ORION Student Center: How to Print Enrollment Verification from Browser

1. Log in to UT Dallas Galaxy Account.
2. Enter NETID and Password.
3. Once logged in, click Orion Self-Service link, as shown below.

- see these links to perform school related activities.
- Use these links to perform school related activities.

- Application Center
- Campus Finances
- Register Add Drop
- Class Schedule
- Your Enrollment Appointment
- Request Official Transcript
- View My Grades
- EZPAY - View / Pay Bills
- Orion - Setup Short Term Loan
- Order Official Transcript
4. Click the **Orion Student Center** link, as shown below.

   ![Orion Student Center](image)

   **My Menu**

   **Orion Self-Service**
   Use these links to perform school related activities.
   **Orion Student Center**
   Use the Student Center to manage school related activities.

5. Under the **Academics** blue header, use the drop down menu and select **Enrollment Verification**, as shown below.

   ![Academics](image)

   **Register Add Drop**
   Short-cut link to Orion Student Self-Service Enrollment Add and Drop functions.

6. Click the >> GO button, as shown below.

   ![Academics](image)
7. 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.

8. Click **Submit**, as shown below.

9. 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.

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