

Alumni – NSC MyHub

1. Go to <https://www.myhub.org/home>
2. Click “CREATE ACCOUNT” at the top or “CREATE YOUR ACCOUNT NOW” toward the bottom.



3. Alumni must use either LinkedIn or Google account to create their account login.

Note: If you choose LinkedIn account, please follow steps in sub-section A below.

If you choose Google account, please follow steps in sub-section B below.

- A. If you choose Linked in: Enter the email and password that you use to login to your LinkedIn account or select “Join Now” to create a LinkedIn account.

[LinkedIn](#)

Welcome Back

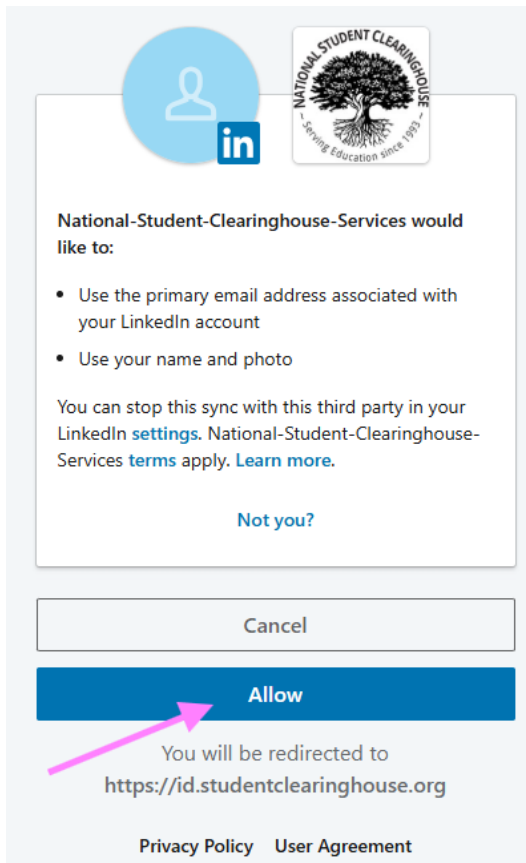
Don't miss your next opportunity. Sign in to stay updated on your professional world.

[Forgot password?](#)

New to LinkedIn? [Join now](#)

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- i. Select “Allow” to allow the Nation Student Clearing House to use your information provided by LinkedIn.
- ii. Select the box “I have read and agree to the Terms and Condition” and click “Next”.



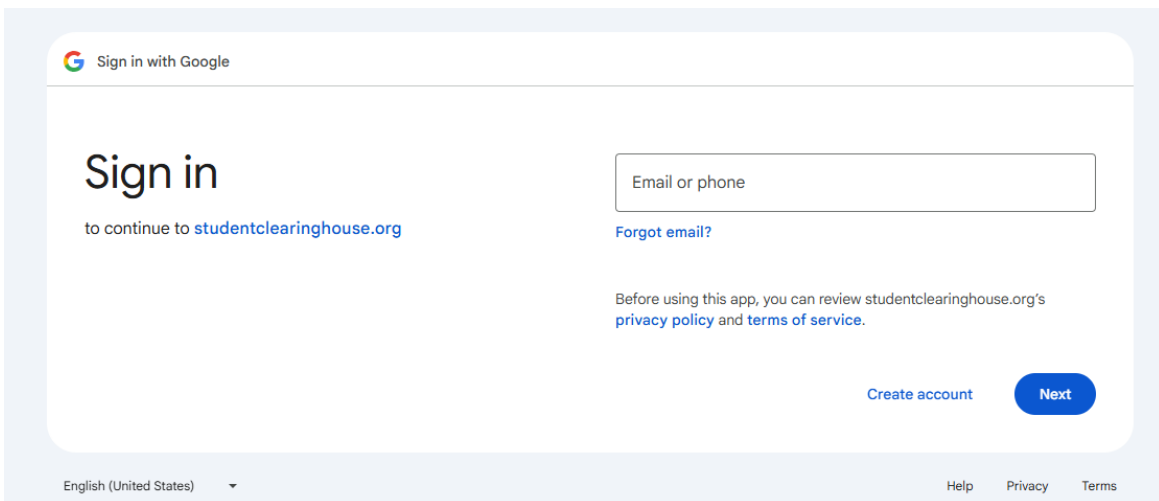
☐ I have read and agree to the Terms and Condition.

NEXT

CANCEL

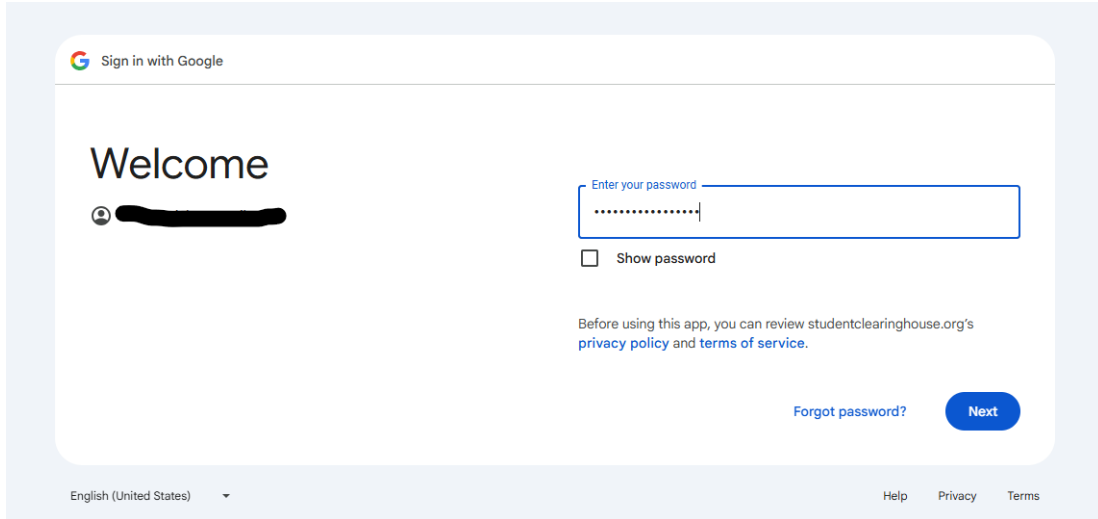
- iii. From here, continue to step 4.

B. If you choose Google: Enter your Google email address (Gmail) or phone number. Click “next.”



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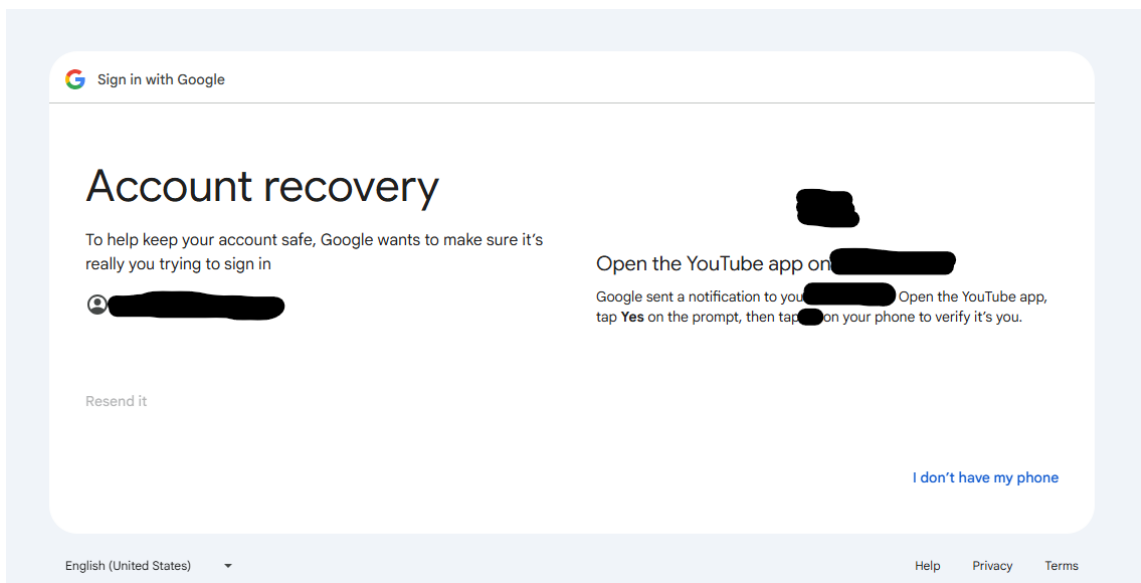
- i. On the next screen, you will enter your password and click “next.”



The screenshot shows a login interface with the Google logo and 'Sign in with Google' at the top. Below is a 'Welcome' message with a profile icon and a redacted name. A password field is labeled 'Enter your password' and contains a series of dots. Below the field is a checkbox labeled 'Show password'. At the bottom, there is a link for 'Forgot password?' and a blue 'Next' button. The footer includes 'English (United States)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

- ii. Depending on your Google account settings, phone, or other factors, you will be asked to use a Multi-Factor Authenticator. This may be an app on your phone or a text message or email code.

(Google Pixel phones may show a pop-up on the homescreen, other phones may have you use YouTube or another Google app to approve the login.)



The screenshot shows an 'Account recovery' screen. It includes the Google logo and 'Sign in with Google' at the top. The main heading is 'Account recovery'. Below it, a message states: 'To help keep your account safe, Google wants to make sure it's really you trying to sign in'. There is a profile icon and a redacted name. A 'Resend it' link is visible. On the right, there is a section titled 'Open the YouTube app on [redacted]' with instructions: 'Google sent a notification to you [redacted] Open the YouTube app, tap Yes on the prompt, then tap [redacted] on your phone to verify it's you.' At the bottom right, there is a link 'I don't have my phone'. The footer is identical to the previous screen, showing 'English (United States)' and 'Help', 'Privacy', 'Terms' links.

- iii. Once you have approved the login, move on to step 4.

4. You will be asked to enter your personal information so your login will be connected to your student records. For your name, enter your current name.

Note: If you changed your name since you attended or used a nickname when you were a student, be sure to include that in the form under “Has your name changed since you attended college?” so the report/account can match up information as best as possible.

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Personal Information Screen:

Sign up

We need to locate your student records. Please enter the required information, indicated by (*)

Email

First Name*

Middle Name

Last Name*

Has your name changed since you attended college?

☒ Yes ☐ No

First Name*

Last Name*

Date of Birth*

Social Security Number ⓘ

Address 1*

Address 2

State

Zip/Postal Code*

Phone*

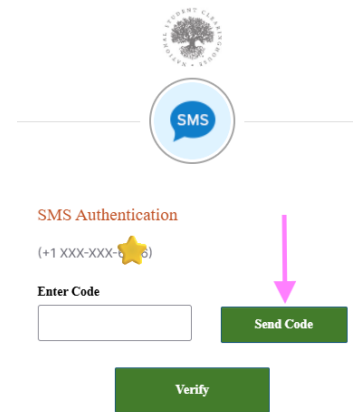
NEXT

CANCEL

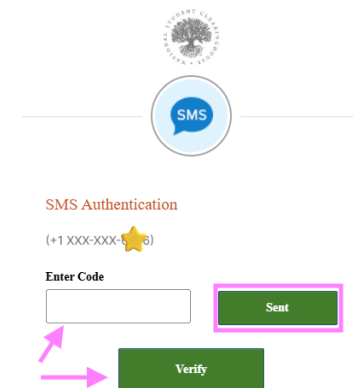
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5. After setting up your account, you can login from <https://www.myhub.org/home>

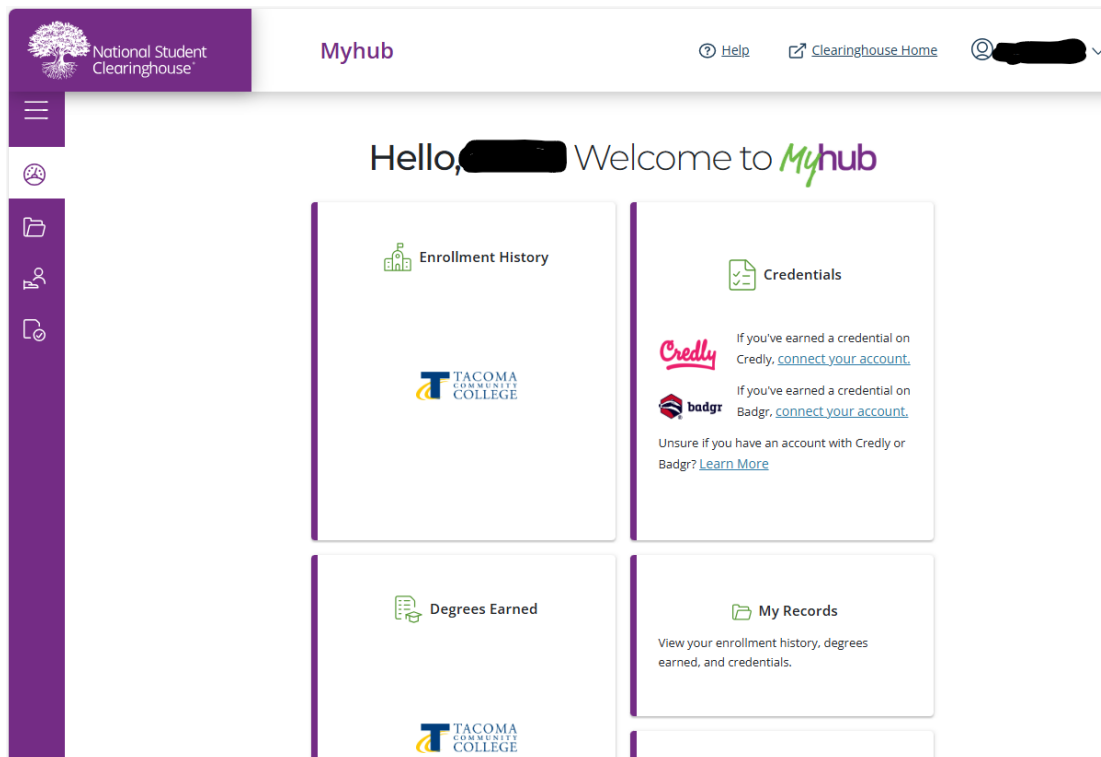
- a. Click “Login” at the top of the screen.
- b. Click “Send Code”



- c. The “Send Code” box will say “sent” after it is clicked. When you receive the code, enter it in the box and click “Verify.”



- d. Once you are logged in, you will be taken to the MyHub Dashboard.



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6. On the left of the screen, click “My Records.” From here, you will have three tabs:
- Enrollment History: Click the ^ next to each term to expand it and find the “Download Certificate” button. If you click “Download Certificate” next to any term you will be taken to the “Self Service” tab (see step 7 below).

The screenshot shows the NSC MyHub interface. The top navigation bar includes the National Student Clearinghouse logo, the 'Myhub' title, and links for Help, Clearinghouse Home, and a user profile. The left sidebar contains icons for navigation. The main content area is titled 'My Records' and features a yellow warning message: 'National Student Clearinghouse can only display the enrollment and degree information shared by your school. If you are looking for current data, your school may not have reported it yet. If you are looking for older data, please contact your school and request they submit it.' Below this, there are three tabs: 'Enrollment History', 'Degrees Earned', and 'Credentials'. The 'Enrollment History' tab is active, displaying a table with columns for College Name, Enrollment Status, and Start Date. The table shows one entry for TACOMA COMMUNITY COLLEGE with a status of 'Graduated'. Below the table, there is a section with details: Start Date, End Date, Enrollment Status (Graduated), Status Effective Date, and Date Certified. A 'Download Certificate' button is located to the right of these details.

College Name	Enrollment Status	Start Date
TACOMA COMMUNITY COLLEGE	Graduated	

Start Date :
End Date :
Enrollment Status : Graduated
Status Effective Date :
Date Certified :

Download Certificate

- Degrees Earned: This will show any degrees or certificates you have earned. Click ^ to expand the information.

The screenshot shows the NSC MyHub interface with the 'Degrees Earned' tab selected. The main content area displays a table with columns for College Name, Degree Name, and Start Date. The table shows two entries for TACOMA COMMUNITY COLLEGE. The first entry is for a 'CERTIFICATE - AMERICAN ETHNIC AND GENDER STUDIES - AMERICAN ETHN/GENDER STUD C20'. Below this entry, there is a section with details: Issued by (TACOMA COMMUNITY COLLEGE), Award Date, Major (AMERICAN ETHN/GENDER STUD C20), and a link to contact Enrollment Services. The second entry is for an 'ASSOCIATE IN ARTS, DTA - ACADEMIC TRANSFER DTA'. The page number 'Page 1 of 1' is visible at the bottom right.

College Name	Degree Name	Start Date
TACOMA COMMUNITY COLLEGE	CERTIFICATE - AMERICAN ETHNIC AND GENDER STUDIES - AMERICAN ETHN/GENDER STUD C20	
TACOMA COMMUNITY COLLEGE	ASSOCIATE IN ARTS, DTA - ACADEMIC TRANSFER DTA	

Issued by : TACOMA COMMUNITY COLLEGE
Award Date :
Major : AMERICAN ETHN/GENDER STUD C20
For additional information regarding this degree, please contact **Enrollment Services** at enrollmentservices@tacomacc.edu

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- Credentials: This will show any credentials from Credly or Badgr if you have connected those accounts. *These are not issued by Tacoma Community College.*

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7. On the left, select “Self Service” to view a link to Order Transcript (through Parchment) or to Download an Enrollment Certificate.

Note: “Current” will show the most recent term only; “All” will list every quarter you have attended.

- a. Sample report for “Current Enrollment Verification Certificate”:

National Student Clearinghouse®
2300 Dulles Station Blvd., Suite 220, Herndon, Virginia 20171
(703) 742-4200
www.studentclearinghouse.org
© 2025 National Student Clearinghouse. All rights reserved

IMPORTANT: If you are forwarding this certificate to a 3rd-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name _____
Policy/Account/Group or Other ID # _____

Current Enrollment Verification Certificate

Transaction ID# _____
Date Time Generated _____

SAMPLE

The National Student Clearinghouse as Authorized Certifying Agent for
TACOMA COMMUNITY COLLEGE
verifies the enrollment below for

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
_____	_____	_____	_____	_____

SAMPLE

b. Sample report for “All Enrollment Certificates”:

National Student Clearinghouse®
2300 Dulles Station Blvd., Suite 220, Herndon, Virginia 20171
(703) 742-4200
www.studentclearinghouse.org
© 2025 National Student Clearinghouse. All rights reserved

IMPORTANT: If you are forwarding this certificate to a 3rd-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

Enrollment Verification Certificate

Transaction ID#: [REDACTED]

Date/Time Notified: [REDACTED]

The National Student Clearinghouse as Authorized Certifying Agent for

TACOMA COMMUNITY COLLEGE

verifies the enrollment below for

[REDACTED]

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date		Term End Date		Enrollment Status	Status Effective Date		Date Certified by School	
0	2	0	3	Full Time	0	3	0	3
0				Less Than Half Time	0	2	1	2
0				Full Time	0	2	0	2
0				Full Time	0	4	1	4
0	4	0	4	Less Than Half Time	0	4	0	4
0	3	1	3	Less Than Half Time	0	3	1	3
0	3	0	3		3		0	3
0	3	0	3		3		0	3
0	3	0	3		2		0	3
0	3	0	3	Full Time	0	2	0	3
0	2	1	2	Full Time	0	2	1	2
0	2	0	2	Full Time	0	2	0	2
0	2	0	2	Full Time				
0	2	0	2	Half Time				
0	2	0	2	Full Time				
0	1	1	1	Full Time	0	1	1	1
				- END OF RECORD -				