

## Military Benefits Certify eForm

### **Student Instructions:**

1. Log in to your MyCollege portal.
2. Click on the SIS tile.
3. Once in SIS, click on the tile for "Student Records eForms".
4. On the left, click the tab for "Military Benefit Certify eForm".
5. To **Submit** - Fill out the information on the form to the best of your knowledge and click the blue "Submit" button at the bottom of the page when finished.  
To **Save** - If you would like to save your progress and come back later, you may click "Save" instead of "Submit".
6. If you would like to save a PDF version of the eForm, you may click the "Print" button.
7. To view a submitted eForm, follow steps 1-3 above, then click the "View a Forms eForm" tab. Click "Search".  
To view a "Recycled" or "Saved" eForm, follow steps 1-3 above, then click the "Update aForms eForm" tab. Click "Search."