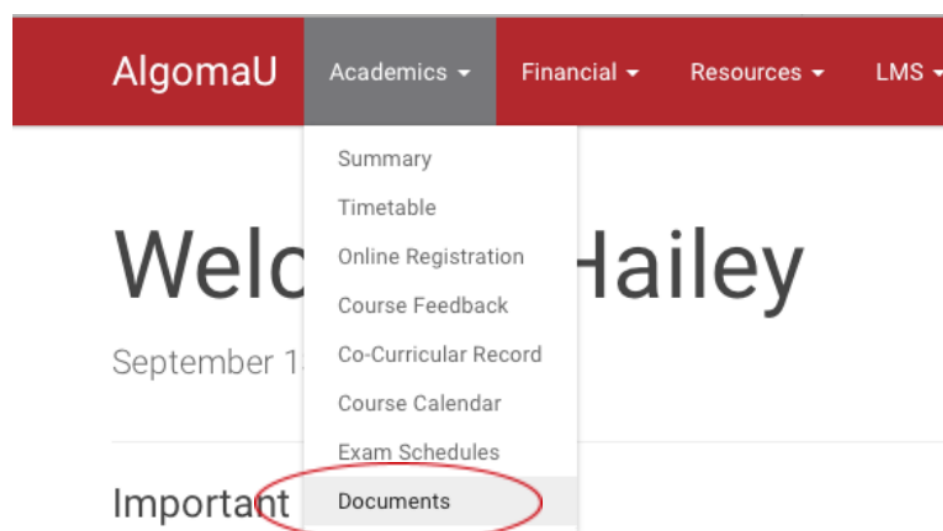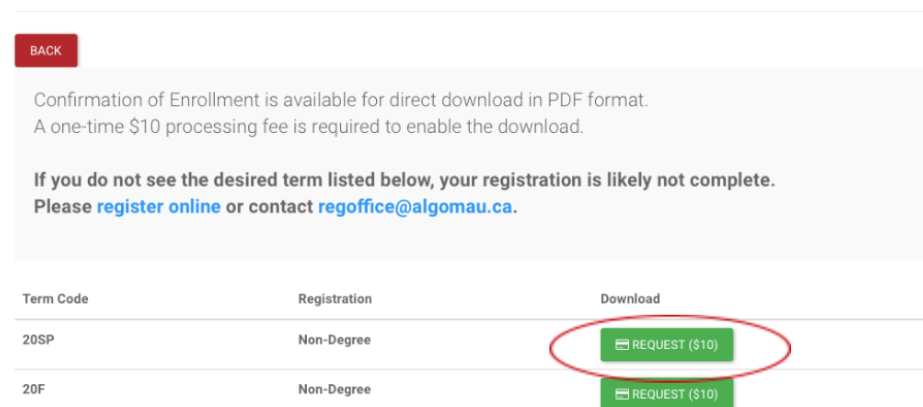# How to obtain a

Confirmation of Enrollment

Step 1: Login to your Student Portal

Upon login, you will be directed to the home page of the Student Portal. From here, you can find the document download page under Academics -> Documents

Step 2: Select your term code

After selecting the Confirmation of Enrollment document, you will be asked to select the term you require the confirmation for. For most students, this will be their current term of registration.*

*If you do not see your current term, you are likely not registered in courses. Please follow the contact information instructions on the webpage for further inquiry.

Step 3: Make the payment
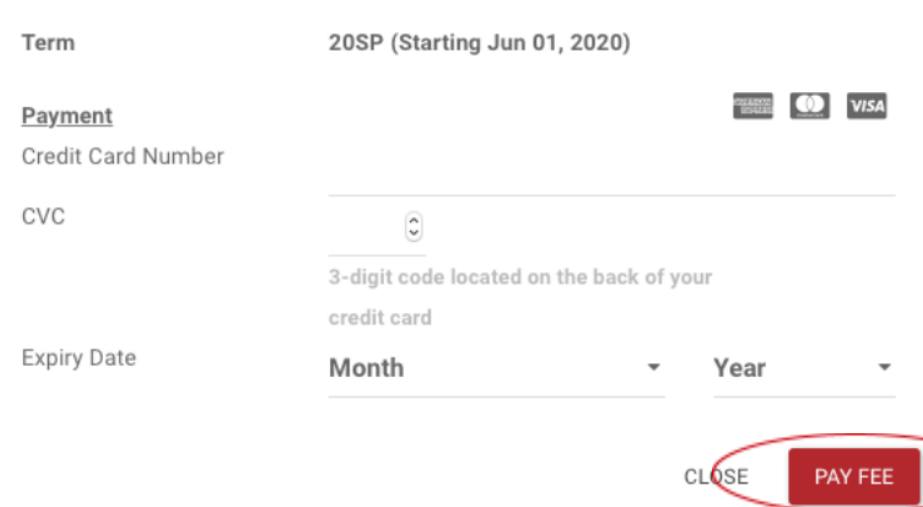
For every unique term you request a CoE, you will need to pay a download fee of $10. Once you pay this fee, you will have access to unlimited document downloads for this term. Please note that we only accept major credit cards for this transaction.

Step 4: Your file is ready to download!

You will now be able to download your document in PDF format. Please read through your documents carefully to ensure there are no errors; if you encounter any discrepancies, please email regoffice@algomau.ca* and we will work to resolve them!

*Please provide as many details as possible (Student ID, screenshots, etc.) when reporting an error in documentation so that we can best resolve it.