MyIntealth™ Entity User Guide:
Enrollment Verification

# Table of Contents

1 Enrollment Verification

1.1 Complete an Enrollment Verification Request

The following information is specific to Entities that verify student enrollment electronically.

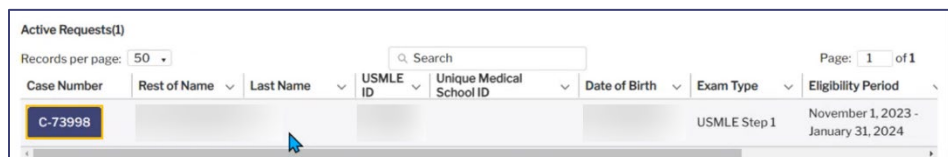**Step 1.** From the **MyIntealth Entity Portal**, in the top banner, click **My Services**.
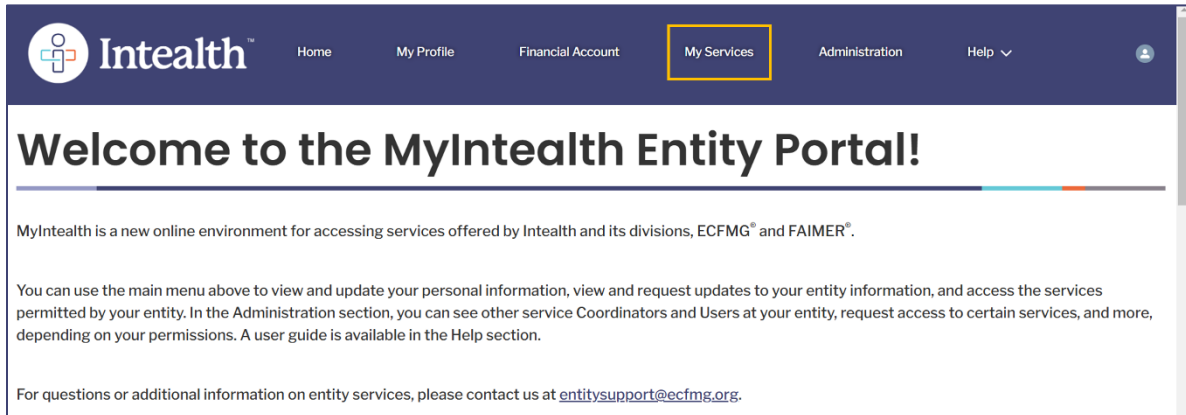
Step 2. The **My Services** page opens. If your account is affiliated with more than one school, utilize the **Select Entity** drop-down menu to review results from the appropriate entity.
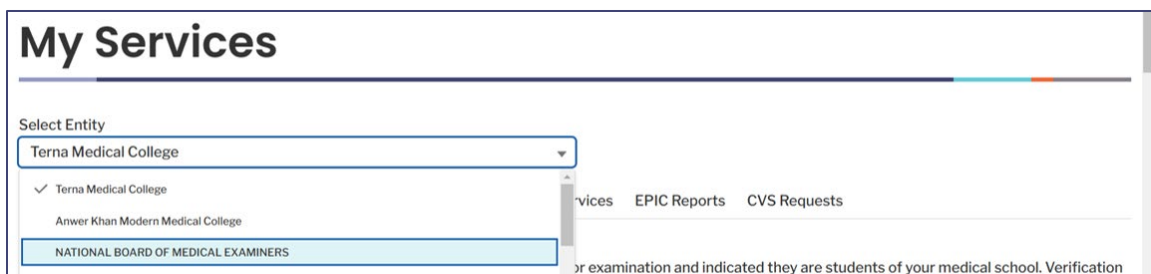
Step 3. Scroll to the **Active Requests** section.
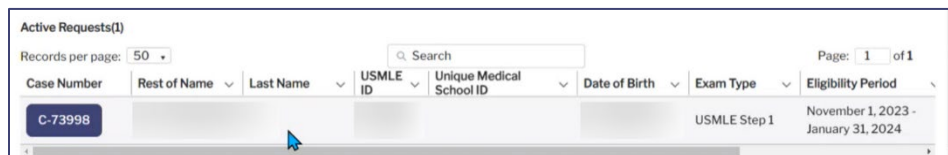
Step 4. Click the **Case Number** for the case you would like to review.

Step 5. The **Enrollment Verification Request** page appears with details about the case. Review this information for accuracy.

Enrollment Verification   Performance Data   Credential Verification   ERAS Services

Enrollment Verification Request

The individual identified below has submitted a USMLE application, and verification of their enrollment status is required to complete their registration for examination. Please carefully review the information below, make any changes necessary to reflect your records for the individual, and select the appropriate status. Please be advised that the information you provide below may impact one or more open exam applications for this individual.

Step 6. At the bottom of the page, select the appropriate **Verification Status** from the drop-down menu, and follow the onscreen prompts; otherwise, to confirm enrollment, select **Enrolled**.

Step 7. An additional question about the school's basic medical science curriculum appears. Select **Yes** or **No**.

Step 8. Click **Submit**.

Step 9. A **Success!** notification appears indicating that you responded to the enrollment verification request.

Success!

You have successfully submitted your response to the enrollment verification request for this individual. This record will now be moved to the Completed Request(s) section of your Enrollment Verification Request List.

Ok
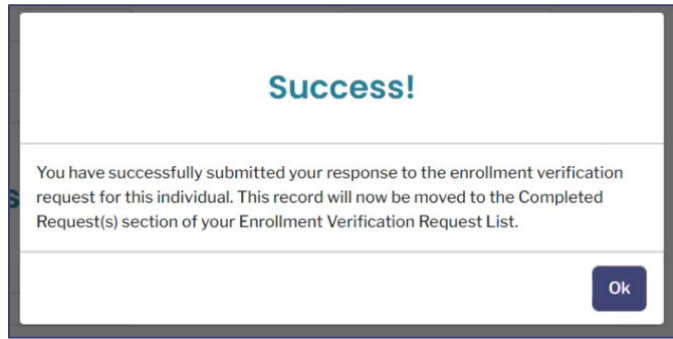
Step 10. On the **My Services** page, the original request is no longer listed under **Active Requests**.

Active Requests(0)

--No Records Found--