### Enter a new Certification Request

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | 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.**

**Reminders:**
- **Read all instructions provided throughout this certification request process carefully.**
- **Verify that your current mailing address is reflected correctly in MyUNLV.**
  - Click the **Personal Information** tile on your Rebel Student Homepage.
  - Click the **Addresses** page in the left side navigation to view and update your address as needed. **Complete any MAILING address changes prior to submitting your certification request.**
- **Verify that your SSN is reflected correctly in MyUNLV.**
  - Click the **Student Center – Classic** tile on your Rebel Student Homepage.
Click the Demographic Data link found under the Personal Information section.

Verify that your SSN is listed correctly in the National ID field.

Note: If your SSN is incorrect you will be required to submit a Request to Change Personal Identification Data Form to the Registrar (https://www.unlv.edu/registrar/forms) along with any other required documentation. In addition, please also alert the MVSC of the SSN issue.

- 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.

2. Search for the VA Education Benefits Page.

Process Notes:
- Click the Resources tile on your Rebel Student Homepage.

- Click the VA Education Benefits option found in the left side navigation.
3. **Select Term and VA Benefit chapter.**

Process Notes:
- **Read all page disclaimers** found at the top of each page carefully before proceeding to the next step of the certification request process. This will aid with accuracy and help you avoid processing delays.

- Click the *New Term* button.

- Click the magnifying glass in the *Term* field to pull up the terms available for certification. Select the *Term* in the list of available options that you wish to request certification for.

- Click the magnifying glass in the *VA Chapter* field to pull up the list of VA benefit chapters. Select the *VA Chapter* you fall under in the list of available options.

- Verify that the selections made in *Term* and *VA Chapter* fields are correct. Make necessary adjustments as needed and click the *OK* button.
• **Pay close attention to the Missing Information in the following Pages text as you navigate through the process.** This will show you what page you are missing required information on. You cannot submit a certification 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
- Choose Classes for Cert Page: No classes selected for Certification
- Acknowledgements and Submit Page: Missing Acknowledgements

As you complete pages they will drop off the list. For example, the required information was completed on the *Semester Profile* page so the alert *Semester Profile Page: Missing Answers* is no longer listed below.

**Missing Information in the following Pages:**
- Choose Classes for Cert Page: No classes selected for Certification
- Acknowledgements and Submit Page: Missing Acknowledgements

### 4. View Instructions.

#### Instructions

- Service Details
- Semester Profile
- Supplemental Documents
- Choose Classes for Cert
- Acknowledgements and Submit

**Process Notes:**
- Read through the chapter specific *Instructions.* Click the *Next* button when finished.
5. **Complete the Service Details information for the service member.**

   ![Service Details](image1)

Process Notes:

- Click the magnifying glass in the *Military Branch ID* field to pull up the list of Military Branches. Select the *Military Branch* the service member served in. If you are a dependent and do not know this information you can leave it blank.

![Military Branch ID](image2)

- Click the calendar icons to add both service *Start Date* and *End Date* information. Select the service dates using the pop-up *Calendar*.

![Calendar](image3)
• Click the **Currently Active Duty?** dropdown to indicate whether or not the service member is currently active duty (excluding being activated while in the Guard/Reserves).

• Click the + button to add service information or the – button to remove service information.

• Click the **Save & Next** button.

**Additional instruction for Chapter 35 students only:**

• Select your relationship to the sponsor in the **Relationship** dropdown.

• Provide your sponsor’s VA file number in the **Sponsor VA File Number** text box. **This number is required** and may be a 9-digit SSN or the file number may start with a “C” followed by 8 digits.

6. **Complete the Semester Profile section.**
Process Notes:
- Read each question and select whether it applies to you in the Yes or No dropdown.
- Click the Save & Next button once all the questions have been answered. **Please note each question requires an answer.**

7. **Attach Supplemental Documents.**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Service Details</th>
<th>Semester Profile</th>
<th>Supplemental Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Classes for Cert</td>
<td>Acknowledgements and Submit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save all documents to be uploaded using the naming convention listed below.**

NSHE_LASTNAME_(short doc description)
Example: 1234567890_SMITH_COE

Process Notes:
- Refer to the list displayed on this page to determine what documents are needed. This will vary by chapter.
• Click the magnifying glass in the VA Form ID field to pull up the list of document names. Select the VA Form ID for the document you wish to upload.

• Click the Add Attachment button.

• Click the My Device icon.

• Select the file you want to upload from your device (make sure to use the proper naming convention displayed below when saving the document prior to upload). Click the Open button.

  NSHE_LASTNAME_(short doc description)
  Example: 1234567890_SMITH_COE

• Click the Upload button.
8. **Complete the Choose Classes for Cert section.**

**Process Notes:**
- Verify that your major(s) listed in the *Plan* field is/are accurate. Each declared major will have its own row for verification.

**Single declared Plan** – Yes will already be selected in the *Plan Selected* field as that is the only option.
Multiple declared Plans – Student will need to determine which majors for which they are requesting class certification by moving the toggle to Yes in the Plan Selected field.

<table>
<thead>
<tr>
<th>Career</th>
<th>Career No</th>
<th>Eff Date</th>
<th>Sequence</th>
<th>Plan Selected</th>
<th>Program</th>
<th>Plan</th>
<th>Decl Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad</td>
<td>01/01/2019</td>
<td>1</td>
<td>No</td>
<td>Undergraduate Degree-Seeking</td>
<td>Kinological Sciences BS</td>
<td>10/15/2019</td>
<td></td>
</tr>
<tr>
<td>Undergrad</td>
<td>01/01/2019</td>
<td>1</td>
<td>No</td>
<td>Undergraduate Degree-Seeking</td>
<td>Nursing PRE</td>
<td>01/02/2019</td>
<td></td>
</tr>
</tbody>
</table>

One major requested…

Multiple majors requested…

- Select the degree applicable classes for certification by moving the toggle to Yes in the Request Certification field on each class you wish to have certified.

- Click the Save & Next button.
9. Complete the Acknowledgements and Submit section.

Process Notes:

- Read and acknowledge each question by selecting Yes in the I have read and understand dropdown.
  
  **All questions require a Yes response.**

- IMPORTANT NOTE: If you have not verified your mailing address as directed at the beginning of this instruction set please do so prior to proceeding with the acknowledgements. It is critical that your mailing address is correct in MYUNLV as that is the address reported to the VA.

- Click the Save button.

- Click the Submit button. **The Submit button will only display if you have answered all the required information.**
**Note:** If the Submit button does not appear after you hit the Save button please go back through each step and make sure everything has been completed. You can return to pages by clicking the corresponding navigation on the left.

- 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.

10. **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 officially enroll into a waitlisted class, you will need to complete the Certification Request process again for the newly enrolled courses. Please reference the Certification Request – Add Class(es) instruction set for details.
- 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.