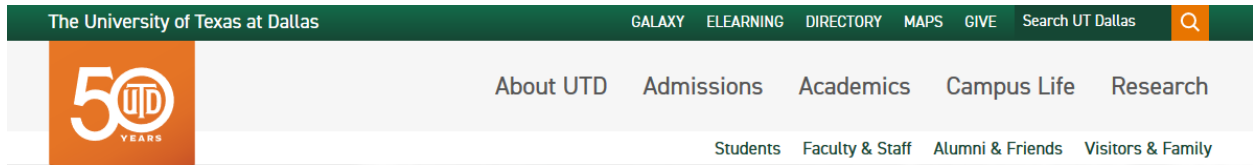


## ORION Student Center: How to Print Enrollment Verification from Browser

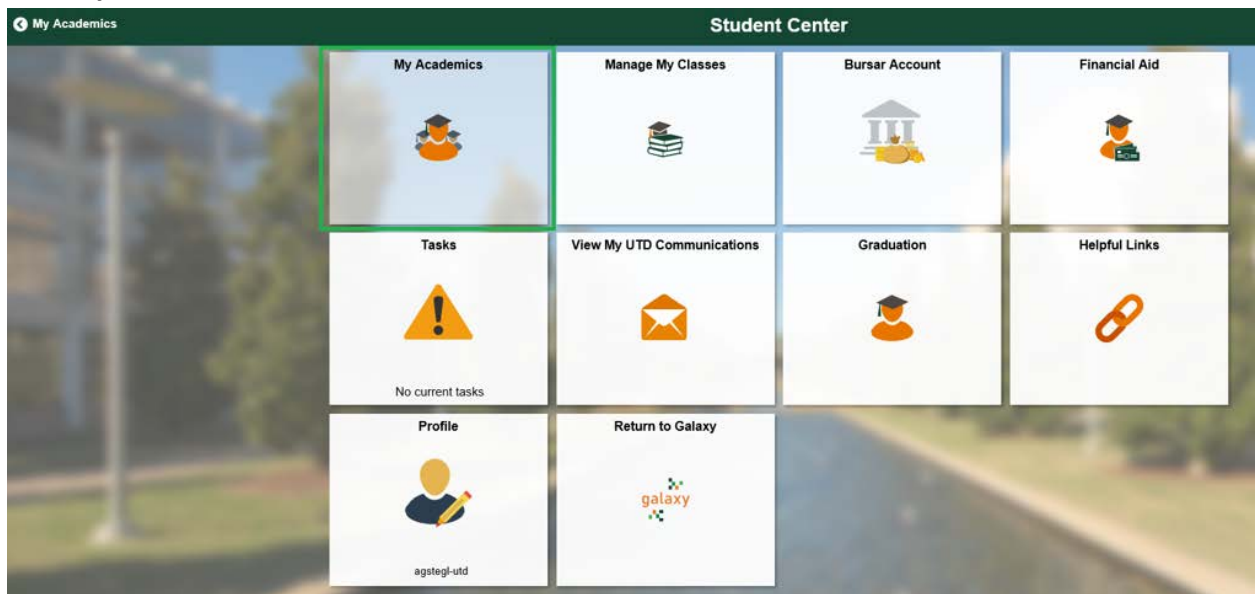
1. Log –in to UT Dallas **Galaxy** Account.
2. Enter **NETID** and **Password**

The image displays the login page for the University of Texas at Dallas. On the left is the UTD logo with the text "THE UNIVERSITY OF TEXAS AT DALLAS". On the right, there are two input fields: "NetID" and "Password", each with a placeholder "Enter Your NetID" or "Enter Your Password" and a small icon of a speech bubble with the number 4. Below these fields is an orange "Login" button. At the bottom of the login area, there are links: "Need Help? Contact the Help Desk" and "Forgot Password? Reset Your Password". A large orange banner at the very bottom of the page reads "Do Not Bookmark This Page".

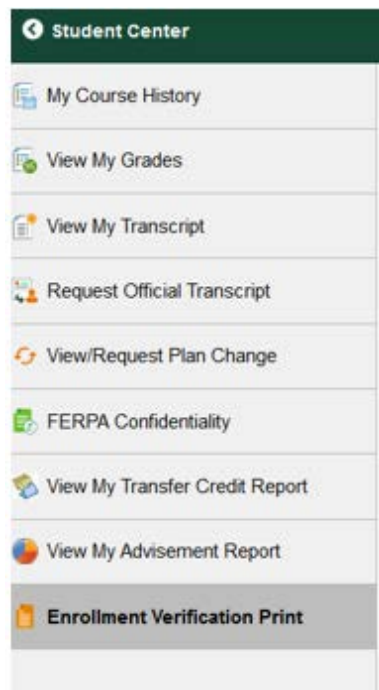
3. Once logged in, Click the **UTD Student Center**, as shown below.



3. Click **My Academics**



4. Click **Enrollment Verification Print**.



5. Under **Select Processing Option**, select **Allow to Print from My Browser**.
- a. "Include My Program and Plan" and "Include my Earned Degrees" are checked by default. Uncheck as desired.
  - b. If you want to include your cumulative GPA, check **Include My Term and Cum GPA**

- c. If you want a specific term verified, select term using the drop-down menu, else leave blank for all terms.

The screenshot shows the 'My Academics' section of a web application. At the top, there is a dark green header with the text 'My Academics'. Below the header, there is a search bar with a 'go to ...' dropdown and a magnifying glass icon. Below the search bar, there are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics' (which is highlighted). Below the tabs, there is a section titled 'Request Enrollment Verification'. Under this section, there is a box titled 'Select Processing Options'. Inside this box, there is a dropdown menu for 'Allow to Print from My Browser' with a downward arrow. Below this, there is a label 'Academic Institution' followed by a dropdown menu showing 'University of Texas at Dallas'. Below that, there are three checkboxes: 'Include My Program and Plan' (checked), 'Include My Earned Degrees' (checked), and 'Include My Term and Cum GPA' (unchecked). Below the checkboxes, there is a label 'Select desired term or leave blank for all terms' followed by a dropdown menu. Below the 'Select Processing Options' box, there is a red 'Submit' button. At the bottom of the page, there is a blue 'Go to top' button with an upward arrow icon.

6. Click **Submit**
7. Scroll to the bottom of the page and click on the **Printer Friendly Version** to print to the Enrollment Verification generated based on criteria submitted.
  - Please make sure to allow pop-ups from Orion as the printer friendly version will not show if pop-ups are blocked or no exceptions are included.



- End -