**POINT PARK**
**U N I V E R S I T Y**

# How to Access an Enrollment Verification Certificate

Many outside agencies require students to provide a letter for enrollment status in an accredited college or university. These agencies may include: health insurance companies, auto insurance agencies and various loan guarantee agencies. The agencies may provide the students a form or ask for a letter of verification from the Office of the University Registrar.

In order to print a verification of enrollment certificate through **PointWeb**, follow these steps:

1.  Login to **PointWeb** with your Student ID Number and Password at Pointweb.pointpark.edu
2.  Click on the **"Students"** tab at the top of the page in the gray navigation area.
3.  Click on the **"Degree Information"** located inside the orange area on the left side of the screen.
4.  In the middle of the page, look for the **"Clearinghouse Self-Service Access"** heading, and then click the **"Open Self-Service"** link.
5.  Once the National Student Clearinghouse portal opens, click on **"Obtain an enrollment certificate"** to generate your enrollment verification certificate.
6.  Print out the enrollment certificate.

*If you have any questions regarding enrollment verifications, please contact the Office of the University Registrar at **412-392-3861**.