

# VANCE

## **User's Guide June 2007**



**U. S. Department of Veterans Affairs  
Education Service  
Washington, DC**

## Table of Contents

<a href="#">VAONCE General Information</a>	<a href="#">2</a>
<a href="#">Getting Started – Memo of Understanding/MOU</a>	<a href="#">2</a>
<a href="#">Using your New Login Name and Password</a>	<a href="#">2</a>
<a href="#">News Flash Box</a>	<a href="#">3</a>
<a href="#">VA Once Online Help</a>	<a href="#">3</a>
<a href="#">Task Option</a>	<a href="#">3</a>
<a href="#">Margin Text</a>	<a href="#">3</a>
<a href="#">Help</a>	<a href="#">3</a>
<a href="#">Administrative Functionalities—“ADMIN” Button</a>	<a href="#">4</a>
<a href="#">Changing Your Password</a>	<a href="#">5</a>
<a href="#">User Preferences</a>	<a href="#">5</a>
<a href="#">Default State</a>	<a href="#">6</a>
<a href="#">Always Print Address on Certs</a>	<a href="#">6</a>
<a href="#">Default Training Type</a>	<a href="#">6</a>
<a href="#">Using VA Once in Text Only Mode</a>	<a href="#">7</a>
<a href="#">Adding Info Pertinent to Your School</a>	<a href="#">7</a>
<a href="#">Standard Remarks</a>	<a href="#">8</a>
<a href="#">Standard Terms</a>	<a href="#">8</a>
<a href="#">Standard Programs</a>	<a href="#">8</a>
<a href="#">Flight Instruction Types</a>	<a href="#">9</a>
<a href="#">User Defined Fields</a>	<a href="#">9</a>
<a href="#">Student Records</a>	<a href="#">9</a>
<a href="#">Selecting a Student Record</a>	<a href="#">9</a>
<a href="#">Adopting/Adding a New Student</a>	<a href="#">10</a>
<a href="#">Deleting/Undeleting/Deactivating/Activating a Student</a>	<a href="#">12</a>
<a href="#">Completing an Enrollment Certification, 22-1999</a>	<a href="#">13</a>
<a href="#">Amending a Cert</a>	<a href="#">15</a>
<a href="#">Adjusting a Cert</a>	<a href="#">16</a>
<a href="#">Terminating a Cert</a>	<a href="#">17</a>
<a href="#">Deleting a Cert</a>	<a href="#">17</a>
<a href="#">Changing to a “Status 2” Cert</a>	<a href="#">18</a>
<a href="#">Checking the Status of a Cert</a>	<a href="#">18</a>
<a href="#">Printing a Cert</a>	<a href="#">18</a>
<a href="#">VAONCE Special Features</a>	<a href="#">19</a>
<a href="#">VA Data</a>	<a href="#">19</a>
<a href="#">Log Page</a>	<a href="#">20</a>
<a href="#">History Page</a>	<a href="#">21</a>
<a href="#">Filter</a>	<a href="#">21</a>
<a href="#">Reports</a>	<a href="#">22</a>

## **VA ONCE General Information**

VA ONCE is an enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c in paper form. It's a completely Internet based application. A team of school officials and RPO representatives helped develop the requirements.

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

The recommended screen resolution is 800X600. You may check this by clicking on your desktop, properties, then Settings.

## **Getting Started –Memorandum of Understanding (MOU)**

In order to use the VA ONCE program, all schools will need to complete a **Memorandum of Understanding (MOU)**. You'll need to complete the form online, PRINT it out, obtain the appropriate signature(s) and mail it to your Education Liaison Representative (ELR). A copy of the MOU is located on the VA ONCE website at [https://vaonce.vba.va.gov/vaonce\\_student/default.asp](https://vaonce.vba.va.gov/vaonce_student/default.asp).

**Note: The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.**

If you have not recently submitted a "Designation of Certifying Official(s)" VA Form 22-8794, you will need to complete one and mail it to your ELR. This form is available on the website or may be obtained from your ELR.

## **Using Your New Login Name and Password**

Once your ELR receives your MOU, your school will be added to the VA ONCE database, and you will receive your Login Name and temporary password. Each user must have his/her own user Login. Login Names cannot be shared. Normally the ELR will email your Login and password.

Once you receive your Login Name and password, you will go to the VA ONCE website and Click on Start VA ONCE, which will take you to the screen below. Type in your Login Name and temporary password, then click on the Login button.

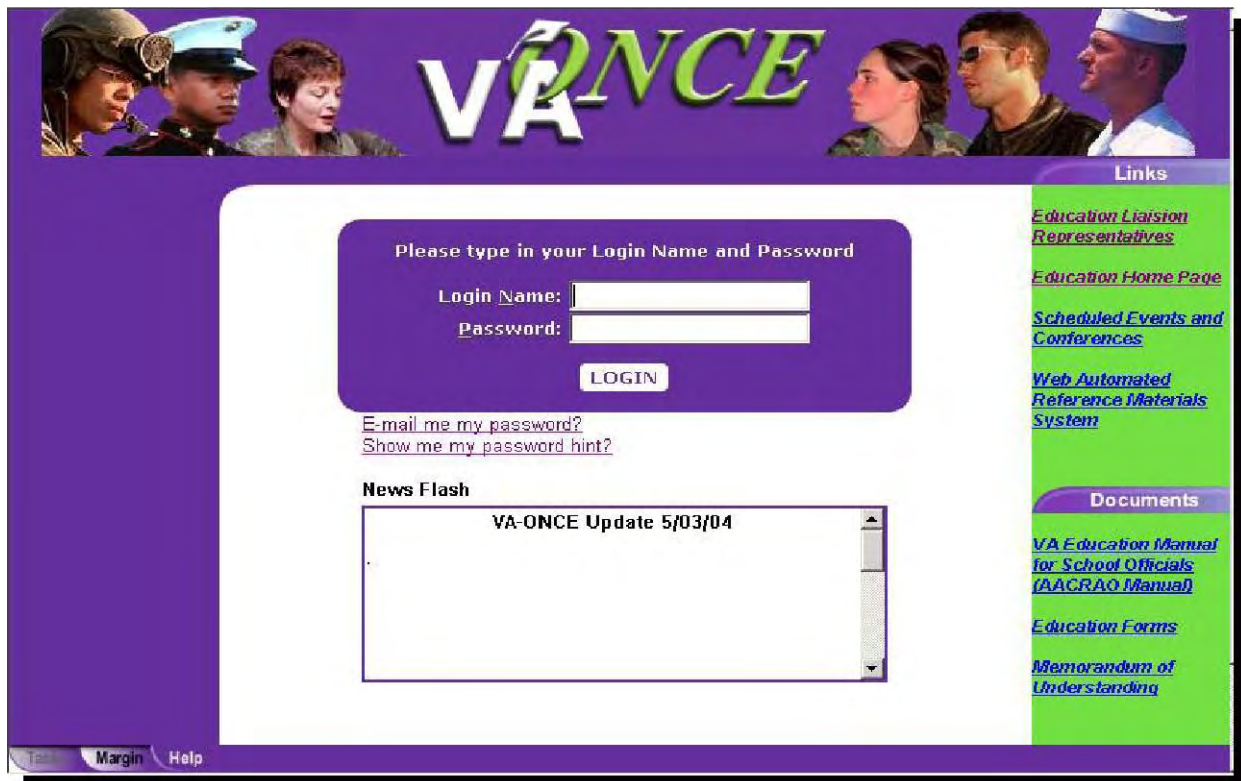


Please type in your Login Name and Password

Login Name:

Password:

LOGIN



## VA ONCE Login Page

On the Login page you will see some areas that will give you useful information. (You'll also find updated information on the [www.gibill.va.gov/once](http://www.gibill.va.gov/once) website.)

**News Flash Box:** When you log into VA ONCE you will see a News Flash box below the Login box. The News Flash will display messages from VA regarding changes and items of interest.

**Links:** Also on the right hand side of the page are some Links that will direct you to some useful sites and information, including how to contact your ELR.

## Tasks, Margin, and Help

Notice the "Task," "Margin," and "Help" buttons located on the bottom left side of the screen. These appear on each screen in VA ONCE. The information on the left portion of the screen will change based on which tab you select.

**Task:** Clicking on this button takes you back to the to the main VA ONCE buttons: **Select**, **Admin**, **Reports**, and **Logout**. You'll see more about these later.

**Margin:** Clicking on this button gives an explanation of the contents of that particular screen. The margin text will change as you move from field to field and will provide guidance on what should be entered into each field.

**Help:** Clicking on this button give you a list of questions you may have regarding that particular screen. When you click on a question, the answer will appear in a popup box as shown on the following screen.

**VA-ONCE** Student School Detail Print

**Select Student**

Search by Last Name Starts With  Search Clear

Search Text

and  and  and  
 Training Type and  Program and

Showing 1 - 2 of 2 records

st Name	Chapt	Program	Last Cert	Facility Code	
DIE	31	CRT BSK WE	4/28/2004 10:26 AM	33333333	
MER	31	BS COMP SC	4/28/2004 10:29 AM	22222222	

**How do I use the filters?**

The filters can be used to find a list of students. This is a way to select a group of students, and can also be used as a reporting tool.

For example, if I wanted a list of all of my 1606 students who were in Graduate school for Psychology, I would select 1606 from the Chapter drop down, Grad from the Training Type drop down, and Psychology from the Program drop down. Hitting the Filter button will give me the list of students. Between the Filter box and the list of students, you can see how many records there are. It will say, showing 1-6 of 6 records. *Note: If there are more than 100 records, only the first 100 will appear initially. To see them all, simple hit the Show All button*

VAonce04  
2-2-2222-22

Can I sort my list of students?  
How do I use the search feature?  
How do I use the filters?  
How do I return to my original list of students?  
What do the status codes mean?  
How do I add a student?  
Keyboard Shortcuts

↓ ↓ ↓

Tasks Margin Help



## Using the Admin Button

Once you're in VA ONCE, you'll see large buttons on the left side of the screen. Select the **Admin** button. In the administrative area you can change your password, set your user preferences, and set up user accounts. This is where you will also add information about your school, such as your Standard Programs, Standard Terms, Standard Remarks and User Defined Fields. The three options under **Admin** are "User," "School," and "Maintenance."

### User Accounts

Under the **Admin** function, select "User" then "User Accounts." This area is used to designate individuals, such as a Work Study student or other personnel to access VA ONCE. **Do not give anyone access to your login name or password. This is a security violation** Select "Add" at the top of the screen and complete the user information. At the bottom right if you check "Can Delete Student Information" the individual will be able to view, edit and delete records. If you check "Can Edit Student Information" the individual will be able to view and edit only. Now click "Save."

Add Delete				
User Accounts				
Last Name	First Name	Login Name	Delete	Edit
EDUCATION	DEPARTMENT	deptofed		✓
STUDY	WORK	VAonce03	✓	
TEST	NAVPA	nvpa1234	✓	

**Edit User**
Save Cancel

DEPARTMENT	OF	EDUCATION	
First Name *	Middle Name	Last Name *	Suffix
deptofed		22222222 (DEMO UNIVERSIT	
Login Name *			
*****	<b>Reset</b>	<input type="checkbox"/> Can Delete Student Information	<input checked="" type="checkbox"/> Can Edit Student Information
Password *			

**User Preferences:** Once you've used your temporary password for your initial login, you will want to select a new password. To change your password, click on the **Admin** button on the main screen. This will bring you to the Administration Functions screen. Click "User" at the top of the screen. From the drop down menu select "User Preferences." The following screen will appear. Click Change.

**User Preferences**

First Name *	Middle Name	Last Name *	Suffix
Phone Number *	Extension	Fax Number	Email Address *
*****			
Password *	<b>Change</b>	←	

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

Login Name: VAonce04

New Password:

Confirm Password:

Password Hint:

Enter your desired password, confirm it, and enter a password reminder hint. Click “Change Password” to complete the change. On the Login screen you can request a hint if you forget your password. In addition, you can request that your password be emailed to you. Note: Your email address must be correct on the User Preferences page.

The password must be 8 characters long and contain 3 of the following 4 characters: Uppercase letter, Lowercase letter, Number, Non Alpha numeric character (for example, %, #, @).

Also on the User Preferences screen enter your name, phone number, fax number, and email address.

The screenshot shows the 'User Preferences' form. At the top is a green header with the text 'User Preferences'. Below this are several input fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Suffix'. Below these are 'Phone Number \*', 'Extension', 'Fax Number', and 'Email Address \*'. There is a password field with a masked password '\*\*\*\*\*' and a 'Change' button. Below the form is a table with two columns: 'Field Name' and 'Selected Value'. The table contains three rows: 'Use VA-ONCE in Text-only mode' with value 'N', 'Default State' with value 'N', and 'Always print address on certs' with value 'N'. Below the table is another green header with 'User Preferences' and a dropdown menu for 'Use VA-ONCE in Text-only mode' currently set to 'No'.

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

**Default State:** If you set a default state, every time you adopt a new student their address will automatically default to the state you selected. This is a good feature to use if the majority of your students live in one state. To set the default state, highlight default state, from the list of states on the bottom of the screen, click on your state.

**Always Print Address on Certifications:** If you set your default for “Always print address on certs” to YES, each time you print a certification the address will be printed. However, the address will only be sent to VA the first time you transmit and anytime you make a change to the address thereafter. If no changes are made to the address, the student’s address will not appear on the Certification that VA receives. If your default is set to NO, the address will only print on your Certifications when it is transmitted to VA. To set the default, highlight Always print address on Certifications, and from the dropdown, click YES or NO.

**Default Training Type:** If your institution has more than one type of training, you can set your default to the most predominant type. Each new student will have this type of training selected on the Bio page. You will not have to click on the drop down and select it. You will only need to use the drop down if

the student is not in your most predominant type of training. To set the default, highlight Default training Type, and from the drop down, click on the type training.

Use VA ONCE in Text only mode: Text only mode is the VA ONCE site without graphics. People with visual impairments use it. The text only mode makes it easier for screen reader software to read the labels of fields and text out loud. Most users will want this to be set on NO, which is the default. If you would like to change it, highlight it and click on YES in the drop down box. Now click “Save” in the top right hand corner. The settings will now be saved. You will not have to complete these fields on the Bio screen each time. These preferences can be changed at anytime.

**Maintenance**

Select the **Admin** button, and select the “Maintenance” drop down menu. On this drop down menu you have five choices:

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

School Standard Remarks: In this area, you may add standard remarks for your school. These remarks should apply only to your school. For example: “There is a 2-week break during the fall term from October 10 to October 21.” **Remember inserting unnecessary remarks may delay the processing of the certification. Only insert remarks that will affect the student’s pay or are required by the VA.**

Code	Remarks	Facility Code	Order #	Deact
	Excessive Break Days	31313131	1	
	WINTER BREAK 12-17-05 THROUGH 01-02-06	31313131	4	

**Edit School Remark** Save Cancel

Remark Text  

1
 Deactivated  
Order Number

Facility Code

Requires: Additional Information

Additional Information Label Text



**Standard Terms:** In this area can “Add” your standard term dates. These term dates should match the dates in your current catalog and should be approved by your State Approving Agency (SAA). If your school does not have standard terms, you may choose not to utilize this feature. You may also “Delete” terms in this area.

The top part of the screen shows terms you have entered. On the bottom part of the screen add the term name (example: Fall 06), begin date, and end date. These are the only required fields. Click on the “Term Type” drop down arrow to select Semester or Quarter type hours. (Only use clock for certificate/NCD courses.) Now click “Save.”

All of the 'active' terms will appear on your drop down menu. You can manage this by deactivating terms that occurred in the past. Simply highlight the term, click deactivated, and then click “Save”.

Term Name	Facility Code	Begin Date	End Date	Drop Date	Break Days	Order #	Deact
summer 04b	22222222	06/25/2004	07/31/2004		8	7	✓
p011test	22222222	08/15/2004	12/15/2004			10	✓
Fall A 04	22222222	08/15/2004	10/15/2004			13	✓
Test1	22222222	09/01/2004	11/15/2004			8	✓
Fall B 04	22222222	10/15/2004	12/15/2004			4	✓
Spring 05	22222222	01/15/2005	05/15/2005			5	✓
Summer 05	22222222	07/01/2005	08/01/2005			12	
2005-3	22222222	08/24/2005	12/12/2005			9	
Spring 06	22222222	01/05/2006	05/15/2006			3	
spring06	22222222	01/09/2006	05/04/2006			1	
Summer I	22222222	05/15/2006	06/02/2006			2	
Summer II	22222222	06/05/2006	08/11/2006			14	

**Edit Term** **Save** **Cancel**

Term Name\*: summer 04b

Facility Code: 22222222 (DEMO UNIVERSITY IHL)

Begin Date\*: 06/25/2004

End Date\*: 07/31/2004

Drop Date:

Break Days: 8

Order Number: 7

Term Type\*: Semester

Deactivated:

**Standard Programs:** These are the programs that are offered at your school and approved by the SAA. The Programs you have added will appear on the top half of the screen, and you will enter your new Programs on the bottom of the screen. You may delete, alphabetize, and reorder your programs on this screen. If you want to “Deactivate” a program that is no longer approved or available, but may be offered/approved at a later date, you may click on the “Deactivate” box at the bottom. It will not appear in your drop down list. The “Order Number” is the order in which the terms are listed on the drop down menu.

Add Delete Alpha by Abbrev Alpha by Program Standard Programs				
Abbreviation	Program	Facility Code	Deact	Order #
AA	Associate of Arts	22222222		2
AA Rock	Rock Climbing	22222222		16
AAS	Associate of Applied Science	22222222		19
BA Basket	BA BAsket Weaving	22222222		3
BA Bibl	BA Biblical Studies	22222222		4
BA CA	Cadaver Arts BA	22222222		10
BA-SOC	Associate of Science Sociology	22222222		14
BBS	Bachelor of Biblical Science	22222222		17
BS AS	BS Animal Science	22222222		7
BS AV	BS Aviation Science	22222222		8
BS FS	Forensic Science, BS	22222222		13
BS Math	BS Mathematics	22222222		9
BS THEO	Bachelor Science Theological	22222222		6
BSN	Bachelor of Science in Nursing	22222222		18
Comm Pilot	Commercial Pilot	22222222	<input checked="" type="checkbox"/>	11
TD	Truck Driver Certificate	22222222		15

**Edit Program** **Save** **Cancel**

<input type="text" value="AA"/> <small>Program Abbreviation</small>	<input type="text" value="Associate of Arts"/> <small>Program Name</small>	<input type="text" value="2"/> <small>Order Number</small>
<input type="text" value="22222222 (DEMO UNIVERSIT)"/> <small>Facility Code</small>	<input type="checkbox"/> <small>Deactivate</small>	

Flight Instruction Types:

This is the area where Flight Schools can add their approved Flight programs.

User Defined Fields:

This area gives you control of three text boxes and one check box at the bottom of each student's Bio Data page. They may be labeled and used at your discretion. If you do not wish to display them, you can remove them from the Bio page by setting the display to NO.



Using the Select Function

Click on the **Select** button on the left side of the screen. This will take you to the "Select Student" screen.

**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      RPO

to

Date Range or      Days until      Training Time      Prior Credit      Active Duty     

Cert End or

---

Showing 1-57 of 57 records

PK	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
4	222-33-4444	222-33-4444	X	ADOPTTEST	SHOOT	31	BS MATH	3/7/2007 9:32 AM	22222222	
2	516-98-3028	516-98-3028	00	BIGELOW	KELLY	30	BA BIBL	2/22/2007 3:06 PM	22222222	
4	111-98-5555	111-98-5555	00	BROWN	REESE	30	BS AS	2/27/2007 3:45 PM	22222222	
2	221-45-0675	254-56-1448	X	BUSINESS	MONKEY	35	GUEST STUDENT	5/16/2006 11:45 AM	22222222	
4	373-96-7257	373-96-7257	00	COLE	MEGAN	30	BS AS	5/24/2007 2:06 PM	22222222	
3	123-45-6789	123-45-6789	00	DOE	JANE	30	GUEST STUDENT	5/23/2007 11:41 AM	22222222	
4	932-93-2923	932-93-2923	00	DOO	SCOOBY	30	COMM PILOT	5/24/2007 2:15 PM	22222222	

Adopting/Adding Students: To add students click “Student” at the top of the screen. From the drop down menu click “Adopt.”

VA-ONCE Student Select - Microsoft Internet Explorer

**Student School Detail** Print

**Select Student**

Starts With

Search Range      Search Text

---

Status and      Facility Code and      Chapter and      Training Type and      Program and      RPO

to

Date Range or      Days until      Training Time      Prior Credit      Active Duty     

Cert End or

You are now at the “Adopt a Student” screen. Enter the student’s last name, select the appropriate facility code, and enter the student’s SSN. Click “OK”.

VA-ONCE Student Adopt Maintenance - Microsoft Internet Explorer

**VA ONCE**  
36pmoore  
3-1-3131-31

**Adopt a Student**

Enter the following information for the student

Last Name\*  
31313131  
Facility Code\*  
SSN\*  Student Has No SSN

**OK Cancel**

VA ONCE will scan the database to see if this student is associated with any other school. If the student is associated with another school, VA ONCE will alert you of the duplication.

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
HOMER		SIMPSON	1-1-1111-11	ECERT UNIVERSITY IHL	WV

**OK Cancel**

Click "OK" if you wish to adopt the student. If not, click "Cancel" to return to the Select Student page. Clicking "OK" will take you to the Bio Data page where you will enter student's information. If the student does not exist in the database, you will be taken directly to the Bio page. All fields with an \* must be completed.

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

**Bio Data** **Save Cancel Print Student**

Name: WAYNE, Program:  
SSN: 123-45-6456 Chapter: **1**  
File/Payee: 00 000 000/ Training Type:

**Bio Certs VA Data Log History**

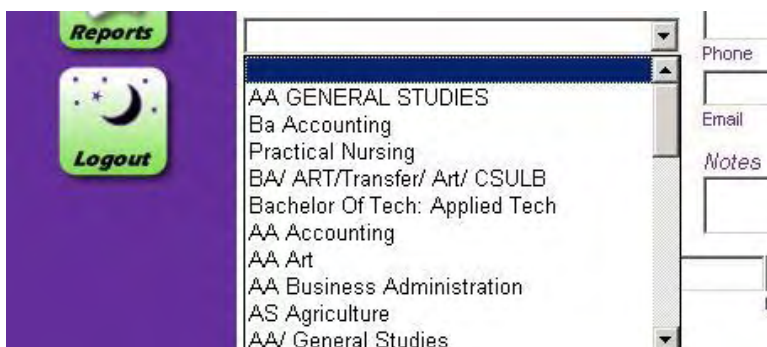
There are drop down menus for some of the areas that allow you to select the appropriate choice. For example:

SSN\* Student ID  
 File Number\* Payee#  
 Training Type\*  
 School Short Name Facility Code  
 Program\*

00 (Vet)  
 30  
 31  
 32  
 35  
 1606  
 901  
 903

City\*  
 Zip\*  
 Phone

There is a drop down menu for the Program\* selection box that gives you a list of the programs you have already entered. Click on the appropriate program for that student.

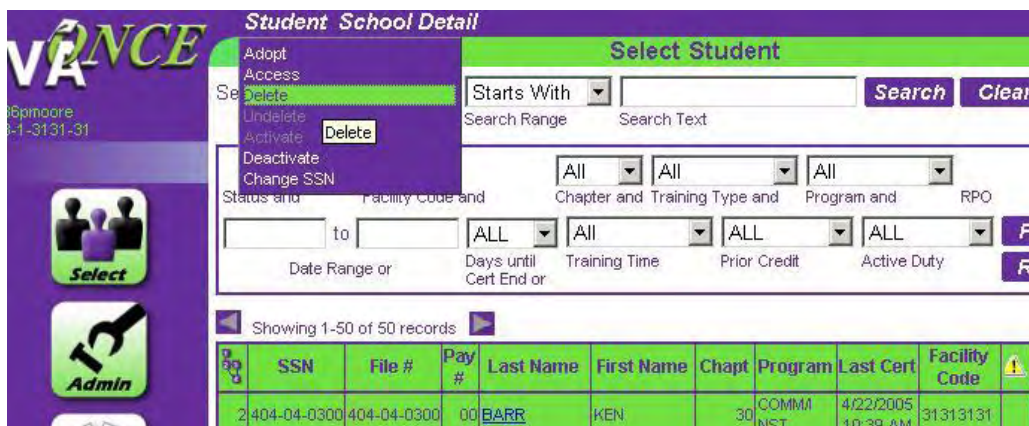


When you've input all the required (\*) fields for the Student click "Save" at the top right of the screen. You may also "Cancel" your input, "Print" the screen, or go to the previous student's records or the next student's records by clicking on the back or forward arrows on either side of "Student" at the top right of the screen.

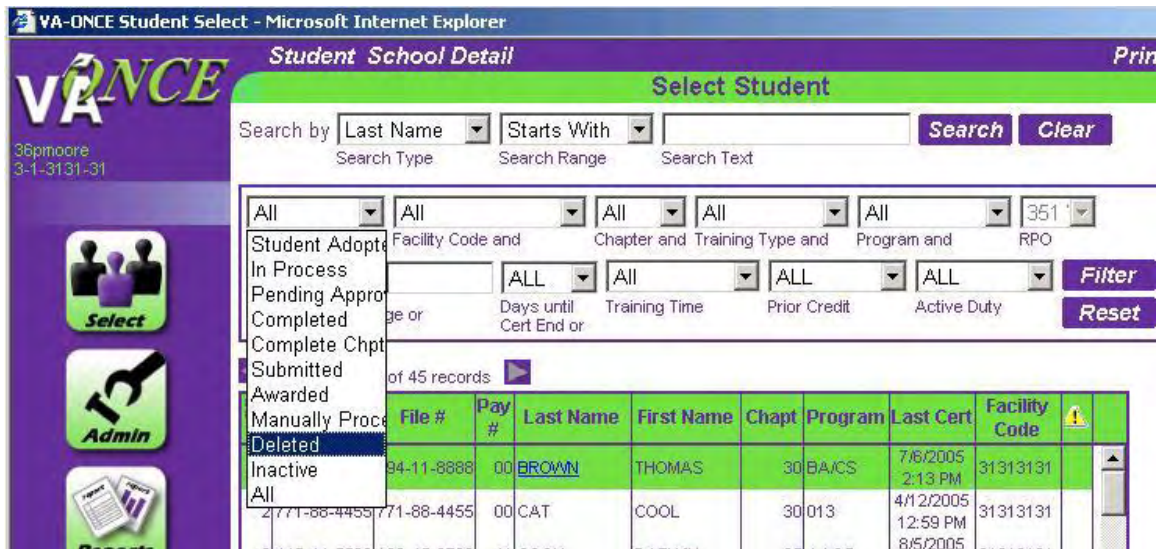


The number at the top right of the screen indicates the current workflow status of the certification. There is a Note field at the bottom of the Bio Data Screen. This is for school use only. The information is not transmitted to VA with the student's certification. Use this area to record information pertinent to that student. For example, some schools record the student's faculty advisor, branch of service, cell phone number, or tuition deferment.

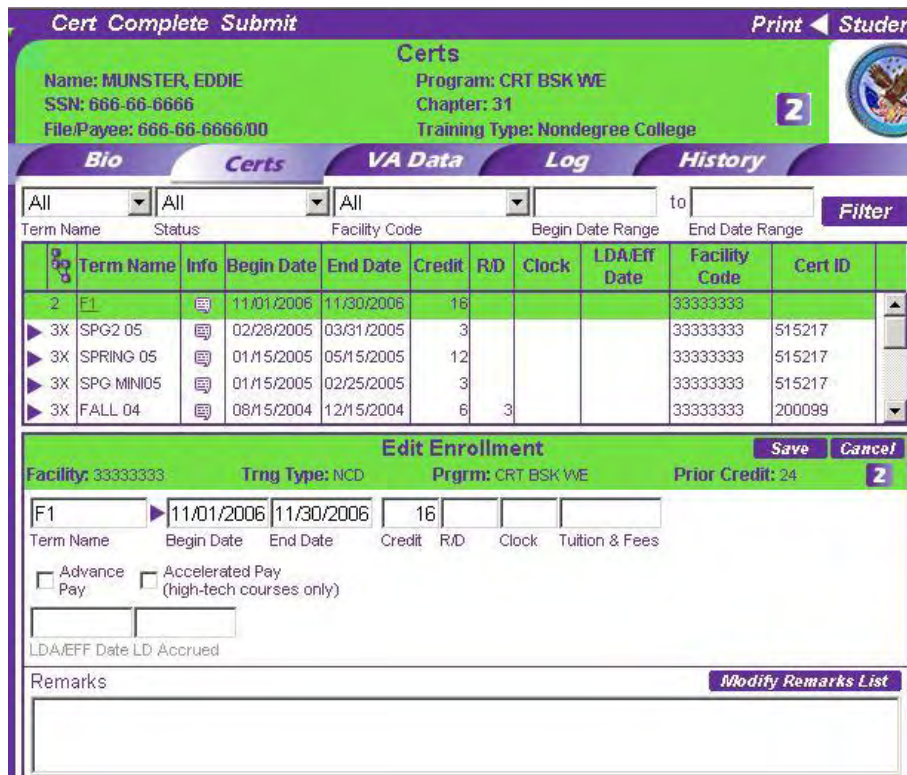
Deleting/Undeleting/Deactivating/Activating a Student: To Delete a student who is no longer attending your school, click on the **Select** button on the left, highlight the name of the student on the list, and click on "Student" at the top of the screen, highlight "Delete" and click. If you have a student who is no longer attending your school, but may return in the future, you may "Deactivate" him/her by following the same steps. Deactivating a student moves him/her to "Inactive," but will retain the record in the system. Deleting a student puts the student's record in a "Deleted area," which will be erased from the system periodically.



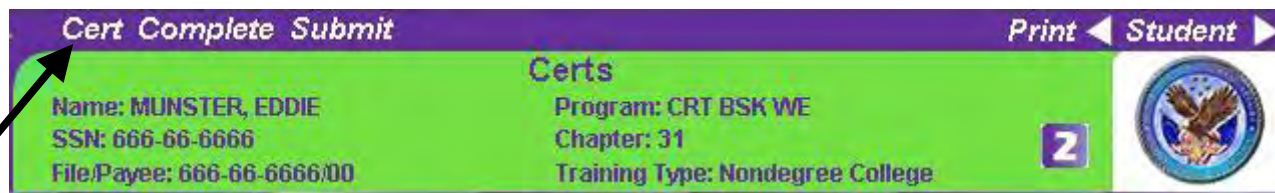
You may also Undelete or Activate a student you previously deleted or deactivated by following these steps: From the Select Student page click on the drop down menu above “Status” and select “Deleted” or “Inactive,” and click “Filter.” This will bring up the list of students you have deleted or deactivated. Now highlight the student you want to undelete or activate, and click on “Student” at the top of the screen. From the drop down menu select “Undelete” or “Activate.”



Reporting Enrollment information for a student: Now you’re ready to complete an enrollment certification for a student that you have adopted. From your list of students, highlight a student and click to bring up his/her “Bio Data” screen. Click the “Certs” tab. You are now on the screen shown below. The “Certs” page features a summary of all certifications on the student’s record (referred to as the Virtual Record). To see more detail about a specific certification, you can hover over this button in the “Info” column.



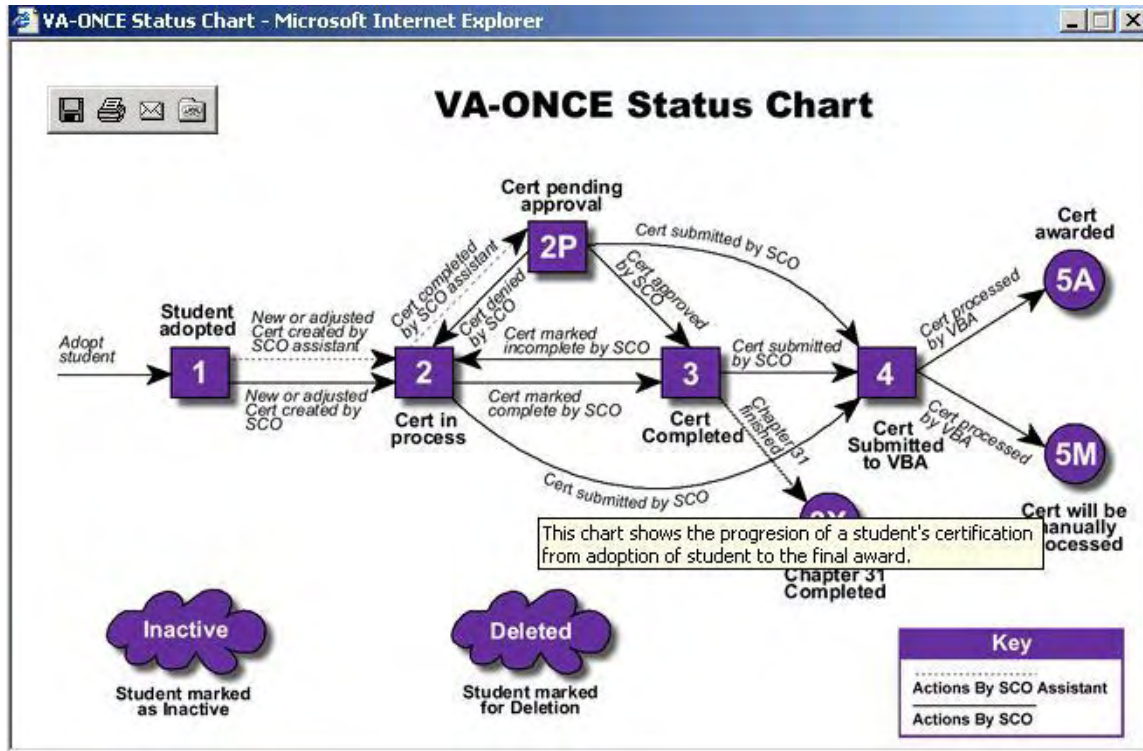
Now click on “Cert” at the top of the screen, and from the drop down menu select “New.”



Click on the right arrow beside “Term Name” box. This will bring up your Standard Terms (the terms you previously input in the **Admin** section. Select the appropriate term.

You can also enter the terms manually. Next enter either Credit hours or Clock hours (for non-degree programs). Enter “R/D” Remedial/Deficiency hours. Enter Tuition & Fees if the student is on active duty or is training at less than half time. If the student is requesting Advance Pay or Accelerated Pay, select the appropriate box. You can select one or the other, but not both. Only add necessary remarks in the “Remarks” section at the bottom of the page. Adding remarks may delay processing of the student’s certification. Click on the “Save” button in the upper right corner,. Or, if for whatever reason you decide not to input this enrollment, click on the “Cancel” button. If everything is correct, click on the “Complete” button on the top of the screen. This indicates that your enrollment is complete and you are ready to submit it to VA. It’s now a Status 3 type claim. By clicking “Complete” but not submitting, you can hold a cert and submit it at a later time for processing.

To see the Status Flow Chart, click on the “Status” Box  to the left of the VA emblem. That will bring up the following chart on your screen.



When you're ready to send your Cert to the Regional Processing Office (RPO), click on "Submit" at the top of the screen. This will change your Cert to Status 4.



NOTE: If you're sure you have entered the data correctly, you can skip the "Save" and "Complete" steps and just "Submit."

**Chapter 31 Enrollment Certifications:** You may also use VA ONCE to generate enrollment certifications for your Chapter 31 (Vocational Rehabilitation and Employment) students. When you click "Submit," the system will automatically change it to a Status 3X, and it will not be transmitted to your RPO. You'll be able to print it and mail it to the appropriate Regional Office for payment processing.

**Amending a Cert:** Under the "Cert" dropdown menu you can also "Amend." Double click the term to be amended. This will show you the subordinate row/terms below. Click on the term to be amended. Go to "Cert" at the top of the page and highlight "Amend." This allows you to change the beginning date, ending date, tuition and fees, and/or add a request for advance or accelerated pay on a previously submitted certification.



	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2									33333333	
2	F1		11/01/2006	11/30/2006	16				33333333	
3X	SPG2.05		02/28/2005	03/31/2005	3				33333333	515217
-2	SPG2.05		02/28/2005	03/31/2005	3			06/06/2007	33333333	
3X	SPG2.05		02/28/2005	03/31/2005	3				33333333	515217

**Edit Amendment** [Save](#) [Cancel](#)

Facility: 33333333    Trng Type: NCD    Prgrm: CRT BSK WE    Prior Credit: 24    **2**

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

Advance Pay     Accelerated Pay (high-tech courses only)

LDA/EFF Date    LD Accrued

Remarks [Modify Remarks List](#)

Amends Training Period (02/28/2005-03/31/2005) On 1999 Dated: 01/12/2005

When you've made your changes, click "Save," then "Complete," and when ready "Submit."

Adjusting a Cert: Under the "Cert" drop down menu you can also "Adjust" a student's enrollment. This allows you to change the number of hours being pursued, as you would on a VA Form 221999b Change in Enrollment Status. Note: This command should not be used to reduce a student to "0" hours or to completely withdraw a student. Double click on the term you would like to change. This will bring up the subordinate rows/terms. Highlight the term you would like to adjust, and click on "Adjust" in the drop down menu under "Cert." You may now change your Credit, R/D (Remedial/Deficiency), Clock hours or Tuition & Fees.

**Edit Adjustment** [Save](#) [Cancel](#)

Facility: 31313131    Trng Type: FL\_UNDERGRAD    Prgrm: AAGS    Prior Credit: **2**

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

Advance Pay     Accelerated Pay (high-tech courses only)

Reason for Adjustment ▼

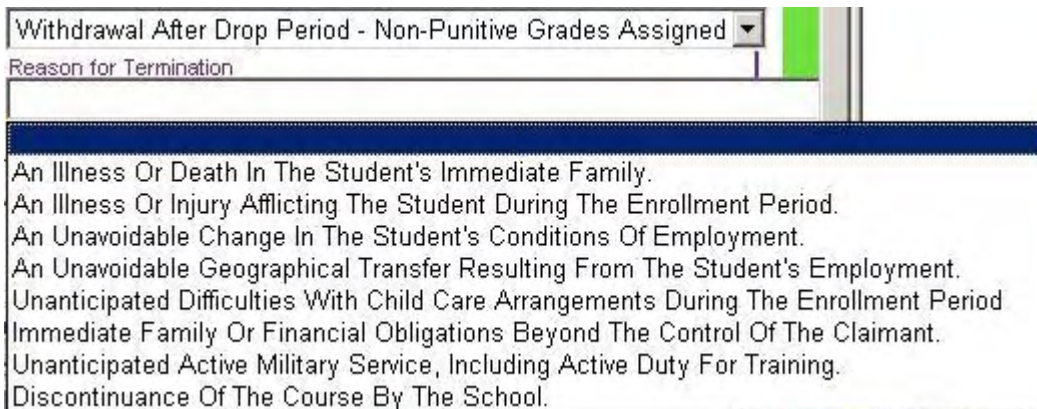
LDA/EFF Date

Remarks [Modify Remarks List](#)

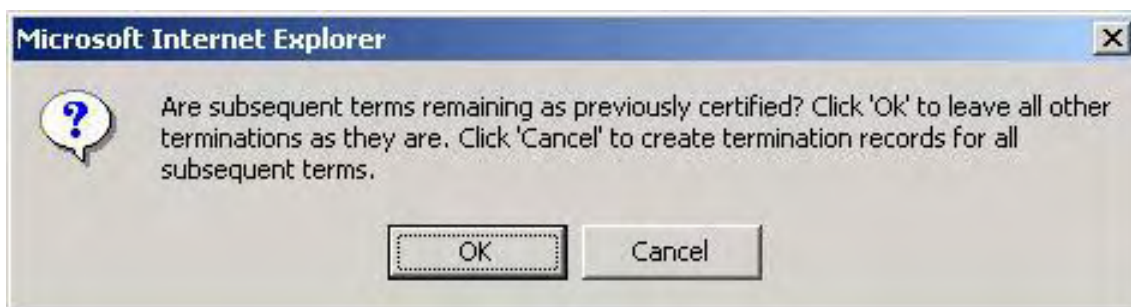
You may use the arrow to the right of the "Reason for Adjustment" box to bring up a standard list of reasons for an increase/reduction of training time or termination of enrollment. Just click on the appropriate remark. If the remark you desire is not on the list, you can click on the last choice "Other (Explain in Remarks)" and add your own remark.

- Increase
- Increase On First Day Of Term
- Preregistered But Never Attended
- Reduction (Non College)
- Reduction After Drop Period - Non-Punitive Grades Assigned
- Reduction After Drop Period - Punitive Grades Assigned

**Terminating a Cert:** From the drop down menu under “Cert” you may also “Terminate” a student’s enrollment, as you would on a VA Form 22-1999b. Double click the term the student terminated his/her training. This will bring up the subordinate terms/rows. Highlight the appropriate term. After selecting the reason for the termination, select the appropriate mitigating circumstance from the drop down list.



Now click “Save,” “Complete” and “Submit” if all of the information is correct.  
**NOTE:** When you terminate a cert for a period with subsequent term(s), the following message will appear. Subsequent terms are those that begin on or after the termination date, and were submitted on the same original enrollment certification. Answer accordingly and continue.



Subsequent terms are those that begin on or after the termination date, and were submitted on the original enrollment certification. Answer accordingly and continue.  
 NOTE: Amendments, adjustments or terminations should not be done the same day as a certification. Wait at least one day after submitting the certification to do a change. Otherwise, the VA claims processor might not know which one takes precedence.

**Deleting a Cert:** Another option you have under the “Cert” drop down menu is to “Delete” a Cert that has not yet been submitted. You may only delete a Status 2 cert. On the “Cert” screen highlight the Status 2 cert/term you want to delete, then go to the drop down menu under “Cert” and choose “Delete.”



Changing to a Status 2 Cert: The last option you have under the “Cert” drop down menu is “Change to Status 2.” This feature may be used to change a “Completed” Cert to a Status 2 Cert to make changes. Highlight the Status 3 term you would like to change, then go to the Cert drop down menu and select “Change to Status 2.”

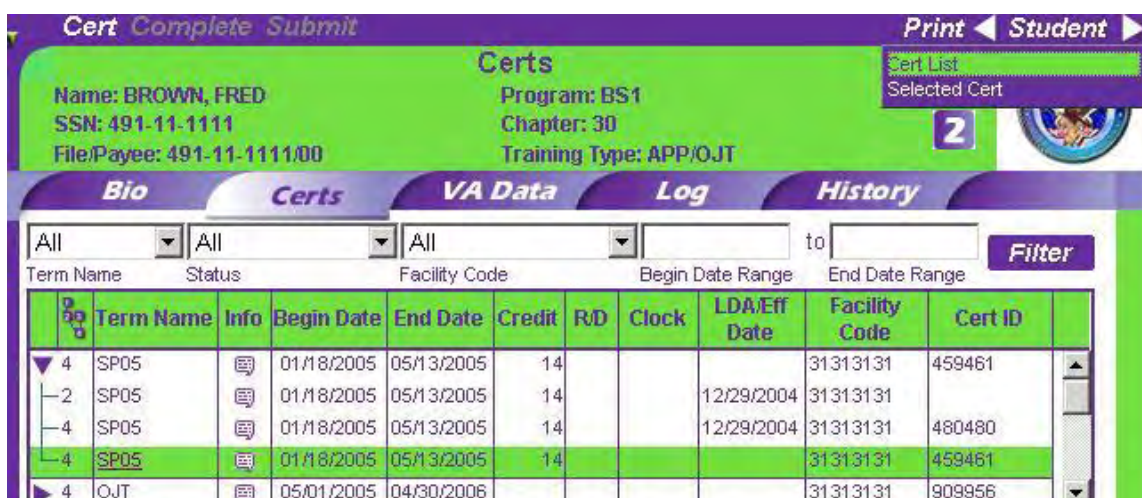
Checking the status of a Cert: The workflow status of a student’s certification will be shown as follows:

- 1 – New Student
- 2 – Pending
- 2P – Pending Approval
- 3 – Completed
- 4 – Submitted to RPO
- 5A – Cert Awarded
- 5M –Cert Manually Processed

This information is updated automatically in the system. See the workflow chart on Page 22.

Printing a Cert:

To print a list of certs you have completed or an individual cert, from the “Cert” page click on “Print” on the top right of the screen and highlight “Cert List.”



This will bring up a list of all the certs you have completed on this student.

Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4 SP05	Info	01/18/2005	05/13/2005	14				31313131	459461
-2 SP05	Info	01/18/2005	05/13/2005	14			12/29/2004	31313131	
-4 SP05	Info	01/18/2005	05/13/2005	14			12/29/2004	31313131	480480
-4 SP05	Info	01/18/2005	05/13/2005	14				31313131	459461
4 OJT	Info	05/01/2005	04/30/2006					31313131	909956
4 SUM 1	Info	06/01/2005	06/20/2005	6				31313131	624265
4 FALL 05	Info	08/15/2005	12/10/2005	6				31313131	754158
2 FALL II	Info	08/20/2005	10/15/2005	6				31313131	
3	Info	03/05/2009	07/05/2009	6	6			31313131	

To print the list shown, use the drop down menu under "File" and select "Print" as you would for any Microsoft Word document.

To print a selected cert, highlight that cert on the screen and click on the "Print" button at the top right of the screen and choose "Selected Cert." You will print it as you would any Microsoft Word document. This is an example of how it will appear. This is also how VA will see the enrollment in the claimant's electronic file.

Enrollment Certification VA-ONCE ver.P016 - Chapter 30  
(Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or  
Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

VA File No.  
491111111-

Student Information

**BROWN, FRED**  
**PO BOX 547**  
**MUSKOGEE, OR 74434**

Type of Training

**Undergraduate**

Name of Program

**AA Art**

Credit for Prior Training

**PENDING**

Enrollment Begin	Dates Ending	Credit Hours	Rem/Def Hours	Clock Hours	Tuition Fees
<b>01/18/2005</b>	<b>05/13/2005</b>	<b>14.00</b>			

Remarks

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

### VA ONCE Special Features

VA Data: This page is for your information. The information contained on this page is taken directly from the VA payment system. VA data is only available for Chapter 30, Chapter 1606, and Chapter 1607 students. You must have the VA file number entered on the "Bio" page for the VA data to be transferred into VA ONCE.

**eCERT VA Data - Microsoft Internet Explorer**

**VA Data**

Name: GOODSTUDENT, AREALLY      Program: MBA  
 SSN: 261-87-8787                      Chapter: 30  
 File/Payee: 261-87-8787/00          Training Type: Graduate

**Bio    Certs    VA Data    Log    History**

Full Name: AREALLY GOODSTUDENT  
 File/Payee#: 261878787  
 Delimiting Date: 20070324  
 Remaining Entitlement Months as of No Pay Date: 11  
 Remaining Entitlement Days as of No Pay Date: 15  
 Chapter: 30  
 Current Facility Code: 31813181  
 BDN Master Record Status: ACTIVE

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award
6/15/2003	00000000	GRADUATE	FULL	0090000	PAST
7/11/2003	00000000	GRADUATE	FULL	0090000	PAST
7/14/2003	00000000	GRADUATE	FULL	0090000	CURRENT
9/14/2003	9/21/2003	GRADUATE	FULL	0090000	FUTURE

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

Log Page: This page is for your use. You can create log entries to track what is happening with a student. It's similar to an electronic post it note. To create a log, click on "Add," and type your message in the Edit Log Entry box at the bottom of the screen.

**Add** Print

**Log**

Name: BROWN, REESE CUP      Program: BS AS  
 SSN: 111-98-5555                      Chapter: 30  
 File/Payee: 111-98-5555/00          Training Type: Undergraduate

**Bio    Certs    VA Data    Log    History**

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

**New Log Entry** Save    Cancel

Log Entry  Follow Up  Read

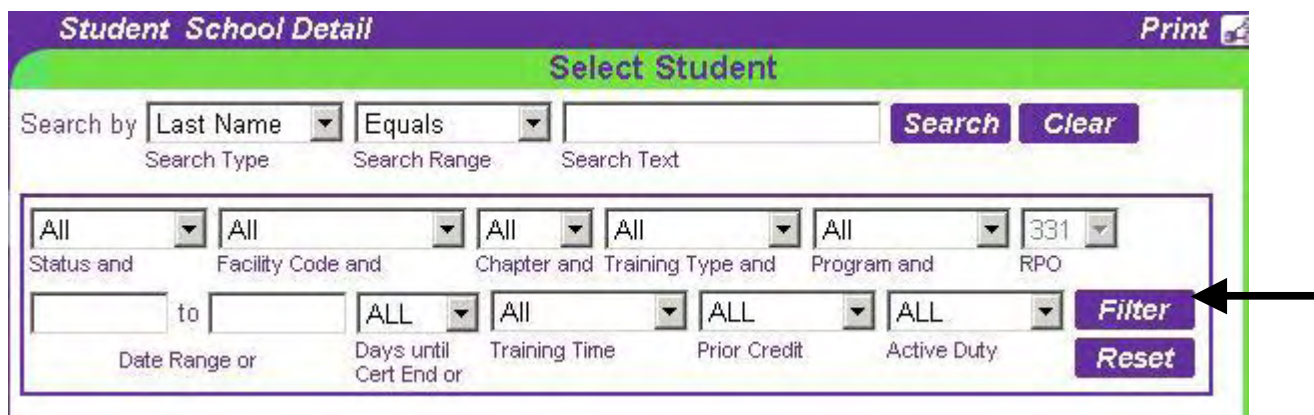
↑

Once you click “Save,” your text will appear in the upper section of the screen. This page also allows VA to send an entry back to you, such as when a Chapter 35 payee number is incorrect. Any message that the RPO or VA Central Office adds to the student file will be in **red** and underlined. This is to be sure you see them. Once you have read the message, you can remove the color and underling by marking the “Read” box in the bottom right portion of the screen. A check will also appear in the “Read” Column on the left. Your log in generates the User Type automatically. After you have saved the Log entry, it cannot be deleted. It is a permanent part of the record. You can type up to 255 characters into the Log entry box.

Note the Follow Up box on the previous page. Check this box to follow up on something regarding the log entry. To check the box, point your cursor at it and click. A check will appear in the “Follow Up” Column on the right.

History Page: This page shows you a system generated history of this student. You can use this area as an audit trail to see exactly when a certification was created or submitted. All entries on this page are done automatically by the system. For example, when a student is added or a certification is submitted. This information is accessible by both the school and the RPO. You cannot change anything on this page, as these entries are system generated.

Filter: This feature is available on the “Select Student” screen.



The boxes with drop down arrows allow you to generate lists of students who fall under that particular category. Clicking on the drop down arrow beside the “Status and” box allows you to sort by the following categories:



If you highlight “Completed” and click on “Filter” you will get a list of all students in the Status 3 category.

Showing 1-3 of 3 records

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
3 552-26-6331	552-26-6331	00	DUCK	DAFFY	30	LPN	9/14/2005 4:50 PM	31313131
3 500-99-9999	500-99-9999	00	GEEK	THOMAS	30	CIS	6/21/2005 7:51 PM	31313131
3 211-48-7767	211-48-7767	00	MOORE	PAULA	30	PSY1		31313131

If you wanted to see a list of all of your Chapter 30 students, you would click on the drop down arrow beside the “Chapter and” box and highlight “Chapter30,” and then click on “Filter.” This would generate a list of all your Chapter 30 students.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2 404-04-0300	404-04-0300	00	BARR	KEN	30	COMM/ NST	4/22/2005 10:39 AM	31313131
2 491-11-1111	491-11-1111	00	BROWN	FRED	30	BS1	6/15/2005 9:23 AM	31313131
2 994-11-8888	994-11-8888	00	BROWN	THOMAS	30	BA/CS	7/6/2005 2:13 PM	31313131
2 001-01-1111	012-33-4455	00	BUNNY	BUGS	30	023	8/26/2004 10:59 AM	31313131
2 771-88-4455	771-88-4455	00	CAT	COOL	30	013	4/12/2005 12:59 PM	31313131
2 453-27-7758	453-27-7758	00	DAVIS	DODO	30	CIS	4/14/2005 3:17 PM	31313131
4 222-33-3444	222-33-3444	00	DOE	MR	30	CERT/A UTO	9/13/2005 3:09 PM	31313131

Or you have the option of “Filtering” on more than one category. In other words, if you wanted to find all your “In Progress” (Category 2) “Chapter1606” students you would highlight those two choices and click on “Filter,” which would give you a list of your Chapter 1606 Status 2 students.



### Using the Reports Function

Another feature VA ONCE offers is the ability to generate reports based on the certifications you’ve submitted to VA within a five day range. To use this feature, click on the **Reports** button. You’ll see “Report Group 1” at the top of the screen. Select this and you’ll see “Submitted Certs Report” in the drop down menu.



Select “Submitted Certs Report”. It provides a list of certs you have submitted and would like to have listed in your report. If your school has more than one facility code, you can generate a report of certs that were submitted for a particular five-day period by highlighting the facility code and using the “Filter” function. Or you can print a list of all of the certs you have submitted within a five-day period.

By clicking on the drop down arrow beside the “Cert Type and” box, you be given the option of printing a list of certs based on the following criteria shown below.

The screenshot shows a web interface titled "Select Cert for Printing". It features three filter dropdowns: "Facility Code and" (set to "All"), "Date Range" (set to "6/20/2007 to 6/20/2007"), and "Chapter Type and" (set to "All"). A "Filter" button and a "Reset" button are located to the right of the filters. A dropdown menu is open for the "Cert Type and" filter, listing the following options: ENROLLMENT, AMENDMENT, ADJUSTMENT, TERMINATION, FLIGHT ENROLLMENT, and FLIGHT CERT. Below the filters, a table displays the search results. The table has columns for "Chapt", "Cert Id", "Submtd Dt", and "Cert Type". One record is shown, with "Cert Type" set to "ENROLLMENT".

Chapt	Cert Id	Submtd Dt	Cert Type
30	3360935	06/20/2007	ENROLLMENT

Or by clicking on the drop down arrow beside the box for “Chapter Type and” you have the option of printing a list of Enrollment Certifications that had been submitted for a particular Chapter or benefit type.

**For More Information**

For more information, please contact your VA Regional Office’s Education Liaison Representative. He or she will be able to provide more information or answer any questions you may have.