

# 2013 NAVPA CONFERENCE

## VA-Once Training

You are here

We are here  
to help you  
find your way



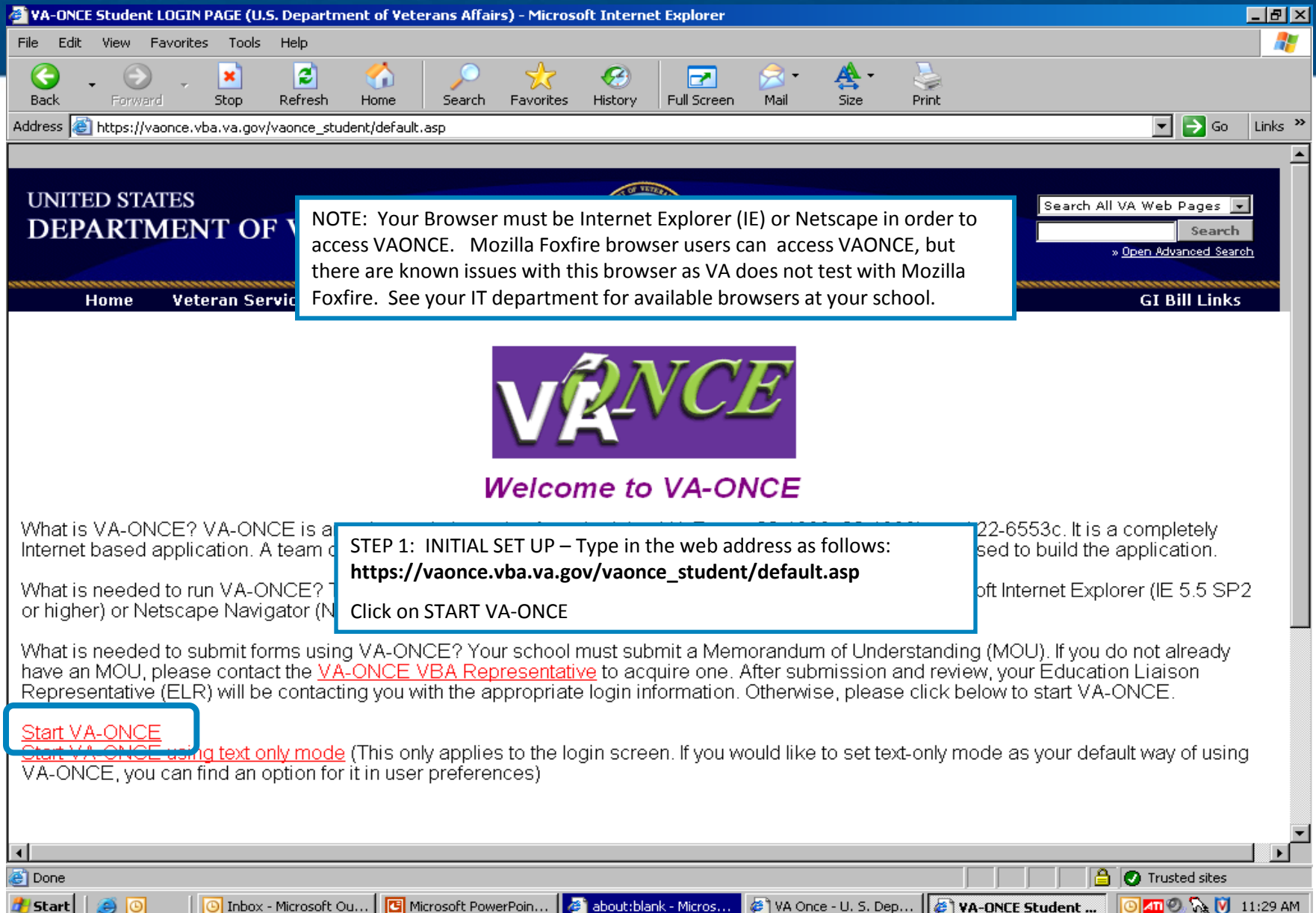
# VA-Once



*Welcome to VA-ONCE*

This training module presents a basic operational overview of VA-Once. Always contact your Education Liaison Representative if clarification is needed.

# VA-Once Initial Setup



# VA-Once Initial Setup

VA-ONCE STUDENT LOGIN PAGE (U.S. Department of Veterans Affairs) - Microsoft Internet Explorer

UNITED STATES  
DEPARTMENT OF VETERANS AFFAIRS

Search All VA Web Pages  
SEARCH  
» [Open Advanced Search](#)

Home Veteran Services Business About VA Media Room Locations Contact Us GI Bill Links

**VA-ONCE**

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?  
[Keyboard Shortcuts](#)

Please type in your Login Name and Password

Login Name:   
Password:

[LOGIN](#)

[E-mail me my password?](#)  
[Show me my password hint?](#)

**STEP 2: INITIAL SET UP – Log On**

Log On using your VA provided user ID and temporary Password

*Note: Your browser must allow "Pop-Ups" to view this page.*

accessible from a GI Bill link. There will be no changes to the functionality of the site

Done

Start

Inbox - Microsoft Outlook

Microsoft PowerPoint - [...]

about:blank - Microsoft I...

VA-ONCE STUDENT LO...

Trusted sites

1:38 PM



# VA-Once Initial Setup

VA-ONCE Administration - Microsoft Internet Explorer

User School Maintenance

Administration Functions

bobahles  
1-1-9999-99

**Select**

**Admin**

**Reports**

**Logout**

**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

Tasks Margin Help

Done

Start

Inbox - Microsoft Outlook

Microsoft PowerPoint ...

about:blank - Microsoft I...

VA-ONCE Administration ...

Trusted sites

1:41 PM

# VA-Once Initial Setup

VA-ONCE Administration - Microsoft Internet Explorer

**VA-ONCE**  
bobahles  
1-1-9999-99

**User School Maintenance**

User Accounts  
User Preferences

**Administration Functions**

Select  
Admin  
Reports  
Logout

**STEP 4: INITIAL SET UP – Changing your Password**  
Click on USER and then click on USER PREFERENCES (drop down menu)

Tasks Margin Help

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE Administrati...

Trusted sites | 1:46 PM

# VA-Once Initial Setup

VA-ONCE User Preferences - Microsoft Internet Explorer

**VA-ONCE** bobahles 1-1-9999-99

**Select**  
**Admin**  
**Reports**  
**Logout**

**User Preferences** Save Cancel Print

First Name \* ROBERT Middle Name Last Name \* AHLES Suffix

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

Password \*  **Change**

**Field Name**

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

**User Preferences**

Use VA-ONCE in Text-only mode

Tasks Margin Help

Done

Start | Microsoft Outlook | Microsoft PowerPoint ... | VA-ONCE User Preferenc...

Trusted sites 1:47 PM

**STEP 5: INITIAL SET UP – Changing your password**

Click on CHANGE.

# VA-Once Overview

The screenshot shows the VA-Once Administration web application running in a Microsoft Internet Explorer browser window. The browser's address bar shows 'VA-ONCE Administration'. The application has a purple header bar with the 'VA-ONCE' logo on the left and navigation tabs labeled 'User', 'School', and 'Maintenance' in the center. Below the header is a green bar labeled 'Administration Functions'. On the left side of the application is a vertical purple sidebar containing four main task buttons: 'Select' (with a group of people icon), 'Admin' (with a wrench icon), 'Reports' (with a document icon), and 'Logout' (with a moon and stars icon). At the bottom of the sidebar are three mini tabs: 'Tasks', 'Margin', and 'Help'. A blue box highlights the 'User School Maintenance' tabs, with an arrow pointing to the text 'ACTIONS'. Another blue box highlights the 'Select Admin Reports Logout' buttons, with an arrow pointing to the text 'MAIN TASK BUTTONS'. A third blue box highlights the 'Tasks Margin Help' mini tabs, with an arrow pointing to the text 'MINI TABS'. A text box on the right contains descriptive text about these elements.

**ACTIONS**

**MAIN TASK BUTTONS**

**MINI TABS**

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 located at the bottom left corner of every VA ONCE 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.

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



# 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 ADMIN.
- (2)Click on MAINTENANCE.
- (3)Click on STANDARD PROGRAMS.

# Entering Programs

VA-ONCE School Standard Programs Maintenance - Windows Internet Explorer

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

**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 type="checkbox"/>	<u>BS ASTRO</u>	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

**STEP 2: INITIAL SET UP – Entering Programs.**

(1) Click on ADD. (2) Fill in the Program Abbreviation, Program Name, VA Objective Code and VA Course Code accordingly. (3) Click SAVE. Repeat steps to add more programs.

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

**Edit Program** Save Cancel

BS ASTRO BS ASTRONOMY 11  
Program Abbreviation Program Name Order Number

31313131 (ECERT UNIV MUSI)  
Facility Code

BS (022) IHL (164) Physics  
VA Objective Code 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

# Entering Programs

## 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 (The VA-Once Flip Book contains a complete listing of Course Codes)

### 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

At the bottom left, there is a checkbox labeled 'Deactivate'. At the bottom right, there is a checkbox labeled 'All Programs Have Associations'. The 'Save' button is highlighted with a red box.

# Entering Programs

## 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.

**New Program** Save Cancel

Program Abbreviation Program Name Order Number

Facility Code VA Objective Code VA Course Code

☐ ☐

Deactivate All Programs Have Associations

# Entering Programs

## **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.”.**



# Entering Programs

## 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.

# Select Students

VA-ONCE Student Select - Windows Internet Explorer

**Student School Detail** Print

## Select Student

Search by    Search Clear

Search Type Search Range Search Text

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

to      Filter

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

Showing 1-55 of 55 records Show Logs

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 222-33-4444	222-33-4444	X	ADOPTTEST	SHOOT	31	BS MATH	7/27/2008 9:19 PM	22222222	
<input type="checkbox"/>	2 333-78-9123	333-78-9123	00	BARBARINO	VINNY	33	BS-GAM	6/8/2010 10:33 AM	22222222	
<input type="checkbox"/>	2 131-99-9999	131-99-9999	00	BEAGLE	PATSY	30	BA ARTS	5/31/2009 12:48 PM	22222222	

**STEP 1: INITIAL SET UP – Select Student – School Details.**

The Select Student screen has two actions shown above: STUDENT and SCHOOL DETAIL. We will cover SCHOOL DETAIL first. (1)Click on SCHOOL DETAIL. The Select School screen appears.

Tasks Margin Help

Trusted sites 100%

# School Detail

VA-ONCE School Select - Microsoft Internet Explorer

**School Student Details** Print

**Access** Select School

Search by  Starts With  Search Clear

Search Type Search Range Search Text

331 Central  Minnesota Filter Reset

RPO State

All  A ACTIVE Filter Reset

Training Type Status

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

## 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)Click on ACCESS. The School Data screen will appear.*

# School Detail

School Data SCO View Only - Microsoft Internet Explorer

**VA-ONCE**  
bobahles  
1-1-9999-99

**Select**  
**Admin**  
**Reports**  
**Logout**

### School Data

**Save** **Cancel** **Print** **School**

**SCHOOL NAME**  
MINNESOTA TEST SCHOOL

**SCHOOL SHORT NAME**  
331

**STATUS**  
A

**SCHOOL LOCATION**  
1-1-9999-99 1/1/2004 ☐ Main School

**SCHOOL BRANCH LOCATION**  
Facility Code: MOU Date

**ADDRESS\*** **Location** Domestic

ONE COLD PLACE

**CITY\*** FROSTBITE FALLS **STATE\*** MN

**ZIP\*** 55100 **ZIP SUFFIX**

**PHONE** **EXTENSION** **FAX**

**EMAIL**  
babyitscoldoutside@frostbite.edu

Display the list of the school's SCOs: **SCO List >>**

☒ Accredited ☒ Advanced Pay ☒ E-mail Confirmation

**ASSOCIATED SCHOOLS** **Add** **Remove**

**AVAILABLE TRAINING TYPE\*** **Add**

**ASSOCIATED TRAINING TYPES** **Remove**

APP\_OJT  
COOP

**NOTES**

**UNDERGRAD/Hr CHARGES** **GRAD/Hr CHARGES**

## STEP 3: INITIAL SET UP – School Data.

You will have access to the Email Confirmation box. By placing a check in the box, your student will be sent an email confirmation each time you submit an Enrollment or Change. *Note: Your students will appreciate this option !!*

(1) Check the E-mail Confirmation.

(2) Click on SAVE after checking / unchecking the box



# Adding Students

VA-ONCE Student Select - Windows Internet Explorer

**Student School Detail**

**Select Student**

shaneferrebee  
1-1-9999-99

Select

Admin

Reports

Logout

Se

Access

Delete

Undelete

Activate

Deactivate

Change SSN

Equals

Search Range

Search Text

Search

Clear

All

All

All

All

Chapter and Training Type and

Program and

PT Evaluated

ALL

All

ALL

ALL

Filter

Reset

Date Range or

Days until

Cert End or

Training Time

Prior Credit

Active Duty

Showing 1-100 of 104 records

Show all

Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 545-95-5454	123-45-6787	00	CHARLIE	JOE	33	BS AN SCI	2/8/2011 11:22 AM	11999999	
<input type="checkbox"/>	2 654-78-5489	04 547 896	49	COLE	LARRY	35	MBA	7/9/2010 11:26 AM	11999999	
<input type="checkbox"/>	2 415-85-7891	415-85-7891	00	DAVENPORT	TYLER	1606	BS AN SCI	8/24/2010 11:17 AM	11999999	
<input type="checkbox"/>	2 444-44-4444	444-44-4444		XELLEBY	BARB	30	GUEST STUDENT		11999999	
<input type="checkbox"/>	1 410-41-4123			FLICK					11999999	
<input type="checkbox"/>	2 888-77-6655	123-45-6789	00	FLINTSTONE	FRED	33	BS AN SCI	11/16/2010 2:01 PM	11999999	
<input type="checkbox"/>	2 NO SS N	123-45-6789	00	FLINTSTONE	JOHN	33	AS AS	5/11/2010	11999999	

Tasks

Margin

Help

https://vaonce.vba.va.gov/vaonce\_student/student\_select.asp#

Local intranet

100%

STEP 1: INITIAL SET UP – **Adding students – STUDENTS.**

(1)Click on STUDENT on top of the screen.

(2)Click on ADD. An Add a Student Box appears..



# Adding Students

VA-ONCE Student Adopt Maintenance - Windows Internet Explorer

**VA-ONCE**  
shaneferrebee  
1-1-9999-99

**Select**  
**Admin**  
**Reports**  
**Logout**

**Add a Student**

Enter the following information for the student

Last Name\*

Facility Code\*

SSN\*

☐ Student Has No SSN

**OK** **Cancel**

**Tasks** **Margin** **Help**

Done Local intranet 100%

## STEP 2: INITIAL SET UP – Adding students – STUDENTS.

(1) Enter the Last Name, select the appropriate facility code from the drop down, and enter the SSN.

(2) Click on OK when finished.

- If the student exists at another school, a message appears (see page 43).
- If the student already exists at **your** school, a different message appears (see page 44).
- If the student is being added to VA-ONCE for the first time, you will be taken to the Bio page.

# Adding Students

VA-ONCE Student Adopt Maintenance - Windows Internet Explorer

**VA-ONCE**  
shaneferrebee  
1-1-9999-99

**Select**  
**Admin**  
**Reports**  
**Logout**

**Tasks** **Margin** **Help**

**Add a Student**

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.

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

**OK** **Cancel**

**STEP 3: INITIAL SET UP –Add a Student (*message screen*).**  
*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.

Done Local intranet 100%

# Adding Students

VA-ONCE Student Adopt Maintenance - Windows Internet Explorer

**VA-ONCE**  
shaneferreeb  
1-1-9999-99

**Select**  
**Admin**  
**Reports**  
**Logout**

**Add a Student**

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.

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

**OK** **Cancel**

**STEP 3: INITIAL SET UP –Add a Student (message screen).**

*If you receive this message, the student **is at your school**. 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.*

Tasks Margin Help

Local intranet 100%

# Adding Students

VA-ONCE Student Bio - Windows Internet Explorer

**VA-ONCE**  
05shaneferreebee  
3-1-3131-31

**Bio Data**

Name: TUMBLEWEED, JOHNNY  
SSN: 123-45-6789  
File/Payee: 123-45-6789/00

Program: INSTR  
Chapter: VRAP  
Training Type: Undergraduate

**Save** **Cancel** **Print** **Student**

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

**Select**  
**Admin**  
**Reports**  
**Logout**

Salutation First Name\* Middle Name Last Name\* Suffix  
123-45-6789 Address\* Location Domestic

SSN\* Student ID  
00

File Number\* Payee# Chapter\*

Training Type\*

ECERT MIHL 3-1-3131-31  
School Short Name Facility Code

Program\*

Prior Training Credit\*

☐ Guest Student ☐ Active Duty

Primary School -- Name -- State

Counselor 1905 Phone # Popcorn ☐

## STEP 4: INITIAL SET UP – Adding Students.

Enter the required information for the student on the bio screen. Required fields are designated by an asterisks. Once you have entered the information, click on SAVE

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

# Adding Students

## 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 dependents' spouse or parents 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 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.
- ☐ ***VRAP recipients:*** If VRAP is selected as the benefit type, only IHL\_Undergrad and NCD are valid selections on the Training Type drop down list. If you select any other training type you will receive an error message.
- ☐ 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.
- ☐ 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.



# Certifying Enrollment

VA-ONCE Student Select - Microsoft Internet Explorer

**VA-ONCE** Student School Detail Print

Select Student

Search by    Search Clear

Search Type Search Range Search Text

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

to      Filter

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

Showing 1-73 of 73 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 555-66-9900	555-66-9900	00	JACKSON	HUGH	33	INFO	4/9/2010 2:32 PM	11999999	
<input type="checkbox"/>	3 777-12-7777	777-12-7777	00	JIMENEZ	JOSE	30	AS-AS		11999999	
<input type="checkbox"/>	2 091-28-3901	091-28-3901	00	JOHNSON	JIMMY	REAP	INFO	6/1/2009 1:03 PM	11999999	
<input type="checkbox"/>	1 333-12-3231			JOHNSON					11999999	
<input type="checkbox"/>	2 123-54-6987	123-54-6987	00	JOHNSON	JIMMY	30	MS	7/23/2008 12:38 PM	11999999	
<input type="checkbox"/>	2 444-55-8888	444-55-8888	00	JOHNSON	JOHN	30	ABA	3:29 PM	11999999	
<input type="checkbox"/>	2 189-99-9191	189-99-9191	00	JOHNSON	JOHNNIE	30	AS-AS	3/4/2009 1:21 PM	11999999	
<input type="checkbox"/>								4/18/2006		

## STEP 1: Certify Enrollments – 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.

# Certifying Enrollment

VA-ONCE Student Bio - Windows Internet Explorer

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

**Bio Data**

Name: JOHNSON,  
SSN: 251-45-8956  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type:

1

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

Salutation First Name\* Middle Name Last Name\* Suffix

251-45-8956

SSN\* Student ID

251-45-8956 00 33

File Number\* Payee# Chapter\*

IHL\_UNDERGRAD

Training Type\*

ECERT MIHL 3-1-3131-31

School Short Name Facility Code

BA History

Program\*

Prior Training Credit\*

☐ Guest Student ☐ Active Duty

Primary School -- Name -- State

Address\* Location Domestic

1233 GREEN RD

SAN DIEGO CA

City\* State\*

92541 Zip\* Zip Suffix

Phone Extension

Email

Alternate Email

Notes

Tasks Margin Help

Local intranet 100%

## STEP 2: Certify Enrollments – Single Term

(1) Click on CERTS tab. The Certs screen appears.

# Certifying Enrollment

**VA-ONCE Certs - Windows Internet Explorer**

**Cert Complete Submit**

**Certs**

Program: CRT FST FD  
Chapter: 33  
Training Type: Nondegree College

**VA Data Log History**

Term Name Status Facility Code Begin Date Range End Date Range **Filter**

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
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
4	SPRING06		01/09/2006	05/04/2006	6					22222222	3139459

**View Current Status**

Facility: 22222222 Trng Type: IHL\_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**

**Tasks Margin**

[https://vaonce.vba.va.gov/vaonce\\_student/student\\_certs\\_nonflight.asp#](https://vaonce.vba.va.gov/vaonce_student/student_certs_nonflight.asp#) Local intranet 100%

## STEP 3: Certify Enrollments – Single Term

- (1) Click on CERT located on top of the screen. A drop down menu appears.
- (2) Click on NEW. The bottom ½ of the screen will open for editing.



# Certifying Enrollment

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE**  
VAonce04  
2-2-2222-22

**Cert Complete Submit**

**Certs**

Name: GOBLIN, SAM  
SSN: 219-29-1098  
File/Payee: 219-29-1098/00

Program: CRT FST FD  
Chapter: 33  
Training Type: Nondegree College

**2**

**Bio Certs VA Data Log History**

All All All to Filter

Term Name Status Facility Code Begin Date Range End Date Range

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

**Edit Enrollment** Save Cancel

Facility: 33333333 Trng Type: NCD Prgrm: CRT FST FD Prior Credit: 2

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

Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks Modify Remarks List

Fall 2011 8/15/2011-12/15/2011  
Spring 12 1/12/2012-5/12/2012

**STEP 4: Certify Enrollments – Single Term**

(1) You can now 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 page 54-55 for additional information on Chapter 33 Tuition & Fees (T&F).)*

Local intranet 100%

# Certifying Enrollment

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** VAonce04 2-2-2222-22

**Certs** Name: GOBLIN, SAM SSN: 219-29-1098 File/Payee: 219-29-1098/00 Program: CRT FST FD Chapter: 33 Training Type: Nondegree College

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

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Status	Facility Code	Begin Date	End Date	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

**Edit Enrollment** Save Cancel

Facility: 33333333 Trng Type: NCD Prgrm: CRT FST FD Prior Credit: 2

FALL 2011 08/15/2011 12/15/2011 6 6 6075.00

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

**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.

Tasks Margin Help

Done Local intranet 100%



# Certifying Enrollment

## **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 block requires a numerical value. Report “0” if necessary.

**Dist** – Number of distance (online, non-classroom) credits taken during the term. The block 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 and VRAP recipients. For non-chapter 33 and VRAP recipients, 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.

# Certifying Enrollment

## 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 of, or reduction in, tuition and fees; and any scholarship, or other Federal, State, institutional or employer-based aid or assistance (excluding loans and title IV funds) that is 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
- Aid or assistance that is not designated for the sole purpose of reducing a student's tuition and fee cost

# Certifying Enrollment

## General Rules for reporting fees

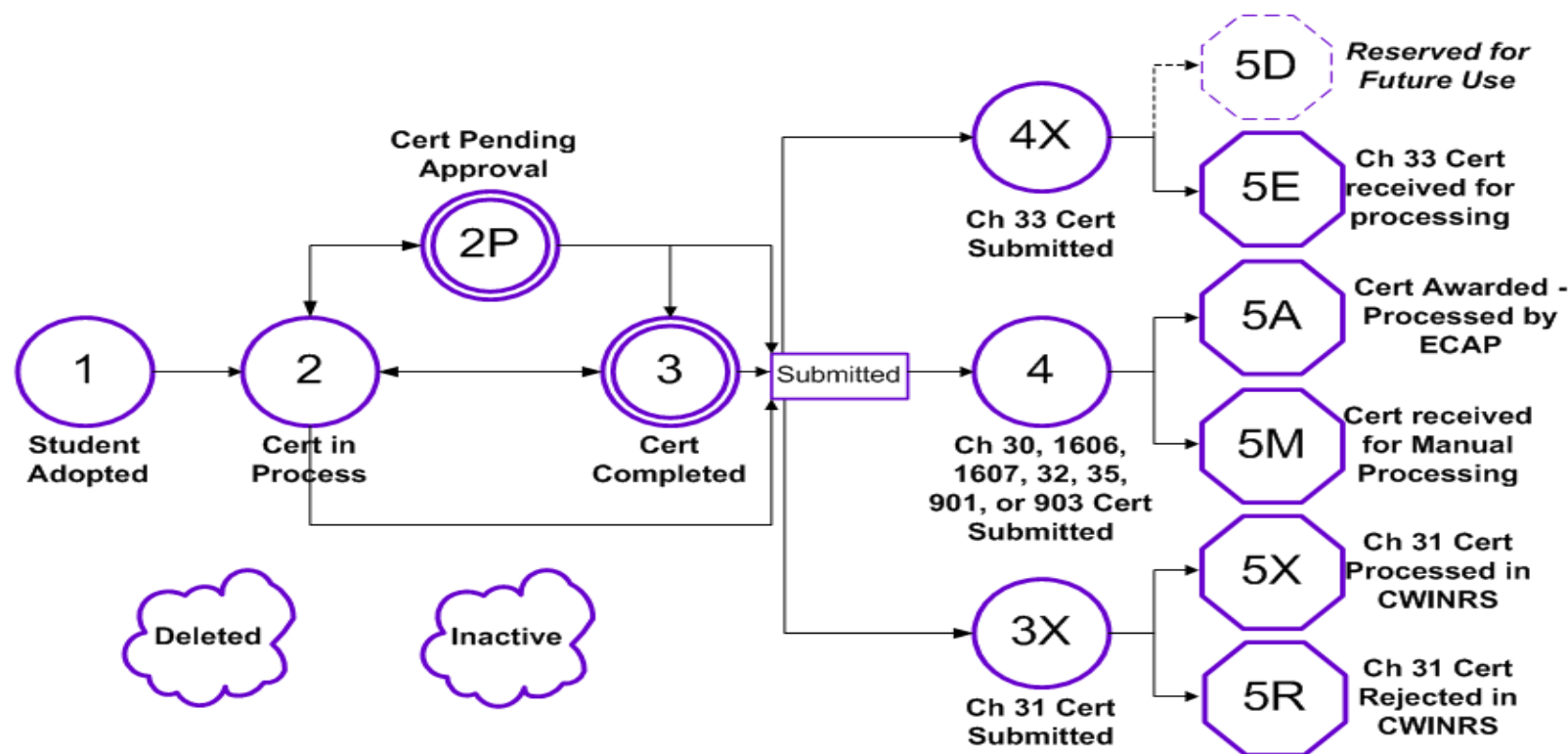
**Fees:** The mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education. Fees include, but are not limited to:

- ☐ health premiums,
- ☐ freshman fees,
- ☐ graduation fees, and
- ☐ lab fees.
- ☐ Tool Kits, Uniforms fees

See the School Certifying Official Handbook for a more detailed explanation of fees.

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

# Certifying Enrollment



For each major action taken in VA-ONCE there is an associated status code. This 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.

# Certifying Enrollment- Multiple Terms

**VA-ONCE Certs - Windows Internet Explorer**

**VA-ONCE**  
VAonce04  
2-2-2222-22

**Cert Complete Submit**

**Certs**  
Program: BA ARTS  
Chapter: 33  
Training Type: Graduate

**Print Student**

**New Multiple Term**

**VA Data Log History**

**Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range
No Records Found				

**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)Click on CERT located on top of the screen. A drop down menu appears.

(2)Click on New Multiple Term. A Multiple Terms window appears.

**Tasks Margin Help**

[https://vaonce.vba.va.gov/vaonce\\_student/student\\_certs\\_nonflight.asp#](https://vaonce.vba.va.gov/vaonce_student/student_certs_nonflight.asp#)

Local intranet 100%



# Certifying Enrollment- Multiple Terms

VA-ONCE MULTI TERM - Windows Internet Explorer

**Complete All**

**Multiple Terms** Save Cancel

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

## 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 on SAVE to save the terms in status 2. Click on COMPLETE ALL to save the terms in status 3. You will be returned to the Certs page.

# Certifying Enrollment- Multiple Terms

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** Cert Complete Submit Print Student

Name: JOHNSON, J... SSN: 251-45-8956 File/Payee: 251-45-8956/00 Program: HISTORY Chapter: 33 Training Type: Undergraduate

**Certs**

Submit Selected Term Submit All Pending Enrollments

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

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2 SUMM12A			10/01/2012	11/12/2012	4	0				31313131	
2 SUMM12			08/01/2012	09/01/2012	4	0				31313131	11149472
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11021459
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11149472
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	

**Edit Enrollment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgm: HISTORY Prior Credit: 2

SUMM12A 10/01/2012 11/12/2012 4 0 0.00

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

☐ 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,

(1)Click Submit

(2)Click Submit All Pending Enrollments.

# Adding Remarks

VA-ONCE Certs - Windows Internet Explorer

**ONCE** Cert Complete Submit Print Student

Name: JOHNSON, JOHNNIE Program: HISTORY  
SSN: 251-45-8956 Chapter: 33  
File/Payee: 251-45-8956/00 Training Type: Undergraduate

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

Select Admin Reports Logout

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	Facility Code	Cert ID
2				
4X FALL11		08/21/2011	313131	11021459

Facility: 313131 Trng Typ

Term Name Begin Date\* End D

☐ Advance Pay ☐ Accelerated Pay (high-tech courses)

LDA/EFF Date

Remarks

Save Cancel

Prior Credit: 2

Fees\*

Modify Remarks List

Done Local intranet 100%

## STEP 1: Remarks

Remarks are not usually needed in order to process a claim, but if you need to add them, take the following steps while editing an Enrollment. **Be diligent about using Remarks sparingly.** The use of Remarks is the largest reason cases are rejected from being processed automatically.

(1) Click on MODIFY REMARKS LIST. A Remarks Pop-Up screen appears.

# Adding Remarks

VA-ONCE Remarks - Windows Internet Explorer

**Add** **Remove** **Remarks** **Done**

Remark	Remark	System
<b>STEP 2: Remarks</b> (1)Click Add. (2)Select the VBA Standard Remark from the drop down list. If no VBA Remarks apply, 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.		

**New Remark** **Save** **Cancel**

**VBA Standard Remarks**  
Other

**School Standard Remarks**  
Other

**Other Remarks- 125 characters are allowed**  
This is a test remark 104

Done Local intranet 100%

# 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. 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).



# Modifying Enrollments- Adjustments

VA-ONCE Student Select - Windows Internet Explorer

**Student School Detail** Print

**VA-ONCE**  
05shaneferreeb  
3-1-3131-31

**Select Student**

Search by    Search Clear

Search Type Search Range Search Text

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

to      Filter

Date Range or Days until Training Time Prior Credit Active Duty Reset

Showing 1-100 of 199 records Show all Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	1 431-17-1044			JOHNSON					31313131	
<input type="checkbox"/>	3 251-45-8956	251-45-8956	00	JOHNSON	JOHNNIE	33	HISTORY	6/20/2011 5:17 PM	31313131	
<input type="checkbox"/>	1 444-44-4440			JOHNSON					31313131	
<input type="checkbox"/>	2 123-56-4897	123-56-4897	00	JOHNSON	BRAD	30	HISTORY	10/23/2008 7:09 PM	31313131	
<input type="checkbox"/>	1 469-06-2758			KING					31313131	
<input type="checkbox"/>	1 151-51-5151			LEIGH					31313131	
<input type="checkbox"/>	3 123-33-3333	123-12-3123	00	MICHAEL	ANNA	33	NURS		31313131	
<input type="checkbox"/>	2 111-11-1111	00 002 339	00	MICKEY	TOM	33	CIS		31313131	
<input type="checkbox"/>	1 529-49-5549			MIDDLETON					31313131	
							GUEST			

**STEP 1: Modifying Enrollment - Adjustments**

*Adjust the certification if you want to increase or decrease the number of credits. Adjustments are used when the student still has remaining credits.*

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

Tasks Margin Help

Local intranet 100%

# Modifying Enrollments- Adjustments

VA-ONCE Student Bio - Windows Internet Explorer

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

Save Cancel Print Student

**Bio Data**

Name: JOHNSON, JOHNNIE  
SSN: 251-45-8956  
File/Payee: 251-45-8956/00

Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate

3

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

**Select**  
**Admin**  
**Reports**  
**Logout**

JOHNNIE JOHNSON

Salutation First Name\* Middle Name Last Name\* Suffix

251-45-8956 Address\* Location Domestic

SSN\* Student ID 1233 GREEN RD

251-45-8956 00 33

File Number\* Payee# Chapter\*

IHL\_UNDERGRAD SAN DIEGO CA

Training Type\* City\* State\*

ECERT MIHL 3-1-3131-31 92541

School Short Name Facility Code Zip\* Zip Suffix

BA History Phone Extension

Program\* NONE Email

Prior Training Credit\*

**STEP 2: Modifying Enrollment - Adjustments**

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

Counselor 1905 Phone # CH.31

Tasks Margin Help

Local intranet 100%

# Modifying Enrollments- Adjustments

The screenshot shows the VA-ONCE Certs system interface. On the left, there is a sidebar with icons for 'Select', 'Admin', 'Reports', and a moon icon. The main area has a top navigation bar with 'Cert', 'Complete', and 'Submit' buttons. Below this, a dropdown menu is open, showing options: 'New', 'New Multiple Term', 'Amend', 'Adjust' (highlighted), 'Terminate', 'Delete', and 'Change to Status 2'. The main content area displays 'Certs' information: Program: HISTORY, Chapter: 33, Training Type: Undergraduate, and a '2' in a box. Below this are tabs for 'VA Data', 'Log', and 'History'. A table of enrollment records is shown with columns: 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 table contains four rows of data, with the second row (4X SPRNG12) highlighted. Below the table is a 'View Enrollment' section with fields for Facility (31313131), Trng Type (IHL\_UNDERGRAD), Prgrm (HISTORY), and Prior Credit (4X). It also has 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). At the bottom, there are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'.

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

## 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 CERT located on the top of the page. The drop down menu appears.
- (3) Click on ADJUST. The bottom ½ of the screen opens up to Edit Adjustment.



# Modifying Enrollments- Adjustments

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** 05shaneferreebee 3-1-3131-31

**Cert Complete Submit** Print Student

**Certs**

Name: JOHNSON, JOHNNIE Program: HISTORY  
 SSN: 251-45-8956 Chapter: 33  
 File/Payee: 251-45-8956/00 Training Type: Undergraduate

**Bio Certs VA Data Log History**

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X 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 only)

Reason for Adjustment

LDA/EFF Date

**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)

# Modifying Enrollments- Adjustments

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*				
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)		Reduction After Drop Period - Non-Punitive Grades Assi								
			Reason for Adjustment								
			An Illness Or Death In The Student's Immediate Family.								
LDA/EFF Date			Mitigating Circumstances								
Remarks								Modify Remarks List			
<div></div>											

## 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 a a free text remark. *See page 64 for adding Remarks.*



# Modifying Enrollments- Adjustments

VA-ONCE Certs - Windows Internet Explorer

**VA-ONCE** 05shaneferreebe 3-1-3131-31

Certs **Complete** **Submit** Print Student

Name: JOHNSON, JOHNNIE Program: HISTORY  
SSN: 251-45-8956 Chapter: 33  
File/Payee: 251-45-8956/00 Training Type: Undergraduate

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

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range
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** 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)

Reduction During Drop Period

Reason for Adjustment

## STEP 5: Modifying Enrollment - Adjustments

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

(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.

# Modifying Enrollments- Adjustments

**Helpful definitions for completing adjustments (See the School Certifying Official Handbook for additional information)**

**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.

# Modifying Enrollments- Adjustments

## Helpful tips for completing the adjustment page for **CH 33**

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 fields and values:

- Facility: 31313131
- Trng Type: IHL\_UNDERGRAD
- Prgm: HISTORY
- Prior Credit: 2
- Term Name: SPRNG12
- Begin Date\*: 02/01/2012
- End Date\*: 05/01/2012
- Res: 12
- Dist\*: 0
- R/D: (blank)
- Clock: (blank)
- T & F\*: 4300.00
- Advance Pay: (checkbox)
- Accelerated Pay (high-tech courses only): (checkbox)
- Reduction During Drop Period: (dropdown menu)
- Reason for Adjustment: (text field)
- LDA/EFF Date: 02/10/2011
- Remarks: (text area)
- Modify Remarks List: (button)

*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.*

# Modifying Enrollments- Amendments

VA-ONCE Certs - Windows Internet Explorer

05shaneferreeb  
3-1-3131-31

**Cert** Complete Submit

Print Student

**Certs**  
Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate

2

VA Data Log History

All All All to Filter

	Term Name	Info	Begin Date	End Date	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\*

## STEP 1: Modifying Enrollment - Amendments

*Amend the certification if you have made a mistake in any field other than the hours. For example, the start or end date, tuition, fees, Yellow Ribbon Amount (for 33), or did not request advance pay (for non-33).*

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

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

(3) Click on AMEND. The bottom ½ of the screen opens up to Edit Amendment.



# Modifying Enrollments- Amendments

VA-ONCE Certs - Windows Internet Explorer

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

**Certs**  
Name: JOHNSON, JOHNNIE  
SSN: 251-45-8956  
File/Payee: 251-45-8956/00

**Certs**  
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			10/28/2011	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 Amendment**

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgm: HISTORY Prior Credit: 2

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

**Save** **Cancel**

## STEP 2: 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.



# Modifying Enrollments- Terminations

VA-ONCE Certs - Windows Internet Explorer

**Cert** Complete Submit Print Student

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

New  
New Multiple Term  
Amend  
Adjust  
**Terminate**  
Change to Status 2

Certs  
Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate

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
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)

## STEP 1: Modifying Enrollment – Terminations

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

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

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

(3) Click on TERMINATE. The bottom ½ of the screen opens up to Edit Termination.

# Modifying Enrollments- Terminations

**Edit Termination** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: HISTORY Prior Credit: 2

WNTNTR 01/01/2011 02/01/2012 0 0 3200.00

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

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

Withdrawal After Drop Period - Non-Punitive Grades Assigned

Reason for Termination

LDA/EFF Date Mitigating Circumstances

Remarks Modify Remarks List

## STEP 2: 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.

Enter the LDA/EFF Date. Review for accuracy.

(2) Click SAVE.

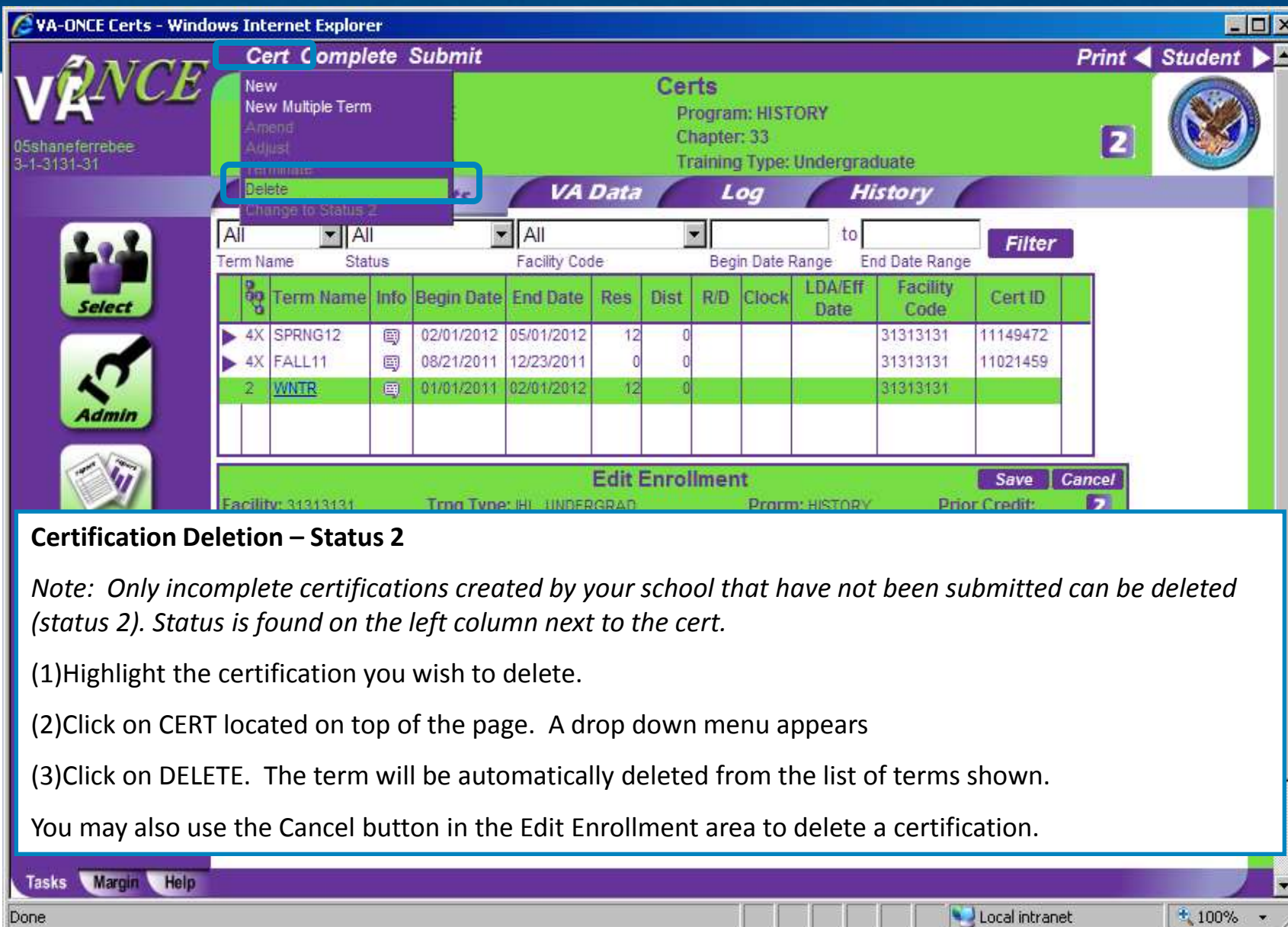
(3) Click COMPLETE. Note – you can skip this step and click directly on Submit. Complete can be used if you are not submitting right away and would like to review and submit later.

(4) Click SUBMIT.

**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.**

# Certification Deletion



**VA-ONCE Certs - Windows Internet Explorer**

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

**Cert Complete Submit** **Print** **Student**

**Certs**  
Program: HISTORY  
Chapter: 33  
Training Type: Undergraduate

**VA Data Log History**

**Term Name Status Facility Code Begin Date Range End Date Range Filter**

	Term Name	Info	Begin Date	End Date	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 FALL11		08/21/2011	12/23/2011	0	0				31313131	11021459
2	WNTR		01/01/2011	02/01/2012	12	0				31313131	

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

Facility: 31313131 Term Type: JHL UNDERGRAD Program: HISTORY Prior Credit: 2

**Tasks Margin Help**

Done Local intranet 100%

## Certification Deletion – Status 2

*Note: Only incomplete certifications created by your school that have not been submitted can be deleted (status 2). Status is found on the left column next to the cert.*

- (1) Highlight the certification you wish to delete.
- (2) Click on CERT located on top of the page. A drop down menu appears
- (3) Click on DELETE. The term will be automatically deleted from the list of terms shown.

You may also use the Cancel button in the Edit Enrollment area to delete a certification.

# Certification Deletion

The screenshot shows the VA-ONCE Certs application in a Windows Internet Explorer browser. The interface has a purple header with the VA-ONCE logo and user information (05shaneferree, 3-1-3131-31). A dropdown menu is open under the 'Cert Complete' button, showing options: New, New Multiple Term, Amend, Adjust, Terminate, Delete, and Change to Status 2. The 'Change to Status 2' option is highlighted. Below the menu is a table of certifications. The first row is highlighted in green and circled in blue. The table has columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
3 SUMM12			08/01/2012	09/01/2012	4	0				31313131	
4X SPRNG12			02/01/2012	05/01/2012	12	0				31313131	11148472
4X FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR			01/01/2011	02/01/2012	12	0				31313131	11149472

Below the table, there is a section titled 'STEP 2: Certification Deletion – Status 3' with instructions on how to delete a certification by changing its status to 2.

**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 CERT located on top of the page. A drop down menu appears.
- (3) Click on CHANGE TO STATUS 2. The status will be changed to a ‘2’.
- (4) Click back on CERT (top of page) and then click on DELETE to delete the CERT.