



CHICAGO STATE UNIVERSITY

How to Access Your Enrollment or Degree Verification

These instructions are designed to walk you, the student, through running a CAPP degree audit in CSU X-Press. If you have any questions, we recommend you first follow-up with your Academic Advisor for support! Below the instructions is an FAQ section for reference.

NAVIGATE TO MYHUB:

1. **Alumni** can create an account here: <https://www.myhub.org>
2. **Current students** can login using CSU credentials here:
<https://app.studentclearinghouse.org/stauth/samlfed/sso001694idp/10145057>



3. When signing up, you can type in "Chicago State University" and select "Next."

4. You'll be presented with a Terms & Conditions page:

Myhub

Welcome to Myhub

Accept terms and conditions

Scroll to the end of the page to accept the terms and conditions below

Myhub Terms and Conditions of Use

Accepting the Terms

These Terms and Conditions of Use ("Agreement") set forth the terms and conditions that apply to your access to Myhub™, as operated by National Student Clearinghouse ("the Clearinghouse," "we," or "us"). By accepting electronically (for example, by clicking "Agree"), accessing [Myhub.org](#) ("Myhub website"), or using the services offered through Myhub website ("Services"), you agree to be bound by the terms and conditions, as set forth below. If you do not agree with this Agreement, then you may not use the Services.

By using the information, tools, features, software and functionality, including content, updates, and new releases provided by the Clearinghouse of the Services, you agree to be bound by this Agreement, as a "Customer" (which means that you have registered for an account to use the Services ("Myhub account"). The terms "you" or "User" also refers to a Customer. You may not use any of the Services and you may not accept this Agreement if you are not legally authorized to accept and be bound by the terms and conditions of this Agreement or are not at least 18 years of age and, in any event, of a legal age to form a binding contract with the Clearinghouse.

Creating a Myhub Account/Unauthorized access generally

You may reject this Agreement by sending a *written rejection notice* to us at: National Student Clearinghouse, Attn: Legal, 2300 Dulles Station Boulevard, Suite 220, Herndon, VA, 20171. Go to the [Arbitration Rejection Notice](#) for a sample. Your rejection notice must be mailed within 45 days after your acceptance of these Term and Conditions and must state that you reject the Agreement and include your name, address and personal signature. No one may sign the rejection notice for you. If your rejection notice complies with these requirements, this Agreement will not apply with respect to any of your transactions with us or services that we provide to you.

Continuation

If any portion of this Claims Resolution section, except as otherwise provided in the *Exceptions to Arbitration* subsection, is deemed invalid or unenforceable, it will not invalidate the remaining portions of this Claims Resolution section.

Governing Law

All rights and obligations under this Agreement shall be interpreted, governed, and enforced under the laws of Virginia, without giving effect to its choice or conflicts of law provisions.

Other Clearinghouse Products and Services

The terms and conditions that apply to your access and use of the Clearinghouse's other products, services, and websites, including [studentclearinghouse.org](#), are provided [here](#).

I have read and agree to the Terms and Condition.

NEXT CANCEL

5. Scroll to the bottom of the page and click on "I have read and agree to the Terms and Conditions."
 - a. Select "Next."
6. If this is your first time logging in, you'll be required to set up multifactor authentication.
 - a. *Note:* this is for identity verification and security purposes.
7. Click "**Setup**" based on the authentication process you choose and you'll receive a prompt such as the one in the screenshot below.
 - a. Click on "Send me the code" prompt or follow the prompts based on your selection.

Multi-Factor Authentication

The screenshot shows the 'Set up multifactor authentication' page on the MyHub portal. It offers three options: Google Authenticator, SMS Authentication, and Email Authentication. The SMS Authentication option is selected. The 'Receive a code via SMS to authenticate' section shows a dropdown for 'United States', a phone number field with '+1 8142182456', and a 'SENT' button. Below that is an 'Enter Code' field with '331809' and a 'VERIFY' button. A 'Back to factor list' link is at the bottom.

8. Once authenticated, you'll receive a message like the one below and click, "Finish."

The screenshot shows the MyHub dashboard after successful authentication. The user is logged in as 'Robert'. The dashboard features a purple sidebar with navigation icons and a main content area with a welcome message: 'Hello, Robert! Welcome to Myhub'. The main area contains several tiles: 'Enrollment History' with two college logos, 'Credentials' with a gear and diploma icon, 'Degrees Earned' with a college logo, 'My Records' with a document icon, and 'Self Service' with a magnifying glass icon. A 'ScholarshipOwl!' banner is at the bottom. The footer includes the National Student Clearinghouse logo, contact information, and security logos.

You're now logged into MyHub!



FAQs:

- *Are the enrollment and/or degree verifications in MyHub free?* Yes! You can download, print, or email the certificates for free!
- *What if I also need a transcript?* My Hub also connects you to our official transcript ordering page through the National Student Clearinghouse
 - You can also visit: <https://tinyurl.com/csu-transcripts>
- *How does it audit your coursework for a degree?*
 - CAPP keeps a record of every course you've taken at CSU and every course you transferred in, if you took coursework elsewhere.
- *How are MyHub verifications authenticated?* MyHub is a product of the [National Student Clearinghouse](#). Chicago State University uses the Clearinghouse to submit and report all official enrollment and degree reporting.

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