



# HOW TO GET ENROLLEMENT VERIFICATION (page 1 of 1)



1. To begin, go to the Sam Houston home page at [www.shsu.edu](http://www.shsu.edu)

2. At the top of the screen, click the **My Sam** portal link.

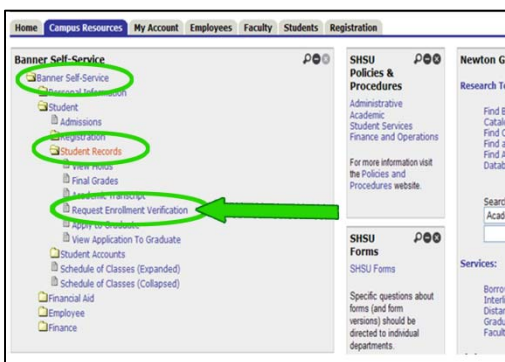
*Note: If you have any trouble logging in, please contact the [IT@Sam Service Desk](mailto:IT@SamServiceDesk).*

3. Once in the portal, click the **Campus Resources** tab.



4. In the **Campus Resources** tab, look in the **Banner Self-Service** channel.

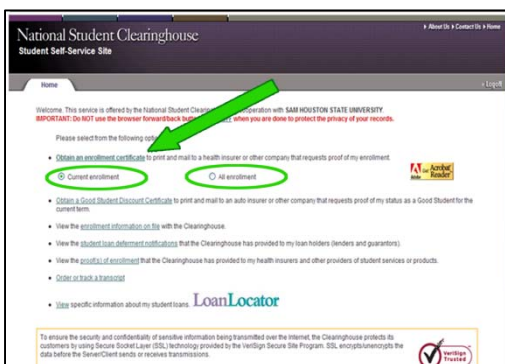
5. Click the **Banner Self-Service** folder to open it, and then click the **Student** folder to open it.



6. Click the **Student Records** folder to view the menu options.

7. Click the link for **Request Enrollment Verification**.

8. A new window will open in the National Student Clearinghouse Student Self-Service Site.



9. To Obtain an enrollment Certificate select either choose **Current Enrollment** or **All Enrollment**, then click on the link **Obtain an enrollment certificate**.

10. **LOG OFF** when you have completed your task. It is important not to close the window, but to log off the Clearinghouse site.

Contact the [Office of the Registrar](mailto:ask.regstaff@shsu.edu) if you need further assistance.