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 #5: ENTERING A CERTIFICATION AT A MAIN CAMPUS AND TWO EXTENSION CAMPUSES WITH NON-STANDARD TERMS

DESCRIPTION: This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student who is completing credit hours at a main campus and mini terms at two different extension campuses. For this scenario:

- The student is enrolled for 9 (nine) credit hours at the main campus, three (3) credit hours at Extension Campus 1 and three (3) credit hours at Extension Campus 2.
- The credits being taken at Extension Campus 1 have non-standard term dates.
- The credits being taken at Extension Campus 2 have non-standard term dates.
- NOTE: This scenario assumes the student has already been enrolled at the extension facility codes.

EXPECTED OUTCOME: Enrollments will be created for the non-standard terms at the two extension campuses, respectively.

1. From the 'Select' page, search for the student, and select the enrollment for the Main Campus facility code.

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VIZIVLE									Sele	ct Stud	ent	
	Searc	h by Last Na	me 🗸 S	Starts	s With 🗸	NEWPORT			Search	Clear		
/Aonce04 2-2-2222-22		Search Ty	pe S	earch	Range	Search Text						
	All A Status	and	All Facility	Code	and C	All V Al hapter and Tra	II aining Ty	pe and F	All Program and		VII F Evalua	ted
		Date Range	or Da	ALL ays u	ntil Cert End or	Training Time	[/	rior Credit	Activ	e Duty		leset
Select	Sho	owing 1-4 of 4 records							Sho	w Logs		
2		SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	<u>4</u>	
Admin		1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22222222		
		2 044-55-2222	044-55-2222	00	NEWPORT	AUSTIN	33	HISTORY	8/12/2011 11:51 AM	31313131		
5		1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22222		
Reports		1 888-77-5554	888-77-5554	00	NEWPORT	BOBBY	33	AA ROCK		22X22221		
Logout												
												-

2. Validate the information on the 'Bio' screen and navigate to the 'Certs' screen. On the Cert menu at the very top of the page, select 'New'. Enter the term information and click 'Submit' at the very top of the page.

ANCE	Cert Complete Submit
(Aonce04 -2-2222-22	Certs Name: NEWPORT, BOBBY Program: AA ROCK SSN: 888-77-5554 Chapter: 33 File/Payee: 888-77-5554/00 Training Type: Undergraduate
	Bio Certs VA Data Log History
2.2	All All Image: All status Image: Filter
Select	Res Dist R/D Clock LDA/Eff Date Facility Code Cert ID
Admin	
Reports	Edit Enrollment Save Cancel Facility: 2222222 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 2
	SPRING 20 F175/2020 F15/2020 F1 F500.00 Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*
Logout	Advance Accelerated Pay Pay (high-tech courses only)
	Remarks Modify Remarks List

3. On the Select page, select the extension facility code where the first mini term is being taken.

ANOR	Student School Detail	
VZYCE	Select Student	
	Search by Last Name V Starts With V NEWPORT Search Clear	
VAonce04 2-2-2222-22	Search Type Search Range Search Text	
	All Active All All All All Status and Facility Code and Chapter and Training Type and Program and	
	to ALL All ALL Filter Date Range or Days until Cert End or Training Time Prior Credit Active Duty Reset	
Select	Showing 1-4 of 4 records	
\sim	SSN File # Pay Last Name First Name Chapt Program Last Cert Facility A	
Admin	4X 888-77-5554 888-77-5554 00 NEWPORT BOBBY 33 AA ROCK 7/27/2019 8:09 AM 22222222	
	2 044-55-2222 044-55-2222 00 NEWPORT AUSTIN 33 HISTORY 8/12/2011 11:51 AM 31313131	
	1 888-77-5554 888-77-5554 00 NEWPORT BOBBY 33 AA ROCK 22X22222	
Reports	1 888-77-5554 888-77-5554 00 NEWPORT BOBBY 33 AA ROCK 22X22221	
.		
Logout		

- 4. Click through the Bio to the Certs page. On the Cert menu at the very top of the page select 'New'. Enter the mini term dates and hours for Extension Campus 1. Once complete, click 'Submit' at the very top of the page.
 - a. Screen before submission:

AN 100	Cert Compl	ete Submit				
VRIVE				Ce	erts	
VA	Name: NEWPOF	RT, BOBBY		1	Program: AA ROCK	
VAonce04 2-2-222-22	File/Payee: 888-	77-5554/00			Training Type: Undergraduate	
	Bio	Certs	VA Data	Log His	tory	
		I 🗸 All	~	to	Filter	
	Term Name Sta	tus Facili	ty Code	Begin Date Range En	d Date Range	
Select	Term Name	Info Begin Date End I	Date Res Dist	R/D Clock LDA/Eff Date	Facility Code Cert ID	
	2	画 04/45/0000 05/45/	0000		22X22222	
Admin	AX SPRING 20		2020 6 0		22222222 45429283	
Reports	Facility: 22X22222 SPR 20 A Term Name Advance Pav	Trng Type: IHL_1 1/20/2020 03/20/2020 egin Date* End Date* ccelerated Pay	Edit Enrolln JNDERGRAD 3 0 Res Dist* R/I	Prgrm: AA ROCK	Save Cancel Prior Credit: 2	
Logout	LDA/EFF Date	ign-lech courses only)				
	Remarks				Modify Remarks List	
Reports Logout	Facility: 22X22222	Trng Type: IHL_1 11/20/2020 03/20/2020 egin Date* End Date* :celerated Pay igh-tech courses only)	Edit Enrolln JNDERGRAD	nent Prgrm: AA ROCK 1200 Clock T & F*	Save Cancel Prior Credit: 2 3 Modify Remarks List	

b. Screen after submission:

20100	Cert Com	olete Submit				
VZVCE					Certs	
VA	Name: NEWP	ORT, BOBBY			Program: A	A ROCK
VAonce04 2-2-2222-22	File/Payee: 88	8-77-5554/00			Training Ty	o /pe: Undergraduate
	Bio	Certs	VA Data	Log	History	
	All 🗸	All		~	to	Filter
	Term Name S	itatus	Facility Code	Begin Date	Range End Date Rang	e
Select	Reference in the second	ne Info Begin Date	e End Date Res	Dist R/D Clock	LDA/Eff Facility Date Code	Cert ID
	► 4X <u>SPR 20 A</u>	01/20/2020	03/20/2020 3	0	22X22222	45429284
Admin	► 4X SPRING 20	画 01/15/2020	05/15/2020 6	0	22222222	45429283
- 47			View Cu	rrent Status		Save Cancel
Persente	Facility: 22X2222	2 Trng Type	E: IHL_UNDERGRAD) Prgrm	I: AA ROCK Prior	Credit: 4X
Reports	SPR 20 A	01/20/2020 03/20 Begin Date* End D	0/2020 3 ate* Res Dis	0 Clock	1200.00 T & F*	
	Advance	Accelerated Pay				
Logout		(nign-tech courses on	iiy)			
	LDA/EFF Date					
	Remarks				Modify	Remarks List

5. On the Select page, select the facility code for Extension Campus 2, where the second mini term is being taken.

ANOT	Student School	Detail		
VRACE			Select Stude	nt
	earch by Last Name	✓ Starts With ✓ NEWPOR	T Search Clear	
VAonce04 2-2-2222-22	Search Type	Search Range Search Text		
	All Active Status and	All All Facility Code and Chapter and	All V All V All V All V Training Type and Program and PT E	valuated
2.2	to	ALL V AII		Filter
	Date Range or	Days until Cert End or Training Tim	e Prior Credit Active Duty	Reset
Select	Showing 1-4 of 4 records		Show Logs	
$\sqrt{7}$	SSN F	ile # Pay # Last Name First Nam	e Chapt Program Last Cert Facility Code	6
Admin	4X 888-77-5554 888-	77-5554 00 NEWPORT BOBBY	33 AA ROCK 7/27/2019 8:09 AM 22222222	
	2 044-55-2222 044-	55-2222 00 NEWPORT AUSTIN	33 HISTORY 8/12/2011 31313131	
- W	4X 888-77-5554 888-	77-5554 00 NEWPORT BOBBY	33 AA ROCK 7/27/2019 8:14 AM 22X22222	
Reports	1 888-77-5554 888-	77-5554 00 NEWPORT BOBBY	33 AA ROCK 22X22221	
1				
Logout				

- 6. Go through the Bio page to the Cert page. On the Cert menu at the very top of the page, select 'New'. Enter the mini term dates and hours. Once complete, click 'Submit' at the very top of the page.
 - Cert Complete Submit Certs Name: NEWPORT, BOBBY Program: AA ROCK SSN: 888-77-5554 File/Payee: 888-77-5554/00 Chapter: 33 Training Type: Undergraduate Log Bio VA Data History Certs All ~ to Filter Begin Date Range End Date Range Term Name Status Facility Code LDA/Ef Facility Code 🙀 Term Name Info Begin Date End Date Res Dist R/D Clock Cert ID Date ▶ 4X SPR 20 A 45429284 4X SPRING 20 01/15/2020 05/15/2020 n 222222222 45429283 E) Edit Enrollment Save Cancel Facility: 22X22221 Trng Type: IHL_UNDERGRAD Prgrm: AA ROCK Prior Credit: 2 3 0 Dist* R/D SPR 20 B 03/25/2020 05/25/2020 2154.00 T & F* Clock Term Name Begin Date* End Date* Advance Accelerated Pay (high-tech courses only) Modify Remarks List Remarks
 - a. Screen before submission:

b. Screen after submission:

Name: NEWPOR SSN: 888-77-555 File/Payee: 888- Bio	RT, BOBBY 44 77-5554/00 Certs	VA Data		erts Program: AA ROCK Chapter: 33 Training Type: Undergraduat
Bio All VAI	Certs	VA Data		
All 🗸 All			Log Hi.	story
Term Name Stat	✓ Al tus Fac	l vility Code	Begin Date Range Er	Id Date Range
Reference Term Name	Info Begin Date End	d Date Res Dist	R/D Clock LDA/Eff Date	Facility Code Cert ID
 4X SPR 20 B 4X SPR 20 A 4X SPRING 20 	Image: 03/25/2020 05/2 Image: 01/20/2020 03/2 Image: 01/15/2020 05/1	25/2020 3 0 20/2020 3 0 15/2020 6 0		22X22221 45429285 22X22222 45429284 22222222 45429283
Facility: 22X22221	Trng Type: IHL 3/25/2020 05/25/202	View Current	Status Prgrm: AA ROCK 2154.0	Save Cancel Prior Credit: 4X
Term Name Be Advance Ac Pay Ac LDA/EFF Date	egin Date* End Date* celerated Pay gh-tech courses only)	Res Dist* R	D Clock T & F*	
Remarks				Modify Remarks List
	♦ X SPR 20 B ♦ 4X SPR 20 A ♦ 4X SPR 20 A ♦ 4X SPR 20 B ▼ 20 B 0 0 Term Name B 0 Advance Advance Avance LDA/EFF Date Remarks 0	SPR 20 B Image O3/25/2020 05/2 4X SPR 20 A Image 03/25/2020 05/2 4X SPR 20 A Image 01/20/2020 03/2 4X SPRING 20 Image 01/15/2020 05/2 4X SPRING 20 Image 01/15/2020 05/2 Facility: 22X22221 Trng Type: IHL SPR 20 B 03/25/2020 05/25/2020 05/25/2020 Term Name Begin Date* End Date* End Date* Advance Advance Accelerated Pay Image: Image: LDA/EFF Date Remarks Image: Image: Image: Image:	Res O3/25/2020 O5/25/2020 O3/20/2020 O3/20/2020 <td>Org Term Name Info Begin Date End Date Res Dist R/D Clock Date • 4X SPR 20 B Image: 03/25/2020 05/25/2020 3 0 Image: 03/25/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/21/20/2020 03/20/2020 3 0 Image: 03/25/2020 05/15/2020 6 0 Image: 03/25/2020 05/15/2020 6 0 Image: 03/25/2020 05/25/2020 0 0 Image: 03/25/2020 05/25/2020 0 0 Image: 03/25/2020 0 2154.0 SPR 20 B 03/25/2020 05/25/2020 05/25/2020 0 0 Image: 0 2154.0 Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Advance Advance Accelerated Pay Image: 03/25/2020 Image: 03/25/2020 Image: 03/25/202</td>	Org Term Name Info Begin Date End Date Res Dist R/D Clock Date • 4X SPR 20 B Image: 03/25/2020 05/25/2020 3 0 Image: 03/25/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/20/2020 3 0 Image: 03/25/2020 03/21/20/2020 03/20/2020 3 0 Image: 03/25/2020 05/15/2020 6 0 Image: 03/25/2020 05/15/2020 6 0 Image: 03/25/2020 05/25/2020 0 0 Image: 03/25/2020 05/25/2020 0 0 Image: 03/25/2020 0 2154.0 SPR 20 B 03/25/2020 05/25/2020 05/25/2020 0 0 Image: 0 2154.0 Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Advance Advance Accelerated Pay Image: 03/25/2020 Image: 03/25/2020 Image: 03/25/202