

Accessing MyHub

1. You may access MyHub by going to:
 - a. Current Students
 - i. Self-Service Banner
 - ii. Students tab
 - iii. Enrollment Verification tile

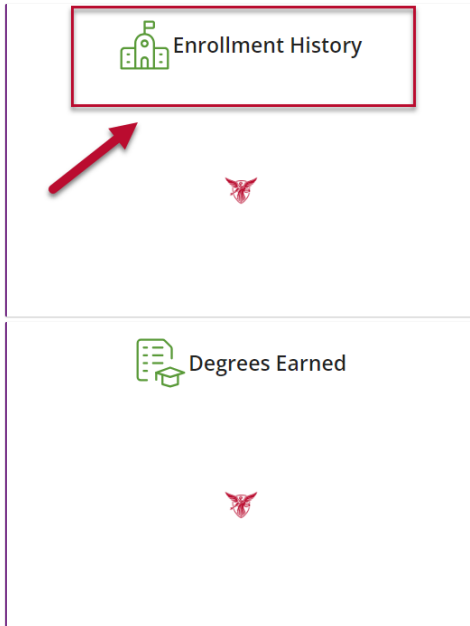
The screenshot shows the Ball State University Self-Service Banner dashboard. At the top, there is a red header with the Ball State University logo and a user profile icon. Below the header is a blue banner with the text "Welcome to Self-Service Banner" and a red arrow pointing to the "FACULTY" tab in the navigation menu. The dashboard is divided into several sections, each with a red arrow pointing to it: "Enrollment Verification" (Request an enrollment verification), "Grades" (View grades by term and level, or across terms, or across levels), "Graduation Application" (Apply to graduate), "View Graduation Application" (View Submitted Graduation Applications), "DegreeWorks (Responsive Dashboard)" (Curriculum, advising and program planning on the Web), "Registration, Schedule and Planning" (Search and register for your classes. Plan your future schedules using Plan Ahead. You can also view and manage your schedule.), "Ball State Bookstore Link" (View Fall 2024 Courses at BSU Bookstore), "eBill" (View eBill, make a payment, or make a deposit to your Cardinal cash account.), "View Unofficial Transcript" (View Unofficial Transcript.), "Request Parchment Transcript" (Request electronic transcripts.), "Tax Notification (1098-T)" (Review your 1098-T form for a specific tax year.), and "Request Free Printed Mailed Transcript" (To request free, mailed printed transcripts for current students through 55B.).

2. If you are logging in to Myhub for the first time you will be asked to agree to the consent form and set up dual authentication using your cell phone number or email address. Once you do this, you will not have to set it up again. If you have already set up your dual authentication, press the Send Code button.
3. Once you have received the code to your cell phone via text message or your provided email address, enter it in the space provided.
4. Press the Verify button.



The screenshot shows the SMS Authentication form. At the top, there is a blue circular icon with "SMS" inside. Below it, the text "SMS Authentication" is displayed. A red arrow points to the "Send Code" button. The form includes a field for "Enter Code" with a red border, a "Send Code" button, and a checkbox labeled "Do not challenge me on this device for the next 30 days". A red arrow points to the "Verify" button. At the bottom, there is a link that says "Back to sign in".

5. Your MyHub home page will appear. You can find information about your college experiences here.

Enrollment History-Accessing Enrollment Certificates

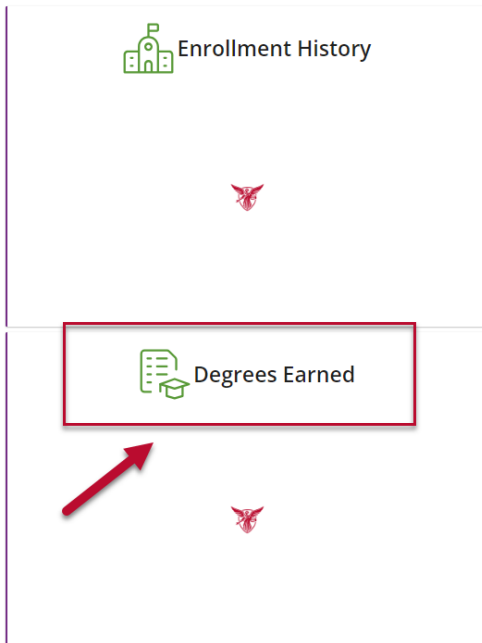


- a. Enrollment History Tile-Allows you to view your reported enrollment history from your colleges and universities with the most recent listed first.
 - i. You will have the option to download your current enrollment certificate or a certificate containing your reported enrollment in its entirety.
 1. Press the purple Download Certificate button.




College Name	Enrollment Status	Start Date	
 BALL STATE UNIVERSITY	Half Time	01/08/2024	^
Start Date : 08 January 2024 End Date : 03 May 2024 Enrollment Status : Half Time Status Effective Date : 21 August 2023 Date Certified : 06 May 2024			
 BALL STATE UNIVERSITY	Half Time	08/21/2023	⊙

2. Select the option that you want:
 - a. Download Current Enrollment Certificate
 - b. Download All Enrollment Certificate

Degrees Earned- Accessing Degree Verification



- b. Degrees Earned Tile-Your most recent degrees earned are listed here. To view information about your earned degree(s) such as date awarded, press the down arrow to the right of the degree on the screen.

College Name	Degree Name	Start Date	
 BALL STATE UNIVERSITY	ASSOCIATE IN SCIENCE - NOT APPLICABLE	08/24/1998	▼
 BALL STATE UNIVERSITY	BACHELOR OF SCIENCE - PSYCHOLOGY		▼
 BALL STATE UNIVERSITY	MASTER OF ARTS - ADULT HIGH AND COMM EDUCATION		▲
Issued by : BALL STATE UNIVERSITY Award Date : 02 May 2015 Major : ADULT HIGH AND COMM EDUCATION For additional information regarding this degree, please contact OFFICE OF THE REGISTRAR at registrar@bsu.edu			
1 - 3 of 3 < >			