

# INSTRUCTIONS FOR OBTAINING AN ENROLLMENT CERTIFICATE



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# INSTRUCTIONS FOR OBTAINING AN ENROLLMENT CERTIFICATE

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# INSTRUCTIONS FOR OBTAINING AN ENROLLMENT CERTIFICATE

## PROCESS

These instructions are used to assist students in navigating through POUNCE to view and/or update personal information.

## INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.
2. Select “Enrollment Certification – myHub”.

The screenshot shows the POUNCE myHub navigation menu. At the top, there are five tabs: Student, Registration, Financial Aid, Student Account, and Faculty and Advisors. Below the tabs, the 'Student' section is active. A grid of service tiles is displayed, with the 'Enrollment Certification - myHub' tile highlighted with a red border. The other tiles include JagTrax for Students, Parking Registration & Permit Payment, Personal Information, Request Official Transcripts, Review Action Items, Student Health Insurance Waiver, Student Immunization Information, View Grades, View Status of Transcript Requests, and View Unofficial Academic Transcript.

Student	Registration	Financial Aid	Student Account	Faculty and Advisors
Student				
<b>Enrollment Certification - myHub</b> Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	<b>JagTrax for Students</b> View and plan your degree progress.	<b>Parking Registration &amp; Permit Payment</b> Choose a permit and pay for your permit here each semester.		
<b>Personal Information</b> Update addresses, contact information or marital status.	<b>Request Official Transcripts</b> Transcripts requested in POUNCE are sent standard mail, and there is no charge.	<b>Review Action Items</b> Review items that need your attention. Some of these may prohibit registration.		
<b>Student Health Insurance Waiver</b> This is only for students who are included in student health insurance enrollment.	<b>Student Immunization Information</b> Enter and submit immunization information.	<b>View Grades</b> View grades by term and level, or across terms, or across levels.		
<b>View Status of Transcript Requests</b> View order date of transcripts.	<b>View Unofficial Academic Transcript</b> View your Unofficial Academic Transcript			

3. Log in or create an account.
4. You will need to use DUO multifactor authentication to verify.
5. If this is your first time using Myhub, you will have to agree to the Myhub Terms and Conditions of Use and enable a second verification method (either using Google Authenticator, SMS Authentication, or Email Authentication).

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Myhub

[Clearinghouse home](#)

## Welcome to Myhub

### Accept terms and conditions

Scroll to the end of the page to accept the terms and conditions below

### Myhub Terms and Conditions of Use

#### Accepting the Terms

These Terms and Conditions of Use ("Agreement") set forth the terms and conditions that apply to your access to Myhub™, as operated by National Student Clearinghouse ("the Clearinghouse," "we," or "us"). By accepting electronically (for example, by clicking "Agree"), accessing [Myhub.org](#) ("Myhub website"), or using the services offered through Myhub website ("Services"), you agree to be bound by the terms and conditions, as set forth below. If you do not agree with this Agreement, then you may not use the Services.

By using the information, tools, features, software and functionality, including content, updates, and new releases provided by the Clearinghouse of the Services, you agree to be bound by this Agreement, as a "Customer" (which means that you have registered for an account to use the Services ("Myhub account")). The terms "you" or "User" also refers to a Customer. You may not use any of the Services and you may not accept this Agreement if you are not legally authorized to accept and be bound by the terms and conditions of this Agreement or are not at least 18 years of age and, in any event, of a legal age to form a binding contract with the Clearinghouse.

#### Creating a Myhub Account/Unauthorized access generally

In order to allow you to use certain Services, you will need to sign up for a Myhub account with the Clearinghouse. You may sign up, as follows:

1. You may create a Myhub account using credentials provided by a postsecondary institution that you attended (an "Institution") through a website that is operated by the Institution. The Institution will authenticate your identity before allowing you to create a Myhub account on the Myhub website. If the Clearinghouse accepts the Institution's authentication of your identity, you will be able to create a Myhub account; or
2. You may create a Myhub account through the Myhub website, subsequent to the Clearinghouse verifying your identity. The Clearinghouse may verify your identity using identity authentication methods utilized by third-party, identity proofing service providers ("Authentication Vendors"). You authorize any such Authentication Vendor and the Clearinghouse to make any inquiries that we consider necessary to validate your identity. These inquiries may include asking you for further information, for example, requiring you to provide your full address, the last four (4) digits of your social security number, requiring you to take steps to confirm ownership of your email address or phone number, and/or verifying the information you provide against third party databases or through other sources. If you do not provide this information or the Clearinghouse cannot verify your identity, the Clearinghouse reserves the right to reject your access to the Services.

If you become aware of any unauthorized use of your Myhub account or the Services, you agree to notify the Clearinghouse immediately at [InformationSecurity@studentclearinghouse.org](mailto:InformationSecurity@studentclearinghouse.org). If you believe that your Myhub account log-in credentials or device that you use to access the Services has been lost or stolen or that someone is using your account without your permission, you must notify the Clearinghouse immediately in order to minimize your possible losses.

#### Other Clearinghouse Products and Services

The terms and conditions that apply to your access and use of the Clearinghouse's other products, services, and websites, including [studentclearinghouse.org](#) and including your use of such products, services, and websites when accessed through the Myhub platform, are provided [here](#).

I have read and agree to the Terms and Condition.

NEXT

CANCEL



[Contact Us](#) [Privacy Policy](#) [Terms of Use](#)  
2300 Dulles Station Blvd., Suite 220, Herndon, VA 20171



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## 6. Select a method of verification for myHub.

← → 🔍 <https://id.studentclearinghouse.org/sign/enroll> ☆ 📄 📁 🏠 ☰

#### Set up multifactor authentication

Choose multifactor authentication to add an additional layer of security when signing in to your Okta account.

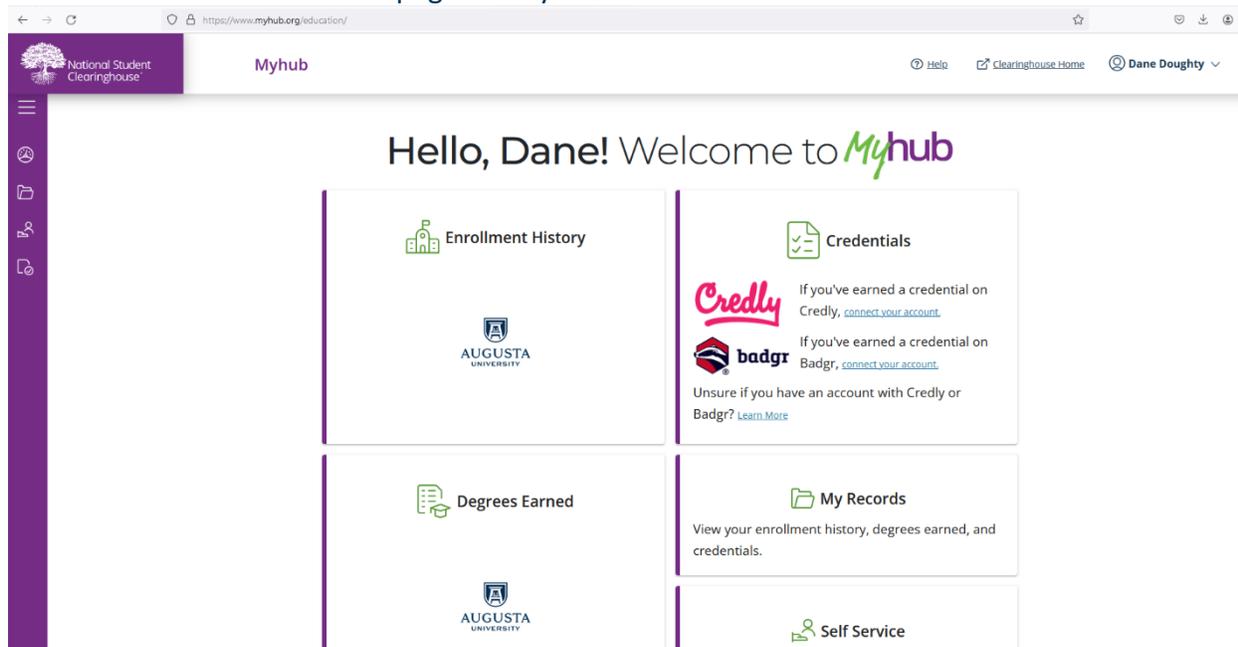
**Google Authenticator**  
Enter single-use code from the mobile app.  
[SETUP](#)

**SMS Authentication**  
Enter a single-use code sent to your mobile phone.  
[SETUP](#)

**Email Authentication**  
Enter a verification code sent to your email.  
[SETUP](#)

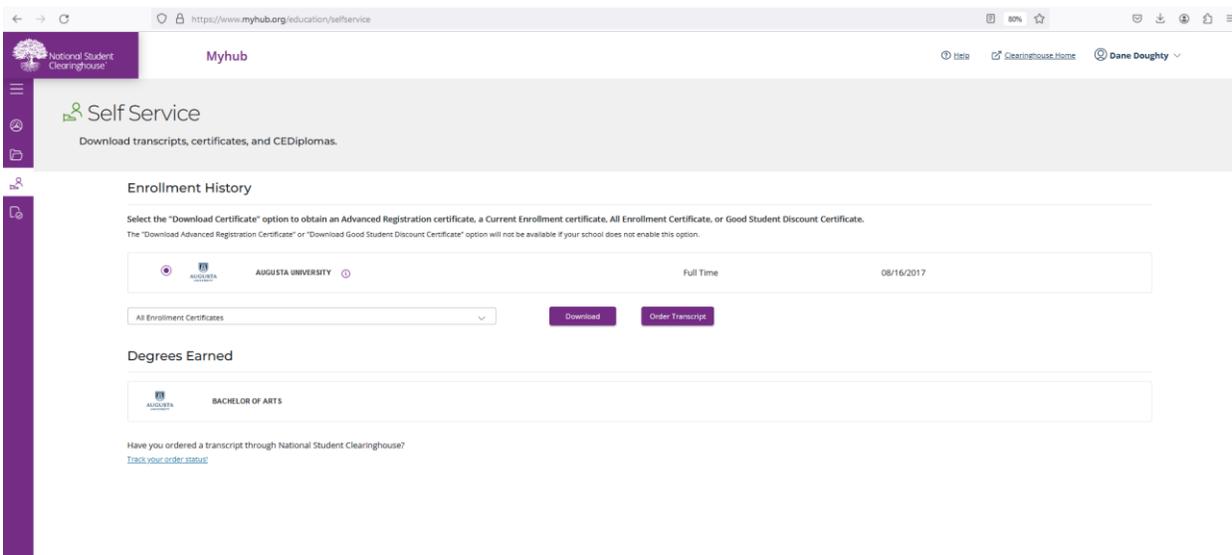
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7. You will be directed the homepage for Myhub.



8. At the top left of the homepage, you have access to three options for navigation: My Records, Self Service, and Verification Events.

9. Using Self Service, you can view and download Enrollment Certificates and View Degrees Earned. To download an enrollment certificate, select the appropriate enrollment certificate in the drop-down and click "Download".



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## **CONTACT**

If you have any additional questions, please contact our office at [registrar@augusta.edu](mailto:registrar@augusta.edu).