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



### Extension Campus System Update

811 Vermont Ave NW, Washington, DC, 20571

Room: 1014 A

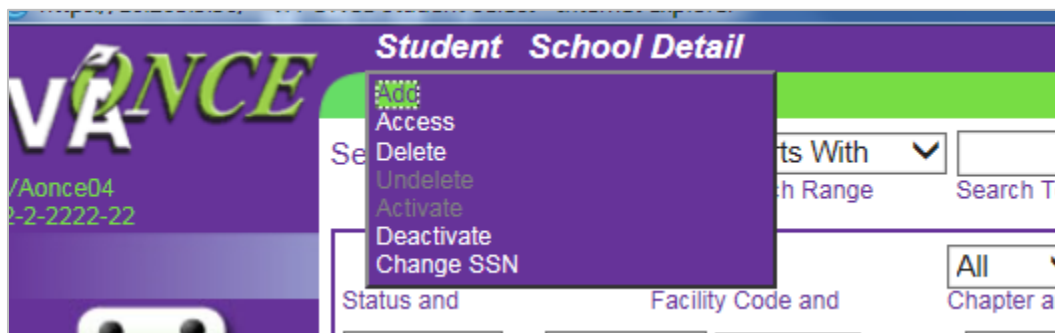
## VA-ONCE SCENARIO #2: ENTERING A CERTIFICATION FOR DISTANCE EDUCATION HOURS AT A MAIN CAMPUS & IN-RESIDENCE HOURS AT AN EXTENSION CAMPUS

**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'.

VAONCE  
VAonce04  
2-2-2222-22

Select  
Admin

**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

Select  
Admin

**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 the Bio page and click 'Save'.

**VAONCE**  
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 OP IL

File Number\* Payee# Chapter\* City\* State\*

IHL\_UNDERGRAD Training Type\* 60302

School Short Name Facility Code Zip\* Zip Suffix

BS Sociology Program\* NONE

Prior Training Credit\*  Guest Student  Active Duty

Primary School -- Name -- State

Phone Extension noreply@noreply.com

Email\* Alternate Email

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 side of the page. From the 'Select' page, search for the student and select the student at the Main Facility Code.

**VAONCE**  
VAonce04  
2-2-2222-22

**Student School Detail**  
**Select Student**

Search by Last Name Starts With CAMPBELL Search Clear

Search Type Search Range Search Text

All Active All All All All All

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

ALL ALL ALL ALL

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

Showing 1-2 of 2 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input checked="" type="checkbox"/>	5M 456-54-8598	456-54-8598	00	CAMPBELL	ERIC	33	AS RM	4/5/2019 4:51 PM	22222222
<input type="checkbox"/>	1 456-54-8598	456-54-8598	00	CAMPBELL	ERIC	33	AS RM		22X22222

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:

The screenshot shows the VA NCE 'Cert Complete Submit' interface. At the top, the user is identified as CAMPBELL, ERIC, with SSN 456-54-8598 and File/Payee 456-54-8598/00. The program is AS RM, Chapter 33, and Training Type is Undergraduate. The user is logged in as a Student.

The main navigation tabs are Bio, Certs, VA Data, Log, and History. The Certs tab is active, displaying a table of enrollment records:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
5M SPRNG 18			01/15/2018	05/15/2018	
4 FALL1 2008			10/15/2008	12/15/2008	
4 FALL 2008			08/15/2008	12/15/2008	
4 SUMMER 08			05/20/2008	07/25/2008	

Below the table is the 'Edit Enrollment' form. The facility code is 22222222, and the training type is IHL\_UNDERGRAD. The program is AS RM and prior credit is 2. The form fields are as follows:

- Term Name: SPRING 20
- Begin Date\*: 1/15/2020
- End Date\*: 5/15/2020
- Res: 0
- Dist\*: 6
- R/D: [blank]
- Clock: [blank]
- T & F\*: 2500.00

There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. The LDA/EFF Date field is empty. A 'Remarks' section is present with a 'Modify Remarks List' button.

b. Screen after submitting:

**Certs**  
 Name: CAMPBELL, ERIC  
 SSN: 456-54-8598  
 File/Payee: 456-54-8598/00  
 Program: AS RM  
 Chapter: 33  
 Training Type: Undergraduate

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	0	6				22222222	45429274
5M SPRNG 18			01/15/2018	05/15/2018	12					22222222	44452839
4 FALL1 2008			10/15/2008	12/15/2008				6		22222222	4467609
4 FALL 2008			08/15/2008	12/15/2008				12		22222222	4467609
4 SUMMER 08			05/20/2008	07/25/2008				3		22222222	4467609

**View Current Status**  
 Facility: 22222222 Trng Type: IHL\_UNDERGRAD Prgrm: AS RM Prior Credit: 4X

SPRING 20 | 01/15/2020 | 05/15/2020 | 0 | 6 | 2500.00

Advance Pay  Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks [Modify Remarks List](#)

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

**Select Student**

Search by Last Name: CAMPBELL

Showing 1-2 of 2 records

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
4X 456-54-8598	456-54-8598	00	CAMPBELL	ERIC	33	AS RM	7/26/2019 2:40 PM	22222222
1 456-54-8598	456-54-8598	00	CAMPBELL	ERIC	33	AS RM		22X22222

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:

**VA ONCE** Cert Complete Submit Print Student

Name: CAMPBELL, ERIC      Program: AS RM  
 SSN: 456-54-8598      Chapter: 33  
 File/Payee: 456-54-8598/00      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	0	6				22222222	45429274
5M SPRNG 18			01/15/2018	05/15/2018	12					22222222	44452839
4 FALL1 2008			10/15/2008	12/15/2008				6		22222222	4467609
4 FALL 2008			08/15/2008	12/15/2008				12		22222222	4467609

**Edit Enrollment**    Save    Cancel

Facility: 22X22222    Trng Type: IHL\_UNDERGRAD    Prgrm: AS RM    Prior Credit: 2

SPRING 20    1/15/2020    5/15/2020    6    0    2500.00

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 ONCE** Cert Complete Submit Print Student

Name: CAMPBELL, ERIC      Program: AS RM  
 SSN: 456-54-8598      Chapter: 33  
 File/Payee: 456-54-8598/00      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	0	6				22222222	45429274
4X SPRING 20			01/15/2020	05/15/2020	6	0				22X22222	45429275
5M SPRNG 18			01/15/2018	05/15/2018	12					22222222	44452839
4 FALL1 2008			10/15/2008	12/15/2008				6		22222222	4467609
4 FALL 2008			08/15/2008	12/15/2008				12		22222222	4467609

**View Current Status**    Save    Cancel

Facility: 22X22222    Trng Type: IHL\_UNDERGRAD    Prgrm: AS RM    Prior Credit: 4X

SPRING 20    01/15/2020    05/15/2020    6    0    2500.00

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](#)