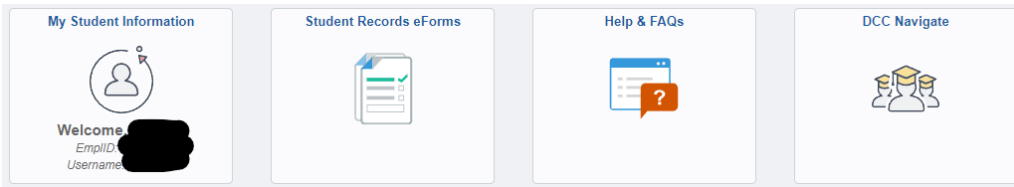
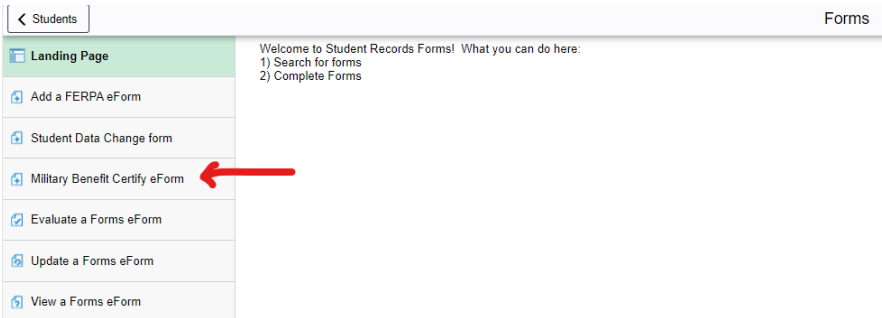


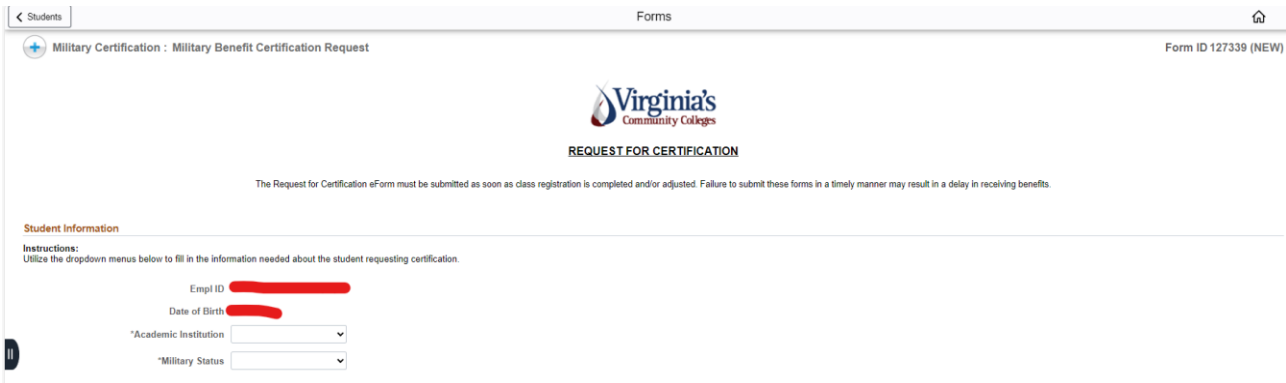
Students sign into their account and click on Student Records eForms



Students then will click Military Benefit Certify eForm



Students will now be able to view and begin to fill out their Request For Certification of their VA Education Benefits



Students will scroll down and make the appropriate selections to complete the form. At the end, click submit. Ensure you receive an email confirmation that the form is complete.



If the student clicked Save and has not submitted, they can go back and click on Student Records eForms



Now click on Update a Forms eForm

The screenshot shows a sidebar menu on the left with the following items: Landing Page, Add a FERPA eForm, Student Data Change form, Military Benefit Certify eForm, Evaluate a Forms eForm, Update a Forms eForm (highlighted with a red arrow), and View a Forms eForm. The main content area displays a welcome message: "Welcome to Student Records Forms! What you can do here: 1) Search for forms 2) Complete Forms".

Now go to the Form Type, select the magnifying glass

The screenshot shows the 'Forms' search interface. The 'Form Type' dropdown menu is open, and the magnifying glass icon is selected. The search criteria are: Form ID (Begins With), Form Type (Begins With), Form Status (is Equal To), and Empl ID (Begins With). Buttons for Search, Clear, and Save Search are visible at the bottom.

Click on Military Benefit Certification

The screenshot shows a 'Lookup' dialog box with a 'Cancel' button at the top left. Below it are sections for 'Search Criteria' and 'Search Results'. The 'Search Results' section shows a table with 3 rows:

Form Type	Description
FERPA	FERPA Form
STDTDATACH	Student Data Change Form
VETERAN	Military Benefit Certification

This selects the VETERAN. Now click search

The screenshot shows the 'Forms' search interface with 'VETERAN' selected in the 'Form Type' dropdown. The search criteria are: Form ID (Begins With), Form Type (Begins With), Form Status (is Equal To), and Empl ID (Begins With). Buttons for Search, Clear, and Save Search are visible at the bottom.

Once the student clicks search, they will be able to return to their form to update and submit it.