

# STEP-BY-STEP INSTRUCTIONS:

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## PROOF OF ENROLLMENT VIA BU BRAIN

### STEP 1

If you are currently enrolled, login to BU BRAIN Self Service via the Portal at **my.binghamton.edu**.

### STEP 2

Click on the BU BRAIN Self Service icon on the left side of the main Portal page.

### STEP 3

Once in BU BRAIN Self Service, go to the “Student” tab.

### STEP 4

On the Main Menu screen, click on “Student Service Tools” then click on Proof of Enrollment (Clearinghouse).

### STEP 5

Login to the National Student Clearinghouse (NSC) secure website using your User ID and Password.

### STEP 6

Upon successful login, you can:

- View current semester enrollment-- Click on “obtain an enrollment certificate” to view and print your enrollment certificate to mail to a health insurer or other company that requested proof of enrollment.
- View all previous semester enrollments – Select “All enrollment” before clicking on “obtain an enrollment certificate.”

Note: You must have Adobe Acrobat Reader 8.0 or greater installed to obtain your certificate.

### STEP 7

If requested, some companies may require a letter from Binghamton University in addition to your online proof of enrollment certificate. You may obtain the official letter from the University Registrar upon accessing Proof of Enrollment via BU BRAIN. Simply click on the link and print the letter. The letter must then be attached to the official proof of enrollment from the National Student Clearinghouse.

### STEP 8

For privacy and safety reasons, close the document window and your browser window after you’ve printed or viewed your certificate.

**Important note: Proof of Enrollment is available one week prior to the start of classes if you are pre-registered for the semester. Before this timeframe, an Advanced Registration Certificate can be obtained on the NSC website in lieu of the Proof of Enrollment Certificate.**