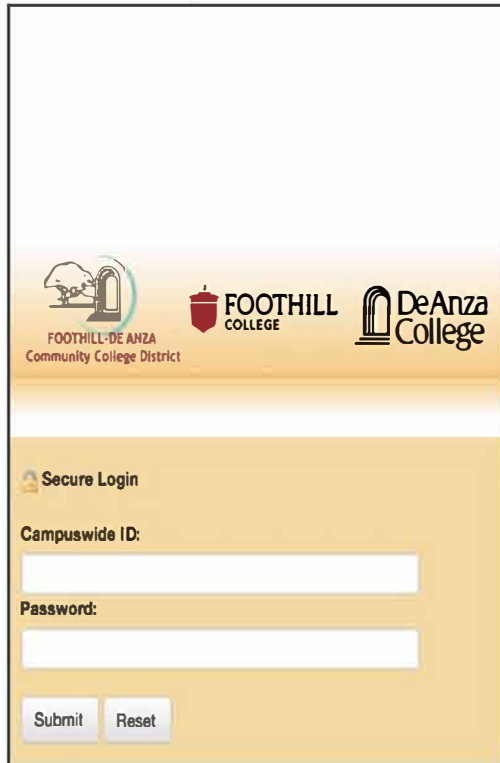


# == REQUEST TO USE BENEFIT ==

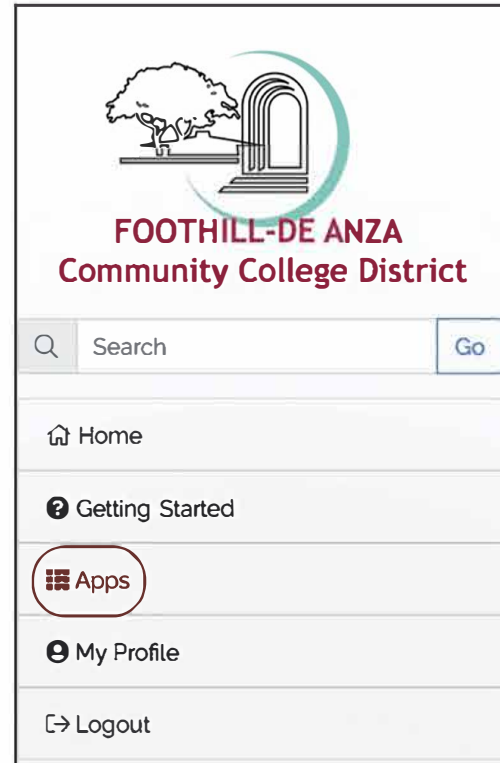
## STEP 1:

Login to 'MyPortal'



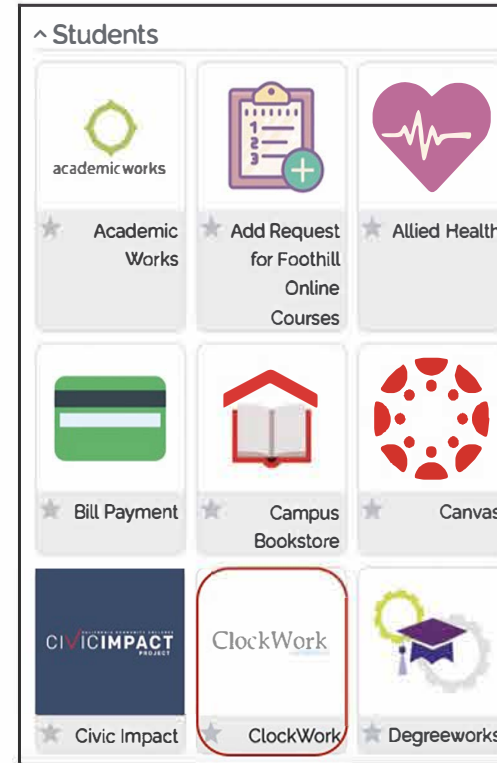
## STEP 2:

Select Apps



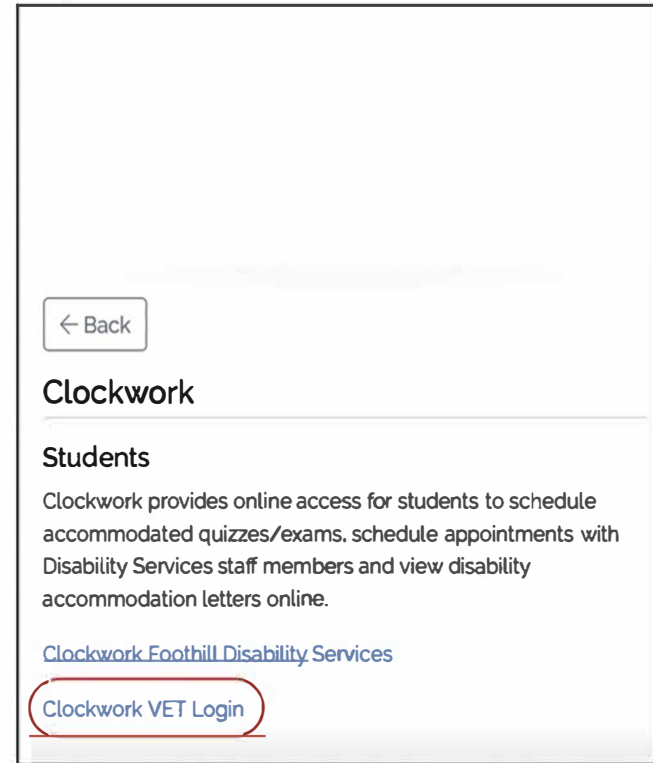
## STEP 3:

Under 'Students' Tab  
Select 'Clockwork' Application



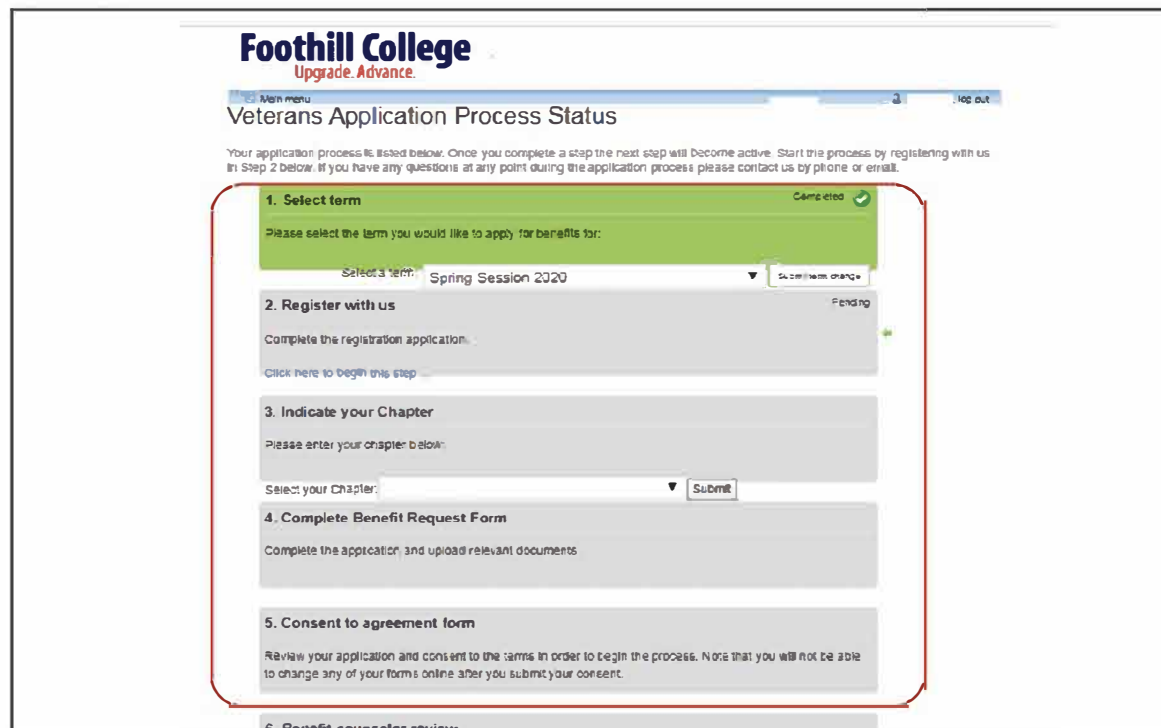
## STEP 4:

Select 'Clockwork VET Login'



## STEP 5:

**New Students Complete Sections 1 - 5**  
**Continuing Students: Go directly to step #6**



## STEP 6:

**Continuing Students Only:** Clockwork app will look complete- Must complete step #1 to reset application, #2-Skip, #3-select CH, #4 Do only Questions 1~5 & submit, and #5Check all boxes & submit- Confirmation email will be sent to confirm your request submission-  
**NOTE: NO EMAIL/NO REQUEST RECEIVED-**

