Certifying Your Enrollment using Guardian:

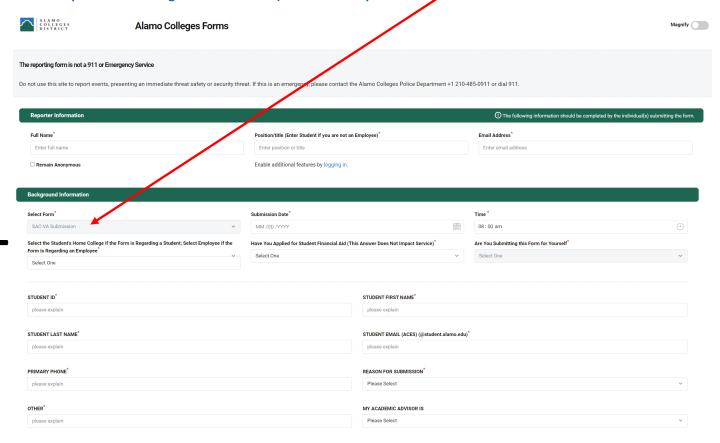
Begin by visiting: https://www.alamo.edu/sac/va

Scroll down till you see the Submit Certification Request button:

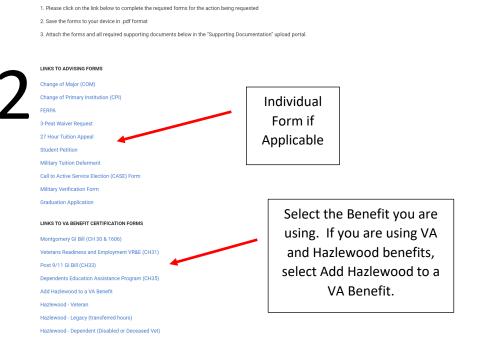
TO REQUEST EDUCATION BENEFIT CERTIFICATION CLICK THIS BUTTON:

Submit Certification Request

Step 1: When the form opens, ensure you have selected the SAC-VA Submission form. Fill in <u>all required</u> information on the Reporter and Background sections. (* indicates required field)



Step 2: Select the link for the Advising Form or Benefit Form you are trying to request.



3

Additional Information You Would Like to Share`					
B I <u>U</u> %					
	Summary Request: i.e., Fall 2022 – Cert Request				

Step 4: Your information should populate in the next section, however if it does not, please type it in.

Select Status		Name/ID		Role
 Student/Employee 	Organization	Enter Name or ID number		Choose the Role of the Person Related to the Form Request
Primary Phone Number		Alamo Colleges Email Address	(1)	
Enter Primary Phone Number (Include area code)		Enter Alamo Colleges email address, if available or best email		

Step 5: Click or Drag & Drop your supporting documents. This MUST include the form that you downloaded and completed, and can include items such as your COE, DD214, ID.....etc.

Supporting Documentation			
Please upload any supporting documentation (pictures, text messages, emails, etc.).			
Click here Or drag & drop file here to upload Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX			

Step 6: Check the I'm not a robot box, Sign, Save, and Submit.

One Last Step	
I'm not a robot reCAPTCHA Privacy - Terms 12. STUDENT SIGNATURE*	Help us prevent spam reports by completing this captcha. NOTE: If you do not see a gray box with a checkbox that says "I'm not a robot", please try a different web browser.
Please save signature when it is complete.	
Signature By Sign \$	
John Smith	
Save Cancel	
Submit	