

Myhub

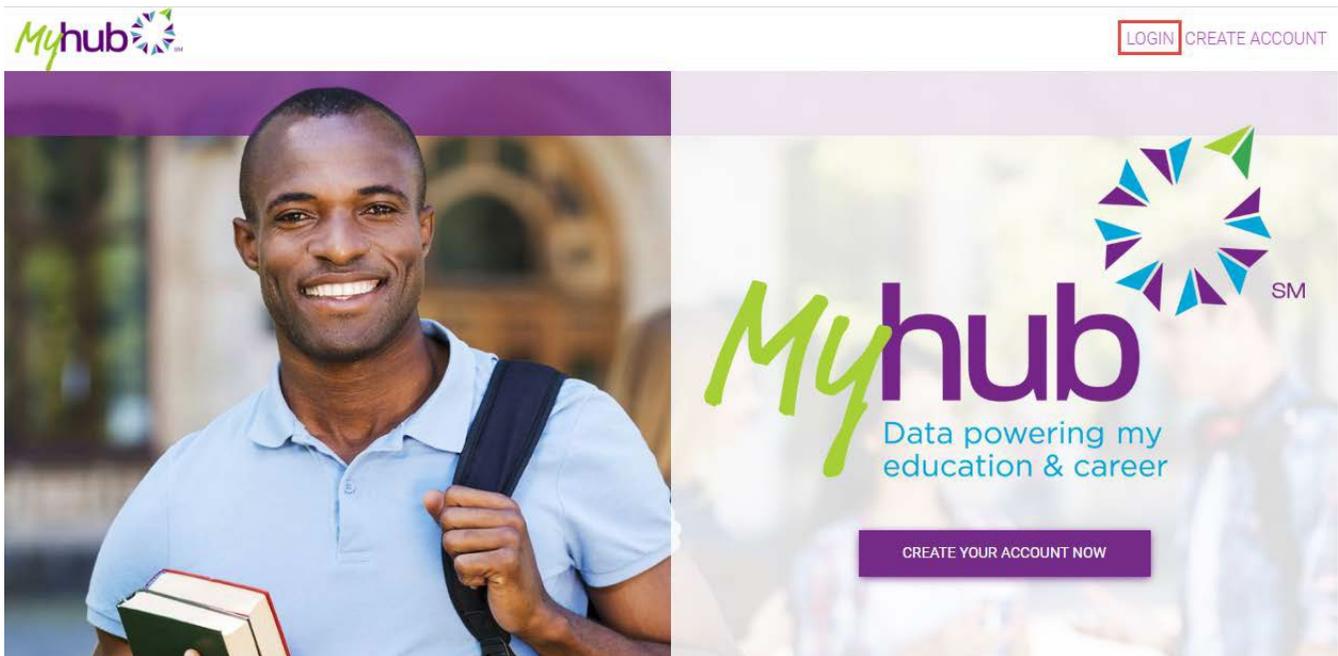
Student User Guide

Morehouse College has partnered with the National Student Clearinghouse to provide student records through a free, secure online application. Below you will find the step-by-step instructions on accessing the application and navigation features.

Accessing Myhub

Myhub is publicly available at myhub.org. Users should select the “Login” link located in the upper right corner of the Myhub home page to access the Myhub Login page. New users should select the “Create Account” to start their process.

Current Morehouse College students can access the Myhub link via My Portal.



Login Options

From the Login page, users can access Myhub by creating an account or using social login access.



Sign Up

Select one of the 3 options to begin creating your account. Please note, not all colleges participate with Myhub.

Enter your college name to see if it participates

College name

NEXT



Your Institution's
Secure Login

OR

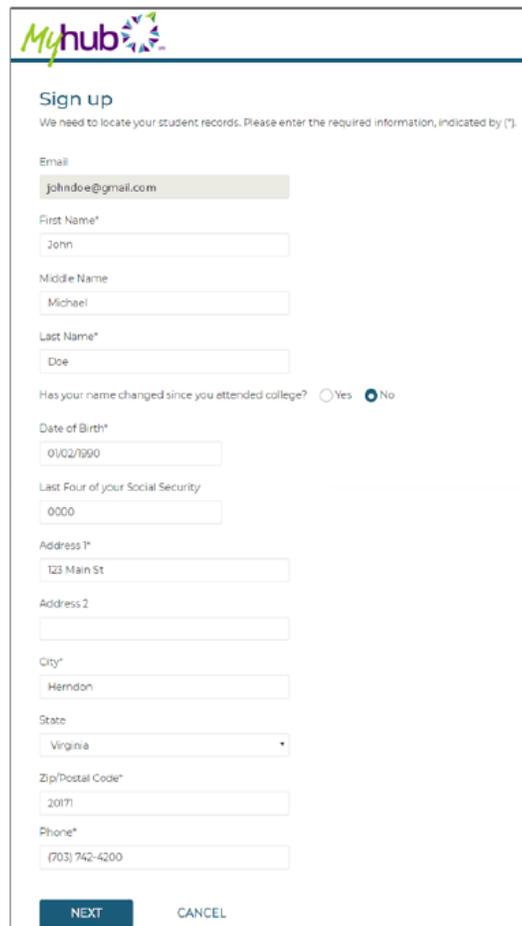
Use your Google or LinkedIn



Social Login
Options

Sign Up (for Social Login Only)

The first time a Myhub account is accessed using the Google or LinkedIn login option, the user encounters Myhub's Sign up page. The Sign-up page allows the learner to identify themselves so Myhub can locate the unique identity associated with the user's education records in the Clearinghouse database.



The screenshot shows the Myhub Sign up page. At the top is the Myhub logo. Below it is the heading "Sign up" and a note: "We need to locate your student records. Please enter the required information, indicated by (*)." The form contains the following fields:

- Email: johndoe@gmail.com
- First Name*: John
- Middle Name: Michael
- Last Name*: Doe
- Has your name changed since you attended college?: Yes No
- Date of Birth*: 01/02/1990
- Last Four of your Social Security: 0000
- Address 1*: 123 Main St
- Address 2: (empty)
- City*: Herndon
- State: Virginia (dropdown menu)
- Zip/Postal Code*: 20171
- Phone*: (703) 742-4200

At the bottom of the form are two buttons: "NEXT" and "CANCEL".

Identity Proofing (for Social Login Only)

In order to protect the academic record data of learners, social login users are challenged with a series of identity proofing questions to ensure that the user accessing a learner's records in Myhub is the learner. To prevent fraudulent activity, the challenge questions are timed and randomized.



Please Verify your Identity

- Answer 4 questions correctly
- Respond to each question within 2 minutes
- 1 question can be skipped
- You will be locked out of this process for 24 hours if you are unable to answer a 4 question correctly

NEXT

CANCEL

Multifactor Authentication (MFA)

When accessing Myhub for the first time, the user is prompted to establish multifactor authentication by providing a mobile phone number to receive a security code via SMS text now and upon any future attempts to access Myhub.

The screenshot shows a mobile application interface for SMS authentication. At the top, there is a circular logo with a tree and the text "UNIVERSITY OF CALIFORNIA" around it. Below this is a blue speech bubble icon containing the text "SMS". The main heading is "SMS Authentication". There is a faint, partially obscured text "Enter Code" above a text input field. To the right of the input field is a blue button labeled "SEND CODE". Below the input field is a checkbox with the text "Do not challenge me on this device for the next 15 minutes". At the bottom center is a large blue button labeled "VERIFY". In the bottom right corner, there is a link labeled "Sign Out".

Terms and Conditions of Use

Before being permitted to access Myhub for the first time, users are prompted to read and agree to Myhub's Terms and Conditions of Use. Whenever Myhub's Terms and Conditions of Use change, users are presented with the page so they can review and accept the latest version of the terms. When users encounter Myhub's Terms and Conditions of Use, they must read the terms then scroll to the bottom of the page to accept the terms before they can proceed.



Welcome to Myhub

Accept terms and conditions

Scroll to the end of the text box to accept the terms and conditions below



I have read and agree to the Terms and Condition.

NEXT

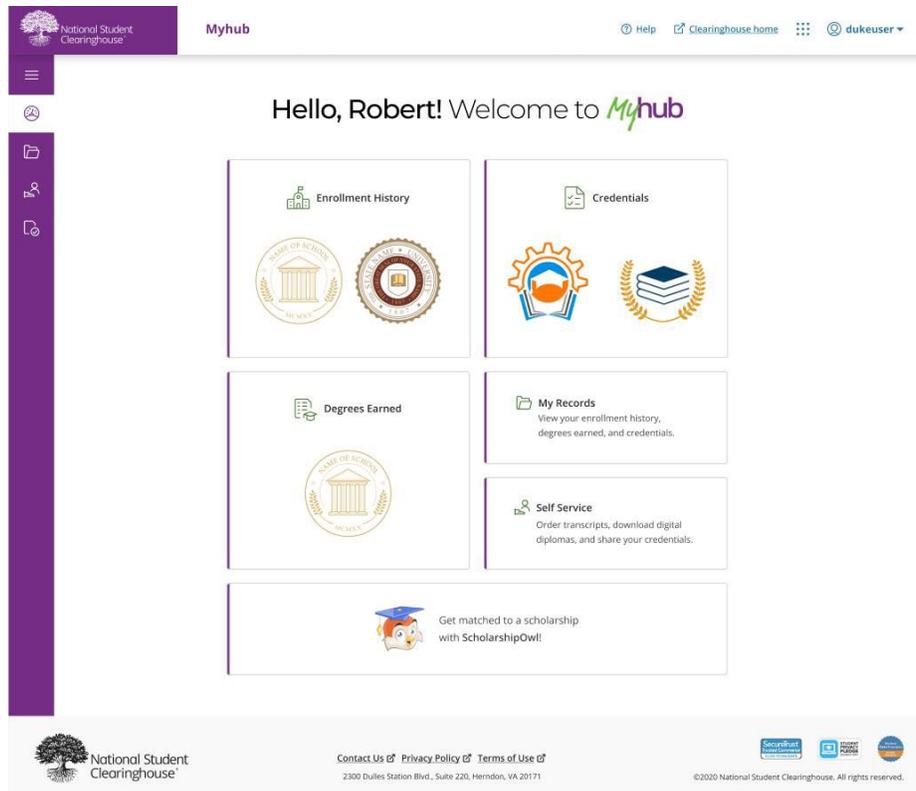
CANCEL

Navigating Myhub

This section walks through Myhub and the various features that may be presented to your learners.

Myhub Dashboard

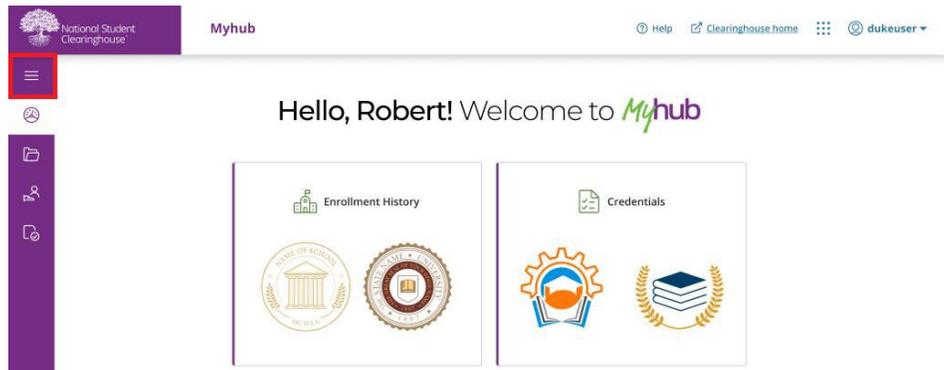
When users access their Myhub account, the first page they see is the Myhub Dashboard. The Myhub Dashboard provides quick access to actions they can take with their Myhub account and a high-level view of their verified record.



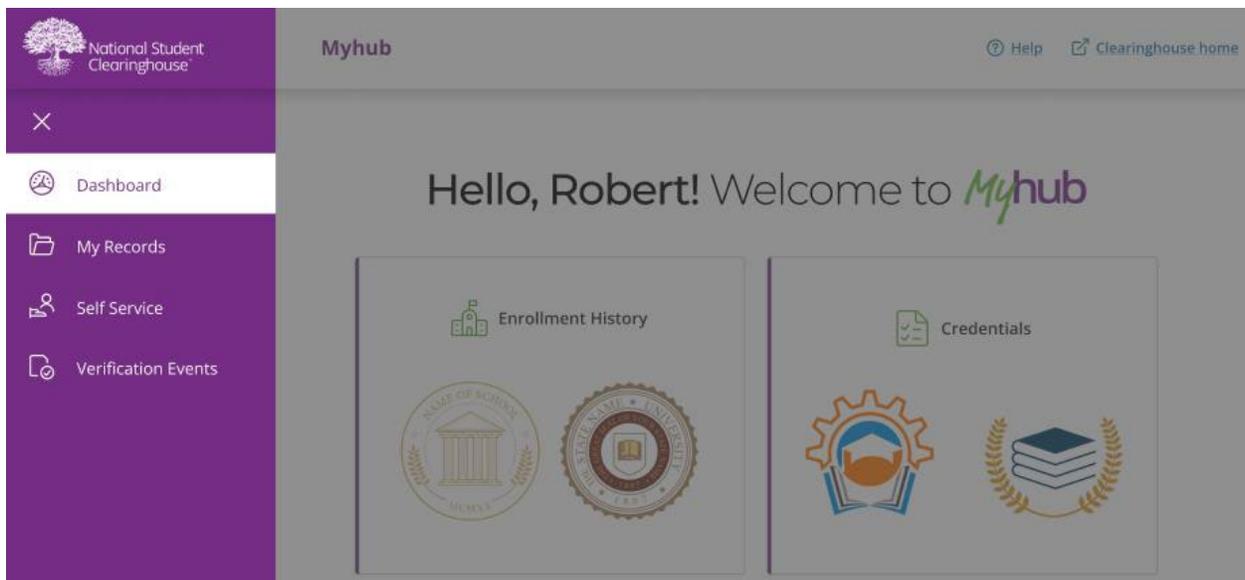
Each section of the Myhub Dashboard allows the learner to access a detail page with complete record information from participating institutions. Each Myhub section is described in detail below.

Global Menu

The global menu options are located at the upper left corner of the Myhub Dashboard.



When learners click the menu icon, a navigation menu appears on the left side of the page.



Myhub Home allows learners to easily navigate back to their Myhub Dashboard from any other Myhub page.

The other menu options provide easy navigation to each of Myhub's distinct pages. These pages can also be accessed by selecting the user's Myhub Dashboard cards.

Learners can close the menu by clicking the X in the upper right corner.

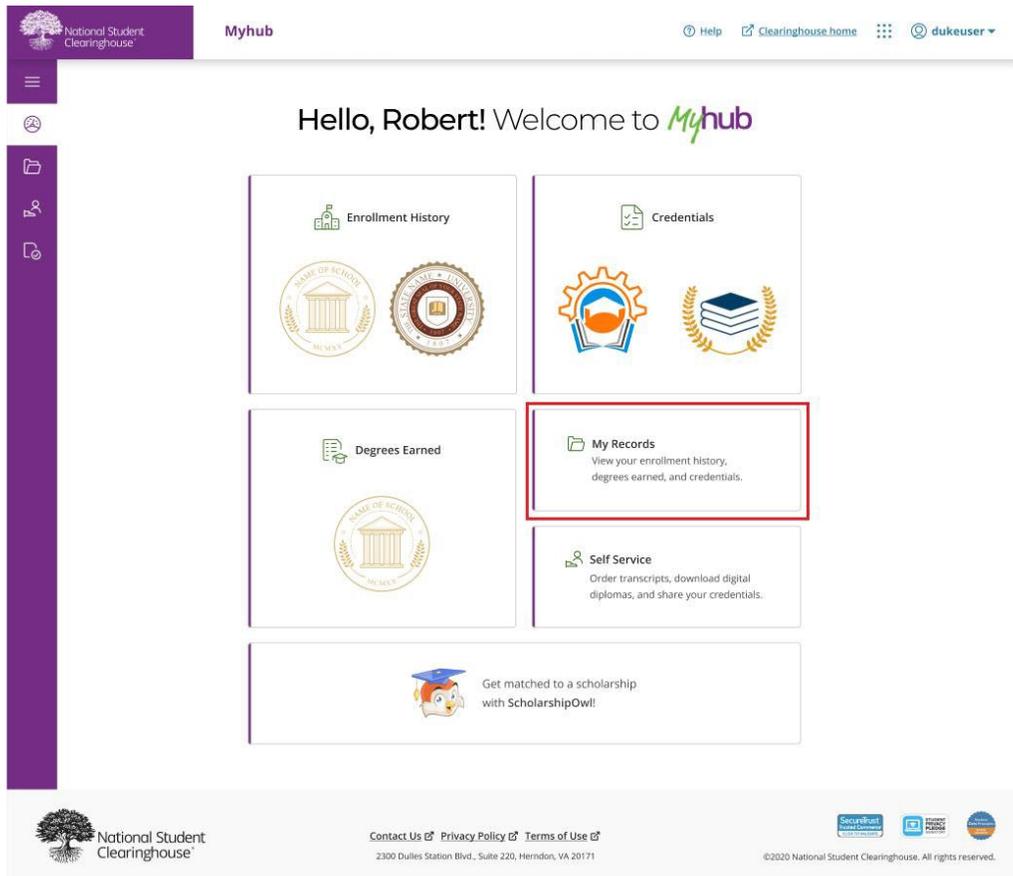
My Records

Learners can click the My Records Card on the right of the Myhub Dashboard or the My Records link in the navigation menu to quickly access their education records.

My Records

Enrollment History | Degrees Earned | Credentials | Courses

| College Name | Enrollment Status | Start Date | |
|---|-------------------|------------|---|
|  Hometown University | Full-Time | 08/12/2022 | ▼ |
|  Sample University | Graduated | 08/12/2022 | ▼ |



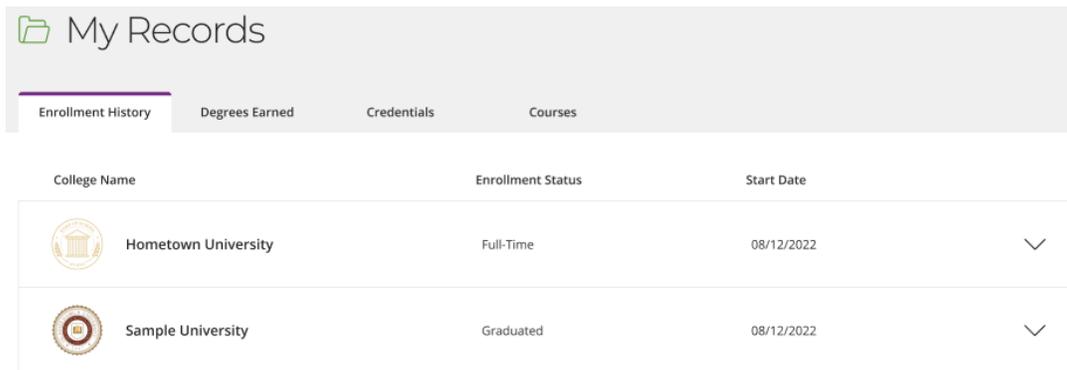
The screenshot shows the Myhub dashboard interface. At the top, there is a header with the National Student Clearinghouse logo, the text "Myhub", and navigation links for Help, Clearinghouse.home, and a user profile for "dukeuser". The main content area features a welcome message "Hello, Robert! Welcome to Myhub" and a grid of service cards. The "My Records" card is highlighted with a red border and contains the text: "View your enrollment history, degrees earned, and credentials." Other cards include "Enrollment History", "Degrees Earned", "Credentials", "Self Service", and a "ScholarshipOwl" notification. A vertical navigation menu is visible on the left side of the dashboard.

On the My Records section, learners can view their Enrollment History, Degrees Earned, Credentials, and Courses tabs.

Enrollment History

The Enrollment History tab displays the learner's term-by-term enrollment history from institutions participating in Myhub and Enrollment Reporting. Learners can access the Enrollment History tab through the Enrollment History card on the Myhub Dashboard or by selecting My Records.

Learners can click the dropdown option on their specific institution and view more information.

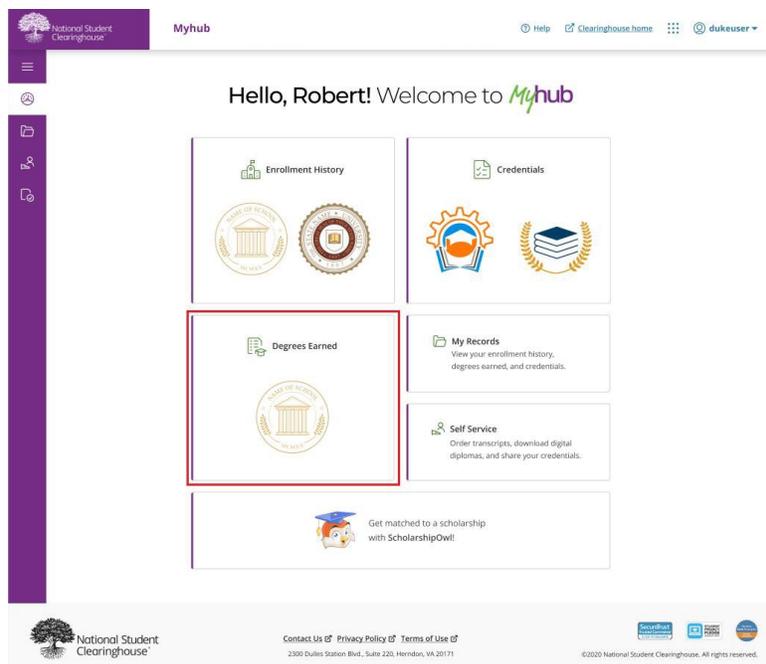


| College Name | Enrollment Status | Start Date |
|---|-------------------|------------|
|  Hometown University | Full-Time | 08/12/2022 |
|  Sample University | Graduated | 08/12/2022 |

Degrees Earned

The Degrees Earned card on the Myhub Dashboard displays up to two degrees earned by the learner from institutions participating in Myhub and DegreeVerify. If the institution has provided logos, those will appear on this card in the Myhub Dashboard.

The learner can view all degrees they earned at participating Myhub institutions by clicking Degrees Earned card on the Myhub Dashboard or by clicking the Degrees Earned tab on the My Records page.



Myhub

Hello, Robert! Welcome to Myhub

- Enrollment History
- Credentials
- Degrees Earned**
- My Records
View your enrollment history, degrees earned, and credentials.
- Self Service
Order transcripts, download digital diplomas, and share your credentials.

Get matched to a scholarship with ScholarshipOwl!

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Learners can view their degrees earned and click the dropdown option to view more information on a specific degree. The contact information that your institution provided during implementation is displayed under the dropdown option.

If the learner has any questions about their information, they can contact your institution using the information provided. To request changes to your publicized contact, please see the Myhub Publicized Contact section.

My Records

Enrollment History | **Degrees Earned** | Credentials | Courses

| College Name | Degree Name | Award Date | |
|---|---------------------------------|------------|---|
|  Sample University | Bachelor of Science – Economics | 08/12/2022 |  |

Enrollment History | **Degrees Earned** | Credentials | Courses

| College Name | Degree Name | Award Date | |
|---|---------------------------------|------------|---|
|  Sample University | Bachelor of Science – Economics | 08/12/2022 |  |

Issued by: Kent State University
Award Date: 12 August 2022
Major: Economics
Major Concentration: Business Administration
Major Options: Mathematics
Minor: Mathematics
For additional information regarding this degree, please contact **John Smith** at john.smith@kentstate.edu

Self-Service

Learners can directly access their Enrollment records and Transcripts by clicking the Self-Service card on the Myhub Dashboard or the option in the navigation menu.

The screenshot displays the Myhub dashboard for a user named Robert. The interface includes a purple navigation sidebar on the left with icons for home, search, and other functions. The main content area features a welcome message and several service cards. The 'Self Service' card is highlighted with a red border and contains the following text:

Self Service
Order transcripts, download digital diplomas, and share your credentials.

Other visible cards include:

- Enrollment History**: Shows icons for a school and a university seal.
- Credentials**: Shows icons for a gear and a stack of books.
- Degrees Earned**: Shows a university seal icon.
- My Records**: View your enrollment history, degrees earned, and credentials.
- ScholarshipOwl!**: Get matched to a scholarship with ScholarshipOwl!

The footer contains the National Student Clearinghouse logo, contact information (2300 Dulles Station Blvd., Suite 220, Herndon, VA 20171), and various security and privacy logos (Securelist, Privacy Policy, Terms of Use).

On the Self-Service Page, learners will be prompted with their participating institutions and have options to download certificates based on what their institution has chosen to provide.

If an institution has not opted in for a specific certificate, the option to download will not be available to the learner.

National Student Clearinghouse Myhub [Help](#) [Clearinghouse home](#) [dukeuser](#)

Self Service

Download transcripts, certificates, and CEDiplomas.

Enrollment History

Select an option from the dropdown to download an Advanced Registration Certificate, a Current Enrollment Certificate, or All Enrollment Certificates. Some options may not appear in the dropdown if your school does not provide that certificate.

| | | | |
|----------------------------------|---------------------|-----------|------------|
| <input type="radio"/> | Hometown University | Full-Time | 08/12/2022 |
| <input checked="" type="radio"/> | Sample University | Graduated | 08/12/2022 |

All Enrollment Certificates

- All Enrollment Certificates
- Advanced Registration Certificate
- Current Enrollment Certificate
- All Enrollment Certificates
- Good Student Discount Certificate

| | | |
|-----------------------------------|---|--|
| Bachelor of Science - Economics | <input type="button" value="Order Transcript"/> | <input type="button" value="Get CeDiploma"/> |
| Master of Business Administration | <input type="button" value="Order Transcript"/> | <input type="button" value="Get CeDiploma"/> |

To track the status of your order, [click here](#).

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Types of Certificates and Transcript Ordering Link

Download Advanced Registration Certificate

If your institution chooses to provide Advanced Registration certificates through Myhub, learners will see the Advanced Registration Certificate option in the dropdown list.

Download Current Enrollment Certificate

If your institution chooses to provide Enrollment certificates through Myhub, learners will see the Current Enrollment Certificate option in the dropdown list. The Current Enrollment certificate reports only the student's latest term information, excluding all prior terms.

Download All Enrollment Certificate

If your institution chooses to provide Enrollment certificates through Myhub, learners will see the Download All Enrollment Certificate option. The All-Enrollment certificate reports the final status for all terms the student was enrolled at your institution.

Good Student Discount Certificate

If your institution chooses to provide good student discount certificates through Myhub, learners will see the Download Good Student Discount Certificate option. The good student discount certificate reports the current term in which the student qualifies for a good student discount.

Transcript

Learners can click the Order Transcript action button to begin the Clearinghouse Next Generation Transcript Ordering Experience. The Transcript action button appears whether or not your institution uses the Clearinghouse Next Generation Transcript Ordering solution.

The screenshot displays the Myhub Self Service interface. The top navigation bar includes the National Student Clearinghouse logo, the Myhub title, and links for Help, Clearinghouse home, and a user profile (dukeuser). The main content area is titled "Self Service" and includes a sub-header "Download transcripts, certificates, and CEDiplomas." Below this, there are two sections: "Enrollment History" and "Degrees Earned".

Enrollment History

Select an option from the dropdown to download an Advanced Registration Certificate, a Current Enrollment Certificate, or All Enrollment Certificates. Some options may not appear in the dropdown if your school does not provide that certificate.

| | | | |
|-----------------------|---|-----------|------------|
| <input type="radio"/> |  Hometown University | Full-Time | 08/12/2022 |
| <input type="radio"/> |  Sample University | Graduated | 08/12/2022 |

Below the table is a dropdown menu set to "All Enrollment Certificates" and a "Download" button.

Degrees Earned

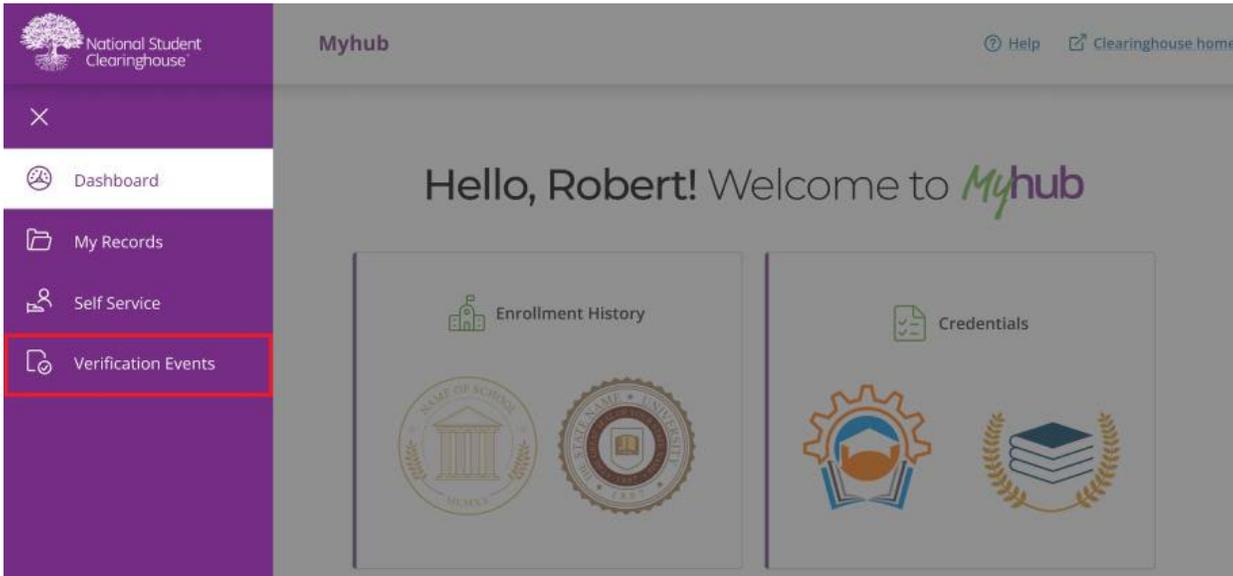
| | | |
|---|----------------------------------|-------------------------------|
|  Bachelor of Science - Economics | Order Transcript | Get CeDiploma |
|  Master of Business Administration | Order Transcript | Get CeDiploma |

At the bottom of the Degrees Earned section, there is a link: "To track the status of your order, [click here](#)."

The footer contains the National Student Clearinghouse logo, contact information (2300 Dulles Station Blvd., Suite 220, Herndon, VA 20171), and various icons for security and accessibility. The copyright notice is ©2020 National Student Clearinghouse. All rights reserved.

Verification Events

The Verification Events option displays a history of all employers, lenders, loan servicers, or guaranty agencies that have requested a verification for the learner. Learners can also access deferment notifications sent to the U.S. Department of Education's National Student Loan Data system.



To open a verification event, learners can select the specific tab related to the event they're trying to view and click View Details. Learners have the option to view Enrollment Verification events, Student Loan Deferment events, and Degree Verification events.

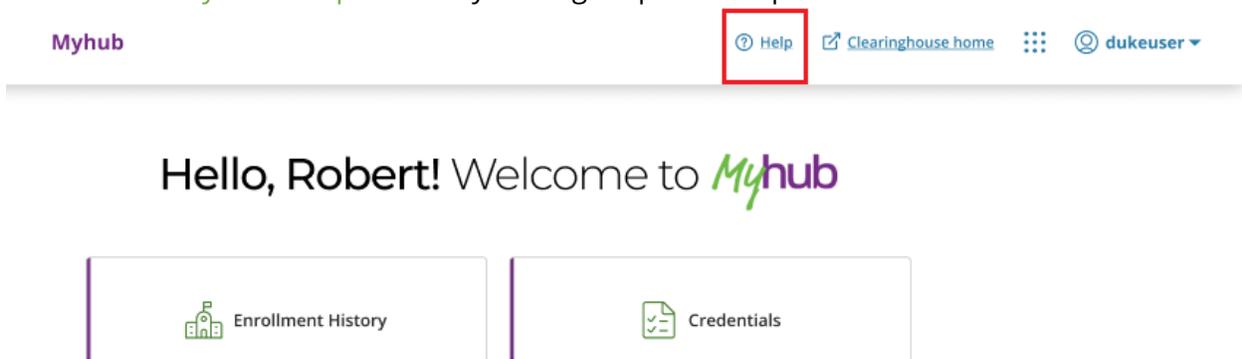
The screenshot shows the 'Verification Events' page with three tabs: 'Enrollment Verification', 'Student Loan Deferment', and 'Degree Verification'. The 'Enrollment Verification' tab is active. Below the tabs is a table of events.

| School | Recipient | Date Notified | Detail |
|------------------------|-----------------------|---------------|------------------------------|
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |
| Sample Tech University | Discover Financial... | 06/08/2015 | View Details |

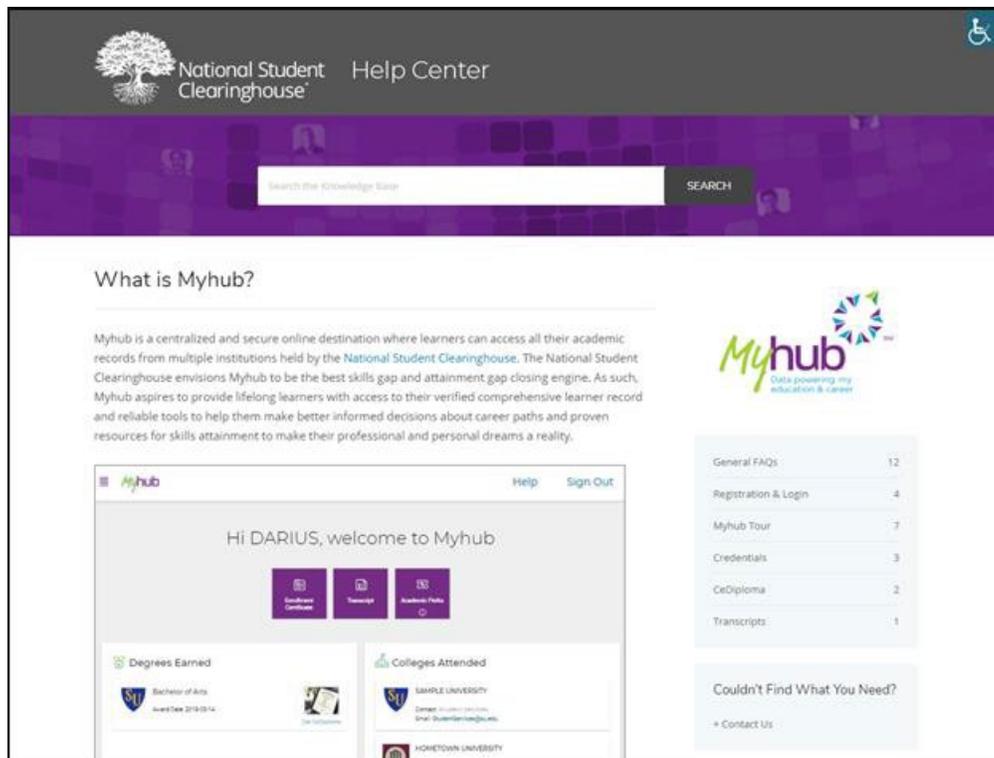
At the bottom of the table, there is a pagination control showing '< 1 2 3 ... 9 >'.

Help

Learners can access [Myhub's Help Center](#) by clicking Help at the top of the screen.



[Myhub's Help Center](#) provides the answers to frequently asked questions to support Myhub users.



The End 😊