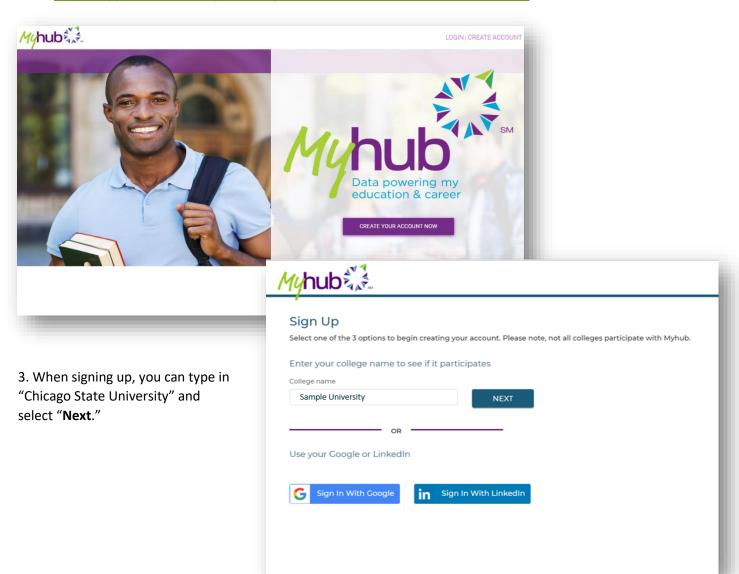# CHICAGO STATE UNIVERSITY

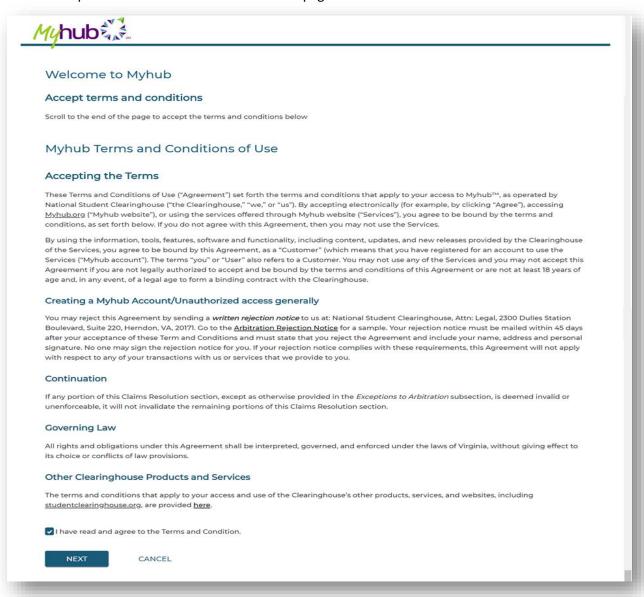# How to Access Your Enrollment or Degree Verification

These instructions are designed to walk you, the student, through running a CAPP degree audit in CSU X-Press. If you have any questions, we recommend you first follow-up with your Academic Advisor for support! Below the instructions is an FAQ section for reference.
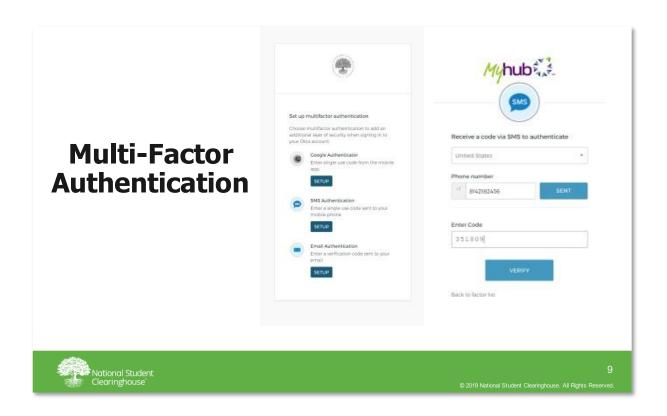
NAVIGATE TO MYHUB:

1. **Alumni** can create an account here: https://www.myhub.org
2. **Current students** can login using CSU credentials here: https://app.studentclearinghouse.org/stauth/samlfed/sso001694idp/10145057

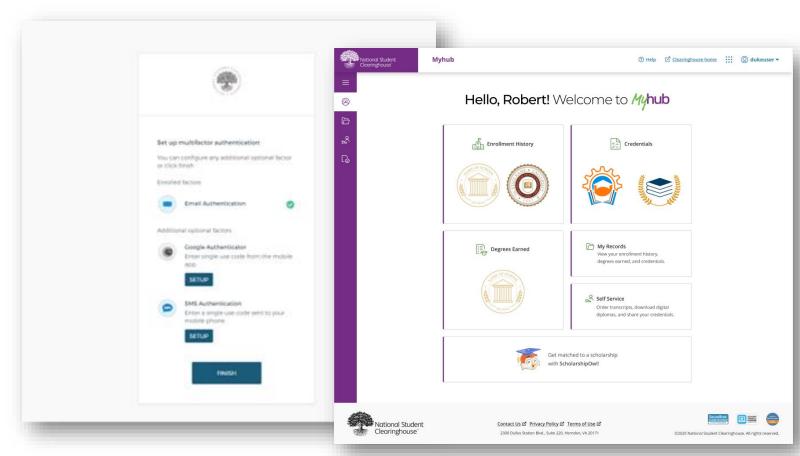3. When signing up, you can type in "Chicago State University" and select "**Next**."

4. You'll be presented with a Terms & Conditions page:

5. Scroll to the bottom of the page and click on "I have read and agree to the Terms and Conditions.
   a. Select "Next."

6. If this is your first time logging in, you'll be required to set up multifactor authentication.
   a. *Note*: this is for identity verification and security purposes.

7. Click "**Setup**" based on the authentication process you choose and you'll receive a prompt such as the one in the screenshot below.
   a. Click on "Send me the code" prompt or follow the prompts based on your selection.

Multi-Factor Authentication

8. Once authenticated, you'll receive a message like the one below and click, "Finish."

You're now logged into MyHub!

FAQs:

- *Are the enrollment and/or degree verifications in MyHub free?* Yes! You can download, print, or email the certificates for free!

- *What if I also need a transcript?* My Hub also connects you to our official transcript ordering page through the National Student Clearinghouse
  - You can also visit: https://tinyurl.com/csu-transcripts

- *How does it audit your coursework for a degree?*
  - CAPP keeps a record of every course you've taken at CSU and every course you transferred in, if you took coursework elsewhere.

- *How are MyHub verifications authenticated?* MyHub is a product of the National Student Clearinghouse. Chicago State University uses the Clearinghouse to submit and repoort all official enrollment and degree reporting.

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