Office of Registration & Scheduling Services
Request Verification of Enrollment in MaineStreet

| Description | A step-by-step guide for students to request a verification of enrollment in MaineStreet. |

1. Log onto MaineStreet by using your student User ID and password (note: password is the same for the Portal and your university email).

2. In the Menu select Student Self-Service

3. Select Student Center

4. In your Student Center, under Academics, utilize the drop down box and select Enrollment Verification

5. In the next screen, answer the prompts required to process your Enrollment Verification.
Reference image below

Step 1: Select the option to print from browser or request your enrollment verification to be sent to you via mail.
Step 2: Select the academic institution that you would like the enrollment verification from.
Step 3: Identify what you would like to be included on the verification.
Step 4: Identify which semester you would like for your enrollment verification.
Step 5: Submit

Request Enrollment Verification

Select Processing Options

1. Allow to Print from My Browser
2. Academic Institution: University of Southern Maine
3. Include My Program and Plan
4. Include My Earned Degrees
5. Include My Term and Cum GPA
6. Select desired term or leave blank for all terms

Submit

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