



<b>Date Modified</b>	4/16/2008
<b>Last Changed by</b>	ASDS

## **Enrollment Verification Request Via Student Self-Service**

### **Concept**

*Request Enrollment Verification* allows you to enter the information you wish to verify, print a verification yourself, or submit it for processing by the Registrar's Office if something more official is required. It is recommended that you print the report to your browser until you are comfortable with the output. Be sure to select an address type to which report should be mailed

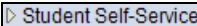
# Process Document

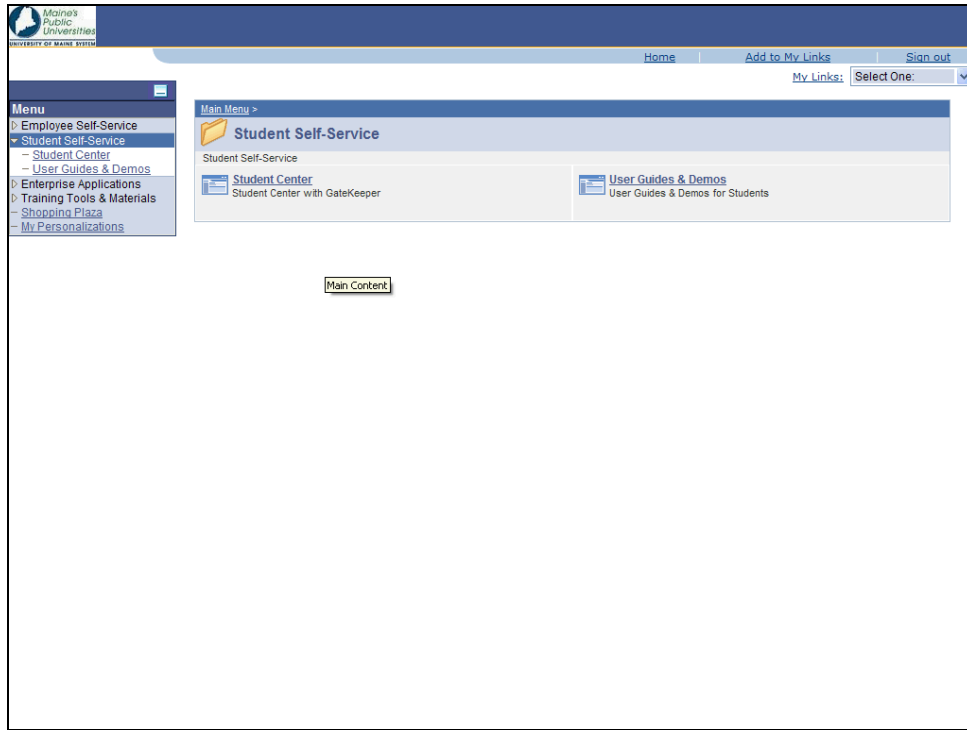
## Enrollment Verification Request Via Student Self-Service



### Navigation



Step	Action
1.	From the MaineStreet portal, click the <b>Student Self-Service</b> link. 



Step	Action
2.	Click the <a href="#">Student Center</a> link to open the <b>Student Center</b> . <a href="#">Student Center</a>

# Process Document

## Enrollment Verification Request Via Student Self-Service



### Procedure

**2008 Fall Schedule**

Class	Schedule	Room
HTY 311-0001 LEC (22367)	MoWe 8:45AM - 10:00AM	Luther Bonney 403
HTY 330-0001 LEC (30459)	We 4:10PM - 6:40PM	Bailey 218
MAT 120D-0004 LEC (22955)	MoWe 11:45AM - 1:00PM We 10:15AM - 11:15AM	Luther Bonney 503 Payson Smith 41
THE 170F-0011 LEC (24985)	Mo 4:10PM - 6:40PM	Masterton 305

weekly schedule ▶

**Academic History**

other academic... ▼

3. In the *Academics* section of your **Student Center**, click on the drop-down arrow in the *other academic* field.

other academic... ▼



# Process Document Enrollment Verification Request Via Student Self-Service

The screenshot shows the 'Your Student Center' page. The 'Academics' section is expanded, and the 'Enrollment Verification' link is highlighted in the 'Academic History' sub-menu. The '2008 Fall Schedule' table is visible, listing classes like HTY 311-0001 LEC (22367) and HTY 330-0001 LEC (30459). The 'Personal Information' section shows contact details for home and mailing addresses. The 'Admissions' section displays a message: 'You do not have any pending applications at this time.'

Step	Action
4.	Click on <b>Enrollment Verification</b> to select it. <b>Enrollment Verification</b>

# Process Document

## Enrollment Verification Request Via Student Self-Service

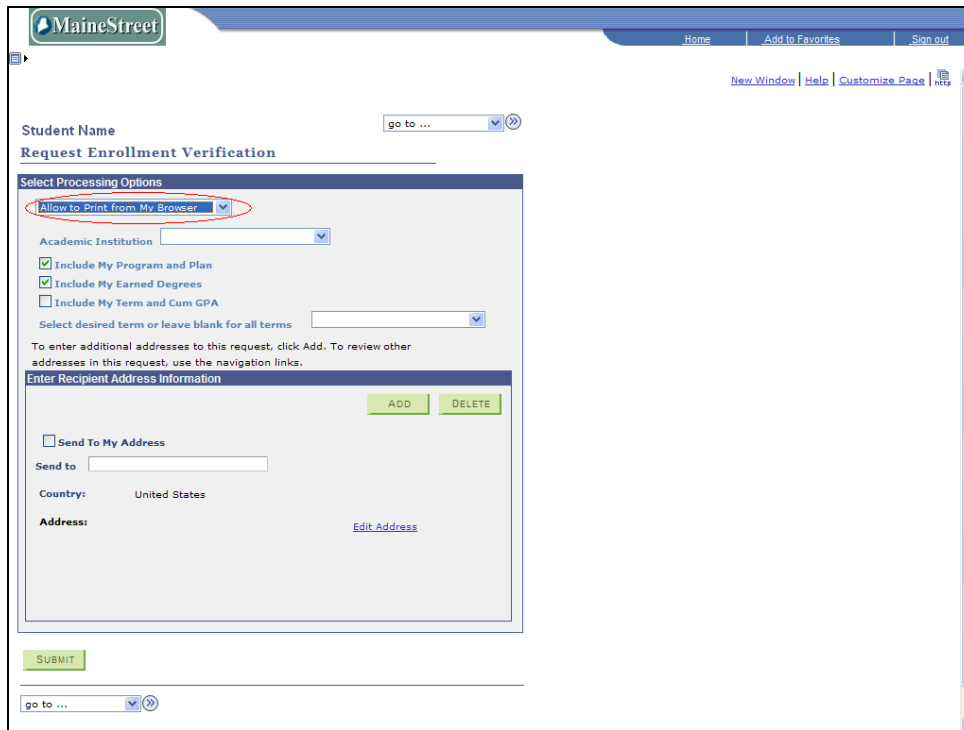


**2008 Fall Schedule**

Class	Schedule	Room
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weekly schedule ▶

Step	Action
5.	Click the <b>Go</b> button. 



Student Name

**Request Enrollment Verification**

**Select Processing Options**

**Allow to Print from My Browser** ▼

Academic Institution

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.


**Enter Recipient Address Information**

Send To My Address

Send to

Country: United States

Address:  [Edit Address](#)

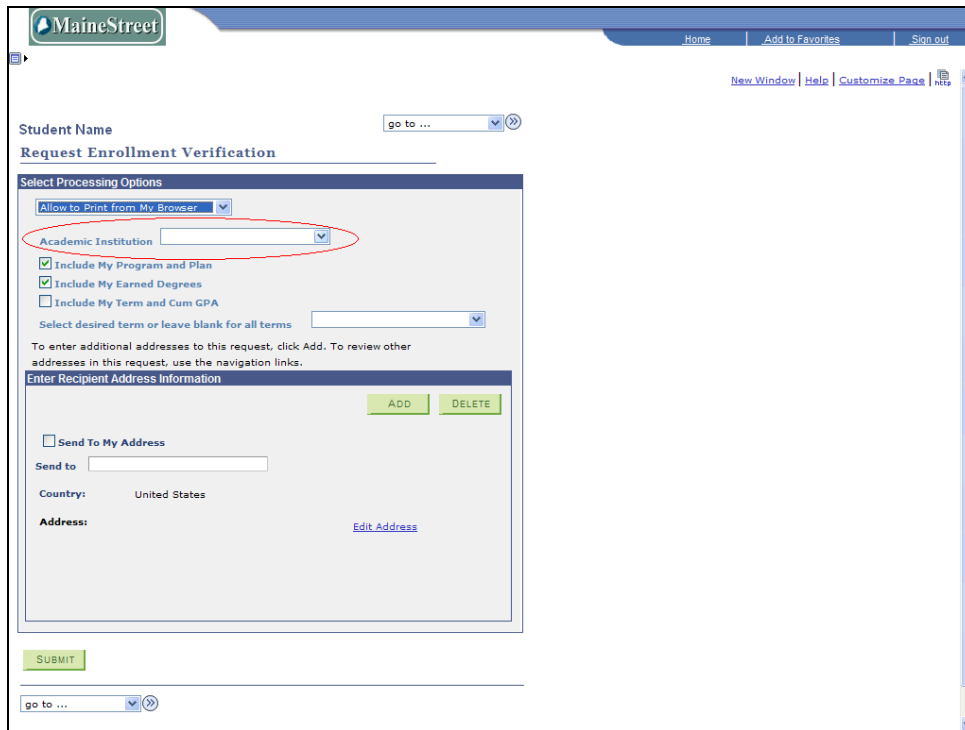
Step	Action
6.	On the <b>Request Enrollment Verification</b> page, click on the first drop-down arrow in the <b>Select Processing Options</b> section. 

# Process Document

## Enrollment Verification Request Via Student Self-Service



Step	Action
7.	<p>Click on the desired processing option to select it.</p> <p>For this example, click on <i>Allow to Print from My Browser</i> to select that option.</p> <p><input type="text" value="Allow to Print from My Browser"/></p>



Student Name

**Request Enrollment Verification**

**Select Processing Options**

Allow to Print from My Browser

**Academic Institution**

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

**Enter Recipient Address Information**

Send To My Address

Send to

Country: United States


Address:  [Edit Address](#)


Step	Action
8.	Click on the <i>Academic Institution</i> drop-down arrow.

# Process Document

## Enrollment Verification Request Via Student Self-Service




Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Student Name

**Request Enrollment Verification**

**Select Processing Options**

Allow to Print from My Browser

Academic Institution:

Include My Program  
 Include My Earned Degrees  
 Include My Term and Cum GPA

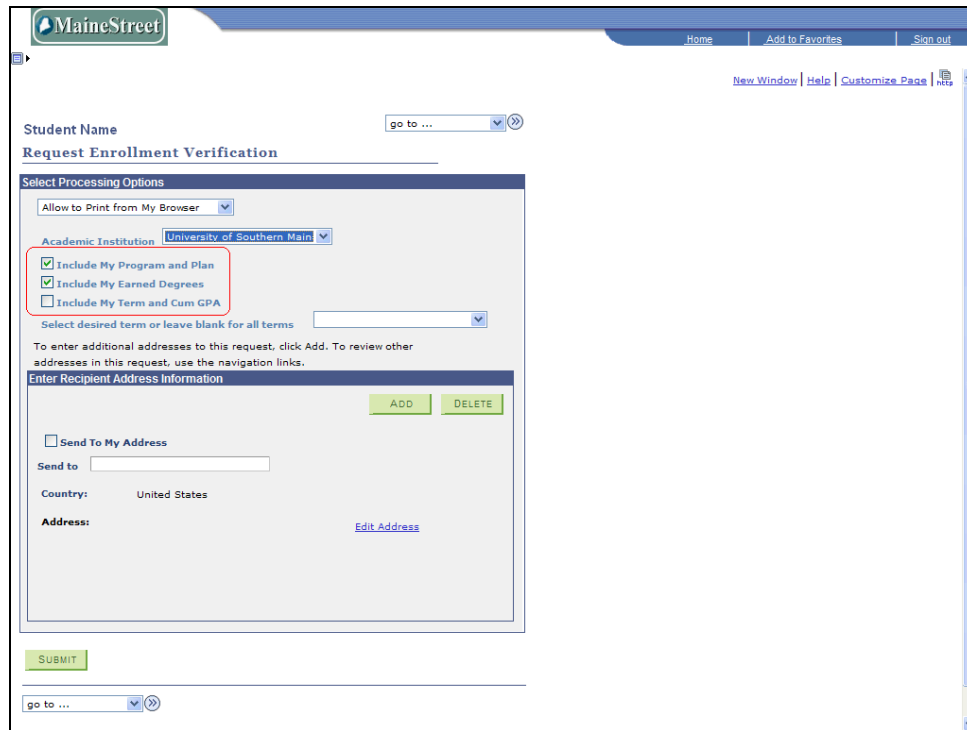
Select desired term or leave blank for all terms:

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

**Enter Recipient Address Information**

Send To My Address  
 Send to:   
 Country: United States  
 Address:  [Edit Address](#)

Step	Action
9.	Click on the institution you wish to process an enrollment verification report for.



Step	Action
10.	Next, you can choose to include any or all of the following options in the report: <ul style="list-style-type: none"> <li>- <b><i>Include My Program and Plan</i></b></li> <li>- <b><i>Include My Earned Degrees</i></b></li> <li>- <b><i>Include My Term and Cum GPA</i></b></li> </ul>
11.	In the <b><i>Select Desired term or leave blank for all terms</i></b> field, click on the drop-down arrow to lookup and select the term you wish to request an enrollment verification for or leave the field blank to include all terms you attended the institution.
12.	In the <b><i>Enter Recipient Address Information</i></b> section, indicate if you want a copy of the report mailed to you.  For this example, select the <b><i>Send To My Address</i></b> option. <input type="checkbox"/> <b><i>Send To My Address</i></b>
13.	When you select the <b><i>Send To My Address</i></b> option, your name will automatically appear in the <b><i>Send to</i></b> field.  The <b><i>Address Type</i></b> field will also appear. Click on the drop-down arrow to select the appropriate <b><i>Address Type</i></b> .

# Process Document

## Enrollment Verification Request Via Student Self-Service



**Verify Address:**

Country:  [Change Country](#)

Address 1:

Address 2:

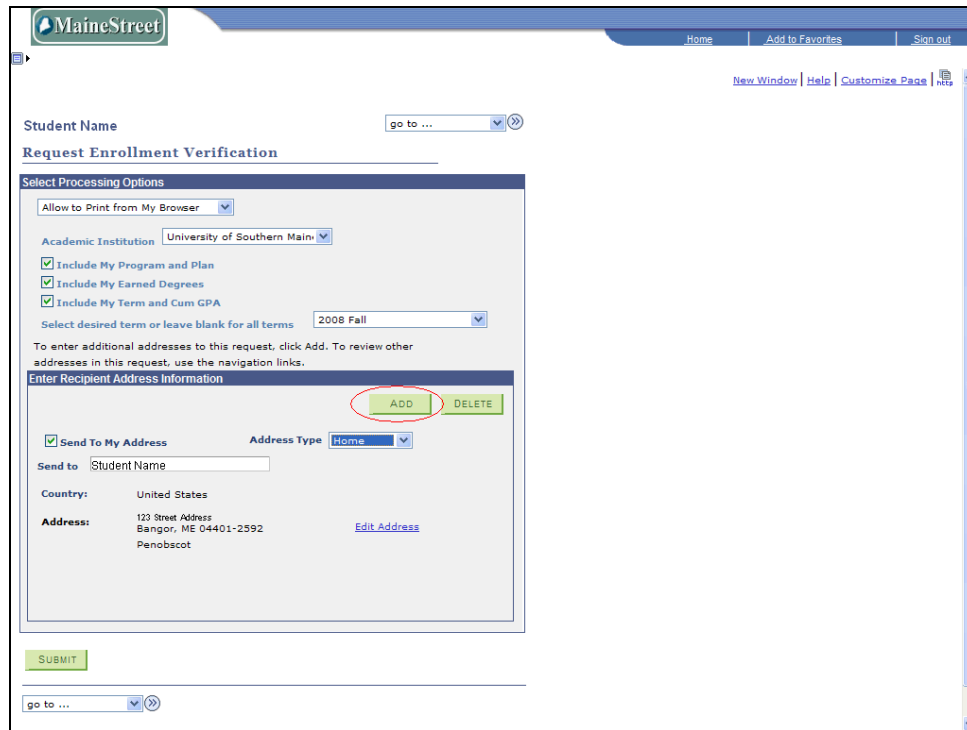
Address 3:

Postal:  City:  State:  Maine

County:

[Override](#)

Step	Action
14.	<p>The <b>QuickAddress Address Selection</b> page opens. The <i>Quick Address</i> (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).</p> <p>Verify that the address entered in MaineStreet for the Address Type you selected is correct. (See UPK topic for editing addresses for information about how to edit an address).</p> <p>If the address is accurate, click the <b>OK</b> button. If you need to apply changes to the address, click the <b>QuickAddress</b> button.</p>



The screenshot shows the 'Request Enrollment Verification' page. The 'Enter Recipient Address Information' section is highlighted, and the 'ADD' button is circled in red. The page includes a 'Student Name' field, a 'Request Enrollment Verification' title, and a 'Select Processing Options' section with various checkboxes and dropdown menus. The 'Enter Recipient Address Information' section includes a 'Send to My Address' checkbox, an 'Address Type' dropdown, a 'Send to' field, and a pre-filled address for 'United States' in 'Bangor, ME'.

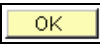
Step	Action
15.	To request that the enrollment verification report be sent to an additional recipient, click the <b>ADD</b> button in the <i>Enter Recipient Address Information</i> section.
16.	Enter the name of the additional recipient in the <b>Send to</b> field.
17.	To enter the address for this recipient, click the <b>Edit Address</b> link. <a href="#">Edit Address</a>



# Process Document

## Enrollment Verification Request Via Student Self-Service



The screenshot shows a web browser window with the 'MaineStreet' logo in the top left. The page title is 'QuickAddress Address Selection'. The form contains the following fields: Address Line 1, Address Line 2, Address Line 3, City, State, Postal Code, and County. Below the fields are 'Search' and 'Cancel' buttons. A 'powered by QuickAddress' logo is located at the bottom center of the form area. The browser's address bar shows 'Home', 'Add to Favorites', and 'Sign out' options. There are also links for 'New Window', 'Help', 'Customize Page', and a printer icon.

Step	Action
18.	<p>The <b>QuickAddress Address Selection</b> page opens.</p> <p>The <i>Quick Address</i> (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).</p> <p>Enter the street address in the <i>Address Line 1</i> field.</p>
19.	<p>With the QuickAddress Selection system, besides the Street Address, you only need to enter the <i>Postal Code</i>. After you enter the <i>Postal Code</i>, QAS will automatically enter the <i>City</i>, <i>State</i> and <i>County</i> for you.</p>
20.	<p>When finished entering the address, click the <b>OK</b> button.</p> 

Step	Action
21.	When you are finished adding recipient addresses, submit your request by clicking the <b>Submit</b> button. 
22.	To return to the <b>Student Center</b> , click on the drop-down arrow in the <i>go to</i> field. 

# Process Document

## Enrollment Verification Request Via Student Self-Service



[Home](#) | [Add to Favorites](#) | [Sign out](#)  
[New Window](#) | [Help](#) | [Customize Page](#) | [NTS](#)

**Student Name**

**Request Enrollment Verification**

- My Class Schedule
- Student Center**
- go to ...

**Select Processing Options**

Allow to Print from My Browser

**Academic Institution:** University of Southern Maine

Include My Program and Plan  
 Include My Earned Degrees  
 Include My Term and Cum GPA

Select desired term or leave blank for all terms: 2008 Fall

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

**Enter Recipient Address Information**

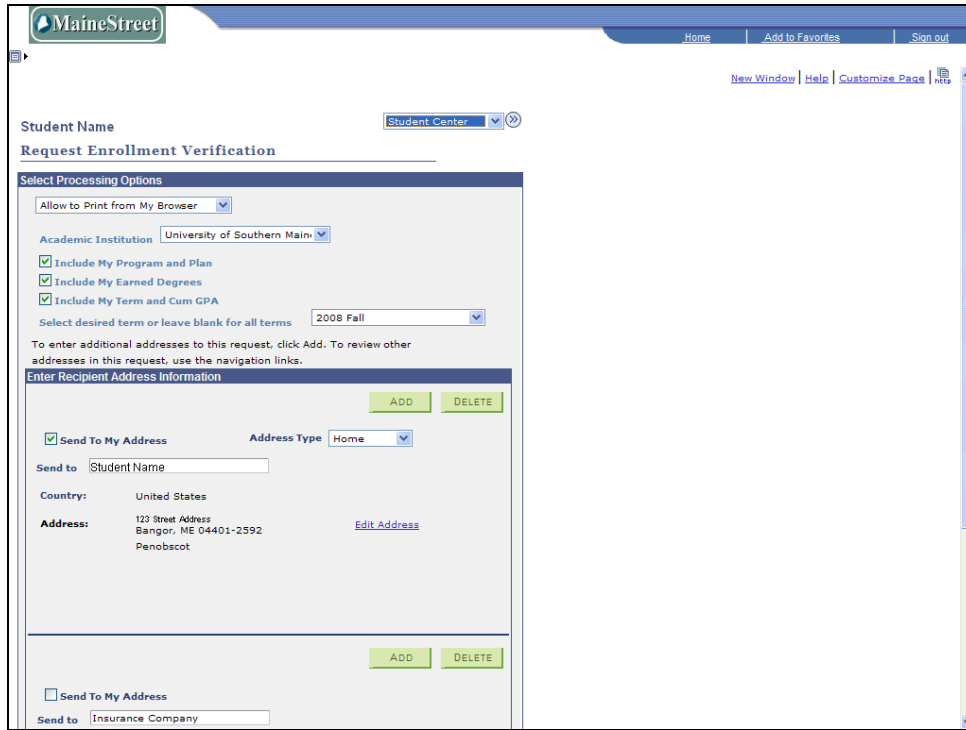
Send To My Address      Address Type: Home

Send to:

**Country:** United States  
**Address:** 123 Street Address  
 Bangor, ME 04401-2592      [Edit Address](#)  
 Penobscot


Send To My Address  
 Send to:

Step	Action
23.	Click on <b>Student Center</b> to select it. <input type="text" value="Student Center"/>



The screenshot shows the 'Request Enrollment Verification' page in the MaineStreet system. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, the user is logged in as 'Student Center'. The main heading is 'Request Enrollment Verification'. The form is divided into two main sections:

- Select Processing Options:** This section includes a dropdown for 'Allow to Print from My Browser', a dropdown for 'Academic Institution' (set to 'University of Southern Maine'), and three checked checkboxes: 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA'. There is also a dropdown for 'Select desired term or leave blank for all terms' (set to '2008 Fall').
- Enter Recipient Address Information:** This section has an 'ADD' and 'DELETE' button at the top. It includes a checkbox for 'Send To My Address' (checked), an 'Address Type' dropdown (set to 'Home'), and a 'Send to' field (set to 'Student Name'). Below this, the 'Country' is 'United States' and the 'Address' is '123 Street Address, Bangor, ME 04401-2592, Penobscot'. There is an 'Edit Address' link. At the bottom of this section, there are 'ADD' and 'DELETE' buttons. Below this section, there is another 'Send To My Address' checkbox (unchecked) and a 'Send to' field (set to 'Insurance Company').

Step	Action
24.	Click the <b>GO!</b> button. 
25.	<b>End of Procedure.</b>