Veteran Benefit Certification Request Form Steps

1. Go to inside.cod.edu. Enter your COD username and password.

College of DuPage

Sign in with your COD login credentials to access the portal and other systems.

> Example: smithj4258

> Password

Sign in

Password Assistance - Students | COD Staff
Technical Assistance - Contact IT

To protect your login credentials, when completed with your web session, first log-off the system/app and then close all browser windows.

System maintenance is performed between 2:00am - 6:00am daily. Please DO NOT log in during this period.
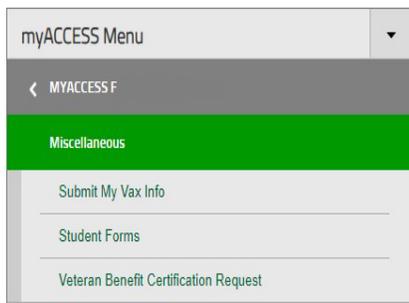
2. *Locate* **myACCESS**.

myACCESS	Starfish	Help

> MYACCESS
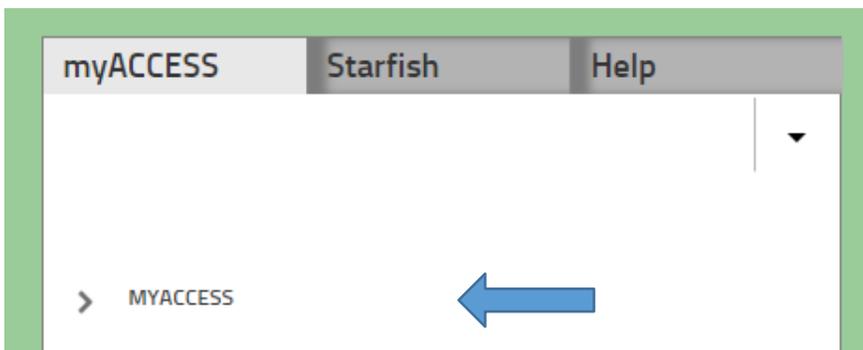
3. Select *Miscellaneous,* then select *'Veteran Benefit Certification Request'*
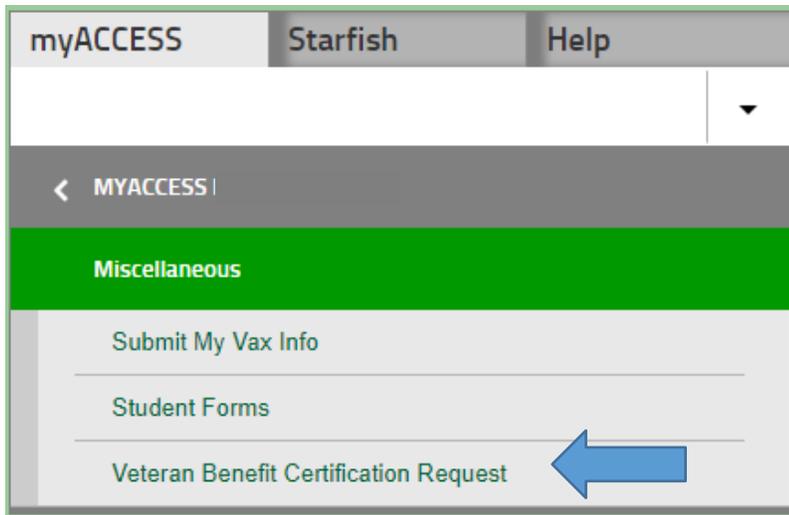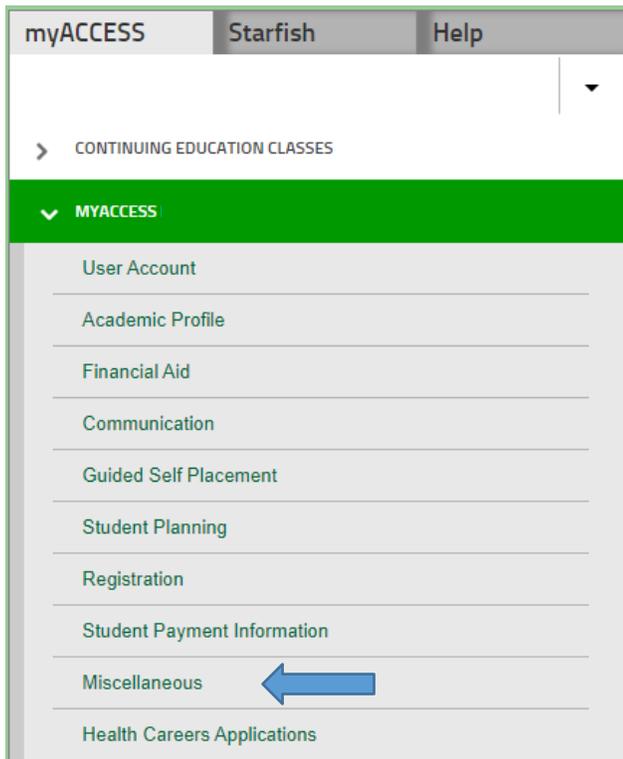
4. The Veteran Benefit Certification Request Form will launch. Select the semester and all benefits that you are eligible and intend to use for the current semester. Click submit at the bottom of the page.

5. Next, select the degree or certificate program. If you need to change the primary program or add a secondary program, you can do so here. If you are pursing two programs at the same time - an explanation is required describing how the primary and secondary programs of study lead to a single career goal in the question 1e.

Use the drop downs next to the name of each course to indicate the benefit(s) to be processed.

Name: COD Student ID#:   Term   20
Please complete steps 1 through 4 below.
1) Which degree or certificate program are you seeking at College of DuPage?
  a. Indicate your primary program below.
  b. If you are seeking more than one degree or certificate program, indicate it as your secondary program.

Current Academic Program(s)	This is my primary program	This is my secondary program
MANUF.AAS.MET - Manufacturing Engineering Technology Degree	✔	☐

  c. If your primary program does not appear above, please select your primary program.

  d. If you have a secondary program and it does not appear above, please select your secondary program.

  e. If you have a secondary program, both programs must lead to a singular career goal. What is your career goal?

2) Complete the information below for each registered course you wish to be certified for educational benefits.
  Please note that all courses must be applicable to the degree or certificate program you listed above. Courses that are not applicable cannot be certified for benefits.

Section Name	Credit Hours	Course Start Date	Course End Date	1st Benefit	2nd Benefit
PHYSI-1201-005	5.00000	01/21/20	05/15/20	▼	▼
MANUF-2253-003	3.00000	01/22/20	05/15/20	▼	▼
ELMEC-1141-002	3.00000	01/27/20	05/15/20	▼	▼

If you have more than 2 Benefits to certify for any Section, please list the Section Name and Benefit(s) below.

Dropped Course(s):
Section Name	Credit Hours	Course Start Date	Course End Date	Course Drop Date
NO DROPPED COURSES				

Cancelled Course(s):
Section Name	Credit Hours	Course Start Date	Course End Date	Course Cancel Date
NO CANCELLED COURSES				

3) Select one action.

The final page will allow you to review before submitting. Click *submit* at the bottom.

A copy of the form will be sent to your @dupage email and to Veterans Services for processing.

If you have questions or need assistance, please contact Veterans Services at (630) 942-3814 or veterans@cod.edu