1. To begin, go to the Sam Houston home page at 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.

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 if you need further assistance.