



**VA-ONCE QUICK REFERENCE USER
GUIDE**

**DESIGNED FOR CERTIFYING OFFICIALS
Version 8, March 2015**

Introduction

The VA-ONCE Quick Reference User Guide was created especially for you, the school certifying official. Whether you are a novice taking over the duties as certifying official or a seasoned “Veteran of VA-ONCE, we hope that this quick reference guide will make a great desktop reference for you.

VBA Education Staff

NOTE: All information contained within this manual is based on fictitious names, social security numbers, and other personal identifiable information.

The VA-ONCE Quick Reference User Guide is a general reference guide. Always contact your Education Liaison Representative if clarification is needed.

References

GI Bill Web Site:

<http://www.benefits.va.gov/gibill/index.asp>

National Education Call Center:

1-888-442-4551

SCO Hotline (for certifying official use only):

1-855-225-1159

VA ONCE - Users Guide; Users Tips; Updates:

http://www.benefits.va.gov/gibill/school_training_resources.asp

Education Liaison Representative (for certifying official use only)

http://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/elr.asp

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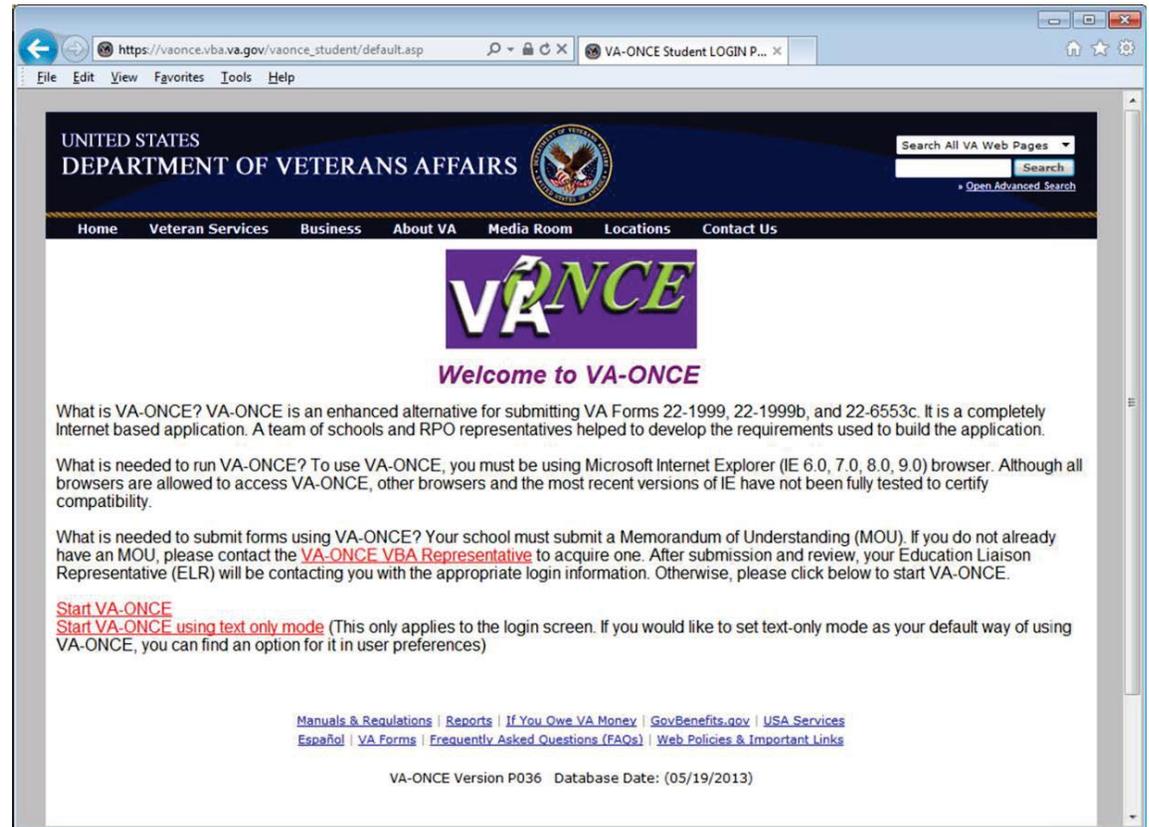
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STEP 1: INITIAL SET UP – Go to the VA-ONCE Home page for School Certifying Officials
The full web address is https://vaonce.vba.va.gov/vaonce_student/default.asp

NOTE: Your browser should be Internet Explorer (IE) in order to access VA-ONCE. Other browsers can be used to access VAONCE, but VA does not test to certify compliance with browsers other than Internet Explorer. See your IT department for available browsers at your school.

VA is currently using IE 9. There are known issues with VA-ONCE and Internet Explorer (IE) 10 and 11. If you are having problems, please try using VA-ONCE in Compatibility mode. In IE 10, click the compatibility icon at the top of your browser. It is usually found next to the search bar and looks like a piece of paper torn in half horizontally. In IE 11, click the cog icon. It is located next to the star in the upper right corner. On the menu select View in Compatibility Mode, and add va.gov to the list of web sites.



STEP 2: INITIAL SET UP – Log On

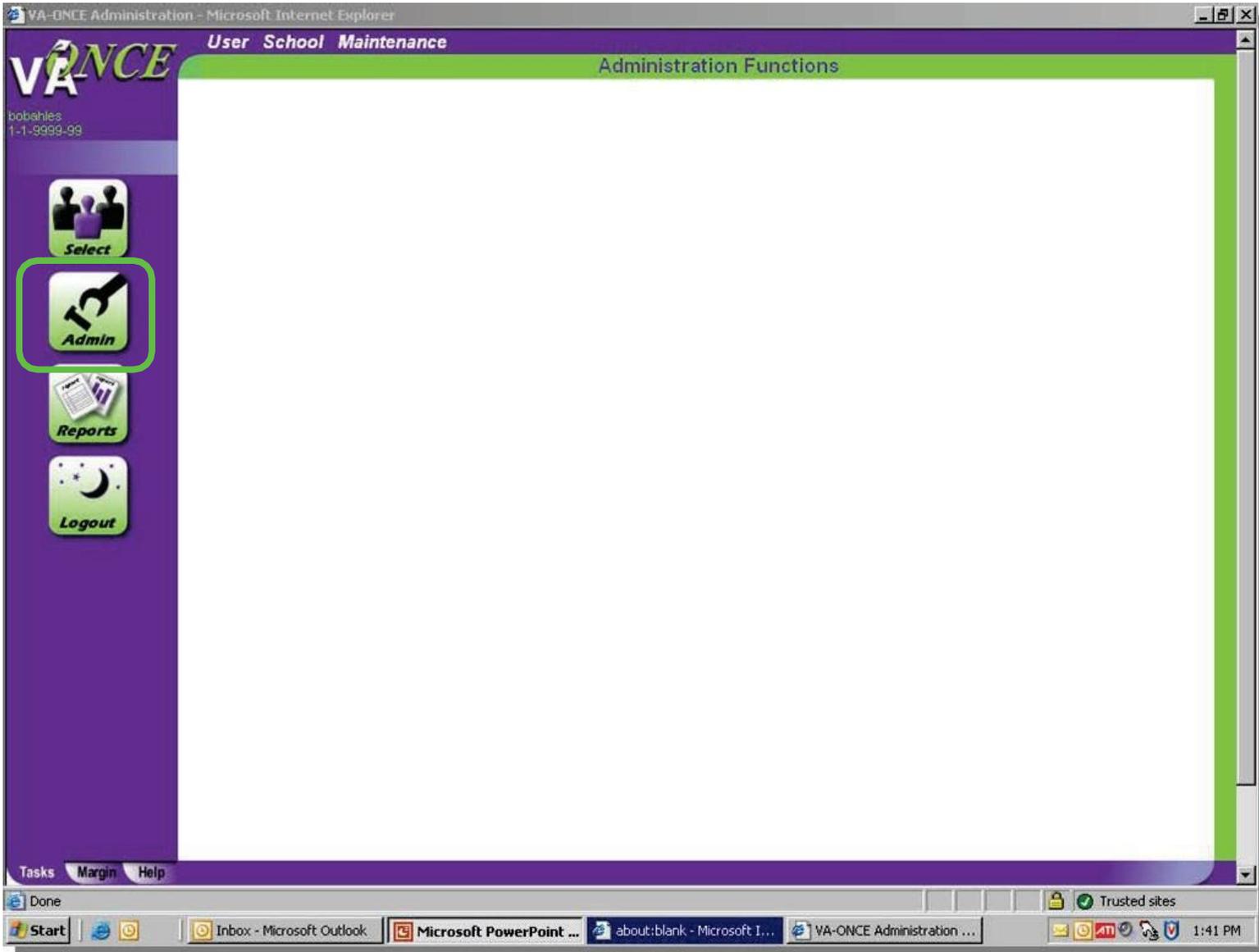
Log in using your VA provided user ID and temporary Password.

Note: Your browser must allow “Pop-Ups” to view this page.

The screenshot shows the VA-ONCE Student Login Page. The browser title bar reads "VA-ONCE STUDENT LOGIN PAGE (U.S. Department of Veterans Affairs) - Windows Internet Explorer". The page header features the "UNITED STATES DEPARTMENT OF VETERANS AFFAIRS" logo and a search bar with the text "Search All VA Web Pages" and a "SEARCH" button. Below the header is a navigation menu with links: Home, Veteran Services, Business, About VA, Media Room, Locations, Contact Us, and GI Bill Links. The main content area has a purple background with the "VA-ONCE" logo and a photograph of four people. On the left, there is a sidebar with several links: "How do I sign up for VA-ONCE?", "What is my login name?", "How long does the password have to be?", "What if I do not remember my password?", "Why doesn't the password I was sent work?", "What web browser should I use?", "When was the latest update?", "What changes were made in the last version update?", and "Keyboard Shortcuts". The central part of the page contains a login form with the text "Please type in your Login Name and Password". The form has two input fields: "Login Name:" and "Password:". Below the fields is a "LOGIN" button. There are also two links: "E-mail me my password?" and "Show me my password hint?". Below the login form is a "News Flash" section dated "February 24, 2015". The news flash text reads: "The Veterans Choice Act goes into effect July 1. To allow time for states to make their legislative/policy changes, School Certifying Officials at public institutions of higher learning in states/territories other than those in compliance (currently Texas and Georgia) need to follow these procedures when certifying enrollment for terms...". At the bottom of the page, there is a footer with links: "Manuals & Regulations", "Reports", "If You Owe VA Money", "GovBenefits.gov", "USA Services", "Español", "VA Forms", "Frequently Asked Questions (FAQs)", and "Web Policies & Important Links". The footer also includes the text "VA-ONCE Version P039 Database Date: (11/30/2014)". The browser address bar shows "http://www.va.gov/" and the zoom level is set to "100%".

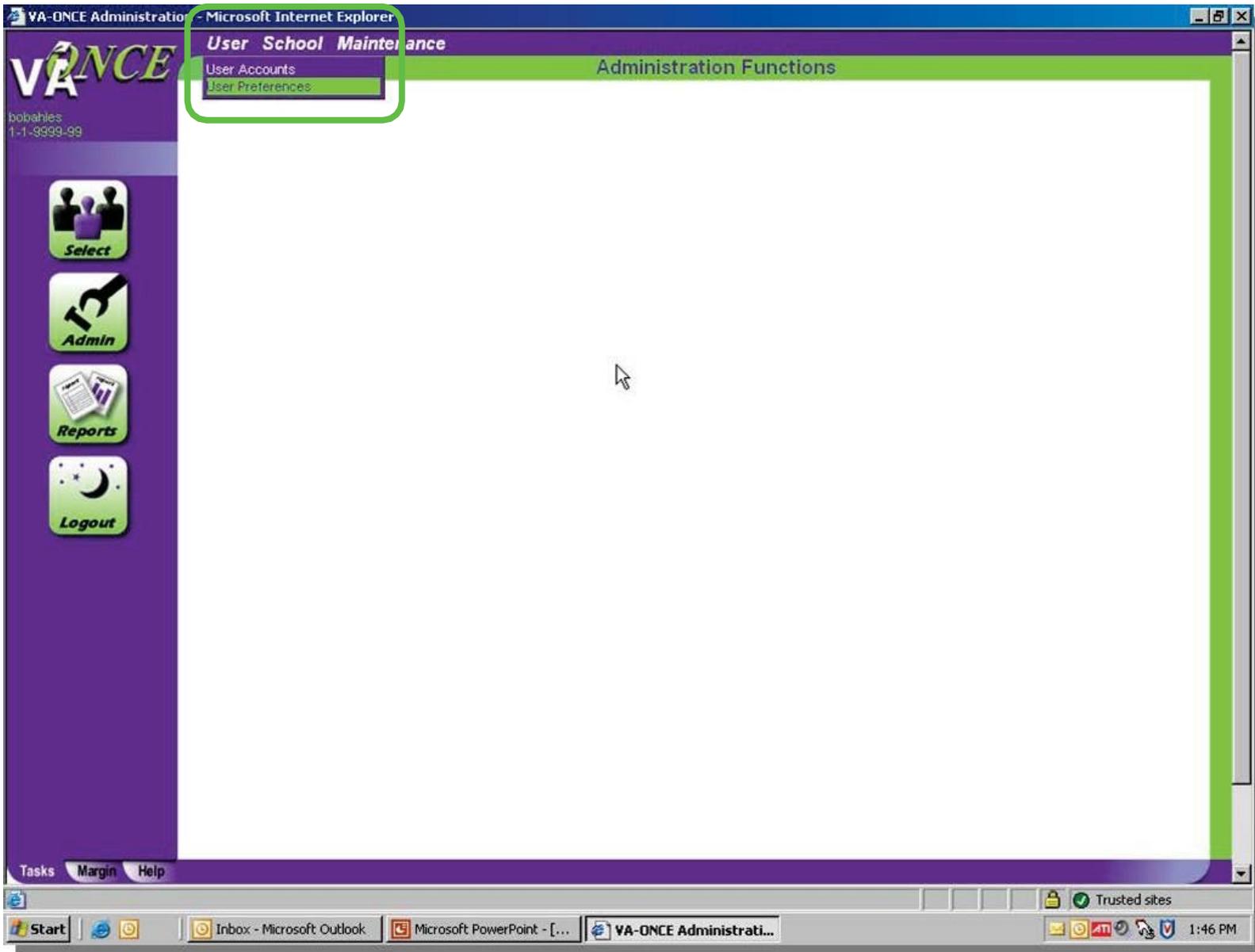
STEP 3: INITIAL SET UP – Changing your Password

Each certifying official will be assigned a temporary password. Click on the “Admin” button to change the password.



STEP 4: INITIAL SET UP – Changing your Password

Click on “User” and then “User Preferences” in the drop down menu..



STEP 5: INITIAL SET UP – Changing your Password

Click on “Change” next to the current password.

Field Name	Selected Value
Use VA-ONCE in Text-only mode	N
Default State	MN
Always print address on certs	N
Default Training Type	IHL_UNDERGRAD

Below the table, there is a section titled 'User Preferences' with a dropdown menu for 'Use VA-ONCE in Text-only mode' set to 'No'.

At the bottom of the browser window, the taskbar shows the Start button, several open applications (Inbox - Microsoft Outlook, Microsoft PowerPoint, VA-ONCE User Preferenc...), and the system tray with the time 1:47 PM.

STEP 6: INITIAL SET UP – Changing your Password

Complete “New Password”, “Confirm Password”, and “Password Hint”. Click “Change Password”.

Passwords must consist of 3 of the 4 following categories: Uppercase; Lowercase; Numeric; Special Characters.

NOTE: You will be prompted to change your password every 90 days. If you do not log in, your account will be deleted after 120 days of inactivity.

The screenshot shows a web browser window titled "VA-ONCE Change Password - Microsoft Internet Explorer". The page has a purple header with the "VA-ONCE" logo and the text "bobahles 1-1-9999-99". A vertical sidebar on the left contains four icons: "Select" (three people), "Admin" (wrench), "Reports" (document), and "Logout" (moon). The main content area is titled "Change Password" and contains a purple box with the following text and form fields:

*** Enter new password and password hint ***

Login Name: bobahles

New Password:

Confirm Password:

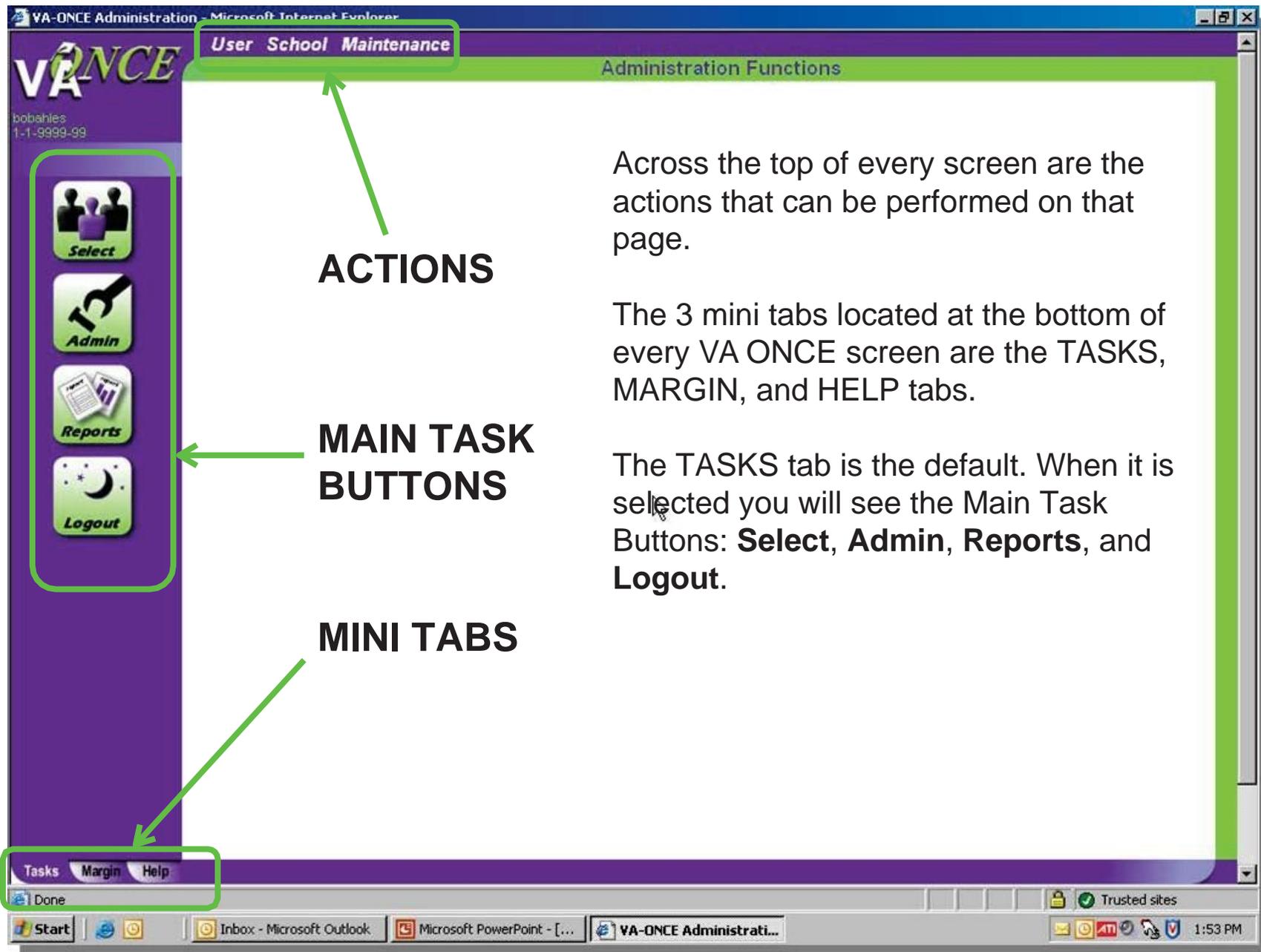
Password Hint:

Change Password

The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Microsoft PowerPoint, VA-ONCE Change Passw...), and the system tray with the time 1:49 PM.

VANCE

Overview



Across the top of every screen are the actions that can be performed on that page.

The 3 mini tabs located at the bottom of every VA ONCE screen are the TASKS, MARGIN, and HELP tabs.

The TASKS tab is the default. When it is selected you will see the Main Task Buttons: **Select**, **Admin**, **Reports**, and **Logout**.

MARGIN TAB - When the Margin Tab is selected, the left margin will change as you enter each individual field on the page and give you information specific to that field. In this example the cursor is in the “Search Text” box and the Margin text instructs the user on what to enter.

The screenshot shows the VA-ONCE Student Select interface. The search section includes a dropdown for 'Last Name', a dropdown for 'Equals', and a text input field for 'Search Text'. Below this are several filter dropdowns for 'Status and', 'Facility Code and', 'Chapter and', 'Training Type and', 'Program and', and 'PT Evaluated'. A 'Filter' button is present. The table below shows a list of students with columns for SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The left margin contains instructional text for the search text field.

Type the search text you would like to locate in this box.

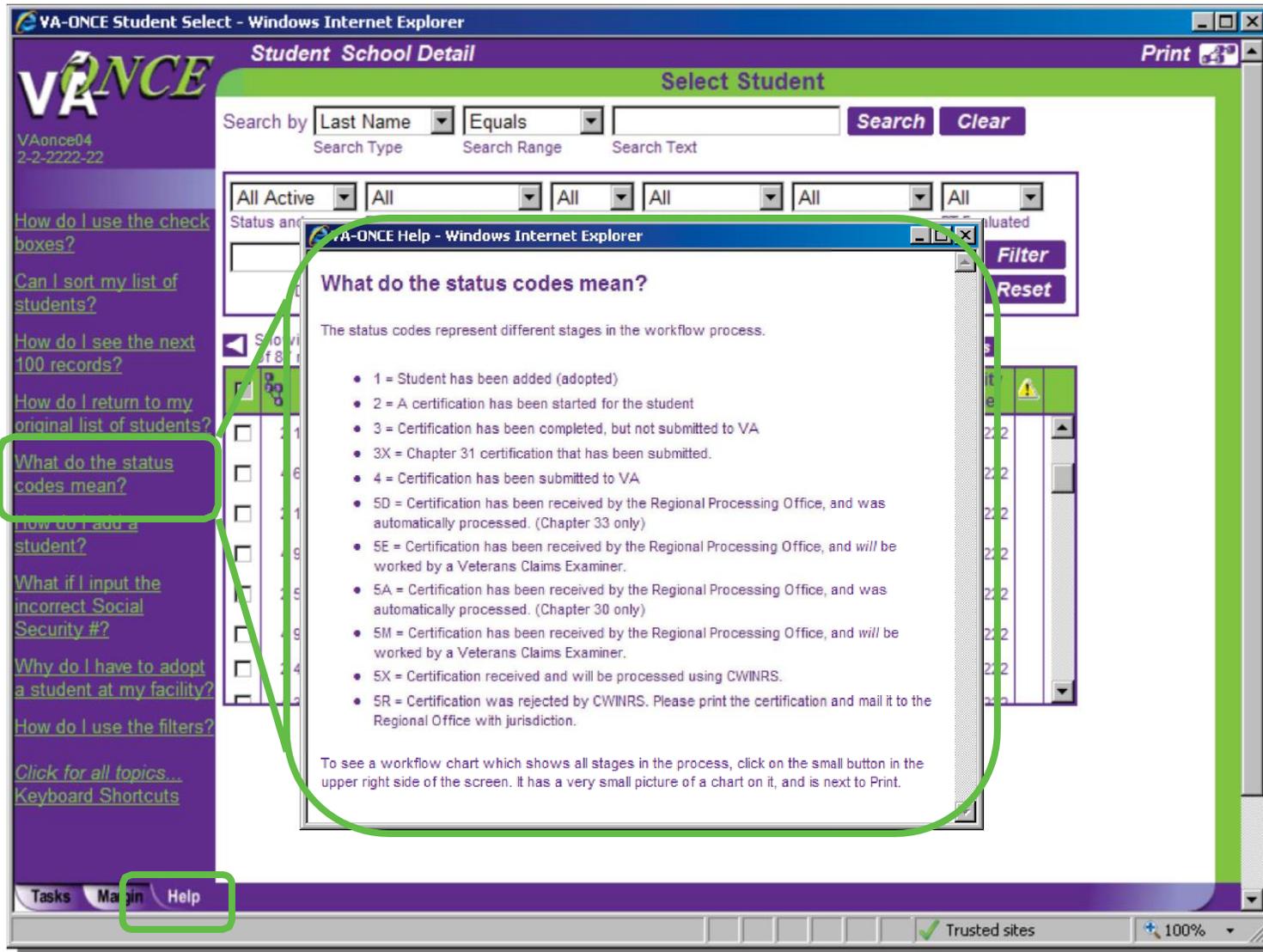
If you are searching by SSN, enter the SSN. If you are searching by last name, enter the last name.

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2-100-00-0000-100-00-0000		00	CHILDS	JULI	REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222
<input type="checkbox"/>	4-000-00-0000-000-00-0000		00	COURSE	JOE	30	BA-SOC	5/31/2009 1:47 PM	22222222
<input type="checkbox"/>	2-100-15-0000-100-15-0000		00	DOE	JANE	30	AS RM	1/31/2008 7:59 AM	22222222
<input type="checkbox"/>	4-000-00-0000-000-00-0000		X	DOO	SCOOPY	35	AA	5/24/2007 2:15 PM	22222222
<input type="checkbox"/>	2-500-05-0000-500-05-0000		00	DOWDY	HOWDY	30	AS RM	9/14/2009 12:22 PM	22222222
<input type="checkbox"/>	4-000-00-1100-00-000-110		00	FAULT	NOTMY	30	GUEST STUDENT	5/24/2007 2:20 PM	22222222
<input type="checkbox"/>	2-100-00-0000-100-00-0000		00	FLIGHT-1	RICH	30	BA ARTS		22222222
<input type="checkbox"/>	4-000-00-0000-000-00-0000		00	CETTY	MINDI	30	BA BURL	6/28/2007	22222222

HELP TAB - When the Help Tab is selected, the left margin will display Help questions related to the page you are viewing.

If you click on the question, the answer will appear in a separate pop-up.

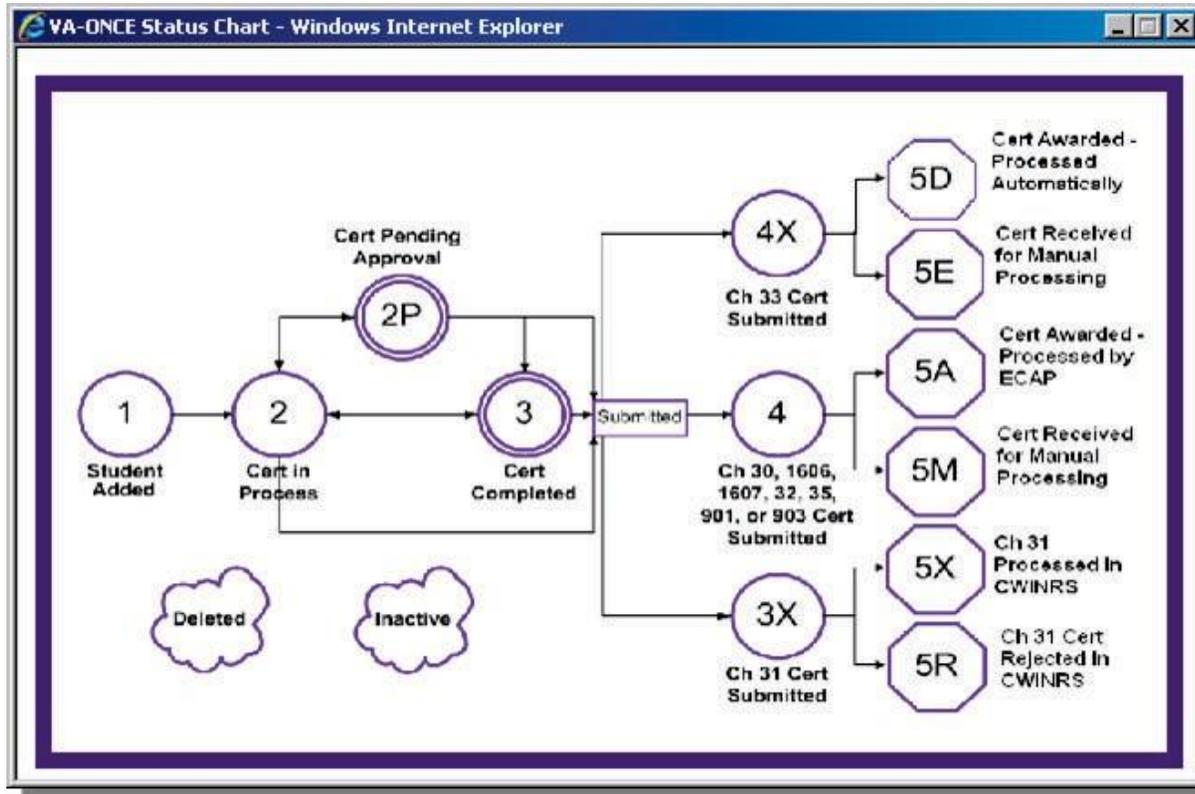
In this example the user clicked “What do the status codes mean?”. The pop-up provides the answer.



Remember that you have 3 mini tabs that will help you move through VA-ONCE.

- The TASKS tab located at the bottom left corner of every VAONCE screen will bring you back to Main Task Buttons.
- The MARGIN tab located next to the Tasks tab provides you with help text specific to each field on the page. If the cursor is not in a field, the Margin text will be specific to the page.
- The HELP tab located next to the Margin tab provides you with Frequently asked questions regarding the page. Clicking on the question will bring up a pop-up box with the answer. At the bottom of the screen when the Help Tab is selected is also a link for Keyboard shortcuts, if you prefer using the keyboard to the mouse.

Processing Status Flow Chart and Definitions



For each major action taken in VA-ONCE there is an associated status code. The status is shown in the top right corner of the screen. The status chart can be viewed at any time by clicking on the icon with the status number.

The status code of the last action taken will also be listed next to your student on the Select Student page.

NOTE: The status will always reflect the last status that occurred. If a certification is started (status 2), but subsequently cancelled or deleted, the status will remain at 2 until another event occurs to change the status.

VANCE

User Preference

STEP 1: INITIAL SET UP – User Preferences

User Preferences allows you to edit basic functions such as name, phone number, email, password, along with setting defaults.

(1) Click on the “Admin” button.

(2) On the User drop down menu, select “User Preferences”.

STEP 2: INITIAL SET UP – User Preferences

- (1) Click on “Default State”.
- (2) Select your state from the drop down menu. This will set the default state for all newly added student addresses.
- (3) Click on “Save”.

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9399-99

Select
Admin
Reports
Logout

User Preferences

ROBERT AHLES
First Name * Middle Name Last Name * Suffix

(612)970-5460 Phone Number * Extension Fax Number robert.ahles@va.gov Email Address *

Password * **Change**

Field Name	Selected Value
Default State	MN
Default Training Type	IHL_UNDERGRAD

User Preferences

Default State: MN (Minnesota)

Save Cancel Print

Tasks Margin Help

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE User Prefere... | Trusted sites | 2:07 PM

STEP 3: INITIAL SET UP – User Preferences

- (1) Click on “Always print address on certs”.
- (2) Set the default to “No”, if you do not want the address on the printed Certification. Select Yes, if you would always like the address printed.
- (3) Click on “Save”.

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Select
Admin
Reports
Logout

User Preferences

ROBERT AHLES
First Name * Middle Name Last Name * Suffix

(612)970-5460
Phone Number * Extension Fax Number Email Address * robert.ahles@va.gov

***** Change
Password *

Field Name	Selected Value
Use VA-ONCE in Text-only mode	N
Default State	MIN
Always print address on certs	N
Default training type	IFL_UNDERGRAD

User Preferences

Always print address on certs No

Save Cancel Print

NOTE: The address is only sent to VA the first time a certification is submitted for the student, or if there has been a change since the submission of the last enrollment.

Tasks Margin Help

Start | Inboxes - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE User Prefere... | Trusted sites | 2:10 PM

STEP 4: INITIAL SET UP – User Preferences

- (1) Highlight “Default Training Type”.
- (2) Select the most appropriate type of training for your school from the drop down menu. This will set the default training type for newly added students.
- (3) Click on “Save”.

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Select
Admin
Reports
Logout

User Preferences [Save] [Cancel] [Print]

ROBERT AHLES
First Name * Middle Name Last Name * Suffix

(612)970-5460 Phone Number * Extension Fax Number Email Address * robert.ahles@va.gov

***** Password * [Change]

Field Name	Selected Value
Use VA-ONCE in Text-only mode	N
Default State	MN
Always print address on cents	N
Default Training Type	IHL_UNDERGRAD

User Preferences

Default Training Type: IHL_UNDERGRAD (Undergrad)

- APP_OJT (APP/OJT)
- COOP (Co-Op)
- CORRESP (Correspondence)
- FARM (Farm)
- FLIGHT (Flight)
- IHL_GRAD (Graduate)
- HS (High School)
- NCD (Nondegree College)
- IHL_UNDERGRAD (Undergraduate)

Tasks Margin Help

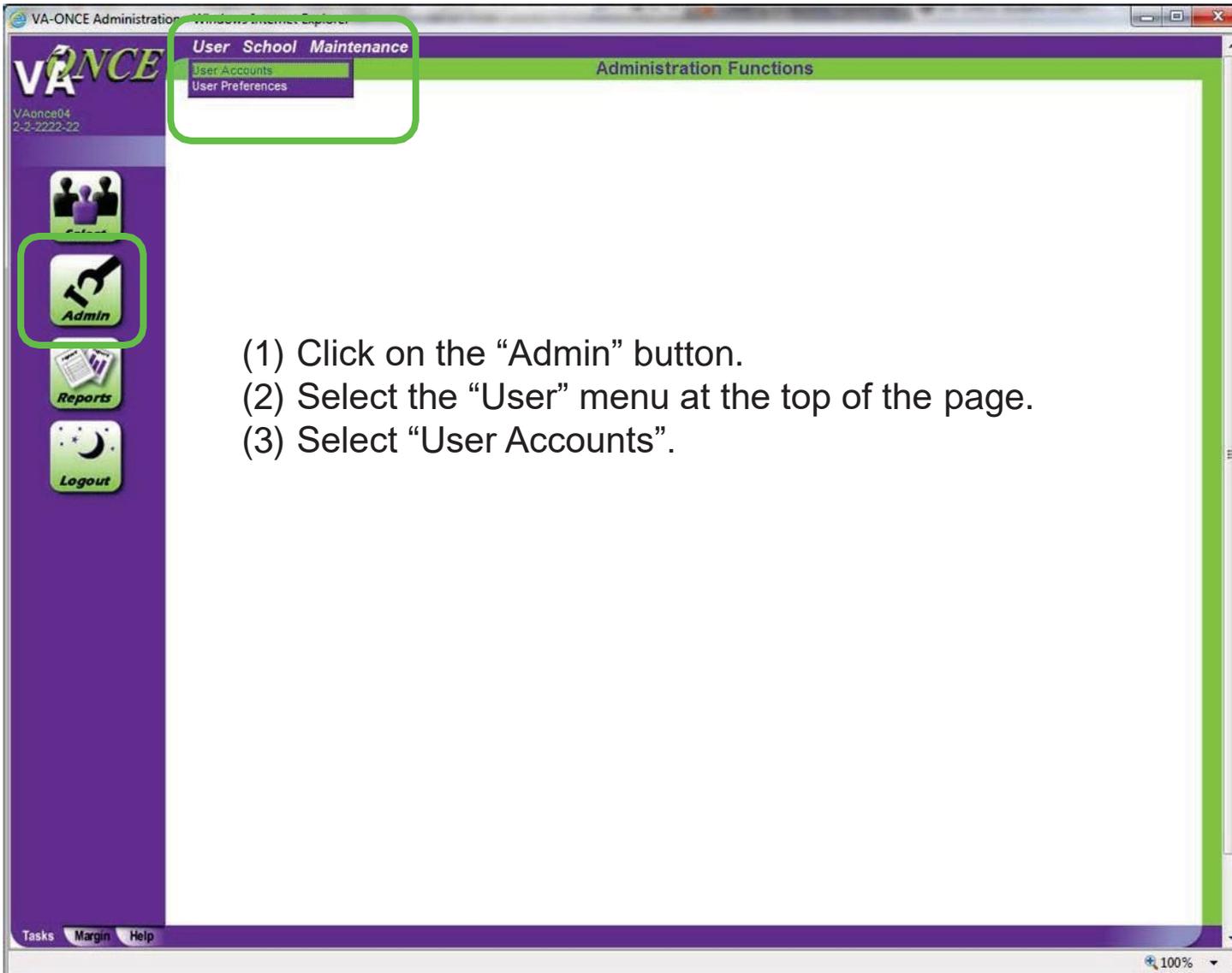
Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE User Prefere... | Trusted sites | 2:11 PM

VANCE

User Accounts

STEP 1: INITIAL SET UP – User Accounts.

User Accounts allows the School Certifying Official the ability to add / delete additional users and give those users specific edit, delete, or read only access.



VA-ONCE Administration - Windows Internet Explorer

VA-ONCE
VAonca04
2-2-2222-22

User School Maintenance

Administration Functions

User Accounts
User Preferences

Admin
Reports
Logout

Tasks Margin Help

100%

- (1) Click on the “Admin” button.
- (2) Select the “User” menu at the top of the page.
- (3) Select “User Accounts”.

STEP 2: INITIAL SET UP – User Accounts.

(1) Click “Add”. (2) Complete the information in the Edit User section. (3) Click “Save”.

By checking “Can Delete Student Information”, the individual will be able to view, edit, and delete. By checking “Can Edit Student Information”, the individual will be able to view and edit only. If you check neither, the individual will have “read only” access.

The screenshot shows the VA-ONCE School Users web application. The main area displays a table titled "User Accounts" with columns for Last Name, First Name, Login Name, Delete, and Edit. The "Delete" and "Edit" columns contain checkmarks. Below the table is an "Edit User" form with fields for First Name, Middle Name, Last Name, Login Name, and Password. The "Can Delete Student Information" checkbox is unchecked, and the "Can Edit Student Information" checkbox is checked. The "Add" button is highlighted with a green box, and the "Edit User" form is also highlighted with a green box. The left sidebar contains navigation buttons for "Select", "Admin", "Reports", and "Logout". The bottom of the screen shows the Windows taskbar with the Start button and several open applications: "Inbox - Microsoft Outlook", "Microsoft PowerPoint - [...]", and "VA-ONCE School Users...".

VANCE

Entering Term Dates

STEP 1: INITIAL SET UP – Entering Term Dates.

Adding term dates allows for quick access later as you will not need to re-type the term each time. A drop-down for the terms you entered will be displayed when you certify your enrollments.

(1) Click on the “Admin” Button.

(2) Click on “Maintenance” drop down menu.

(3) Select “Standard Terms”.

STEP 2: INITIAL SET UP – Entering Term Dates.

(1) Click on “Add”. (2) Complete the Edit Term section. (3) Click on SAVE

(See additional information on the following page to help you understand how to complete this section.)

VA-ONCE School Standard Terms Maintenance - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Select
Admin
Reports
Logout

Standard Terms

<input type="checkbox"/>	Term Name	Facility Code	Begin Date	End Date	Drop Date	Break Days	Order #	Deact
<input type="checkbox"/>	Sum A 10	22222222	05/20/2010	06/20/2010			38	
<input type="checkbox"/>	Spring 10	22222222	01/15/2010	05/15/2010			37	
<input type="checkbox"/>	MidFall09	22222222	10/01/2009	12/15/2009			29	
<input type="checkbox"/>	Fall 09	22222222	08/10/2009	12/15/2009			27	
<input type="checkbox"/>	Junemester	22222222	01/07/2009	01/31/2009	01/10/2009		32	✓
<input type="checkbox"/>	fall1 2008	22222222	10/15/2008	12/15/2008			34	✓
<input type="checkbox"/>	fall 2008	22222222	08/15/2008	12/15/2008			33	✓
<input type="checkbox"/>	Fall Mini	22222222	08/10/2008	09/15/2008	08/15/2008		36	✓
<input type="checkbox"/>	Summer 08	22222222	05/20/2008	07/25/2008	06/01/2008		28	✓
<input type="checkbox"/>	CIS 100	22222222	03/04/2008	05/02/2008			35	✓
<input type="checkbox"/>	Spring 06	22222222	01/15/2008	05/15/2008			1	✓

Edit Term

Save Cancel

Sum A 10
Term Name*

22222222 (DEMO UNIVERSITY IHL)
Facility Code

05/20/2010
Begin Date*

06/20/2010
End Date*

Drop Date

Break Days

38
Order Number

Semester
Term Type*

Deactivated

Tasks Margin Help

Trusted sites 100%

Additional Information to complete New Terms

Term Name – (e.g. FALL 2010, SUM 10) Enter an abbreviation for the term. This abbreviation cannot be duplicated for another term. This is not a required field, but may make it easier for you.

Order Number – Changes the order of how the terms are displayed. You can designate which terms appear at the top of the drop down by the order number. Order number 1 would place that term on top of your list of terms.

Beginning Date, End Date – Enter the dates published in the school catalog.

Term Type – Select Semester, Quarter, or Clock as appropriate.

Drop Date – Enter the date as published in the school catalog. It will enable edits in VA-ONCE that will not allow you to enter the reason “during drop period”, if it is after this date.

Break Days – Enter the number of days of the break during the term; must be 7 days or more. Add a remark on the enrollment certification letting the VA know the dates of the break (e.g. Holiday Break: 12/21/2010 – 01/05/2011)

Deactivated – Check the box if you do not want this term to appear in your drop down list, but wish to keep the term in your archive for future use. Click on the box and then click on DEACTIVATE located on the top of the screen. You can also re-activate the term by clicking on the term name and then clicking on the “checked” Deactivate Box to uncheck it.

To delete a term from the list of terms, you can check the box associated with the term you wish to delete and then click on DELETE located on the top of the screen.

VANCE

Entering Programs

STEP 1: INITIAL SET UP – Entering Programs.

It is very important that you enter all approved programs (shown in the WEAMS document provided by your ELR) prior to entering your students, as the programs you enter will appear in the Student Bio page drop-down menu.

(1) Click on the “Admin” button.

(2) Click on the “Maintenance” drop down.

(3) Select “Standard Programs”.

STEP 2: INITIAL SET UP – Entering Programs.

(1) Click “Add”. (2) In the Edit Program section, enter the Program Abbreviation, Program Name, VA Objective Code and VA Course Code accordingly. (3) Click “Save”. Repeat to add more programs. (See additional information on the following pages to help you understand how to complete this section.)

VA-ONCE School Standard Programs Maintenance - Windows Internet Explorer

05shaneferrebee
3-1-3131-31

VA-ONCE

Add Delete Alpha by Abbrev Alpha by Program Deactivate Print

Standard Programs

<input type="checkbox"/>	Abbreviation	Program	Objective Code	Course Code	Facility Code	Deact	Order #
<input checked="" type="checkbox"/>	BS ASTRO	BS ASTRONOMY	022	164	31313131		11
<input type="checkbox"/>	BS Anml Sc	BS Animal Science			31313131		10
<input type="checkbox"/>	BS BIOLOGY	BS BIOLOGY			31313131		12
<input type="checkbox"/>	BS GEO	BS GEOLOGY			31313131	✓	17
<input type="checkbox"/>	BS MATH	BS Mathematics			31313131		18
<input type="checkbox"/>	BSCS	BS Computer Science			31313131		15
<input type="checkbox"/>	BSMGMT	BS Business Admin			31313131		13
<input type="checkbox"/>	BSN	BS Nursing			31313131		19
<input type="checkbox"/>	Barber	Barber			31313131		7
<input type="checkbox"/>	CERT	ANIMATION & ROBOTICS TECHNOLOGY			31313131	✓	2
<input type="checkbox"/>	CJ/BA	BA CRIMINAL JUSTICE			31313131		5
<input type="checkbox"/>	CNC Tech	Computer Numerical Control Technician			31313131	✓	24
<input type="checkbox"/>	Den Hyg AZ	Dental Hygiene - AS			31313131		25
<input type="checkbox"/>	History	BA History			31313131		6

Edit Program Save Cancel

BS ASTRO Program Abbreviation

BS ASTRONOMY Program Name

11 Order Number

31313131 (ECERT UNIV MUSI) Facility Code

BS (022) VA Objective Code

IHL (164) Physics VA Course Code

Deactivate

All Programs Have Associations

N.E.C. = Not Elsewhere Classified. If a VA Objective or Course Code does not seem to apply to your program, please use one of the general codes which contain N.E.C. For a full list of courses which apply to each code, please see the help and margin text.

Tasks Margin Help

https://vaonce.vba.va.gov/vaonce_student/standard_programs.asp

Trusted sites 100%

Additional Information to complete Entering Programs

Program Abbreviation – Enter an abbreviation for the approved program. This abbreviation cannot be duplicated for another program. For example, if you enter “SOC” for BS-Sociology, you cannot use “SOC” for BA-Sociology.

Program Name - Enter the program name. You may type of degree followed by the program of study (e.g. BS-Sociology), or the program of study followed by the degree (e.g. Sociology-BS). If there is more than one type of degree for the program, list each type separately (e.g. BA-Sociology; BS-Sociology; MS-Sociology).

OBJECTIVE CODES AND COURSE CODES ARE LISTED ON PAGES 37 - 42

Adding VA Objective Codes and Course Codes for IHL programs

- If you are adding Objective/Course code(s) to program(s) that were input before the code requirement, select the program name by highlighting it. This will enable the Edit Program area. You can now input the Objective/Course code from the corresponding drop down list. Select Save when complete.

- If you are adding new program(s), you will have to enter all of the required data, to include the Objective and Course codes. Select Save when complete.

The screenshot shows the 'Edit Program' form with the following fields and values:

- Program Abbreviation:** BS ASTRO
- Program Name:** BS ASTRONOMY
- Order Number:** 10
- Facility Code:** 31313131 (ECERT UNIV MUSI)
- VA Objective Code:** BS (022)
- VA Course Code:** IHL (110) Agricultural Sciences

There are also checkboxes for 'Deactivate' and 'All Programs Have Associations'.

VA Objective/Course Codes cont.

Adding VA Objective Codes and Course Codes for NCD programs

Follow the directions above. However, you do **not** need to select the VA Objective Code. Select the appropriate VA Course Code from the drop down list. The VA Objective Code will automatically populate with the same code. The VA Objective code field will be disabled.

The screenshot shows a 'New Program' form with the following fields and values:

- Program Abbreviation: BASKET
- Program Name: BASKET WEAVING
- Order Number: 41
- Facility Code: 31313131 (ECERT UNIV MUSI)
- VA Objective Code: NCD (632) All Other Crafts And Trades, N.E.C.
- VA Course Code: NCD (632) All Other Crafts And Trades, N.E.C.
- Deactivate:
- All Programs Have Associations:

A green arrow points to the VA Course Code dropdown menu, and a green circle highlights the 'Save' and 'Cancel' buttons.

VA Objective/Course Codes cont.

On the drop down list, all Course codes are preceded by the type of training.

- IHL – for programs at an Institution of Higher Learning;
- NCD – for programs at Non-College Degree schools;
- NAI – for Non-college degree programs at Institutions of Higher Learning; and
- FLI – for Flight programs

IHL programs are listed first, but you can jump to different portions of the list by typing in “N” (NCD) or “F” (Flight).

N.E.C. stands for Not Elsewhere Classified. If a VA Objective or Course Code does not seem to apply to your program, please use one of the general codes which contain “N.E.C.”.

Additional Information to Complete Entering Programs

Order Number – You can designate in which order programs are listed by giving the program an order number. Order number 1 would place the program first in the list of programs shown.

Note – You can also alphabetize the programs in your list by either the Program Name or Program Abbreviation. These options are at the top of the page and will re-order the programs accordingly.

Deactivated – Check the box if you want this term not to appear in your list, but wish to keep the term in your archive for future use. Click on the box and then click on DEACTIVATE located on the top of the screen. You can also un-deactivate by clicking on the name of the program and then clicking on the “checked” Deactivate Box.

To delete a term from the list of terms, you can check the box associated with the term you wish to delete and then click on DELETE located on the top of the screen.

Additional Information on Changing Programs

Special characters that are not allowed are removed when you are first entering programs, but if you are changing the name of a program, they are not. Please DO NOT use slashes (forward “/” or backward “\”) when changing the name of the program, as it can cause errors with the Standard Programs page.

VA Objective and Course Code Listings

VA Objective Codes:

Non-Mat (000) = Non-matriculated

AA (011) = Associate of Art

AS (012) = Associate of Science

AD (013) = Associate Degree Not Elsewhere Classified

BA (021) = Bachelor of Art

BS (022) = Bachelor of Science

BD (023) = Bachelor Degree Not Elsewhere Classified

MA (031) = Master of Art

MS (032) = Master of Science

M (033) = Masters Degree Not Elsewhere Classified

Dr of Philosophy (041) = Doctor of Philosophy

Doctors Degree (042) = Doctors Degree Not Elsewhere Classified

Postdoctoral (051) = Postdoctoral Degree Not Elsewhere Classified

VA Course Codes – Institutes of Higher Learning (IHL):

Nonmatriculate (000)	Mathematics and Statistics (150)
Undecided Major (001)	Astronomy (161)
Business and Commerce (060)	Chemistry (162)
Engineering (070)	Environmental Sciences (163)
Preparation for Teaching (080)	Physic (164)
Applied Arts (091)	Physical Sciences, N.E.C. (165)
English and Literature (092)	Economics (171)
Fine Arts (093)	History (172)
Foreign Languages (094)	Industrial Relations (173)
Liberal Arts, N.E.C. (095)	Political Science (174)
Performing Arts (096)	Psychology (175)
Philosophy (097)	Public Administration (176)
Theology (098)	Social and Welfare Work (177)
Law (except prelaw) (100)	Sociology (178)
Agricultural Sciences (110)	Other Social Sciences (179)
Biological Sciences (120)	Computer Science and Systems Analysis (191)
Medicine and Surgery (131)	Home Economics (192)
Dentistry (D.D.S. and D.D.M. only-Not pre dental) (132)	Library Science (193)
Nursing (133)	Other Academic Fields, N.E.C. (194)
Osteopathy (134)	Agricultural and related courses (911)
Pharmacy (135)	Marine engineering and navigation (912)
Veterinary Medicine (D.V.M. only-Not Preveterinary) (136)	Mortuary science (913)
Optometry (137)	Stationary engineer (914)
Chiropody or Podiatry (138)	Other institutional courses, N.E.C. (915)
Physical Therapy (139)	
Dental Hygiene (141)	
Occupational Therapy (142)	
Other Medical or Related Courses (exclude Technicians) (143)	

VA Course Codes – Non College Degree (NCD):

Accounting (421)
Acting (331)
Advertising (422)
Air Conditioning and Refrigeration (510)
Aircraft Mechanics (576)
Airline Service (437)
All Other Crafts and Trades, N.E.C. (632)
Applied Arts N.E.C. (320)
Automobile or Motor Vehicle Mechanics (571)
Baking, Canning, and Preserving (561)
Ballet Dancing (332)
Barbering (431)
Blacksmithing (581)
Bookbinding (621)
Bookkeeping (423)
Bricklaying (521)
Cabinetmaking (522)
Carpentry (523)
Ceramics and Design (Not Engineering) (328)
Chemical and Related Products (622)
Clerical (425)
Commercial Art (321)
Computer Technology (424)
Custodial Service (432)
Dairying (562)
Decorating and Window Display (322)
Design (325)
Diesel and Heavy Equipment Mechanics (572)

Drafting (323)
Dressmaking and Tailoring (530)
Electrical Trades (540)
Electronic & Communication Mechanic (553)
Electronic Technician (311)
Electronics Assembly and Installation (551)
Electronics Operation (552)
Elementary Courses (451)
Engineering Technician (312)
Engraving, Hand and Machine (582)
Glass Products (623)
Grain Processing and Packing (563)
Heavy Equipment Operation (629)
Hospital or Medical Services (435)
Hotel and Motel Training (433)
Jewelry and Watchmaking (583)
Laundry & Dry Cleaning (434)
Leather and Leather Products (624)
Legal Technician, Including Law Clerk (315)
Lumber and Lumber Products (625)
Machinists (584)
Meat Processing (564)
Mechanical Courses, N.E.C (577)
Medical & Related Technologies (313)
Metalwork Courses, N.E.C. (586)
Musicians (333)
Optical Mechanics (575)
Other Services, N.E.C. (438)

VA Course Codes – Non College Degree (NCD):

Other Business and Commerce, N.E.C. (429)
Other Construction and Related Courses (526)
Other Electrical Trades, N.E.C. (554)
Other Food Trades (565)
Other Technical Courses, N.E.C. (314)
Painting (524)
Paper and Paper Goods (626)
Performing Arts, N.E.C. (335)
Photography (324)
Plumbing (525)
Printing (590)
Protective Services (436)
Radio and TV Broadcasting (334)
Railroad Mechanics and Repairmen (573)
Real Estate and Insurance (427)
Salesmanship (428)
Secondary Courses (High School & College) (452)
Secretarial (426)
Sheetmetal Working (585)
Shoe Making and Repair (610)
Surveying (329)
Textile Manufacturing (627)
Tobacco Manufacturing (628)
Upholstering (631)

Agricultural and related courses (911)*
Marine engineering and navigation (912)*
Mortuary science (913)*
Stationary engineer (914)*
Other institutional courses, N.E.C. (915)*

* These 5 codes are listed under IHL.
However, they can be used for NCD and
at IHL, if applicable

VA Course Codes – Non College Degree (NCD):

Applied, Fine and Graphic Arts Technology (201)
Automotive Technology (214)
Bible Study or Religious Work (Technology) (202)
Building and Construction Technology (203)
Business and Commerce Technology (204)
Data Processing Technology (205)
Electrical Technology (206)
Mechanical Technology (207)
Medical or Related Technology (208)
Police, Criminology, or Fire Protection (Technology) (209)
Miscellaneous Engineering-Related Technology (211)
Miscellaneous Science-Related Technology (212)
Other Technologists, N.E.C. (213)
Agricultural and related courses (911)*
Marine engineering and navigation (912)*
Mortuary science (913)*
Stationary engineer (914)*
Other institutional courses, N.E.C. (915)*

* These 5 codes are listed under IHL, however they can be used for NCD and NCD at IHL, if applicable.

VA Course Codes – Flight:

Advanced Flight or Commercial Pilot (341)

Airline Transport pilot Training (342)

Flight Instructor Course (344)

Glider Training (343)

Instrument rating Course (345)

Multiengine Class Rating Course (346)

Other Flight Training, N.E.C. (347)

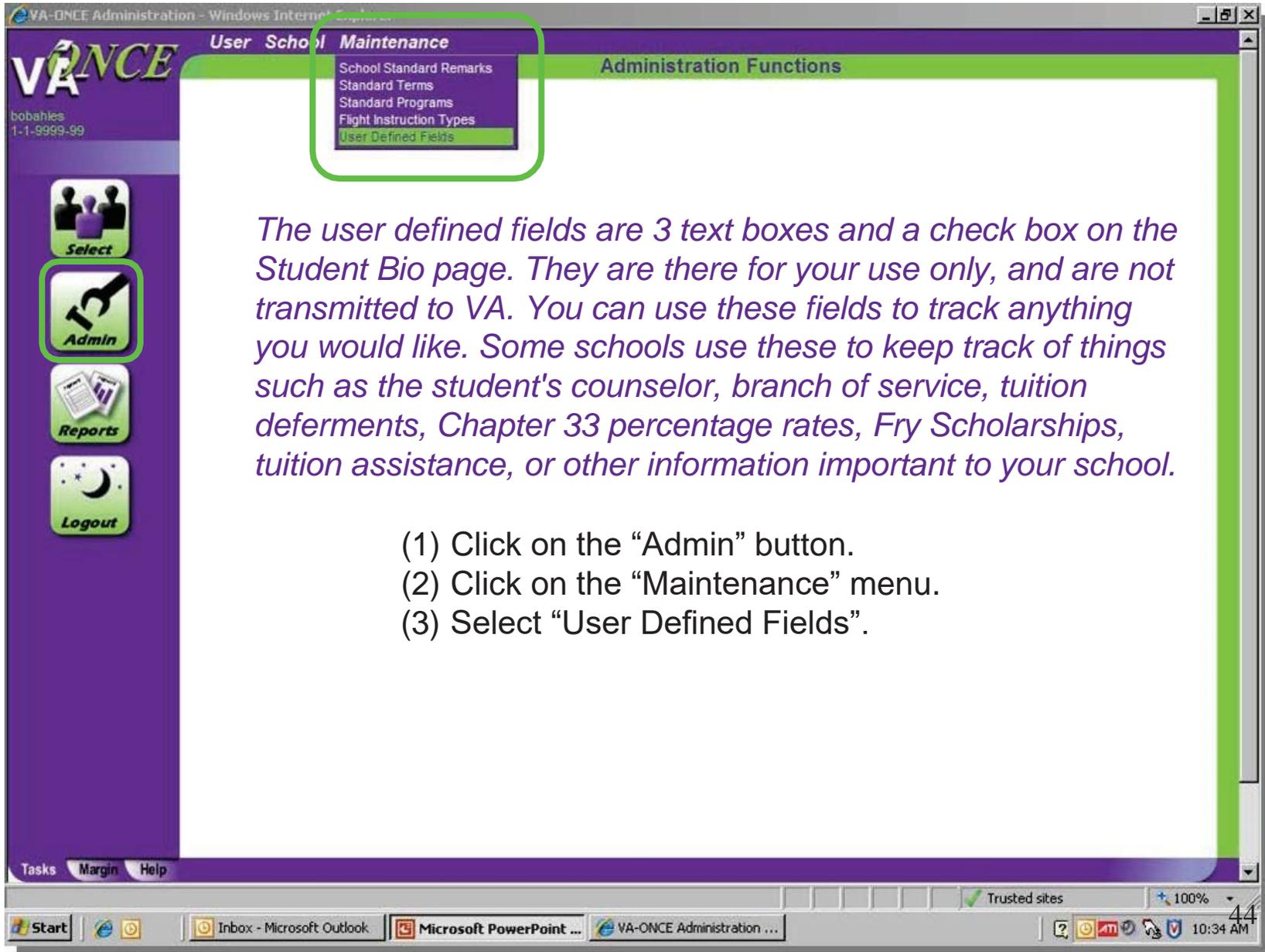
VA Course Codes – Other:

Special Program (999)

VANCE

User Defined Fields

STEP 1: INITIAL SET UP – User Defined Fields.



The screenshot shows the VA-ONCE Administration web application. The top navigation bar includes 'User', 'School', and 'Maintenance'. The 'Maintenance' menu is expanded, showing options: 'School Standard Remarks', 'Standard Terms', 'Standard Programs', 'Flight Instruction Types', and 'User Defined Fields'. The 'User Defined Fields' option is highlighted. In the left sidebar, the 'Admin' button is highlighted with a green border. The 'VA-ONCE' logo and contact information are visible in the top left. The bottom of the screen shows a Windows taskbar with open applications: Start, Microsoft Outlook, Microsoft PowerPoint, and VA-ONCE Administration. The system tray shows the time as 10:34 AM and the page number 44.

The user defined fields are 3 text boxes and a check box on the Student Bio page. They are there for your use only, and are not transmitted to VA. You can use these fields to track anything you would like. Some schools use these to keep track of things such as the student's counselor, branch of service, tuition deferments, Chapter 33 percentage rates, Fry Scholarships, tuition assistance, or other information important to your school.

- (1) Click on the “Admin” button.
- (2) Click on the “Maintenance” menu.
- (3) Select “User Defined Fields”.

STEP 2: INITIAL SET UP – User Defined Fields.

- (1) Click on the User Defined Field Name (the name containing One, Two, Three, or Box) to highlight it.
- (2) Type in the name to be displayed in the User Defined Field Label field.
- (3) Click “Save”.

The Bio screen will show the new user defined field label. You can display up to 3 user defined text boxes and one check box. If you do NOT want to display the field, uncheck the “Display” Box.

VA-ONCE User Defined Field Maintenance - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

What are the user defined fields?
Which field name corresponds to which box?
How do I remove these fields from the Bio page?
How do I change the labels?
Keyboard Shortcuts

User Defined Fields

User Defined field name	User Defined field Label	Display	Facility Code
USER_DEFIND_BOX_IND	Counseling	Y	2-2-2222-22
USER_DEFIND_ONE_TXT	Branch Svc	Y	2-2-2222-22
USER_DEFIND_THREE_TXT	Parking	Y	2-2-2222-22
USER_DEFIND_TWO_TXT	DD-214	Y	2-2-2222-22

Edit User Defined Fields [Save] [Cancel]

Display USER_DEFIND_BOX_IND for 2-2-2222-22
User Field Name Facility Code

Counseling
User Defined Field Label

Tasks Margin Help

Trusted sites 100%

VANCE

Select Student

STEP 1: INITIAL SET UP – Select Student – School Detail

The Select Student screen has two menus: “Student” and “School Detail”.

We will cover SCHOOL DETAIL first. (1) Click on School Detail. The Select School screen will appear.

The screenshot shows the VA-ONCE Student Select web application. The browser title is "VA-ONCE Student Select - Windows Internet Explorer". The page has a purple header with the VA-ONCE logo and the text "VAonce04 2-2-2222-22". The main navigation bar has two tabs: "Student" and "School Detail", with "School Detail" being the active tab. Below the navigation bar is a search section with the following fields and buttons:

- Search by: Last Name (dropdown), Equals (dropdown), [Text Input], Search (button), Clear (button)
- Search Type: [Dropdown], Search Range: [Dropdown], Search Text: [Text Input]
- Status and: All Active (dropdown)
- Facility Code and: DEMO IHL (2-2-2) (dropdown)
- Chapter and: All (dropdown)
- Training Type and: All (dropdown)
- Program and: All (dropdown)
- PT Evaluated: All (dropdown)
- Date Range or: [Text Input] to [Text Input]
- Days until Cert End or: ALL (dropdown)
- Training Time: All (dropdown)
- Prior Credit: ALL (dropdown)
- Active Duty: ALL (dropdown)
- Filter (button), Reset (button)

Below the search filters, it says "Showing 1-55 of 55 records" and "Show Logs" (button). The main content is a table of student records:

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2-...	...	X	31	BS MATH	7/27/2008 9:19 PM	22222222	
<input type="checkbox"/>	2-...	...	00	VINNY		33	BS-GAM	6/8/2010 10:33 AM	22222222	
<input type="checkbox"/>	2-...	...	00	PATSY		30	BA ARTS	5/31/2009 12:48 PM	22222222	
<input type="checkbox"/>	2-...	...	X	MONKEY		33	AAS	5/1/2008 10:57 AM	22222222	
<input type="checkbox"/>	2-...	...	00	JIM		33	BSN	2/21/2010 8:06 PM	22222222	
<input type="checkbox"/>	1-...	...	00	RICH		REAP	BA ARTS		22222222	
<input type="checkbox"/>	2-...	...	00	JULI		REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222	
<input type="checkbox"/>	5/31/2009	...	

At the bottom of the page, there are navigation buttons: "Tasks", "Margin", and "Help". The browser status bar shows "Trusted sites" and "100%".

STEP 2: INITIAL SET UP – School Details.

The *SCHOOL DETAIL* action allows your Education Liaison Representative (ELR) to input information about you and your school. You will have read only access to most data on the screen. If any is incorrect, contact your ELR. To access, double click on the school name or (1) Click on “School”. (2) Select “Access”. The School Data screen will appear.

The screenshot shows the VA-ONCE School Select web application. The page title is "School Student Details" and the sub-header is "Select School". The "Access" button is highlighted with a green box. The search filters include:

- Search by: Starts With [dropdown], Search Type [dropdown], Search Range [dropdown], Search Text [input]
- RPO: 331 Central [dropdown]
- State: Minnesota [dropdown]
- Training Type: All [dropdown]
- Status: A ACTIVE [dropdown]

Buttons: Search, Clear, Filter, Reset

Showing 1 - 1 of 1 records

VA-ONCE MOU	Facility Code	School Name	Status	Chapters						Last Submitted	Active
				33	30	1607	1606	35	31		
1/1/2004	11999999	MINNESOTA TEST SCHOOL	A	16	50	-1	4	8	3	5/7/2010 1:53:30 PM	92

Tasks Margin Help

Done Trusted sites

Start | Inbox - Microsoft Ou... | Microsoft PowerPoin... | about:blank - Micros... | VA-ONCE Student L... | VA-ONCE School S... | 11:33 AM

STEP 3: INITIAL SET UP – School Details – School Data – Automated Emails

To establish an automated email to the student each time a certification is submitted:

- (1) Place a check in the “E-mail Confirmation” box by clicking the box.
- (2) Click “Save” after checking or unchecking the box. An email will be sent to the student email address (or addresses) on the Student Bio page.

The screenshot shows a web browser window titled "School Data SCO View Only - Microsoft Internet Explorer". The page has a purple header with the VA-ONCE logo and navigation buttons: "Select", "Admin", "Reports", and "Logout". The main content area is titled "School Data" and contains a form for "MINNESOTA TEST SCHOOL". The form includes fields for School Name, School Short Name, School Location, School Branch Location, Address, City, State, Zip, Phone, Extension, Fax, Email, and various checkboxes like "Accredited", "Advanced Pay", and "E-mail Confirmation". The "E-mail Confirmation" checkbox is checked and highlighted with a green box. The "Save" button at the top right is also highlighted with a green box. The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft Ou...", "Microsoft PowerP...", "about:blank - Micros...", "VA-ONCE Student L...", and "School Data SCO Vie...". The system clock shows "11:37 AM".

STEP 4: INITIAL SET UP – School Details – School Data – Charges per Hour

You also have the option of entering rates in the Undergraduate per hour charges field and the Graduate per hour charges field. By entering the per hour charge, the tuition and fees will be automatically calculated based upon the number of hours you enter on a certification. For example, if you enter \$100 per hour here and enter 12 hours on the enrollment certification, the Tuition and Fees field will be populated with \$1200.00. You will be able to change this, if needed.

The screenshot shows the 'School Data' form in a web browser. The form is titled 'School Data' and contains various input fields for school information. A green box highlights the 'Undergrad/Hr Charges' and 'Grad/Hr Charges' fields at the bottom right of the form.

VA-ONCE
bobahles
1-1-9999-99

Select
Admin
Reports
Logout

School Data Save Cancel Print School

MINNESOTA TEST SCHOOL
School Name

School Short Name: B31 RPO Status: A

School Location: 1-1-9999-99 MOU Date: 1/1/2004 Main School

School Branch Location: ONE COLD PLACE
Address* Location: Domestic

FROSTBITE FALLS MN
City* State*

55100 Zip* Zip Suffix:

Phone Extension Fax:

babyfscoldoutside@frostbite.edu
Email

Display the list of the school's SCOs: [SCO List >>](#)

Undergrad/Hr Charges Grad/Hr Charges

Accredited Advanced Pay E-mail Confirmation

Tasks Margin Help

Done Trusted sites

Start | Inbox - Microsoft Ou... | Microsoft PowerP... | about:blank - Micros... | VA-ONCE Student L... | School Data SCO Vie... | 11:37 AM

STEP 1: INITIAL SET UP – Student – Adding students

- (1) Click on the Student menu at the top of the screen.
- (2) Select “Add”. An Add a Student Box appears.

The screenshot displays the VA-ONCE Student Select web application. The interface includes a navigation menu on the left with options like 'Select', 'Admin', 'Reports', and 'Logout'. The main content area is titled 'Student School Detail' and features a 'Select Student' search form with various filters and a table of student records.

Search Form:

- Search Range: Equals
- Search Text: [Empty]
- Buttons: Search, Clear
- Filters: Chapter (All), Training Type (All), Program (All), PT Evaluated (All)
- Buttons: Filter, Reset

Table of Student Records:

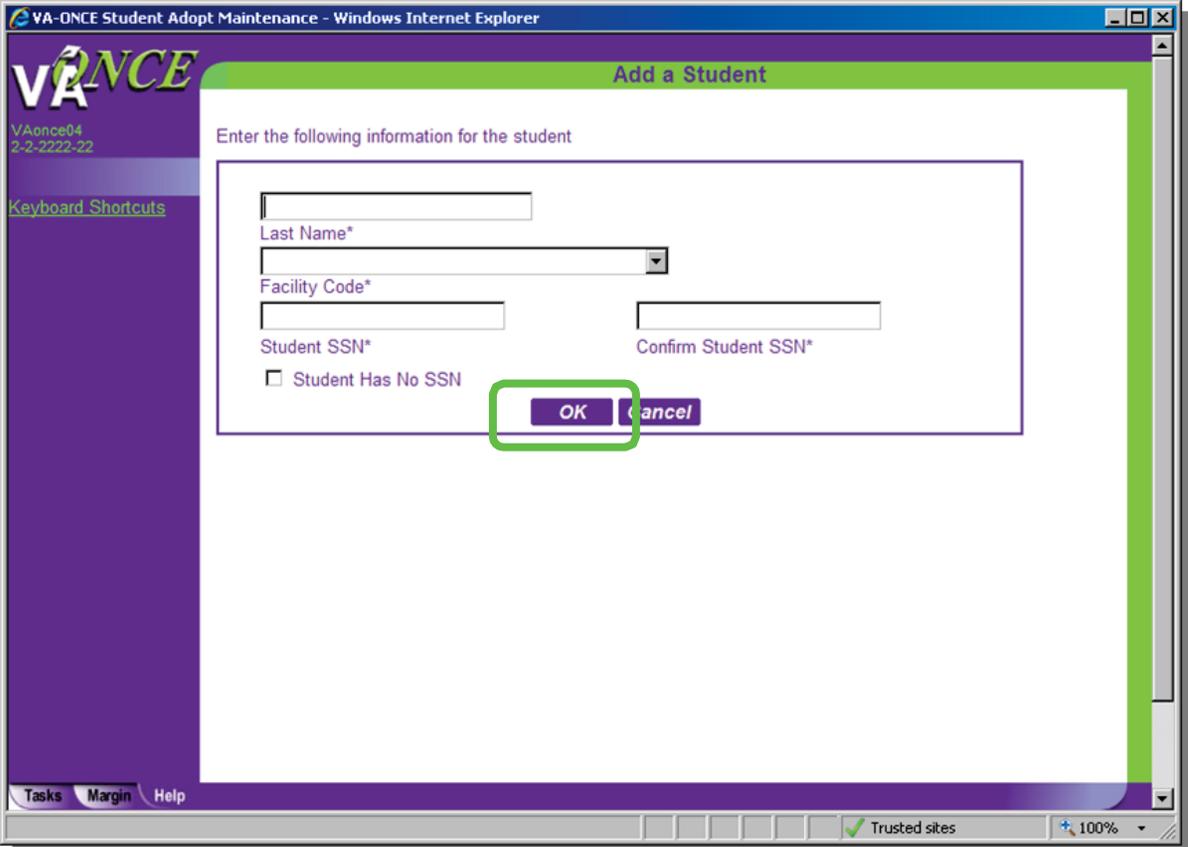
SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
[Redacted]	[Redacted]	00	[Redacted]	JOE	33	BS AN SCI	2/8/2011 11:22 AM	11999999
[Redacted]	[Redacted]	49	[Redacted]	LARRY	35	MBA	7/9/2010 11:26 AM	11999999
[Redacted]	[Redacted]	00	[Redacted]	TYLER	1606	BS AN SCI	8/24/2010 11:17 AM	11999999
[Redacted]	[Redacted]	X	[Redacted]	BARB	30	GUEST STUDENT		11999999
[Redacted]	[Redacted]		[Redacted]					11999999
[Redacted]	[Redacted]	00	[Redacted]	FRED	33	BS AN SCI	11/16/2010 2:01 PM	11999999
[Redacted]	[Redacted]	00	[Redacted]	JOHN	33	AS-AS	5/11/2010 3:28 PM	11999999
[Redacted]	[Redacted]		[Redacted]					11999999

STEP 2: INITIAL SET UP – Students - Adding students

(1) Enter the Last Name, select the appropriate facility code from the drop down, enter the Student SSN and enter the Student SSN again in the Confirm Student SSN field. **Be very careful to enter the correct SSN for the student.**

(2) Click OK when finished.

- If the student exists at another school, a message appears (see page 53).
- If the student already exists at **your** school, a different message appears (see page 54).
- If the student is being added to VA-ONCE for the first time, you will be taken to the Bio page.



The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the "VA-ONCE" logo and the text "VAonce04 2-2-2222-22". Below the header is a "Keyboard Shortcuts" link. The main content area is titled "Add a Student" and contains the following form fields:

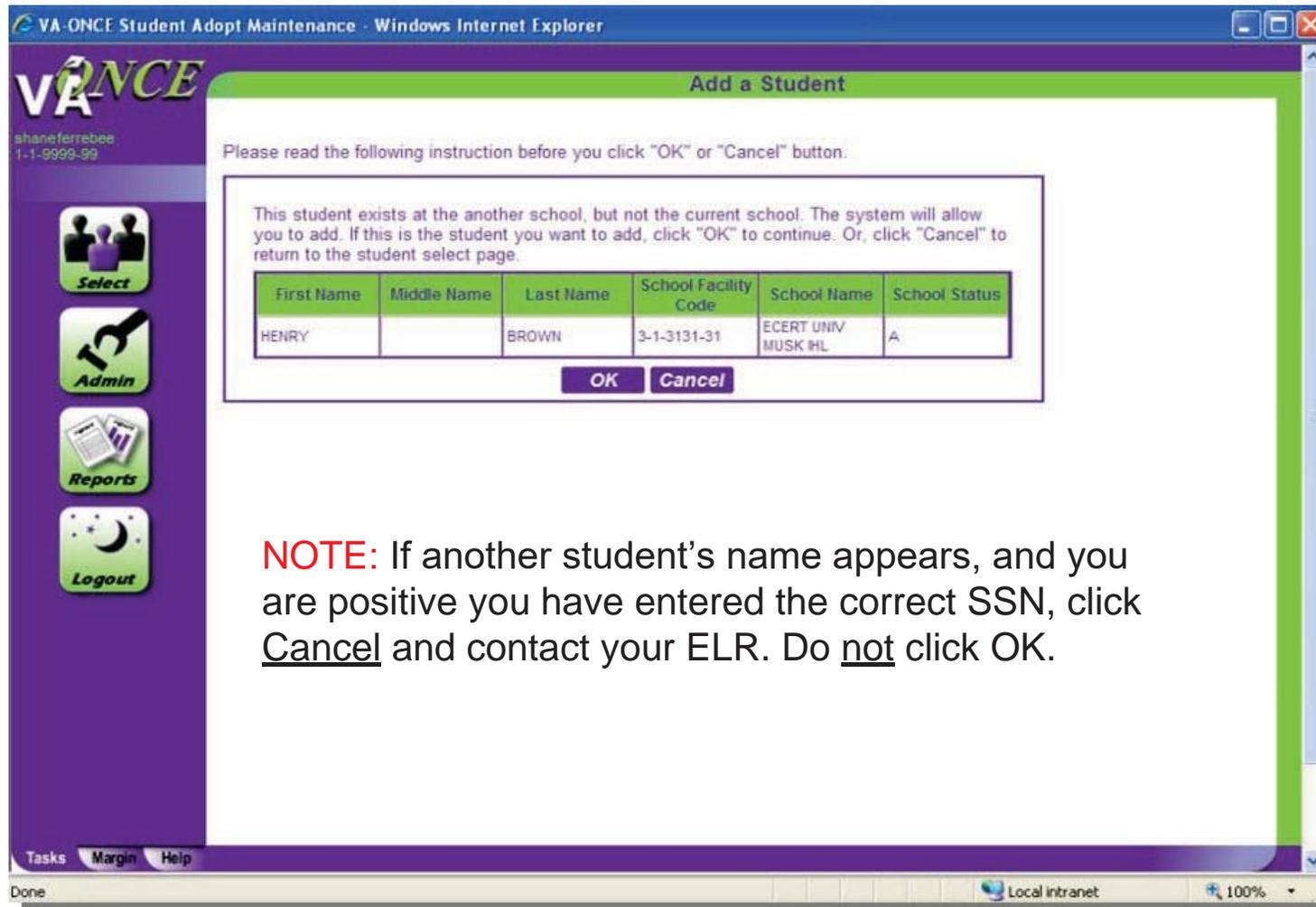
- Text input field for "Last Name*"
- Dropdown menu for "Facility Code*"
- Text input field for "Student SSN*"
- Text input field for "Confirm Student SSN*"
- Checkbox labeled "Student Has No SSN"
- "OK" button (highlighted with a green circle)
- "Cancel" button

At the bottom of the browser window, there are "Tasks", "Margin", and "Help" buttons, and a status bar showing "Trusted sites" and "100%" zoom.

STEP 3: INITIAL SET UP – Add a Student – Student Exists at another school

If you receive this message, the student has been certified in the past by another school. When you add the student, you will be able to see, but not modify, those past certifications.

Click OK to continue, or Cancel if this is not the correct student.



The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the "VA-ONCE" logo and contact information for shaneferreebe@va.gov and 1-1-9999-99. A sidebar on the left contains icons for "Select", "Admin", "Reports", and "Logout". The main content area is titled "Add a Student" and contains a warning message: "Please read the following instruction before you click 'OK' or 'Cancel' button. This student exists at the another school, but not the current school. The system will allow you to add. If this is the student you want to add, click 'OK' to continue. Or, click 'Cancel' to return to the student select page." Below the message is a table with the following data:

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
HENRY		BROWN	3-1-3131-31	ECERT UNIV MUSK #HL	A

Below the table are "OK" and "Cancel" buttons. At the bottom of the page, there is a "NOTE: If another student's name appears, and you are positive you have entered the correct SSN, click Cancel and contact your ELR. Do not click OK." The browser's status bar at the bottom shows "Done", "Local Intranet", and "100%".

STEP 3: INITIAL SET UP – Add a Student – Student Exists at Your School

If you receive this message, the student **is at your school**. The Student Status column will have an A (Active), D (Deleted), or I (Inactive). If Deleted or Inactive, click cancel to go back to select student page. Then, on the select student page, use the Status filter for Deleted or Inactive. This will bring up a list of students in that status and you can undelete or reactivate the student. (See Page 115 – 119 for instructions.)

The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the "VA-ONCE" logo and a user profile for "shaneferrebee" with the phone number "1-1-9999-99". A vertical sidebar on the left contains four icons: "Select" (three people), "Admin" (wrench), "Reports" (document with bar chart), and "Logout" (moon). The main content area is titled "Add a Student" and contains a message box with the following text: "Please read the following instruction before you click 'OK' or 'Cancel' button. This student has already existed at the current school. The system will not allow you to add. You still can edit the student's information. Click 'OK' to go to the student's bio page. Click 'Cancel' to go back to the student select page." Below the message is a table with the following data:

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status	Student Status
JOE	L	CHARLIE	1-1-9999-99		A	A

Below the table are two buttons: "OK" and "Cancel". At the bottom of the browser window, the taskbar shows "Local intranet" and "100%" zoom level.

STEP 4: INITIAL SET UP – Adding Students

Enter the required information for the student on the Bio Data page. Required fields are designated by an asterisks. Once you have entered the information, click “Save”.

(See additional information on the following page to help you understand how to complete this section.)

VA-ONCE Student Bio - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Bio Data

Name: [Redacted] Program: [Redacted]
SSN: [Redacted] Chapter: [Redacted] **2**
File/Payee: [Redacted] Training Type: [Redacted]

Bio Certs VA Data Log History

Salutation First Name* Middle Name Last Name* Suffix

[Redacted] [Redacted] [Redacted] [Redacted] [Redacted]

Address* Location Domestic

[Redacted] [Redacted]

SSN* Student ID

[Redacted] [Redacted]

File Number* Payee# Chapter*

[Redacted] [Redacted] [Redacted]

Training Type*

DEMO IHL 2-2-2222-22

School Short Name Facility Code

[Redacted] [Redacted]

Program*

[Redacted] [Redacted]

Prior Training Credit* PT Evaluated

Guest Student Active Duty

[Redacted] [Redacted]

Primary School -- Name -- State

[Redacted] [Redacted]

Branch Svc DD-214 Parking Fry Recip

Tasks Margin Help

Done Trusted sites 100%

Additional Information to complete the BIO DATA page

- The File Number is usually the students' SSN** with the exception of Dependent's Educational Assistance, chapter 35. For chapter 35, this is the dependent's spouse or parent's Social Security Number or 8 digit claim number. The dependents VA File number will be on all award documents sent to the claimant. Don't confuse Ch 35 (dependents) with Ch 33 Transferee dependents. VA uses the Ch 33 transferee (the student) SSN as the file number. For chapter 31 students, the file number may be 8 digits. Be sure you input the correct VA File number for chapter 31 students or the certification will not be received by the VR&E counselor.
- Fry Scholarship recipients:*** Select Ch 33 as the chapter for this type of beneficiary (not eligible for yellow ribbon) Use the student's SSN as the file number.
- The Payee Number for Ch 35 may not be known. If not known, add "XX".
- Make sure that the Training Type you choose from the drop down menu reflects the actual type of program the Student is taking (IHL, NCD).
- Use "Guest Student" if your school is not the primary institution. (Make sure you have a parent letter on file if you are the guest school). Enter the name of the parent school and the State in order for it to be routed to the correct Regional Processing Office.
- VRAP:*** *This benefit ended on March 31, 2014. The selection was removed from VA-ONCE. If you need to make a change to a certification that was sent as VRAP claim, you will need to change the benefit type on the Bio page to 32.*

Additional Information to complete the BIO DATA page cont.

- For additional assistance, review the MARGIN and HELP tabs for complete information on how to fill out the BIO DATA page for your students.
- After you SAVE the data, you can go back to the Select Page to add another student by clicking on SELECT button.

VANCE

Certify Enrollment

STEP 1: Certify Enrollment – Single Term

Certifying Enrollments correctly is the most important step in the process of ensuring that benefits are paid correctly. Attention to detail is the key ingredient when creating an enrollment certificate.

(1) Double-click on the student you wish to certify. The student's record will open to the Bio page. Additional tabs will be available.

The screenshot shows the VA-ONCE Student Select web application in a Windows Internet Explorer browser window. The page title is "Student School Detail" and the main heading is "Select Student". The interface includes a search bar with "Last Name" selected as the search type and "Equals" as the search range. Below the search bar are several filter dropdowns for "Status and", "Facility Code and", "Chapter and", "Training Type and", "Program and", and "PT Evaluated". There are also "Filter" and "Reset" buttons. The main content area displays a table of student records, with the first row highlighted in green. The table columns are: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The first student listed is VINNY, with a last certificate date of 6/8/2010 10:33 AM and facility code 22222222. Other students listed include PATSY, MONKEY, JIM, RICH, and JULI.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2-2-2222-22		X	VINNY		31	BS MATH	6/8/2010 10:33 AM	22222222
2-2-2222-22		00	PATSY		30	BA ARTS	5/31/2009 12:48 PM	22222222
2-2-2222-22		X	MONKEY		33	AAS	5/1/2008 10:57 AM	22222222
2-2-2222-22		00	JIM		33	BSN	2/21/2010 8:06 PM	22222222
1-2-2222-22		00	RICH		REAP	BA ARTS		22222222
2-2-2222-22		00	JULI		REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222
2-2-2222-22		00					5/31/2009	22222222

STEP 2: Certify Enrollment – Single Term

(1) Click on the “Certs” tab. The Certs screen appears.

The screenshot shows the VA-ONCE Student Bio interface in a Windows Internet Explorer browser window. The title bar reads "VA-ONCE Student Bio - Windows Internet Explorer". The page has a purple header with the VA-ONCE logo on the left and navigation buttons "Save", "Cancel", "Print", and "Student" on the right. Below the header is a green bar labeled "Bio Data" containing fields for "Name:", "SSN:", "File/Payee:", "Program:", "Chapter:", and "Training Type:". A small blue box with the number "2" is visible in the top right corner of this section. Below the green bar is a purple navigation bar with tabs for "Bio", "Certs", "VA Data", "Log", and "History". The "Certs" tab is highlighted with a green box. The main content area is a form with various input fields and dropdown menus. On the left side of the form, there are four icons: "Select" (people), "Admin" (wrench), "Reports" (document), and "Logout" (moon). The form fields include: Salutation, First Name*, Middle Name, Last Name*, Suffix, Address*, Location (Domestic), SSN*, Student ID, File Number*, Payee#, Chapter*, Training Type* (with "DEMO IHL" selected), School Short Name, Facility Code, Program*, Prior Training Credit*, PT Evaluated, Guest Student (checkbox), Active Duty (checkbox), Primary School -- Name, -- State, Branch Svc, DD-214, Parking, Fry Recip (checkbox), and Notes. The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

STEP 3: Certify Enrollment – Single Term

(1) Click on the Cert menu located on top of the screen. A drop down appears.

(2) Select “New”. The bottom ½ of the screen will open for editing. The section title will change from “View Current Status” to “Edit Enrollment”.

The screenshot displays the VA-DNCE Certs application interface. At the top, the 'Cert' menu is open, showing options: 'New', 'New Multiple Term', 'Amend', 'Adjust', 'Terminate', 'Delete', and 'Change to Status 2'. The 'New' option is highlighted. Below the menu, the 'View Current Status' form is visible, showing details for a term named 'WINTER 08' starting on 01/02/2008 and ending on 02/01/2008. The form includes fields for Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, LDA/EFF Date, Facility Code, and Cert ID. There are also checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. The interface is titled 'VA-DNCE Certs' and includes a 'Print' button and a 'Student' dropdown menu.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4 WINTER 08			01/02/2008 02/01/2008	
3X SUMMER 07			06/05/2007 08/23/2007	
3X TEST			05/18/2006 08/16/2006	
4 SUMMER I			05/15/2006 06/02/2006	
4 SPRING06			01/09/2006 05/04/2006	

View Current Status

Facility: 22222222 Trng Type: HL_UNDERGRAD Prgrm: HAIR - CER Prior Credit: 4

WINTER 08 | 01/02/2008 | 02/01/2008 | 15 | | | | |

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](#)

STEP 4: Certify Enrollment – Single Term

(1) Complete the fields in the Edit Enrollment section. All fields with asterisks are required.

NOTE: If you click on the arrow next to Term Date, you will see all of the terms you entered using the Standard Terms feature. This will save you valuable time.

See pages 65 – 66 for additional information on Chapter 33 Tuition & Fees (T&F).

The screenshot displays the VA-DNCE Certs system interface. The top navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. The main content area is divided into several sections:

- Certs Section:** Displays student information (Name, SSN, File/Payee) and program details (Program: CRT FST FD, Chapter: 33, Training Type: Nondegree College).
- Table:** A table listing enrollment terms with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The table contains four rows of data.
- Edit Enrollment Section:** A form for editing enrollment details. It includes fields for Facility (33333333), Trng Type (NCD), Prgrm (CRT FST FD), and Prior Credit. A dropdown menu for 'Term Date' is open, showing options for 'Fall 2011' and 'Spring 12'. Below this are fields for 'Begin Date*', 'End Date*', 'Res', 'Dist*', 'R/D', 'Clock', and 'T & F*'. There is also a checkbox for 'Accelerated Pay (high-tech courses only)'.
- Remarks Section:** A text area for entering remarks, with a 'Modify Remarks List' button.

The interface also features a left sidebar with icons for 'Select', 'Admin', and 'Reports'. The bottom of the window shows a taskbar with 'Tasks', 'Margin', and 'Help' buttons, and a status bar indicating 'Local intranet' and '100%' zoom.

STEP 5: Certify Enrollments – Single Term

Once you have entered the required data, review for accuracy.

(1) Click “Save”.

(2) Click “Complete”. **NOTE:** You can skip this step and click directly on “Submit”. “Complete” can be used if you are not submitting right away and would like to review later.

(3) Click “Submit”.

The screenshot displays the VA-ONCE Certs application interface. The top navigation bar includes 'Cert Complete Submit' and 'Print Student'. The main header shows 'VA-ONCE Certs' with fields for Name, SSN, File/Payee, Program (CRT FST FD), Chapter (33), and Training Type (Nondegree College). A sidebar on the left contains icons for 'Select', 'Admin', 'Reports', and 'Logout'. The central area features a table of enrollments with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. Below the table is the 'Edit Enrollment' form, which includes fields for Facility (33333333), Trng Type (NCD), Prgm (CRT FST FD), and Prior Credit. The form also has checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)', and a 'Remarks' section with a 'Modify Remarks List' button. A 'Save' button is highlighted with a green box in the 'Edit Enrollment' form.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2 FALL 2011			08/15/2011	12/15/2011	6	6				33333333	
4 WINTER 08			01/02/2008	02/01/2008	15					22222222	4197307
3X SUMMER 07			06/05/2007	08/23/2007	6					33333333	3308343
3X TEST			05/18/2006	08/16/2006	12					33333333	1999974
4 SUMMER I			05/15/2006	06/02/2006	3					22222222	3139459

Additional Information to complete the Certs - Edit Enrollment section

Term Name – A corresponding arrow next to the TERM NAME box will allow to access the drop down list of all the terms you have entered. The name, begin date and end date will be entered.

Res – Number of residential (classroom) credits taken during the term. NOTE: THE RES box must not include any DIST, R/D, or Clock hour credits. ONLY Residential (Classroom) should be entered. The field requires a numerical value. Report “0” if necessary.

Dist – Number of distance (online, non-classroom) credits taken during the term. The field requires a numerical value. Report “0” if necessary

R/D – Number of remedial / deficiency credits taken during the term. NOTE: Online Remedial Courses cannot be certified. Only Residential Remedial courses can be certified.

Clock – Number of clock hours taken per week (typically found in NCD programs, internships, externships).

Tuition & Fees – Tuition and fees charged to the student for that term. (*See following page for further information on Tuition & Fees.*)

TT/FT= – Graduate programs – for non-chapter 33, select the training time from the drop down list. For chapter 33, insert the number of credits that is considered full time for that program and term based on your school catalog. See the SCO Handbook for further info.

Yellow Ribbon – Only available for benefit type 33Yellow. Insert the amount your institution has agreed to fund above the highest instate rate for that particular term.

Out of State Charges – Charges above and beyond the in-state charges. These charges will be covered by the Yellow Ribbon program. The out-of-state field will appear only on Yellow Ribbon certifications.

General rules for reporting tuition

Tuition & Fees: Schools should report the net-charge for tuition and fees.

What should be deducted from the Tuition amount reported to VA?

Any waiver, scholarship, aid, or assistance [other than loans and funds provided under section 401(b) of the Higher Education Act of 1965] provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees.

Only in-state charges should be reported in the Tuition and Fees field.

Any additional out-of-state net charges should be reported in the Out of State Charges field.

What should NOT be deducted from the Tuition amount reported to VA?

Title IV Funds

Waiver, scholarship, aid, or assistance that is not designated for the sole purpose of reducing a student's tuition and fee cost.

Please see the SCO Handbook section, "CERTIFYING TUITION AND FEES" for more guidance. http://www.benefits.va.gov/GIBILL/docs/job_aids/SCO_Handbook.pdf

General Rules for reporting fees

Fees: The mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees include, but are not limited to:

- health premiums
- freshman fees
- graduation fees
- lab fees
- Tool Kits, Uniforms fees (if listed on the student invoice)

Fees do not include those charged for a study abroad course(s) unless the course(s) is a mandatory requirement for completion of the approved program of education.

NOTE: VA will not pay a mandatory *third party* charge. Third party charges are charges not originating at your institution. For example, if a student requires a toolbox for an approved program, in order to report the fee, the student must buy the toolbox from your institution. You could not report the fee charged the student if the student bought the toolbox from any source other than your institution.

If you are unsure, check with your Education Liaison Representative (ELR).

Chapter 33 Enrollment ERROR MESSAGE

When certifying a term, both Res and Dist must have a numeric value. Report "0" hours, if necessary. Leave the R/D and Clock field blank, if no value applies.

The screenshot displays the VA-ONCE Certs application in a Windows Internet Explorer browser window. The page title is "Cert Complete Submit". The user is logged in as 05shaneferreebe with ID 3-1-3131-31. The current student's information is: Name: [redacted], SSN: [redacted], File/Payee: [redacted], Program: HISTORY, Chapter: 33, Training Type: Undergraduate. The interface includes tabs for Bio, Certs, VA Data, Log, and History. A table lists enrollment terms with columns for Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The "Edit Enrollment" form is open for term SUMM12, showing fields for Begin Date (08/01/2012), End Date (09/01/2012), Res (1), Dist (1200.00), and other fields. A modal error message box is displayed, stating: "Res Hours is a required field. If not taking Res Hours, please use 0." The error message box has an "OK" button.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2 SUMM12			08/01/2012	09/01/2012	4	0				31313131	
▶ 4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
▶ 4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
▶ 4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

Step 1: Certify Enrollment - Multiple Terms

If you are certifying more than one term at a time, you can use the Multiple Term certification feature. Multiple term enrollments come in handy when you have a variety of term lengths within a semester or quarter, or are certifying past terms.

(1) Double-click on the Student for which you wish to create a multi-term certification.

The screenshot shows the VA-ONCE Student Select interface. The page title is "Student School Detail" and the main heading is "Select Student". The interface includes a search bar with "Last Name" selected as the search type and "Equals" as the search range. Below the search bar are several filter dropdowns for "Status and", "Facility Code and", "Chapter and", "Training Type and", "Program and", and "PT Evaluated". There are also "Filter" and "Reset" buttons. The main content area displays a table of student records, with the first row highlighted in green. The table columns are: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The first student listed has a pay number of 'X' and a last cert date of 7/27/2008 9:19 PM. The interface also includes a "Select" button in the left sidebar and a "Show Logs" button above the table.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2-2-2222-22		X			31	BS MATH	7/27/2008 9:19 PM	22222222
2-2-2222-22		00	VINNY		33	BS-GAM	6/8/2010 10:33 AM	22222222
2-2-2222-22		00	PATSY		30	BA ARTS	5/31/2009 12:48 PM	22222222
2-2-2222-22		X	MONKEY		33	AAS	5/1/2008 10:57 AM	22222222
2-2-2222-22		00	JIM		33	BSN	2/21/2010 8:06 PM	22222222
1-2-2222-22		00	RICH		REAP	BA ARTS		22222222
2-2-2222-22		00	JULI		REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222

Step 2: Multiple Term Enrollments

(1) Click the "Certs" tab. A Certs screen appears

VA-ONCE Student Bio - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Save Cancel Print Student

Bio Data

Name: [redacted] Program:
SSN: [redacted] Chapter:
File/Payee: [redacted] Training Type:

2

Bio Certs VA Data Log History

Salutation First Name* Middle Name Last Name* Suffix
[redacted] [redacted] [redacted] [redacted] [redacted]

Address* Location Domestic

SSN* Student ID
[redacted] [redacted]

File Number* Payee# Chapter*
[redacted] [redacted] [redacted]

Training Type*
[redacted]

School Short Name Facility Code
[redacted] [redacted]

City* State*
[redacted] [redacted]

Zip* Zip Suffix
[redacted] [redacted]

Phone Extension
[redacted] [redacted]

Email
[redacted]

Alternate Email
[redacted]

Notes
[redacted]

Program*
[redacted]

Prior Training Credit* PT Evaluated
 Guest Student Active Duty

Primary School -- Name -- State
[redacted] [redacted]

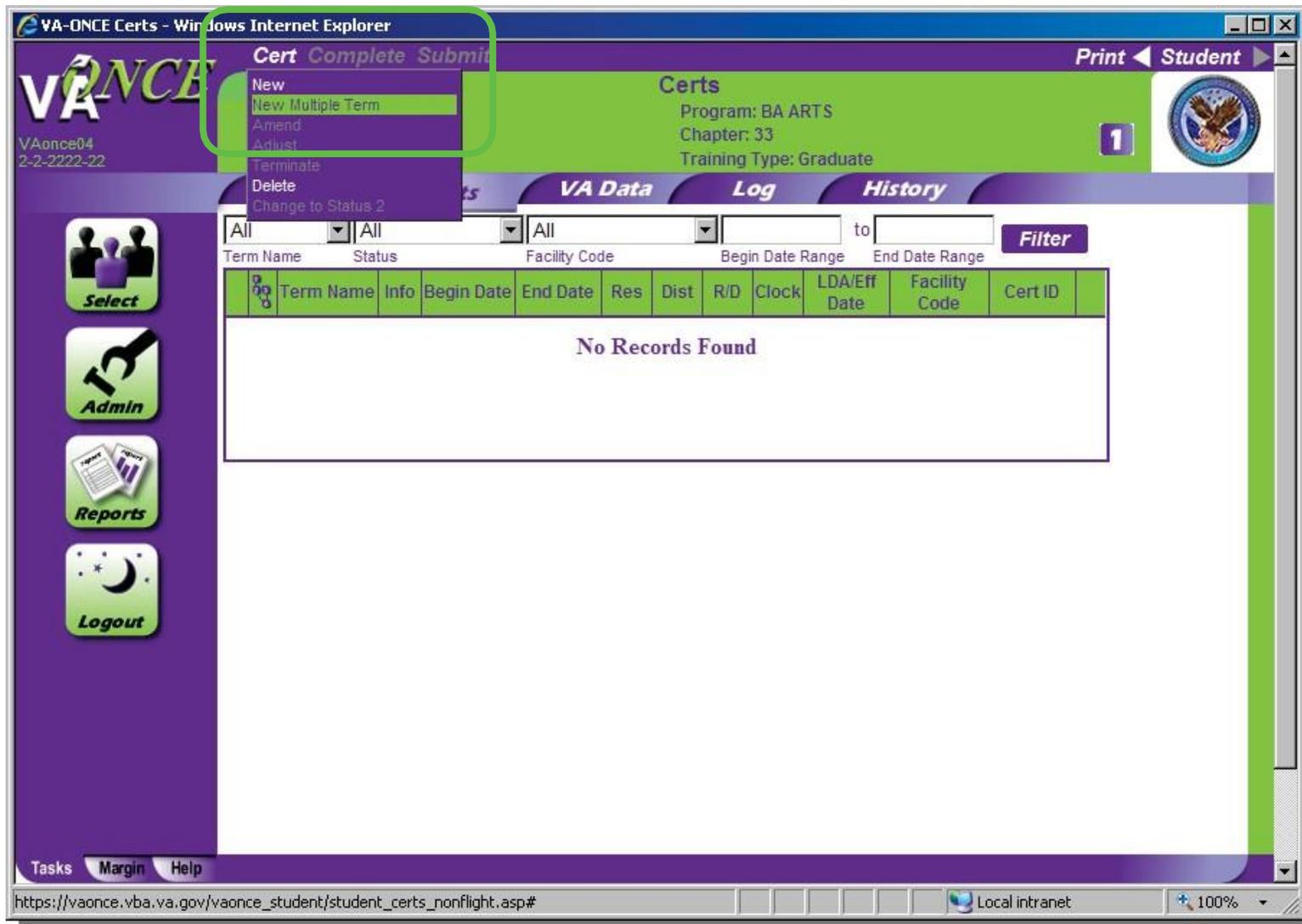
Branch Svc DD-214 Parking Fry Recip

Tasks Margin Help

Done Trusted sites 100%

Step 3: Multiple Term Enrollments

- (1) Click on the “Cert” menu located on top of the screen. A drop down appears.
- (2) Select “New Multiple Term”. A Multiple Terms window appears.



Step 5: Multiple Term Enrollments

Enter the information for each term just as you would for a single term.

When you have entered all of the data, click “Save” to save the terms in status 2. Click “Complete All” to save the terms in status 3. You will be returned to the Certs page.

YA-ONCE MULTI TERM - Windows Internet Explorer

Complete All **Save** **Cancel**

Term Name	Begin Date*	End Date*	Res	Distance* R/D	Clock	T & F*	TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

Step 6: Multiple Term Enrollments

On the Certs page, you will see the terms you created (in a status 2, if you selected Save; in a status 3, if you selected Complete All).

To send all terms at once, on the “Submit” menu select, “Submit All Pending Enrollments”.

The screenshot shows the VA-ONCE Certs application interface. At the top, there is a navigation bar with 'Cert Complete' and 'Submit' buttons. A dropdown menu is open under 'Submit', showing options: 'Submit Selected Term', 'Submit All Pending Enrollments', and 'Enrollments'. The main content area displays a table of enrollments with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. Below the table is an 'Edit Enrollment' form for the selected term 'SUMM12A'. The form includes fields for Facility (31313131), Trng Type (IHL_UNDERGRAD), Prgrm (HISTORY), and Prior Credit (2). It also has input fields for Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, and T & F*. There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A 'Remarks' field is at the bottom with a 'Modify Remarks List' button.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
2 SUMM12A			10/01/2012	11/12/2012
2 SUMM12		31313131	08/01/2012	09/01/2012
4X SPRNG12		31313131	02/01/2012	05/01/2012
4X FALL11		31313131	08/21/2011	12/23/2011
4X WNTR		31313131	01/01/2011	02/01/2012

VANCE

Adding Remarks

STEP 1: Remarks

Remarks are not usually needed in order to process a claim, and will prevent automation in most cases, but if you need to add them, take the following steps while editing an Enrollment or Change.

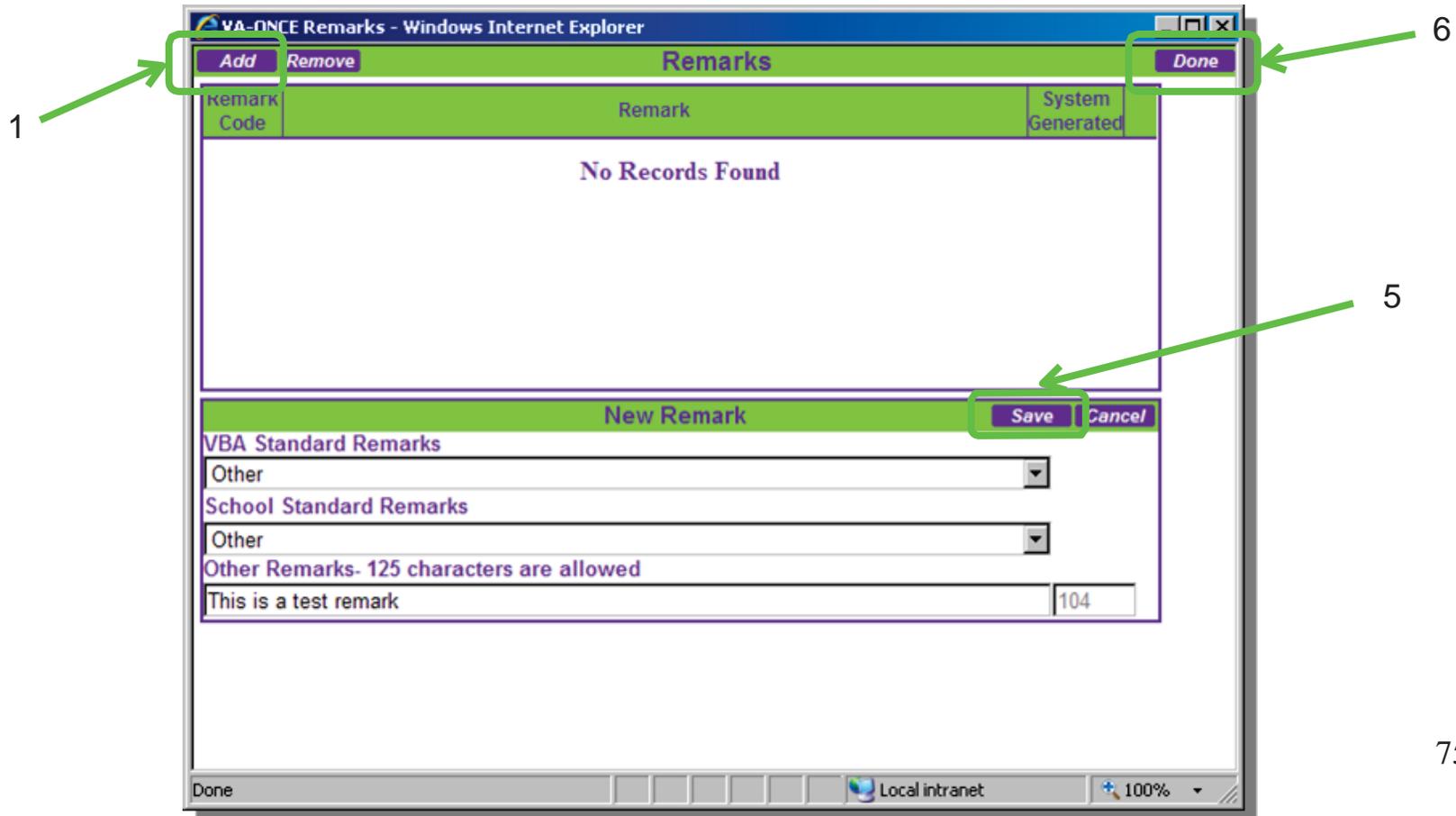
(1) Click on “Modify Remarks List”. A Remarks Pop-Up screen appears.

The screenshot displays the VA-ONCE Certs system interface within a Windows Internet Explorer browser window. The page title is "VA-ONCE Certs - Windows Internet Explorer". The main header area includes the VA-ONCE logo, the text "Cert Complete Submit", and navigation links for "Print" and "Student". Below the header, there are fields for "Name", "SSN", and "File/Payee", along with "Program: HISTORY", "Chapter: 33", and "Training Type: Undergraduate". A navigation menu includes "Bio", "Certs", "VA Data", "Log", and "History". A table lists enrollment terms with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The table contains one row for "4X FALL11" with a facility code of "31313131" and a cert ID of "11021459". Below the table is the "Edit Enrollment" section, which includes fields for "Facility", "Trng Type", "Prgrm", and "Prior Credit". There are also input fields for "Term Name", "Begin Date", "End Date", "Res", "Dist", "R/D", "Clock", "Tuition", and "Fees". Checkboxes for "Advance Pay" and "Accelerated Pay" are present. At the bottom of the "Edit Enrollment" section, there is a "Remarks" field and a button labeled "Modify Remarks List", which is highlighted with a green box.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X FALL11		31313131	08/21/2011 - 12/23/2011	

STEP 2: Remarks

- (1) Click "Add".
- (2) Select the VBA Standard Remark from the drop down list. If no VBA Remark applies, select Other.
- (3) Select the School Standard Remark from the drop down list. If none apply and you need to enter free text, select Other.
- (4) Enter your free text remark in the Other Remarks box. You are limited to 125 characters. There is a character count at the end of the field for your information.
- (5) Click "Save". (6) Click "Done".



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Modifying Enrollments

Helpful definitions for modifying enrollments:

Adjustment – Adjusting the enrollment certificate allows you to report a decrease or increase in hours for the term.

Amend – Amending the enrollment certificate allows you to edit the beginning date, ending date, or tuition and fees. For non- chapter 33 cases you can also add an advance pay or accelerated pay request. This feature should be used if you are correcting something, other than hours, on the original enrollment certification.

Terminate – Terminating the enrollment allows you to report when a student is no longer attending the term (dropped to zero credits).

STEP 1: Modifying Enrollment – Adjustments

Adjust the certification if you want to increase or decrease the number of credits. Adjustments are used when you need to change the number of hours.

(1) Double-click on the student, or select Student, then Access from the drop down at the top of the screen. The Bio Data screen appears.

The screenshot shows the VA-ONCE Student Select interface in a Windows Internet Explorer browser. The page title is "Student School Detail" and the main heading is "Select Student". The interface includes a search bar with "Last Name" selected as the search type and "Equals" as the search range. Below the search bar are several filter dropdowns for "Status and", "Facility Code and", "Chapter and Training Type and", "Program and", and "PT Evaluated". There are also "Filter" and "Reset" buttons. A table of student records is displayed, showing columns for checkboxes, SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The first row of the table is highlighted with a green box. The table shows 55 records in total, with the first record being for a student with SSN 2-2-2222-22, File # 00000000, Pay # X, Last Name [REDACTED], First Name [REDACTED], Chapt 31, Program BS MATH, Last Cert 7/27/2008 9:19 PM, and Facility Code 22222222. Other records include VNNY, PATSY, MONKEY, JIM, RICH, and JULI.

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2-2-2222-22	00000000	X	[REDACTED]	[REDACTED]	31	BS MATH	7/27/2008 9:19 PM	22222222
<input type="checkbox"/>	2-2-2222-22	00000000	00	[REDACTED]	VNNY	33	BS-GAM	5/31/2009 10:33 AM	22222222
<input type="checkbox"/>	2-2-2222-22	00000000	00	[REDACTED]	PATSY	30	BA ARTS	5/31/2009 12:48 PM	22222222
<input type="checkbox"/>	2-2-2222-22	00000000	X	[REDACTED]	MONKEY	33	AAS	5/1/2008 10:57 AM	22222222
<input type="checkbox"/>	2-2-2222-22	00000000	00	[REDACTED]	JIM	33	BSN	2/21/2010 8:06 PM	22222222
<input type="checkbox"/>	1-1-1111-11	00000000	00	[REDACTED]	RICH	REAP	BA ARTS	11/1/2007 9:06 AM	22222222
<input type="checkbox"/>	2-2-2222-22	00000000	00	[REDACTED]	JULI	REAP	GUEST STUDENT	5/31/2009	22222222

STEP 2: Modifying Enrollment - Adjustments

(1) Click on the "Certs" tab. The Certs page appears.

The screenshot displays the VA-ONCE Student Bio web application in a Windows Internet Explorer browser window. The page title is "VA-ONCE Student Bio - Windows Internet Explorer". The application header includes the VA-ONCE logo, the text "VAonce04 2-2-2222-22", and a navigation bar with "Save", "Cancel", "Print", and "Student" options. The main content area is titled "Bio Data" and contains a form with various fields. The "Certs" tab is highlighted with a green box. The form fields include:

- Name: [Redacted]
- SSN: [Redacted]
- File/Payee: [Redacted]
- Program: [Redacted]
- Chapter: [Redacted]
- Training Type: [Redacted]
- Salutation: [Redacted]
- First Name*: [Redacted]
- Middle Name: [Redacted]
- Last Name*: [Redacted]
- Suffix: [Redacted]
- Address*: [Redacted]
- Location: Domestic (dropdown)
- SSN*: [Redacted]
- Student ID: [Redacted]
- File Number*: [Redacted]
- Payee#: [Redacted]
- Chapter*: [Redacted]
- Training Type*: [Redacted]
- City*: [Redacted]
- State*: [Redacted]
- Zip*: [Redacted]
- Zip Suffix: [Redacted]
- Phone: [Redacted]
- Extension: [Redacted]
- Email: [Redacted]
- Alternate Email: [Redacted]
- Notes: [Redacted]
- Branch Svc: [Redacted]
- DD-214: [Redacted]
- Parking: [Redacted]
- Fry Recip:

The left sidebar contains four icons: "Select" (people), "Admin" (wrench), "Reports" (charts), and "Logout" (moon). The bottom of the page has a "Tasks" bar with "Margin" and "Help" options, and a status bar showing "Done", "Trusted sites", and "100%" zoom.

STEP 3: Modifying Enrollment – Adjustments

- (1) Select the term to adjust by clicking on the arrow to expand the virtual record and then highlighting the term.
- (2) Click on the Cert menu. The drop down appears.
- (3) Select “Adjust”. The bottom 1/2 of the screen opens up to Edit Adjustment.

The screenshot shows the VA-ONCE Certs application interface. The top navigation bar includes 'Cert', 'Complete', and 'Submit'. A dropdown menu is open under 'Cert', with 'Adjust' highlighted. The main content area displays a table of enrollment records. The 'View Enrollment' section is active, showing details for the selected term 'SPRNG12'.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

View Enrollment (Save Cancel)

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 4X

SPRNG12 | 02/01/2012 | 05/01/2012 | 12 | 0 | | | 4300.00

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](#)

STEP 4: Modifying Enrollment – Adjustments

- (1) You can now make adjustments to the following fields: Res, Dist, R/D, Clock, Tuition, Fees, Training Time or Full Time Equivalent (graduate training only), Yellow Ribbon (Ch 33),
- (2) Select the Reason for Adjustment from the drop down.
- (3) Enter the LDA/EFF Date (Last Date of Attendance/Effective Date of the change).

VA-ONCE Certs - Windows Internet Explorer

Cert Complete Submit Print Student

VA-ONCE
05shaneferrebee
3-1-3131-31

Certs
Name: [REDACTED]
SSN: [REDACTED]
File/Payee: [REDACTED]00

Program: HISTORY
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 SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
-2 SPRNG12			02/01/2012	05/01/2012	12	0				31313131	
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

Edit Adjustment Save Cancel

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 2

SPRNG12 02/01/2012 05/01/2012 12 0 4300.00

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

Advance Pay Accelerated Pay (high-tech courses on)

Reason for Adjustment

LDA/EFF Date

Remarks Modify Remarks List

Tasks Margin Help

Done Local intranet 100%

STEP 4: Modifying Enrollment – Adjustments (continued)

(4) Based upon the Reason for Adjustment, a Mitigating Circumstances field may appear. If the student has provided you with one of the reasons in the list as a reason for adjustment, please select it from the drop down.

If the student has provided mitigating circumstances not on the list, or has not provided a reason for adjustment, leave the Mitigating Circumstance drop down blank.

You may enter a reason not provided in the drop down list as a free text remark.
See page 73-75 for adding Remarks.

Edit Adjustment Save Cancel

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: **2**

SPRNG12	02/01/2012	05/01/2012	12	0			4300.00
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment: **Reduction After Drop Period - Non-Punitive Grades Assi**

Mitigating Circumstances: **An Illness Or Death In The Student's Immediate Family**

LDA/EFF Date

Remarks Modify Remarks List

STEP 5: Modifying Enrollment – Adjustments

The steps to submit an adjustment are the same as for an enrollment, as are the status codes. To submit - Review for accuracy.

(1) Click “Save”.

(2) Click “Complete”. **NOTE:** You can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later.

(3) Click “Submit”.

The screenshot displays the VA-DNCE Certs application interface. The top navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. The user's name '05shaneferrebee' and SSN '3-1-3131-31' are visible on the left. The main content area shows a table of enrollment records with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. A table with 12 columns (Term Name, Info, Begin Date, End Date, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, Cert ID) is shown. The 'Edit Adjustment' form is open, showing fields for Facility (31313131), Trng Type (IHL_UNDERGRAD), Prgm (HISTORY), and Prior Credit (2). The form includes input fields for Term Name (SPRNG12), Begin Date (02/01/2012), End Date (05/01/2012), Res (12), Dist (0), R/D, Clock, and T & F* (4300.00). There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)', and a dropdown for 'Reduction During Drop Period'. A 'Remarks' field is also present. The interface includes a sidebar with 'Select', 'Admin', 'Reports', and 'Logout' buttons. The bottom status bar shows 'Local intranet' and '100%' zoom.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X SPRNG12			02/01/2012 05/01/2012	12 0
2 SPRNG12			02/01/2012 05/01/2012	12 0
4X SPRNG12			02/01/2012 05/01/2012	12 0
4X FALL11			08/21/2011 12/23/2011	0 0
4X WNTR			01/01/2011 02/01/2012	12 0

Edit Adjustment

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgm: HISTORY Prior Credit: 2

SPRNG12 02/01/2012 05/01/2012 12 0 0 4300.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reduction During Drop Period

Reason for Adjustment

03/01/2011
LDA/EFF Date

Remarks [Modify Remarks List](#)

Helpful definitions for completing adjustments:

Res – Number of residential (classroom) credits taken during the term after the adjustment. NOTE: THE CREDITS box must not include any DIST, R/D, or Clock hour credits. ONLY CLASSROOM CREDITS ARE PLACED IN THIS COLUMN.

Dist – Number of online credits taken during the term after the adjustment.

R/D – Number of remedial / deficiency credits taken during the term after the adjustment. Online Remedial Courses cannot be certified. Only Residential Remedial courses can be certified.

Clock – Number of clock hours taken per week (typically found in NCD programs, internships, externships) after the adjustment.

Tuition & Fees – Tuition charged to the student as shown on the student's billing statement for that term *based on the adjusted credits*, and mandatory fees charged to the student as shown on the student's billing statement for that term *based on the adjusted credits*.

TT/FT= – Graduate programs only. For non-chapter 33 select the training time after adjustment from the drop down list. For chapter 33, insert the number of credits that is considered full time for that program and term based on your school catalog.

Yellow Ribbon – Ch 33 Yellow Ribbon Participants. Insert the dollar amount your institution has agreed to fund above the highest instate rate for that particular term *based on the adjusted credits*.

See additional information on following page for Ch 33 specific issues.

Helpful tips for completing a CH 33 adjustment

1. You are required to adjust the tuition and fees if adjusting the credits. The adjusted tuition and fees amount will be based on the cost of the new credit load.
2. If your adjustment includes the Yellow Ribbon amount, you must calculate the new Yellow Ribbon amount based on the adjusted credits.
3. When filling in RES, DIST, R/D, CLOCK, the following actions must be completed in order to avoid an error message.
 1. RES and DIST must have a number placed in the corresponding box. If no RES or DIST credits remain, place a '0' in that box.
 2. Leave the R/D and CLOCK 'blank' if no credits remain.

The screenshot shows the 'Edit Adjustment' form with the following data:

Facility	Trng Type	Prgrm	Prior Credit
31313131	IHL_UNDERGRAD	HISTORY	2

Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
SPRNG12	02/01/2012	05/01/2012	12	0			4300.00

Reason for Adjustment: Reduction During Drop Period

LDA/EFF Date: 02/10/2011

Remarks: [Empty text area]

Example of an adjustment for Ch 33. Notice how a '0' was placed in the DIST field and the R/D and CLOCK fields remain blank.

STEP 1: Modifying Enrollment – Amendments

Amend the certification if you have made a mistake in any field other than the hours, or to add the tuition and fees if you previously reported zero. For example, to change the start or end date, tuition, fees, Yellow Ribbon Amount (for 33), or to add an advance pay request (for non-33).

(1) Double-click on the student, or select Student, then Access from the drop down at the top of the screen. The Bio Data screen appears.

The screenshot shows the VA-DNCE Student Select web application. The page title is "Student School Detail" and the sub-header is "Select Student". The search bar is set to "Last Name" with "Equals" as the search range. The filter options are set to "All Active", "DEMO IHL (2-2-2)", "All", "All", "All", and "All". The table shows 55 records, with the first row highlighted in green. The table columns are: SSN, File #, Pay, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The first row of the table is highlighted in green, and a green box is drawn around it.

SSN	File #	Pay	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2		X			31	BS MATH	7/27/2008 9:19 PM	22222222
2		00	VINNY		33	BS-GAM	6/8/2010 10:33 AM	22222222
2		00	PATSY		30	BA ARTS	5/31/2009 12:48 PM	22222222
2		X	MONKEY		33	AAS	5/1/2008 10:57 AM	22222222
2		00	JIM		33	BSN	2/21/2010 8:06 PM	22222222
1		00	RICH		REAP	BA ARTS		22222222
2		00	JULI		REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222
							5/31/2009	

STEP 2: Modifying Enrollment – Amendments

(1) Click on the “Certs” tab. The Certs page appears.

The screenshot displays the VA-ONCE Student Bio web application in a Windows Internet Explorer browser window. The page title is "VA-ONCE Student Bio - Windows Internet Explorer". The application header includes the VA-ONCE logo, the user ID "VAonce04", and the phone number "2-2-2222-22". The main content area is titled "Bio Data" and contains fields for Name, SSN, File/Payee, Program, Chapter, and Training Type. A navigation bar at the top of the main area includes tabs for "Bio", "Certs", "VA Data", "Log", and "History". The "Certs" tab is highlighted with a green box. On the left side of the page, there is a vertical menu with icons and labels for "Select", "Admin", "Reports", and "Logout". The main form area contains various input fields and dropdown menus for personal information (Salutation, First Name, Middle Name, Last Name, Suffix), contact information (Address, City, State, Zip, Phone, Extension, Email, Alternate Email), and enrollment details (SSN, Student ID, File Number, Payee#, Chapter, Training Type, School Short Name, Facility Code, Program, Prior Training Credit, PT Evaluated, Guest Student, Active Duty, Primary School Name, State, Branch Svc, DD-214, Parking, Fry Recip). The bottom of the browser window shows the status bar with "Done", "Trusted sites", and "100%" zoom level.

STEP 3: Modifying Enrollment - Amendments

- (1) Select the term to amend by clicking on the arrow to expand the virtual record, and then highlighting the term.
- (2) Click on the Cert menu located on the top of the page. The drop down appears.
- (3) Select "Amend". The bottom 1/2 of the screen opens up to Edit Amendment.

The screenshot displays the VA-ONCE Certs system interface. At the top, a navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. A dropdown menu is open, with 'Amend' highlighted in green. The main content area shows a table of enrollment records. The 'View Enrollment' section is visible, showing details for the selected term (SPRNG12).

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

View Enrollment (Save Cancel)

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 4X

SPRNG12 | 02/01/2012 | 05/01/2012 | 12 | 0 | | | 4300.00

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](#)

STEP 4: Modifying Enrollment - Amendments

- (1) You can now edit all fields *except* the number of hours. A remark indicating that this is an Amended enrollment is automatically inserted. Review for accuracy.
- (2) Click “Save”.
- (3) Click “Complete” **NOTE:** You can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later.
- (4) Click “Submit”.

The screenshot displays the VA-DNCE Certs system interface in a Windows Internet Explorer browser. The page title is "VA-DNCE Certs - Windows Internet Explorer". The main navigation bar includes "Cer", "Complete", "Submit", "Print", and "Student". The user's name is "05shaneferreebe" and their ID is "3-1-3131-31". The program is "HISTORY", chapter is "33", and training type is "Undergraduate".

The interface has several tabs: "Bio", "Certs", "VA Data", "Log", and "History". The "Certs" tab is active, showing a table of enrollment records. The table has columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The records are:

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X SPRNG12	All	All	02/01/2012	05/01/2012
4X SPRNG12	All	All	02/01/2012	05/01/2012
4X SPRNG12	All	All	02/01/2012	05/01/2012
4X FALL11	All	All	08/21/2011	12/23/2011
4X WNTR	All	All	01/01/2011	02/01/2012

The "Edit Amendment" form is open, showing the following details:

- Facility: 31313131
- Trng Type: IHL_UNDERGRAD
- Prgrm: HISTORY
- Prio: Credit
- Credit: 2

The form fields are:

- Term Name: SPRNG12
- Begin Date*: 02/01/2012
- End Date*: 05/01/2012
- Res: 12
- Dist*: 0
- R/D: 0
- Clock: 4300.00
- T & F*: 10/28/2011
- LDA/EFF Date: 10/28/2011

There are checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)". A "Remarks" field contains the text: "Amends Training Period (02/01/2012-05/01/2012) On 1999 Dated: 06/20/2011".

The interface also includes a sidebar with icons for "Select", "Admin", "Reports", and "Logout". The bottom of the page shows "Tasks", "Margin", and "Help" buttons, along with a status bar indicating "Done" and "Local intranet".

STEP 1: Modifying Enrollment - Terminations

Terminate the certification if the student is no longer attending the term (dropped to zero hours).

(1) Double-click on the student, or select Student, then Access from the drop down at the top of the screen. The Bio Data screen appears.

The screenshot shows the VA-ONCE Student Select application in a Windows Internet Explorer browser. The page title is "Student School Detail" and "Select Student". The interface includes a search bar with "Last Name" selected as the search type and "Equals" as the search range. Below the search bar are several filter dropdowns for "Status and", "Facility Code and", "Chapter and", "Training Type and", "Program and", and "PT Evaluated". There are also "Filter" and "Reset" buttons. A table displays a list of students with columns for checkboxes, SSN, File #, Pay, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The first row of the table is highlighted with a green box. The table shows 55 records in total, with the first 10 visible. The first student has a last name of "VINNY" and is enrolled in "BS MATH".

	SSN	File #	Pay	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2-2-2222-22		X	VINNY		31	BS MATH	7/27/2008 9:19 PM	22222222
<input type="checkbox"/>	2-2-2222-22		00	VINNY	VINNY	33	BS-GAM	8/26/10 10:33 AM	22222222
<input type="checkbox"/>	2-2-2222-22		00	PATSY		30	BA ARTS	5/31/2009 12:48 PM	22222222
<input type="checkbox"/>	2-2-2222-22		X	MONKEY		33	AAS	5/1/2008 10:57 AM	22222222
<input type="checkbox"/>	2-2-2222-22		00	JIM		33	BSN	2/21/2010 8:06 PM	22222222
<input type="checkbox"/>	1-1-1111-11		00	RICH		REAP	BA ARTS		22222222
<input type="checkbox"/>	2-2-2222-22		00	JULI		REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222
<input type="checkbox"/>	1-1-1111-11		00	COURSE				5/31/2009	

STEP 2: Modifying Enrollment – Terminations

(1) Click on the “Certs” tab. The Certs page appears.

The screenshot displays the VA-ONCE Student Bio web application in a Windows Internet Explorer browser window. The page title is "VA-ONCE Student Bio - Windows Internet Explorer". The application header includes the VA-ONCE logo, the user ID "VAonce04", and the date "2-2-2222-22". The main content area is titled "Bio Data" and contains a form with several tabs: "Bio", "Certs", "VA Data", "Log", and "History". The "Certs" tab is currently selected and highlighted with a green box. The form fields include: Name, SSN, File/Payee, Program, Chapter, Training Type, Salutation, First Name, Middle Name, Last Name, Suffix, Address, Location (set to Domestic), SSN, Student ID, File Number, Payee#, Chapter, Training Type (set to DEMO IHL), School Short Name, Facility Code, Program, Prior Training Credit, PT Evaluated, Guest Student, Active Duty, Primary School Name, State, Branch Svc, DD-214, Parking, Fry Recip, and Notes. The bottom of the browser window shows the status bar with "Done", "Trusted sites", and "100%" zoom level.

STEP 3: Modifying Enrollment – Terminations

(1) Select the term to terminate by clicking on the arrow to expand the virtual record, and then highlighting the term.

(2) Click on the Cert menu located on the top of the page. The drop down appears.

(3) Select “Terminate”. The bottom ½ of the screen opens up to Edit Termination.

The screenshot shows the VA-DNCE Certs web application interface. The top navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. The main header displays 'VA-DNCE Certs' and 'Program: HISTORY Chapter: 33 Training Type: Undergraduate'. A dropdown menu is open under 'Cert', with 'Terminate' highlighted. Below the menu is a table of enrollment records. The 'View Enrollment' section is open, showing details for the selected term (SPRNG12).

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

View Enrollment (Save Cancel)

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 4X

SPRNG12 | 02/01/2012 | 05/01/2012 | 12 | 0 | | | 4300.00

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](#)

STEP 4: Modifying Enrollment - Terminations

(1) Select the Reason for Termination from the drop down menu. Based upon the Reason for Termination, the hours may automatically drop to 0 and/or a Mitigating Circumstances field may appear.

If the student has provided you with one of the reasons in the list as a reason for termination, please select it from the drop down. If the student has provided mitigating circumstances not on the list, or has not provided a reason for adjustment, leave the Mitigating Circumstance drop down blank. You may enter a reason not provided in the drop down list as a free text remark. *See page 73-75 for adding remarks.*

In some instances the LDA/EFF Date is populated automatically. If not, Enter the LDA/EFF Date. Review for accuracy.

(2) Click "Save".

(3) Click "Complete". **NOTE:** You can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later.

(4) Click "Submit".

Edit Termination Save Cancel

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 2

Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
WNTR	01/01/2011	02/01/2012	0	0			3200.00

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date:

Reason for Termination:

Mitigating Circumstances:

Remarks:

Modify Remarks List

STEP 4: Modifying Enrollment – Terminations (cont.)

NOTE: If there are terms certified with begin dates *after* the termination date, you will be asked if they remain as certified or if the termination applies to all subsequent terms.

Clicking OK will leave the terms as certified; clicking Cancel will generate terminations for all subsequent terms.

The screenshot shows the VA-ONCE Certs system interface. The main window displays a table of terms with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. A dialog box titled 'Edit Termination' is open, showing details for the selected term 'SPRING 10'. The dialog includes fields for Facility, Trng Type, Prgrm, and Prior Credit, as well as checkboxes for 'Advance Pay' and 'Accelerated Pay'. A dropdown menu for 'Reason for Termination' is set to 'Withdrawal After Drop Period - Non-Punitive Grades Ass'. Below the dialog, a Windows Internet Explorer help message is displayed, explaining the consequences of clicking 'OK' or 'Cancel'.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING B 10			03/15/2010	05/10/2010	
4X SPRING 10			01/10/2010	05/10/2010	
-2 SPRING 10			01/10/2010	05/10/2010	
4X SPRING 10			01/10/2010	05/10/2010	
4X SPRING A 10			01/10/2010	03/10/2010	

Edit Termination

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

SPRING 10 | 01/10/2010 | 05/10/2010 | 0 | 0 | | | 1600.00 | 250.00

Advance Pay
 Accelerated Pay (high-tech courses only)

Reason for Termination: **Withdrawal After Drop Period - Non-Punitive Grades Ass**

LDA/EFF Date: 02/15/2010 Mitigating Circumstances: **An Unavoidable Change In The Student's Conditions Of**

Windows Internet Explorer

? If the following terms remain as previously certified, click 'OK'. To automatically terminate the terms that begin on or after the termination date, click 'Cancel'. VA-ONCE recognizes subsequent terms to be those terms which start on or after the effective date of the termination being submitted. NOTE: Please read the help text concerning subsequent terms to ensure proper processing.

OK Cancel

VANCE

Certification Deletion

STEP 2: Certification Deletion – Status 3

Certifications in Status 3 are “complete”. In order to delete them, you must change them to a status 2.

- (1) Highlight the certification you wish to delete.
- (2) Click on the Cert menu located on top of the page. A drop down appears.
- (3) Select “Change to Status 2”. The status will be changed to a ‘2’.
- (4) Now repeat the steps from the previous page. Click on the Cert menu (top of page) and then Select “Delete” to delete the CERT.

The screenshot shows the VA-ONCE Certs web application. The top navigation bar includes 'Cert Complete Submit', 'Print', and 'Student'. A dropdown menu is open under 'Cert Complete Submit', with 'Change to Status 2' highlighted. The main content area displays a table of certifications with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The 'SUMM12' certification is selected. Below the table is a 'View Enrollment' form for the selected certification, showing details such as Facility Code (31313131), Trng Type (IHL_UNDERGRAD), Prgrm (HISTORY), and Prior Credit (3). The form also includes fields for Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, Tuition, and Fees, along with checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A 'Remarks' field is also present.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
3 SUMM12			08/01/2012	09/01/2012
4X SPRNG12			02/01/2012	05/01/2012
4X FALL11			08/21/2011	12/23/2011
4X WNTR			01/01/2011	02/01/2012

View Enrollment

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: HISTORY Prior Credit: 3

SUMM12 08/01/2012 09/01/2012 4 0 1000.00 200.00

Term Name: Begin Date* End Date* Res Dist* R/D Clock Tuition* Fees*

Advance Pay Accelerated Pay (high-tech courses only)

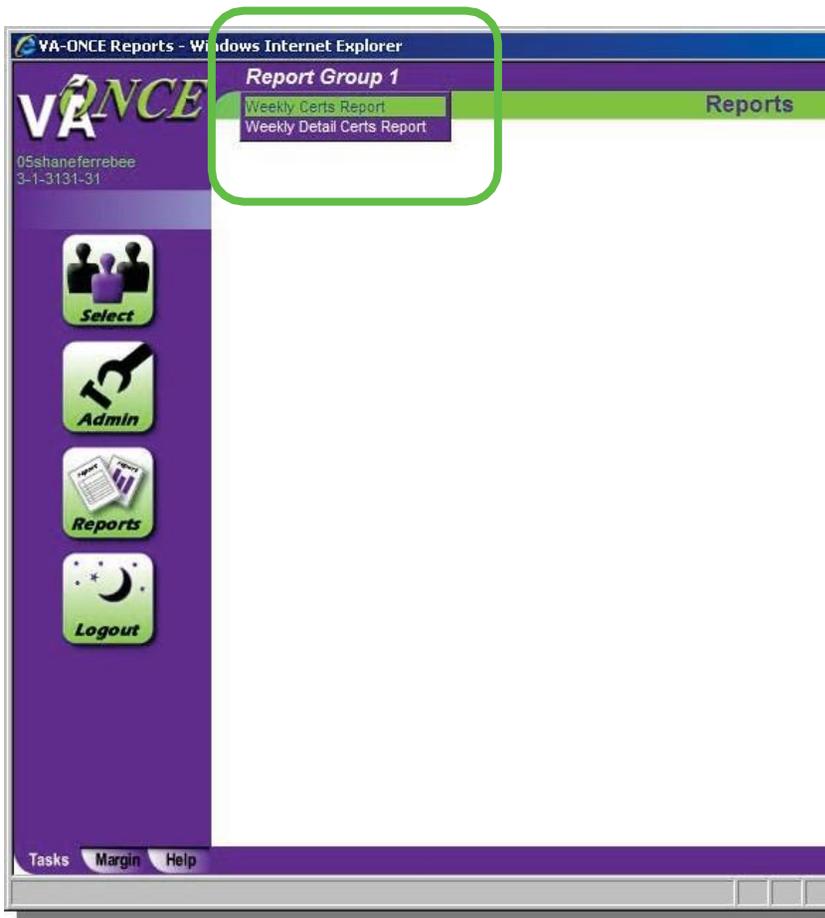
LDA/EFF Date

Remarks

VANCE

Reports

REPORTS - There are 2 separate reports that can be run from the Reports menu, The Weekly Certs Report and the Weekly Detail Certs Report. Each are described in the following pages.



Weekly Certs Report

Step 1: Reports Task button

This feature allows you to print all of the enrollments you submitted or worked upon in any given week. You can print the full certification or the list of students.

(1) Click on the Reports button. A Reports screen appears.

Step 2: Reports Task button

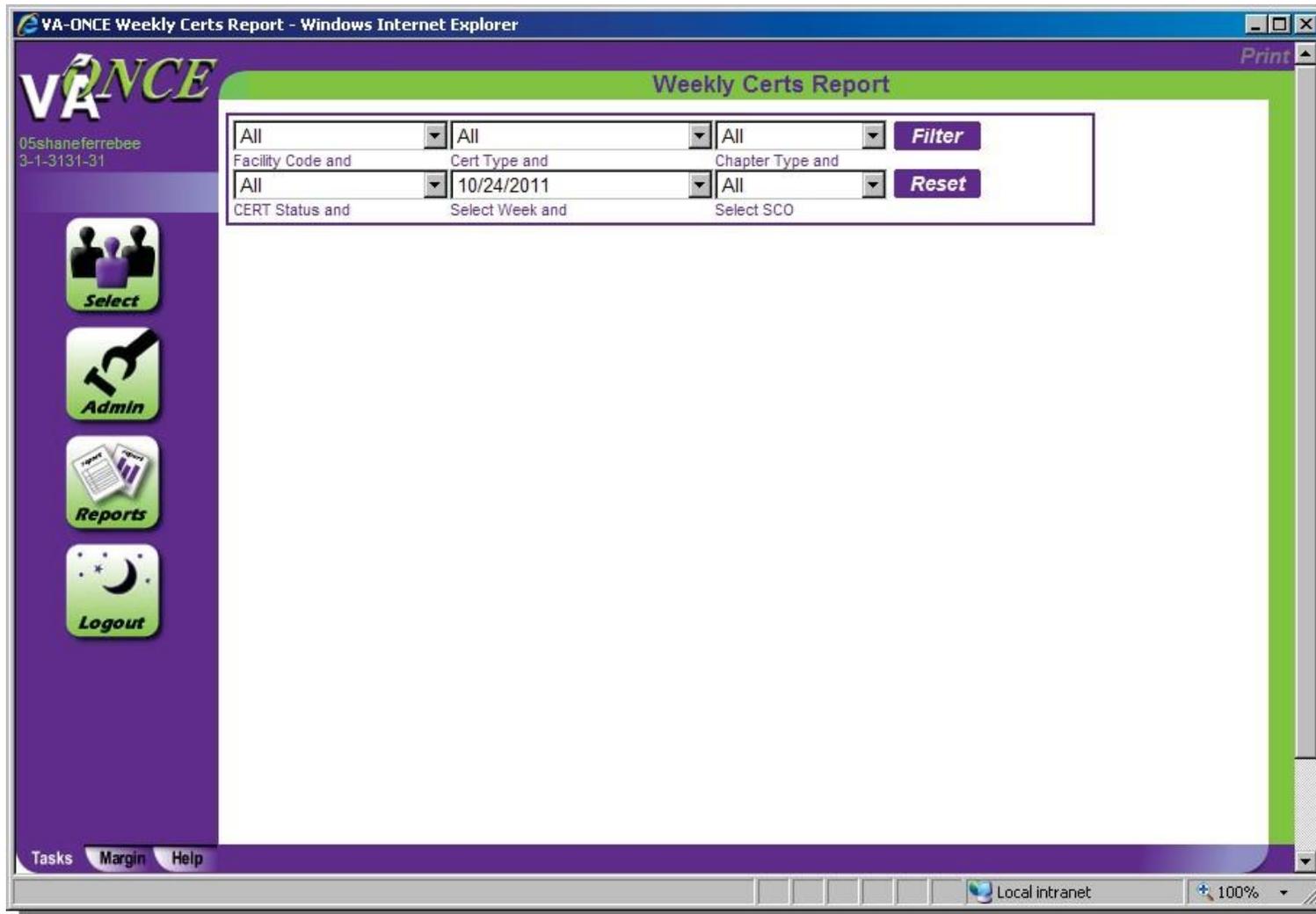
(1) Click on the Report Group 1 menu. A drop down appears.

(2) Select "Weekly Certs Report".

Step 3: The Weekly Certs Report

(1) You can filter your certifications by Facility Code, Cert Type, Chapter Type, and CERT Status. Then select the week and the school certifying official.

(2) Once you have selected your desired filters, click on “Filter”. A list of students will appear.



Step 4: Weekly Certs Report

- (1) The list can be sorted by any of the columns by clicking on the heading at the top.
- (2) To print the list of certifications, select Reports Page on the Print menu.
- (3) To print individual certifications, click the box next to each student you wish to print, or click the box in the heading to select all, and then click Selected Certs on the Print menu.

VA-ONCE Weekly Certs Report - Windows Internet Explorer

05shaneferreebe
3-1-3131-31

VA-ONCE

Weekly Certs Report

Filter

Reset

Showing 1-4 of 4 records

For Week Beginning: 10/17/2011

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Chapt	Cert Id	Submtd Dt	Cert Type
<input type="checkbox"/>	4X		VETERAN	JOE	33	12426789	10/19/2011	ENROLLMENT
<input type="checkbox"/>	2		VETERAN	JOE	33			AMENDMENT
<input type="checkbox"/>	4X		VETERAN	JOE	33	12426931	10/19/2011	ADJUSTMENT
<input type="checkbox"/>	4		VETERAN	JOE	35	12426469	10/19/2011	ENROLLMENT

Tasks Margin Help

Local intranet 100%

Weekly Detail Certs Report

Step 1: Reports Task button

This feature allows you to view detail of all of the enrollments you submitted or worked upon in any given week. It includes more details about each certification than the Weekly Certs Report, to include the number of hours submitted and tuition and fees.

(1) Click on the Reports button. A Reports screen appears.



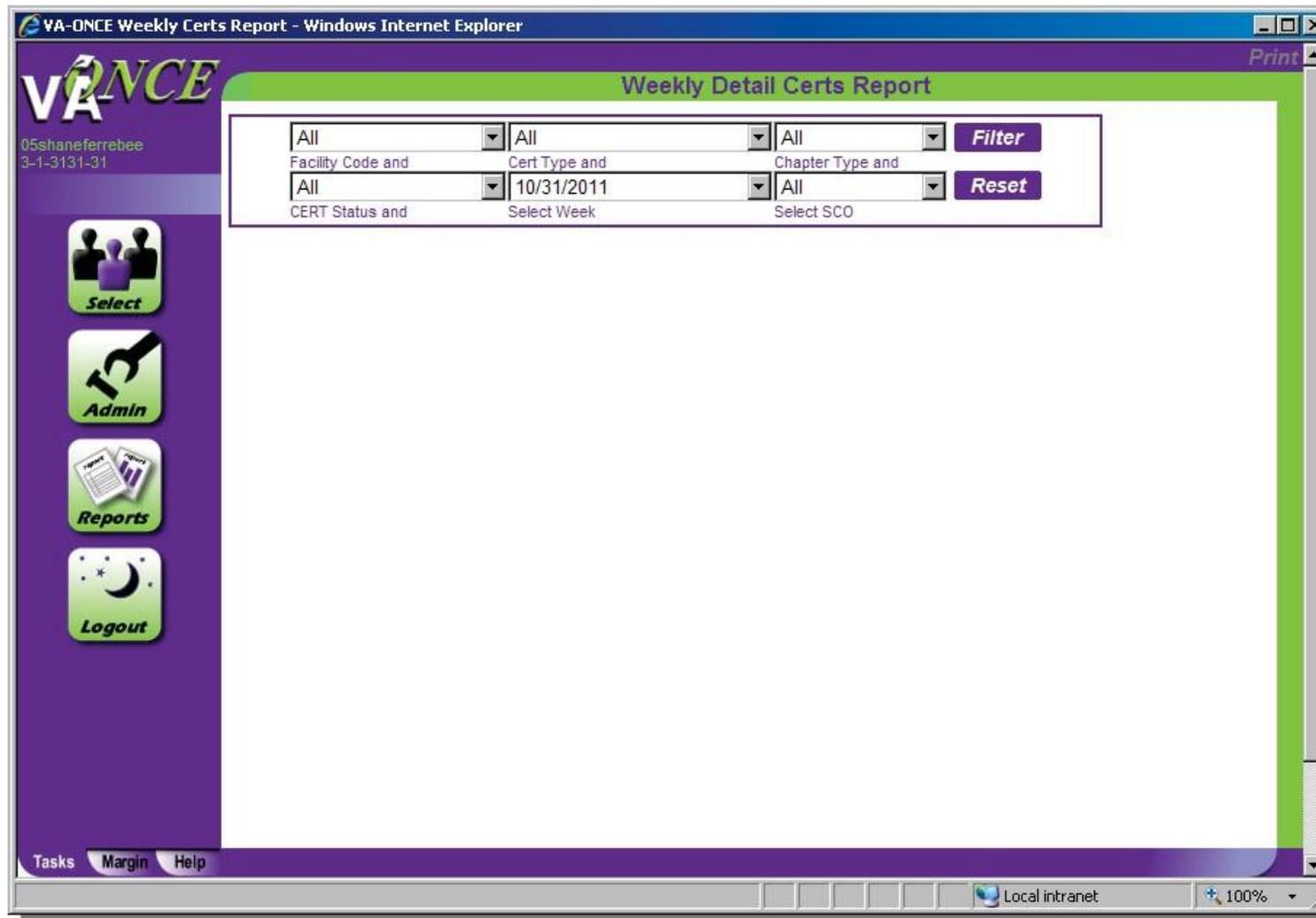
Step 2: Reports Task button

(1) Click on the Report Group 1 menu. A drop down appears.

(2) Select "Weekly Detail Certs Report".

Step 3: The Weekly Detail Certs Report

- (1) You can filter your certifications by Facility Code, Cert Type, Chapter Type, and CERT Status and SCO. Then select the week.
- (2) Once you have selected your desired filters, click on “Filter”. A list of students will appear.



Step 4: Weekly Detail Certs Report

- (1) The list can be sorted by any of the columns by clicking on the heading at the top.
- (2) To print the list of certifications, select Reports Page on the Print menu. Another window will open and you must use Print on the File menu.

NOTE: Individual certifications cannot be printed from this report. You must use the Weekly Certs Report to print multiple paper certifications

VA-ONCE Weekly Certs Report - Windows Internet Explorer

Weekly Detail Certs Report

05shaneferreebee
3-1-3131-31

31313131 (ECERT UN) All All Filter

Facility Code and Cert Type and Chapter Type and

All 4/4/2011 All Reset

CERT Status and Select Week Select SCO

Showing 1-7 of 7 records

For Week Beginning: 4/4/2011

	SSN	Student ID	Last Name	First Name	Chapt	Term	Submtd Dt	Total Hrs	Tuition	Fees	YR Amt	Cert Typ
5E	121212121				33	WNTR2010	04/04/2011	3	\$10.00	\$10.00		AMENDMEI
5E	121212121				33		04/04/2011	7	\$2,350.00	\$200.00		TERMINATI
5E	121212121				33	WNTR2010	04/04/2011	18	\$2,675.00	\$0.00		ENROLLME
5E	121212121				33		04/04/2011	7	\$2,350.00	\$200.00		ADJUSTME
5E	121212121				33	WNTR2010	04/05/2011	18	\$2,500.00	\$352.00		ADJUSTME
5E	121212121				33	WNTR2010	04/05/2011	3	\$2,500.00	\$352.00		AMENDMEI
2	123564897				30	SUM 107		0				TERMINATI

Done Local intranet 100%

VANCE

VA Data Tab

VA Data Tab

(1) Provides information from VA's payment system. You can view the student's delimiting date and remaining entitlement.

(2) You can view award data that has been processed for the student's enrollment.

*At this time, the feature is only available for students receiving benefits under chapter 30, VRAP, 1606, or 1607. **NOTE:** If they have switched to chapter 33 from chapter 30, 1606, or 1607, the previous chapter will appear on this page.*

The screenshot displays the VA-ONCE VA Data web application. The interface includes a navigation menu at the top with options like 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. A sidebar on the left contains buttons for 'Select', 'Admin', 'Reports', and 'Logout'. The main content area shows the following details for a student named ADAMS:

- Full Name: ADAMS
- File/Payee#: [Redacted]
- Delimiting Date: 20221130
- Remaining Entitlement Months as of No Pay Date: 32
- Remaining Entitlement Days as of No Pay Date: 14
- Chapter: 1606
- Current Facility Code: 11802123
- BDN Master Record Status: TERMINATED

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award
9/8/2009	00000000	UNDERGRADUATE	FULL	\$679.00	PAST
10/1/2009	12/24/2009	UNDERGRADUATE	FULL	\$683.00	CURRENT

The information shown above is only for Chapter 30, Chapter 1606, and Chapter 1607. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

VANCE

Log Tab

Log Tab

- (1) Used to keep a record of notes about a student. The Log is not transmitted to VA. To add a log entry, Click “Add”.
- (2) The “Edit Log Entry” section becomes active and changes to “New Log Entry”.

The screenshot shows the VA-DNCE Student Log interface in Internet Explorer. The browser title is "VA-DNCE Student Log - Windows Internet Explorer". The page has a purple header with the VA-DNCE logo on the left and navigation links "Add", "Print", and "Student" on the right. Below the header, there is a green bar with student information: "Name: JACKSON,", "SSN:", "File/Payee:", "Program: BA ARTS", "Chapter: 33", and "Training Type: Graduate". A "4X" magnification icon is visible. Below this is a navigation bar with tabs: "Bio", "Certs", "VA Data", "Log" (active), and "History". On the left side, there is a vertical menu with icons for "Select", "Admin", "Reports", and "Logout". The main content area displays a table with the following columns: "Read", "User Name", "User Type", "Date Time", "Facility Code/RPO", "Log Entry", and "Follow Up". The table is empty, and the message "No Logs found for this Student" is centered. Below the table is an "Edit Log Entry" form with a "Save" and "Cancel" button. The form contains a text area for "Log Entry" and checkboxes for "Follow Up" and "Read". The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

Log Tab

(3) You can now type your entry in the text box.

(4) Click "Save" to save. The User Name, User Type, Date and Time, and Facility code are automatically recorded.

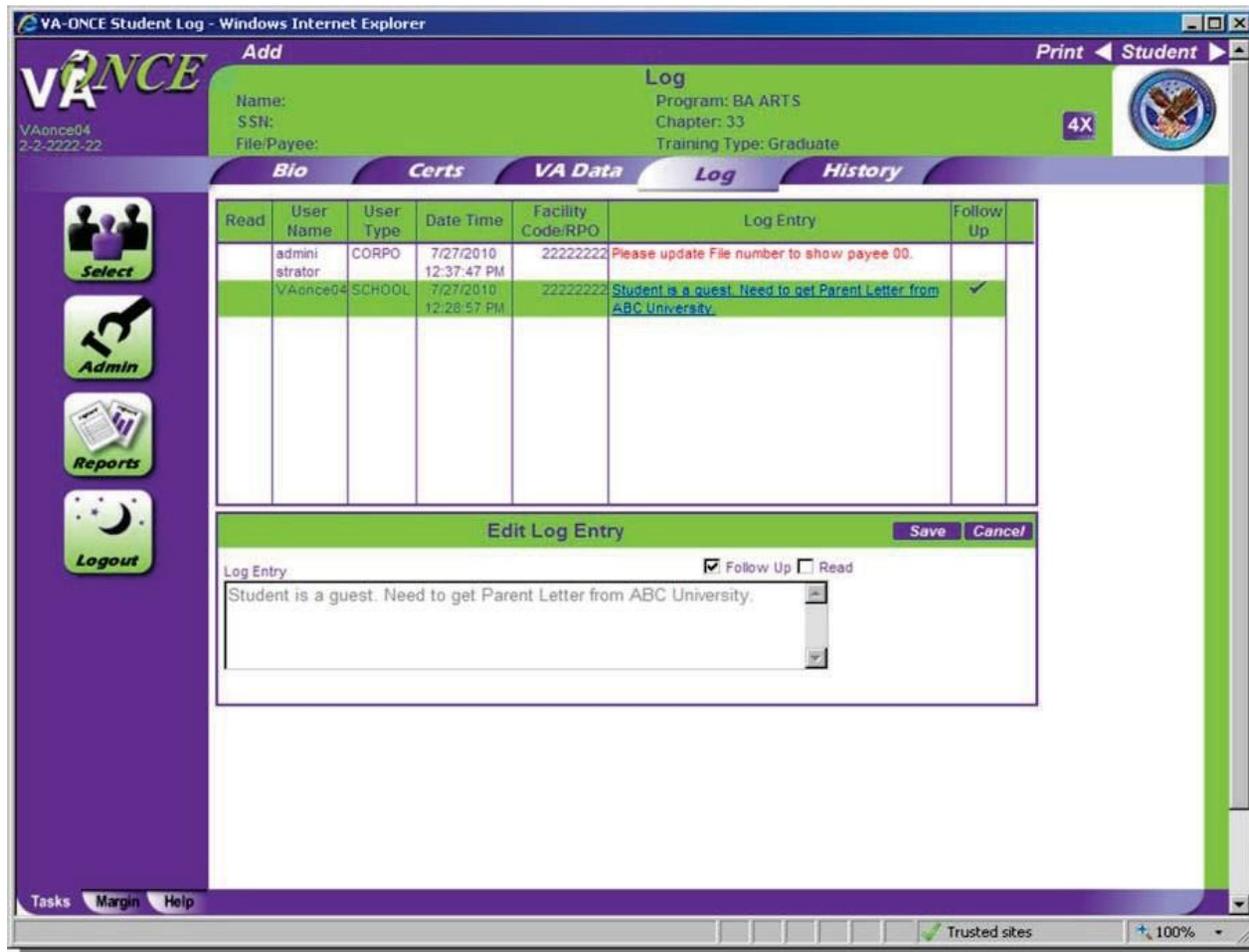
The screenshot displays the VA-DNCE Student Log application in a Windows Internet Explorer browser window. The interface is divided into several sections:

- Header:** Includes the VA-DNCE logo, user information (Name, SSN, File/Payee), and program details (Program: BA ARTS, Chapter: 33, Training Type: Graduate). There are also 'Add', 'Print', and 'Student' navigation options.
- Navigation:** A set of tabs for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. The 'Log' tab is currently selected.
- Table:** A table with columns: Read, User Name, User Type, Date Time, Facility Code/RPO, Log Entry, and Follow Up. The table is currently empty.
- New Log Entry Form:** A form titled 'New Log Entry' with a 'Save' button and a 'Cancel' button. It includes a 'Log Entry' text box containing the text 'Student is a guest. Need to get Parent Letter from ABC University.' and checkboxes for 'Follow Up' (checked) and 'Read'.
- Left Sidebar:** Contains four icons with labels: 'Select' (people icon), 'Admin' (wrench icon), 'Reports' (document icon), and 'Logout' (moon icon).
- Footer:** Includes 'Tasks', 'Margin', and 'Help' options, along with the URL 'http://10.205.5.97/vaonce_student/student_log.asp#' and a 'Trusted sites' indicator.

Log Tab

(5) If you need to take further action on the log you created you can utilize the Follow Up check box. When the action is complete, highlight the log and uncheck the box.

(6) Some VA users have the ability to enter a log. If so, there will be a  notification symbol on the Student Select page when you click Show Logs. The log entry will be in red. Once you have read the entry, checking the Read box and clicking Save will change the font to the standard color, and delete the notification symbol.



VA-ONCE Student Log - Windows Internet Explorer

VA-ONCE Add Print Student

Name: Log
SSN: Program: BA ARTS
File/Payee: Chapter: 33
Training Type: Graduate 4X 

Bio Certs VA Data Log History

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
<input type="checkbox"/>	admini strator	CORPO	7/27/2010 12:37:47 PM	22222222	Please update File number to show payee 00.	<input type="checkbox"/>
<input type="checkbox"/>	VAonce04	SCHOOL	7/27/2010 12:28:57 PM	22222222	Student is a guest. Need to get Parent Letter from ABC University.	<input checked="" type="checkbox"/>

Edit Log Entry Save Cancel

Log Entry Follow Up Read

Student is a guest. Need to get Parent Letter from ABC University.

Tasks Margin Help Trusted sites 100%

VANCE

History Tab

History Tab

(1) Allows you to view each action (event type) that was taken on a student, the user performing the action, and the date and time it occurred. The History is automatically generated, and cannot be modified.

(2) You can sort the history report by clicking on the heading. This may be useful if the student is enrolled in multiple facility codes, and you would like to trace the actions taken at yours.

The screenshot displays the 'VA-ONCE Student History' application in a Windows Internet Explorer browser window. The interface includes a navigation sidebar with icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main content area shows a 'History' tab selected, displaying a table of student actions. The table columns are: User Name, User Type, Date Time, Facility Code, Event Type, and Event Description. The data rows show various events such as 'ECAP', 'Submit', 'Terminate', and 'Enroll' performed by users like 'SYSTEM', 'jwhitney', and 'michaell' on different dates and facility codes.

User Name	User Type	Date Time	Facility Code	Event Type	Event Description
SYSTEM		2/25/2010 2:47:44 AM	1-1-8021-23	ECAP	Cert Id: 7474301 - Certification Status:Manually Processed
jwhitney	SCHOOL	2/23/2010 4:28:47 PM	1-1-8021-23	Submit	A Termination for the term starting on 01/19/2010 and ending on 05/15/2010 was submitted.
jwhitney	SCHOOL	2/23/2010 4:26:46 PM	1-1-8021-23	Terminate	A Termination was added to the term starting on 01/19/2010 and ending on 05/15/2010.
SYSTEM		9/17/2009 3:24:08 AM	1-1-8021-23	ECAP	Cert Id: 6539340 - Certification Status:Manually Processed
jwhitney	SCHOOL	9/15/2009 1:46:02 PM	1-1-8021-23	Submit	The term starting on 9/8/2009 and ending on 12/23/2009 was submitted.
jwhitney	SCHOOL	9/15/2009 1:46:02 PM	1-1-8021-23	Submit	The term starting on 1/19/2010 and ending on 5/15/2010 was submitted.
jwhitney	SCHOOL	9/15/2009 1:45:37 PM	1-1-8021-23	Enroll	A new Enrollment was created on 09/15/2009.
jwhitney	SCHOOL	9/15/2009 1:45:37 PM	1-1-8021-23	Enroll	A new Enrollment was created on 09/15/2009.
michaell	SCHOOL	9/14/2009 6:05:40 PM	1-1-8021-23	Adopt	Student Adopted

VANCE

Sorting Data

VANCE

Inactive/Deleted Students

Deleting and Inactivating Students

To better manage your list of students, VA-ONCE provides the options to delete or to inactivate students. This removes them from your list of active students that is shown on the Student Select page.

- (1) Check the box next to the student, or students, you wish to delete or deactivate.
- (2) Click on the Student menu and select the appropriate option, "Delete" or "Deactivate". The student will be removed from your active list.

The screenshot displays the VA-ONCE Student Select interface. The top navigation bar includes 'VA-ONCE Student Select', 'Windows Internet Explorer', and a 'Print' button. The main content area is titled 'Student School Detail' and 'Select Student'. It features a search bar with 'Equas' in the dropdown and 'Search' and 'Clear' buttons. Below the search bar are several filter dropdowns for 'Chapter and Training Type and Program and PT Evaluated' and 'Date Range or Days until Training Time Prior Credit Active Duty'. A 'Filter' and 'Reset' button are also present. The table below shows 86 records, with two rows highlighted in green and their checkboxes checked. A context menu is open over the table, showing options like 'Delete' and 'Deactivate'. The table columns are: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code.

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2		X			31	BS MATH	7/27/2008 9:19 PM	22222222
<input checked="" type="checkbox"/>	2		00			33	BS-GAM	6/8/2010 10:33 AM	22222222
<input type="checkbox"/>	2		00			30	BA ARTS	5/31/2009 12:48 PM	22222222
<input checked="" type="checkbox"/>	2		X			33	AAS	5/1/2008 10:57 AM	22222222
<input type="checkbox"/>	2		00			33	BSN	2/21/2010 8:06 PM	22222222
<input type="checkbox"/>	1		00			REAP	BA ARTS		22222222
<input type="checkbox"/>	2		00			REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222
<input type="checkbox"/>	2		00					5/31/2009	

Un-deleting and Re-activating Students

- (1) Using the Status Filter, select “Deleted” or “Inactive”.
- (2) Click on Filter. The list of students currently in the Deleted or Inactive state appears.

The screenshot shows the VA-ONCE Student Select web application in a Windows Internet Explorer browser window. The page title is "Student School Detail" and the main heading is "Select Student". The search criteria are set to "Last Name" with the range "Equals". A dropdown menu is open, showing a list of student statuses: Deleted, In Process, Pending Approval, Completed, 31 Submitted, Submitted, 33 Submitted, Awarded, 33 Processed, Manually Processed, 31 Rejected, 31 Processed, Deleted, Inactive, and All Active. The "Deleted" and "Inactive" options are highlighted. The "Filter" button is also highlighted. Below the filters, a table displays student records with columns for File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code.

File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
655 111 98 5555	00	BROWN	REESE	30	BS AS	7/27/2007 3:17 PM	22222222
74 00 565 987	41	CHRISTMAS	HOLIDAY	35	AA	11/20/2007 3:57 PM	22222222
89 24 567 891	42	LONG	JACKSON	35	BS MATH	3/28/2006 10:08 AM	22222222
625 05 252 525	00	SIMPSON	HOMER	31	HAIR - CER	7/19/2005 2:11 PM	22222222

Un-deleting and Re-activating Students

(3) Highlight the student you wish to undelete or activate.

(4) On the Student menu, select either “Activate” or “Undelete”. The Student will be moved back to the Active list of students.

The screenshot shows the VA NCE Student School Detail interface. A green box highlights the 'Undelete' option in the 'Student' menu. The interface includes a search bar, filter options, and a table of student records.

Student School Detail Print

Select Student

Search: Equals Search Range Search Text

33 All All All

Chapter and Training Type and Program and PT Evaluated

All ALL ALL

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

Showing 1-3 of 3 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input checked="" type="checkbox"/>	SE		00			33	BA ARTS	12/16/2013 2:19 PM	22222222	
<input type="checkbox"/>	SE		00			33	BA ARTS	12/6/2012 10:36 AM	22222222	
<input type="checkbox"/>	2		00			33	BA ARTS		22222222	

Tasks Margin Help

Helpful tips for Deleting and Deactivating Students:

1. Students that were added in error or for which you have never submitted a certification, should be deleted.
2. Deleting a student performs like the recycle bin on your computer. The student will stay in the deleted status. Periodically, usually during a version update, all deleted students that have not had a certification submitted will be deleted entirely.
3. Students that have had certifications submitted will be left in deleted status for historical purposes.
4. Students that are no longer attending your school, or that are on a temporary leave of absence, should be inactivated.
5. Students can not be moved directly from deleted to inactive or inactive to deleted. The student must be moved from Active to either deleted or inactive.

VANCE

Changing a Social Security Number

Correcting a Social Security Number

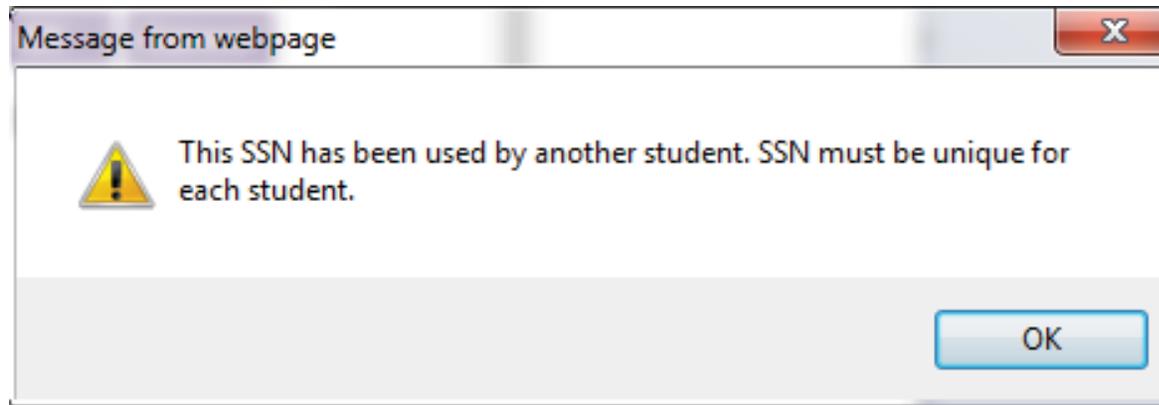
- (1) Highlight the student whose SSN needs to be changed.
- (2) On the Student menu select “Change SSN”.
- (3) A pop-up will appear with the Current SSN and a field for the new SSN. Enter the correct SSN in the New SSN field.
- (4) Click “OK”. The SSN will be changed. Be sure to change the file number, if appropriate.

The screenshot displays the VA-ONCE Student Select interface. The 'Student School Detail' menu is open, with 'Change SSN' highlighted. The main area shows a 'Select Student' search form and a table of student records. The table has the following columns: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The row for student BAILEY, BILL is highlighted. A pop-up window titled 'VA-ONCE Change SSN - Windo...' is open, showing the current SSN and a field for the new SSN.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
5M		00			30	BA BIBL	12/1/2014 11:19 AM	22222222
3		00			33	GUEST STUDENT	7/23/2012 2:46 PM	22222222
2		00			33	AS NURSI NG	4/16/2012 6:48 AM	22222222
2	4902	00	BAILEY	BILL	33	BS BIOLG Y	12/7/2014 10:23 AM	31313131
2								31313131
2								22222222
2								22222222
2								22222222

Social Security Number Exists

In some instances, the Social Security Number exists elsewhere in the system. You will not be able to change the SSN, and will receive a message that the SSN must be unique.



If this occurs, add the student using the correct SSN. Deactivate the incorrect SSN.

You will not be able to see any of the certifications submitted under the incorrect SSN unless you view the deactivated student. If you need the records merged, contact your ELR. **NOTE:** The process of merging the records can take a lengthy amount of time. Only contact the ELR if you need to see the past certifications under the correct SSN.