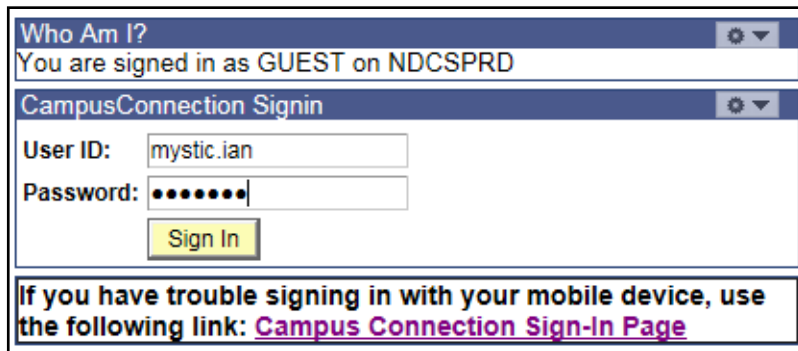


CampusConnection Helpsheet Obtain Enrollment Verification

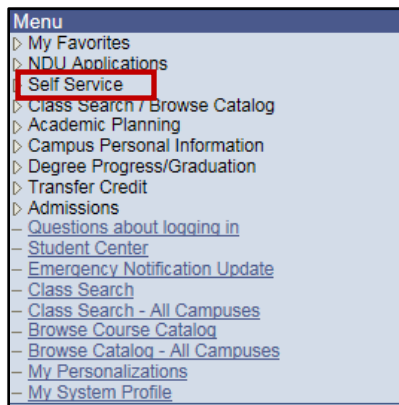
1. Access [CampusConnection](#) using Mozilla Firefox or Google Chrome.
2. Enter CampusConnection UserID and Password. Click **[Sign In]**.



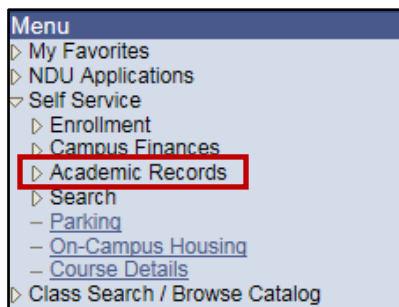
The screenshot shows a web browser window with the title "Who Am I?". Below the title, it says "You are signed in as GUEST on NDCSPRD". There is a section titled "CampusConnection Signin" with a "User ID:" field containing "mystic.ian" and a "Password:" field with masked characters. A yellow "Sign In" button is located below the password field. At the bottom of the window, there is a message: "If you have trouble signing in with your mobile device, use the following link: [Campus Connection Sign-In Page](#)".

On the left side menu:

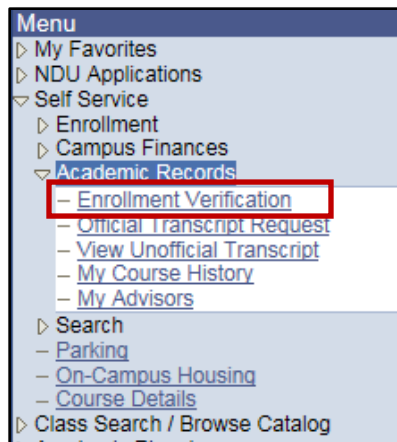
3. Click **[Self Service]**.



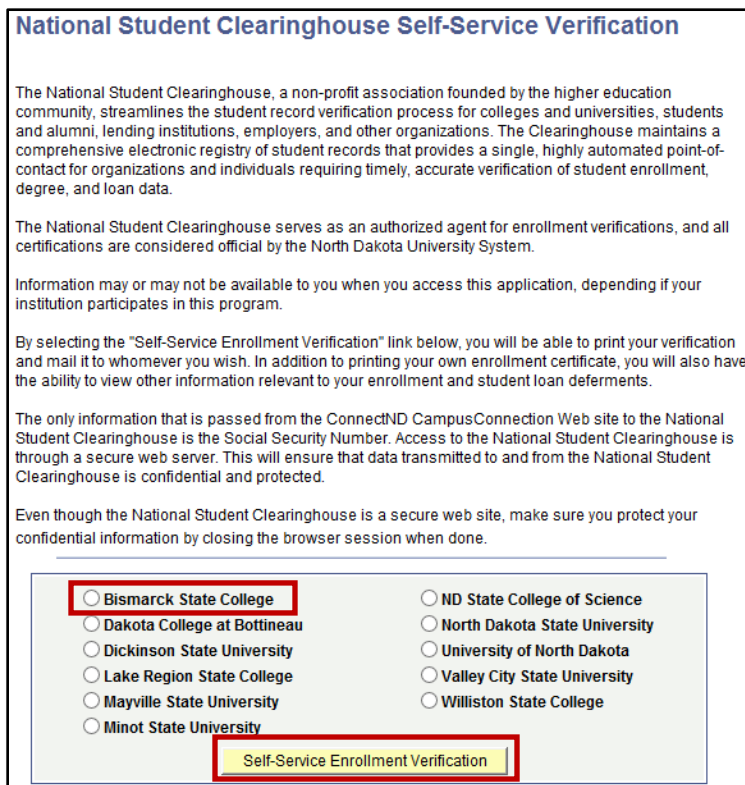
4. Click **[Academic Records]**.



5. Click **[Enrollment Verification]**.



6. Select **[Bismarck State College]**. Click **[Self-Service Enrollment Verification]**.



7. Select [**Current Enrollment, All Enrollment, or Advanced Registration**].

Current Enrollment – Allows registered students (for a specified term) to print/view enrollment certificates for CURRENT enrollment online beginning on the first day of the specified term.

All Enrollment – Allows registered students (for a specified term) to print/view enrollment certificates for ALL enrollment online beginning on the first day of the specified term.

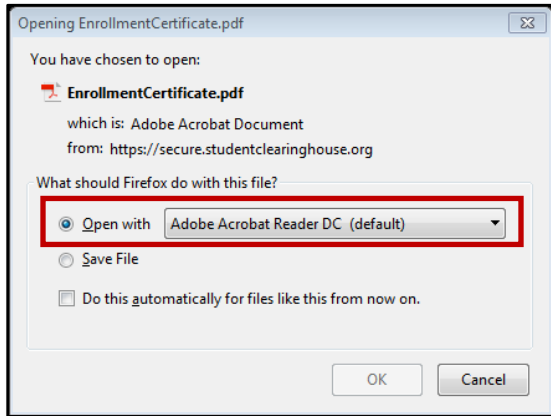
Advanced Registration – Advanced Registration enrollment verification allows students who are registered for an upcoming term to print/view enrollment certificates BEFORE the term starts.

The screenshot shows the 'Student Self-Service Site' for Bismarck State College. The page has a green header with the BSC logo and 'BISMARCK STATE COLLEGE'. Below the header is a grey navigation bar with 'Help' and 'Log Out' links. The main content area has a white background with a green border. It starts with a welcome message: 'Welcome. This service is offered by the National Student Clearinghouse in cooperation with BISMARCK STATE COLLEGE. IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.' Below this is a section titled 'Please select from the following options:' followed by a list of options. The first option is 'Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.' This option is highlighted with a red box and contains three radio buttons: 'Current enrollment' (selected), 'All enrollment', and 'Advanced registration'. Other options include 'View the enrollment information on file with the Clearinghouse.', 'View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).', 'View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.', 'View specific information about my student loans. LoanLocator', 'Order or track a transcript', and 'View exclusive offers for college students'. At the bottom of the page, there is a security notice: 'To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.' To the right of this notice is the VeriSign Trusted logo.

8. Click [**Obtain an Enrollment Certificate**].

This screenshot is similar to the previous one, showing the 'Student Self-Service Site' for Bismarck State College. The layout is the same, but the 'Obtain an enrollment certificate' option is now highlighted with a red box. The radio button for 'Current enrollment' is selected, and the other two radio buttons, 'All enrollment' and 'Advanced registration', are unselected. The rest of the page content, including the welcome message, other options, and security notice, remains the same.

9. Select **[Open with Adobe Acrobat Reader]**.



10. Print