# Update a current Certification Request to add classes and/or update majors

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Log in to your MyUNLV account. <strong>It is recommended that you use Google Chrome to complete this process. Additionally, we don’t recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal.</strong></td>
</tr>
</tbody>
</table>

**Reminders:**
- **Read all instructions provided throughout this process carefully.**
- Contact the MVSC office if you have any questions.
  
  Phone: 702-895-2290  
  Email: [veterans@unlv.edu](mailto:veterans@unlv.edu)  
  Location: SSC-A, Room 311

**Note for mobile users:**
- If using a smart phone or tablet you will need to click on the blue button to expand the left side navigation portion of this process. This will be required if you want to toggle between pages.

| 2.   | Search for the **VA Education Benefits Page.** |

**Process Notes:**
- Click the **Resources tile** on your Rebel Student Homepage.
3. Determine which Certification Request you need to modify from the displayed list.

Process Notes:
- Click the value in the Term field for the term you wish to modify.

Note: A Certification Request cannot be modified if it is in **ROUTED** status. You will need to check back and modify the selected term once the status has changed out of **ROUTED**.

4. Navigate to the Choose Classes for Cert page. You can add classes and choose your major(s) on this page.

Process Notes:
- Click the Choose Classes for Cert page found in the left side navigation.

For class additions - Select the degree applicable class(es) for certification by moving the toggle to Yes in the Request Certification field for each additional class you wish to have certified.
Click the Save & Next button.

- **For major changes or additions** - Select the new or additional major you wish to use for certification by moving the toggle to Yes in the **Plan Selected** field for each major you wish to have classes certified under. **Major changes must already be reflected in MYUNLV to complete this step. If the new major is not reflected please consult your academic advisor and check back as needed.**

- **Example 1:** Reflects the addition of a second major.
  - Only one major is reflected, additional major needs to be selected.
  - Now 2 majors are reflected.

- **Example 2:** Reflects a major change.
  - Initially no major will be selected if the major was changed, new major needs to be selected.

Click the Save & Next button.
5. **Verify change was saved.**

**Process Notes:**
- Click the OK button when the *Your certification request has been initiated...* pop-up appears.

![Pop-up](image)

- If the above pop-up does not appear then you may be missing some required information that needs to be completed before the new changes can be updated and saved.
  - Please view the **Missing Information in the following Pages** section at the bottom of the page. This will show you what page you are missing required information on. You cannot save a change to a Certification Request unless **all** required information has been provided. If you see you are missing information on a specific page, you will need to navigate back to that page and complete it.

**Missing Information in the following Pages:**
- Semester Profile Page: Missing Answers
- Acknowledgements and Submit Page: Missing Acknowledgements

6. **IMPORTANT REMINDERS**

- A Certification Request will need to be completed for each semester you wish to use your benefit.
- Only degree applicable classes can be certified to the VA.
- VA requires valid proof of need for preparatory classes taken prior to the Fall 2021 semester such as MATH95/MATH95CX, MATH96/MATH96CX, ENG101E, and CHEM103. **Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.**
- VA requires valid proof of need for corequisite classes taken starting with the Fall 2021 semester and on such as MATH classes 120E+20B, 124E+24B, 126E+26B, and the ENGLISH plus lab classes ENG101+101L+105L. **Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.**
- VA only approves the minimum requirements needed for graduation. Minors are not approved.
- Honors classes can only be certified if they directly replace a degree requirement for the actual major.
- If you add a class, get in a waitlisted class, add another major, and/or change your major you will need to update your Certification Request again to include the newly enrolled class(es) or added major(s).
- To check the **Status** of your Certification Request log in to your MyUNLV portal. Please reference the **Certification Request – Status Check** instruction set for details.
- To make changes to a Certification Request, other than adding classes and/or updating a major, please reference the **Certification Request – Update Entry** instruction set for details.