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 #2: ENTERING A CERTIFICATION FOR DISTANCE EDUCATION HOURS AT A MAIN CAMPUS & IN-RESIDENCE HOURS AT AN EXTENSION CAMPUS

DESCRIPTION: *This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student completing six (6) credit hours of distance learning at a Main campus and six (6) credit hours of in-residence credit hours at an Extension campus.*

EXPECTED OUTCOME: There will be two certifications displayed – one for the distance education aligned to the main campus and one for the in-residence credit hours being taken at the extension campus.

NOTE: If the student is not already added to the extension Facility Code where they are taking classes, complete Steps 1 – 4. If the student is already added to the extension facility code, skip to Step 5.

1. **Add the student to the extension campus by selecting 'Student' and clicking 'Add' from the dropdown menu.**
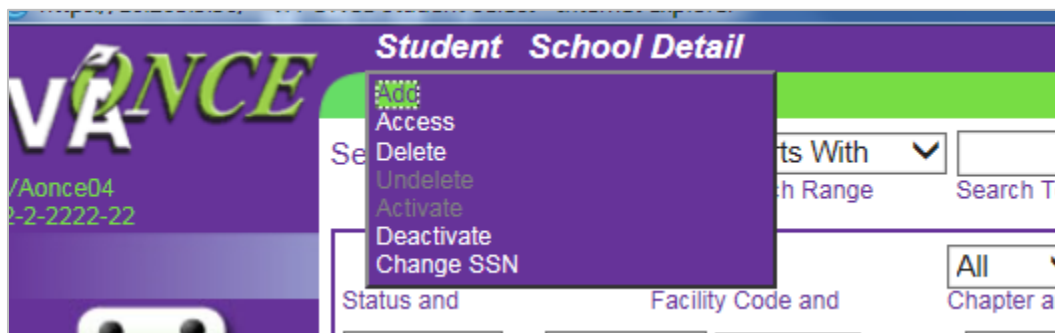
2. **Select the appropriate Facility Code for the extension campus from the dropdown menu (this is the code that aligns with the extension campus where the student is taking classes). Add the SSN and select 'OK'.**

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

4. Complete the Bio page and click 'Save'.

5. Navigate to the 'Select' page from the menu on the left side of the page. From the 'Select' page, search for the student and select the student at the Main Facility Code.

6. **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. Enter the dates and hours taken for the distance learning course in the distance hours field ('Dist'). Click 'Submit' at the very top of the page.**
   a. **Screen before submitting:**

b. Screen after submitting:

7. **Return to the 'Select' page. Select the same student at the extension facility code.**

8. **From the Bio page, go to the Cert page and click 'New' from the Cert Menu. The Edit Enrollment Area will show the Extension Facility code. Enter the dates and hours taken in residence at the extension. Click 'Submit' at the very top of the page.**

a. Screen before submitting:

b. Screen after submitting: