Update a current Certification Request to add classes

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Log in to your MyUNLV account. 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.</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  
  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.

<table>
<thead>
<tr>
<th>2.</th>
<th>Search for the VA Education Benefits Page.</th>
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<tbody>
<tr>
<td></td>
<td>Process Notes:</td>
</tr>
<tr>
<td></td>
<td>- Click the Resources tile on your Rebel Student Homepage.</td>
</tr>
</tbody>
</table>
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.**

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

- Select the degree applicable classes for certification by moving the toggle to **Yes** in the *Request Certification* field for each additional class you wish to have certified.
5. Scroll to the bottom of the Acknowledgement and Submit page.

Process Notes:
- Click the Submit button.
  - Click the Yes button when the Are you sure you want to Submit this Certification Request? pop-up appears.
  - Click the OK button when the Your certification request has been initiated… pop-up appears.
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 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 only approves the minimum requirements needed for graduation. Minors are not approved.
- If you add a class or get in a waitlisted class after you submit the update request you will need to complete this process again.
- 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, please reference the Certification Request – Update Entry instruction set for details.