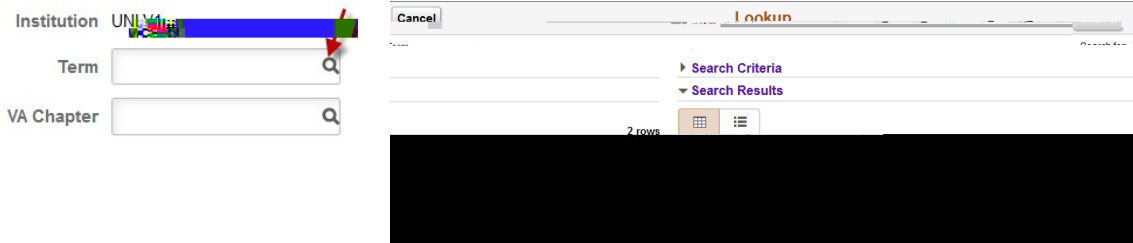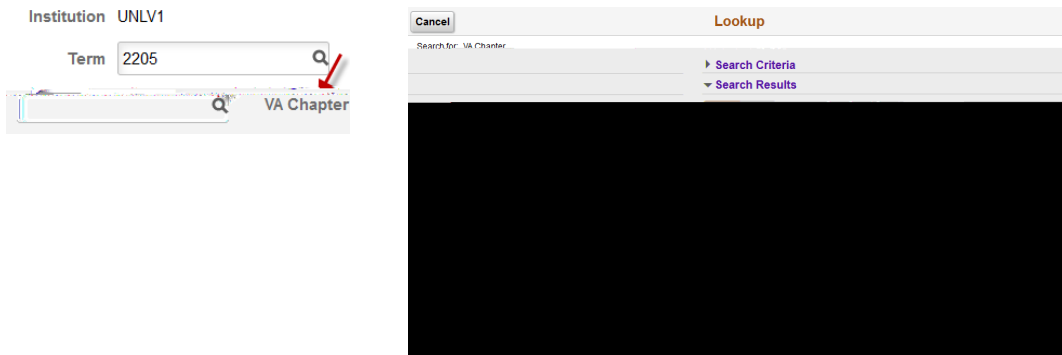- Click the magnifying glass in the *Term* field to pull up the terms available for certification. **Select the** _____ **in the list of available options that you wish to request certification for.**

- Click the magnifying glass in the *VA Chapter* field to pull up the list of VA benefit chapters. **Select the** _____ **you fall under in the list of available options.**

- Verify that the selections made in *Term* and *VA Chapter* fields are correct. Make necessary adjustments as needed and click the *OK* button.
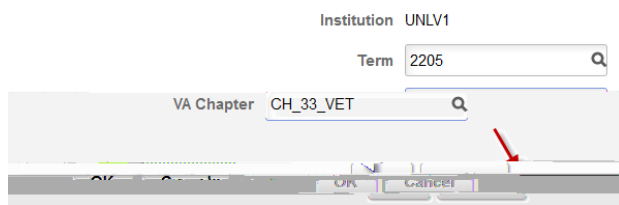
- **Pay close attention to the** _____ **text as you navigate through the process.** This will show you what page you are missing required information on. You cannot submit a Certification Request unless **all** required information has been provided. If you see you are missing information on a specific page, you will need to navigate back to that page and complete it.

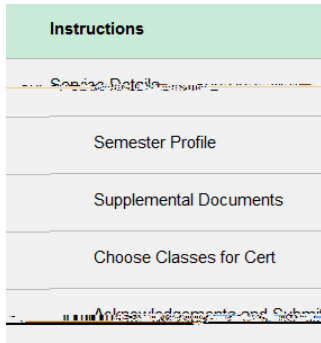   **Missing Information in the following Pages:**
    Semester Profile Page: Missing Answers
    Choose Classes for Cert Page: No classes selected for Certification
    Acknowledgements and Submit Page: Missing Acknowledgements

    As you complete pages they will drop off the list. For example, the required information was completed on the _____ **page so the alert** _____ **is no longer listed.**

    Missing Information in the following Pages:
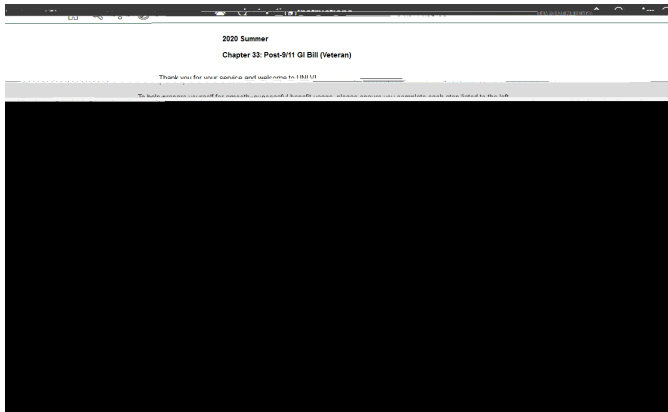   Choose Classes for Cert Page: No classes selected for Certification
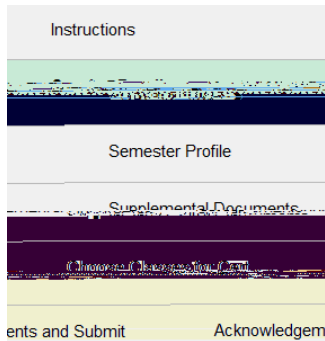   Acknowledgements and Submit Page: Missing Acknowledgements

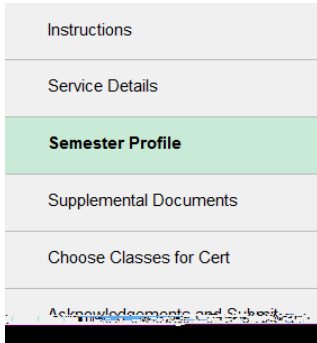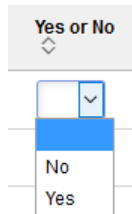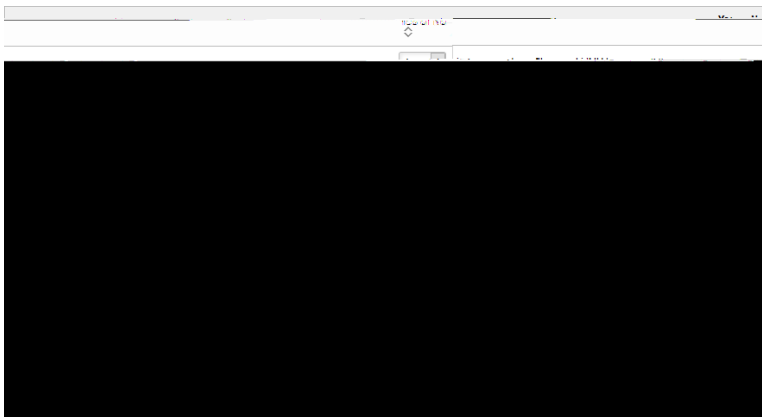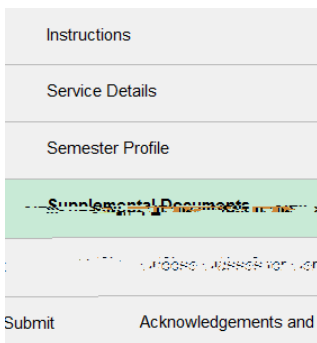| 4.	**View** **.**
	Instructions
	Semester Profile
	Supplemental Documents
	Choose Classes for Cert
	Acknowledgements and Submit
	Process Notes:
	• Read through the chapter specific *Instructions*. Click the *Next* button when finished.
	2020 Summer
	Chapter 33: Post-9/11 GI Bill (Veteran)
5.	**Complete the** **information for the service member.**
	Instructions
	Semester Profile
	Supplemental Documents
	Choose Classes for Cert
	ents and Submit Acknowledgem
	Process Notes:
	• Click the magnifying glass in the *Military Branch ID* field to pull up the list of Military Branches. **Select the the service member served in.** If you are a dependent and do not know this information you can leave it blank.
	Military Branch ID
	Cancel Lookup
	Search Criteria
	Search Results
	Military Branch ID / Military Branch
	SA Army
	SAF Air Force
	National Guard USAF_NG
	Coast Guard USCG
	Marine Corps USMC
	Navy USN

6.	**Complete the** section.
	Instructions
	Service Details
	Semester Profile
	Supplemental Documents
	Choose Classes for Cert
	Acknowledgements and Submit
	Process Notes:
	• Read each question and select whether it applies to you in the *Yes or No* dropdown.
	Yes or No
	No
	Yes
	• Click the *Save & Next* button once all the questions have been answered. **Please note each question requires an answer.**
7.	**Attach** .
	Instructions
	Service Details
	Semester Profile
	Supplemental Documents
	Submit Acknowledgements and
	==**Save all documents to be uploaded using the naming convention listed below.**==
	NSHE_LastName_(short doc description)
	Example: 1234567890_Smith_COE

Process Notes:

- Refer to the list displayed on this page to determine what documents are needed. **This will vary by chapter. Some documents are submitted only once and some documents are needed each semester.**

- Click the magnifying glass in the *VA Form ID* field to pull up the list of document names. **Select the _____ for the document you wish to upload.**

- Click the *Add Attachment* button.

- Click the *My Device* icon.

- Select the file you want to upload from your device (**make sure to use the proper naming convention displayed below when saving the document prior to upload**). Click the *Open* button.

  NSHE_LastName_(short doc description)
  Example: 1234567890_Smith_COE

- Click the Save & Next button.

9.   **Complete the   section.**

Process Notes:
- Read and acknowledge each question by selecting *Yes* in the *I have read and understand* dropdown.
All questions req tt-7.w 3.8w