

# **Accessing Myhub**

Alfred State students can obtain verification of enrollment using the National Student Clearinghouse Myhub service approximately 3 weeks after classes begin for the semester. If verification of enrollment is needed prior to this, please contact the <u>Student Records and Financial Services Office</u> for assistance.

Myhub is publicly available at <u>myhub.org</u>. **Alfred State students can access Myhub through** Single Sign-On by visiting <u>my.AlfredState.edu/registration</u> and selecting the "Enrollment Verification icon"

If a student has never signed into Myhub before, they are prompted to read and accept Myhub's Terms and Conditions of Use before proceeding.

If a student has previously accessed Myhub and accepted its Terms and Conditions of Use, they are challenged by Multifactor Authentication (MFA).

#### **Terms and Conditions of Use**

Whenever Myhub's Terms and Conditions of Use change, students are prompted to review and accept the latest version of the terms. Students must read the terms and scroll to the bottom of the page to accept the terms before they can proceed.





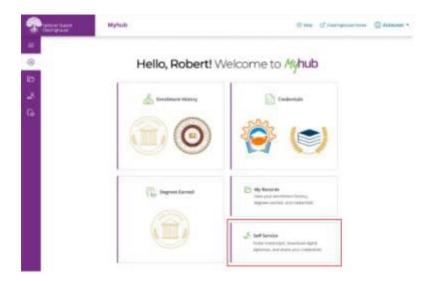
### **Myhub Dashboard**

When students access their Myhub account, the first page they see is the Myhub Dashboard. The Myhub Dashboard provides quick access to actions they can take with their Myhub account and a high-level view of their verified record.

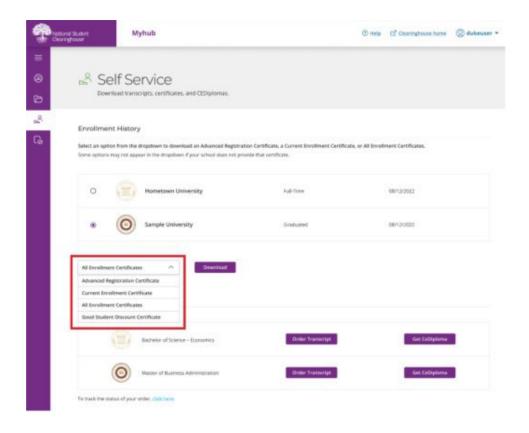


#### **Self Service**

Students can directly access their Enrollment Verification by clicking the Self Service card on the Myhub Dashboard or the option in the navigation menu.







## Download Advanced Registration Certificate (Verification)

The Advanced Registration certificate reports anticipated enrollment for the upcoming term.

### Download Current Enrollment Certificate (Verification)

The Current Enrollment certificate reports the student's latest term information, excluding all prior terms.

# Download All Enrollment Certificate (Verification)

The All Enrollment certificate reports the final status for all terms the student was enrolled at Alfred State.



#### Help

Students can access <u>Myhub's Help Center</u> by clicking Help at the top of the screen. <u>Myhub's Help Center</u> provides the answers to frequently asked questions to support Myhub users.

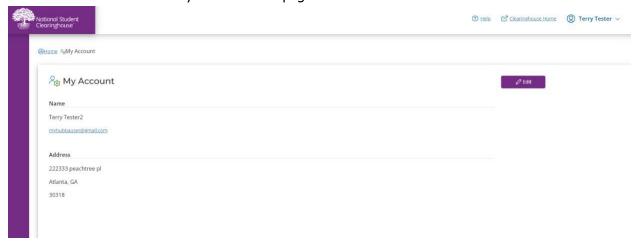
#### **My Account**

My Account will allow students to be able to edit their Display name (name they are referred to when entering Myhub), email address, and home address. Changes made on the My Account page will not impact their Enrollment certificate generation.

To make changes to their My Account page, students can select the dropdown option presented under their name on the top right corner of the header.



Student's will then land on My Account view page.



The students then need to click on Edit to make any changes. Save Changes to return to the My Account view page. To go back to the Dashboard page the student will need to click on Home.