



OFFICE OF THE REGISTRAR USER INSTRUCTIONS

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PROCESS

These instructions are used to assist students in navigating through POUNCE to view and/or update personal information.

INSTRUCTIONS

1. Login to https://pounce.augusta.edu.

Student Registration Financi	al Aid Student Account Faculty a	nd Advisors							
Student									
Enrollment Certification - myHub Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	JagTrax for Students View and plan your degree progress.	Parking Registration & Permit Payment Choose a permit and pay for your permit here each semester.							
Personal Information Update addresses, contact information or marital status.	Request Official Transcripts Transcripts requested in POUNCE are sent standard mail, and there is no charge.	Review Action Items Review items that need your attention. Some of these may prohibit registration.							
Student Health Insurance Waiver This is only for students who are included in student health insurance enrollment.	Student Immunization Information Enter and submit immunization information.	View Grades View grades by term and level, or across terms, or across levels.							
View Status of Transcript Requests View order date of transcripts.	View Unofficial Academic Transcript View your Unofficial Academic Transcript								

- 3. Log in or create an account.
- 4. You will need to use DUO multifactor authentication to verify.
- 5. If this is your first time using Myhub, you will have to agree to the Myhub Terms and Conditions of Use and enable a second verification method (either using Google Authenticator, SMS Authentication, or Email Authentication).

National Student Clearinghouse	Myhub	[2] Clearinghouse				
Welcome to Myhub	3					
Accept terms and cond	ditions					
Scroll to the end of the page to acce	ept the terms and conditions below					
Myhub Terms and C	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 elect example, by clicking "Agree"), accessing Myhuborg ("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 agre 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 mean 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 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	t/Unauthorized access generally					
In order to allow you to use certain !	Services, you will need to sign up for a Myhub account with the Clearinghouse. You may sign up, as follows:					
 You may create a Myhub account using credentials provided by a postsecondary institution that you attended (an "Institution") through a website that is operated by the Institution. The Institution will authenticate your identity befor allowing you to create a Myhub account on the Myhub website. If the Clearinghouse accepts the Institution's authentication of your identity, you will be able to create a Myhub account; or You may create a Myhub account through the Myhub website. If the Clearinghouse accepts the Institution's authentication of your identity, you will be able to create a Myhub account; or You may create a Myhub account through the Myhub website. Bubsequent to the Clearinghouse verifying your identity, the Clearinghouse the make any inquiries that we consider that we consider in encessary to validate your identity. These inquiries may include askit you for further information, for example, requiring you to provide your full address, the last four (4) digits of your social security number, requiring you to take steps to confirm ownership of your email address or phone number, and/or verifying the information you provide against third party databases or through other sources. If you do not provide this information or the Clearinghouse cannot verify your identity, the Clearinghouse reserves the right to reject your to the Senvices. 						
If you become aware of any unauth credentials or device that you use to	iorized use of your Myhub account or the Services, you agree to notify the Clearinghouse immediately at <u>InformationSecurity</u> o access the Services has been lost or stolen or that someone is using your account without your permission you must notif	villestudentclearinghouse.org. If you believe that your Myhub account log-in y the Clearinghouse immediately in order to minimize your possible losses.				
Other Clearinghouse Produ	ucts and Services					
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 <u>studentclearinghouse.org</u> and including your use of such products, services, and websites when accessed through the Myhub platform, are provided <u>here</u> .						
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7. You will be directed the homepage for Myhub.



- 8. At the top left of the homepage, you have access to three options for navigation: My Records, Self Service, and Verification Events.
- **9.** Using Self Service, you can view and download Enrollment Certificates and View Degrees Earned. To download an enrollment certificate, select the appropriate enrollment certificate in the drop-down and click "Download".

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CONTACT

If you have any additional questions, please contact our office at **registrar@augusta.edu.**