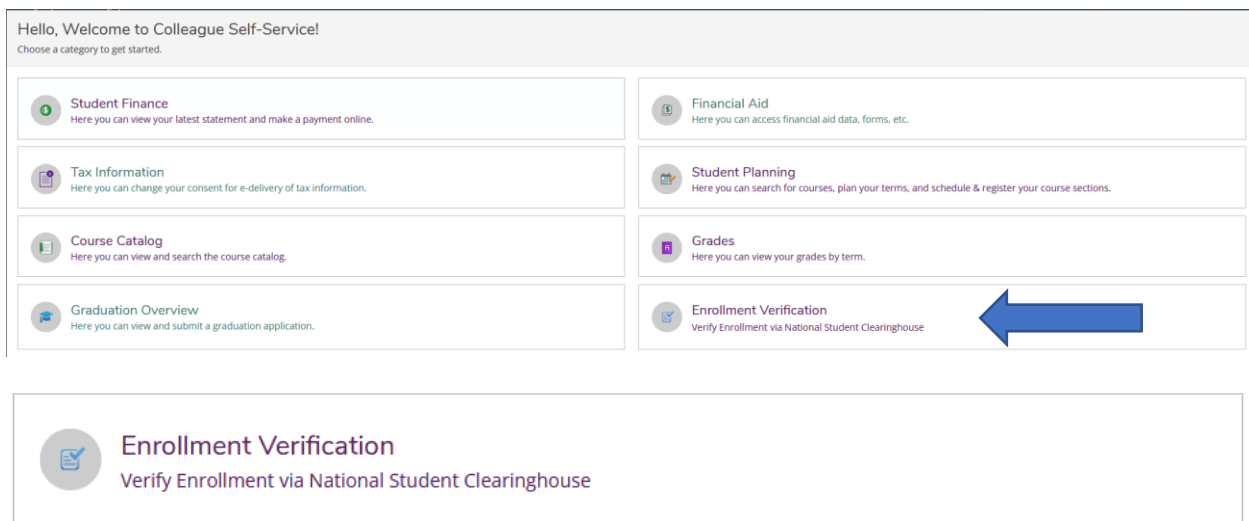


## Enrollment Verification Instructions

Under the Self-Service menu on the SUNOW Portal (<https://now.stevenson.edu>), select Self-Service Home.



From the Colleague Self-Service menu, select the Enrollment Verification tab.



Log into My Hub using your Stevenson single-sign on



Login to Myhub Service

Username

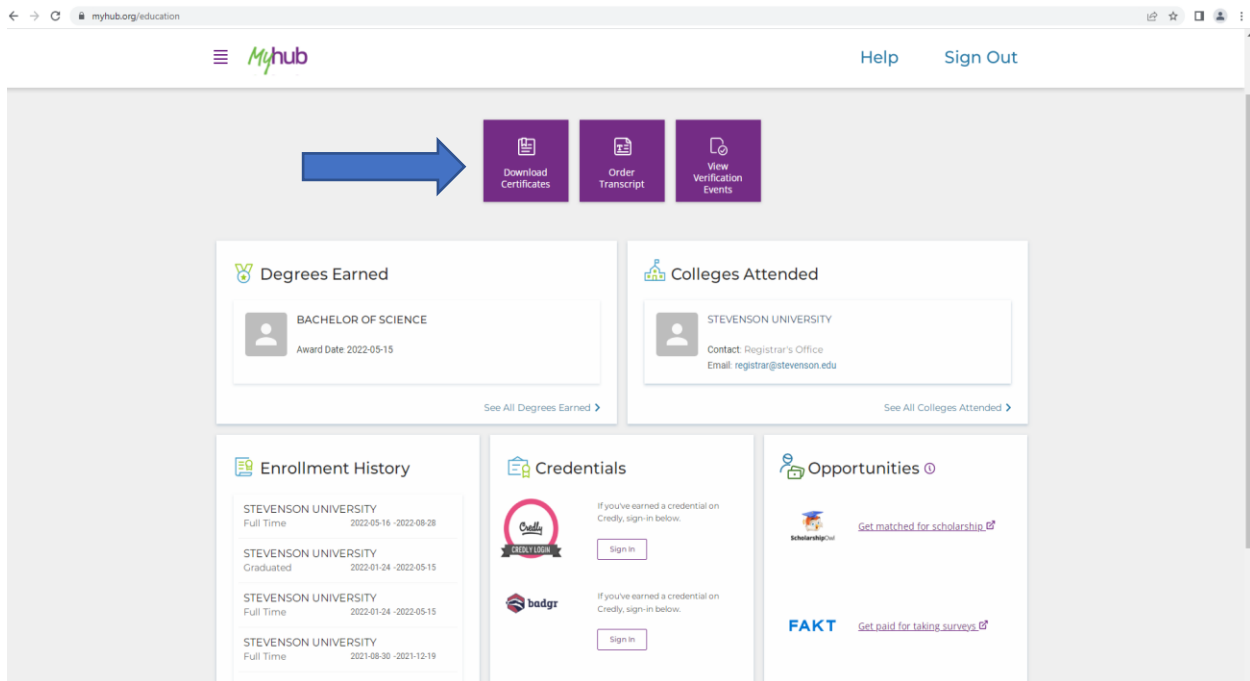
Password

Don't Remember Login

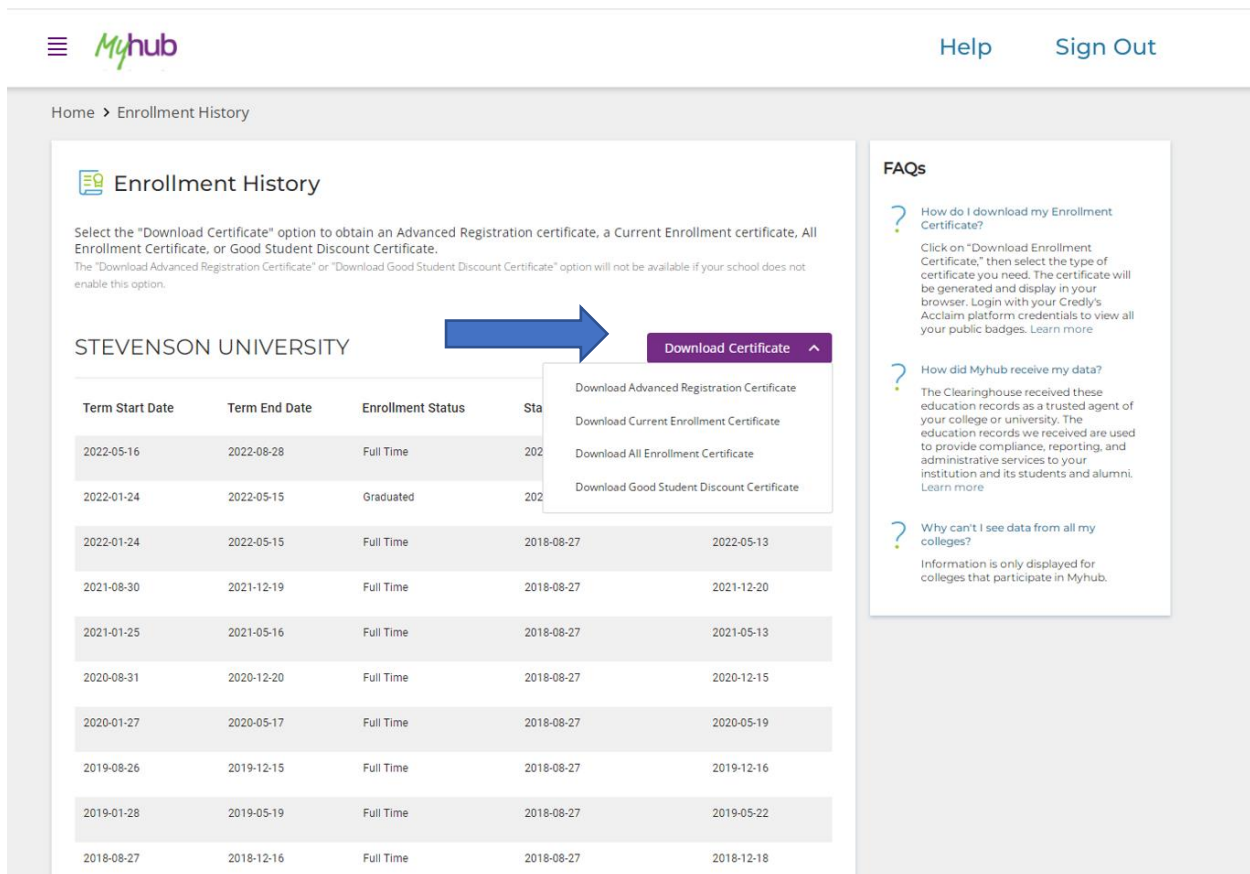


Myhub is your doorway to all your student-level academic records held by the National Student Clearinghouse

Select Download Certificates from the menu of purple boxes



Select the purple "Download Certificate" box.



Select "Download Advanced Registration Certificate" if you need a certificate for an upcoming term. It will show enrollment for pre-registered courses.

Select "Download Current Enrollment Certificate" to verify your current enrollment status

Select "Download All Enrollment Certificates" to show your complete enrollment history.



### Enrollment History

Select the "Download Enrollment Certificate" option to obtain an Advanced Registration certificate, a Current Enrollment certificate, or an All Enrollment Certificate.  
You won't see advanced enrollment record if your school doesn't provide this option.

#### SAMPLE UNIVEF

Term Start Date	Term
2017-02-01	2017-
2016-03-01	2016-
2015-03-03	2015-
2014-03-06	2014-

[Download Advanced Registration Certificate](#)

[Download Current Enrollment Certificate](#)

[Download All Enrollment Certificate](#)

[Download Good Student Discount Certificate](#)

#### HOMETOWN UNIVERSITY

[Download Certificate](#) ▾

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified
2012-01-01	2012-04-30	Full Time	2012-04-30	2012-04-30
2011-09-01	2011-12-28	Full Time	2011-12-28	2011-12-29

The certificate will then download. You can either print it or save it to your computer. Ensure that your pop-up blockers do not prevent the download.

**National Student Clearinghouse** ®  
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PH (703) 742-4200  
www.studentclearinghouse.org  
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**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup> party, we advise that you print your policy, account or other identifying information on each page.  
Policy/Account Holder Name \_\_\_\_\_  
Policy/Account/Group or Other ID # \_\_\_\_\_

## Current Enrollment Verification Certificate

Transaction ID#: 023456789

Date/Time Notified: 03/31/2021 11:37 EDT

The National Student Clearinghouse as Authorized Certifying Agent for

### Sample University

verifies the enrollment below for

### Darius Webb

The student's current anticipated graduation date is 12/21/2021.

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
04/01/2021	07/17/2021	Full Time(F)	04/01/2021	02/04/2021
-----	-----	-END OF RECORD -	-----	-----

School can insert a customizable text here