

Printing Enrollment Verification from OneTech

To conveniently serve students, Arkansas Tech University has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You can print an official Enrollment Verification Certificate simply by accessing the OneTech student portal at <http://onetech.atu.edu>.

After you've logged in:

Click on the **Student** tab. In the Registration Tools Channel, click the **Enrollment Verification** link.

The screenshot shows the OneTech student portal interface. At the top, there is a navigation bar with tabs: Welcome, Faculty/Advisor, **Student**, Staff, Finance, Library, and Tutorial. The 'Student' tab is highlighted. To the right of the navigation bar, there is a 'Welcome' message and a 'My Account Content Layout' link. Below the navigation bar, there are several sections: 'Academic Profile' (Primary), 'Personal Information', and 'Registration Tools'. The 'Registration Tools' section is expanded, showing links for: Registration Status, Look Up Classes, Register and Add/Drop Classes, Student Detail Schedule, and **Enrollment Verification**. A black arrow points from the 'Enrollment Verification' link in the Registration Tools section to the 'Enrollment Verification' link in the navigation bar.

You will be directed to the **National Student Clearinghouse Student Self-Service Site**. Follow the on-screen instructions and links to print the certificate that will meet your needs.

The screenshot shows the National Student Clearinghouse Student Self-Service Site. At the top, there is a navigation bar with links: Back to Student Tab, E-mail, Calendar, Groups, Logout, and Help. Below the navigation bar, there is a header for the National Student Clearinghouse Student Self-Service Site. The main content area contains a message about a system upgrade on Oct. 9-12. Below the message, there are instructions for users to select from the following options:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.
 - Current enrollment
 - All enrollment
- View the enrollment information on file with the Clearinghouse.
- View the student loan deferral notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.