INSTRUCTIONS FOR OBTAINING AN ENROLLMENT CERTIFICATE

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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".

Student	Registration	Financial Aid	Student Account	Faculty and Advisors

Student

Enrollment Certification - myHub
Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.

JagTrax for Students
View and plan your degree progress.

Parking Registration & Permit Payment
Choose a permit and pay for your permit here each semester.

Personal Information
Update addresses, contact information or marital status.

Request Official Transcripts
Transcripts requested in POUNCE are sent standard mail, and there is no charge.

Review Action Items
Review items that need your attention. Some of these may prohibit registration.

Student Health Insurance Waiver
This is only for students who are included in student health insurance enrollment.

Student Immunization Information
Enter and submit immunization information.

View Grades
View grades by term and level, or across terms, or across levels.

View Status of Transcript Requests
View order date of transcripts.

View Unofficial Academic Transcript
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).

6. Select a method of verification for myHub.

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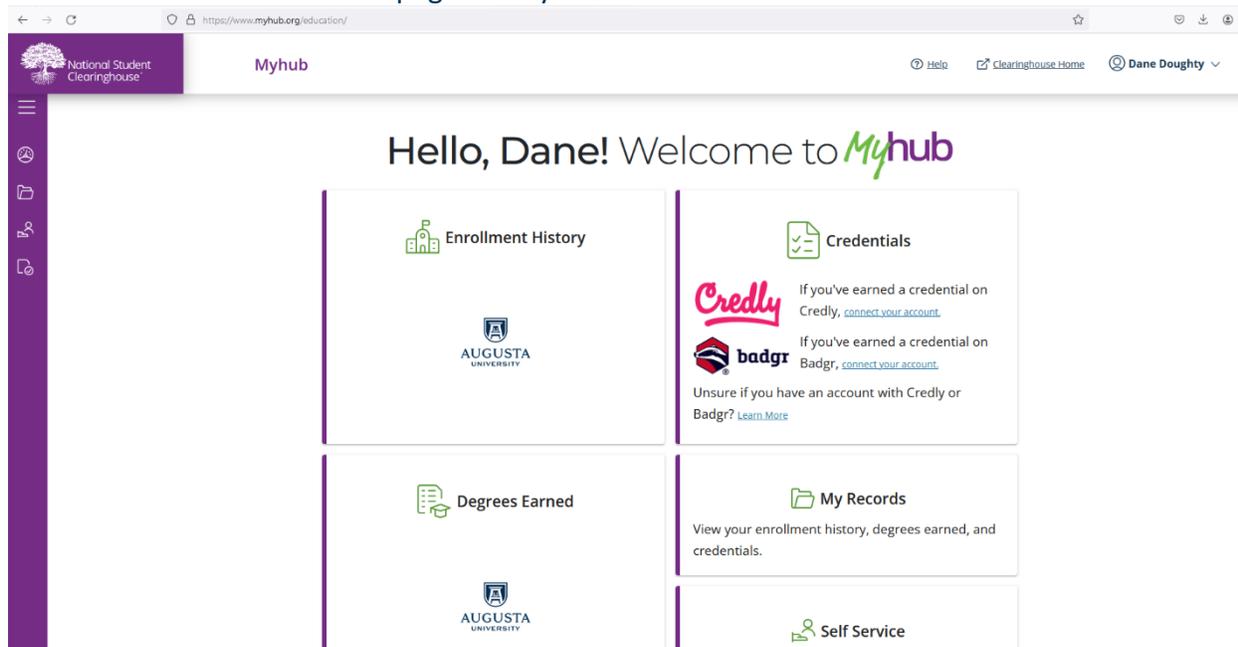
8. At the top left of the homepage, you have access to three options for navigation: My Records, Self Service, and Verification Events.

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".
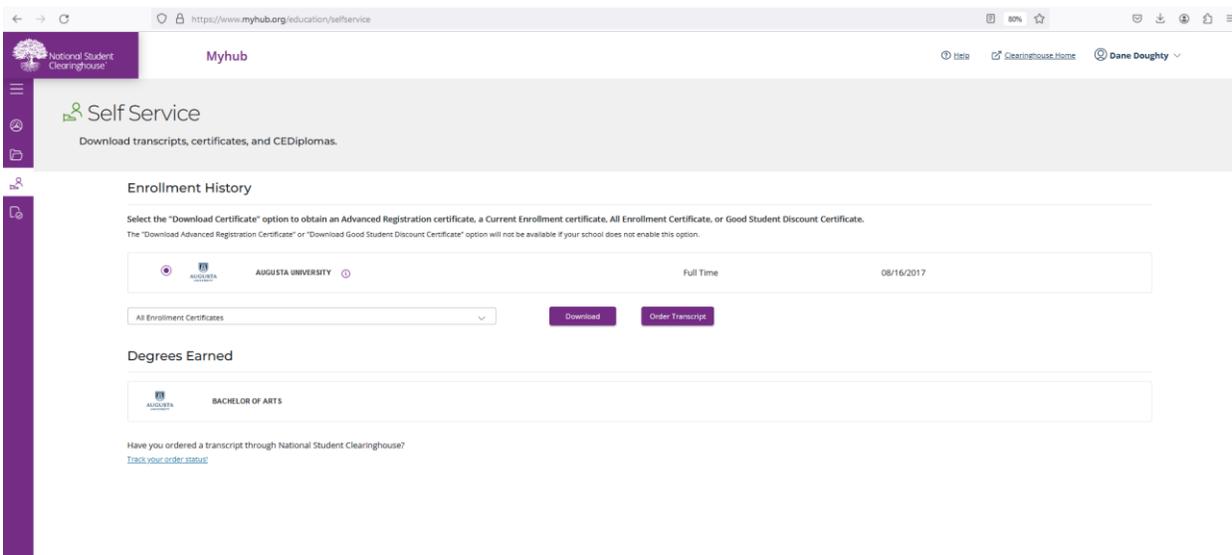
CONTACT

If you have any additional questions, please contact our office at **registrar@augusta.edu.**