

## Veteran Benefit Certification Request Form Steps

1. Go to [inside.cod.edu](https://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.

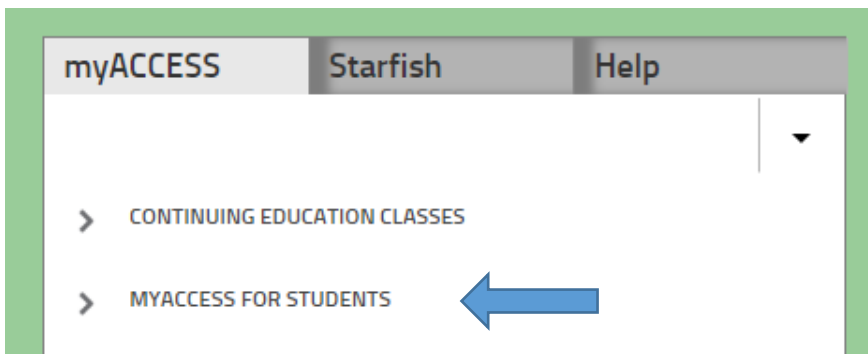
Sign in

Password Assistance - [Students](#) | [COD Staff](#)  
Technical Assistance - [Contact IT](#)

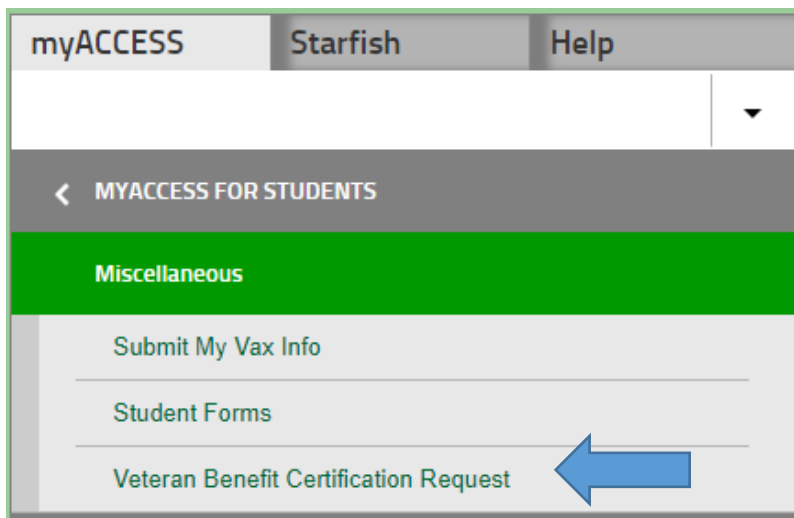
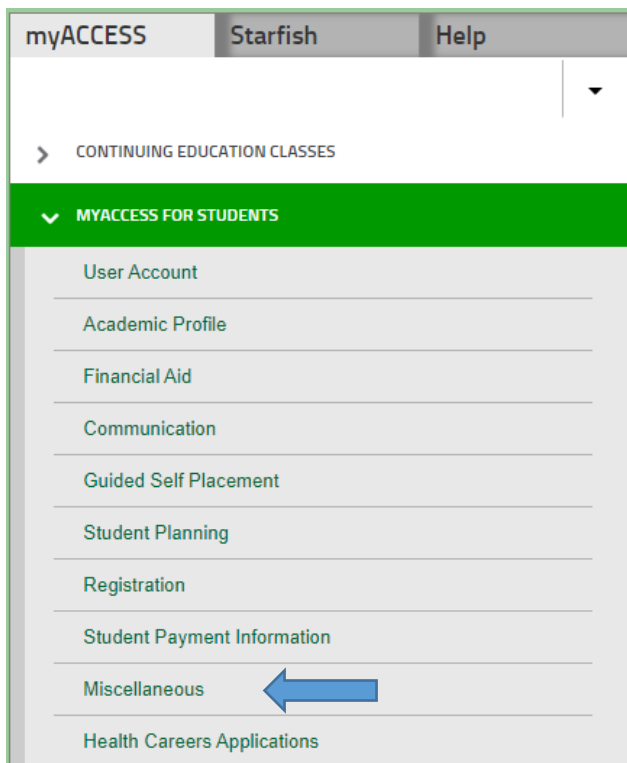
To protect your login credentials, when completed with your web session, first log-off the system/app and then close all browser windows.

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

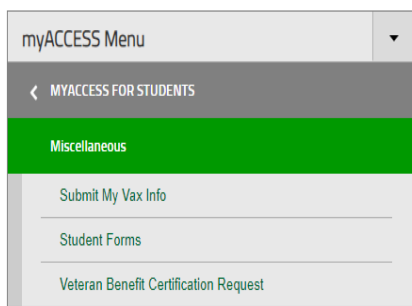
2. Locate **myACCESS**. Click *MYACCESS FOR STUDENTS*



### 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.



The screenshot shows the 'Veteran Benefit Certification Request' form. The top bar contains 'myACCESS' and a dropdown arrow. Below this is a search bar and a dropdown arrow. A navigation bar shows '< MYACCESS FOR STUDENTS'. The 'Miscellaneous' section is highlighted in green. Below this, there are three options: 'Submit My Vax Info', 'Student Forms', and 'Veteran Benefit Certification Request' (highlighted). The form content includes a title bar 'Veteran Benefit Certification Request' with a close button 'x' and a 'Help' button. The main content area contains the following text: 'This information must be entered each semester, after you register for classes. A copy of your Certificate of Eligibility must be on file with our Veteran Services office in order to process your certification request. Once you have turned in all necessary documents, we will process your file within 10-15 business days.' Below this is a 'Name:' label and a 'COD Student ID#:' label. The form then asks the user to 'Please complete steps 1 through 4 below.' Step 1 is '1) If you have registered for courses, please select the term for which you are requesting benefits.' with a dropdown menu. Step 2 is '2) Please indicate the educational benefits you wish to use this semester.' This step is divided into two categories: 'Federal VA Benefits (select one or none from this category)' and 'Other Benefits (select one or none from this category)'. The Federal VA Benefits list includes: Chapter 33 - Post 9/11 GI Bill, Chapter 30 - Montgomery GI Bill, Chapter 31 - Vocational Rehabilitation, Chapter 1606 - Selected Reserve GI Bill, Chapter 35 - Dependent Ed. Assistance, and Chapter 1607 - REAP. The Other Benefits list includes: Military Tuition Assistance, Air Force, Military Tuition Assistance, Army, Military Tuition Assistance, Marine Corps, Military Tuition Assistance, Navy, and MyCAA.

- 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 pursuing 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?

- Indicate your primary program below.
- 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
MANUFAAS MET - Manufacturing Engineering Technology Degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- If your primary program does not appear above, please select your primary program.
- If you have a secondary program and it does not appear above, please select your secondary program.
- 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	<input type="text"/>	<input type="text"/>
MANUF-2253-003	3.00000	01/22/20	05/15/20	<input type="text"/>	<input type="text"/>
ELMEC-1141-002	3.00000	01/27/20	05/15/20	<input type="text"/>	<input type="text"/>

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](mailto:veterans@cod.edu)