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## Follow the directions below to access an enrollment verification in PDF format or to email.

Login to *my*Cuesta portal. (<u>https://my.cuesta.edu</u>)

1. Locate the 'My Student Account' tile.



2. Click "View Enrollment Verification" from menu of services.



3. The Enrollment Verification menu options will open.

Enrollment Verification			Chose a Verification Certificate Select either Current Term Enrollment or All Enrollment to optionally include:
Current Term Enrollment Select this option if you need only the current term on the verification     Include Academic Standing	Type: Name:	Select a Type	• GPA <b>Policy, Group, Account or Other ID Information</b> <i>Can skip selecting options below.</i>
Include Grade Point Average (GPA)     All Enrollment Select this pation from used all terms attended on the writeration	Number:	Enter Number of Policy, Group, Account or Other	• Select Type from drop-down (Choices are: Policy, Group, Account or Other ID)
Include Academic Standing     Include Crade Point Average (CPA)			<ul> <li>Name (Fill-in information such as Insurance company)</li> </ul>
		Submit Verification	• Number (Fill in number of policy, group, account, or other)

- Once you select your options above and click Submit Verification, you will receive Enrollment Verification Results with the option to
  - 1) Display as PDF or
  - 2) Email Results.



- Enrollment Verification Results displays:
- Student Biographical Information (name, address, month/day of birth)
- Academic Summary Information (Academic Standing (optional), GPA (optional), Residency, Expected Graduation Date)

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• Primary Curriculum Information (Degree, Major)