



QUICK REFERENCE FLIP BOOK

DESIGNED FOR CERTIFYING OFFICIALS

Version 4 – June 25, 2012

The VA-ONCE Quick Reference Flip Book 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 number, and other personal identifiable information taken from the VA-ONCE practice module.

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

References

GI Bill Web Site:

www.gibill.va.gov

National Education Call Center:

1-888-442-4551

VA ONCE - Users Guide; Users Tips; Updates:

http://www.gibill.va.gov/School_Info/once/index.htm

Education Liaison Representative (*for certifying official use only*)

http://www.gibill.va.gov/School_Info/elr.htm

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

File Edit View Favorites Tools Help

Back Forward Stop

Address https://vaonce.vba.va.gov/vaonce_student/default.asp

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS

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



Welcome to VA-ONCE

What is VA-ONCE? VA-ONCE is an enhanced alternative for submitting VA Forms 22-1099, 22-1099b, and 22-0552. It is a completely Internet based application. A...

What is needed to run VA-ONCE (Internet Explorer 6.0 or higher) or Netscape Navigator 4.0 or higher.

What is needed to submit forms? If you are a student and you do not have an MOU, please contact the... Representative (ELR) will be contacting you with the appropriate login information. Otherwise, please click below to start VA-ONCE.

[Start VA-ONCE](#)

[Start VA-ONCE using text only mode](#) (This only applies to the login screen. If you would like to set text-only mode as your default way of using VA-ONCE, you can find an option for it in user preferences)

Done Trusted sites

Start | Inbox - Microsoft Ou... | Microsoft PowerPoin... | about:blank - Micros... | VA Once - U. S. Dep... | VA-ONCE Student ... | 11:29 AM

NOTE: Your Browser must be Internet Explorer (IE) or Netscape in order to access VAONCE. Mozilla Firefox browser users can access VAONCE, but there are known issues with this browser as VA does not test with Mozilla Firefox. See your IT department for available browsers at your school.

STEP 1: INITIAL SET UP – Type in the web address as follows:
https://vaonce.vba.va.gov/vaonce_student/default.asp
Click on START VA-ONCE

[Start VA-ONCE](#)



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?](#)

[Wh...](#)

[Wh...](#)

[Wh...](#)

[Wh...](#)

[Wh...](#)

Please type in your Login Name and Password

Login Name:

Password:

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

News Flash

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.

VA-ONCE Administration - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

User School Maintenance

Administration Functions

Select

Admin

Reports

Logout

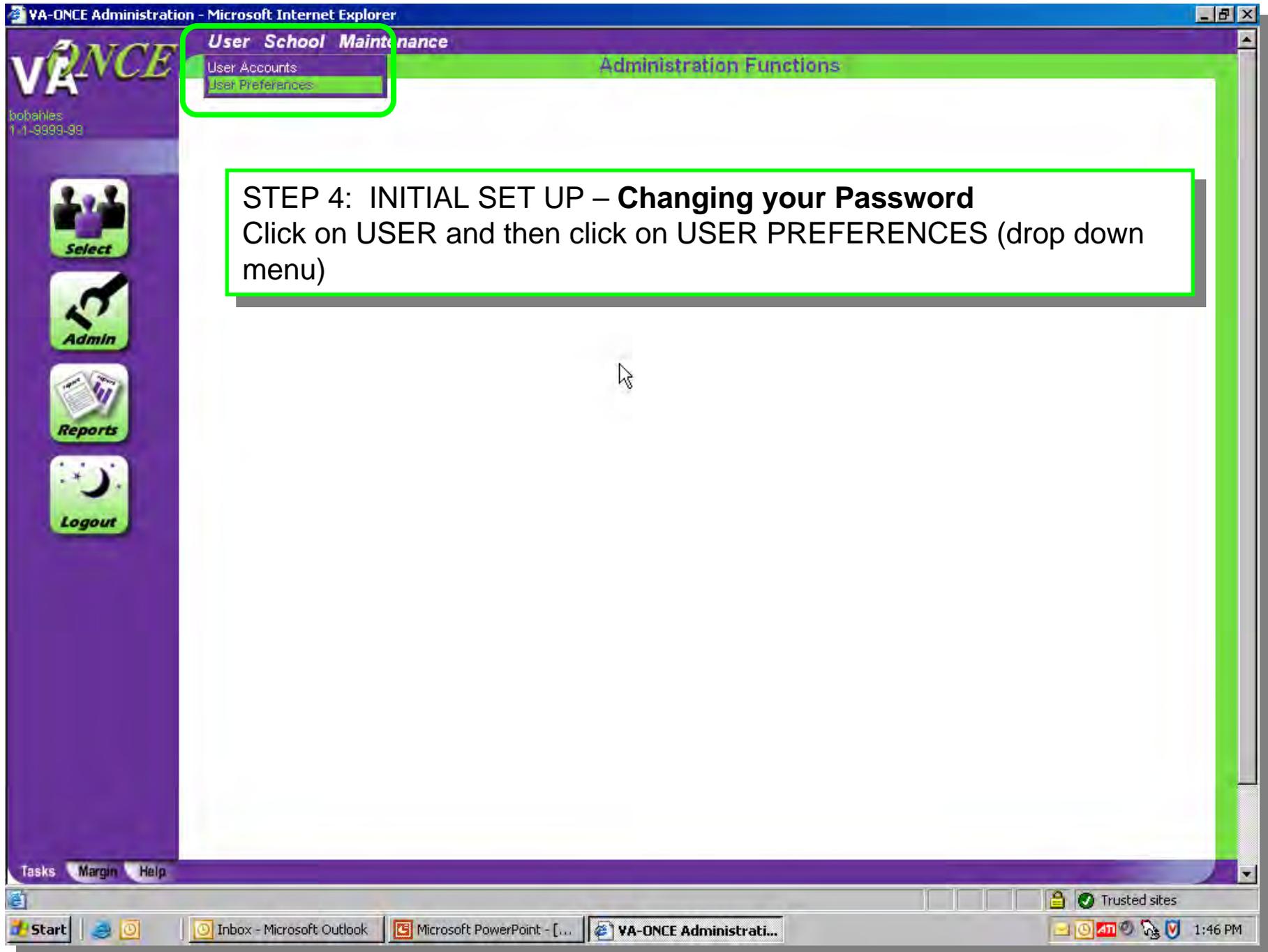
Tasks Margin Help

Done Trusted sites

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint ... | about:blank - Microsoft I... | VA-ONCE Administration ... | 1:41 PM

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 click on USER PREFERENCES (drop down menu)

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE
bobables
1-1-9999-99

User Preferences Save Cancel Print

First Name * Middle Name Last Name * Suffix

Phone Number * Extension Fax Number Email Address *

***** **Change**

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

User Preferences

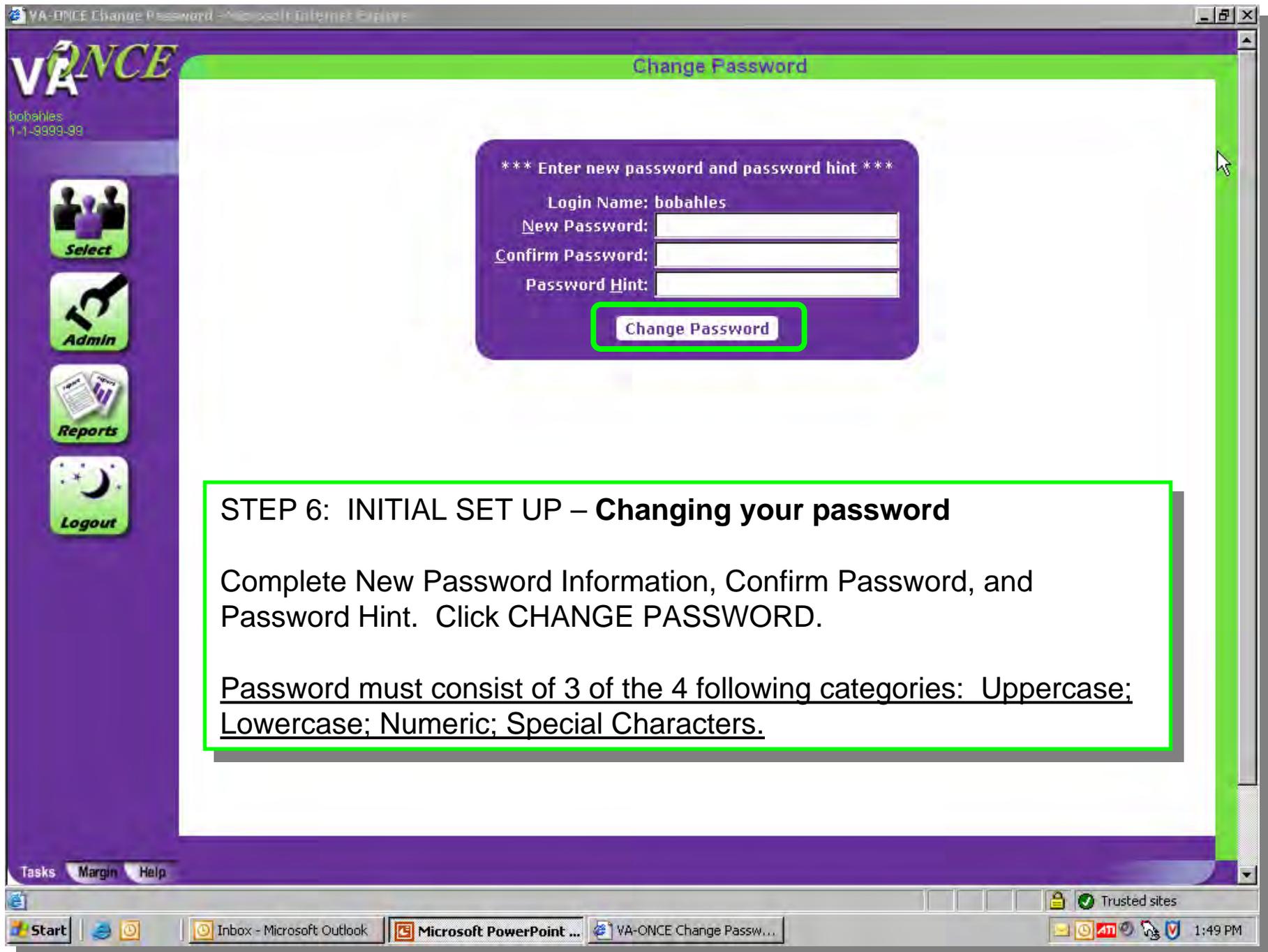
Use VA-ONCE in Text-only mode

Tasks Margin Help

Done Trusted sites

Start | Microsoft Outlook | Microsoft PowerPoint ... | VA-ONCE User Preferenc... | 1:47 PM

STEP 5: INITIAL SET UP – Changing your password
Click on CHANGE.



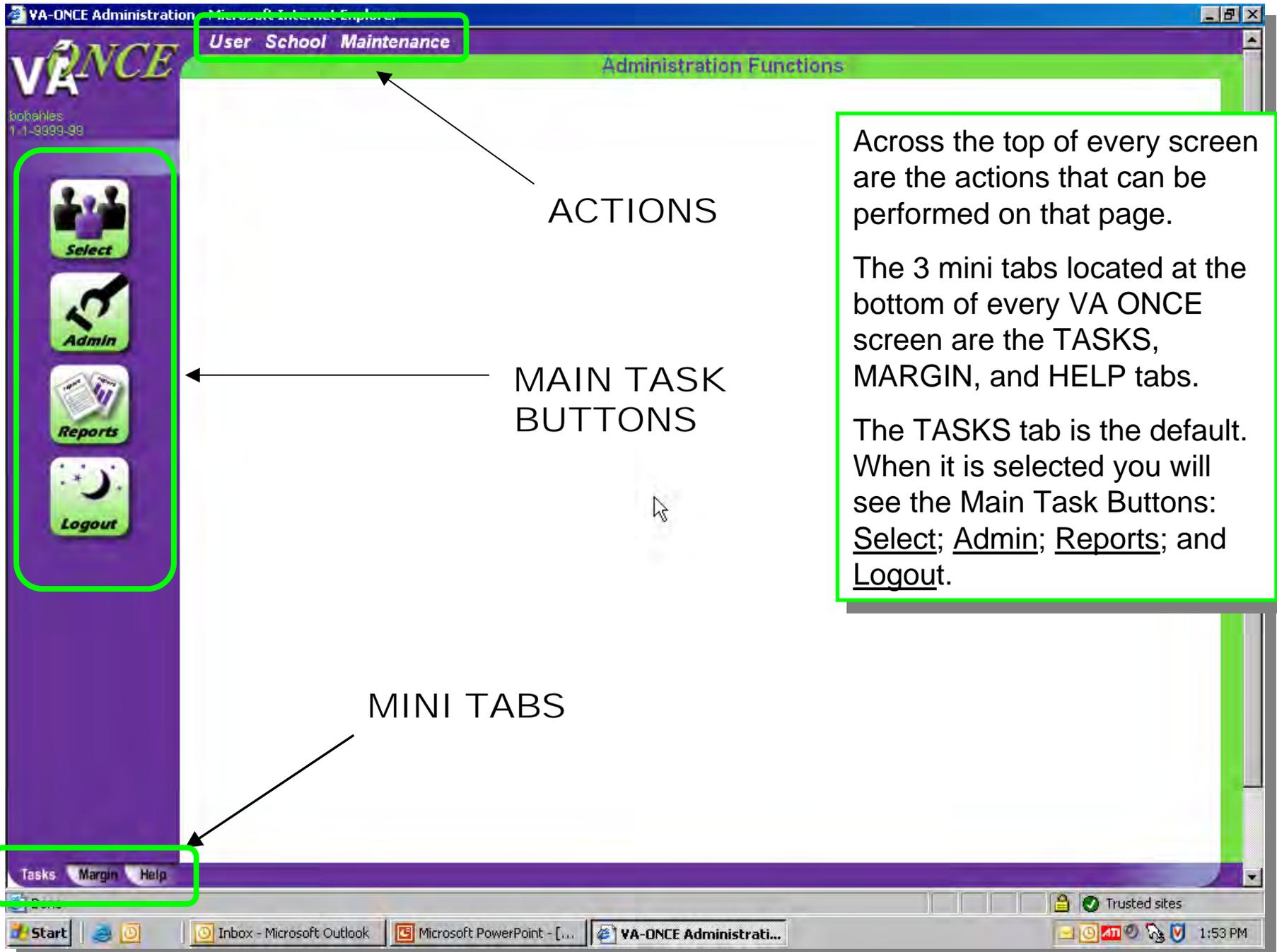
STEP 6: INITIAL SET UP – Changing your password

Complete New Password Information, Confirm Password, and Password Hint. Click CHANGE PASSWORD.

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

VANCE

overview



User School Maintenance

Administration Functions

Select

Admin

Reports

Logout

ACTIONS

MAIN TASK
BUTTONS

MINI TABS

Tasks Margin Help

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.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

All Active

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

to

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

Showing 1-87 of 87 records

Chapt	Program	Last Cert	Facility Code	
REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222	
30	BA-SOC	5/31/2009 1:47 PM	22222222	
30	AS RM	1/31/2008 7:59 AM	22222222	
35	AA	5/24/2007 2:15 PM	22222222	
30	AS RM	9/14/2009 12:22 PM	22222222	
30	GUEST STUDENT	5/24/2007 2:20 PM	22222222	
30	BA ARTS		22222222	
30	BA BIBL	6/28/2007	22222222	

Tasks Margin Help

Trusted sites 100%

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.

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.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail

VAonce04
2-2-2222-22

How do I use the check boxes?
Can I sort my list of students?
How do I see the next 100 records?
How do I return to my original list of students?
What do the status codes mean?
How do I add a student?
What if I input the incorrect Social Security #?
Why do I have to adopt a student at my facility?
How do I use the filters?
Click for all topics...
Keyboard Shortcuts

Search by Last Name [v] Equals [v] []
Search Type Search Range Search Text

All Active [v] All [v] All [v] All [v]
Status and Facility Code and Chapter and Training Type

[] to [] ALL [v] All [v] A [v]
Date Range or Days until Cert End or Training Time Pri

Showing 1-87 of 87 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name
<input type="checkbox"/>	123 22 2222	123 22 2222	00	CHILDS	WILL

Tasks Margin **Help**

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

Clicking on the question 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.

VA-ONCE Help - Windows Internet Explorer

What do the status codes mean?

The status codes represent different stages in the workflow process.

- 1 = Student has been added (adopted)
- 2 = A certification has been started for the student
- 3 = Certification has been completed, but not submitted to VA
- 3X = Chapter 31 certification that has been completed or submitted and should be printed and sent to the Regional Office.
- 4 = Certification has been submitted to VA
- 5M = Certification has been received by the Regional Processing Office, and will be worked by a Veterans Claims Examiner.
- 5A = Certification has been received by the Regional Processing Office, and was automatically processed.
- 5X = Certification received and will be processed using CWINRS.
- 5R = Certification was rejected by CWINRS. Please print the certification and mail it to the Regional Office with jurisdiction.

To see a workflow chart which shows all stages in the process, click on the small button in the upper right side of the screen. It has a very small picture of a chart on it, and is next to Print.

30	AS RM	9/14/2009	12:22 PM	22222222
30	GUEST STUDENT	5/24/2007	2:20 PM	22222222
30	BA ARTS			22222222
30	BA BURL	6/28/2007		22222222

Trusted sites 100%

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 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.

VANCE

**User
Preference**

VA-ONCE Administration - Microsoft Internet Explorer

VA-ONCE User School Maintenance Administration Functions

bobahles
1-1-9999-99

Select

Admin

Reports

Logout

User Accounts

User Preferences

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 ADMIN BUTTON.

(2) Click on USER.

(3) Click on USER PREFERENCES

Tasks Margin Help

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

Trusted sites | 2:04 PM

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE

bobahles
1-1-9999-99

Select

Admin

Reports

Logout

Tasks

Save Cancel Print

User Preferences

First Name * Middle Name Last Name * Suffix

Phone Number * Extension Fax Number Email Address *

Password * [Change](#)

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

User Preferences

Default State

STEP 2: INITIAL SET UP – User Preferences

- (1) Click on DEFAULT STATE.
- (2) Click down and find your state

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

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE

bobahles
1-1-9399-99

Select

Admin

Reports

Logout

Save Cancel Print

User Preferences

ROBERT AHLES

First Name * Middle Name Last Name * Suffix

(612)970-5460 r

Phone Number * Extension Fax Number Email Address *

***** **Change**

Password *

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

User Preferences

Always print address on certs No

STEP 3: INITIAL SET UP – **User Preferences**

(1) Click on ALWAYS SET ADDRESS ON CERTS.

(2) Set the default to No, if you do not want the address on the printed Certification, or Yes, if you would always like it printed. Note – It is only sent to VA if there has been a change since the submission of the last enrollment.

Trusted sites

2:10 PM

VA-ONCE User Preferences - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Select
Admin
Reports
Logout

Save Cancel Print

User Preferences

ROBERT AHLES
First Name * Middle Name Last Name * Suffix

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

..... **Change**
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

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

STEP 4: INITIAL SET UP – User Preferences

(1) Highlight DEFAULT TRAINING TYPE.

(2) Click on the Drop Down and find the most appropriate training type for your school. Set your default for the most predominate type.

(3) Click on SAVE

VANCE

**User
Accounts**

VA-ONCE Administration - Windows Internet Explorer

VA-ONCE
VAoncs04
2-2-2222-22

Select

Admin

Reports

Logout

User School Maintenance

User Accounts

User Preferences

Administration Functions

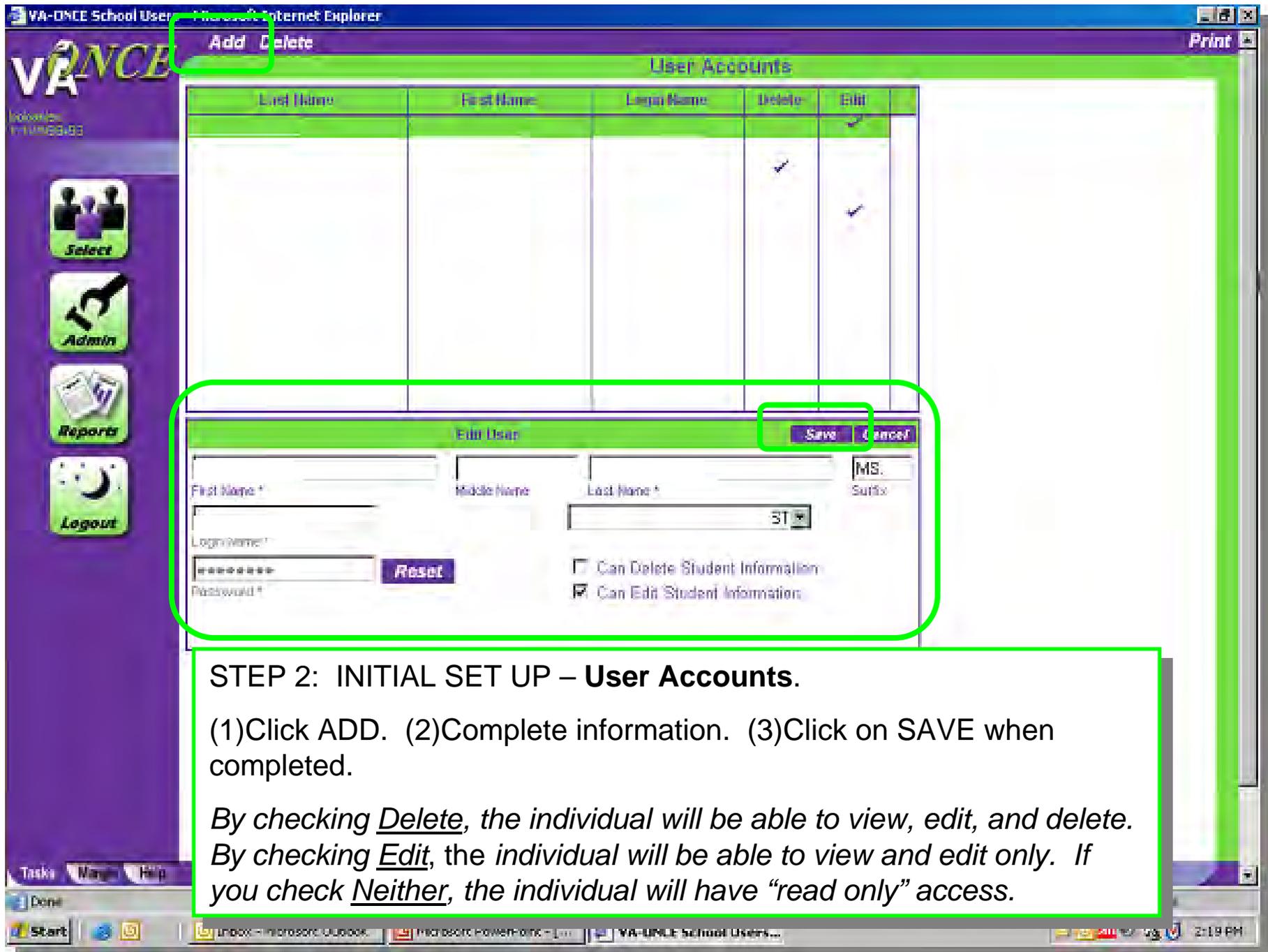
Tasks Margin Help

Trusted sites 100%

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.

- (1)Click on ADMIN BUTTON.
- (2)Click on USER.
- (3)Click on USER ACCOUNTS



STEP 2: INITIAL SET UP – User Accounts.

(1)Click ADD. (2)Complete information. (3)Click on SAVE when completed.

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

VANCE

**Entering
Term Dates**

VA-ONCE Administration - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

User School Maintenance

Administration Functions

School Standard Remarks
Standard Terms
Standard Programs
Flight Instruction Types
User Defined Fields

Select
Admin
Reports
Logout

Tasks Margin Help

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE Administrati... | Trusted sites | 2:26 PM

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 ADMIN Button.
- (2) Click on MAINTENANCE.
- (3) Click on STANDARD TERMS.

Add Delete Deactivate

Print



VAonce04
2-2-2222-22

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	

STEP 2: INITIAL SET UP – Entering Term Dates.

(1) Click on ADD.

(2) Complete the term information.

(3) Click on SAVE

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

Edit Term

Save Cancel

Sum A 10 38

Term Name* Order Number

22222222 (DEMO UNIVERSITY IHL)

Facility Code

05/20/2010 06/20/2010 Semester

Begin Date* End Date* Term Type*

Drop Date Break Days Deactivated

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 listed 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. This drop date must be added if the drop date is less than 30 days from the first date of the terms. 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 – number of days of the break during the term; must be 8 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 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 term 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.

VANCE

**Entering
Programs**

VA-ONCE Administration - Windows Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

User School Maintenance

Administration Functions

- School Standard Remarks
- Standard Terms
- Standard Programs
- Flight Instruction Types
- User Defined Fields

Select

Admin

Reports

Logout

Tasks Margin Help

Trusted sites 100%

Start VBA Ready... Inbox - Mic... Blank Page ... Microsoft P... Blank Page ... Education L... VA-ONCE A... 11:08 AM

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.



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"/>	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	<input checked="" type="checkbox"/>	17
<input type="checkbox"/>	BS MATH	BS Mathematics			31313131		18

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

Program Abbreviation
 Program Name
 Order Number

Facility Code

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.

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 36-41

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

Buttons: Deactivate, All Programs Have Associations, Save, Cancel.

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. (disabled)
- VA Course Code:** NCD (632) All Other Crafts And Trades, N.E.C.
- Deactivate:**
- All Programs Have Associations:**

A green arrow points from the 'Save' button to the VA Course Code dropdown menu.

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.

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 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 ADMIN BUTTON.
- (2) Click on MAINTENANCE.
- (3) Click on USER DEFINED FIELDS.

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 for
User Field Name Facility Code

User Defined Field Label

STEP 2: INITIAL SET UP – User Defined Fields.

- (1) Click on the User Defined Field Name to highlight it.
- (2) Type in the name to be displayed in the User Defined Field Label field.
- (3) Click on SAVE.

The Bio screen will show the new user defined field label. You can display up to 3 user defined text boxes and one defined check box.

VANCE

**select
students**

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

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

to

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

Showing 1-55 of 55 records

<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	
<input type="checkbox"/>	2 221-45-0675	254-56-1448	X	BUSINESS	MONKEY	33	AAS	5/1/2008 10:57 AM	22222222	
<input type="checkbox"/>	2 851-54-7987	851-54-7987	00	CARREY	JIM	33	BSN	2/21/2010 8:06 PM	22222222	
<input type="checkbox"/>	1 329-88-9000	329-88-9000	00	CH1607MAN	RICH	REAP	BA ARTS		22222222	
<input type="checkbox"/>	2 188-88-8881	188-88-8881	00	CHILDS	JULI	REAP	GUEST STUDENT	11/1/2007 9:06 AM	22222222	

Tasks

100%

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.

VA-ONCE School Select - Microsoft Internet Explorer

School Student Details Print

Address

Search by Starts With Search

Search Type Search Range Search Text

331 Central Minnesota
RPO State

All A ACTIVE Filter Reset
Training Type Status

Showing 1- 1 of 1 records

VA-ONCE MCU	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	4	4	8	3	5/7/2010 1:53:30 PM	52

Tasks Margin Help

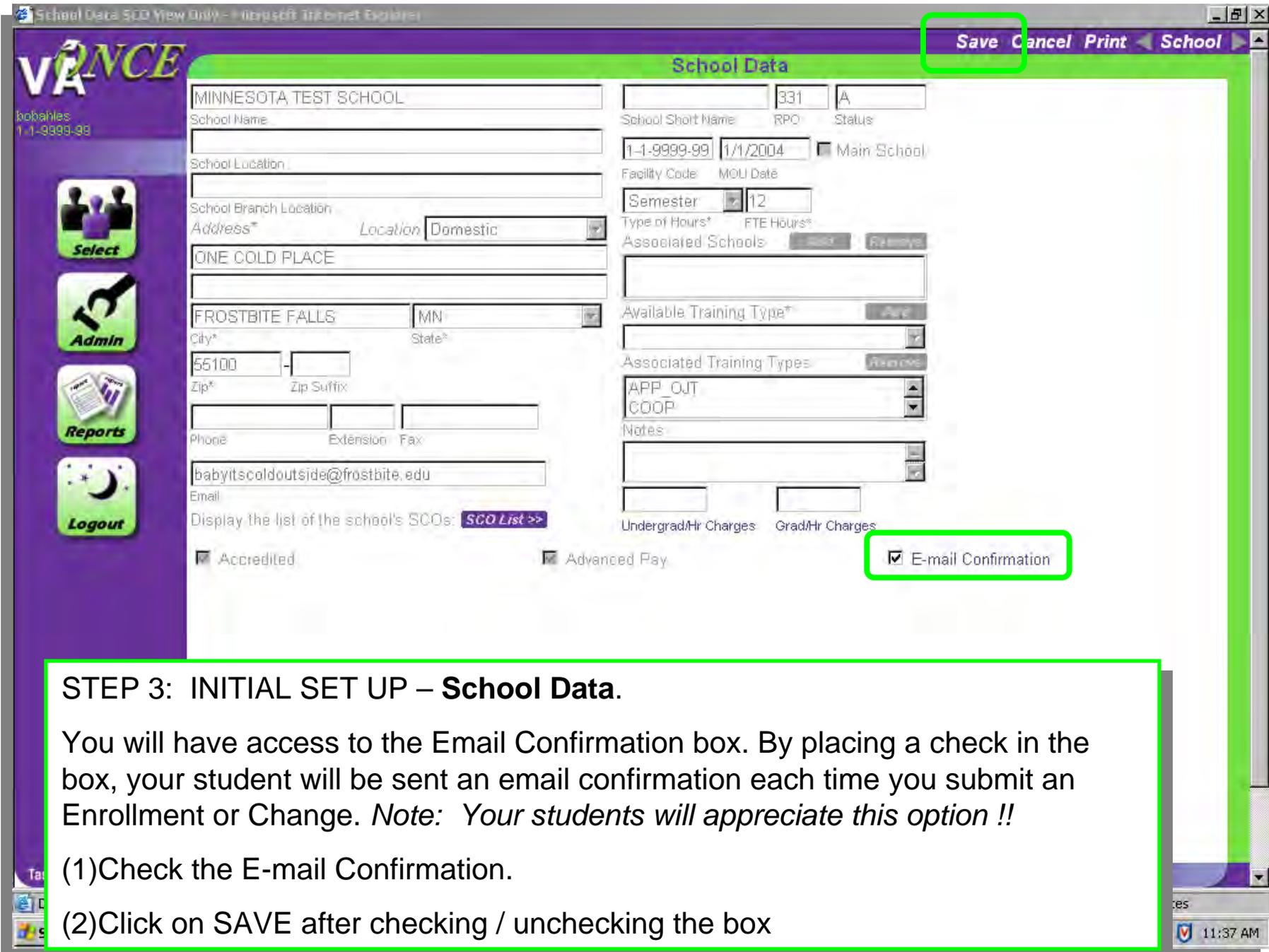
Done

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

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.

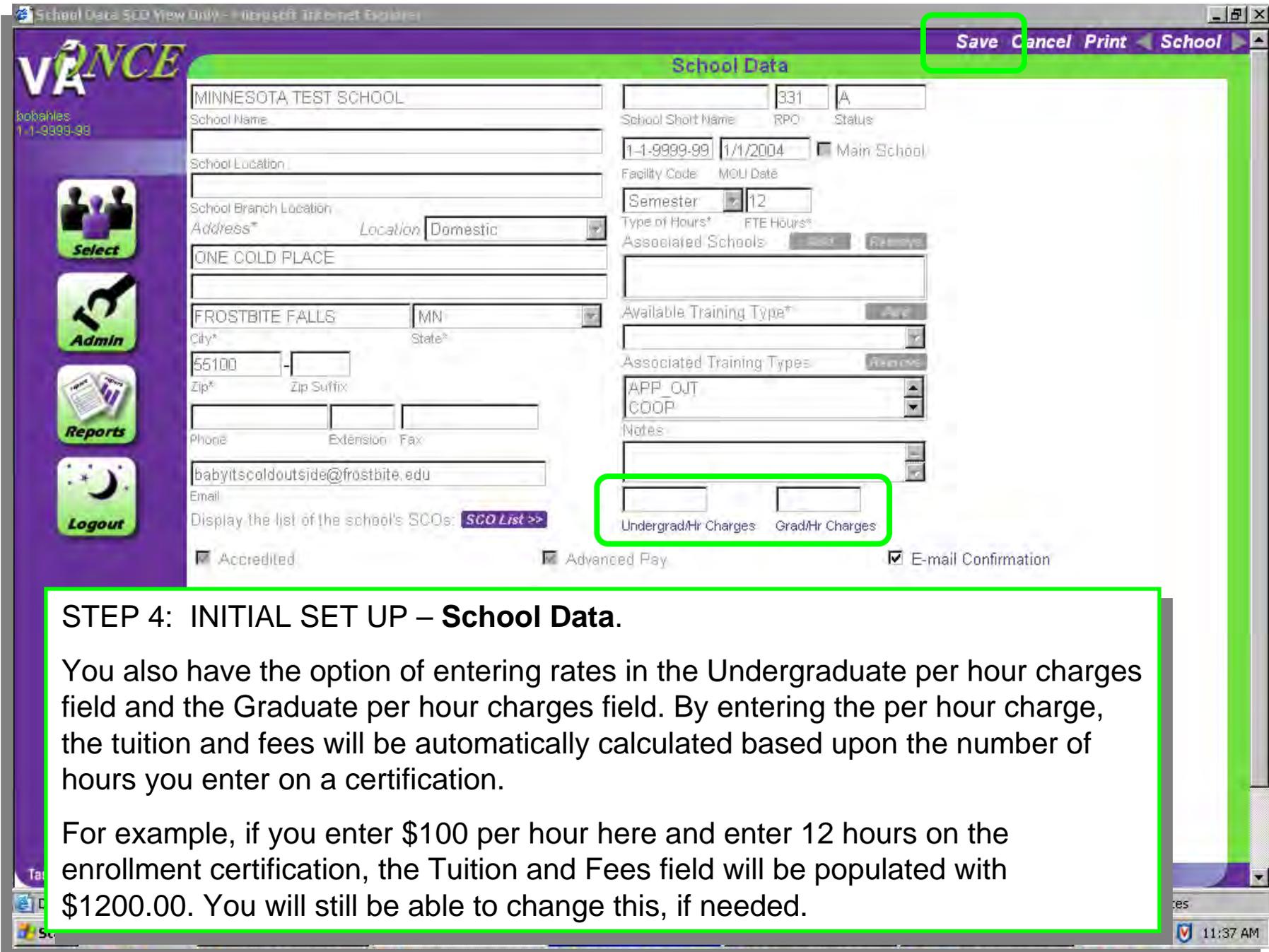


STEP 3: INITIAL SET UP – School Data.

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



STEP 4: INITIAL SET UP – **School Data.**

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 still be able to change this, if needed.

VA ONCE
shaneferrebee
1-1-9999-99

Student School Detail

Select Student

Print

Access
Delete
Undelete
Reactivate
Deactivate
Change SSN

Equals [] Search Clear

Search Range Search Text

All All All All

Chapter and Training Type and Program and PT Evaluated

ALL All ALL ALL Filter

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

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	123-45-5767	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	X	ELLEBY	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 3:28 PM	11999999	
<input type="checkbox"/>	1 878-76-7561			GEORGE					11999999	

Tasks Margin Help

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..

VA-ONCE Student Adopt Maintenance - Windows Internet Explorer

VA-ONCE
shaneferreebe
1-1-9999-99

Select
Admin
Reports
Logout

Add a Student

Enter the following information for the student

Last Name*
11999999
Facility Code*
SSN* Student Has No SSN

OK **Cancel**

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 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.

Tasks Margin Help

Done Local intranet 100%



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.



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. (See Page 105 for instructions)*

Additional Information to complete the BIO DATA page

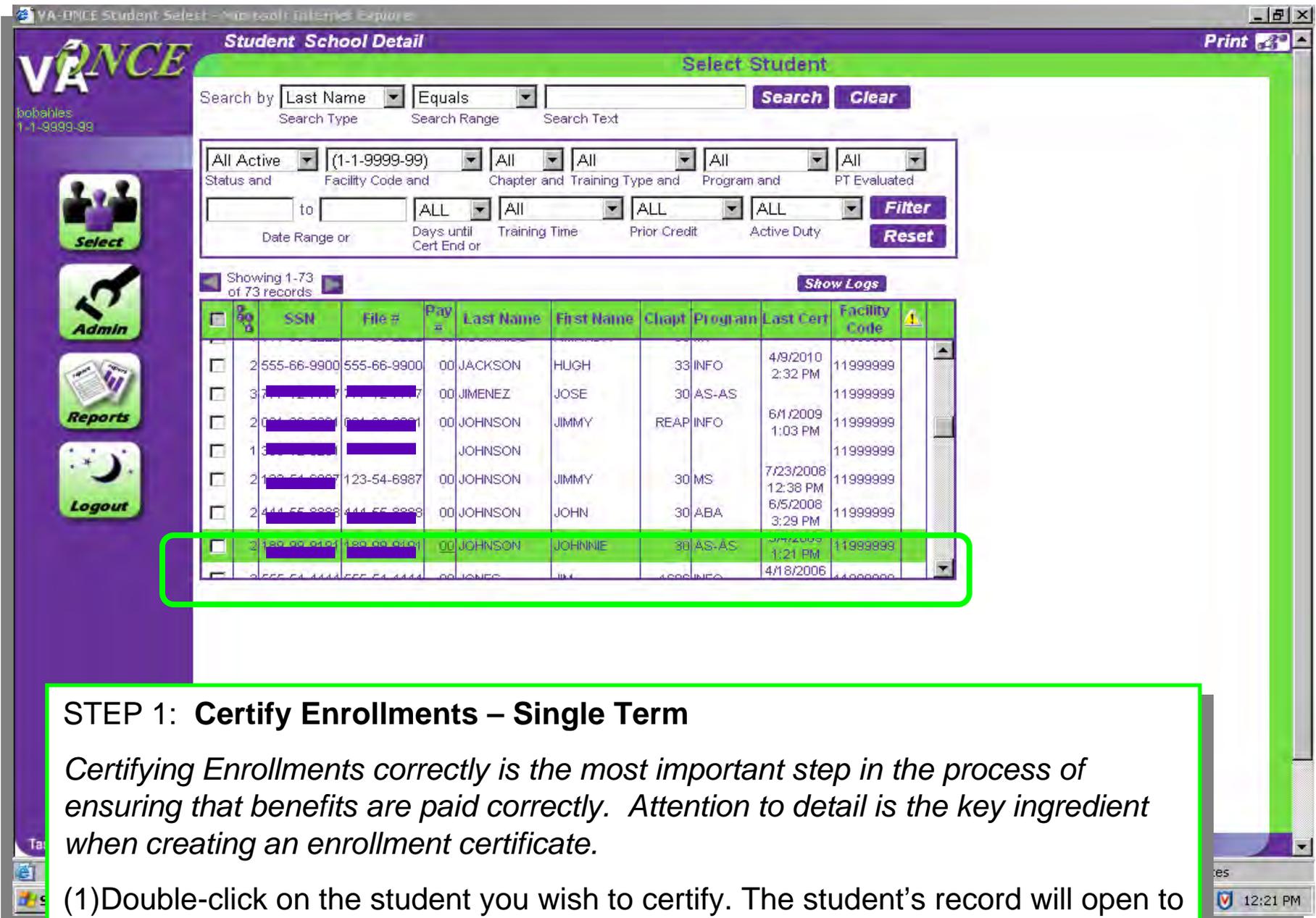
- ❑ The File Number is usually the students' SSN with the exception of Dependent's Educational Assistance, chapter 35. For chapter 35, this is the dependents' spouse or parents Social Security Number or 8 digit claim number. The dependents VA File number will be on all award documents sent to the claimant. 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.

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
Enrollments**



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.

VA-ONCE Student Bio - Windows Internet Explorer

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

Save Cancel Print Student

Bio Data
Name: JOHNSON,
SSN: 251-45-8956
File/Payee: 00 000 000
Program:
Chapter:
Training Type:-

1

Bio Certs VA Data Log History

Select
Admin
Reports
Logout

JOHNNIE JOHNSON
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
Counselor 1905 Phone # CH.31

Address* Location Domestic
1233 GREEN RD
SAN DIEGO CA
City* State*
92541
Zip* Zip Suffix
Phone Extension
Email
Alternate Email
Notes

Tasks Margin

Local intranet 100%

STEP 2: Certify Enrollments – Single Term

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

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 1/2 of the screen will open for editing.

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE Cert Complete Submit Print Student

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

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										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

Term Date	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
Fall 2011	8/15/2011	12/15/2011					
Spring 12	1/12/2012	5/12/2012					

Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks Modify Remarks List

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 64-65 for additional information on Chapter 33 Tuition & Fees (T&F).)

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Certs **Complete** Submit Print Student

Name: GOBLIN, SAM Program: CRT FST FD
SSN: 219-29-1098 Chapter: J3
File/Payee: 219-29-1098/00 Training Type: Nondegree College

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 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*

Tasks Margin Done

100%

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.

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.

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://qibill.va.gov/documents/job_aids/SCO_Handbook_v2.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:

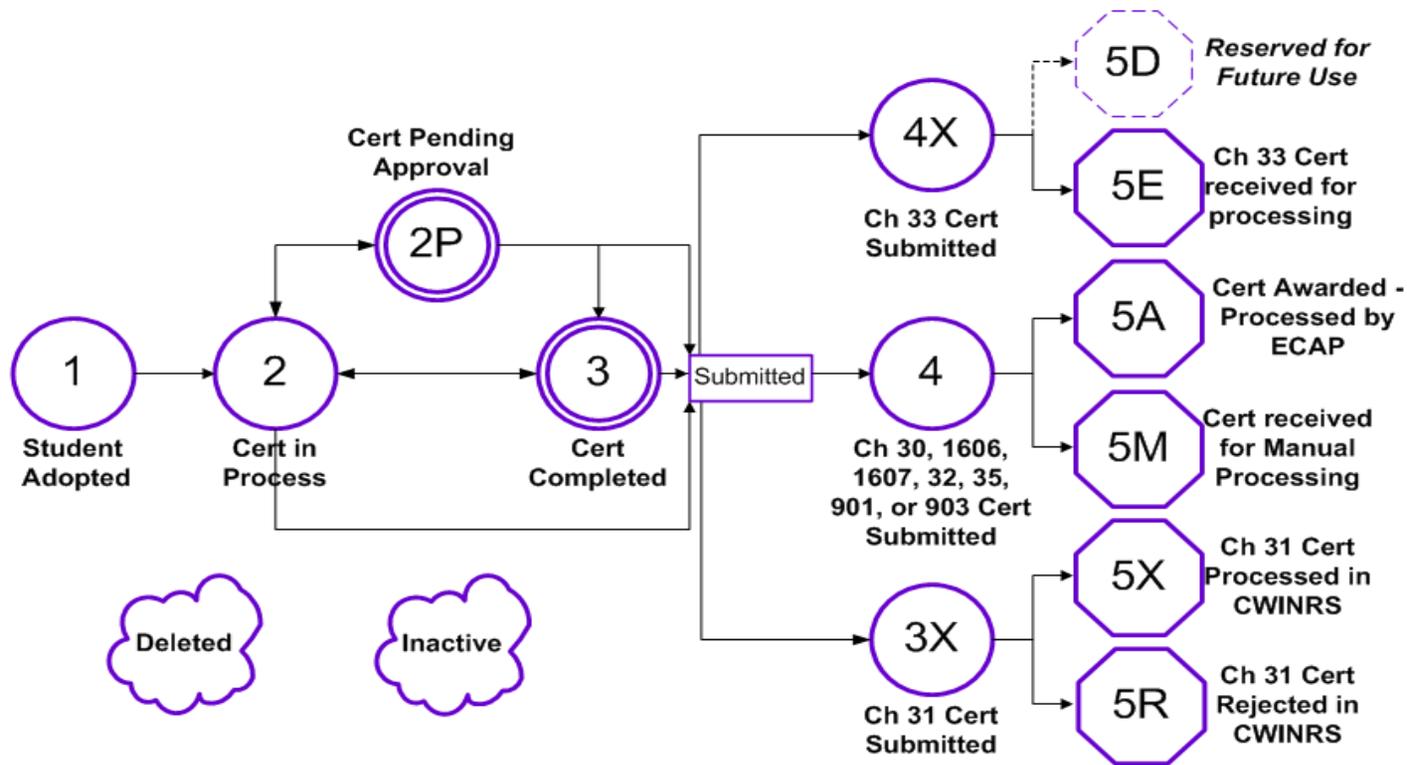
- health premiums,
- freshman fees,
- graduation fees, and
- lab fees.
- Tool Kits, Uniforms fees (if listed on the student invoice)

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).

Processing Status Flow chart and Definitions



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.

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE 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
2 SUMM12			08/01/2012	09/01/2012		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 Enrollment Save Cancel

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

SUMM12 ▶ 08/01/2012 09/01/2012 1 1200.00

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

Advance Pay (h)

LDA/EFF Date

Remarks

Windows Internet Explorer

Res Hours is a required field. If not taking Res Hours, please use 0.

OK

[Modify Remarks List](#)

Chapter 33 Enrollment ERROR MESSAGE

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

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

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

to

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

Showing 1-100 of 198 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 234-12-3566	234-12-3566	00	HAWLEY	BUBBA	33	PSY1	11/10/2008 2:49 PM 9:01 AM	31313131	
<input type="checkbox"/>	3 515-15-1515	515-15-1515	00	HICKOCK	BILL	33	ST		31313131	
<input type="checkbox"/>	2 012-11-2223	012-11-2223	00	HOMER	SIMPSON	33	BS GEO	11/2/2009 11:02 AM	31313131	
<input type="checkbox"/>	2 212-21-2121	212-21-2121	00	JACK	BLACK	33YEL LOW	EP	6/28/2010 3:54 PM	31313131	
<input type="checkbox"/>	1 431-17-1044			JOHNSON					31313131	
<input type="checkbox"/>	2 251-45-8958	251-45-8958	00	JOHNSON	JOHNE	33	HISTORY	8/6/2011 8:15 PM	31313131	
<input type="checkbox"/>	1 441-11-1118			JOHNSON					31313131	

Local intranet 100%

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.

VA-ONCE Student Bio - Windows Internet Explorer

Save Cancel Print Student

VA-ONCE

05shaneferrebee
3-1-3131-31

Bio Data

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

2

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

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 City* State*

ECERT MIHL 3-1-3131-31 92541 Zip* Zip Suffix

School Short Name Facility Code Phone Extension

BA History Program* Email

NONE Prior Training Credit*

Guest Student Active Duty Alternate Email

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

Tasks Margin Help

Done Local intranet 100%

Step 2: Multiple Term Enrollments
(1) Click on CERTS. A Certs screen appears

Step 3: Multiple Term Enrollments

(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.

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.

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE Cert Complete Submit Print Student

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

05shaneferrebee
3-1-3131-31

Submit Selected Term Enrollments
 Submit All Pending Enrollments

2

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	
▶ 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 Enrollment Save Cancel

Facility: 31313131 Trng Type: IHL_UNDERGRAD Prgrm: 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*

Local intranet 100%

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.

VANCE

**Adding
Remarks**

VA-ONCE Certs - Windows Internet Explorer

Cert Complete Submit Print Student

ONCE Certs

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

haneferreebe 3131-31

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
3										31313131	
4X FALL11			08/21/2011	12/23/2011	12	0				31313131	11021459

Edit Enrollment Save Cancel

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

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 Modify Remarks List

Done

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.

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

VA-ONCE Remarks - Windows Internet Explorer

Remarks

Remark Code	Remark	System Generated
No Records Found		

New Remark

VBA Standard Remarks
Other

School Standard Remarks
Other

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

STEP 2: Remarks

- (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.

VANCE

**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).

VA-ONCE Student Select - Windows Internet Explorer

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

Select Student

Search by

Search Type Search Range Search Text

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

to

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

Showing 1-100 of 199 records

<input type="checkbox"/>	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"/>	1 431-17-1044			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"/>	1 529-19-5549			MIDDLETON					31313131	

Tasks Margin Help

Local intranet 100%

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.

VA-ONCE Student Bio - Windows Internet Explorer

Save Cancel Print Student

VA-ONCE

DShane Ferrabee
3-1-3131-31

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

JOHNNIE JOHNSON

Salutation First Name* Middle Name Last Name* Suffix

251-45-8956 SSN* Student ID Address* Location Domestic

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*

NONE Prior Training Credit*

Guest Student Active Duty

Primary School - Name - State

Counselor 1905 Phone # CH.31

Tasks Margin Help

Local intranet 100%

STEP 2: Modifying Enrollment - Adjustments

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

The screenshot shows the VA-ONCE Certs application interface. At the top, there's a navigation bar with 'Cert' highlighted. A dropdown menu is open, showing options: 'New', 'New Multiple Term', 'Amend', 'Adjust', 'Terminate', 'Delete', and 'Change to Status 2'. The 'Adjust' option is highlighted. Below the menu, there's a table of enrollment records. 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. The first row is highlighted, showing '4X SPRNG12' with a dropdown arrow on the left. Below the table, there's a 'View Enrollment' section with fields for Facility, Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, and T & F. The 'Adjust' option is highlighted in the dropdown menu.

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		31313131	02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11		31313131	08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR		31313131	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 1/2 of the screen opens up to Edit Adjustment.

VA-ONCE Certs - Windows Internet Explorer

VA-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

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)

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 style="border: 1px solid black; height: 40px;"></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 74 for adding Remarks.

VA-ONCE Certs - Windows Internet Explorer

Complete **Submit** Print Student

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

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

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. 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.

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 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 details:

- 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)
- 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.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

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

to

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

Showing 1-100 of 198 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2 251-45-8958	251-45-8958	00	JOHNSON	JOHNNIE	33	HISTORY	8/6/2011 6:15 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
<input type="checkbox"/>	4 777-84-7777	777-84-7777	00	MILLER	MILLER	00	GUEST		31313131

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) 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.

VA-ONCE Student Bio - Windows Internet Explorer

Save Cancel Print Student

VA-ONCE
 05shane ferrebee
 3-1-3131-31

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

2

Bio Certs VA Data Log History

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
 School Short Name Facility Code
 92541
 Zip* Zip Suffix
 BA History
 Program*
 NONE
 Prior Training Credit*
 Guest Student Active Duty
 Primary School - Name - State

Phone Extension
 Email
 Alternate Email
 Notes

Tasks Margin Help

Done Local intranet 100%

STEP 2: Modifying Enrollment - Amendments

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

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE
DShaneferreebee
3-1-3131-31

Print Student

Certs
Program: HISTORY
Chapter: 33
Training Type: Undergraduate

Cert
New
New Multiple Term
Amend
Adjust
Terminate
Delete
Change by Status

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)

Tasks

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 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.

VA-ONCE Certs - Windows Internet Explorer

Certs Complete Submit Print Student

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

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

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.

VA-ONCE Student Select - Windows Internet Explorer

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

Select
Admin
Reports
Logout

Student School Detail **Select Student** **Print**

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

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

Showing 1-100 of 198 records **Show all** **Show Logs**

<input type="checkbox"/>	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"/>	2 251-45-8956	251-45-8956	00	JOHNSON	JOHNNIE	33	HISTORY	6/6/2011 6:15 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	

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. A Bio Data Screen Appears.

Done 100%

VA-ONCE Student Bio - Windows Internet Explorer

Save Cancel Print Student

VA-ONCE
05shane ferree
3-1-3131-31

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

2

Bio **Certs** VA Data Log History

JOHNNIE JOHNSON
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*
NONE
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

STEP 2: Modifying Enrollment - Terminations
(1) Click on the CERTS tab. The Certs page appears.

Tasks Margin Help

Done Local intranet 100%

VA-ONCE Certs - Windows Internet Explorer

Cert Complete Submit

Print Student

VA-ONCE

05shaneferreebee
3-1-3131-31

Certs
Program: HISTORY
Chapter: 33
Training Type: Undergraduate

2

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 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 CERT located on the top of the page. The drop down menu appears.

(3) Click on TERMINATE. The bottom 1/2 of the screen opens up to Edit Termination.

Edit Termination								Save	Cancel
Facility: 31313131	Trng Type: IHL_UNDERGRAD		Prgm: HISTORY		Prior Credit: 2				
WNTR	01/01/2011	02/01/2012	0	0			3200.00		
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)		Withdrawal After Drop Period - Non-Punitive Grades Assigned						
	Reason for Termination								
	Mitigating Circumstances								
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 74 for adding remarks.*

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.

VA-ONCE Certs - Windows Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: DOG, SCOOBY Program: AA
 SSN: 932-93-2923 Chapter: J3
 File/Payee: 932-93-2923/00 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								
Term Name	Info	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID		
4X SPRNG B 10		03/15/2010	05/10/2010	2	0				22222222	8138883		
4X SPRING 10		01/10/2010	05/10/2010	0	0				22222222	8138883		
4X SPRING 10		01/10/2010	05/10/2010	0	0			02/15/2010	22222222			
4X SPRING 10		01/10/2010	05/10/2010	6	2				22222222	8138883		
4X SPRNG A 10		01/10/2010	03/10/2010	2	0				22222222	8138883		

Edit Termination Save Cancel

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

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date: 02/15/2010

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

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

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.

VANCE

**Certification
Deletion**

Cert Complete Submit

New
New Multiple Term
Print
Request

Certs
Program: HISTORY
Chapter: 33
Training Type: Undergraduate

Delete

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 FALL11			08/21/2011	12/23/2011	0	0				31313131	11021459
2 WNT1			01/01/2011	02/01/2012	12	0				31313131	

Edit Enrollment Save Cancel

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

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.

VA-ONCE Certs - Windows Internet Explorer

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

Cert Complete Submit

Certs
Program: HISTORY
Chapter: 33
Training Type: Undergraduate

3

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
3 SUMM12	3	31313131	08/01/2012	09/01/2012	4	0				31313131	
4X SPRNG12		31313131	02/01/2012	05/01/2012	12	0				31313131	11149472
4X FALL11		31313131	08/21/2011	12/23/2011	0	0				31313131	11021459
4X WNTR		31313131	01/01/2011	02/01/2012	12	0				31313131	11149472

View Enrollment Save Cancel

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

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.

VANCE

Reports

VA-ONCE Reports - Windows Internet Explorer

VA-ONCE

05shaneferabee
3-1-3131-31

Select

Admin

Reports

Logout

Tasks Margin

Report Group 1

Weekly Certs Report

Weekly Detail Certs Report

Reports

100%

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 REPORT GROUP 1. A drop down menu appears.

(2) Click on WEEKLY CERTS REPORT.

VA-ONCE Weekly Certs Report - Windows Internet Explorer

VA-ONCE

05shaneferabee
3-1-3131-31

Weekly Certs Report

All All All **Filter**
Facility Code and Cert Type and Chapter Type and
All 10/24/2011 All **Reset**
CERT Status and Select Week and Select SCO

Select

Admin

Reports

Logout

Tasks

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.

VA-ONCE Weekly Certs Report - Windows Internet Explorer

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

Weekly Certs Report

Print

All All All Filter
 Facility Code and Cert Type and Chapter Type and
 All 10/17/2011 All Reset
 CERT Status and Select Week and Select SCO

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 019283784	019283784	VETERAN	JOE	33	12426789	10/19/2011	ENROLLMENT
<input type="checkbox"/>	2 019283784	019283784	VETERAN	JOE	33			AMENDMENT
<input type="checkbox"/>	4X 019283784	019283784	VETERAN	JOE	33	12426931	10/19/2011	ADJUSTMENT
<input type="checkbox"/>	4 019283784	019283784	VETERAN	JOE	35	12426469	10/19/2011	ENROLLMENT

Tasks Margin

100%

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 Reports - Windows Internet Explorer

VA-ONCE

ReportTest
1-1-9071-03

Select

Admin

Reports

Logout

Tasks Margin Help

Trusted sites 100%

Report Group 1

Weekly Certs Report

Weekly Detail Certs Report

Reports

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..

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

Step 2: **Reports** Task button

(1)Click on REPORT GROUP 1. A drop down menu appears.

(2)Click on WEEKLY DETAIL CERTS REPORT.

VA-ONCE Weekly Certs Report - Windows Internet Explorer

VA-ONCE

05shaneferabee
3-1-3131-31

Weekly Detail Certs Report

Select
Admin
Reports
Logout

Tasks

Filter
Reset

10/31/2011

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.

VA-ONCE Weekly Certs Report - Windows Internet Explorer

VA-ONCE
 05shane.ferabee
 3-1-3131-31

Weekly Detail Certs Report

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		DUCK	DONALD	33	WNTR2010	04/04/2011	3	\$10.00	\$10.00		AMENDMEI
5E	121212121		DUCK	DONALD	33		04/04/2011	7	\$2,350.00	\$200.00		TERMINATI
5E	121212121		DUCK	DONALD	33	WNTR2010	04/04/2011	18	\$2,675.00	5.00		ENROLLME
5E	121212121		DUCK	DONALD	33		04/04/2011	7	\$2,350.00	\$200.00		ADJUSTME
5E	121212121		DUCK	DONALD	33	WNTR2010	04/05/2011	18	\$2,500.00	\$352.00		ADJUSTME
5E	121212121		DUCK	DONALD	33	WNTR2010	04/05/2011	3	\$2,500.00	\$352.00		AMENDMEI
5E	123554807		JOHNSON	BRAD	33	SUM107		0				TERMINATI

Select
Admin
Reports
Logout

Done 00%

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.

VANCE

**VA
Data Tab**

VA-ONCE VA Data - Windows Internet Explorer

Print Student

VA-ONCE
administrator

VA Data

Name: Program: CLA / BACH
 SSN: Chapter: 1606
 File/Payee: Training Type: Undergraduate

5M

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

Full Name: ADAMS
 File/Payee# :
 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)

Select
Admin
Reports
Logout

100%

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, only available to students receiving benefits under chapter 30, 1606, or 1607. Note – If they have switched to chapter 33 the previous chapter will still appear on this page.*

VANCE

Log Tab

Add

Print Student

VA-ONCE
VAonce04
2-2-2222-22

Name: JACKSON,
SSN:
File/Payee:

Program: BA ARTS
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
No Logs found for this Student						

Edit Log Entry Save Cancel

Log Entry Follow Up Read

Tasks

100%

Log Tab

(1)Used to keep a record of notes about a student. Not transmitted to VA. To add a log entry, Click on ADD.

(2)The “Edit Log Entry” section becomes active and changes to “New Log Entry”.

VA-ONCE Student Log - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Add **Log** **Print** **Student**

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

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

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up

Select
Admin
Reports
Logout

New Log Entry **Save** **Cancel**

Log Entry Follow Up Read

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

Log Tab

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

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

VA-ONCE Student Log - Windows Internet Explorer

VA-ONCE Add Log Print Student

VAonice04
7-2-2222-22

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

Bio Certs VA Data **Log** History

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
	admini strator	CORPO	7/27/2010 12:37:47 PM	22222222	Please update File number to show payee 00.	
	VAonice04	SCHDDL	7/27/2010 12:38:57 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.

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.

VANCE

**History
Tab**

VA-ONCE Student History - Windows Internet Explorer

VA-ONCE administrator

History

Name: Program: CLA / BACH
 SSN: Chapter: 1606
 File/Payee: Training Type: Undergraduate

Print Student

Bio Certs VA Data Log **History**

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.

Select
Admin
Reports
Logout

100%

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.

VANCE

***Sorting
Data***

VA-ONCE Student Select - Microsoft Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

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

to

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

Showing 1 of 1 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	32 NO -SS-N	90 909 090	00	PHRED	PHISH	30	BSCNM	5/14/2004 11:58 AM	11999999	

Justed sites 9:10 AM

Sorting Data

Sorting Data using the FILTER feature allows you to sort and choose students by using the various filter options. This comes in very handy with large student Populations.

- (1) Select from each drop down the criteria upon which you would like to match.
- (2) Click on FILTER. The new list of students includes only those based on your choices.

Note: Click on RESET to clear the filters and bring up all of your active students.

VANCE

**Inactive/Deleted
Students**

VA-ONCE Student Select - Windows Internet Explorer

Student School Detail Print

Select Student

Adopt
Access
Delete

Search Range: Equals Search Text: [] Search Clear

Deactivate
Change SSN

Chapter and Training Type and Program and PT Evaluated

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

Showing 1-86 of 86 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 checked="" 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
<input checked="" type="checkbox"/>	2 221-45-0675	254-56-1448	X	BUSINESS	MONKEY	33	AAS	5/1/2008 10:57 AM	22222222

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 STUDENT and choose the appropriate option, "Delete" or "Deactivate".
- (3) The student will be removed from your active list.

Helpful tips for Deleting and Inactivating Students

1. Students that were adopted in error or that you have never submitted a certification for, 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.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by

Search Type Search Range Search Text

File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
111-98-5555	00	BROWN	REESE	30	BS AS	7/27/2007 3:17 PM	22222222	
85-00 565 987	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	
52-05 252 525	00	SIMPSON	HOMER	31	HAIR - CER	7/19/2005 2:11 PM	22222222	

Un-deleting and Re-activating Students

- (1) For the Status Filter, select DELETED or INACTIVE to bring up the list of students currently in that state.
- (2) Click on Filter. The list of Deleted or Inactive students appears.
- (3) Highlight the student you wish to undelete or activate.
- (4) Click on STUDENT and then either Activate or Undelete. The Student will be moved back to the Active list of students.

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Student School Detail Print

Select Student

Adopt Access
 Undelete
 Activate

Search Range: Equals Search Text: Search Clear

Change SSN Undelete

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

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

Showing 1-4 of 4 records Show Logs

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 111-98-5555	111-98-5555	00	BROWN	REESE	30	BS AS	7/27/2007 3:17 PM	22222222	
<input type="checkbox"/>	2 546-54-7854	00 565 987	41	CHRISTMAS	HOLIDAY	35	AA	11/20/2007 3:57 PM	22222222	
<input type="checkbox"/>	2 314-54-6890	24 567 891	42	LONG	JACKSON	35	BS MATH	3/26/2006 10:08 AM	22222222	
<input type="checkbox"/>	3X 525-25-2525	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) Click on STUDENT and then either Activate or Undelete. The Student will be moved back to the Active list of students.