

# 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

6. The **Enrollment Certification** page displays.
7. Select the **Status**.
8. Select the **Federal Cert.**
9. Select the **State Cert.**
10. 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	
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**Save** **Return to Search** **Notify**

11. Process complete.