
July 29-August 2:

VA Forever GI Bill Open House



Extension Campus System Update

811 Vermont Ave NW, Washington, DC, 20571

Room: 1014 A

VA-ONCE SCENARIO #5: ENTERING A CERTIFICATION AT A MAIN CAMPUS AND TWO EXTENSION CAMPUSES WITH NON-STANDARD TERMS

DESCRIPTION: This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student who is completing credit hours at a main campus and mini terms at two different extension campuses. For this scenario:

- The student is enrolled for 9 (nine) credit hours at the main campus, three (3) credit hours at Extension Campus 1 and three (3) credit hours at Extension Campus 2.
- The credits being taken at Extension Campus 1 have non-standard term dates.
- The credits being taken at Extension Campus 2 have non-standard term dates.
- **NOTE: This scenario assumes the student has already been enrolled at the extension facility codes.**

EXPECTED OUTCOME: Enrollments will be created for the non-standard terms at the two extension campuses, respectively.

- From the 'Select' page, search for the student, and select the enrollment for the Main Campus facility code.

VA NCE
VAonce04
2-2-2222-22

Student School Detail **Select Student**

Search by

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

to
Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-4 of 4 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input checked="" type="checkbox"/>	1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22222222
<input type="checkbox"/>	2 044-55-2222	044-55-2222	00	NEWPORT	AUSTIN	33	HISTORY	8/12/2011 11:51 AM	31313131
<input type="checkbox"/>	1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22222
<input type="checkbox"/>	1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22221

Select
Admin
Reports
Logout

- Validate the information on the 'Bio' screen and navigate to the 'Certs' screen. On the Cert menu at the very top of the page, select 'New'. Enter the term information and click 'Submit' at the very top of the page.

VA ONCE *Cert Complete Submit*

VAonce04
2-2-2222-22

Name: NEWPORT, BOBBY
SSN: 888-77-5554
File/Payee: 888-77-5554/00

Certs
Program: AA ROCK
Chapter: 33
Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22222222	

Edit Enrollment **Save** **Cancel**

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 2

SPRING 20 1/15/2020 5/15/2020 6 0 6500.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks **Modify Remarks List**

- On the Select page, select the extension facility code where the first mini term is being taken.



VAonce04
2-2-2222-22

Student School Detail

Select Student

Search by Last Name Starts With NEWPORT Search Clear

Search Type Search Range Search Text

All Active All All All All All

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

 to ALL All ALL ALL

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Filter Reset

Showing 1-4 of 4 records [Show Logs](#)

<input type="checkbox"/>		SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	4X	888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK	7/27/2019 8:09 AM	22222222	
<input type="checkbox"/>	2	044-55-2222	044-55-2222	00	NEWPORT	AUSTIN	33	HISTORY	8/12/2011 11:51 AM	31313131	
<input checked="" type="checkbox"/>	1	888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22222	
<input type="checkbox"/>	1	888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22221	

4. Click through the Bio to the Certs page. On the Cert menu at the very top of the page select 'New'. Enter the mini term dates and hours for Extension Campus 1. Once complete, click 'Submit' at the very top of the page.
 - a. Screen before submission:

VA
Cert Complete Submit

VAONCE
VAonce04
2-2-2222-22

Name: NEWPORT, BOBBY
SSN: 888-77-5554
File/Payee: 888-77-5554/00

Certs

Program: AA ROCK
Chapter: 33
Training Type: Undergraduate

Bio

Certs

VA Data

Log

History

All
All
All
to
Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22X22222	
4X SPRING 20			01/15/2020	05/15/2020	6	0				22222222	45429283

Edit Enrollment
Save Cancel

Facility: 22X22222
Trng Type: IHL_UNDERGRAD
Prgm: AA ROCK
Prior Credit: 2

Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
SPR 20 A	01/20/2020	03/20/2020	3	0			1200

Advance Pay
 Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks
 Modify Remarks List

b. Screen after submission:



VAonce04
2-2-2222-22

Cert Complete Submit

Certs

Name: NEWPORT, BOBBY Program: AA ROCK
 SSN: 888-77-5554 Chapter: 33
 File/Payee: 888-77-5554/00 Training Type: Undergraduate

Bio
Certs
VA Data
Log
History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPR 20 A			01/20/2020	03/20/2020	3	0				22X22222	45429284
4X SPRING 20			01/15/2020	05/15/2020	6	0				22222222	45429283

View Current Status Save Cancel

Facility: 22X22222 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 4X

SPR 20 A	01/20/2020	03/20/2020	3	0	1200.00
Term Name	Begin Date*	End Date*	Res	Dist*	T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List

- On the Select page, select the facility code for Extension Campus 2, where the second mini term is being taken.



VA-NCE
VAonce04
2-2-2222-22

Student School Detail

Select Student

Search by Last Name Starts With NEWPORT Search Clear

Search Type Search Range Search Text

All Active ▼

Status and

All ▼

Facility Code and

All ▼

Chapter and

All ▼

Training Type and

All ▼

Program and

All ▼

PT Evaluated

to

ALL ▼

All ▼

ALL ▼

ALL ▼

ALL ▼

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Filter
Reset

Showing 1-4 of 4 records Show Logs

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	⚠
<input type="checkbox"/>	4X 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK	7/27/2019 8:09 AM	22222222	
<input type="checkbox"/>	2 044-55-2222	044-55-2222	00	NEWPORT	AUSTIN	33	HISTORY	8/12/2011 11:51 AM	31313131	
<input type="checkbox"/>	4X 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK	7/27/2019 8:14 AM	22X22222	
<input checked="" type="checkbox"/>	1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22221	


Select


Admin


Reports


Logout

6. Go through the Bio page to the Cert page. On the Cert menu at the very top of the page, select 'New'. Enter the mini term dates and hours. Once complete, click 'Submit' at the very top of the page.

a. Screen before submission:

VAONCE Cert Complete Submit

Name: NEWPORT, BOBBY
SSN: 888-77-5554
File/Payee: 888-77-5554/00

Program: AA ROCK
Chapter: 33
Training Type: Undergraduate

Bio **Certs** VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22X22221	
4X SPR 20 A			01/20/2020	03/20/2020	3	0				22X22222	45429284
4X SPRING 20			01/15/2020	05/15/2020	6	0				22222222	45429283

Edit Enrollment Save Cancel

Facility: 22X22221 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 2

SPR 20 B 03/25/2020 05/25/2020 3 0 2154.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

b. Screen after submission:

VAONCE Cert Complete Submit

Name: NEWPORT, BOBBY
SSN: 888-77-5554
File/Payee: 888-77-5554/00

Program: AA ROCK
Chapter: 33
Training Type: Undergraduate

Bio **Certs** VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPR 20 B			03/25/2020	05/25/2020	3	0				22X22221	45429285
4X SPR 20 A			01/20/2020	03/20/2020	3	0				22X22222	45429284
4X SPRING 20			01/15/2020	05/15/2020	6	0				22222222	45429283

View Current Status Save Cancel

Facility: 22X22221 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 4X

SPR 20 B 03/25/2020 05/25/2020 3 0 2154.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)