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 interface](image)
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.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>1st Benefit</th>
<th>2nd Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYB-1201-005</td>
<td>5.00000</td>
<td>01/21/2020</td>
<td>06/15/2020</td>
<td>▱</td>
<td>▱</td>
</tr>
<tr>
<td>MANUF-2253-003</td>
<td>3.00000</td>
<td>01/22/2020</td>
<td>06/15/2020</td>
<td>▱</td>
<td>▱</td>
</tr>
<tr>
<td>ELMEC-1141-002</td>
<td>3.00000</td>
<td>01/27/2020</td>
<td>06/15/2020</td>
<td>▱</td>
<td>▱</td>
</tr>
</tbody>
</table>

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