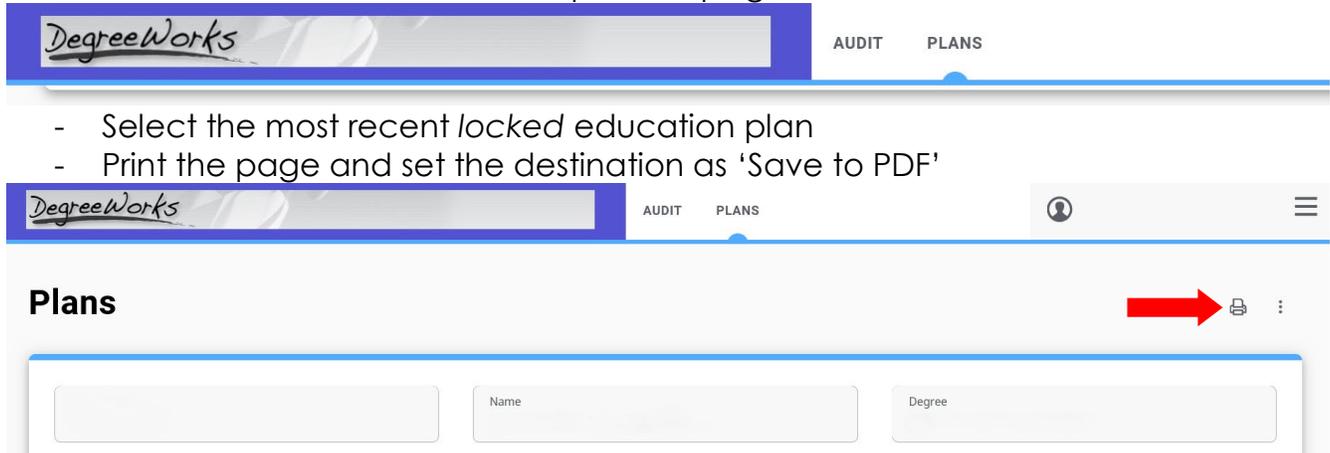


## How to Help Veteran Students and Dependents Apply for Certification

### 1. Downloading an Education Plan

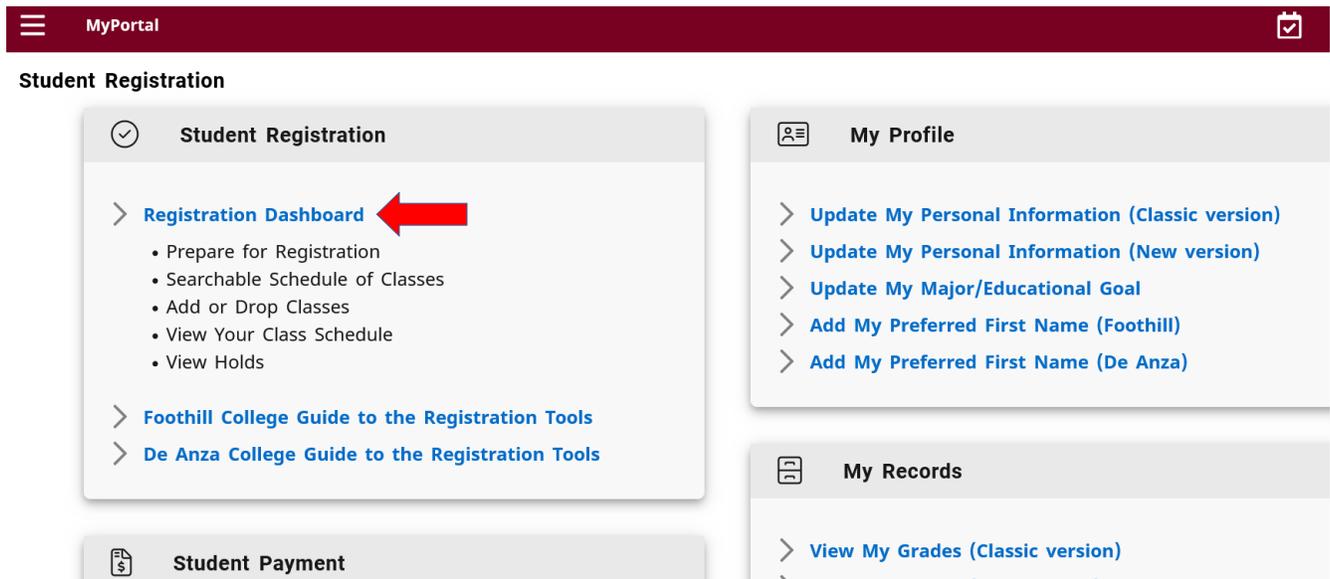
- Locate Degree Works in MyPortal
- Select the 'Plans' tab at the top of the page



The screenshot shows the DegreeWorks web application. At the top, there is a navigation bar with 'DegreeWorks' on the left and 'AUDIT' and 'PLANS' on the right. The 'PLANS' tab is highlighted with a blue underline. Below the navigation bar, there is a search area with three input fields labeled 'Name' and 'Degree'. To the right of the search area, there is a red arrow pointing to a print icon.

### 2. Downloading a Schedule

- Locate Student Registration in MyPortal
- Click on 'Registration Dashboard'



The screenshot shows the MyPortal Student Registration dashboard. At the top, there is a dark red header with 'MyPortal' on the left and a checkmark icon on the right. Below the header, there is a 'Student Registration' section with a list of options. A red arrow points to the 'Registration Dashboard' link. To the right, there is a 'My Profile' section with a list of options. Below the 'Student Registration' section, there is a 'Student Payment' section.

- Click on 'View Registration Information'

[Student](#) • [Registration](#)

## Registration

What would you like to do?



### [Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



### [Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



### [View Registration Information](#)

View your past schedules and your ungraded classes.



- Select the term

[Student](#) • [Registration](#) • [View Registration Information](#)

## View Registration Information

Look up a Schedule

Active Registrations

### Class Schedule

Term: 2021 Spring De Anza



Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
<a href="#">Energy, the Environment...</a>	E S D004., 51Z	4	47394	Dist Ed: Int...	Normal Grad...	De Anza Und...	10 Week S...	None	02/26/2021	Registered	**Web Re...
<a href="#">Environmental Resource...</a>	E S D061B, 50Z	4	42496	Dist Ed: Int...	Normal Grad...	De Anza Und...	Full Term	None	02/26/2021	Registered	**Web Re...
<a href="#">Introduction to Environm...</a>	E S D001., 52Z	4	44987	Dist Ed: Int...	Normal Grad...	De Anza Und...	Full Term	None	02/26/2021	Registered	**Web Re...



- Click the printer icon on the right

[Student](#) • [Registration](#) • [View Registration Information](#)

## View Registration Information

Look up a Schedule

Active Registrations

### Class Schedule

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<a href="#">Introduction to Environm...</a>	E S D001., 52Z	4	44987	Dist Ed: Int...	Normal Grad...	De Anza Und...	Full Term	None	02/26/2021	Registered	**Web Re...

- Set the destination as 'Save to PDF'

### 3. Requesting Certification

- Go to the VRC webpage at <https://www.deanza.edu/veterans/>
- Scroll down to 'Here's How To', then click 'Student Forms'

veterans and their dependents with services that support the attainment of their academic and career goals.

**TUITION ASSISTANCE FOR ACTIVE SERVICE MEMBERS ▶**

### Steps to Enroll with VA Benefits

- 1 APPLY FOR FINANCIAL AID ▼
- 2 APPLY FOR ADMISSION TO DE ANZA ▼
- 3 APPLY FOR VA EDUCATIONAL BENEFITS ▼
- 4 ORDER TRANSCRIPTS ▼
- 5 COMPLETE THE ASSESSMENT PROCESS ▼

dates

### Here's How To

Request Enrollment Certification:

- Visit our [Student Forms](#) webpage
- Click to download the "Request for Enrollment Certification" form
- Complete the form and return via email.

Speak with a counselor:

Use the [online scheduler](#) to

- Scroll down to 'Request for Certification Form' and click the link
- Fill out the information required (last name, first name, CWID, which VA benefit is being used, quarter requested, and year)
- Attach the Education Plan
- Attach the schedule
- Agree to the Student Responsibilities
- E-sign the document and submit it