



QUICK REFERENCE FLIP BOOK

DESIGNED FOR CERTIFYING OFFICIALS

JULY 30, 2010

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.

References

GI Bill Web Site:

www.gibill.va.gov

National 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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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.

UNITED STATES
DEPARTMENT OF

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



Welcome to VA-ONCE

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](#)

[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)



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?](#)

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.



Select



Admin



Reports



Logout

STEP 3: INITIAL SET UP – **Changing your Password**

Each certifying official will be assigned a temporary password. Click on the ADMIN BUTTON to change the password



bobahles
1-1-9399-99



User School Maintenance

- User Accounts
- User Preferences

Administration Functions

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

Save Cancel Print

VA-ONCE

Bobahles
1-1-9999-99

Select

Admin

Reports

Logout

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 certs	N
Default Training Type	IHL_UNDERGRAD

User Preferences

Use VA-ONCE in Text-only mode

STEP 5: INITIAL SET UP – Changing your password

Click on CHANGE.



Change Password

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

Login Name: bobahles

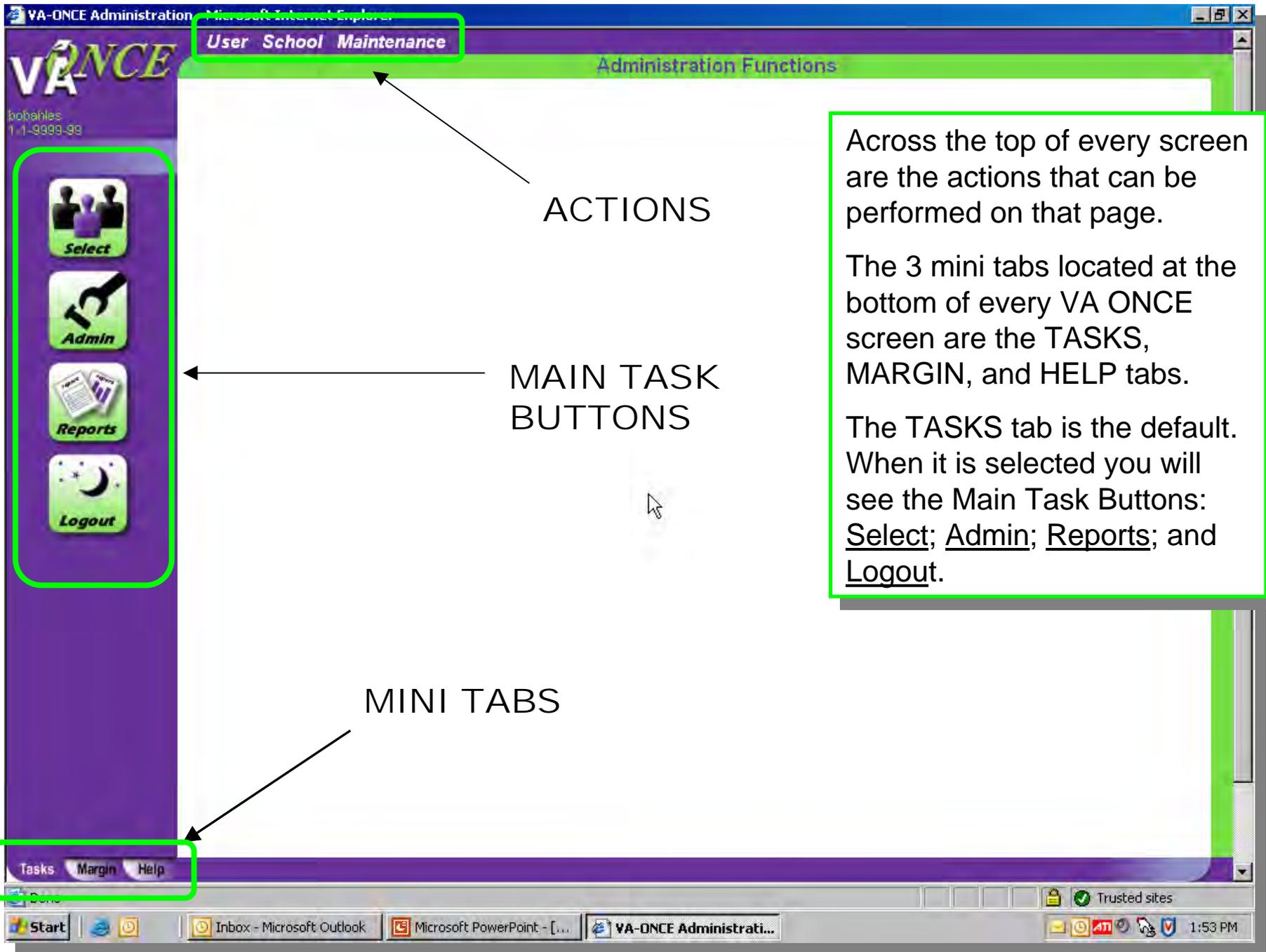
New Password: Confirm Password: Password Hint: **STEP 6: INITIAL SET UP – Changing your password**

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

VA-ONCE
bobahles
1-800-939-99



Select



Admin



Reports



Logout

ACTIONS

MAIN TASK
BUTTONS

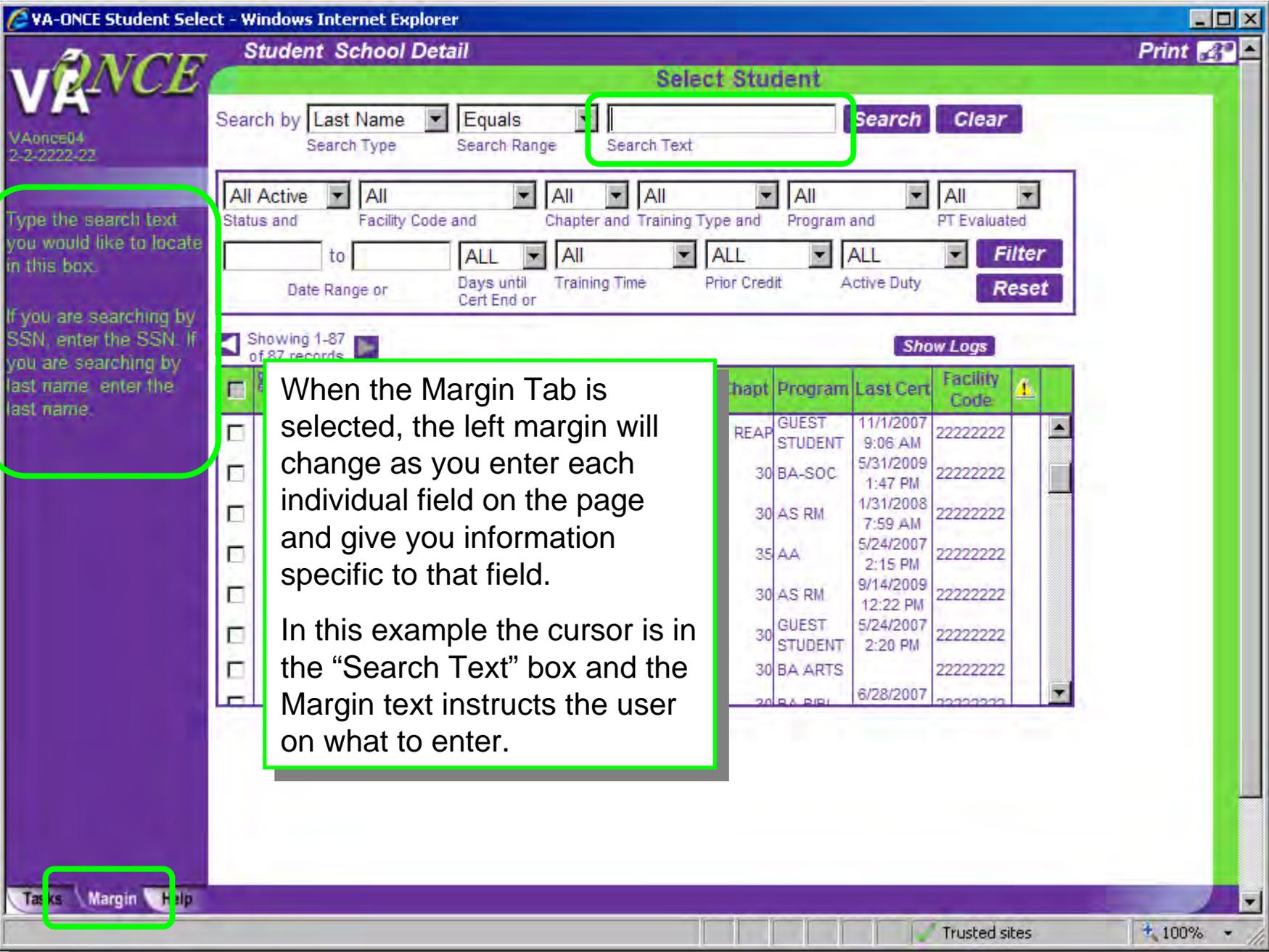
MINI TABS

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.



VAonce04
2-2-2222-22

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 1-87 of 87 records

[Show Logs](#)

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

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.

Tasks **Margin** Help

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Student School Detail

Select

Search by

Search Type Search Range Search Text

All Active

Status and Facility Code and Chapter and Training Type

to ALL

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	CHILD	WILL

Tasks Margin **Help**

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

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	22222222
30	GUEST STUDENT	12:22 PM 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 Administration Functions

User School Maintenance

User Accounts
User Preferences

bobahles
1-800-999-99

Select

Admin

Reports

Logout

Tasks Margin Help

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | VA-ONCE Administrati... | Trusted sites | 2:04 PM

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



bobahles
1-1-9999-99

- Select
- Admin
- Reports
- Logout

User Preferences

First Name * Middle Name Last Name * Suffix

 Phone Number * Extension Fax Number Email Address *

 Password *

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

Tasks

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 Extension Fax Number Email Address *

Password * **Change**

Field Name	Selected Value
Use VA-ONCE in Text-only mode	N
Default State	MI
<u>Always print address on certs</u>	N
Default Training Type	UNL UNDERGRAD

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



bobahles
1-1-9999-99

User Preferences

First Name * Middle Name Last Name * Suffix

Phone Number * Extension Fax Number Email Address *

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:

- 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)

STEP 4: INITIAL SET UP – User Preferences

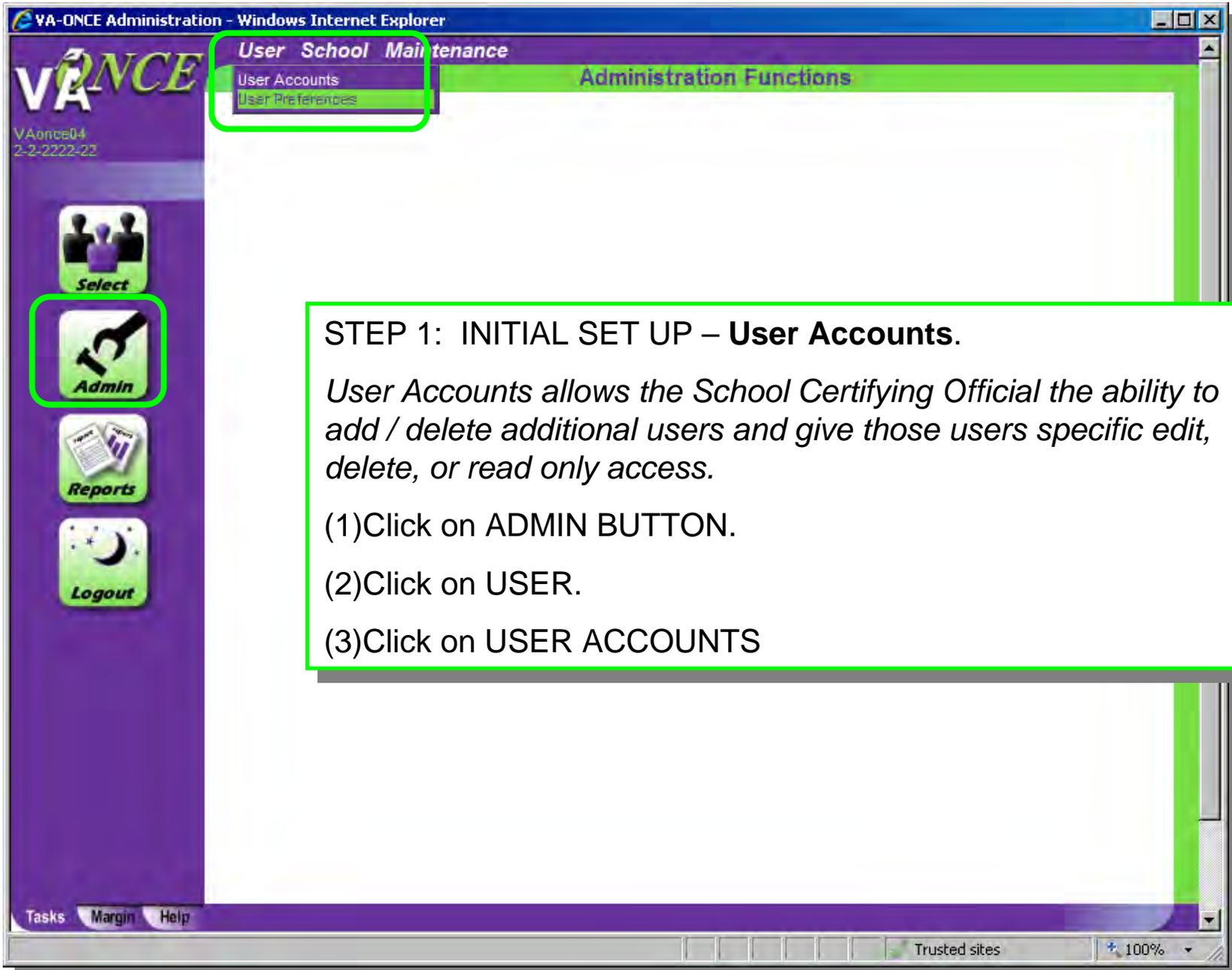
(1) Highlight DEFAULT TRAINING TYPE.

(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

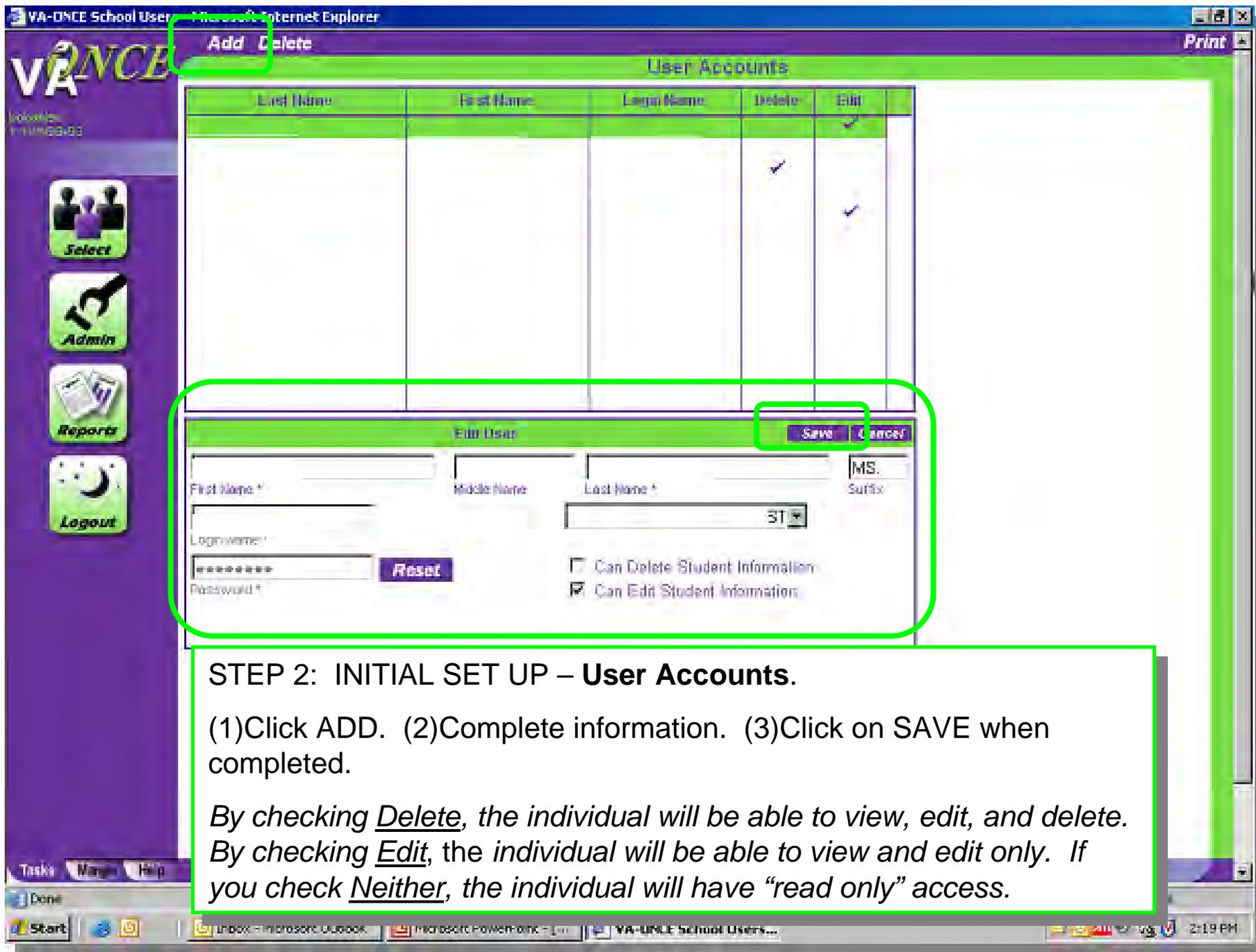
**User
Accounts**



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
Begin Date*	End Date*
Drop Date	Break Days
	Semester
	Term Type*
	<input type="checkbox"/>
	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.

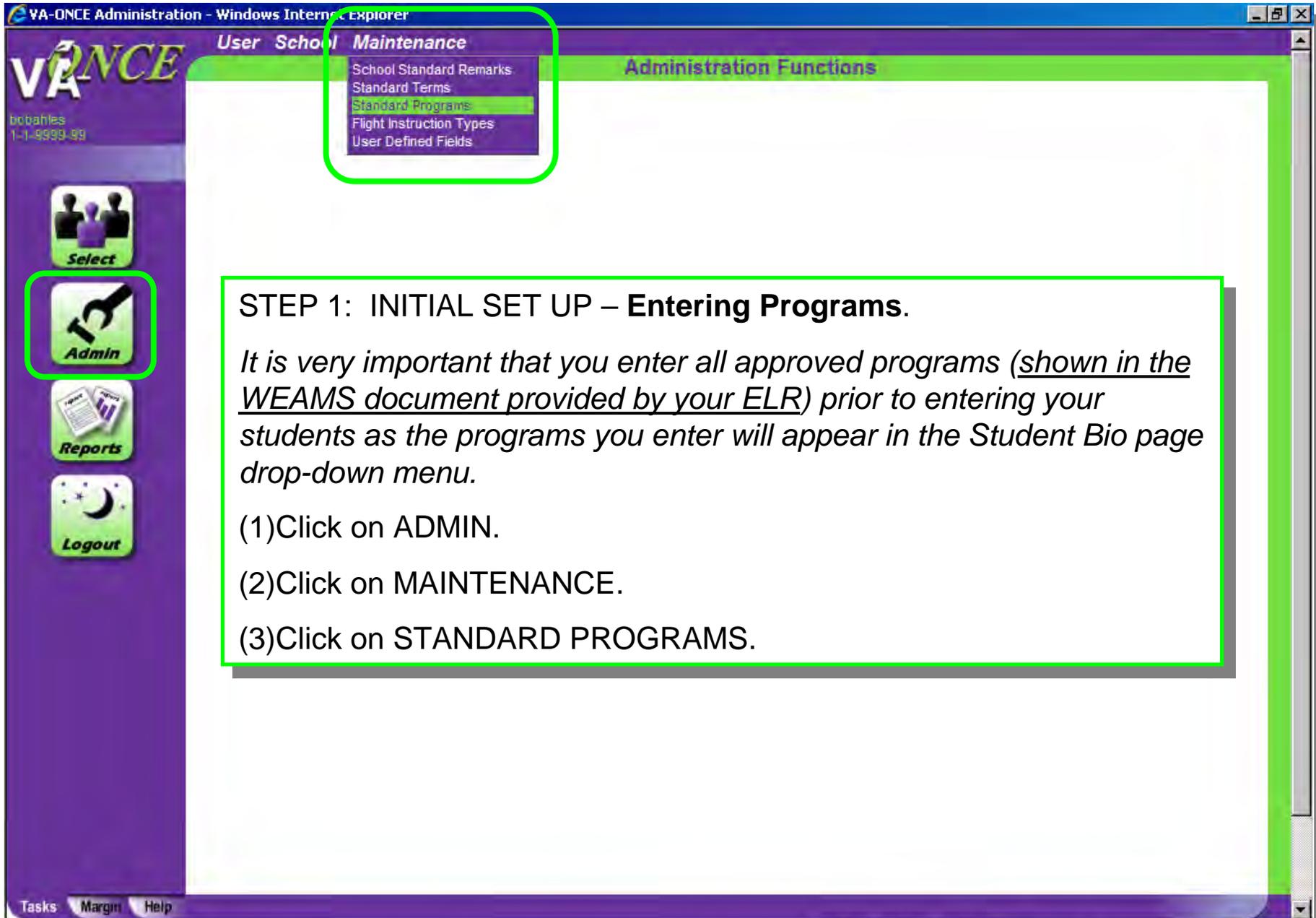
Break Days – number of days of the break during the term; must be 8 days or more. Add a remark on the enrollment certification letting the VA know the dates of the break (e.g. Holiday Break: 12/21/2010 – 01/05/2011)

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**



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.

VA-ONCE School Standard Programs Maintenance - Windows Internet Explorer

Add Delete Alpha by Abbrev Alpha by Program Deactivate Print

Standard Programs

<input type="checkbox"/>	Abbreviation	Program	Facility Code	Deact	Order #
<input type="checkbox"/>	AAS	ASSOCIATE OF SCIENCE	11999999		7
<input type="checkbox"/>	ABA	ASSOCIATE OF BUSINESS ADMINISTRATION	11999999	<input checked="" type="checkbox"/>	5
<input type="checkbox"/>	AOS	ASSOCIATE OF OCCUPATIONAL SCIENCE	11999999	<input checked="" type="checkbox"/>	6
<input type="checkbox"/>	AS-AS	AS:Animal Science	11999999		4
<input type="checkbox"/>	ATAC	Automotive Apprenticeship	11999999	<input checked="" type="checkbox"/>	8
<input type="checkbox"/>	BAS	Business Administration	11999999		16
<input type="checkbox"/>	BS	BISON PREPARING	11999999		11
<input type="checkbox"/>	BS AN SCI	BS-Animal Science	11999999		14
<input type="checkbox"/>	BS Av	BA Aviation Science	11999999		9
<input type="checkbox"/>	BS PRE MED	BS-Pre Medicine	11999999		15
<input type="checkbox"/>	BSN	BS Nursing	11999999		12
<input type="checkbox"/>	Bass	BS Professional Fishing - Bass	11999999	<input checked="" type="checkbox"/>	13
<input type="checkbox"/>	CADD	AAS-COMPUTER AIDED DRAFTING & DESIGN	11999999		2

Edit Program Save Cancel

AAS
Program Abbreviation

ASSOCIATE OF SCIENCE
Program Name

11999999 (MINNESOTA TEST)
Facility Code

7
Order Number

Deactivate

STEP 2: INITIAL SET UP – Entering Programs.

(1)Click on ADD. (2)Fill in the Program Abbreviation and Program Name. (3)Click on SAVE. Repeat steps to add more programs.

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

Start vba Ready... inbox - MIC... blank Page ... Microsoft P... blank Page ... Education L... VA-ONCE S... 11:09 AM

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).

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.

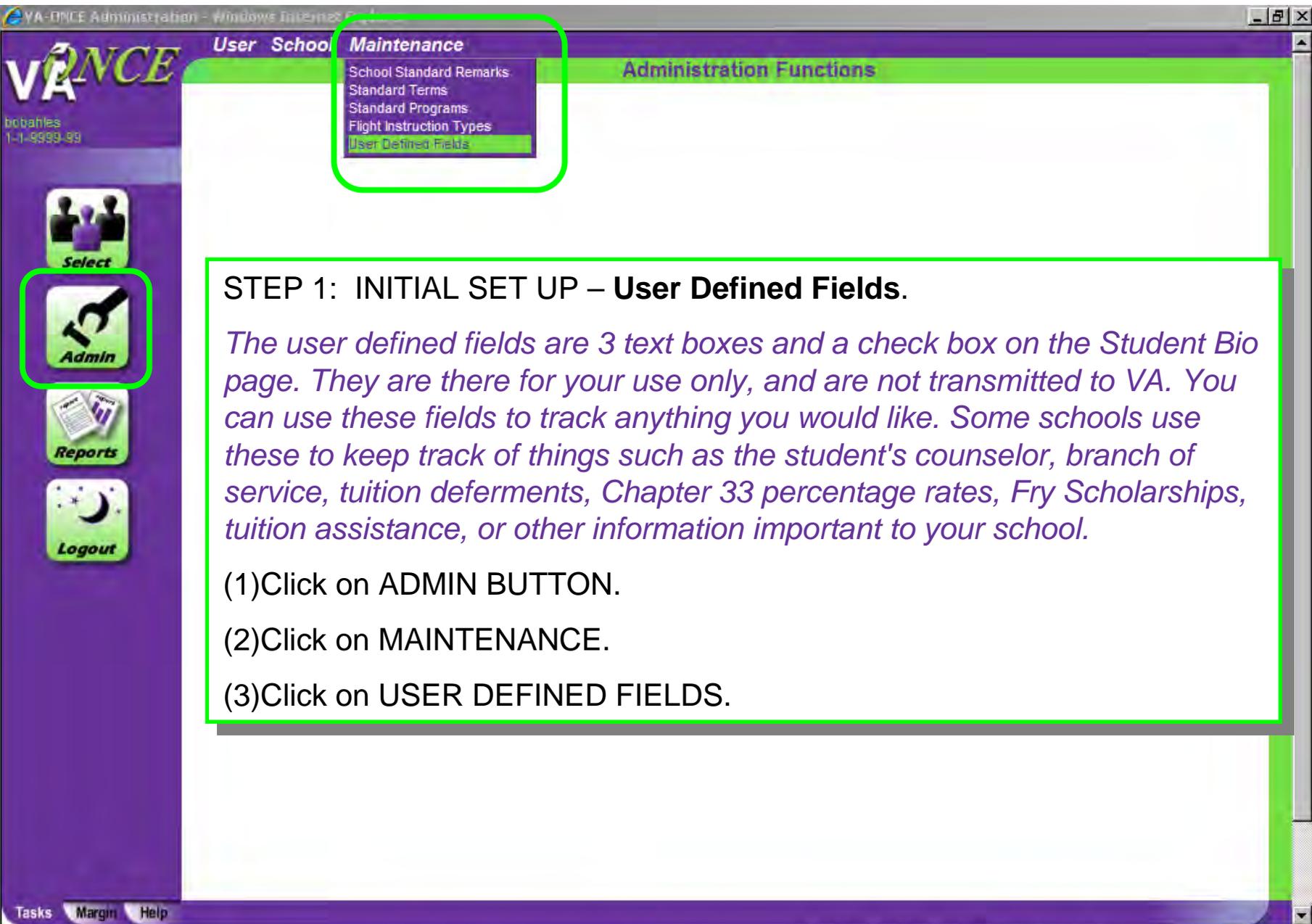
Note – You can also alphabetize the programs in your list by either the Program Name or Program Abbreviation. These options are at the top of the page and will re-order the programs accordingly.

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.

VANCE

**User
Defined
Fields**





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

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** **Select Student** **Print**

VAonce04
2-2-2222-22

Select
Admin
Reports
Logout

Search by **Search** **Clear**

Search Type Search Range Search Text

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

to **Filter**

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

Showing 1-55 of 55 records **Show Logs**

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

STEP 2: INITIAL SET UP – School Details.

The SCHOOL DETAIL action allows your Education Liaison Representative (ELR) to input information about you and your school. You will have read only access to most data on the screen. If any is incorrect, contact your ELR. To access, double click on the school name or

(1)Click on SCHOOL. (2)Click on ACCESS. The School Data screen will appear.

School Data SCD View Only - Microsoft Internet Explorer

VA-NCE
bobahles
1-800-999-99

Select
Admin
Reports
Logout

School Data

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

MINNESOTA TEST SCHOOL
School Name

School Location

School Branch Location

Address* Location Domestic

ONE COLD PLACE

FROSTBITE FALLS MN
City* State*

55100
Zip* Zip Suffix

Phone Extension Fax

babyitscaldoutside@frostbite.edu
Email

Display the list of the school's SCDs: [SCD List >>](#)

Accredited Advanced Pay E-mail Confirmation

School Short Name: 331 RPO: A Status

1-1-9999-99 1/1/2004 Main School

Facility Code MOU Date

Semester 12

Type of Hours* FTE Hours*

Associated Schools: Add Remove

Available Training Type*

Associated Training Types: Add Remove

APP_OJT
COOP

Notes:

Undergrad/Hr Charges: Grad/Hr Charges:

11:37 AM

STEP 3: INITIAL SET UP – School Data.

You will only 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

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE
VAoncs04
2-2-2222-22

Select
Admin
Reports
Logout

Student School Detail

Select Student

Print

Adopt
Access
Delete
Unrelease
Archive
Deactivate
Change SSN

Search Range: Equals Search Text: [] Search Clear

Search Filters:
 Status and Facility Code and Chapter and Training Type and Program and PT Evaluated
 [] to [] ALL All ALL ALL Filter Reset

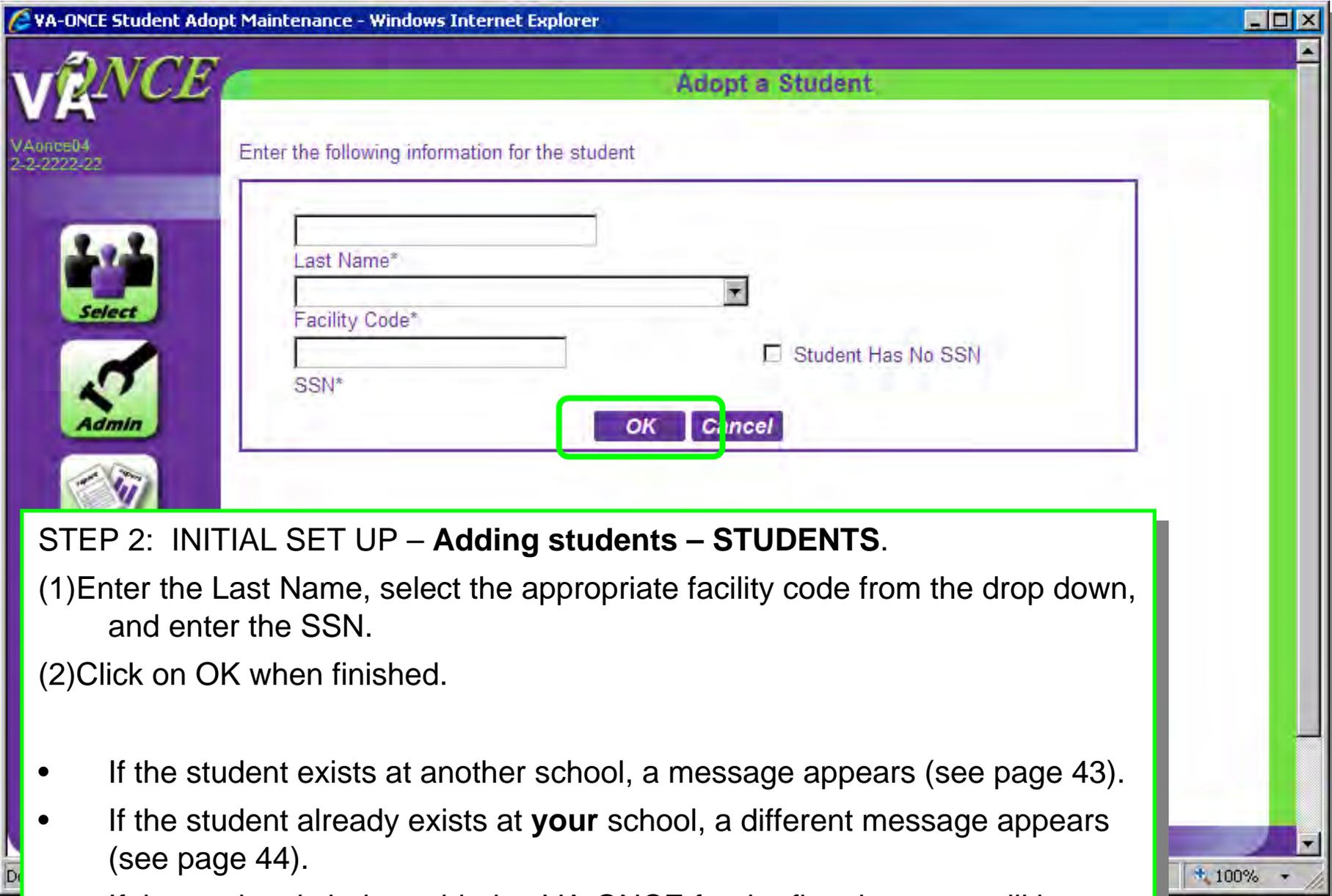
Showing 1-86 of 86 records Show Logs

<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 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	
<input type="checkbox"/>	1 851-54-8588	851-54-8588	00	BOURNE	JOS	33	BS	5/31/2009	88888888	

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

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

(2) Click on ADOPT. An Adopt a Student Box appears.



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

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

(2) Click on OK when finished.

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



VAonce04
2-2-2222-22



Adopt 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 adopt. If this is the student you want to adopt, 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
		ZUMIZE	1-1-9999-99	MINNESOTA TEST SCHOOL	A

STEP 3: INITIAL SET UP –Adopt 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.



Adopt a Student

Please read the following instruction before you click "OK" or "Cancel" button.

This student currently exists at this school, but is in a deleted or inactive status. If you would like to view this student as read-only, click 'OK' to go to the student's Bio page. Click 'Cancel' to go back to the Student Select page.

To reactivate this student, on the Select Student page, select deleted or inactive (whichever is appropriate) from the status drop down and click 'Filter'. This will bring up a list of students. Highlight the student you would like to activate and from the Student drop down menu select 'undelete' or 'activate'.

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status	Student Status
REESE	CUP	BROWN	2-2-2222-22	DEMO IHL	A	D

OK

Cancel

STEP 3: INITIAL SET UP –Adopt 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 105-106 for instructions)*



VAonce04
2-2-2222-22

Save Cancel Print Student

Bio Data

Name: CARREY,
SSN: 851-54-7987
File/Payee:

Program:
Chapter:
Training Type:

2



Bio Certs VA Data Log History



Salutation First Name* Middle Name Last Name* Suffix

851-54-7987 Address* Location Domestic

SSN* Student ID

File Number* Payee# Chapter*

Training Type*

DEMO IHL 2-2-2222-22

School Short Name Facility Code

Program*

Prior Training Credit* PT Evaluated

Guest Student Active Duty

City* State*

Zip* Zip Suffix

Phone Extension

Email

Alternate Email

STEP 4: INITIAL SET UP – Adding Students.

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

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

Additional Information to complete the BIO DATA page

- The File Number for all students is their 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
- The Payee Number for Ch 35 may not be known. If not known, add "XX".
- Make sure that the Training Type you choose from the drop down menu reflects the actual type of program the Student is taking (IHL, NCD).
- Use "Guest Student" if your school is not the primary institution. (Make sure you have a parent letter on file if you are the guest school). Enter the name of the parent school and the State in order for it to be routed to the correct Regional Processing Office.
- For additional assistance, review the MARGIN and HELP tabs for complete information on how to fill out the BIO DATA page for your students.
- 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.*
- 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**

VA-ONCE Student Select - 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 Training Time Prior Credit Active Duty

Showing 1-73 of 73 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 555-66-9900	555-66-9900	00	JACKSON	HUGH	33	INFO	4/9/2010 2:32 PM	11999999	
<input type="checkbox"/>	3 777-12-7777	777-12-7777	00	JIMENEZ	JOSE	30	AS-AS		11999999	
<input type="checkbox"/>	2 091-28-3901	091-28-3901	00	JOHNSON	JIMMY	REAP	INFO	6/1/2009 1:03 PM	11999999	
<input type="checkbox"/>	1 333-12-3231			JOHNSON					11999999	
<input type="checkbox"/>	2 123-54-6987	123-54-6987	00	JOHNSON	JIMMY	30	MS	7/23/2008 12:38 PM	11999999	
<input type="checkbox"/>	2 444-33-6666	444-33-6666	00	JOHNSON	JOHN	30	ADA	3:29 PM	11999999	
<input type="checkbox"/>	2 189-99-9191	189-99-9191	00	JOHNSON	JOHNNIE	30	AS-AS	3/4/2009 1:21 PM	11999999	
<input type="checkbox"/>								4/18/2006		

STEP 1: Certify Enrollments – Single Term

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

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



bobables
1-1-9999-99

Bio Data

Name: JOHNSON, JOHNNIE J
SSN: 189-99-9191
File Payee: 189-99-9191

Program: AS-AS
Chapter: 30
Training Type: Undergraduate

2



Bio Certs VA Data Log History



JOHNNIE J JOHNSON

Salutation First Name* Middle Name Last Name* Suffix

189-99-9191 SSN* Student ID Address* Location Domestic

189-99-9191 00 (Vet) 30 File Number* Payee# Chapter*

IHL_UNDERGRAD Training Type* City* State* KY

1-1-9999-99 School Short Name Facility Code Zip* Zip Suffix

AS:Animal Science Program* (502)881-1828 Phone Extension

NA Prior Training Credit* PT Evaluated

Guest Student Active Duty

Primary School -- Name -- State

Progress Owes Money Probation DD 214

STEP 2: Certify Enrollments – Single Term
 (1) Click on CERTS tab. The Certs screen appears.

VA-ONCE Certs - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Cert Complete Submit

- New
- New Multiple Term
- Amend
- Withdraw
- Terminals
- Delete
- Change to Status 2

Certs
Program: AS-AS
Chapter: 30
Training Type: Undergraduate

Print ◀ Student ▶

VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range							
4 SPRING			01/12/2010	05/13/2010	12					11999999	5559345

View Current Status

Facility: 11999999 Term Type: IHL_UNDERGRAD Prgr: AS-AS Prior Credit: 4

SPRING 01/12/2010 05/13/2010 12

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

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.

Taskbar: Star, Trusted sites, 12:24 PM

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete Submit Print ◀ Student ▶

VA-ONCE Certs

Name: BROWN, CHARLIE Program: INFO
 SSN: 356-36-3569 Chapter: 33YELLOW
 File Payee: 356-36-3569/00 Training Type: Undergraduate

Bio Certs VA Data Log History

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

Term Name	Status	Facility Code	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA/ Eff Date	Facility Code	Cert ID
2										11999999	
4X			08/25/2009	12/21/2009	3	3	0			11999999	6107708
4			08/28/2008	12/29/2008	3					11999999	4767363
4			07/25/2008	09/23/2008	6					11999999	4767363
4			06/05/2008	08/26/2008	3		3			11999999	4767363

Edit Enrollment Save Cancel

Facility: 11999999 Prog Type: IHL_UNDERGRAD Program: INFO Prior Credit: 2

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

Accelerated Pay (high-tech courses only)

LDA/EFF Date Yellow Ribbon*

Remarks Modify Remarks List

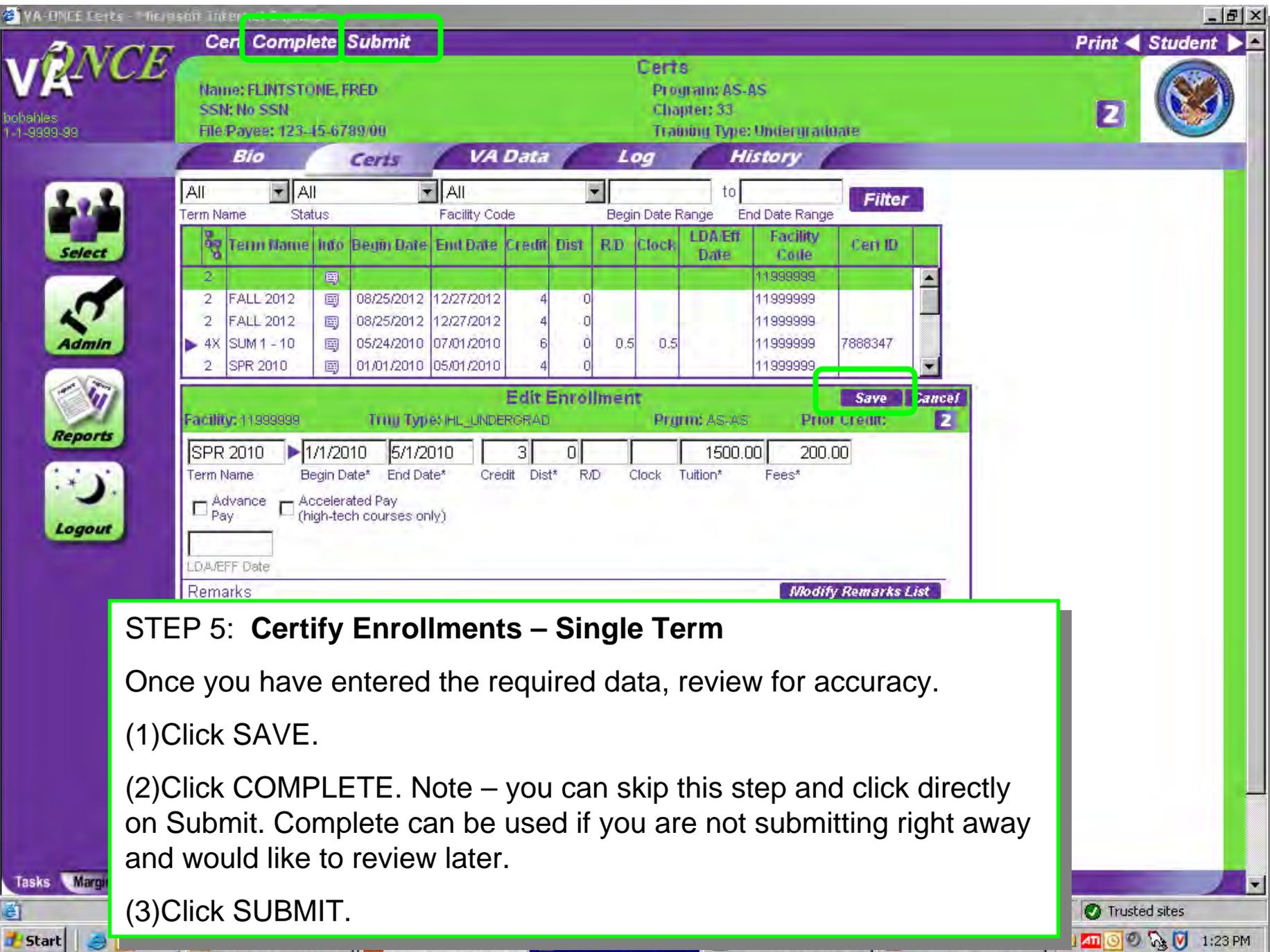
SPR 2010 1/1/2010-5/1/2010
 FALL 08 9/15/2008-12/13/2008
 SUM I 2007 6/11/2007-7/13/2007
 FALL 2007 8/20/2007-12/16/2007

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 XX for additional Ch 33 information on Tuition / Fees)



Complete **Submit**

Print Student



bobahles
1-1-9999-99

Name: FLINTSTONE, FRED
SSN: No SSN
File Payee: 123-45-6789-00

Certs
Program: AS-AS
Chapter: 33
Training Type: Undergraduate

2



Bio Certs VA Data Log History

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

	Term Name	Info	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA Eff Date	Facility Code	Cert ID
2										11999999	
2	FALL 2012		08/25/2012	12/27/2012	4	0				11999999	
2	FALL 2012		08/25/2012	12/27/2012	4	0				11999999	
4X	SUM 1 - 10		05/24/2010	07/01/2010	6	0	0.5	0.5		11999999	7888347
2	SPR 2010		01/01/2010	05/01/2010	4	0				11999999	

Edit Enrollment

Save **Cancel**

Facility: 11999999 Term Type: IHL_UNDERGRAD Program: AS-AS Prior Credit: 2

SPR 2010 1/1/2010 5/1/2010 3 0 1500.00 200.00
Term Name Begin Date* End Date* Credit Dist* R/D Clock Tuition* Fees*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

Modify Remarks List

STEP 5: Certify Enrollments – Single Term

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

(1)Click SAVE.

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

(3)Click SUBMIT.

Tasks Margin

Start

Trusted sites

1:23 PM

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.

Credit – Number of residential (classroom) credits taken during the term. NOTE: THE CREDITS box must not include any DIST, R/D, or Clock hour credits. ONLY Residential (Classroom) should be entered.

Dist – Number of distance (online, non-classroom) credits taken during the term.

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 – Tuition charged to the student as shown on the student's billing statement for that term. *(See following page for further information on TUITION)*

Fees - Mandatory Fees charged to the student as shown on the student's billing statement for that term. *(See Page XX for further information on FEES)*

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

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.

General rules for reporting tuition

Tuition: The actual established cost for tuition that similarly circumstanced non-veterans enrolled in the program of education are required to pay.

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

VA regulations requires that you deduct certain student Federal funds from the amount reported to VA for tuition. The following list of Federal funds that must be deducted from the tuition amount reported are: (The list is not all-inclusive. Check with your ELR if you have questions on a particular federal program)

- Reserve Officers Training Corps (ROTC) scholarships
- Military Spouse Career Advancement Accounts (MYCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees Training Act (GETA)

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

Title IV Funds are excluded from the deduction reported for Tuition. Do not deduct Title IV funds from the amount reported such as:

- Unsubsidized / Subsidized Federal student Loans; Perkins Loans; Direct PLUS Loans
- Federal Pell Grants; Supplemental Educational Opportunity Grants.

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:

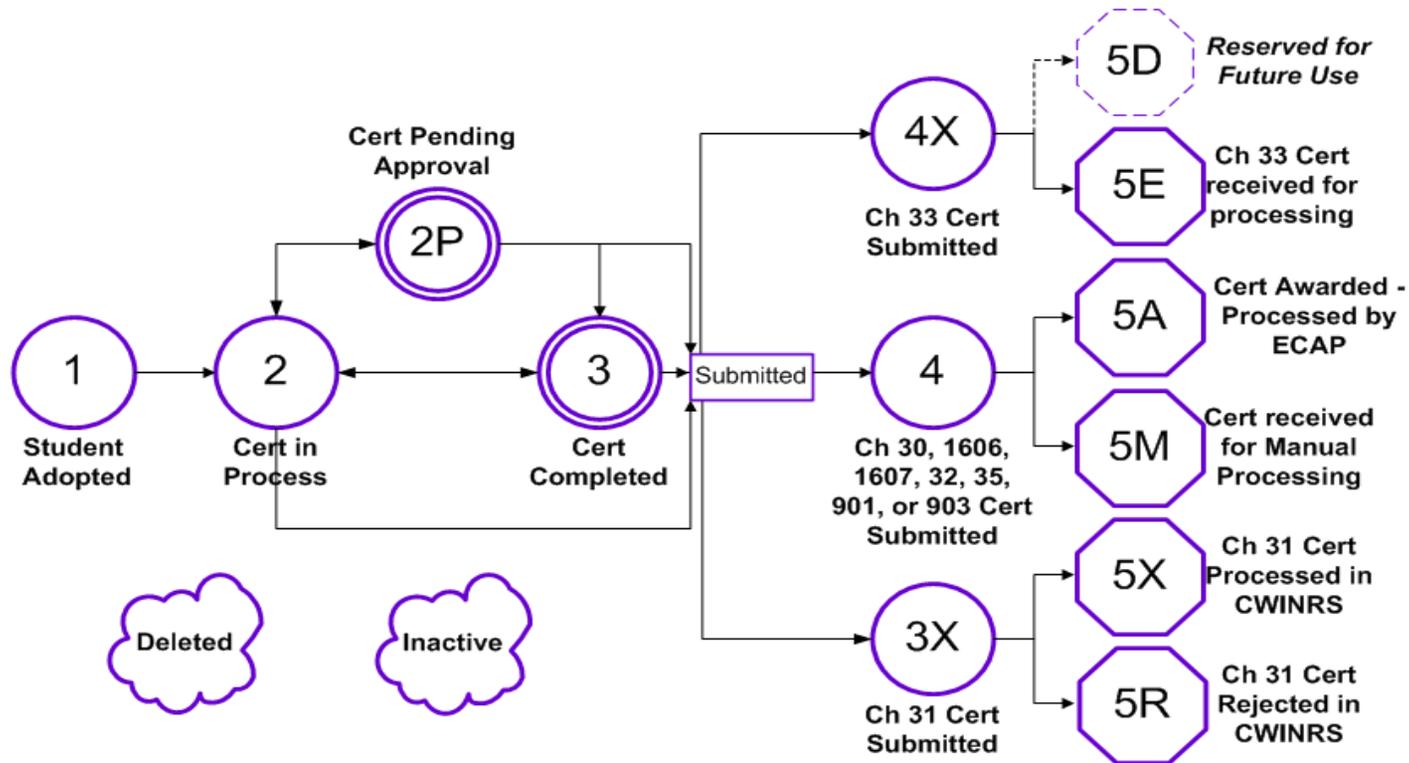
- health premiums,
- freshman fees,
- graduation fees, and
- lab fees.
- Tool Kits, Uniforms fees (if listed on the student invoice)

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: If the fee is listed on the invoice sent to the student, then VA can pay it.

(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 - Microsoft Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: FLINTSTONE, FRED Certs Program: AS-AS
 SSN: No SSN Chapter: 33
 File Payee: 123-45-6789-00 Training Type: Undergraduate

1-1-9999-99

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

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										11999999	
2	FALL 2012		08/25/2012	12/27/2012	4	0				11999999	
2	FALL 2012		08/25/2012	12/27/2012	4	0				11999999	
4X	SUM 1 - 10		05/24/2010	07/01/2010	6	0	0.5	0.5		11999999	7888347
2	SPR 2010		01/01/2010	05/01/2010	4	0				11999999	

Edit Enrollment Save Cancel

Facility: 11999999 Term Type: HL Prior Credit: 2

FALL 08 9/15/2008 12/13/2008

Term Name Begin Date* End Date*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List

Microsoft Internet Explorer

Hours must be between 0,5 and 99,5.

OK

Chapter 33 Enrollment ERROR MESSAGE

When certifying a single term, if taking only **Distance** credits then do not add zero (0) to CREDIT, R/D, or CLOCK hours fields. You must leave these fields blank if no credits are reported. An error message will occur if you add zero (0) to these fields.

VA-ONCE Student Select - Mid South 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 Training Time Prior Credit Active Duty

Showing 1-73 of 73 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 NO -SS-N	43 243 243	00	AABBCC	BBB	1606	COS		11999999	
<input type="checkbox"/>	2 444-99-1234	23 456 789	X	AAL	A	35	BS		11999999	
<input type="checkbox"/>	2 222-44-9999	222-44-9999	00	BLOGGINS	JUSTIN	31	GEN	2/23/2010 10:59 PM	11999999	
<input type="checkbox"/>	2 645-23-2452	654-23-2452	00	BOXER	DAWN	33YEL LOW	MBA	5/7/2010 11:13 AM	11999999	
<input type="checkbox"/>	2 356-36-3569	356-36-3569	00	BROWN	CHARLIE	33YEL LOW	INFO	7/7/2009 3:30 PM	11999999	
<input type="checkbox"/>	2 123-45-6789	123-45-6789	00	CHARLIE	JOE	30	BS, AN SCI	7/29/2009 10:35 AM	11999999	
<input type="checkbox"/>	2 654-78-5489	04 547 896	49	COLE	LARRY	35	MBA	4/28/2009 10:58 AM	11999999	
<input type="checkbox"/>	2 415-85-7891	415-85-7891	00	DAVENPORT	TYLER	33YEL LOW	BS, AN SCI	3/4/2010 4:01 PM	11999999	

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 - Microsoft Internet Explorer

Save Cancel Print Student

VA-ONCE

Name: CHARLIE, JOEL
SSN: 123-45-6789
File Payee: 123-45-6789

Program: BS AN SCI
Chapter: 30
Training Type: Undergraduate

2

Bio Certs VA Data Log History

MR JOE L CHARLIE JR

Salutation First Name* Middle Name Last Name* Suffix

123-45-6789 SSN* Student ID Address* Location Domestic

123-45-6789 File Number* Payee# Chapter* 00 (Vet) 30

IHL_UNDERGRAD Training Type* City* State* AZ

12345 Zip* Zip Suffix

School Short Name Facility Code Phone Extension (231)777-7787

BS-Animal Science Program* Email veteran.maycroft@muskegoncc.edu

NA Prior Training Credit* PT Evaluated maycroftv@yahoo.com

Guest Student Active Duty Alternate Email

Primary School -- Name -- State

Progress Owes Money Probation DD 214

Select Admin Reports Logout

Step 2: Multiple Term Enrollments

(1) Click on CERTS. A Certs screen appears

VA-ONCE Certs - Windows Internet Explorer

Cert Complete Submit

New
New Multiple Term

Program: BS-GAM
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							
Term Name	Info	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
5R ACCEL 10		10/10/2010	12/10/2010	6					21212121	8310216	
4X FALL II 10		09/01/2010	10/14/2010	6	0				21212121	8336295	
2		08/28/2010	12/15/2010	12					21212121		
2		08/28/2010	12/15/2010	12	0				21212121		
5R FALL 10		08/23/2010	12/01/2010	9		1			21212121	8310216	

View Current Status

Facility: 21212121 Trng Type: IHL_UNDERGRAD Prgrm: BS-PS1'DCH Prior Credit: 5R

ACCEL 10 10/10/2010 12/10/2010 6

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

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*	Credit	Distance* R/D	Clock	Tuition*	Fees*

Step 5: Multiple Term Enrollments

Enter the information for each term just as you would for a single term. Fields with asterisks are required.

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: DOD, SCODB
 SSN: 932-93-292
 File/Payee: 832-93-292300

Certs
 Program: AA
 Chapter: 33
 Training Type: Undergraduate

3

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/Est Date	Facility Code	Cert ID	
3 SPRNG B 10		03/15/2010	05/10/2010	2	0				22222222		
3 SPRING 10		01/10/2010	05/10/2010	6	2				22222222		
3 SPRNG A 10		01/10/2010	03/10/2010	2	0				22222222		
4 FALL 04		08/15/2004	12/15/2004	9					22222222	3262982	

View Enrollment Save Cancel

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: AA Prior Credit: **3**

SPRNG B 10 03/15/2010 05/10/2010 2 0 400.00 50.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Tasks Margin Help Non-Flight Flight

http://10.205.5.97/vaonce_student/student_certs_nonflight.asp# Trusted sites 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**



Cert Complete Submit

Name: JOHNSON, JOHNNIE J
SSN: 189-99-9191
File Payee: 189-99-9191 00

Certs
Program: AS-AS
Chapter: 30
Training Type: Undergraduate

2



Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
2					
4	SPRING		01/12/2010	05/13/2010	12

Edit Enrollment Save Cancel

Facility: 11999999 Term Type: IHL_UNDERGRAD Prgr: AS-AS Prior Credit: 2

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

[Modify Remarks List](#)

Select

Admin

Reports

Logout

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

Add Remove Remarks Done

Remark Code	Remark	System Generated
012	Student requests not to be paid for break between terms.	

New Remark Save Cancel

VBA Standard Remarks
Other

School Standard Remarks
Other

Other Remarks

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 non apply, and you need to enter free text, select Other.

(4) Enter your free text remark in the Other Remarks box.

(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 - 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 Training Time Prior Credit Active Duty

Showing 1-73 of 73 records

<input type="checkbox"/>	SSN	File #	Pay	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 NO -SS-N	43 243 243	00	AABBCC	BBB	1806	COS		11999999	
<input type="checkbox"/>	2 44-33-1234	23 436 783	00	XIAL	A	30	GEN	2/23/2010 10:59 PM	11999999	
<input type="checkbox"/>	2 222-44-9999	222-44-9999	00	BLOGGINS	JUSTIN	31	GEN	5/7/2010 11:13 AM	11999999	
<input type="checkbox"/>	2 645-23-2452	654-23-2452	00	BOXER	DAWN	33YEL LOW	MBA	7/7/2009 3:30 PM	11999999	
<input type="checkbox"/>	2 356-36-3569	356-36-3569	00	BROWN	CHARLIE	33YEL LOW	INFO	7/29/2009 10:35 AM	11999999	
<input type="checkbox"/>	2 123-45-6789	123-45-6789	00	CHARLIE	JOE	30	BS AN SCI	4/29/2009 10:58 AM	11999999	
<input type="checkbox"/>	2 654-78-5489	04 547 896	49	COLE	LARRY	35	MBA	3/4/2010 4:21 PM	11999999	
<input type="checkbox"/>	2 415-85-7891	415-85-7891	00	DAVENPORT	TYLER	33YEL LOW	BS AN SCI		11999999	

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 Certs - Microsoft Internet Explorer

VA-ONCE Certs Complete Summary

Print Student

New
New Multiple Term
Amend
Adjust
Terminate
Delete
Messages to Staff

Certs
Program: BS
Chapter: 30
Training Type: Undergraduate

2

VA Data Log History

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

Term Name	Status	Facility Code	Begin Date	End Date	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4 SUM 08			08/03/2008	09/10/2008	0					11999999	4638619
4 SUM 08			06/03/2008	07/30/2008	3		3			11999999	4638619
4 SPR 2008			01/07/2008	05/05/2008	12					11999999	3470206
4 SPR 2008			01/07/2008	05/05/2008	3					11999999	4638619
4 SPR 2008			01/07/2008	05/05/2008	3					11999999	4638619

View Enrollment

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: BAS Prior Credit: 4

SPR 2008 01/07/2008 05/05/2008 3 925.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

Signed Change Of Program/Place On File.

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 - Microsoft Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: SMITH, BOB K **Program:** BS
SSN: 333-66-9999 **Chapter:** 30
File Payee: 333-66-9999-00 **Training Type:** Undergraduate

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

All All All to

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Credit	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4 SUM 08			08/03/2008	09/10/2008	0					11999999	4638619
4 SUM 08			06/03/2008	07/30/2008	3		3			11999999	4638619
4 SPR 2008			01/07/2008	05/05/2008	12					11999999	3470206
4 SPR 2008			01/07/2008	05/05/2008	3					11999999	4638619

Edit Adjustment

Facility: 11999999 **Trng Type:** HL_UNDERGRAD **Prgrm:** BAS **Prior Credit:** 2

SPR 2008 ▶ 01/07/2008 05/05/2008 3 925.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment

LDA/EFF Date

Remarks

STEP 4: Modifying Enrollment - Adjustments

(1) You can now make adjustments to the following fields: Credit, 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)

d sites 2:23 PM

Edit Adjustment										Save	Cancel
Facility: 22222222		Trng Type: IHL_UNDERGRAD			Prgm: AS RM			Prior Credit: 2			
SPRING 10	01/10/2010	05/10/2010	3	0			12000.00	150.00			
Term Name	Begin Date*	End Date*	Credit	Dist*	R/D	Clock	Tuition*	Fees*			
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)	Reduction After Drop Period - Non-Punitive Grades Assi									
03/10/2010		1000.00		An Illness Or Death In The Student's Immediate Family.							
LDA/EFF Date Yellow Ribbon*		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 XX - XX for adding remarks.

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete Submit Print Student

VA-ONCE Name: SMITH, BOB K Program: BS
 SSN: 333-66-9999 Chapter: 30
 File Payee: 333-66-9999-00 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	
4 SUM 08		08/03/2008	09/10/2008	0					11999999	4638619	
4 SUM 08		06/03/2008	07/30/2008	3		3			11999999	4638619	
4 SPR 2008		01/07/2008	05/05/2008	12					11999999	3470206	
4 SPR 2008		01/07/2008	05/05/2008	3					11999999	4638619	
-2 SPR 2008		01/07/2008	05/05/2008	3					11999999		

Edit Adjust. **Save Cancel**

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: BAS Prior: 2

SPR 2008 01/07/2008 05/05/2008 3 925.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reduction During Drop Period

Reason for Adjustment

01/10/2008 LDA/EFF Date

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.

sites 2:28 PM

Helpful definitions for completing adjustments

Credit – 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 – Tuition charged to the student as shown on the student's billing statement for that term based on the adjusted credits.

Fees - 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 CREDIT, DIST, R/D, CLOCK, the following actions must be completed in order to avoid an error message.
 1. CREDIT and DIST must have a number placed in the corresponding box. If no CREDIT or DIST credits remain, place a '0' in that box.
 2. Leave the R/D and CLOCK 'blank' if no credits remain.

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

Term Name	Begin Date*	End Date*	Credit	Dist*	R/D	Clock	Tuition*	Fees*
SPRING 10	01/10/2010	05/10/2010	3	0			12000.00	150.00

Additional form details:

- Facility: 22222222
- Trng Type: IHL_UNDERGRAD
- Prgm: AS RM
- Prior Credit: 2
- Advance Pay:
- Accelerated Pay (high-tech courses only):
- Reason for Adjustment: Reduction After Drop Period - Non-Punitive Grades Assi
- Mitigating Circumstances: An Illness Or Death In The Student's Immediate Family
- LDA/EFF Date: 03/10/2010
- Yellow Ribbon*: 1000.00

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 - 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 Training Time Prior Credit Active Duty

Showing 1-73 of 73 records

<input type="checkbox"/>	SSN	File #	Pay	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 NO -SS-N	43 243 243	00	AABBCC	BBB	1806	COS		11999999	
<input type="checkbox"/>	2 44-33-1234	23 436 783	X	KRAL	A		SOLS		11999999	
<input type="checkbox"/>	2 222-44-9999	222-44-9999	00	BLOGGINS	JUSTIN	31	GEN	2/23/2010 10:59 PM	11999999	
<input type="checkbox"/>	2 645-23-2452	654-23-2452	00	BOXER	DAWN	33YEL LOW	MBA	5/7/2010 11:13 AM	11999999	
<input type="checkbox"/>	2 356-36-3569	356-36-3569	00	BROWN	CHARLIE	33YEL LOW	INFO	7/7/2009 3:30 PM	11999999	
<input type="checkbox"/>	2 123-45-6789	123-45-6789	00	CHARLIE	JOE	30	BS AN SCI	7/29/2009 10:35 AM	11999999	
<input type="checkbox"/>	2 654-78-5489	04 547 896	49	COLE	LARRY	35	MBA	4/29/2009 10:58 AM	11999999	
<input type="checkbox"/>	2 415-85-7891	415-85-7891	00	DAVENPORT	TYLER	33YEL LOW	BS AN SCI	3/4/2010 4:21 PM	11999999	

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 Certs - Microsoft Internet Explorer

VA-ONCE Cert Complete System

Program: INFO
Chapter: 33YELLOW
Training Type: Undergraduate

Print Student

New
New Multiple Term
Amend
Adjust
Terminate
Delete

VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range					LDA Eff Date	Facility Code	Cert ID
-4			08/28/2008	12/29/2008	3				11/30/2008	11999999	5680571
-4			08/28/2008	12/29/2008	12					11999999	4767363
-4			07/25/2008	09/23/2008	6					11999999	4767363
-4			07/25/2008	09/23/2008	6					11999999	4767363
-4			06/05/2008	08/26/2008	3		3			11999999	4767363

View Enrollment

Facility: 11999999 Trng Type: IHL_UNDERGRAD Prgrm: AS Prior Credit: 4

07/25/2008 09/23/2008 6

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

51 PM

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 1/2 of the screen opens up to Edit Amendment.

VA-ONCE Certs - Microsoft Internet Explorer

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

Name: COLE, LARRY Program: MBA
 SSN: 654-78-5489 Chapter: 35
 File Payee: 04 547 896-49 Training Type: Graduate

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

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range							
4 FALL 09			08/12/2009	12/15/2009	22					11999999	5834374
2 FALL 09			08/12/2009	12/15/2009	22			05/10/2010		11999999	
4 FALL 09			08/12/2009	12/15/2009	22			04/29/2009		11999999	5834430
4 FALL 09			08/12/2009	12/15/2009	22					11999999	5834374

Edit Amendment Save Cancel

Facility: 11999999 Trng Type: IHL_GRAD Prgrmc: DDS_ORTHO Prior Credit: 2

FALL 09 ▶ 08/12/2009 12/15/2009 22 FULL

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date: 05/10/2010

Remarks: Modify Remarks List

Amends Training Period (08/12/2009-12/15/2009) On 1999 Dated: 04/29/2009

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 - 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 Training Time Prior Credit Active Duty

Showing 1-73 of 73 records

<input type="checkbox"/>	SSN	File #	Pay	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 NO -SS-N	43 243 243	00	AABBCC	BBB	1806	COS		11999999	
<input type="checkbox"/>	2 444-33-1234	23 438 783	00	XREAL	A		30BS		11999999	
<input type="checkbox"/>	2 222-44-9999	222-44-9999	00	BLOGGINS	JUSTIN	31	GEN	2/23/2010 10:59 PM	11999999	
<input type="checkbox"/>	2 645-23-2452	654-23-2452	00	BOXER	DAWN	33YEL LOW	MBA	5/7/2010 11:13 AM	11999999	
<input type="checkbox"/>	2 356-36-3569	356-36-3569	00	BROWN	CHARLIE	33YEL LOW	INFO	7/7/2009 3:30 PM	11999999	
<input type="checkbox"/>	2 123-45-6789	123-45-6789	00	CHARLIE	JOE	30	BS AN SCI	7/29/2009 10:35 AM	11999999	
<input type="checkbox"/>	2 654-78-5489	04 547 896	49	COLE	LARRY	35	MBA	4/29/2009 10:58 AM	11999999	
<input type="checkbox"/>	2 415-85-7891	415-85-7891	00	DAVENPORT	TYLER	33YEL LOW	BS AN SCI	3/4/2010 4:21 PM	11999999	

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.

VA-ONCE Student Bio - Microsoft Internet Explorer

Save Cancel Print Student

VA-ONCE Bio Data

Name: AABBC, BBB Program: COS
SSN: No SSN Chapter: 1606
File Payee: 43 243 243-00 Training Type: Nondegree College

2

Bio Certs VA Data Log History

Select
Admin
Reports
Logout

Salutation First Name* Middle Name Last Name* Suffix
NO SSN Address* Location Domestic

SSN* Student ID
43 243 243 00 (Vet) 1606

File Number* Payee# Chapter*
NCD DDFDSD MN

Training Type*
City* State*
11111 Zip* Zip Suffix

School Short Name Facility Code
Cosmetology

Program*
Prior Training Credit* PT Evaluated
 Guest Student Active Duty

Primary School -- Name -- State

Progress Owes Money Probation DD 214

Tasks Margin Help

Start Sent Items - Micro... Microsoft PowerP... about:blank - Micro... VA-ONCE Student L... VA-ONCE Student Bi... 2:13 PM

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

VA-ONCE Certs - Microsoft Internet Explorer

VA-ONCE
bobahles
1-1-9999-99

Cert Complete Status

New
New Multiple Term
Amend
Adjust
Terminate

Certs
Program: BSN
Chapter: 31
Training Type: Undergraduate

Print Student

VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range							
SR			08/25/2009	12/15/2009	3	6				11999999	6105612
SR			08/25/2009	12/15/2009	3	6	08/30/2009			11999999	6105676
SR			08/25/2009	12/15/2009	6	6				11999999	6105612

View Adjustment

Facility: 11999999 Term Type: HL_UNDERGRAD Program: BSN Prior Credit: SR

08/25/2009 12/15/2009 3 6 12000.00 600.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assi

Reason for Adjustment

08/30/2009

LDA/EFF Date Mitigating Circumstances

Remarks

Tasks margin help

Done

Start

Inbox - Microsoft Outlook

Microsoft PowerPoint - [...]

about:blank - Microsoft I...

VA-ONCE Certs - Micro...

Trusted sites

7:44 AM

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: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS-GAM Prior Credit: **2**

WIN B	02/03/2010	06/03/2010	0	0	0	111.00	222.00
Term Name	Begin Date*	End Date*	Credit	Dist*	R/D	Clock	Tuition*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date: 05/15/2010

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

Remarks:

- An Illness Or Death In The Student's Immediate Family.
- An Illness Or Injury Afflicting The Student During The Enrollment Period.
- An Unavoidable Change In The Student's Conditions Of Employment.
- An Unavoidable Geographical Transfer Resulting From The Student's Employment

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 XX - XX 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:
 An Unavoidable Change In The Student's Conditions Of

Mitigating Circumstances

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**

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete Submit Print ◀ Student ▶

VA-ONCE Certs
 Program: INFO
 Chapter: 33YELLOW
 Training Type: Undergraduate

bobahles
1-1-9999-99

New
 New Multiple Term
 Amend
 Adjust
 Term/Date
 Delete

VA Data **Log** **History**

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Credit	Dist	R/D	Clock	LDA/ Eff Date	Facility Code	Cert ID
2	2		01/11/2010	05/07/2010	9	0				11999999	
4			08/28/2008	12/29/2008	3					11999999	4767363
4			07/25/2008	09/23/2008	6					11999999	4767363
4			06/05/2008	08/26/2008	3		3			11999999	4767363

Edit Enrollment Save Cancel

Facility: 11999999 Term Type: IHL_UNDERGRAD Program: INFO Prior Credit: 2

01/11/2010 05/07/2010 9 0 1200.00 200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

600.00

Select
Admin
Reports
Logout

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.

VA-ONCE Certs - Microsoft Internet Explorer

Cert Complete Submit Print Student

VA-ONCE Program: AS-AS
Chapter: 30
Training Type: Undergraduate

bobahles
1-1-9999-99

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

VA Data Log History

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range					LDA Eff	Facility	Cert ID
			Date	Date	Credit	Dist	R/D	Clock	Date	Code	
3			07/15/2009	08/16/2009	6				0.00	11999999	

View Enrollment Print Cancel

Facility: 11999999 Training Type: IHL_UNDERGRAD Program: AS-AS Prior Credit: 3

	07/15/2009	08/16/2009	6				0.00	0.00
Term Name	Begin Date*	End Date*	Credit	Dist*	R/D	Clock	Tuition*	Fees*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

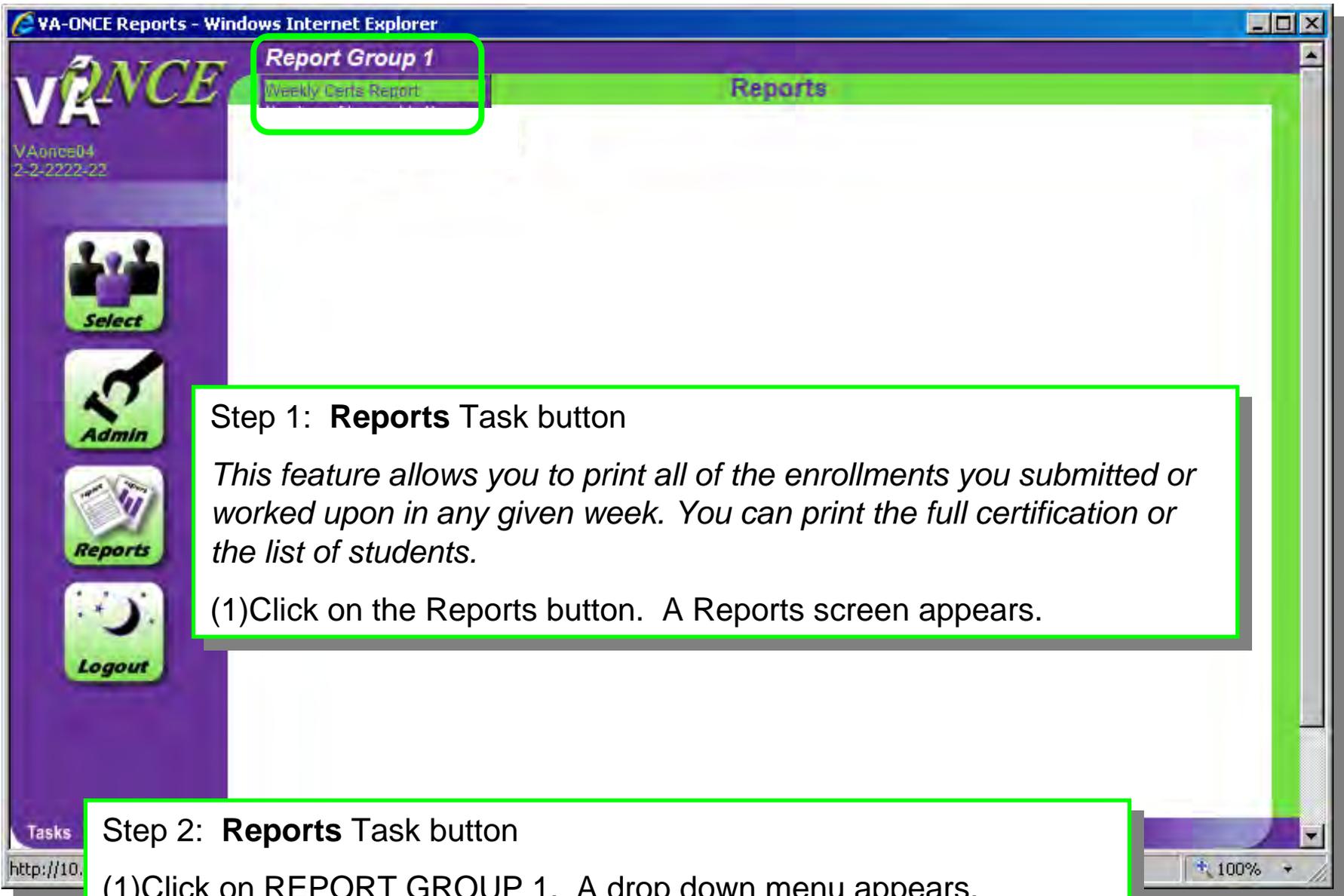
STEP 2: Certification Deletion – Status 3

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 Weekly Certs Report - Windows Internet Explorer

VA-ONCE
VAoncs04
2-2-2222-22

Weekly Certs Report

All Facility Code and All Cert Type and All Chapter Type and Filter Reset

All CERT Status and 7/26/2010 Select Week

Select
Admin
Reports
Logout

100%

Step 1: The **Weekly Certs Report**

(1) You can filter your certifications by Facility Code, Cert Type, Chapter Type, and CERT Status. 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

VAonce04
2-2-2222-22

Weekly Certs Report

All All All Filter Reset
Facility Code and Cert Type and Chapter Type and

All 2/15/2010
CERT Status and Select Week

Showing 1-1 of 1 records

For Week Beginning: 2/15/2010

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Chapt	Cert Id	Submtd Dt	Cert Type
<input type="checkbox"/>	4X 851547987	851547987	CARREY	JIM	33	7461735	02/21/2010	ENROLLMENT

Select

Admin

Reports

Tasks

Done

Print

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.

VANCE

**VA
Data Tab**

VA-ONCE VA Data - Windows Internet Explorer

VA-ONCE administrator

VA Data

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

Print Student

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)

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

VA-ONCE Student Log - Windows Internet Explorer

Add Print Student

VA-ONCE
VAonice04
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Log
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 **4X**
File/Payee: Training Type: Graduate

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

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

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 Print Student

VAonce04
2-2-2222-22

Log

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.	
	VAonce04	SCHDDL	7/27/2010 12:28:57 PM	22222222	Student is a quest. 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 quest: 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**

History

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

SM 

- Bio
- Certs
- VA Data
- Log
- History

-  Select
-  Admin
-  Reports
-  Logout

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.

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	

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.

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**Inactive/Deleted
Students**

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE
VAonce04
2-2-2222-22

Student School Detail Print

Select Student

Adopt
Access
Delete

Deactivate
Change SSN

Search Range: Equals Search Text: [] Search Clear

Chapter and: All Training Type and: All Program and: All PT Evaluated: All

Date Range or: [] to [] Days until Cert End or: ALL Training Time: All Prior Credit: ALL Active Duty: ALL 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

Deleted

Student Adopted Facility Code and Chapter and Training Type and Program and PT Evaluated

In Process

Pending Approval

Completed

31 Submitted

Submitted

33 Submitted

Awarded

33 Processed

Manually Processed

31 Rejected

31 Processed

Deleted

Inactive

All Active

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	
39-24 567 891	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: [Dropdown: Equals] Search Text: [Input] **Search** **Clear**

Change SSN **Undelete**

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

[Input] to [Input] **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	3/20/2006 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	

Select
Admin
Reports
Logout

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.