

## 9.2 Veterans Enrollment Certification

**Purpose:** Use this document as a reference for how to view veterans enrollment certification in ctcLink.

**Audience:** Veterans Coordinator.

 You must have at least one of these local college managed security roles:

- ZD SR Super User
- ZD SR Veterans
- ZZ SR Veterans

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Script used to evaluate whether class enrollments are Federal and/or State benefit eligible.

Please refer to [QRG 9.2 Veterans Benefit Reporting Overview](#) to see where this process fits.

## Veterans Enrollment Certification

**Navigation:** NavBar > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Enrollment Certification

1. The **Enrollment Certification** search page displays.
2. Enter student **ID**.
3. Enter **Academic Institution**.
4. Enter **Term**.
5. Select **Search**.

## Enrollment Certification

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### ▼ Search Criteria

ID	begins with	101016712
Academic Institution	begins with	WA110
Term	begins with	2211

Search

Clear

Basic Search



Save Search Criteria

- The **Enrollment Certification** page displays.
- Select the **Status**.
- Select the **Federal Cert.**
- Select the **State Cert.**
- Select the **Save** button.

### Enrollment Certification

ID 101016712

Name Eric Morgan

Institution WA110 Pierce College

Term 2211 WINTER 2021

#### Term Enrollment Details

Find | View All | First | 1 of 1 | Last

Status In Review

Sequence 1

#### ▼ Term Enrollment Certification

Personalize | Find | View All | First | 1-2 of 2 | Last

Class Nbr	Subject Area	Catalog Nbr	Section	Location	Zip Code	Career	Primary Academic Program	Federal Cert	Federal Review Date	Federal Review By	State Cert	State Review Date	State Review By
7749	ART	111	001	FTSTEIL		Undergraduate	ACADM						
7751	ART	111	001L	FTSTEIL		Undergraduate	ACADM						

#### ▼ Federal Certified Units

Total Units

Residential Units

Distance Learning Units

Remedial Units

Clock Hrs/Week

#### ▼ State Certified Units

Total Units

Save | Return to Search | Notify

- Process complete.