Log into your My Access with your user ID and pass word.
Click on Veterans Benefits Certification Request.
1) Bring the drop down box for the year and semester you are applying.
2) Select the benefit you are using. You can select more than one if you are using more than one benefit.
Click on the 1st benefit drop down box and select what benefit you are using for your class. Do this for each class. If you are using another benefit, use the 2nd benefit and select the second benefit you are using for your class.

Next you click Submit at the bottom of the page.
The next page is to show you what you are requesting and what will be submitted to Veterans Services. Once you have verified everything, click **SUBMIT**.