Log onto Verification Services

1. Go to www.enrollmentverify.org.

Current Enrollment, Degrees/Past Attendance, and Professional Certification/Licenses

VERIFY NOW!

Check Participating Schools/Providers

- Current Enrollment
- Degrees/Past Attendance
- Professional Certifications/Licenses

Questions? Check Verification Services Help

(If you want to log in as a guest user, click **Verify Now!**)

2. To log in with a secure user name and password, click **User Login** in the top-right green utility menu or the **"Want to log in?"** text link on the right side of the page.

3. Enter your secure user name and password and click the **Log in>** button.

Log In

User Name: [_____]

Password: [_____]

Log in >

Forgot your User ID or Password?

Looking for FTP? Secure FTP Login

System Requirements

Don't Have A Login?

Perform a Verification >

Order a Transcript >

Bookmarking this page will result in an error.

Choose the Request Type

1. Check the verification type under **"WHAT would you like to verify?"** <u>**Check the Current Enrollment option as this is the only option currently available for Imperial Valley College**</u>. This option will automatically generate extra fields, where you can enter the name of the school, dates attended, etc.

Request a Verification

Select the type(s) of verification that you would like to perform and provide the requested information for the subject. Required fields are marked with an asterisk(*).

WHAT would you like to verify?

☐ Degree or School Certificate *(undergraduate or graduate)*

☑ Current Enrollment *(within the past 6 months)*

    * School: Imperial Valley College

               IMPERIAL VALLEY COLLEGE (IMPERIAL, CA)   🞫   ⊗ Advanced Search

☐ Dates of Attendance *(for someone who has NOT received a degree)*

☐ Professional Certificate *(business or technical)*

WHO would you like to verify?

    *Student Name: [_____] [_____] [_____] 🞫

               *FIRST   *MIDDLE*   **LAST*

    Date of Birth: [▼] [▼] [▼]

               MONTH   DAY   YEAR

    Your Reference ID: [_____]

                                              (Submit >)   Cancel

Search for a School

Once you've chosen the request type(s) on the **Request a Verification** page:

1. Start typing in the school name. (As you are typing the school name, you'll notice that a list of potential matches will automatically generate below the field. The potential matches start with the information you entered; up to 10 entries are shown.)

☑ Degree or School Certificate *(undergraduate or graduate)*

    *School: r   🞫   ⊗ Advanced Search

    Degree: RANCHO SANTIAGO COLLEGE (SANTA ANA, CA)

                   RICHARD STOCKTON COLLEGE OF NEW JERSEY (POMONA, NJ)

    Major: RENTON TECHNICAL COLLEGE (RENTON, WA)

    Year: RED WING AREA TECHNICAL INSTITUTE (WINONA, MN)

                   RIVIER COLLEGE (NASHUA, NH)

☐ Current Enroll ROBERT MORRIS JUNIOR COLLEGE (MOON TOWNSHIP, PA)

☐ Dates of Atter RICHMOND COMMUNITY COLLEGE (HAMLET, NC)

☐ Professional C REEDLEY JUNIOR COLLEGE (FRESNO, CA)

                   ROXBURY COMMUNITY COLLEGE (ROXBURY CROSSING, MA)

    If you are having difficulty locating the school name, use the "**Advanced Search**" option.

2. Once you see the right school in the dropdown menu, click on the name. The complete name will automatically appear in the School field.

Submit a Verification Request

After you've selected a school, tell us whose enrollment you want to verify:

WHO would you like to verify?

*Student Name:

[   ] [   ] [   ] +
*FIRST   MIDDLE   *LAST

Date of Birth: [▼] [▼] [▼]
MONTH DAY YEAR

Your Reference ID: [   ]

Submit > Cancel

1. Complete the required student fields, marked with an asterisk (*), under **"WHO would you like to verify?"** The Date of Birth field is optional, but can be entered in the following formats: MM/DD/YYYY, MM/DD, or MM/YYYY.
2. Click the ✚ button if you would like to add a second name for the student (e.g., maiden name, other name by which he/she may be listed). Up to five additional names can be entered for the student.
3. Click **Submit >**.

NOTE: You are only required to complete the First and Last Name fields. If you are uncertain of the other fields, it is better to leave those blank to ensure a successful match.

Enter Credit Card Information

If you are an unregistered (guest) user, you will be required to enter your credit card information each time you submit a new verification request. If you've registered a profile on Verification Services, you can save your secure credit card details, so you can skip this step. However, you will still be required to enter the security code, authorize the charge, and agree to the terms and conditions every time you complete a transaction.

Payment Information

Please enter your personal and billing information below. **All fields are required.** In addition, you must check the Terms and Conditions box below to submit your request.

Personal Information

*Name: [   ] [   ]
       *FIRST   *LAST

*Country: [United States ▼]

*Address: [   ]
          [   ]
          [   ] [▼] [   ]
          *CITY   *STATE *ZIP CODE

Phone: [   ]

*Email: [   ]

*Confirm Email: [   ]

☐ This verification is being requested on behalf of an organization.

☐ Use my personal information as my billing information.

Billing Address For Credit Card

*Country: [United States ▼]

*Address: [   ]
          [   ]
          [   ] [▼] [   ]
          *CITY   *STATE *ZIP CODE

*Phone: [   ]

Credit Card Information

*Name on Card: [   ]

*Credit Card Type: [▼]

*Credit Card Number: [   ]

*Expiration: [▼] [▼]

*Security Code: [   ] ❓

| 1 Degree Verification(s) | $6.50 |
| **Total Due** | **$6.50** |

☐ I authorize the National Student Clearinghouse to charge $6.50 to my credit card. This charge will appear on my account as "Natl Stdnt Clearinghouse".

☐ I have read and agree to the Terms and Conditions.

[Submit]   Cancel

1. Complete the online credit card authorization form.
2. Select both checkboxes at the bottom of the page. (Once you select the second box, the Terms and Conditions popup will appear. Scroll down to read the agreement, and then click **Accept** at the end.)
3. Click **Submit**.

View a Verification

After you've submitted a verification and/or entered payment information (for credit card users), you will see the Verification Results page. The "Green Ribbon" shows that an enrollment certification has been successfully confirmed.

Order #100155186

Order ID	Transaction ID	Status	Type	School/Organization	
100155186	100155591	🏅 Confirmed(pdf)	Current Enrollment	LONGWOOD UNIVERSITY	⊙

Request Another Verification

Click the ⊙ green arrow button to expand the order, revealing the details of the verification.

Status Types

🏅 **Confirmed**

❓ **Unable to confirm using the information you provided**

📖 **Pending-School Research**
 Pending-Awaiting Consent

Print a Certificate

After you've viewed your verification summary:

Order #100155186

Order ID	Transaction ID	Status	Type	School/Organization	
100155186	100155591	🏅 Confirmed(pdf)	Current Enrollment	LONGWOOD UNIVERSITY	⊙

Request Another Verification

1. Click the **"pdf"** link to open, save, and/or print the verification certificate for your records.
2. If you're a credit card user, click on the **"order receipt"** link at the top of the page to save and/or print your payment receipt. (Note: All registered and unregistered credit card users can view the transaction credit card receipt by querying past transactions.)

   To look up past transactions, see **How to View Order History**.