

## “TIPS FOR VA-ONCE”

VA-ONCE is designed to work on any computer that has the proper web browser (Internet Explorer 5.5 or higher or Netscape 6.02 or higher). Any operating system will work.

### A. Initial Setup

Check your screen resolution - Right click on your desktop, properties, settings.

Recommended 800X600

Log-in with the user ID & Password provided:

website: [https://vaonce.vba.va.gov/vaonce\\_student](https://vaonce.vba.va.gov/vaonce_student)

### B. Changing your Password – Each certifying official will be assigned a separate password.

1. Click on the Admin Button, on left side of screen
2. Click User (drop down)
3. Click User preferences
4. Click Change
5. Complete new password information
6. Click Change Password

### C. User Preferences -

1. Click Admin Button
2. Click User (drop down)
3. Click User preferences
4. Highlight “Default State”
5. Click Drop down box, find NY and set
6. Highlight “Always Print Address on Certs”
7. Look at the bottom of the screen, click on drop down arrow and change to Yes.
8. Highlight “Default Training Type”
9. Click on drop down box and find your appropriated training time. Set your default for this most predominant type. You can change this if needed.
10. Save
11. These settings will now always print NY, address and type of training out for you. You will not have to complete these fields on the Bio Page each time.

### D. User Accounts – Used to designate individuals, such as work study and other personnel to access VA-ONCE. **DO NOT GIVE THEM YOUR LOGON ID OR PASSWORD. THIS IS A SECURITY VIOLATION.**

1. Click Admin Button
2. Click User (drop down)
3. Click User Accounts
4. Click Add
5. Complete User Information
6. Bottom Right – By checking delete, the individual will be able to view, edit and delete records. By checking edit, the individual will be able to view and edit only.
7. Save

E. **Entering Term Dates –**

1. Click Admin button
2. Click on Maintenance (drop down)
3. Click Standard terms
4. Click on Add
5. New Term information (middle of screen) - Term name (ex. Fall 03), beginning date, ending date, drop date and break dates
6. Click on down arrow to choose semester or quarter (only use clock for certificate/NCD courses)
7. Save
8. Repeat steps 4 through 7 to add another term

F. **Entering Programs - \*\*Check your facility code to make sure you are adding programs for the correct training type (IHL vs NCD).\*\***

1. Click Admin Button
2. Click on Maintenance - Standard Programs
3. Click on Add
4. Enter approved programs as listed on the enclosed VA Form 22-1998.  
**Program Abbreviation:** Enter an abbreviation for the program. The abbreviation will not be allowed to be duplicated for another program. You will have to select another abbreviation if this occurs. Example: If you input the abbreviation for Sociology, BS as Soc., you will not be able to use the abbreviation Soc. for Sociology, BA.  
**Program Name:** Enter the program name first, and then the type of degree. *Example: Sociology, BS.* If there are more than 1 type of degree for each program, ie, BS, BA, you will have to input them as separate programs. *Example: Sociology, BA for the first program and Sociology, BS for the second program.* Don't input it as one program, Sociology, BA/BS.
5. Save
6. Repeat steps 3 through 5 to add another program

G. **Entering School Standard Remarks**

1. Click Admin Button
2. Click on Maintenance - School Standard Remarks
3. Click on Add
4. Click into Remark Text field and type your Remark
5. Click Save
6. Repeat Steps 3 through 5 to add another Remark

H. **Selecting a Student** – Click on the **SELECT** bottom to the left, if you are still in Admin. An initial log in your students will automatically show. You may want to sort through the list and delete students no longer attending your school.

1. Make sure you have entered all your programs before you start selecting students. The computer will not allow you to correct programs once you have selected the student.
2. You can search by last name, social security number, claim number
3. Click on the last name to open that student's record
4. You must complete the BIO screen first. Enter data in all fields with an (\*)
5. Click save when you have finished the BIO screen

I. **Certifying VA Form 22-1999**

1. Click on CERT tab
2. Click on Cert
3. Click New
4. Click on arrow to the right (in the enrollment section) for smart dates
5. Choose the term to be certified
6. Enter credit hours, etc.
7. Click Save
8. Review for accuracy, click complete at the top. Notice your number in the upper right corner changed from 1 > 2 > 3. If you need to make changes at this point, click on cert and change to status 2
9. Click Submit. Your status number in the upper right hand corner has now changed to a 4.

J. **Entering a New Student**

1. Click Select
2. Click on Student (top of screen)
3. Click Adopt
4. Enter data on screen, facility code is code for the program (IHL or NCD)
5. Click OK
6. Enter all BIO information. **All fields with \* must be completed.**
7. Click Save

K. **Printing the Enrollment Certification**

1. Enter the student's record, Cert Screen
2. Click on the arrow to the left of the enrollment line
3. Another line will appear with the same information, click on that line to highlight it
4. Click on "PRINT" at the top
5. Click Selected Cert

L. **Changes to VA Form 22-1999**

1. Enter the student's record, Cert Screen.
2. Make sure the term you are changing was certified through eCert
3. Click on the arrow next to the #4 in the enrollment information field
4. Another line is added, click on that line. The original enrollment remains in system
5. Click Cert at the top, select action to take, amend, terminate or adjust. You can only do an "amend" if the original certification has not been certified.
6. The Edit Adjustment section at the bottom will unlock for the changes.

7. Make the appropriate changes.
8. Click Save
9. Click Complete
10. Click Submit
11. If you make an error, just click on “Cancel” or delete cert and start over.
12. Click Save

**M. Delete or Inactive**

1. Click Select Button
2. Highlight the name of the student
3. Click Student on upper toolbar
4. Highlight “delete” or “inactivate” and click

**N. Undelete or Activate**

1. Click Select Button
2. Click drop down box of “Status and”
3. Select “deleted” or “inactive”
4. Click Filter
5. Highlight the name of the student
6. Click Student on the upper toolbar
7. Highlight “undelete” or “activate”
8. Click Reset