

## Instructions for Enrollment Verification Request via MyNSCC

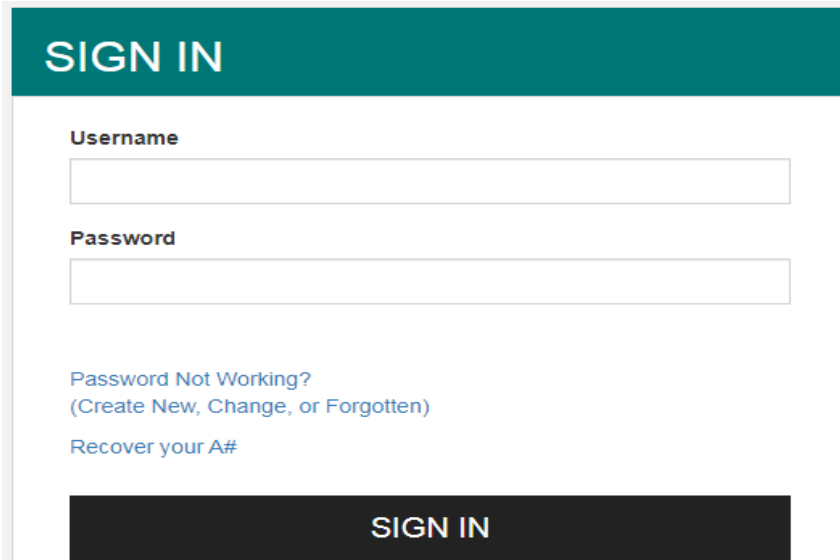
Records Office

Suite: 207, Student Services Center

120 White Bridge Rd. - Nashville, TN 37209

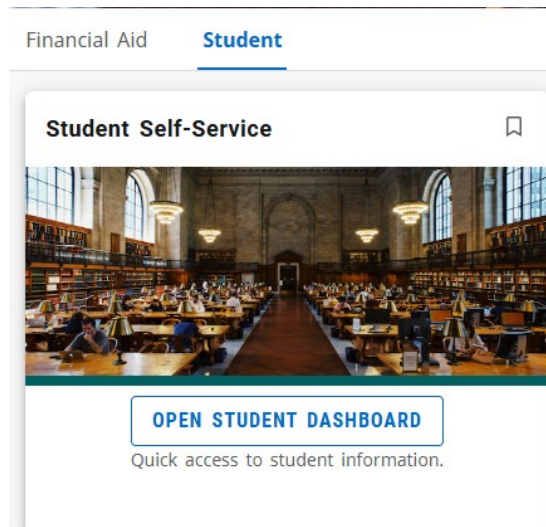
Phone: (615) 353-3218 / Fax: (615) 353-3302 [records@nsc.edu](mailto:records@nsc.edu)

- 1) Log in to MyNSCC
  - a. Go to <https://www.nsc.edu/> and select “myNSCC” from the “For Current Students” tab.
  - b. Enter A number for Username. Be sure to capitalize the A and include the first two zeros (example: A00xxxxxx)
  - c. Enter password
  - d. Click “Sign In”
  - e. If you do not know your A number/password, click on the following links as applicable:
    - i. “Password Not Working? (Create New, Change, or Forgotten)”
    - ii. “Recover Your A#”



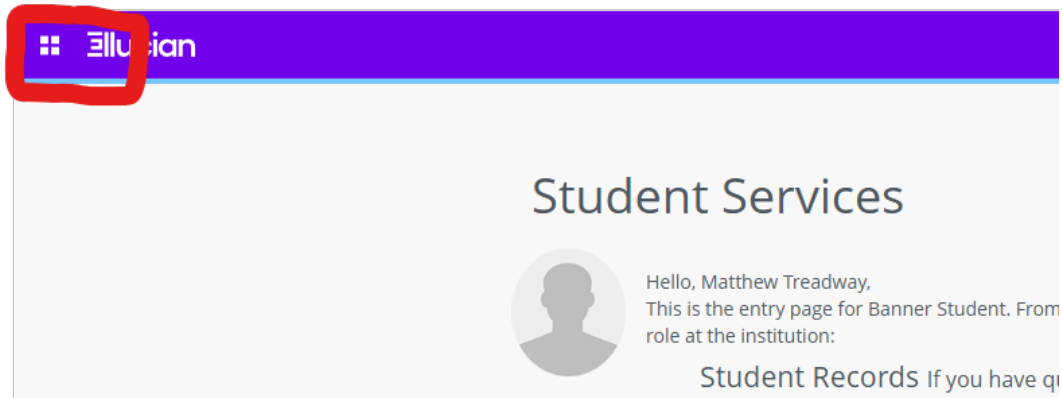
The screenshot shows a sign-in form with a teal header containing the text "SIGN IN". Below the header are two input fields: "Username" and "Password". Under the password field, there are two links: "Password Not Working? (Create New, Change, or Forgotten)" and "Recover your A#". At the bottom of the form is a dark grey button with the text "SIGN IN" in white.

- 2) On the homepage for your account, select the “Open Student Dashboard” tile under the “Student” tab.

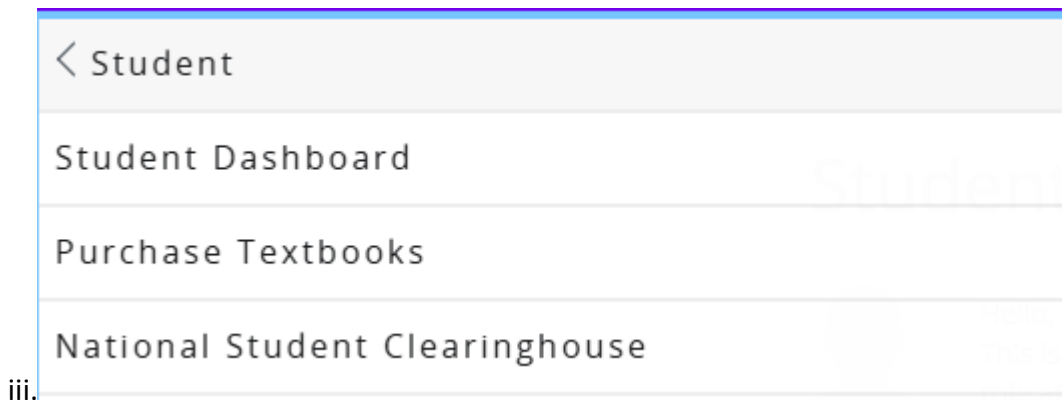
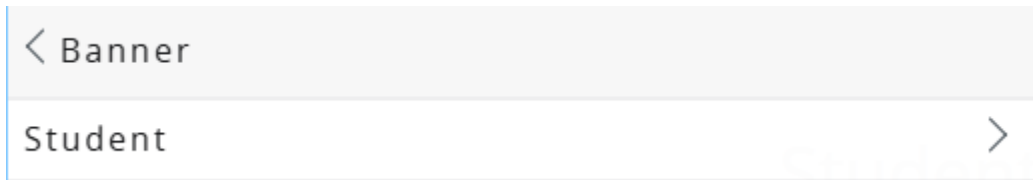
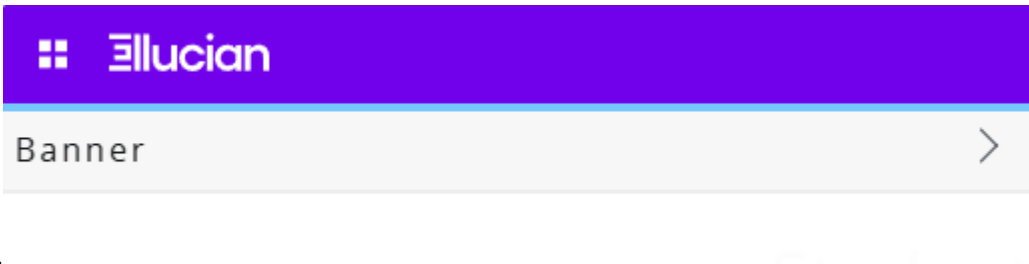


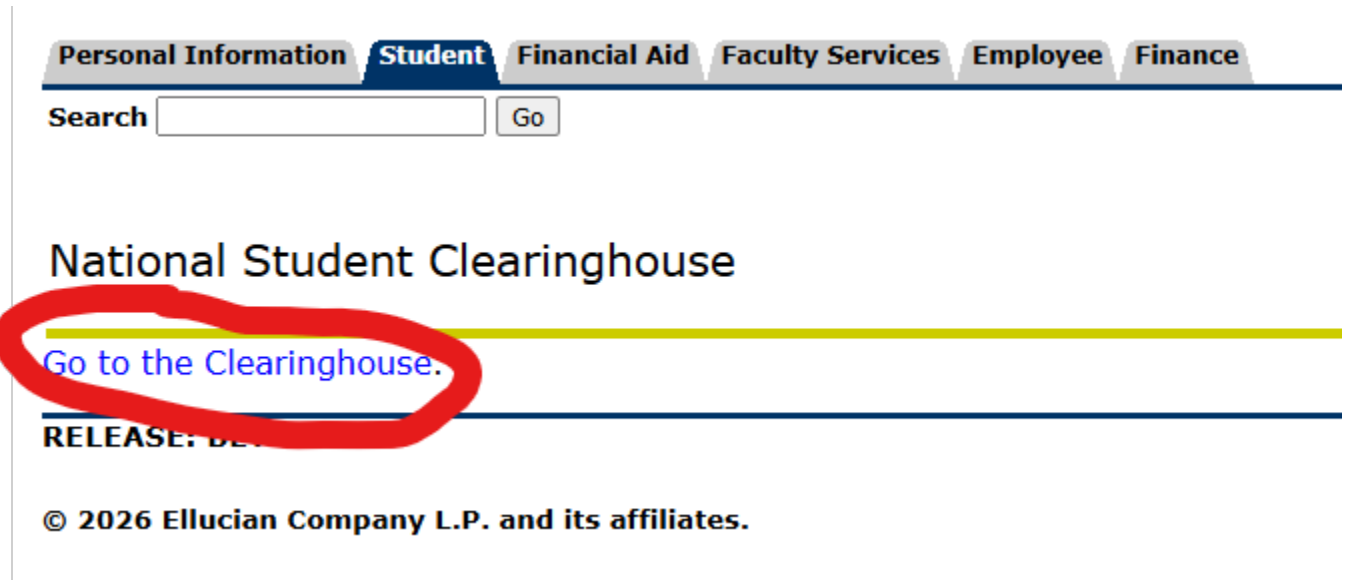
The screenshot shows a navigation bar with "Financial Aid" and "Student" tabs. The "Student" tab is active. Below the navigation bar is a tile titled "Student Self-Service" with a bookmark icon. The tile features a photograph of a library interior. At the bottom of the tile is a blue button labeled "OPEN STUDENT DASHBOARD" and the text "Quick access to student information."

3) Open the menu in the top left corner of the "Student Services" screen.



4) Select i. "Banner", then select ii. "Student", and then select the iii. "National Student Clearinghouse" link and then the iv. "Go to the Clearinghouse" link.





- 5) This takes you to the National Student Clearinghouse website. You will see two options under the first sentence: “Current Enrollment” or “All Enrollment.” Select the one that applies.
- 6) Select “Obtain an enrollment certificate” link.
  - a. This automatically downloads your enrollment certificate. Go to your downloads file (if it is not a tab/link at the bottom of your screen) to find the certificate and save/print/send as appropriate.

