July 29-August 2: VA Forever GI Bill Open House



Extension Campus System Update

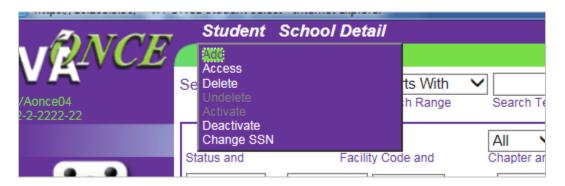
811 Vermont Ave NW, Washington, DC, 20571 Room: 1014 A

VA-ONCE SCENARIO #1: ENTERING A CERTIFICATION FOR A MAIN & EXTENSION CAMPUS

DESCRIPTION: This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student completing nine (9) credit hours at a main campus and three (3) credit hours at an extension campus.

EXPECTED OUTCOME: There will be 2 certifications displayed – one for the main facility and one for the extension facility. If attending more than one extension, repeat steps to add the student at the extension facility and complete a certification for the hours taken at that location.

1. Add the student to the extension campus by selecting 'Student' and clicking 'Add' from the dropdown menu at the very top of the page.



2. Select the appropriate Facility Code for the extension campus from the dropdown menu (this is the code that aligns with the extension campus where the student is taking or will take classes). Add the student's SSN and select "OK".

VRNCE		Add a Student
VAonce04 2-2-2222-22	Enter the following information for the student	
select Admin	TEST Last Name* (2-2-X222-22) Facility Code* Student SSN* Student SSN* Confirm Student SSN* OK	

3. Click "OK" when given the prompt that the student exists in the system.

VENCE					Ado	d a Student				
VAonce04 2-2-2222-22	Please read the f	ollowing befor	re you click "OK" or	"Cancel" butto	on.					
	This student exists at another school, but not the current school. The system will allow y to add. If this is the student you want to add, click "OK" to continue. Or, click "Cancel" to return to the student select page.									
Select	First Name	Middle Name	Last Name	School Facility Code	School Name	School Status				
	RICH		ADDNEWSTU	2-2-2222-22	DEMO UNIVERSITY	A				
Admin			οκ	Cancel						

4. Complete or validate the information on the Bio page and Save the information.

					Bio Data		
VA	Name: TEST,				Program:		
VAonce04	SSN: 899-01-7255	~			Chapter:		
2-2-2222-22	File/Payee: 00 000 00				Training Type:		
	Bio	Certs	VA Dat	a Log	History		
	ADDNEW			TEST			
	Salutation First Name*	N	liddle Name	Last Name*	Suffix		
	899-01-7255]	Address*	Location Domestic	\checkmark	
Select	SSN* Stu	dent ID	_	1234 MAIN ST			
	899-01-7255 00	✓ 33	\checkmark				
	File Number* Paye	ee# Chapte	r*	OP	IL	~	
<u> </u>	IHL_UNDERGRAD		\checkmark	City*	State*		
Admin	Training Type*			60302 -			
20		2-2-X222-22		Zip* Zip Si	uffix		
- IT	School Short Name	Facility Code					
	BS Sociology		\sim	Phone	Extension		
Reports	Program*			noreply@noreply.c	om		
	NONE	\sim		Email*			
·*).	Prior Training Credit*	_		1			
	Guest Student	Active Duty		Alternate Email			
Logout		×	/				
	Primary School Name	State		Notes			
						*	
	User Def 1	User Def 2		User Def 3	User Def 4		
	USEL DEL 1	User Del 2		User Der 5			

5. Navigate to the 'Select' page from the menu on the left and search for the student. You will see the student listed at both Facility Codes (Main and Extension campuses). Select the student at the Facility Code you want to certify.

_ ANCE	S	tuo	dent Sch	ool Detai	/							1	
	Select Student												
VAonce04 2-2-2222-22	Sear	chl	by SSN Search Ty				899 Search Text			Search	Clear		
	All A			All Facility	Code		All V Al			All Program and		ll Evalu	► ated
Select			to Date Range	A	LL	ntil Cert End or	All	~	ALL Prior Credit	Activ	e Duty	~	Filter Reset
			ng 1-2 of 2 ecords							Sho	w Logs		_
\sim		000 000	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	<u>4</u>	
Admin		2	899-01-7255	899-01-7255	00	TEST	ADD NEW	33	BS SOC	3/9/2018 8:37 AM	22222222		
- 57		1	899-01-7255	899-01-7255	00	TEST	ADDNEW	33	BS SOC		22X22222		

6. The Bio page will display again. From the Bio page, navigate to the Cert page and click 'New' from the Cert Menu at the very top of the page. The 'Edit Enrollment' Area will show the Main Facility code.

A 3700	Cert Comple	ete Submit							
VIZVCE						С	erts		
VAonce04 2-2-2222-22	Name: TEST, AE SSN: 899-01-725 File/Payee: 899-4	5					Program: B Chapter: 33 Training Ty	1	raduate
	Bio	Certs	VA Da	ata 🥢	Log	Hi	story		
2.2	All V All Term Name Stat		All Facility Code	~	Begin Date F	to Range Fr	nd Date Range	Filter	
Select		Info Begin Date		es Dist	R/D Clock	LDA/Eff	Facility Code	Cert ID	
	2 5E SPG 2017	~	04/24/2017	12 0			22222222 22222222	40239296	^
Admin	5E 4 SUM 12 4 VP-NCD-1	_	10/23/2015 08/05/2032 06/01/2012	10 0 6 11 8	0 0		22222222 22222222 22222222	30115755 14174195 14174197	~
- W	Facility: 22222222			t Enrolin	nent	n: BS SOC			ncel 2
Reports		egin Date* End Da		Dist* R/E		T & F*			
Logout		celerated Pay gh-tech courses onl	у)						
	LDA/EFF Date						11-15	Domosto I :	
	Remarks						Modify	Remarks Lis	9 2

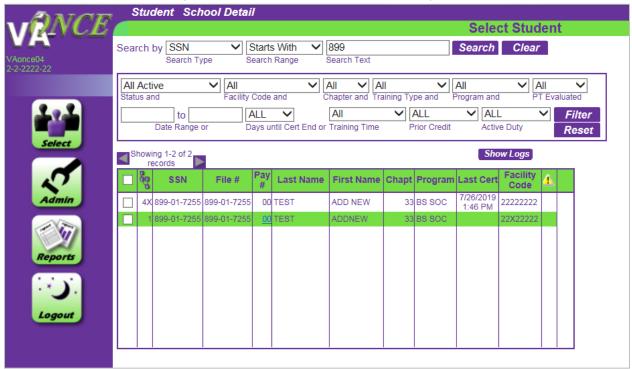
- 7. Complete the certification as you normally would, entering ONLY the hours taken at the main campus. Click "Submit' at the very top of the page.
 - a. Screen before submitting:

ANOR	Cert Complete Submit	
VR4VCE /Aonce04 2-2-2222-22	Name: TEST, ADD NEW SSN: 899-01-7255 File/Payee: 899-01-7255/00	Certs Program: BS SOC Chapter: 33 Training Type: Undergraduate
	Bio Certs VA Data	Log History
2.2	All All All Facility Code	Begin Date Range to End Date Range
Select	ă ř	R/D Clock LDA/Eff Facility Date Code Cert ID
Admin	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 0 2 0 1 2 0 0 2 0 0 2 0	22222222 40239296 0 22222222 30115755 22222222 14174195 > 7 6 22222222 14174197
1	Edit Enrolln Facility: 2222222 Trng Type: IHL_UNDERGRAD	Prgrm: BS SOC Prior Credit: 2
Reports Logout	SPRING 20 1/15/2020 5/15/2020 9 0 Term Name Begin Date* End Date* Res Dist* R/I Advance Accelerated Pay (high-tech courses only) Accelerated Pay Accelerated Pay Accelerated Pay	D Clock T & F*
	LDA/EFF Date Remarks	Modify Remarks List

b. Screen after submitting:

VA0nce04 2-2-2222-22	Cert Complete Submit Name: TEST, ADD NEW SSN: 899-01-7255 File/Payee: 899-01-7255/00	Certs Program: BS SOC Chapter: 33 Training Type: Undergraduate
select Admin	Bio Certs VA Data All All All Term Name Status Facility Code Valid Valid Facility Code Valid Valid Valid Valid Valid Facility Code Valid Valid Valid Valid Valid Valid <th>Log History Image: Begin Date Range to End Date Range Filter Dist R/D Clock DA/Eff Date Facility Cert ID 0 code 2222222 45429272 40239296 0 code 22222222 40239296 1 0 code 22222222 10115755 1 28 7 6 22222222 14174195 1</th>	Log History Image: Begin Date Range to End Date Range Filter Dist R/D Clock DA/Eff Date Facility Cert ID 0 code 2222222 45429272 40239296 0 code 22222222 40239296 1 0 code 22222222 10115755 1 28 7 6 22222222 14174195 1
Reports Logout	View Cur Facility: 2222222 Trng Type: IHL_UNDERGRAD SPRING 20 01/15/2020 05/15/2020 9 Term Name Begin Date* End Date* Res Dist Advance Accelerated Pay (high-tech courses only) 9 10/15/2020 9 LDA/EFF Date Remarks 10/15/2020 10/15	0 5400.00

8. Return to the 'Select' page by clicking on the Select icon from the menu on the left. Select the same student that was just certified at the extension facility code.



9. From the Bio page, navigate to the Cert page and click 'New' from the Cert Menu at the very top of the page. The 'Edit Enrollment Area' will show the Extension Facility Code. The certification completed for the main campus Facility Code will also show in the list of certifications.

nce04 2222-22	Name: TES SSN: 899-0 File/Payee	1-7255								erts Program: B Chapter: 33 Training Ty		Iraduate
	730	✓ All	Certs	All	Data		_		to	istory	Filter	
Select	Zerm Name 2 4X SPRING 5E SPG 20 5E	6 20 📺	Begin Date 01/15/2020 01/05/2017 10/23/2015	05/15/2020		Dist 0 0		Date F	I DA/Eff	nd Date Range Facility Code 22X22222 22222222 22222222 22222222	Cert ID 45429272 40239296 30115755)^
Admin	4 SUM 12		06/04/2012	08/05/2032 E: IHL_UNDE	6 dit Ei		nent	Prgrr	n: BS SOC	22222222 Prior (14174195	ancel 2
Reports	Term Name Advance Pay LDA/EFF Date	Begin D Accelera (high-teo			Dist	* R/[lock	T & F*			

10. Complete the certification as you normally would, entering ONLY the credit hours taken at the extension campus. Click the 'Submit' button at the very top of the page.a. Screen before submitting:

A 37 0 77	Cert Col	mplete S	Submit									
VRAVE									С	erts		
VAonce04 2-2-2222-22	Name: TES SSN: 899-0 File/Payee:	1-7255								Program: E Chapter: 33 Training Ty		ıraduate
	Bio		Certs	VA	Data		Lo	g	H	istory		
		All	~	All		×	·		to		Filter	
	Term Name	Status		Facility Co	le		Begi	n Date I		nd Date Rang	e	
Select	စိစ္မွ Term N	ame Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
2	2 4X SPRING 5E SPG 201 5E	-	01/15/2020 01/05/2017 10/23/2015	04/24/2017	9 12 10	0 0 0	0	0		22X22222 22222222 22222222 22222222	45429272 40239296 30115755	^
Admin	4 SUM 12	-	06/04/2012	08/05/2032	6					22222222	14174195	~
- W	Facility: 22X22	2222	Trng Type	E IHL_UNDE		nrolln	nent	Prgrn	n: BS SOC	Prior	Save Ca Credit:	ancel 2
Reports	SPRING 20 Term Name	1/15/2 Begin D			3 Dis	0 t* R/I	D C	Clock	1500.0 T & F*	00		
	Advance Pay	Accelera (high-tec	ted Pay h courses only	y)								
Logout	LDA/EFF Date											
	Remarks									Modify	Remarks Li	st

b. Screen after submitting:

ANOR	Cert Compl	ete Submit				
/Aonce04 2-2-2222-22	Name: TEST, Al SSN: 899-01-72 File/Payee: 899-	55			Certs Program: E Chapter: 3 Training Ty	
	Bio	Certs	VA Data	Log	History	
2.2	All VAI Term Name Sta	tus	All Facility Code	Begin Date F	to Range End Date Rang	e Filter
Select	<u>ه</u>	l l ĭ	End Date Res	Dist R/D Clock	LDA/Eff Facility Date Code	Cert ID
		01/15/2020	05/15/2020 9 05/15/2020 3 04/24/2017 12	0	22222222 22X22222 22222222	45429272 45429273 40239296
Admin	5E 4 SUM 12	10/23/2015	1 1		22222222 22222222 222222222	30115755 14174195
- 57	Facility: 22X22222	Trng Typ	View Cu e: IHL_UNDERGRA	rrent Status D Prgm	n: BS SOC Prior	Save Cancel Credit: 4X
Reports	SPRING 20 C Term Name	01/15/2020 05/15 egin Date* End Date		0 distance of the second secon	1500.00 T & F*	
Logout		ccelerated Pay igh-tech courses on	ly)			
	Remarks				Modify	Remarks List