

July 29-August 2:

VA Forever GI Bill Open House



Extension Campus System Update

811 Vermont Ave NW, Washington, DC, 20571

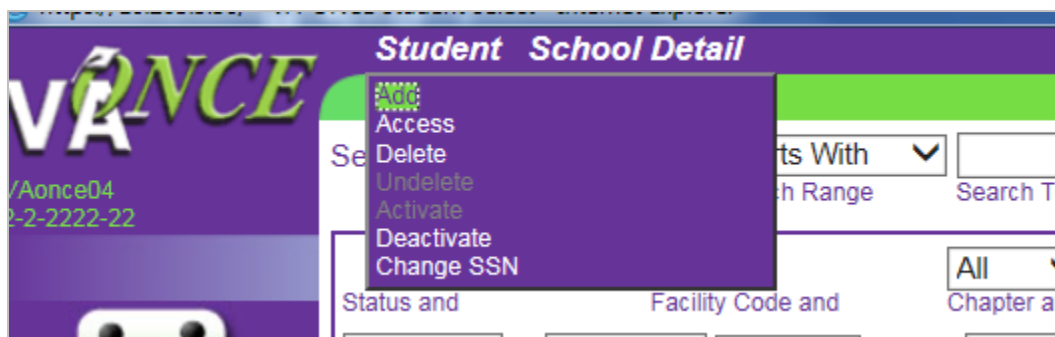
Room: 1014 A

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".

VAONCE
VAonce04
2-2-2222-22

Add a Student

Enter the following information for the student

TEST
Last Name*

(2-2-X222-22) Facility Code*

Student SSN* Confirm Student SSN*

Student Has No SSN

OK Cancel

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

VAONCE
VAonce04
2-2-2222-22

Add a Student

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

This student exists at another school, but not the current school. The system will allow you 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.

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
RICH		ADDNEWSTU	2-2-2222-22	DEMO UNIVERSITY IHL	A

OK Cancel

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

VA-NCE
VAonce04
2-2-2222-22

Bio Data

Name: TEST, SSN: 899-01-7255, File/Payee: 00 000 000/
Program: Chapter: Training Type:

Bio Certs VA Data Log History

ADDNEW TEST

Salutation First Name* Middle Name Last Name* Suffix

899-01-7255 Address* Location Domestic

SSN* Student ID 1234 MAIN ST

899-01-7255 00 33 File Number* Payee# Chapter*

IHL_UNDERGRAD OP IL Training Type* City* State*

School Short Name Facility Code 60302 Zip* Zip Suffix

BS Sociology Phone Extension

Program* noreply@noreply.com Email*

Prior Training Credit* Alternate Email

Guest Student Active Duty

Primary School -- Name -- State

Notes

User Def 1 User Def 2 User Def 3 User Def 4

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.

VA-NCE
VAonce04
2-2-2222-22

Student School Detail Select Student

Search by SSN Starts With 899 Search Clear

Search Type Search Range Search Text

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

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

Showing 1-2 of 2 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 899-01-7255	899-01-7255	00	TEST	ADD NEW	33	BS SOC	3/9/2018 8:37 AM	22222222	
<input type="checkbox"/>	1 899-01-7255	899-01-7255	00	TEST	ADDNEW	33	BS SOC		22X22222	

- 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.

VA
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

Bio
Certs
VA Data
Log
History

All
All
All
to
Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22222222	
▶ 5E	SPG 2017		01/05/2017	04/24/2017	12	0				22222222	40239296
▶ 5E			10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
▶ 4	SUM 12		06/04/2012	08/05/2032	6					22222222	14174195
▶ 4	VP-NCD-1		03/03/2012	06/01/2012	11	8	7	6		22222222	14174197

Edit Enrollment
Save
Cancel


Facility: 22222222
Trng Type: IHL_UNDERGRAD
Prgm: BS SOC
Prior Credit: 2


Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
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Advance Pay
 Accelerated Pay (high-tech courses only)


LDA/EFF Date

Remarks
 Modify Remarks List


Select


Admin


Reports


Logout

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:

VAONCE Cert Complete Submit

Name: TEST, ADD NEW
SSN: 899-01-7255
File/Payee: 899-01-7255/00

Program: BS SOC
Chapter: 33
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	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22222222	
5E SPG 2017			01/05/2017	04/24/2017	12	0				22222222	40239296
5E			10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
4 SUM 12			06/04/2012	08/05/2032	6					22222222	14174195
4 VP-NCD-1			03/03/2012	06/01/2012	11	8	7	6		22222222	14174197

Edit Enrollment Save Cancel

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS SOC Prior Credit: 2

SPRING 20 1/15/2020 5/15/2020 9 0 5400.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

b. Screen after submitting:

VAONCE Cert Complete Submit

Name: TEST, ADD NEW
SSN: 899-01-7255
File/Payee: 899-01-7255/00

Program: BS SOC
Chapter: 33
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	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 20			01/15/2020	05/15/2020	9	0				22222222	45429272
5E SPG 2017			01/05/2017	04/24/2017	12	0				22222222	40239296
5E			10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
4 SUM 12			06/04/2012	08/05/2032	6					22222222	14174195
4 VP-NCD-1			03/03/2012	06/01/2012	11	8	7	6		22222222	14174197

View Current Status Save Cancel

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 20 01/15/2020 05/15/2020 9 0 5400.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

- 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.

VA-NCE
VAonce04
2-2-2222-22

Student School Detail **Select Student**

Search by

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

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

Showing 1-2 of 2 records

<input type="checkbox"/>	<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	<input type="checkbox"/>	4X 899-01-7255	899-01-7255	00	TEST	ADD NEW	33	BS SOC	7/26/2019 1:46 PM	22222222	
<input type="checkbox"/>	<input type="checkbox"/>	1 899-01-7255	899-01-7255	00	TEST	ADDNEW	33	BS SOC		22X22222	

- 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.

VA-NCE
VAonce04
2-2-2222-22

Cert Complete Submit **Certs**

Name: TEST, ADDNEW
SSN: 899-01-7255
File/Payee: 899-01-7255/00

Program: BS SOC
Chapter: 33
Training Type: Undergraduate

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

All to

<input type="checkbox"/>	<input type="checkbox"/>	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
<input type="checkbox"/>	<input type="checkbox"/>	2									22X22222	
<input type="checkbox"/>	<input type="checkbox"/>	4X SPRING 20		01/15/2020	05/15/2020	9	0				22222222	45429272
<input type="checkbox"/>	<input type="checkbox"/>	5E SPG 2017		01/05/2017	04/24/2017	12	0				22222222	40239296
<input type="checkbox"/>	<input type="checkbox"/>	5E		10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
<input type="checkbox"/>	<input type="checkbox"/>	4 SUM 12		06/04/2012	08/05/2032	6					22222222	14174195

Edit Enrollment

Facility: 22X22222 Trng Type: IHL_UNDERGRAD Prgm: BS SOC Prior Credit: 2

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

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:

VA-NCE Cert Complete Submit

Name: TEST, ADDNEW
SSN: 899-01-7255
File/Payee: 899-01-7255/00

Program: BS SOC
Chapter: 33
Training Type: Undergraduate

Certs

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2										22X22222	
4X SPRING 20			01/15/2020	05/15/2020	9	0				22222222	45429272
5E SPG 2017			01/05/2017	04/24/2017	12	0				22222222	40239296
5E			10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
4 SUM 12			06/04/2012	08/05/2032	6					22222222	14174195

Edit Enrollment Save Cancel

Facility: 22X22222 Trng Type: IHL_UNDERGRAD Prgm: BS SOC Prior Credit: 2

SPRING 20 1/15/2020 5/15/2020 3 0 1500.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

b. Screen after submitting:

VA-NCE Cert Complete Submit

Name: TEST, ADDNEW
SSN: 899-01-7255
File/Payee: 899-01-7255/00

Program: BS SOC
Chapter: 33
Training Type: Undergraduate

Certs

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 20			01/15/2020	05/15/2020	9	0				22222222	45429272
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22222	45429273
5E SPG 2017			01/05/2017	04/24/2017	12	0				22222222	40239296
5E			10/23/2015	10/23/2015	10	0	0	0		22222222	30115755
4 SUM 12			06/04/2012	08/05/2032	6					22222222	14174195

View Current Status Save Cancel

Facility: 22X22222 Trng Type: IHL_UNDERGRAD Prgm: BS SOC Prior Credit: 4X

SPRING 20 01/15/2020 05/15/2020 3 0 1500.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)