

EDUCATION SERVICE SCHOOL CERTIFYING OFFICIAL ENROLLMENT MANAGER USER GUIDE



MARCH 1, 2023

VERSION #1

U.S. DEPARTMENT OF VETERANS AFFAIRS

A. REVISION HISTORY

Date	Version	Description	Authors
2/21/2023	1.0	Initial user guide for School Certifying Officials to navigate Enrollment Manager	DGIB Training Team



B. TABLE OF CONTENTS

A. REVISION HISTORY.....	2
B. TABLE OF CONTENTS.....	3
C. ENROLLMENT MANAGER USER GUIDE CONTENT & INSTRUCTIONS.....	5
1. OVERVIEW.....	5
<i>Enrollment Manager</i>	5
<i>VA Education Platform</i>	5
<i>VA Education Platform Portal</i>	6
<i>Definitions</i>	7
2. ACCESSING ENROLLMENT MANAGER AND APPROVING ADDITIONAL USERS.....	9
<i>Authentication via the Education Platform</i>	9
<i>Requesting First-time access</i>	24
<i>Approving, Denying, and Revoking Enrollment Manager Access</i>	52
<i>Assigning/Unassigning Facilities</i>	62
3. NAVIGATING ENROLLMENT MANAGER.....	69
<i>School Certifying Official Dashboard</i>	69
<i>Find and add a student</i>	72
<i>Students Profile</i>	83
4. CERTIFICATIONS BY TRAINING TYPE.....	105
<i>IHL</i>	105
<i>NCD</i>	137
<i>OJT/APP</i>	170
<i>Flight</i>	194
D. HELPFUL RESOURCES – INCLUDE GI BILLIE, THE GI BILL CHATBOT SUPPORTING ENROLLMENT MANAGER.....	244
<i>Enrollment Manager Chatbot, GI Billie</i>	244
<i>Enrollment Manager Resources</i>	245

VBA Education Service



ID.ME and Login.Gov Resources..... 245

School Certifying Official resources..... 245

C. ENROLLMENT MANAGER USER GUIDE CONTENT & INSTRUCTIONS

1. OVERVIEW

The purpose of this document is to provide information and tutorials on how to use Enrollment Manager (EM), the system for inputting and editing student enrollments. Within Enrollment Manager, School Certifying Officials (SCOs) can do the following:

- Create student records
- Associate a student with a facility
- View student information
- Submit student certifications
- Add notes to a student's profile and to their enrollment

Please note that all information contained in this manual is based on fictitious names, Social Security numbers, and other personally identifiable information. The Enrollment Manager User Guide is a general reference guide.

ENROLLMENT MANAGER

Enrollment Manager is the modernized platform for School Certifying Officials, replacing VA-Online Certification of Enrollment (VA-ONCE) functionality, used to create and view student information. EM provides the same core functions of VA-ONCE and its new sustainable increase efficiency.

VA EDUCATION PLATFORM

The [VA Education Platform](#) is the log-in page for external users to gain access to VA systems, such as Enrollment Manager, through an approved authentication method (ID.me or Login.gov). This authentication provides an additional layer of security to keep all personal information safe and provides a Single Sign On experience, where one set of user credentials provides access to multiple platforms (AskVA, Enrollment Manager, etc.).

VBA Education Service



VA EDUCATION PLATFORM PORTAL

Once properly authenticated through ID.me or Login.gov, School Certifying Officials will utilize the VA Education Platform Portal to access Enrollment Manager. The VA Education Platform Portal is where VA manages the Digital GI Bill® applications in one place and is where access to Digital GI® Bill applications is managed by both VA and by SCOs.

When logging in to Enrollment Manager for the first time, SCOs will need to follow one of the below actions to gain access.

- Gain first-time access through legacy VA-ONCE credentials
- Request access through ELR
- Request access as an Assistant or School Certifying Official Read Only

When access is granted using the previously mentioned methods, users will then be able to manage access requests from Assistants and School Certifying Officials Read Only users, and manage facilities as a School Certifying Officials within the VA Education Platform Portal. Additionally, once access is granted, SCOs will be able to log into and use all functionalities available in Enrollment Manager from the VA Education Platform Portal.

VBA Education Service



DEFINITIONS

There is updated terminology used throughout the Enrollment Manager platform. Listed below are the updated terms with corresponding definitions found in Enrollment Manager.

New Term	New Term Definition
Amendment	Any change made to an enrollment after it is submitted
Assistant (SCO Assistant, Certifying Official Assistant, School Certifying Official Assistant)	The Assistants have limited access such as View Bio, Certs, VA Data, Log, History tabs; Edit Bio, Certs, and Log tabs; and delete unsubmitted certs. It will be associated with only one Facility Code. School Certifying Official assistants must have their work reviewed before they can submit it to VA
School Certifying Official Read Only (Read-only Users, Read Only SCO, SCO Read Only, Read Only Certifying Official)	Users who will not be able to submit/change enrollments, but can log in to view data
Vacation Period	The dates of official facility vacation periods which are seven or more consecutive days. Used when certifying non-standard enrollment periods for all benefits
Online Credits	Web-based learning using one or more technologies to deliver instruction to students
Preset Enrollments	Term dates on approved facility calendar that can be prepopulated. <ul style="list-style-type: none"> NCD and IHL facilities can use Preset Enrollments. OJT, Apprenticeships, and Flight facilities cannot use Preset enrollments.
Student, Trainee	Individual using their VA education benefits to pursue educational programs, training, certifications, etc.

VBA Education Service



Facility, Institution	Includes all institutions of higher learning as well as nontraditional courses/programs where education or training is pursued
Program	Student's chosen path of study that is pursued at a school or training facility.
In progress	Enrollment/Amendment/Certification in in draft state
Pending School Certifying Officials Review	Draft must be verified and submitted by School Certifying Officials
Submitted	Enrollment/Amendment/Certification was sent for processing
Under Review	Enrollment/Amendment/Certification was oof-ramped for manual review
Processed	Enrollment/Amendment/Certification has been adjudicated

2. ACCESSING ENROLLMENT MANAGER AND APPROVING ADDITIONAL USERS

AUTHENTICATION VIA THE EDUCATION PLATFORM

Authenticating via the Education Platform with a New ID.me or Login.gov Account

1. Navigate to the [VA Education Platform sign-in page](#) and select “SSOe”.

VA U.S. Department of Veterans Affairs

Sign in to the VA Education Platform

Sign in with an existing account

- SSOe
- SSOI

Don't have those accounts?

[Create an Account with ID.me](#)

What is SSOI and ID.me?

Having trouble signing in?

[Submit a request to get help signing into ID.me](#)

If you are a School Certifying Official (SCO), please use ID.me to login. SCO access to the VA Education Platform is managed by your Education Liason Representative. You can find a comprehensive list of ELRs on the [Education and Training page](#).

What is the VA Education Platform?

The VA Education Platform helps certified personnel easily process and manage education benefits for GI Bill students.

Depending on your role, you can use this platform to:

- Add/remove GI Bill students at your schools
- Create and manage approvals for schools and programs
- Submit and manage enrollments for students
- View and update student and program information
- Run reports on your schools and students
- And more

Terms and use

When you sign in to the VA Education Platform, you're using a United States federal government information system.

By signing in, you agree to use information you have legal authority to view and use. You also agree to let us record and monitor your activity on the system and share this information with auditors and law enforcement officials.

By signing in, you confirm that you understand the following:

VBA Education Service



2. Make sure you have your Social Security Number, Driver's License or Passport, and mobile phone or email address handy.

Note: You only need to provide these documents once for initial identity verification. It is important to verify your identity to help keep your information safe to prevent fraud and identity theft.

3. Select sign in using “ID.me” or “Login.gov” based on where you created your account.

Note: Subsequent screens demonstrate logging in with ID.me, Login.gov will follow similar steps

U.S. Department of Veterans Affairs

This is a test system.
Please **DO NOT** submit requests for VA benefits or healthcare on this site.
If you want to apply for VA benefits or healthcare via AccessVA please go to: <https://eauth.va.gov/accessva>

[AccessVA Home](#) | [About AccessVA](#) | [Contact Us](#)

VA | Digital GI Bill

Choose a secure VA Partner to sign into Digital GI Bill uat001 (DGI):
Don't have one? [Register for a Sign-In Partner or Learn More](#)

[ID.me](#) | [Sign in with ID.me](#) | [LOGIN.GOV](#) | [Sign in with LOGIN.GOV](#)

[VA HOME](#) | [PRIVACY](#) | [FOIA](#)
U.S. Department of Veterans Affairs | 810 Vermont Avenue, NW Washington DC 20420

4. Select **“Create an ID.me account”** and follow the prompts to enter an email address and create a password.

Sign in to ID.me

New to ID.me?
[Create an ID.me account](#)

Email

Password

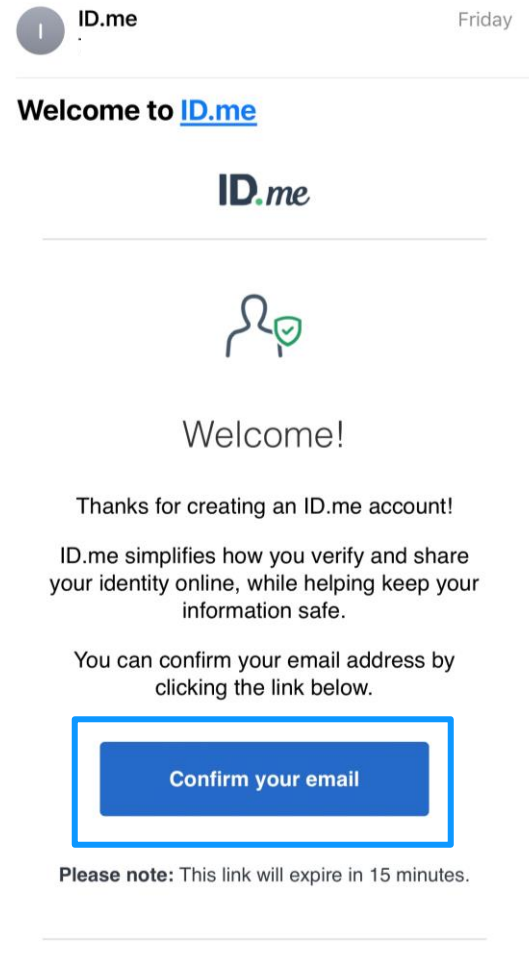
Sign in

[Forgot password](#)

OR

[View more options](#)

5. Check your email and confirm your email address by clicking the **"Confirm your email"** link sent by ID.me to the email address you provided, so that you can set up multi-factor authentication.



VBA Education Service



6. Choose your authentication method (text or phone call) and you will receive a 6-digit code.

ID.me + VA | U.S. Department of Veterans Affairs

COMPLETE YOUR SIGN IN

1 — 2 — 3

Receive a code by phone

Text me

Call me

You will receive a code at the following number

(***)***-288

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#).

Continue



VBA Education Service



7. Input the 6-digit code and click **Continue**.

COMPLETE YOUR SIGN IN

1 — 2 — 3

Enter the code we sent to (***) ***.*285

Enter the 6-digit code *

185635

Didn't receive it? [Resend my verification code](#)

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#).

Continue



VBA Education Service



8. Follow the prompts to verify your identity. This process might take 5-10 minutes to complete. You will need to upload a photo of your driver's license, state ID, or passport to verify your identity.

Note: Should you encounter problems with verifying your identity, please access the [ID.me Help Center](#).

ID.me + VA U.S. Department of Veterans Affairs

VERIFY YOUR IDENTITY

We'll need permission to use details from your credit profile and other public sources to verify your identity. This will not affect your credit score.

Choose a verification method

- [Answer questions about your credit history](#)
Tell us your name, address, phone number, birth date, and Social Security number so we can confirm your identity.
- [Upload photos of your license or state ID](#)
Upload photos of your driver's license or state ID, and enter your Social Security number.
- [Upload a photo of your passport](#)
Upload a photo of your passport and enter your Social Security number.
- [Upload photos of your passport card](#)
Upload photos of your passport card and enter your Social Security number.

[I don't live in the United States](#)

9. Once you have successfully verified your identity, you will be automatically redirected to the VA Education Platform Portal landing page.

VA | VA Education Platform Landing Page

SCO Tester ▾

Select a VA Education application



Enrollment Manager

The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.

[Open Enrollment Manager](#)

or [Request access](#)
or [legacy VA-ONCE users](#)



Workload Manager

Workload Manager Description

[Open Workload Manager](#)



Benefits Manager

Institution Manager Description

[Open Benefits Manager](#)

Authenticating via the Education Platform with an Existing ID.me or Login.gov Account

1. Navigate to the [VA Education Platform sign-in page](#) and select “SSOe”.

VA U.S. Department of Veterans Affairs

Sign in to the VA Education Platform

Sign in with an existing account

SSOe

SSOI

Don't have those accounts?
[Create an Account with ID.me](#)

What is SSOI and ID.me?

Having trouble signing in?
[Submit a request to get help signing into ID.me](#)

If you are a School Certifying Official (SCO), please use ID.me to login. SCO access to the VA Education Platform is managed by your Education Liaison Representative. You can find a comprehensive list of ELRs on the [Education and Training page](#).

What is the VA Education Platform?

The VA Education Platform helps certified personnel easily process and manage education benefits for GI Bill students.

Depending on your role, you can use this platform to:

- Add/remove GI Bill students at your schools
- Create and manage approvals for schools and programs
- Submit and manage enrollments for students
- View and update student and program information
- Run reports on your schools and students
- And more

Terms and use

When you sign in to the VA Education Platform, you're using a United States federal government information system.

By signing in, you agree to use information you have legal authority to view and use. You also agree to let us record and monitor your activity on the system and share this information with auditors and law enforcement officials.

By signing in, you confirm that you understand the following:

VBA Education Service



2. Select sign in using “ID.me” or “Login.gov” based on where you created your account.

Note: Subsequent screens demonstrate logging in with ID.me, Login.gov will follow similar steps

U.S. Department of Veterans Affairs

This is a test system.
Please **DO NOT** submit requests for VA benefits or healthcare on this site.
If you want to apply for VA benefits or healthcare via AccessVA please go to: <https://eauth.va.gov/accessva>

[AccessVA Home](#) | [About AccessVA](#) | [Contact Us](#)

VA | Digital GI Bill

Choose a secure VA Partner to sign into Digital GI Bill uat001 (DGI);
Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)

[ID.me](#) | [Sign in with ID.me](#) | [LOGIN.GOV](#) | [Sign in with LOGIN.GOV](#)

[VA HOME](#) | [PRIVACY](#) | [FOIA](#)
U.S. Department of Veterans Affairs | 810 Vermont Avenue, NW Washington DC 20420

VBA Education Service



3. Input your email and password and select the “Sign in” button.

VBA Education Service



4. Choose your authentication method (text or phone call) and you will receive a 6-digit code.

ID.me + VA U.S. Department of Veterans Affairs

COMPLETE YOUR SIGN IN

1 — 2 — 3

Receive a code by phone

Text me Call me

You will receive a code at the following number

(***)***-288

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#).

Continue



VBA Education Service



5. Input the 6-digit code and click **Continue**.

COMPLETE YOUR SIGN IN

1 — 2 — 3

Enter the code we sent to (***) ***-285

Enter the 6-digit code *

185635

Didn't receive it? [Resend my verification code](#)

If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#).

Continue



VBA Education Service



6. If you have not done so previously, follow prompts to verify identity.

Note: Should you encounter problems with verifying your identity, please access the [ID.me Help Center](#).

ID.me + VA | U.S. Department of Veterans Affairs

VERIFY YOUR IDENTITY

We'll need permission to use details from your credit profile and other public sources to verify your identity. This will not affect your credit score.

Choose a verification method

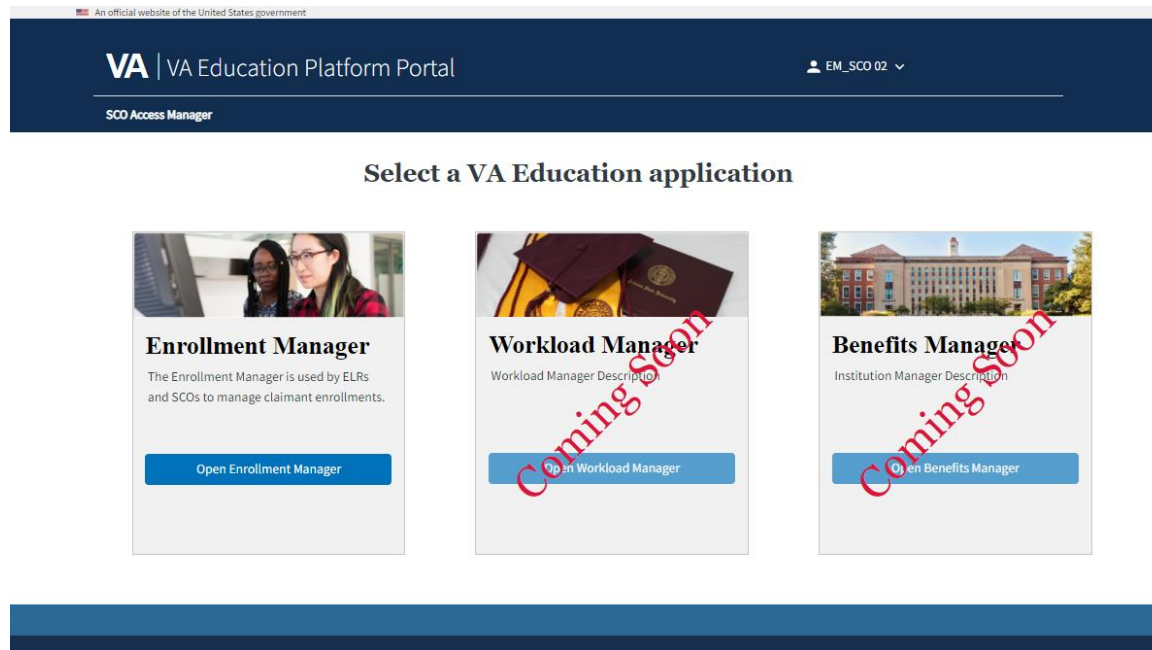
- [Answer questions about your credit history](#)
Tell us your name, address, phone number, birth date, and Social Security number so we can confirm your identity.
- [Upload photos of your license or state ID](#)
Upload photos of your driver's license or state ID, and enter your Social Security number.
- [Upload a photo of your passport](#)
Upload a photo of your passport and enter your Social Security number.
- [Upload photos of your passport card](#)
Upload photos of your passport card and enter your Social Security number.

[I don't live in the United States](#)

VBA Education Service



- Once you have been authenticated, you will be redirected to the VA Education Platform Portal where you will be able to request access to Enrollment Manager.



Please note:

- Enrollment Manager's system is browser agnostic and for an enhanced user experience, excluding Internet Explorer.
- Access to Workload Manager and Benefits Manager is solely for internal users with PIV credentials.
- Foreign School Certifying Officials experiencing trouble with ID.me, please work directly with ID.me to resolve issues.
- Foreign School Certifying Officials experiencing issues with subsequent authentication through ID.me, please contact ID.me support.

REQUESTING FIRST-TIME ACCESS

- **Option 1: If you are an existing VA-ONCE user**, you will be prompted to utilize your legacy VA-ONCE credentials to either:
 - Bypass the ELR review process (if you are School Certifying Official) or
 - Bypass the School Certifying Official review process (if you are an Assistant or School Certifying Official Read Only).

If you have a legacy VA-ONCE account, you will be able to access Enrollment Manager by utilizing your VA-ONCE credentials. Utilizing VA-ONCE credentials to log in is a one-time process used for the first time you log in only. With this process you will automatically be given the same access associated with your VA-ONCE account.

Note: The first and last name that are registered to your credentials in VA-ONCE must match the first and last name used for your ID.me/Login.gov account. If they do not, you will receive the below error message when attempting to log in with your legacy credentials. If this occurs, please proceed to the next section.

Self-Authorization

For Enrollment Manager access, please provide your VA-ONCE credentials.

Username (*Required)
VA-ONCE username

Password (*Required)
VA-ONCE password

State (*Required)
California

Your credentials match, but neither your email nor first name and last name match

Ok Cancel

VBA Education Service



- **Option 2: If you do not have existing VA-ONCE credentials,** you are required to either:
 - Request access through your Education Liaison Representative (if you are a School Certifying Official)
 - Request access through your School Certifying Official (if you are an Assistant or School Certifying Official Read Only)

School Certifying Officials

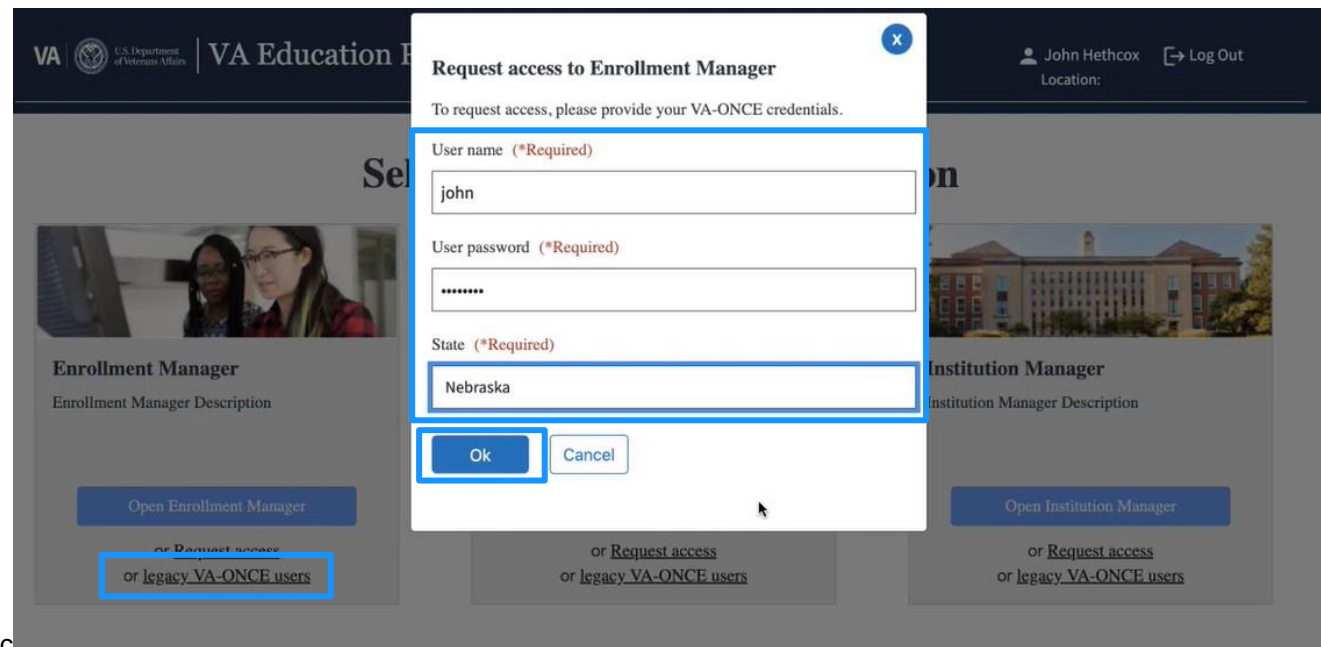
Request Access Through Legacy VA-ONCE Credentials (Bypass the ELR Review Process)

Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account.

Note: Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account.

Follow the below steps to learn how to utilize your VA-ONCE credentials to access Enrollment Manager.

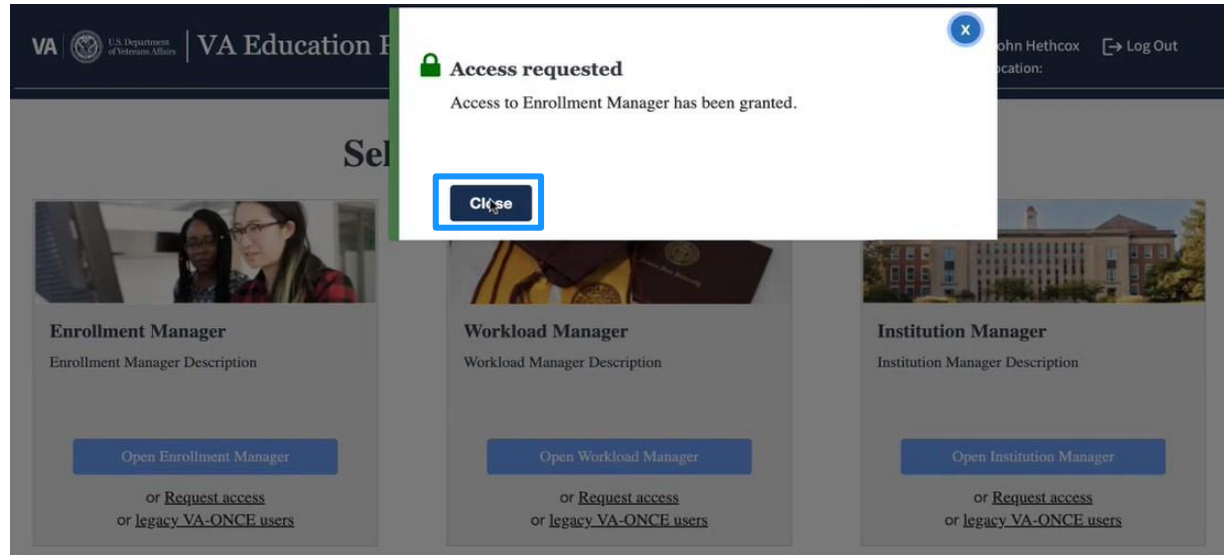
1. Click on the **“legacy VA-ONCE users”** link and input your legacy VA-ONCE user name, user password, and associated State. Then click the **“OK”** button.



VBA Education Service



2. Once you submit the required information, you will receive a message noting “Access to Enrollment Manager has been granted”. Select “**Close**” to quit the message.



3. A message will appear noting that access has been requested and an email will be sent to the ELR’s mailbox.
Once the ELR verifies your information is accurate and all requirements have been met, you will be granted access to Enrollment Manager.
Note: You will receive an email upon submitting your request, as well as receive an email upon approval/denial.

VBA Education Service

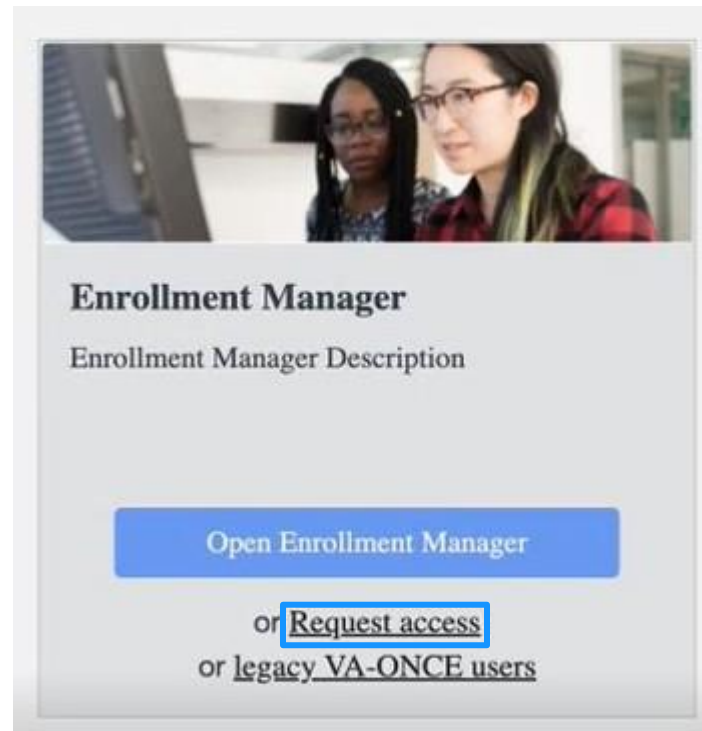


School Certifying Officials

Request Access through the ELR (No existing VA-ONCE credentials)

Once you are on the VA Education Platform Portal, follow these steps to request access to Enrollment Manager through your ELR:

1. Select “**Request access**” under the Enrollment Manger tab.



2. On the following screen, verify your pre-populated information (“First name”, “Last name”) is accurate and input your desired email and corresponding state.

Note: To assist an ELR in identifying you, it is recommended to use the facility email address on this page.

Request access to Enrollment Manager X

To request access, please provide your contact information below.

First name *(*Required)*

Last name *(*Required)*

Email *(*Required)*

VBA Education Service



3. Select “School Certifying Official” for the “Role.”

Request access to Enrollment Manager

To request access, please provide your contact information below.

First name (*Required)
sco

Last name (*Required)
tester

Email (*Required)
sco@test.com

Role (*Required)

- ✓ Select a role
- School Certifying Official
- School Certifying Official Assistant
- School Certifying Official Read Only

Submit Cancel

VBA Education Service



4. Next, you will select the “**State**” in which your institution is based so that requests for access can be directed to the correct ELR.

Please note:

- While you may report to more than one state or jurisdiction, input the most relevant state to gain access before working with your ELR to gain approval for outlying states.
- Foreign School Certifying Officials will have the ability to select a listed country, territory, or indicate they are at a foreign facility.

The screenshot displays the VA Education Service web portal. A dropdown menu is open, listing various states and territories: Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Foreign Schools, Federal Approvals, VET TEC Providers, Guam, Northern Mariana Islands, Samoa, Virgin Islands, and Foreign Schools (highlighted with a blue box). Below the dropdown, there are two checkboxes with associated text:
1. By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.
2. By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)
At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background shows the 'Enrollment Manager' and 'Benefits Manager' sections of the portal.

5. You must acknowledge by selecting the two required fields:
- a. "By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days."
 - b. "By clicking here, you agree that you have completed the required training in the SCO Portal."

Note: This is in reference to the SCO Annual Training Requirements for New and Existing SCOs in the SCO Portal.

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)

Last Name (*Provided)

Phone (*Required)

Email (*Required)

Role (*Required)

State (*Required)

- By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.
- By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)

VBA Education Service



6. Select “Submit”.

Phone **(*Required)**

Email **(*Required)**

Role **(*Required)**

State **(*Required)**

By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO](#)

[Portal training information](#).

VBA Education Service

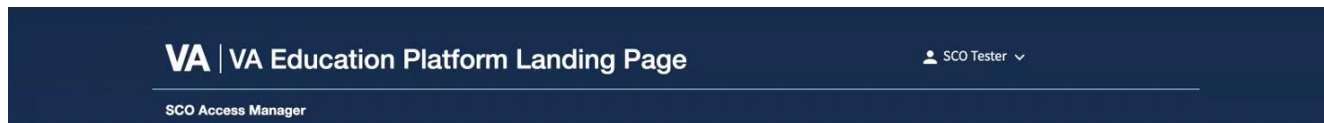


7. A message will appear noting that access has been requested and an email will be sent to the ELR's mailbox.

Once the ELR verifies your information is accurate and all requirements have been met, you will be granted access to Enrollment Manager.

Note: You will receive an email upon submitting your request, as well as receive an email upon approval/denial.

8. Once you log back into the VA Education Platform Portal, the blue **“Open Enrollment Manager”** button will be enabled.



Select a VA Education application



Once you have completed these steps to log in to Enrollment Manager for the first time, you can access the Enrollment Manager link directly and login with your VA.gov credentials (ID.me or Login.gov). For direct future access, subsequently, bookmark the Enrollment Manager login page.

Assistant

Requesting Access through VA-ONCE Credentials (Bypass the SCO Review Process)

If you have a legacy VA-ONCE account, you will be able to access Enrollment Manager by utilizing your VA-ONCE credentials.

Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account.

Follow the below steps to learn how to utilize your VA-ONCE credentials to access Enrollment Manager.

Note: The process of requesting access using your VA-ONCE credentials is the same, regardless of the user type.

1. Click on the **“legacy VA-ONCE users”** link and input your legacy VA-ONCE credentials and associated State.

The screenshot shows the VA Education Service portal with a modal window titled "Request access to Enrollment Manager". The modal contains the following fields and options:

- User name (*Required)**: Input field containing "john".
- User password (*Required)**: Input field containing "*****".
- State (*Required)**: Input field containing "Nebraska".
- Buttons**: "Ok" and "Cancel".

In the background, the "Enrollment Manager" section is visible, with a link for "Request access or legacy VA-ONCE users" highlighted by a blue box.

VBA Education Service



2. Once you are done, select “Ok”.

The screenshot displays the VA Education Service web application interface. A modal dialog box titled "Request access to Enrollment Manager" is centered on the screen. The dialog box contains the following text and fields:

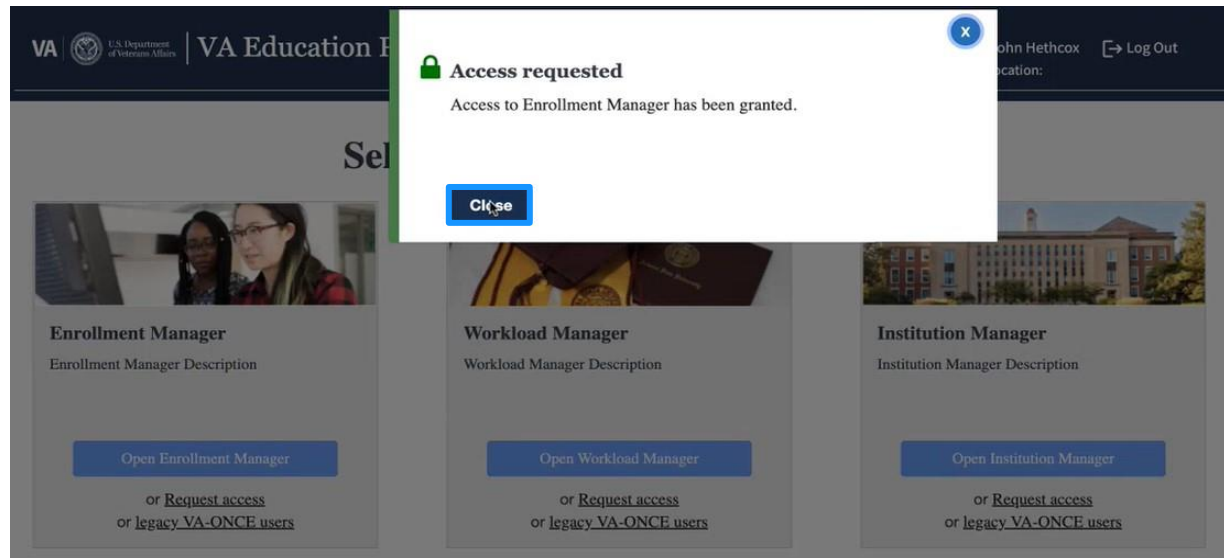
- Title: Request access to Enrollment Manager
- Instruction: To request access, please provide your VA-ONCE credentials.
- Field 1: User name (*Required) with the value "john".
- Field 2: User password (*Required) with masked characters "*****".
- Field 3: State (*Required) with the value "Nebraska".
- Buttons: "Ok" and "Cancel". The "Ok" button is highlighted with a blue border.

The background of the web application is dimmed and shows three main sections: "Enrollment Manager", "Institution Manager", and "Request access or legacy VA-ONCE users". Each section has a corresponding "Open" button and a "Request access or legacy VA-ONCE users" link. The top right of the page shows the user name "John Hethcox" and a "Log Out" button.

VBA Education Service



3. Once you submit the required information, you will receive a message noting "Access to Enrollment Manager has been granted".
4. Select "**Close**" to exit the message.



- Once you log back into the VA Education Platform Portal, the blue “**Open Enrollment Manager**” button will be enabled.

VA | VA Education Platform Landing Page SCO Tester ▾

SCO Access Manager

Select a VA Education application

Enrollment Manager

The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.

[Open Enrollment Manager](#)

Workload Manager

Workload Manager Description

[Open Workload Manager](#)

Benefits Manager

Institution Manager Description

[Open Benefits Manager](#)

VBA Education Service



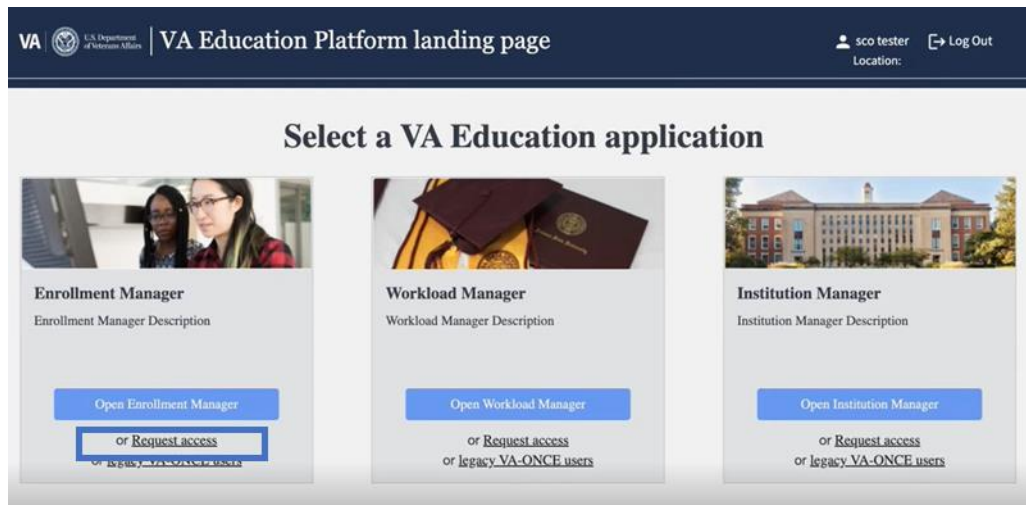
Assistant

Requesting access through the School Certifying Officials (No existing VA-ONCE credentials)

Follow the below steps to learn how to request access as an Assistant.

In Enrollment Manager, Assistants will have the ability to enter data into Enrollment Manager that must be approved for submission to VA by a School Certifying Official.

1. Once you've been authenticated through ID.me and are on the VA Education Platform Portal, select **“Request Access”**.



2. First, verify that your pre-populated information (“First Name” and “Last Name”) is accurate before filling in your “Phone number” and “Email”. Next, select “Assistant”.

Request access to Enrollment Manager ✕

To request access, please provide your contact information below.

First Name (*Provided)

Last Name (*Provided)

Phone (*Required)

Email (*Required)

Role (*Required)

Facility Code (*Required)

3. Finally, input the “Facility Code” that corresponds with your School Certifying Official’s jurisdiction.

Request access to Enrollment Manager x

To request access, please provide your contact information below.

First Name (*Provided)

Last Name (*Provided)

Phone (*Required)

Email (*Required)

Role (*Required)

Facility Code (*Required)

- Once all fields have been acknowledged and addressed, click **“Submit”** and the request will be sent to your approving School Certifying Official for review and approval or denial.

Request access to Enrollment Manager x

To request access, please provide your contact information below.

First Name **(*Provided)**

Last Name **(*Provided)**

Phone **(*Required)**

Email **(*Required)**

Role **(*Required)**

Facility Code **(*Required)**

- Once your School Certifying Official receives and reviews the request, you will be granted or denied access into Enrollment Manager.

Note: While Assistants may have more than one facility code they report to, only one request needs to be submitted. The School Certifying Official may grant multiple access within approved jurisdiction.

VBA Education Service



School Certifying Official Read Only

Requesting access through your SCO

Follow the steps below to request access to Enrollment Manager through your School Certifying Official.

1. In Enrollment Manager, School Certifying Official Read Only users will have the ability to call, write, and share specific information with VA. They will not have the ability to create, edit, or submit in Enrollment Manager but they have access to view all data within EM.
2. Once you've been authenticated through ID.me and are on the VA Education Platform Portal, select “**Request Access**”.

The screenshot shows the VA Education Platform landing page. At the top, there is a header with the VA logo, 'U.S. Department of Veterans Affairs', and 'VA Education Platform landing page'. On the right side of the header, it says 'sco tester' and 'Log Out' with a location field. The main content area is titled 'Select a VA Education application' and features three cards:

- Enrollment Manager**: Includes an image of two women looking at a computer. Below the image is the text 'Enrollment Manager' and 'Enrollment Manager Description'. At the bottom is a blue button that says 'Open Enrollment Manager' and a red-bordered box containing the text 'or Request access'.
- Workload Manager**: Includes an image of a graduation cap and diploma. Below the image is the text 'Workload Manager' and 'Workload Manager Description'. At the bottom is a blue button that says 'Open Workload Manager' and the text 'or Request access or legacy VA-ONCE users'.
- Institution Manager**: Includes an image of a large brick building. Below the image is the text 'Institution Manager' and 'Institution Manager Description'. At the bottom is a blue button that says 'Open Institution Manager' and the text 'or Request access or legacy VA-ONCE users'.

3. Verify that your pre-populated information (“First Name” and “Last Name”) is accurate before filling in your “Phone” and “Email”.

Request access to Enrollment Manager x

To request access, please provide your contact information below.

First Name (*Provided)
<input type="text" value="John"/>
Last Name (*Provided)
<input type="text" value="Smith"/>
Phone (*Required)
<input type="text" value="Enter work phone"/>
Email (*Required)
<input type="text" value="Enter work/school email"/>

Role (*Required)

Facility Code (*Required)

By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information](#).

- Next select “**School Certifying Official Read Only**” as the “Role”.

Request access to Enrollment Manager x

To request access, please provide your contact information below.

First Name (*Provided)

Last Name (*Provided)

Phone (*Required)

Email (*Required)

Role (*Required)

Facility Code (*Required)

By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information](#).

VBA Education Service



Note: If you select “**School Certifying Official Read Only**”, you will need to acknowledge and select the two required fields:

- a. “By clicking here, you agree that you are already designated in VA’s Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.”
- b. “By clicking here, you agree that you have completed the required training in the SCO Portal.”

This is in reference to the SCO Annual Training Requirements for New and Existing SCOs in the SCO Portal.

By clicking here, you agree that you are already designated in VA’s Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO](#)

[Portal training information.](#)

5. Finally, input the “Facility Code” that corresponds with your School Certifying Official’s jurisdiction.

Note: While School Certifying Official Read Only may have more than one facility code they report to, we recommend you input one of the corresponding codes for approval purposes.

Request access to Enrollment Manager ✕

To request access, please provide your contact information below.

First Name **(*Provided)**

Last Name **(*Provided)**

Phone **(*Required)**

Email **(*Required)**

Role **(*Required)**

Facility Code **(*Required)**

By clicking here, you agree that you are already designated in VA’s Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)

VBA Education Service



6. Once all fields have been acknowledged and addressed, click “**Submit**” and the request will be sent to your residing School Certifying Official for review and approval or denial.

By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)

School Certifying Official Read Only

Requesting Access through Legacy VA-ONCE Credentials (Bypass SCO Review)

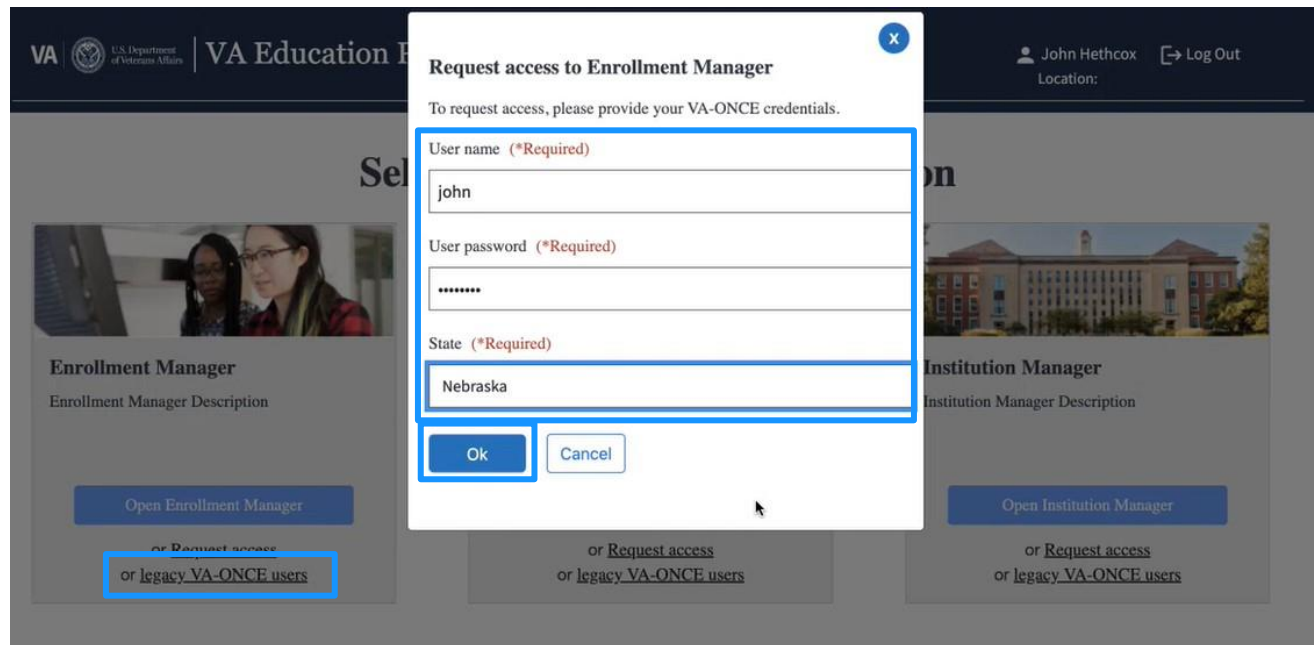
Follow the steps below to request access by using your VA-ONCE credentials.

If you have a legacy VA-ONCE account, you will be able to access Enrollment Manager by utilizing your VA-ONCE credentials.

Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account.

Note: The process of requesting access using your VA-ONCE credentials is the same, regardless of the user type.

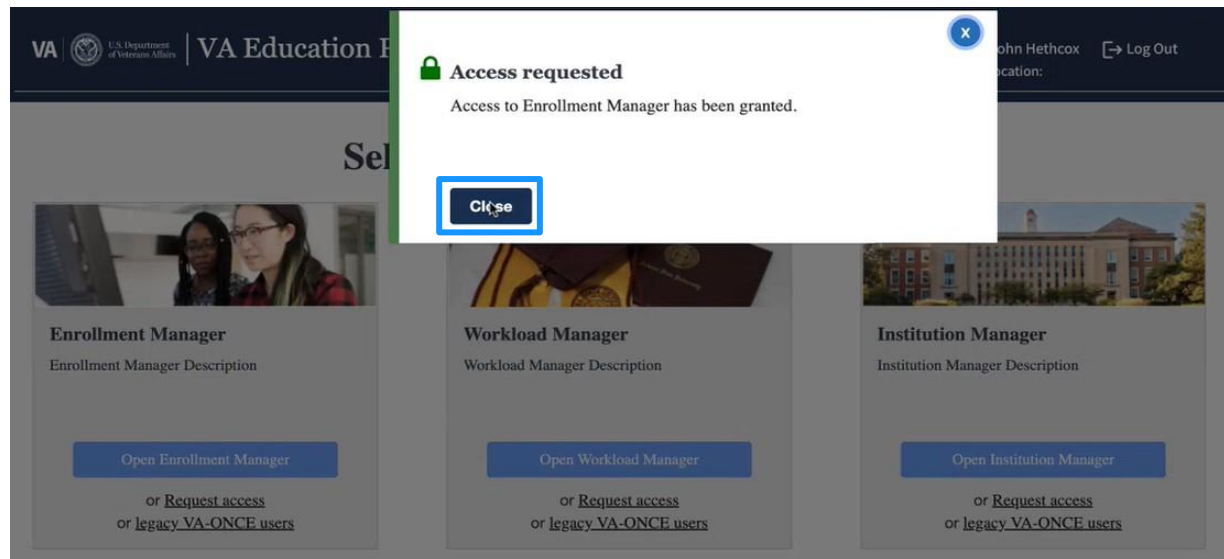
1. Click on the “**legacy VA-ONCE users**” link and input your legacy VA-ONCE credentials and associated State. Once you are done, select “**Ok**”.



VBA Education Service



2. Once you submit the required information, you will receive a message noting “Access to Enrollment Manager has been granted”.
3. Select “**Close**” to exit the message.



- Once you log back into the VA Education Platform Portal, the blue “**Open Enrollment Manager**” button will be enabled.

Select a VA Education application



Enrollment Manager

The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.

[Open Enrollment Manager](#)



Workload Manager

Workload Manager Description

[Open Workload Manager](#)



Benefits Manager

Institution Manager Description

[Open Benefits Manager](#)

APPROVING, DENYING, AND REVOKING ENROLLMENT MANAGER ACCESS

Approving Access

Now that you learned how School Certifying Officials, Assistants, and School Certifying Official Read Only request access to Enrollment Manager, follow the steps below to approve an Assistant or School Certifying Official requests.

1. School Certifying Officials will click on **“SCO Access Manager”** to manage requests and access for Assistants and School Certifying Official Read Only for their facility.

Note: SCO Access Manager is accessible from the same screen you initially started on.



Select a VA Education application

--	--	--

VBA Education Service



- After the user has submitted a request, and the School Certifying Official has navigated to the “**SCO Access Manager**” screen, the request will populate for the School Certifying Official to approve or deny.

Note: If you are reviewing an access request from a School Certifying Official Read Only, please confirm that the email address and name listed in WEAMS or the VA Form 22-8794 match the name and email provided on the access request.

- If all requirements are met, the School Certifying Official will select the “**Approve**” button.

VA | VA Education Platform Portal EM_SCO 02 ▾

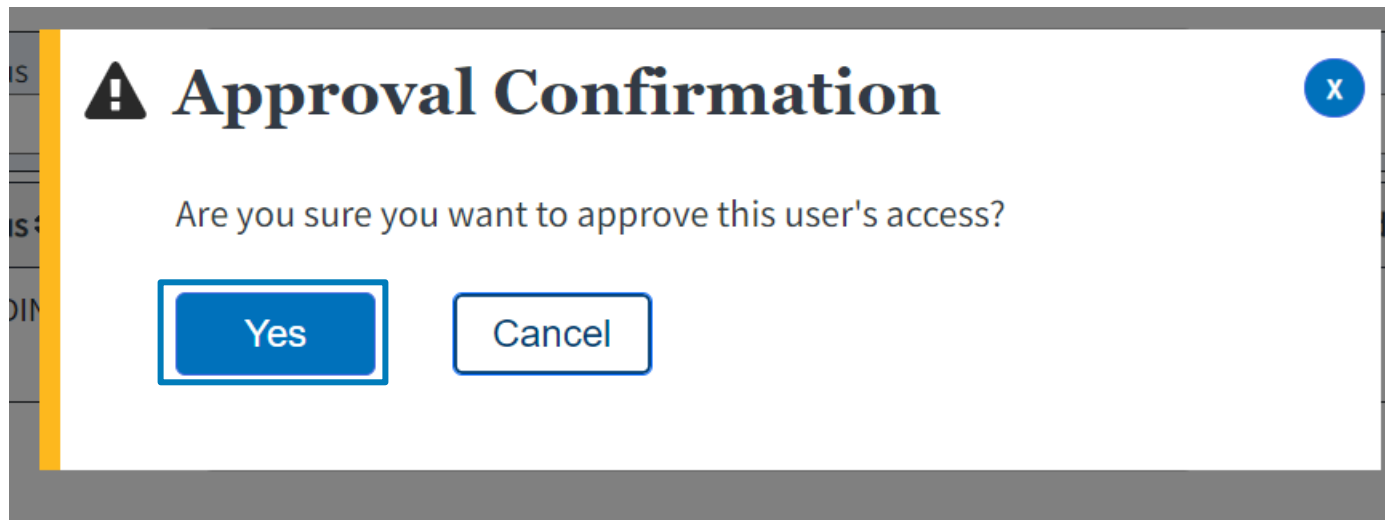
[Home](#)

SCO Manager

First name	Last name	Email	Status				Facility	Clear Sorting/Filters
First Name ▾	Last Name ▾	Email ▾	Status ▾	Requested Role ▾	Created Date ▾	Resolved Date ▾	Facility Code	Action
EM_ADMIN_SCO-TEST	01	test@test.com	PENDING	School Certifying Official Read Only	Feb 19, 2023			Approve Deny

4. . Select **“Yes”** on the “Approval Confirmation” screen to grant the user access.

Note: School Certifying Officials that are approving Assistants or School Certifying Officials Read Only do not receive an email when access to Enrollment Manager is being requested.



- If not all requirements based on VA regulations are met, School Certifying Officials must deny the user’s access request by selecting the “Deny” button. School Certifying Officials will then add a denial reason, which will display in the email sent to the requester informing them that their request was denied.

VA | VA Education Platform Portal EM_SCO 02 ▾

Home

SCO Manager

First name	Last name	Email	Status				Facility	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>	Clear Sorting/Filters
First Name ↕	Last Name ↕	Email ↕	Status ↕	Requested Role ↕	Created Date ↕	Resolved Date ↕	Facility Code	Action
EM_ADMIN_SCO-TEST	01	test@test.com	PENDING	School Certifying Official Read Only	Feb 19, 2023			Approve Deny

6. When selecting a denial reason, School Certifying Officials may choose between three options:

Option 1. “Your institution has not submitted a VA Form 22-8794 that designates you as an SCO”

Option 2. “Our records indicated that you have not completed the training required to begin work as an SCO”

Option 3. “Enter other reasons” (If selected, School Certifying Officials must fill in the denial reason within the text box provided.)

Access Request Denial Reason

Please select a denial reason:

- Your institution has not submitted a VA Form 22-8794 that designates you as an SCO.
- Our records indicate that you have not completed the training required to begin work as an SCO.
- Enter other reasons

Word count: 0 of 200

Submit

Cancel

7. Once the School Certifying Official has selected a denial reason, and filled out the text box, if necessary, they will select the “**Submit**” button.

Note: Once the submit button is selected, an email with the denial reason will be sent to the requestor informing them of the denial so they can submit a new request once the requirements are met.

Access Request Denial Reason

Please select a denial reason:

- Your institution has not submitted a VA Form 22-8794 that designates you as an SCO.
- Our records indicate that you have not completed the training required to begin work as an SCO.
- Enter other reasons

Word count: 0 of 200

Submit

Cancel

VBA Education Service



Revoking Access

If an Assistant or School Certifying Official Read Only leaves an institution, use the following steps below to revoke their access from Enrollment Manager:

1. Once logged into the VA Education Platform Portal, navigate to the “**SCO Access Manager**” tab.




Select a VA Education application



Enrollment Manager

The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.


[Open Enrollment Manager](#)



Workload Manager

Workload Manager Description

[Open Workload Manager](#)



Benefits Manager

Institution Manager Description

[Open Benefits Manager](#)

VBA Education Service



2. Search for the School Certifying Official that needs their access revoked using the “First name”, “Last name”, “Email”, or “Status” text fields. Select the “Revoke” button on their profile.

VA | VA Education Platform Portal EM_SCO 02

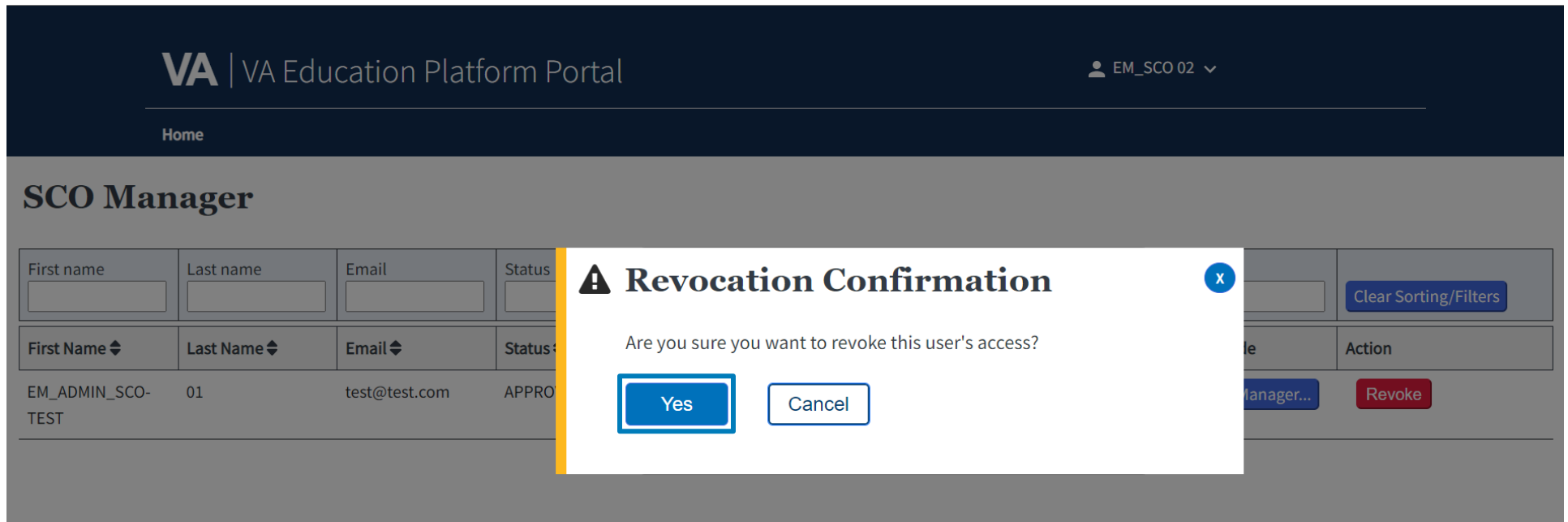
Home

SCO Manager

First Name	Last Name	Email	Status	Requested Role	Created Date	Resolved Date	Facility Code	Action
EM_ADMIN_SCO-TEST	01	test@test.com	APPROVED	School Certifying Official Read Only	Feb 19, 2023	Feb 19, 2023	Facility Manager...	Revoke



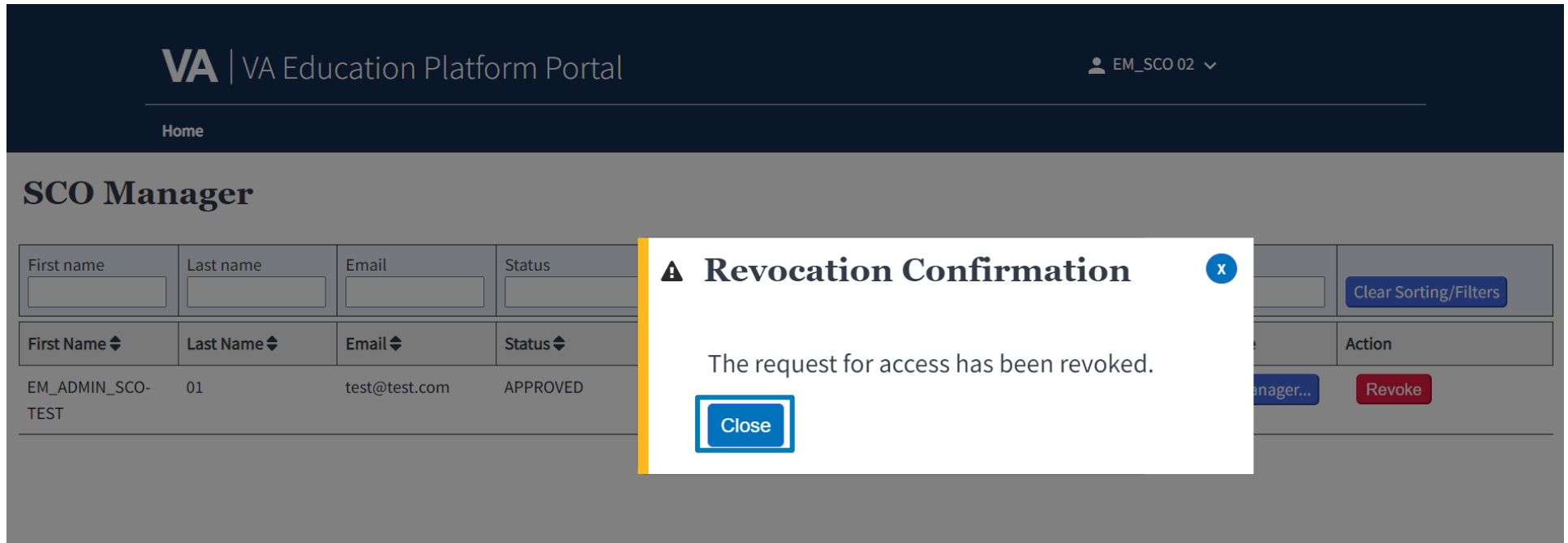
3. Select “Yes” to confirm the user’s access is revoked.



The screenshot shows the VA Education Platform Portal interface. At the top, the VA logo and 'VA Education Platform Portal' are visible, along with a user profile icon for 'EM_SCO 02'. Below the navigation bar, the 'SCO Manager' section contains a table with columns for 'First name', 'Last name', 'Email', and 'Status'. A modal dialog box titled 'Revocation Confirmation' is overlaid on the table, asking 'Are you sure you want to revoke this user's access?' with 'Yes' and 'Cancel' buttons. The table row visible includes 'EM_ADMIN_SCO-TEST', '01', 'test@test.com', and 'APPRO'.

First name	Last name	Email	Status
EM_ADMIN_SCO-TEST	01	test@test.com	APPRO

4. After selecting “**Yes**”, a “Revocation Confirmation” will appear stating that the Assistant or School Certifying Official Read Only access to Enrollment Manager is successfully revoked. Select “**Close**” to exit the screen.



The screenshot shows the VA Education Platform Portal interface. At the top, the VA logo and 'VA Education Platform Portal' are visible, along with a user profile 'EM_SCO 02'. Below this is a 'Home' link and a 'SCO Manager' section. A table of SCOs is displayed with columns for First name, Last name, Email, and Status. A modal dialog box titled 'Revocation Confirmation' is overlaid on the table, containing the message 'The request for access has been revoked.' and a 'Close' button. The background table shows a row for 'EM_ADMIN_SCO-TEST' with status 'APPROVED' and an 'Action' column containing a 'Revoke' button.

First name	Last name	Email	Status
EM_ADMIN_SCO-	TEST	test@test.com	APPROVED

VBA Education Service



ASSIGNING/UNASSIGNING FACILITIES


After an Assistant or School Certifying Official Read Only access is granted, School Certifying Officials can manage facilities associated to them. If users registered using legacy VA-ONCE, their historical facilities will be pre-loaded into their profile.

Use the following steps below to assign or unassign facilities from user profiles:

1. Once a School Certifying Official has logged in, navigate to the **“SCO Access Manager”** tab within the VA Education Platform Portal.




Select a VA Education application



Enrollment Manager

The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.

[Open Enrollment Manager](#)




Workload Manager

Workload Manager Description

[Open Workload Manager](#)

Coming Soon



Benefits Manager

Institution Manager Description

[Open Benefits Manager](#)

Coming Soon



2. Search for the appropriate user profile using the “First name”, “Last name”, “Email”, or “Status” text fields. Next, select the “**Facility Manager**” button.

VA | VA Education Platform Portal EM_SCO 02 ▾

[Home](#)

SCO Manager

First Name ▾	Last Name ▾	Email ▾	Status ▾	Requested Role ▾	Created Date ▾	Resolved Date ▾	Facility Code	Action
EM_ADMIN_SCO-TEST	01	test@test.com	APPROVED	School Certifying Official Read Only	Feb 19, 2023	Feb 19, 2023	Facility Manager...	Revoke



3. Search for facilities that you would like to grant access to for this user using the “Name” or “Facility Code” fields. On the right-hand side of the screen, School Certifying Officials can view a list of facilities already assigned to the Assistant or School Certifying Official Read Only.

Please note:

- School Certifying Officials should reference WEAMS or the VA Form 22-8794 to confirm the facility codes the School Certifying Official Read Only should have access to. School Certifying Official Read Only access must be reviewed with every updated VA Form 22-8794.
- Schools with Centralized Certification have designated Points of Contact (POCs) at branch campuses versus Certifying Officials on site. POCs must have access to Enrollment Manager in order to provide certification information to students and VA/SAA representatives; however, they do not have the capability to submit certifications and their access is read-only. Certifying Officials are responsible for approving and managing access for POCs.

Select Facilities

User: EM_ADMIN_SCO-TEST 01

Available (4)

Name:

Facility Code:

CENTER FOR WHOLENESS AND HEALTH
CIVILIAN PERSONNEL ADVISORY CENTER
LA JOYA TECHING CENTER
ZARAGOZA LOGISTICS CENTER

Select/Unselect All:

Save **Cancel**

Assigned (1)

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Select/Unselect All:

Assign

Include extensions:

UnAssign

4. Select the appropriate facility or facilities, click the **“Assign”** arrow, then select the **“Save”** button to add the facility to the School Certifying Official Read Only.

When a main campus is selected and a School Certifying Official would like to add the extension campuses, select the **“Include extensions”** checkbox to automatically add those campuses to the selected user.

Please note:

- Users must manually search for branch campuses to add them to an Assistant’s or School Certifying Official Read Only’s profile.
- Users using Windows computers can hold the **“Control”** key on their keyboard to select multiple facilities in the “Assigned” column simultaneously.
- Users using Mac computers can hold the **“Command”** key to select multiple facilities.

Select Facilities

User: EM_ADMIN_SCO-TEST 01

Available (4)

Name:

Facility Code:

- CENTER FOR WHOLENESS AND HEALTH
- CIVILIAN PERSONNEL ADVISORY CENTER
- LA JOYA TECHING CENTER
- ZARAGOZA LOGISTICS CENTER

Select/Unselect All:

Save

Cancel

→
Assign

Include extensions:

←
UnAssign

Assigned (1)

- CENTRAL TEXAS COLLEGE-MARBLE FALLS

Select/Unselect All:

VBA Education Service



- To remove an Assistant or School Certifying Official Read Only's access to a facility, select the proper facility name under the "Assigned" column and select the "UnAssign" arrow, then select the "Save" button. Multiple facilities can be unassigned simultaneously using the same method used in the previous step to assign multiple facilities.

Select Facilities

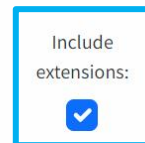
User: EM_ADMIN_SCO-TEST 01

Available (3)

Name:

Facility Code:

CIVILIAN PERSONNEL ADVISORY CENTER
LA JOYA TECHING CENTER
ZARAGOZA LOGISTICS CENTER



Assigned (2)

CENTER FOR WHOLENESS AND HEALTH
CENTRAL TEXAS COLLEGE-MARBLE FALLS

Select/Unselect All:

Save

Cancel

Select/Unselect All:



3. NAVIGATING ENROLLMENT MANAGER

SCHOOL CERTIFYING OFFICIAL DASHBOARD

1. Upon logging in to Enrollment Manager, you will see your School Certifying Official dashboard for your facilities. At the top of the screen, you can see the four main navigation tabs:

- Dashboard
- Students
- Schools
- Reports



VBA Education Service



2. You can see the current list of pending action items under the “Your Actions” section. This section organizes pending enrollments by:

- First Name
- Last Name
- Status
- Last edited on
- Last edited by

The screenshot shows the Enrollment Manager interface. At the top, there is a navigation bar with 'VA U.S. Department of Veterans Affairs Enrollment Manager' and a user profile 'EM_SCO 01'. Below this is a secondary navigation bar with 'Dashboard', 'Students', 'Schools', and 'Reports'. The main content area features a welcome message 'Welcome back, EM_SCO' and a dropdown menu for 'CENTRAL TEXAS COLLEGE-MARBLE F'. A 'Find and add a student' button is also present. Below the navigation are two banners: 'Maintenance Banner 1' and 'Active Banner 5'. The 'Your Actions' section is highlighted with a blue border and contains a table with the following data:

First Name	Last Name	Status	Last edited on	Last edited by
		Pending SCO Review	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		Pending SCO Review	Jan 3, 2021	01, SCO

3. Below the dashboard, you can find links to other helpful resources such as the School Certifying Official Handbook and the GI Bill® Comparison Tool.

Note: To access your dashboard at any other time, you can select the “Dashboard” tab at the top of the screen.






Helpful Resources

Your VA Education Liaison Representative

The servicing regional processing office (RPO) for schools in TX is **Muskogee, OK.**

Contact Information: [Education Liaison Representatives](#)

Useful links

-  [School Certifying Official Handbook](#)
-  [GI Bill Comparison Tool](#)
-  [Application for benefits](#)
-  [General education information](#)
-  [Webinars and Training](#)

[Return to top](#)

VBA Education Service



FIND AND ADD A STUDENT

Finding a Student

- There are two ways to navigate to the “Students” tab and search for a student:
 - Clicking “**Find and add a student**” button on the top-right corner of the page
 - Clicking the “**Students**” tab on the dashboard menu

The screenshot shows the Enrollment Manager interface. At the top, there are logos for VA and the U.S. Department of Veterans Affairs, followed by the text 'Enrollment Manager'. On the right, a user profile icon is labeled 'EM_SCO 01'. Below this is a navigation menu with tabs for 'Dashboard', 'Students', 'Schools', and 'Reports'. The 'Students' tab is highlighted with a blue border. Below the navigation menu, a blue banner displays 'Welcome back, EM_SCO'. To the right of the banner is a search bar containing 'CENTRAL TEXAS COLLEGE-MARBLE F/' and a dropdown arrow. A button labeled 'Find and add a student' is highlighted with a white border. Below the banner, there are two maintenance banners: 'Maintenance Banner 1' and 'Active Banner 5'. Under the heading 'Your Actions', there is a table with the following data:

First Name	Last Name	Status	Last edited on	Last edited by
		Pending SCO Review	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		Pending SCO Review	Jan 3, 2021	01, SCO

- Once you select **“Find and add a student”** or the **“Students”** tab, select one of the two search options detailed below. Depending on which option you select, different search field options will populate. Note: Unlike in VA-ONCE, neither search option will allow you to search for a student by Social Security Number (SSN).
 - a. **Search my students** - Search for a student by entering their first name, last name, or Student ID. There are several filters to help narrow your search results such as, “Enrollment status”, “Training type”, and “Program”. “Program” is populated by the programs approved in WEAMS. In addition, non-matriculated and undeclared are available drop-down options that are enabled and displayed if the Training Type is IHL. Before searching for a student, this page will default show a School Certifying Official’s “Active” students in alphabetical order.

[Students](#) > Find and add a student

Students

Filter ^

First name Last name Student ID

Enrollment status Training type

Benefit type Program

School Yellow Ribbon STEM Active students only

- b. **Search all students** - Search for a student by “First name”, “Middle name”, Last name”, “Email”, “Phone number”, or “Date of birth”.

Note: Last name or date of birth is required to search to help narrow down results with common names. Only the student’s known information is needed to render a search result. Not all fields are required. Using the “Search all students” functionality will search all data from claimant data.

[Students](#) > Find and add a student

Students

Search my students

Search all students

Search requires: **last name or date of birth**

First name

Middle name

Last name

Email

Phone number

Date of birth

Search

Clear search

Can't find a student?

[Create a new student profile](#)

Adding a student to a school

- Once you searched for a student, select the relevant student from the list of results. If the student has been or is associated with another facility, the profile preview on the right-side of the screen will say “Go to profile”. If the student has not been added to a school, the text will say “Add student to school”. Select the “**Add student to school**” button.

Search Results

Showing 1-5 of 5 GI Bill students

First name	Last name	Benefit type	Claimant benefit type	Student ID	
GARY	SMITH	-	-	-	<p>GARY SMITH</p> <p>Date of birth 06/06/1992</p> <p>➤ Add student to school</p> <p>➤ Go to profile</p> <hr/> <p>Student's school</p> <p>No schools</p> <hr/> <p>Contact information</p> <p>Email address gary.smith@gmail.com</p> <p>Mobile phone</p> <p>Home phone</p> <p>Mailing address 8055 Renault Dr Grenloch, PA, 08032</p>
RACHEL	SMITH	-	-	-	
Joseph	Smith	-	-	-	
Kevin	Smith	-	-	-	
Shay	Smith	-	-	-	

[Return to top](#)

VBA Education Service



- The next screens displays the student's known biographical, benefit type, and contact information. Select the “**Continue**” after all the information has been verified.

Please note:

- In this first release of Enrollment Manager, a School Certifying Official will be able to edit biographical information; however, due to the system integration affecting multiple VA Systems, School Certifying Officials must not edit an existing student's address or other biological information.
- In future releases of Enrollment Manager, this section will be restricted and will be “read only”.
- School Certifying Officials will only be able to add biographical information for new students who do **NOT** exist in the VA system. It will be the responsibility of each student to update their address and any other biographical information. If a student wants to update their address, they will need to contact the VA.

[Students](#) > [Find and add a student](#) > **Add student: GARY SMITH**

Add student

GARY SMITH

1 of 2 Enter student's biographical and contact information

Biographical information

First name

GARY

Middle name

Last name

SMITH

Suffix

Date of birth

06/06/1992

Student ID

XXXXXXXX

Benefit type information

Benefit type

Select one

Contact information

Phone numbers and email address

Mobile phone number

Home phone number

Email address

gary.smith@gmail.com

Mailing address

Address type **(*Required)**

Domestic

Address line 1 **(*Required)**

8055 Renault Dr

Address line 2

Address line 3

City (*Required)

State (*Required)

Postal code (*Required)

[<< Back](#) [Continue >>](#)

- Input the corresponding school and program information for your student. Once the information is entered, select the “Save” button.

Note: Each dropdown arrow highlights the following information:

- **School** – Contains all the facilities that the School Certifying Official has access to.
- **Training type** – Contains the unique training types available at the selected facility
- **Objective type** – Contains the various degree or certificates available at the selected facility. If the student is a guest student, you will select “Guest Student” from the “Objective Type” drop-down. When selected, the “Program” defaults to “Guest Student” and the “Primary School Address Type”, “Primary School State”, and “Primary School Name” fields are enabled and displayed.
- **Program** – Contains a list of the programs listed in WEAMS which are available at the selected facility. In addition, non-matriculated and undeclared are available drop-down options that are enabled and displayed if the Training Type is IHL.

[Students](#) > [Find and add a student](#) > Add student: GARY SMITH

Add student

GARY SMITH

2 of 2 Select school and program

School and program information

School (*Required)

CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

Training type (*Required)

IHL

Objective type (*Required)

Associate of Art

Program (*Required)

AAS CHILD DEVELOPMENT

Save

- Select the **“Add student”** button to complete adding this facility to the student.
Note: If the student is enrolled in another program at the same facility, you can add it to the student by selecting **“Add another school”**

Add student

GARY SMITH

2 of 2 Select school and program

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Edit

IHL

Associate of Art

AAS CHILD DEVELOPMENT

Add another school

<< Back

Add student

- You can view the successfully added program under your student's "Programs" tab.

GARY SMITH

Student ID

Enrollments | **Student Info** | **Programs** | **Benefits** | **Notes** | **History**

[Update student's academic info](#) [Save](#)

Academic Info

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Student's Schools: CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

Training Type: UNDERGRAD

Objective Type: Associate of Art

Academic Program: AAS CHILD DEVELOPMENT

STEM

[Clear](#)

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information

[Edit](#)

Email address: gary.smith@gmail.com

Home phone

Mobile phone

Mailing address: **8055 Renault Dr
Grenloch, PA, US 08032**



STUDENTS PROFILE

Enrollments Tab

1. The first tab in the student’s profile is “Enrollments”. From this tab, School Certifying Officials can view all student enrollments and enrollment statuses, add enrollments, and amend enrollments. Additional details including the Enrollment History are displayed by clicking v to expand.

[Students](#) > **GARY SMITH**

GARY SMITH

Student ID

- Enrollments**
- Student Info
- Programs
- Benefits
- Notes
- History

Filter Add enrollment

[Spring 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#) Amend

Facility code: **14X51243** | January 09, 2023 - May 12, 2023

ENROLLMENT - SUBMITTED Total credit hours **15** ▼

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information Edit

Email address
gary.smith@gmail.com

Home phone

Mobile phone

Mailing address
**8055 Renault Dr
Grenloch, PA, US 08032**



VBA Education Service



Note: The original enrollment, associated amendments, and corresponding monthly certifications are viewed by clicking the blue “dropdown arrow” then clicking “View Details”.

GARY SMITH

Student ID

- Enrollments
- Student Info
- Programs
- Benefits
- Notes
- History

Filter

Add enrollment

[Spring 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#)

Amend

Facility code: 14X51243 | January 09, 2023 - May 12, 2023

ENROLLMENT - SUBMITTED Total credit hours 15



GARY SMITH

Student ID

- Enrollments
- Student Info
- Programs
- Benefits
- Notes
- History

Filter

Add enrollment

[Spring 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#)

Amend

Facility code: 14X51243 | January 09, 2023 - May 12, 2023

ENROLLMENT - SUBMITTED Total credit hours 15



Residents Credits 12

Tuition and fees \$18,000.00

Vacation Periods

Online Credits 3

• 3/3/2023 - 3/13/2023

Enrollment history

Type	Effective date	Submitted date	Status
Enrollment	-	2/19/2023	SUBMITTED

View details



Once “View Details” is selected, a summary page displays the details for the selected enrollment, amendment, or monthly certification. You can view/print the associated form (e.g., 22-1999, 22-1999b, 22-6553c, 22-6553d-1) by selecting Print located at the bottom of the screen.

Spring 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS

🏠 UNDERGRAD

GARY SMITH

UNDERGRAD enrollment details

Status	SUBMITTED
Enrollment Period	<ul style="list-style-type: none"> • Begin Date: 1/9/2023 • End Date: 5/12/2023 • Name: Spring 23
Vacation Periods	<ul style="list-style-type: none"> • 3/3/2023 - 3/13/2023
Residence Credits	12
Distance Credits	3
Remedial Credits	0
Clock Hours	0
Tuition Fees Amount	18000
Yellow Ribbon Amount	None
Out of State tuition and fees	None
Remarks	None
Notes	None
Created Date	Feb 19, 2023
Submitted Date	Feb 19, 2023

[➤ Amend Enrollment](#)

Print



Student Info Tab

2. The second tab in the student's profile is "Student Info". The "Student Info" tab includes two additional tabs, "Bio-Info" and "Contact-Info".

GARY SMITH

Student ID

Enrollments | **Student Info** | **Programs** | **Benefits** | **Notes** | **History**

Student Search **Save**

Bio-Info **Contact-Info**

Biographical information

First name
GARY

Middle name

Last name
SMITH

Suffix

Date of birth
06/06/1992

BENEFIT
Chapter 33 Post 9/11 GI Bill (pending)
Benefits remaining
Benefit level

Contact information **Edit**

Email address
gary.smith@gmail.com

Home phone

Mobile phone

Mailing address
**8055 Renault Dr
Grenloch, PA, US 08032**

3. The “Bio-Info” tab lists a student’s personal information, such as first name, last name, and date of birth.

Note: Information can be updated in the corresponding fields, excluding the date of birth. If the date of birth is inaccurate, students will need to reach out to the VA and request their information is correctly updated.

Bio-Info Contact-Info

Biographical information

First name

Middle name

Last name

Suffix

Date of birth

Student ID

4. The “Contact-Info” tab includes a student’s phone number, email address, and mailing address.

Bio-Info **Contact-Info**

Contact information

Phone numbers and email address

Mobile phone number

Home phone number

Email address

Mailing address

Address type (*Required)

Address line 1 (*Required)

Address line 2

VBA Education Service



Programs Tab

The third tab in the student's profile is the "Programs" tab, which displays both previous and current programs a student is enrolled in by facility. The program reflects what degree or certification the student is working towards.

GARY SMITH

Student ID

Enrollments	Student Info	Programs	Benefits	Notes	History								
<p>Update student's academic info Save</p>													
<h4>Academic Info</h4> <p>CENTRAL TEXAS COLLEGE-MARBLE FALLS</p> <table><tr><td>Student's Schools</td><td>CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243</td></tr><tr><td>Training Type</td><td>UNDERGRAD</td></tr><tr><td>Objective Type</td><td>Associate of Art</td></tr><tr><td>Academic Program</td><td>AAS CHILD DEVELOPMENT</td></tr></table> <p><input type="checkbox"/> STEM</p> <p>Clear</p>						Student's Schools	CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243	Training Type	UNDERGRAD	Objective Type	Associate of Art	Academic Program	AAS CHILD DEVELOPMENT
Student's Schools	CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243												
Training Type	UNDERGRAD												
Objective Type	Associate of Art												
Academic Program	AAS CHILD DEVELOPMENT												
<h4>BENEFIT</h4> <p>Chapter 33 Post 9/11 GI Bill (pending) Benefits remaining Benefit level</p>													
<h4>Contact information</h4> Edit <p>Email address gary.smith@gmail.com</p> <p>Home phone</p> <p>Mobile phone</p> <p>Mailing address 8055 Renault Dr Grenloch, PA, US 08032</p>													

1. On this page, School Certifying Officials must choose if the student is a STEM scholarship recipient by clicking the “STEM” box.

GARY SMITH

Student ID

Enrollments | **Student Info** | **Programs** | **Benefits** | **Notes** | **History**

[Update student's academic info](#) [Save](#)

Academic Info

CENTRAL TEXAS COLLEGE-MARBLE FALLS —

Student's Schools: CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

Training Type: UNDERGRAD

Objective Type: Associate of Art

Academic Program: AAS CHILD DEVELOPMENT

STEM

[Clear](#)

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information

[Edit](#)

Email address: gary.smith@gmail.com

Home phone

Mobile phone

Mailing address: 8055 Renault Dr, Grenloch, PA, US 08032

2. Once the box is checked, another box will appear allowing the School Certifying Official to add the CIP code. If changes are made on this screen, users must select the **“Save”** button to confirm these changes.

Note: the “Save” button is only selectable after the “STEM” box is checked and a “CIP code” is entered.

Academic Info

CENTRAL TEXAS COLLEGE-MARBLE FALLS —

Student's Schools	<input type="text" value="CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243"/>
Training Type	<input type="text" value="UNDERGRAD"/>
Objective Type	<input type="text" value="Associate of Art"/>
Academic Program	<input type="text" value="AAS CHILD DEVELOPMENT"/>
<input checked="" type="checkbox"/> STEM	
CIP code (*Required)	<input type="text" value="##.####"/>

3. You can make changes to a student's program or school by selecting **"Update student's academic info"** then selecting **"Add another school"**.

GARY SMITH

Student ID

Enrollments | Student Info | **Programs** | Benefits | Notes | History

Update student's academic info Save

Students > GARY SMITH > Update Academic Info

Update Academic Info

Please enter additional information about your student's program

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS Edit

IHL

Associate of Art

AAS CHILD DEVELOPMENT

Add another school

Submit

4. The “**Edit**” button will only be selectable if there was mismatched information during the data migration process.

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Edit

IHL

Associate of Art

AAS CHILD DEVELOPMENT

VBA Education Service



- On the “Additional school and program” page, School Certifying Officials will input the “School”, Training type”, “Objective type”, and “Program” before selecting “**Save this school**” to confirm the changes.

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS Edit

IHL

Associate of Art

AAS CHILD DEVELOPMENT

Additional school and program

School (*Required)

CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

Training type (*Required)

IHL

Objective type (*Required)

Associate of Art

Program (*Required)

AAS CRIMINAL JUSTICE

Cancel this addition **Save this school**

Add another school

Submit

6. Once all changes have been made, select the “**Submit**” button.

Update Academic Info

Please enter additional information about your student's program

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Edit

IHL

Associate of Art

AAS CHILD DEVELOPMENT

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Edit

IHL

Associate of Art

AAS CRIMINAL JUSTICE

Add another school

Submit

VBA Education Service



7. A “Success!” banner will appear noting that the academic information has been updated successfully.

✓ **Success!** ✕
Academic Info has been updated successfully

[Students](#) > **GARY SMITH**

GARY SMITH

Student ID

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter ▼ Add enrollment

[Spring 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#) Amend

Facility code: **14X51243** | January 09, 2023 - May 12, 2023

ENROLLMENT - SUBMITTED Total credit hours **15** ▼

BENEFIT
Chapter 33 Post 9/11 GI Bill (pending)
Benefits remaining
Benefit level

Contact information Edit

Email address
gary.smith@gmail.com

Benefits Tab

The fourth tab in the student's profile is "Benefits," which provides information about what benefit a student is using (such as Post 9/11 GI® Bill, Montgomery GI Bill, etc.). This tab also shows how much of that benefit type the student has remaining and the percentage benefit level of the remaining entitlement. This tool is convenient to reference if students would like an update on how long benefits are available to them. Information will not display for Chapter 31. If a student is eligible for more than one benefit, the most recent used will be displayed.

Note: This information will be hidden if the student chooses to opt-out of this information being shared.

GARY SMITH

Student ID

- Enrollments
- Student Info
- Programs
- Benefits**
- Notes
- History

Current benefit type

Chapter 33 Post 9/11 GI Bill (pending)

Benefit level

Current facility code

14X51243

[Edit](#)

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information

[Edit](#)

Email address

gary.smith@gmail.com

Home phone

Mobile phone

Mailing address

8055 Renault Dr
Grenloch, PA, US 08032

VBA Education Service



Notes Tab

The fifth tab in the student's profile is "Notes", which shows all notes that were added when adding the student or submitting their enrollments. Users can add additional notes when viewing a student's profile by selecting "Add Note".

Notes are visible in Enrollment Manager for you and all other School Certifying Officials to view. Notes are not transmitted to Regional Processing Offices (RPO), Veterans Claims Examiners (VCE), or VA Central Office.

VA U.S. Department of Veterans Affairs Enrollment Manager EM_SCO 01

Dashboard Students Schools Reports

Students > Gladys Deborah Cole

GLADYS DEBORAH COLE

Student ID | ICN 0

Enrollments Student Info Programs Benefits **Notes** History

Write a note to record information about the student that you want to share with other School Certifying Officials. It won't be sent to VA.

Filter

i This student does not have any notes to display.
You can add an note by selecting "Add note" above.

BENEFIT
Chapter 30 Montgomery GI Bill (pending)
Benefits remaining: N/A
Benefit level: N/A

Contact information
Email address: sales@agilex.com
Home phone: 7034831111



VBA Education Service



History Tab

The sixth tab in the student's profile is "History", where all activity pertaining to the student's profile and enrollments is listed chronologically. Brief details are displayed, including the user who performed the action and the date and time it occurred. This information can be filtered by "User types," "Action types," and "Schools."

GARY SMITH

Student ID

- Enrollments
- Student Info
- Programs
- Benefits
- Notes
- History**

Filter ▼
Sort date by: Newest to oldest ↕

Program updated

Student added to Associate of Art - AAS CRIMINAL JUSTICE

CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

02/20/2023 12:19:48 AM | SCO 01 | SCHOOL

Enrollment submitted

Spring 23: January 9, 2023- May 12, 2023

CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

02/19/2023 10:29:08 PM | SCO 01 | SCHOOL

Benefit updated

Benefit type added Chapter 33 Post 9/11 GI Bill

CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243

02/19/2023 10:22:18 PM | SCO 01 | SCHOOL

Program updated

Student added to Associate of Art - AAS CHILD DEVELOPMENT

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information [Edit](#)

Email address
gary.smith@gmail.com

Home phone

Mobile phone

Mailing address
8055 Renault Dr
Grenloch, PA, US 08032



Reports tab

Generating Reports

1. To generate a report, first navigate to the “Reports” tab in Enrollment Manager. From there, School Certifying Officials will be brought to a page that displays the fields of information that require completion to generate a report. These fields include:
 - Facility code and school name
 - Begin date
 - End date
 - Type of report
2. Select the code for the facility you are looking to generate reports for in the “Facility code and school name” dropdown menu. Next, enter the period you are looking to generate a report for in the “Begin date”. The “End date” auto populates a week after the “Begin date”.

VA U.S. Department of Veterans Affairs **Enrollment Manager** EM_SCO 01

Dashboard Students Schools **Reports**

Reports

Facility code and school name (*Required) Begin date (*Required) End date Type of report (*Required)

All MM/DD/YYYY MM/DD/YYYY Select your option

Selected schools

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS x 10513217 - CIVILIAN PERSONNEL ADVISORY CENTER x 14X49743 - LA JOYA TECHING CENTER x

31300278 - ZARAGOZA LOGISTICS CENTER x 25036004 - CENTER FOR WHOLENESS AND HEALTH x

Generate report



VBA Education Service



3. Choose either “Summary” or “Detail” in the “Type of report” field to generate a specific type of report. Once all pertinent information has been entered, select the “**Generate report**” button to create your new report.

Note:

- The Summary report will show you the total number of enrollments, amendments, terminations, and monthly certifications that were processed at the chosen facility.
- The Detail report will show you every type of enrollment, the student’s name that the enrollment is for, the status of the enrollment, the School Certifying Official who is processing the enrollment, and the submission date.

4. An example “Detail” report – pertaining to one facility code and containing one student’s information – can be viewed below. Additional student information can be accessed by selecting the corresponding “+” icon on the right side of the screen.

Reports

Facility code and school name (*Required) Begin date (*Required) End date Type of report (*Required)

All 02/13/2023 02/19/2023 Detail

Selected schools

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS x 10513217 - CIVILIAN PERSONNEL ADVISORY CENTER x 14X49743 - LA JOYA TECHING CENTER x

31300278 - ZARAGOZA LOGISTICS CENTER x 25036004 - CENTER FOR WHOLENESS AND HEALTH x

Generate report

Filter

Facility code	Enrollment type	Student name	Status	SCO	Submission date	
14X51243	Enrollment	SMITH, GARY	SUBMITTED	01, SCO	02/19/2023	+

Export Reports **Print Reports**

5. You can now view additional information such as the student's facility type, benefit type, and resident and online hours.

Please note:

- Export Reports can be used to export download your report as a CSV.
- Print Reports can be used to download each report as a PDF file.
- Additional details are displayed by expanding the rows. Expanded information varies by training type.
- For IHL, NCD, and VET TEC, expanded fields contain details regarding credits (e.g., resident hours, online hours, remedial/deficiency hours, clock hours), tuition and fees, Yellow Ribbon, amendments, and terminations.
- For OJT and APP, expanded fields contain details regarding enrollment information (e.g., approved hours, trainee hours per week, prior training time), monthly certifications (e.g., hours trained, month certified), and terminations.
- For FLT, expanded fields contain details regarding total program charges, summary of total hours (e.g., dual, dual simulator hours, solo, ground school, pre/post hours, other), and terminations.

Reports

Facility code and school name (*Required) Begin date (*Required) End date Type of report (*Required)

All 02/13/2023 02/19/2023 Detail

Selected schools

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS x 10513217 - CIVILIAN PERSONNEL ADVISORY CENTER x 14X49743 - LA JOYA TECHING CENTER x

31300278 - ZARAGOZA LOGISTICS CENTER x 25036004 - CENTER FOR WHOLENESS AND HEALTH x

Generate report

Filter

Facility code	Enrollment type	Student name	Status	SCO	Submission date
14X51243	Enrollment	SMITH, GARY	SUBMITTED	01, SCO	02/19/2023
Training type	Benefit type	Begin Date	End Date	Resident hours	Online hours
UNDERGRAD	CH33	01/09/2023	05/12/2023	12	3
Tuition and fees	YRP				
18000	NULL				
	Out of State tuition and fees				
	NULL				

[Export Reports](#) [Print Reports](#)

4. CERTIFICATIONS BY TRAINING TYPE

Depending on your user type, please refer to your appropriate section below.

Note: Automated emails are automatically sent to students each time a certification is submitted.

Note: If you need to determine your facility type, please go to [WEAMS public](#).

IHL

Preset Enrollment Overview

The Student's Standard Terms from VA-ONCE are being imported to Enrollment Manager and will now be called preset enrollments. Existing preset enrollments were created previously in VA-ONCE.

Preset enrollments are term dates on approved school calendars that can be prepopulated.

In Enrollment Manager, the "Active" status for preset enrollments refers to enrollment periods that are currently being used and displayed in your dropdown menu. "Inactive" refers to enrollment periods that you no longer wish to see displayed. These are usually terms in the past that you are no longer certifying.

VBA Education Service



Add a Preset Enrollment

To access preset enrollments, select the “**Schools**” button on the Menu Bar.

VA | U.S. Department of Veterans Affairs | Enrollment Manager

EM_SCO 01

Dashboard Students Schools Reports

Welcome back, EM_SCO

CENTRAL TEXAS COLLEGE-MARBLE F/ Find and add a student





On this screen, you can view all active and inactive preset enrollments, which can be filtered by “School”. The preset enrollments that appear on this screen are from all the facilities to which the School Certifying Official has access.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

[Create preset enrollment](#)

Active only

Name	Begin date	End date	Status
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	INACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE

Fall 23

ACTIVE

Begin date **Aug 14, 2023**
End date **Dec 8, 2023**

[Edit preset enrollment](#)

Vacation Periods
No vacation period in this enrollment.

Associated schools
LA JOYA TECHING CENTER



1. To begin, select the “**Create a preset enrollment**” button.

[Schools](#) > **Preset enrollments**

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

All



[Create preset enrollment](#)

2. Fill out the following information under the “Basic Information” section:

- Enrollment period “Name” is an optional field (e.g., Fall, 2021, Spring 2022) – E.g., Fall 2022 (Not required)
- “School” – Visible facilities and dropdown list contain all facilities the School Certifying Official has access to
- “Begin date”
- “End date”

New preset enrollment

Basic information

Name

Please enter a unique abbreviated name for this enrollment - EX:
2021 Fall, Spring 22.

School (*Required)

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS x

Begin date (*Required)

End date (*Required)


- Next, enter any relevant “Vacation Periods” that coincide with this enrollment and select the **“Save vacation period”** button. You may also select the **“Delete”** button if you want to discard the vacation period.

Note: A vacation is a customary, reasonable vacation period connected with a federal or state legal holiday that is identified as a holiday in the institution’s literature. VA interprets a reasonable period as seven or more calendar days long. Vacation Periods are used when certifying *non-standard* enrollment periods for all benefits. You can hover over the text that says, “What Constitutes a Vacation Period?” for more information.


Vacation periods

What counts as a vacation period? ▾

Vacation Begin Date (*Required)

Vacation End Date (*Required)

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page's table.

This newly created preset enrollment will be associated with the specific facility when creating an enrollment when creating an enrollment.

4. Click **“Create preset enrollment”** to save the preset enrollment.

Vacation periods

What counts as a vacation period? ▾

Vacation Period

03/03/2023 - 03/13/2023	Edit
-------------------------	------

+ Vacation period

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page's table.

Create preset enrollment Cancel

Edit a Preset Enrollment

1. To edit a preset enrollment, select the specific enrollment you want to edit, then select “**Edit preset enrollment**”.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

[Create preset enrollment](#)

Active only

Name	Begin date	End date	Status
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE

Fall 23

ACTIVE

Begin date **Aug 14, 2023**

End date **Dec 8, 2023**

[Edit preset enrollment](#)

2. Next, make any corrections to the existing information for this enrollment period such as the begin or end date or vacation period dates. You cannot change the school while editing a preset enrollment. When you are finished making edits, select the “**Save preset enrollment**” button.

Fall 23

Basic information

Name

Fall 23

Please enter a unique abbreviated name for this enrollment - EX:
2021 Fall, Spring 22.

School (*Required)

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS

Begin date (*Required)

08/14/2023

End date (*Required)

12/08/2023

Vacation periods

What counts as a vacation period? ▾

+ Vacation period

Vacation periods

What counts as a vacation period? ▾

Vacation Period

11/20/2023 - 11/27/2023

Edit

+ Vacation period

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page's table.

Save preset enrollment

Cancel

Note: When preset enrollment periods are edited, the new, updated preset enrollment will appear as “Active” and the old enrollment will appear as “Inactive”.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

[Create preset enrollment](#)

Active only

Name	Begin date	End date	Status
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	INACTIVE

Fall 23

ACTIVE

Begin date **Aug 14, 2023**
End date **Dec 8, 2023**

[Edit preset enrollment](#)

Vacation Periods
No vacation period in this enrollment.


Associated schools
CENTRAL TEXAS COLLEGE-MARBLE FALLS
Facility code **14X51243**

VBA Education Service



Add and Submit an Enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “**Find and add a student**” button or by selecting the “**Students**” button in the Dashboard menu.

VA  U.S. Department of Veterans Affairs | **Enrollment Manager** EM_SCO 01 ▾

Dashboard | Students | **Schools** | Reports

Welcome back,
EM_SCO

CENTRAL TEXAS COLLEGE-MARBLE F/ ▾ **Find and add a student**

- If the student has already been associated with your education or training institution, they will populate under the “Search Results” tab. Select the student’s profile and the select “**Go to profile**” button on the right-side pane.

Note: If the student has not been enrolled at your facility, you will need to utilize the “Search all students” function to find the student, add their program information, then you will be able to add their enrollment. If the student is not searchable after using both search methods, you will need to follow the steps [to create a new student profile](#).

Apply filters
Clear filters

Can't find a student at your school?

Try searching all students or [Create a new student profile](#)

Search Results

Showing 1-3 of 3 GI Bill students

First name	Last name	Benefit type	Claimant benefit type	Student ID
ASHLEY	BROWN	-	-	-
LISA	DORSEY	CH33	-	-
GARY	SMITH	CH33	-	-

LISA DORSEY

Date of birth **07/07/2002**

Go to profile

Student's school

CENTRAL TEXAS COLLEGE-MARBLE FALLS

Contact information

Email address lisa.dorsey@gmail.com

Mobile phone

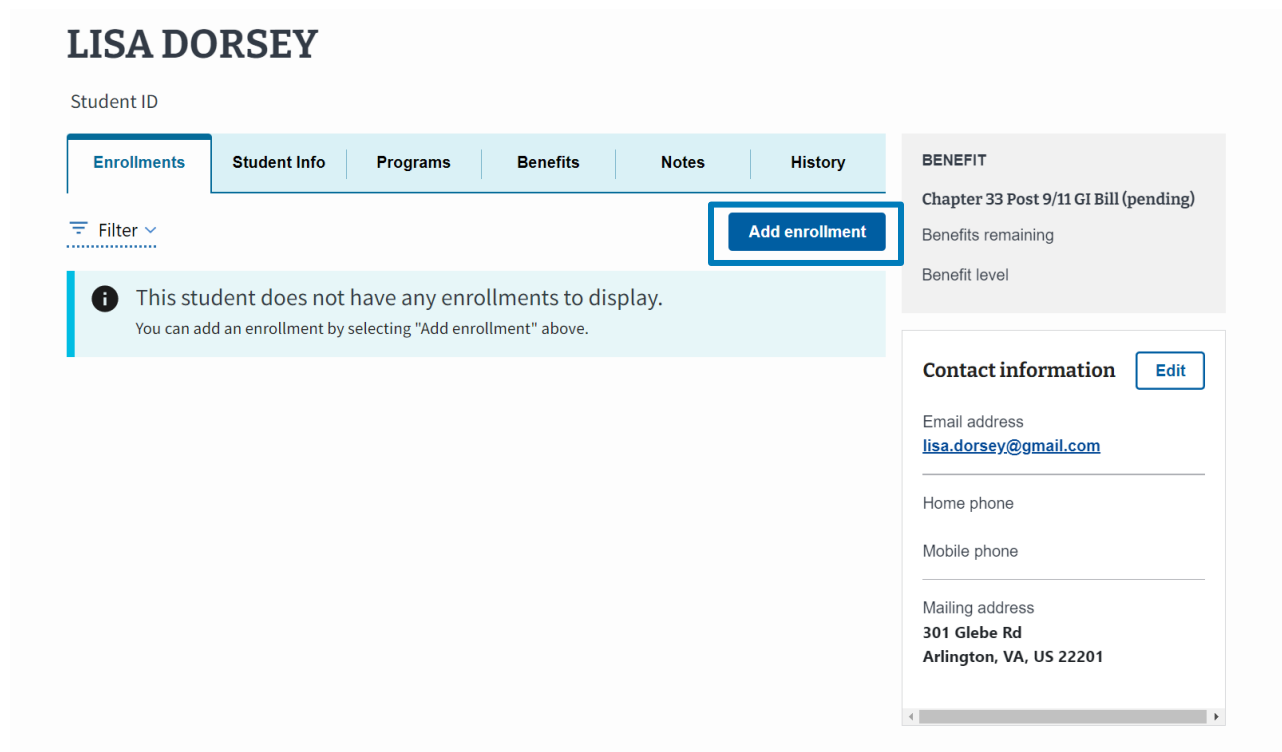
Home phone

Mailing address **301 Glebe Rd
Arlington, VA, 22201**

3. Once you are on the student profile, select **“Add enrollment”** to begin adding an enrollment.

Note:

- A message is being displayed to make School Certifying Officials aware this student does not have any enrollments added to their profile.
- The option to add multiple enrollments will be a capability in a future Enrollment Manager release. In the meantime, you will need to select one (1) program from the available Program drop-down options and Add a Custom Remark, for example, “Student concurrently pursuing 2 degrees additional program is [program name]”.



LISA DORSEY

Student ID

Enrollments Student Info Programs Benefits Notes History

Filter ▾

Add enrollment

i This student does not have any enrollments to display.
You can add an enrollment by selecting "Add enrollment" above.

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information Edit

Email address
lisa.dorsey@gmail.com

Home phone

Mobile phone

Mailing address
301 Glebe Rd
Arlington, VA, US 22201

4. Please complete all required information in each unique section:

Enrollment Information

1. Input the student's enrollment information.
 - Training facility – This dropdown contains all the facilities the student has been enrolled in.
 - Enrollment name – You can select the preset enrollment that you created earlier to pre-fill in the begin and end dates, if applicable.
 - Begin date
 - End date

Note: If you have access to certify for more than one facility, you will see all the facilities in the “Training facility” drop-down and can select which one the student is attending.

Add UNDERGRAD enrollment

LISA DORSEY

Enrollment information

Training facility (*Required)

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS - AA COM

Enrollment name

Fall 23

Begin date (*Required)

08/14/2023



End date (*Required)

12/08/2023



Credits and tuition

- 1. Input the student's credit Resident credits refer to the number of residential or classroom credits taken. This field is disabled if WEAMS indicates the school is online only.
 - Online credits refer to the number of distance (online or non-classroom) credits taken during the term.
 - Clock Hours refer to the number of clock hours taken per week and are typically found in NCD programs, internships, and externships.
 - Remedial/Deficiency refers to the number of remedial or deficiency credits taken during a term.
2. Input the student's tuition information.

Credits and tuition

Resident credits

Online credits

Clock hours

Remedial/Deficiency credits

Tuition & Fees amount (*Required)

Vacation periods

1. If this is a non-standard term, and there is a vacation period that meets the criteria (non-standard length for the semester or quarters of over 7 days), you may enter it when submitting a student's enrollment. If you need to make changes to the vacation period, you can select the **"Edit"** button. If you need to add additional vacation periods for this enrollment, you can do so by selecting the **" + Vacation period"** button.

Vacation periods

What counts as a vacation period? ▾

Vacation Period

11/20/2023 - 11/27/2023 Edit

+ Vacation period

Note: The Vacation period will auto-populate from the Preset Enrollment if one was set up but please check to make sure the vacation period is correct and edit it or add any other breaks as-necessary. You can hover over the text that says, "What Constitutes a Break?" for more information. *"A vacation period must be 7 days or longer and occur during the student's enrollment."*

Remarks and notes

1. Before submitting the enrollment, select any relevant “VBA remarks”. Please only create “Custom remarks” when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.

Remarks

VBA remarks

Select

- Select
- Application sent via US mail.
- Clock Hours for this student are approved to be taken online.
- Concurrent Enrollment at Secondary School:
- COVID-19 Negative Impact Due to School/Program Modification
- COVID-19 Residence Courses Taken Online
- Due to COVID-19 SAA approved relocation. Explained in additional Remark.
- Practical Training Course(s) taken.
- Remedial Training Course(s) taken. Required for CH35 and VR&E students only.
- Student applied using va.gov.
- Student Called to Active Duty.
- This student is receiving Tuition Assistance Top-Up. Tuition and Fees is the remaining out-of-pocket expenses.
- Tuition has not changed. Flat rate is charged for 12 or more credits.

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note.
Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

Remarks

VBA remarks

Select

Application sent via US mail.

+ Add Custom Remark

Notes (optional)

Custom remarks will delay the processing of your student's enrollment and possibly the delivery of payments.

Custom Remark

Enter a remark here...

You can enter up to 125 characters

Save **Clear & Close**

Note: Feel free to add any notes for yourself or for other School Certifying Officials at your facility. Notes will not be submitted to VA with the enrollment but can be reviewed by VA if necessary.

2. Select **“Submit enrollment”** to confirm the new enrollment information or select **“Save as draft”** to finish the process later. You can discard edits to the enrollment by selecting the **“Discard edits”** button.

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit enrollment

Save as draft

Discard edits



3. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

✔ **Success!**✕

CENTRAL TEXAS COLLEGE-MARBLE FALLS (14X51243) 08/14/2023 - 12/08/2023

has been added as an enrollment.



Note: You can also view an overview of the enrollment you submitted if you select the down arrow under the “Amend” button.

LISA DORSEY

Student ID

- Enrollments**
- Student Info
- Programs
- Benefits
- Notes
- History

Filter

Add enrollment

[Fall 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#)

Amend

Facility code: **14X51243** | August 14, 2023 - December 08, 2023

ENROLLMENT - SUBMITTED Total credit hours **18**

Residents Credits **15** Tuition and fees **\$18,000.00** Vacation Periods
 Online Credits **3** • 11/20/2023 - 11/27/2023

Enrollment history

Type	Effective date	Submitted date	Status
Enrollment	-	2/20/2023	SUBMITTED View details

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)
 Benefits remaining
 Benefit level

Contact information

Edit

Email address
lisa.dorsey@gmail.com

Home phone

Mobile phone

Mailing address
301 Glebe Rd
Arlington, VA, US 22201



Amend an Enrollment

Enrollments may need to be amended if a student adjusts the number of credits they're taking, changes their program, or the cost changes among other reasons. Other reasons include but are not limited to fee waivers, scholarships that were awarded late, yellow ribbon, etc.

Before we dive into how to amend an enrollment, let's go over an important update to language and terminology. In Enrollment Manager, "Amendment" refers to any change to an enrollment certification. There is no differentiation between amend and adjust.

Note:

- Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.

1. After you search and select the student, navigate to the student's "Enrollments" page, identify the enrollment to Amend, and select the "Amend" button. Once amend is selected, the page will show the information for the selected enrollment, which may or may not be current, since amendments can be made to previously completed enrollments.

LISA DORSEY

Student ID

- Enrollments**
- Student Info
- Programs
- Benefits
- Notes
- History

Filter Add enrollment

[Fall 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS](#) Amend

Facility code: **14X51243** | **August 14, 2023 - December 08, 2023**

ENROLLMENT - SUBMITTED Total credit hours **18**

Enrollment information

1. Once Amend is selected, you will be taken to a page that shows all existing information about the selected, where you will change the begin and end date fields to display the accurate dates.

Note: You **cannot** change the facility. This would require you to go back and add the student to a new facility. Please note you will not be able to change the school name or enrollment name as these are read-only values. To change the school, you would need to go back and add the student to a new school.

Amend UNDERGRAD Enrollment

CENTRAL TEXAS COLLEGE-MARBLE FALLS

🏠 UNDERGRAD |

LISA DORSEY

Enrollment information

Training facility (*Required)

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS - AA COM ▾

Enrollment name

Fall 23

Begin date (*Required)

08/14/2023 📅

End date (*Required)

12/08/2023 📅

Credits and tuition

1. To make changes to the Credits and tuition section, navigate to the appropriate fields and input accurate values for the resident credits, online credits, or tuition & fees fields.

Note: Once you make changes to credit hours, a new section will automatically appear called Amendment Information. Here, you will select the applicable amendment reason pertaining to this enrollment and input the effective date. Depending on the amendment reason that is chosen, a “Revised End Date” may be required.

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits

18

Online credits

3

Clock hours

0

Remedial/Deficiency credits

0

Tuition & Fees amount (*Required)

18000

Amendment information

Amendment Reason (*Required)

Increase

Amendment effective date (*Required)

08/14/2023

2. If the student is graduating or completing the end of term or course, select the “**Graduation /End of Term or Course**” checkbox. If the student is terminating their enrollment, select the “**Termination**” checkbox.

Note: If the “Termination” checkbox is selected, all the pre-existing values under the “Credits and tuition” section will zero out.

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits

15

Online credits

3

Clock hours

0

Remedial/Deficiency credits

0

Tuition & Fees amount (*Required)

18000

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits

0

Online credits

0

Clock hours

0

Remedial/Deficiency credits

0

Tuition & Fees amount (*Required)

0

- For both graduation/end of term or course or termination, you will be required to fill out the “Amendment information” section. Depending on which box you select, the amendment reasons will be specific to the unique choice.

Note: Any other option chosen beside “Other” for termination or graduation/end of term or course will result in the “Amendment effective date” auto populating.

Termination

Amendment information

Amendment Reason (*Required)

Pre-registered but never attended	◆
Select	
Pre-registered but never attended	
Withdraw before beginning of term	

08/14/2023

Graduation/End of Term or Course

Amendment information

Amendment Reason (*Required)

End of Term or Course	◆
Select	
End of Term or Course	
Graduation	
Other	

4. If “Other” is selected, you will be required to manually input the amendment effective date as well as a VBA or Custom Remark to explain the amendment reason.

Amendment information

Amendment Reason (*Required)

Other

Amendment effective date (*Required)

MM/DD/2023



A valid Effective Date is required.

Remarks

Please apply either a VBA or Custom Remark to explain the amendment reason of “Other”

VBA remarks

Select

[+ Add Custom Remark](#)



- Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the **“Submit amendment”** or **“Save as draft”** button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit amendment

Save as draft

Discard edits



VBA Education Service



Note: If notes are added, these notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student's enrollment. They are not sent to VA for processing purposes.

Once you submit the amendment, you will see a "Success!" banner noting that the amendment has been added.

✓ **Success!**



CENTRAL TEXAS COLLEGE-MARBLE FALLS (14X51243) 08/14/2023 - 12/08/2023

has been added as an amendment.



6. You can see the status of the amendment on the “Enrollments” tab of the student’s profile.

LISA DORSEY

Student ID

Enrollments
Student Info
Programs
Benefits
Notes
History

Filter v
Add enrollment

Fall 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS Amend

Facility code: **14X51243** | **August 14, 2023 - December 08, 2023**

AMENDMENT - SUBMITTED
Total credit hours **21**
^

Residents Credits 18	Tuition and fees \$18,000.00	Vacation Periods
Online Credits 3		• 11/20/2023 - 11/27/2023

Enrollment history

Type	Effective date	Submitted date	Status	
Amendment	8/14/2023	2/20/2023	SUBMITTED	View details
Enrollment	-	2/20/2023	SUBMITTED	View details

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information Edit

Email address
lisa.dorsey@gmail.com

Home phone

Mobile phone

Mailing address
**301 Glebe Rd
Arlington, VA, US 22201**



7. Once the enrolment is terminated, no further changes can be made. If the enrollment was terminated by mistake, you will need to recreate the enrollment to amend it further. When recertifying a terminated enrollment for a CH33 certification School Certifying Officials must add the following remark "correcting previously terminated enrollment. Notice of Change in Student Status to follow" on the recertification so T&F are not released to the school again. They then have to resubmit any amendments and/or corrections and then re-terminate the term.

NCD

Preset Enrollment Overview

The Student's Standard Terms from VA-ONCE are being imported to Enrollment Manager and will now be called preset enrollments. Existing preset enrollments were created previously in VA-ONCE.

Preset enrollments are academic years divided into enrollment periods.

In Enrollment Manager, the "Active" status for preset enrollments refers to enrollment periods that are currently being used and displayed in your dropdown menu. "Inactive" refers to enrollment periods that you no longer wish to see displayed. These are usually terms in the past that you are no longer certifying.

VBA Education Service



Add a Preset Enrollment

To access preset enrollments, select the “**Schools**” button on the Menu Bar.

VA | U.S. Department of Veterans Affairs | Enrollment Manager

EM_SCO 01

Dashboard Students Schools Reports

Welcome back, EM_SCO

CENTRAL TEXAS COLLEGE-MARBLE F/ Find and add a student







On this screen, you can view all active and inactive preset enrollments, which can be filtered by “School”. The preset enrollments that appear on this screen are from all the facilities to which the School Certifying Officials has access.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

All 

 [Create preset enrollment](#)

Active only

Name	Begin date	End date	Status
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	INACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE

Fall 23

ACTIVE

Begin date **Aug 14, 2023**

End date **Dec 8, 2023**

 [Edit preset enrollment](#)

Vacation Periods

No vacation period in this enrollment.

Associated schools

LA JOYA TECHING CENTER



5. To begin, select the “**Create a preset enrollment**” button.

[Schools](#) > **Preset enrollments**

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

All



[Create preset enrollment](#)

6. Fill out the following information under the “Basic Information” section:

- Enrollment period “Name” is an optional field (e.g., Fall, 2021, Spring 2022) – E.g., Fall 2022 (Not required)
- “School” – Visible facilities and dropdown list contain all facilities the School Certifying Official has access to
- “Begin date”
- “End date”

New preset enrollment

Basic information


Name

Please enter a unique abbreviated name for this enrollment - EX:
2021 Fall, Spring 22.


School (*Required)

25036004 – CETERFOR WHOLENESS AND HEAL..

Begin date (*Required)

End date (*Required)

VBA Education Service



- Next, enter any relevant “Vacation Periods” that coincide with this enrollment and select the **“Save vacation period”** button. You may also select the **“Delete”** button if you want to discard the vacation period.

Note: A vacation is a customary, reasonable vacation period connected with a federal or state legal holiday that is identified as a holiday in the institution’s literature. VA interprets a reasonable period as seven or more calendar days long. You can hover over the text that says, “What Constitutes a Vacation Period?” for more information.

Vacation periods

What counts as a vacation period? ▾

Vacation Begin Date (*Required)

Vacation End Date (*Required)

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page’s table.

This newly created preset enrollment will be associated with the specific facility when creating an enrollment when creating an enrollment.

8. Click **“Create preset enrollment”** to save the preset enrollment.

Vacation periods

What counts as a vacation period? ▾
.....

Vacation Period

03/03/2023 - 03/13/2023 Edit

+ Vacation period

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page's table.

Create preset enrollment Cancel

Edit a Preset Enrollment

1. To edit a preset enrollment, select the specific enrollment you want to edit, then select “**Edit preset enrollment**”.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

[Create preset enrollment](#)

Active only

Name	Begin date	End date	Status
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE

Fall 23

ACTIVE

Begin date **Aug 14, 2023**

End date **Dec 8, 2023**

[Edit preset enrollment](#)

- Next, make any corrections to the existing information for this enrollment period such as the begin or end date or vacation period dates. You cannot change the school while editing a preset enrollment. When you are finished making edits, select the “**Save preset enrollment**” button.

Fall 23

Basic information

Name

Fall 23

Please enter a unique abbreviated name for this enrollment - EX:
2021 Fall, Spring 22.

School (*Required)

25038004 - CETER FOR WHOLENESS AND HEALTH.

Begin date (*Required)

08/14/2023



End date (*Required)

12/08/2023



Vacation periods

What counts as a vacation period? ▾

+ Vacation period

Vacation periods

What counts as a vacation period? ▾

Vacation Period

11/20/2023 - 11/27/2023

Edit

+ Vacation period

Select this checkbox to make this pre-set enrollment active. Unselect to make it inactive

Caution: if you make this pre-set inactive, the pre-set will no longer appear in the Enrollment Name dropdown or in the Pre-Set Enrollment page's table.

Save preset enrollment

Cancel

Note: When preset enrollment periods are edited, the new, updated preset enrollment will appear as “Active” and the old enrollment will appear as “Inactive”.

Preset enrollments

Pre-Set Enrollments are not applicable to Apprenticeship, Flight, or On-the-Job Training enrollments. Pre-Set Enrollments will not be available for these Training Types.

School

[Create preset enrollment](#)

Active only


Name	Begin date	End date	Status	
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE	<p>Fall 23</p> <p>ACTIVE</p> <p>Begin date Aug 14, 2023</p> <p>End date Dec 8, 2023</p> <p>Edit preset enrollment</p> <hr/> <p>Vacation Periods</p> <p>No vacation period in this enrollment.</p> <hr/> <p>Associated schools</p> <p>CENTRAL TEXAS COLLEGE-MARBLE FALLS</p> <p>Facility code 14X51243</p>
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE	
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE	
Fall 23	Aug 14, 2023	Dec 8, 2023	ACTIVE	
Fall 23	Aug 14, 2023	Dec 8, 2023	INACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	ACTIVE	
Spring 23	Jan 1, 2023	May 5, 2023	INACTIVE	

VBA Education Service



Add and Submit an Enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “**Find and add a student**” button or by selecting the “**Students**” button in the Dashboard menu.

VA  U.S. Department of Veterans Affairs | **Enrollment Manager** EM_SCO 01 ▾

Dashboard | Students | **Schools** | Reports

Welcome back, EM_SCO

CENTRAL TEXAS COLLEGE-MARBLE F/ ▾ **Find and add a student**

VBA Education Service



- If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

Note: If the student has not been enrolled at your facility, you will need to utilize the “Search all students” function to find the student, add their program information, then you will be able to add their enrollment. If the student is not searchable after using both search methods, you will need to follow the steps to create a new student profile.

Apply filters
Clear filters

Can't find a student at your school?

Try searching all students or [Create a new student profile](#)

Search Results

Showing 1-3 of 3 GI Bill students

First name	Last name	Benefit type	Claimant benefit type	Student ID
ASHLEY	BROWN	CH33	-	-
LISA	DORSEY	CH33	-	-
GARY	SMITH	CH33	-	-

ASHLEY BROWN

Date of birth **05/14/1999**

➤ [Go to profile](#)

Student's school

CENTER FOR WHOLENESS AND HEALTH
CENTRAL TEXAS COLLEGE-MARBLE FALLS

Contact information

Email address ashley.brown@accenturefederal.com

Mobile phone

Home phone

Mailing address **800 N Glebe Rd
Arlington, VA, 22203**

3. Once you are on the student profile, select **“Add enrollment”** to begin adding an enrollment.

Note: A message is being displayed to make School Certifying Officials aware this student does not have any enrollments added to their profile.

4. Please complete all required information in each unique section:

Enrollment Information

1. Input the student's enrollment information.
 - Training facility – This dropdown contains all the facilities the student has been enrolled in.
 - Enrollment name – You can select the preset enrollment that you created earlier to pre-fill in the begin and end dates

Note: If you have access to certify for more than one facility, you will see all the facilities in the “Training facility” drop-down and can select which one the student is attending.

Add NCD enrollment

ASHLEY BROWN

Enrollment information

Training facility (*Required)

25036004 - CENTER FOR WHOLENESS AND HEALTH - MASSAGE

Enrollment name

Spring 23

Begin date (*Required)

01/01/2023



End date (*Required)

05/05/2023



Credits and tuition

2. Input the student's credit and tuition information.

- Resident credits refer to the number of residential or classroom credits taken. This field is disabled if WEAMS indicates the school is online only.
- Online credits refer to the number of distance (online or non-classroom) credits taken during the term.
- Clock Hours refer to the number of clock hours taken per week and are typically found in NCD programs, internships, and externships.
- Remedial/Deficiency refers to the number of remedial or deficiency credits taken during a term.

Credits and tuition

Resident credits (*Required)

Online credits (*Required)

Clock hours

If the student's hours include approved Online Clock Hours, please apply this VBA Remark below:
"Clock Hours for this student are approved to be taken online". If this remark is not applied, the student may incur a debt.

Tuition & Fees amount (*Required)

Vacation periods

- 3 If this is a non-standard term, and there is a vacation period that meets the criteria (non-standard length for the semester or quarters of over 7 days), you may enter it when submitting a student's enrollment. If you need to make changes to the vacation period, you can select the **"Edit"** button. If you need to add additional vacation periods for this enrollment, you can do so by selecting the **" + Vacation period"** button.

Vacation periods

What counts as a vacation period? ▾

Vacation Period

03/02/2023 - 03/13/2023

Edit

+ Vacation period

Note: The Vacation period will auto-populate from the Preset Enrollment if one was set up but please check to make sure the vacation period is correct and edit it or add any other breaks as-necessary. You can hover over the text that says, "What Constitutes a Break?" for more information. *"A vacation period must be 7 days or longer and occur during the student's enrollment."*

Remarks and notes

4. Before submitting the enrollment, select any relevant “VBA remarks”. Please only create “Custom remarks” when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Official in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.

Remarks

VBA remarks

Select

- Select
- Application sent via US mail.
- Clock Hours for this student are approved to be taken online.
- Concurrent Enrollment at Secondary School:
- COVID-19 Negative Impact Due to School/Program Modification
- COVID-19 Residence Courses Taken Online
- Due to COVID-19 SAA approved relocation. Explained in additional Remark.
- Practical Training Course(s) taken.
- Remedial Training Course(s) taken. Required for CH35 and VR&E students only.
- Student applied using va.gov.
- Student Called to Active Duty.
- This student is receiving Tuition Assistance Top-Up. Tuition and Fees is the remaining out-of-pocket expenses.
- Tuition has not changed. Flat rate is charged for 12 or more credits.

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

Remarks

VBA remarks

Select

Application sent via US mail.

+ Add Custom Remark

Notes (optional)

Custom remarks will delay the processing of your student's enrollment and possibly the delivery of payments.

Custom Remark

Enter a remark here...

You can enter up to 125 characters

Save **Clear & Close**

Note: Feel free to add any notes for yourself or for other School Certifying Official at your facility. Notes will not be submitted to VA with the enrollment but can be reviewed by VA if necessary.

5. Select “**Submit enrollment**” to confirm the new enrollment information or select “**Save as draft**” to finish the process later. You can discard edits to the enrollment by selecting the “**Discard edits**” button.

Note: The option to add multiple enrollments will be a capability in a future Enrollment Manager release. In the meantime, you will need to select one (1) program from the available Program drop-down options and Add a Custom Remark, for example, “Student concurrently pursuing 2 degrees – additional program is [program name]”.

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit enrollment

Save as draft

Discard edits

6. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

 **Success!** 

CENTER FOR WHOLENESS AND HEALTH (25036004) 01/01/2023 - 05/05/2023

has been added as an enrollment.



Note: You can also view an overview of the enrollment you submitted if you select the down arrow under the “Amend” button.

ASHLEY BROWN

Student ID

- Enrollments**
- Student Info
- Programs
- Benefits
- Notes
- History

Filter ▾

Add enrollment

[Spring 23 at CENTER FOR WHOLENESS AND HEALTH](#)

Amend

Facility code: 25036004 | January 01, 2023 - May 05, 2023

ENROLLMENT - SUBMITTED | Total clock hours 40



Tuition and fees **\$15,000.00**

Vacation Periods

- 3/2/2023 - 3/13/2023

Enrollment history

Type	Effective date	Submitted date	Status	
Enrollment	-	2/20/2023	SUBMITTED	View details

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information

Edit

Email address

ashley.brown@test.com

Home phone

Mobile phone

Mailing address

800 N Glebe Rd
Arlington, VA, US 22203



Amend an Enrollment

Enrollments may need to be amended if a student adjusts the number of credits they're taking, changes their program, or the cost changes among other reasons. Other reasons include but are not limited to fee waivers, scholarships that were awarded late, yellow ribbon, etc.

Before we dive into how to amend an enrollment, let's go over an important update to language and terminology. In Enrollment Manager, "Amendment" refers to any change to an enrollment certification. There is no differentiation between amend and adjust.

Please note:

- Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.

1. After you search and select the student, navigate to the student's "Enrollments" page and select the "Amend" button. Once amend is selected, the page will show the information for the selected enrollment, which may or may not be current, since amendments can be made to previously completed enrollments.

ASHLEY BROWN

Student ID

Enrollments

Student Info

Programs

Benefits

Notes

History

Filter

Add enrollment

Spring 23 at CENTER FOR WHOLENESS AND HEALTH

Amend

Facility code: 25036004 | January 01, 2023 - May 05, 2023

ENROLLMENT - SUBMITTED | Total clock hours 40



Enrollment information

- Once Amend is selected, you will be taken to a page that shows all existing information about the selected, where you will change the begin and end date fields to display the accurate dates.

Note: You **cannot** change the facility or enrollment name. This would require you to go back and add the student to a new facility.

Amend NCD Enrollment

CENTER FOR WHOLENESS AND HEALTH

 NCD |

ASHLEY BROWN

Enrollment information

Training facility (*Required)

25036004 - CENTER FOR WHOLENESS AND HEALTH - MASSAGE 

Enrollment name

Spring 23

Begin date (*Required)

01/01/2023 

End date (*Required)

05/05/2023 

VBA Education Service



Credits and tuition

3. To make changes to the Credits and tuition section, navigate to the appropriate fields and input accurate values for the clock hours or tuition & fees fields.

Note: Once you make changes to clock hours, a new section will automatically appear called Amendment Information. Here, you will select the applicable amendment reason pertaining to this enrollment and input the effective date. Depending on the amendment reason that is chosen, a “Revised End Date” may be required.

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits (*Required)

0

Online credits (*Required)

0

Clock hours

50

If the student's hours include approved Online Clock Hours, please apply this VBA Remark below: **"Clock Hours for this student are approved to be taken online"**. If this remark is not applied, the student may incur a debt.

Tuition & Fees amount (*Required)

16000

Amendment information

Amendment Reason (*Required)

Increase

Amendment effective date (*Required)

02/20/2023



4. If the student is graduating or completing the end of term or course, select the “**Graduation /End of Term or Course**” checkbox. If the student is terminating their enrollment, select the “**Termination**” checkbox.

Note: If the “Termination” checkbox is selected, all the pre-existing values under the “Credits and tuition” section will zero out.

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits (*Required)

0

Online credits (*Required)

0

Clock hours

40

If the student's hours include approved Online Clock Hours, please apply this VBA Remark below:
"Clock Hours for this student are approved to be taken online". If this remark is not applied, the student may incur a debt.

Tuition & Fees amount (*Required)

15000

Credits and tuition

Graduation/End of Term or Course

Termination

Resident credits (*Required)

0

Online credits (*Required)

0

Clock hours

0

Tuition & Fees amount (*Required)

0



5. For both graduation/end of term or course or termination, you will be required to fill out the “Amendment information” section. Depending on which box you select, the amendment reasons will be specific to the unique choice.

Note: Be mindful of the amendment reason you are selecting. Certain amendment reasons automatically populate the amendment effective date, where others need to be manually entered.

Termination

Amendment information

Amendment Reason (*Required)

Select

- Select
- Pre-registered but never attended
- Unsatisfactory attendance, progress or conduct
- Withdraw before beginning of term
- Withdraw after drop period - non-punitive grades assigned
- Withdraw after drop period - punitive grades assigned
- Withdraw during drop period
- Withdrawal or interruption (Non-College Degree Programs not on a term basis)
- Other

Graduation/End of Term or Course

Amendment information

Amendment Reason (*Required)

End of Term or Course

- Select
- End of Term or Course
- Graduation
- Other

6. If "Other" is selected, you will be required to manually input the amendment effective date as well as a VBA or Custom Remark to explain the amendment reason.

Amendment information

Amendment Reason (*Required)

Other

Amendment effective date (*Required)

MM/DD/2023



A valid Effective Date is required.

Remarks

Please apply either a VBA or Custom Remark to explain the amendment reason of "Other"

VBA remarks

Select

[+ Add Custom Remark](#)



- Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the **“Submit amendment”** or **“Save as draft”** button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Note: Notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit amendment

Save as draft

Discard edits



VBA Education Service



Note: If notes are added, these notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student's enrollment. They are not sent to VA for processing purposes.

Once you submit the amendment, you will see a "Success!" banner noting that the amendment has been added.



Success!



CENTER FOR WHOLENESS AND HEALTH (25036004) 01/01/2023 - 05/05/2023

has been added as an amendment.

8. You can see the status of the amendment on the “Enrollments” tab of the student’s profile.

ASHLEY BROWN

Student ID

Enrollments
Student Info
Programs
Benefits
Notes
History

Filter ▾
Add enrollment

Spring 23 at CENTER FOR WHOLENESS AND HEALTH Amend

Facility code: 25036004 | January 01, 2023 - May 05, 2023

AMENDMENT - SUBMITTED
Total clock hours 45
^

Tuition and fees **\$15,000.00** Vacation Periods

- 3/2/2023 - 3/13/2023

Enrollment history

Type	Effective date	Submitted date	Status	
Amendment	2/20/2023	2/20/2023	SUBMITTED	View details
Enrollment	-	2/20/2023	SUBMITTED	View details

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information Edit

Email address
ashley.brown@test.com

Home phone

Mobile phone

Mailing address
**800 N Glebe Rd
Arlington, VA, US 22203**

- Once the enrollment is terminated, no further changes can be made. If the enrollment was terminated by mistake, you will need to recreate the enrollment to amend it further. When recertifying a terminated enrollment for a CH33 certification School Certifying Officials must add the following remark "correcting previously terminated enrollment. Notice of Change in Student Status to follow" on the recertification so T&F are not released to the school again. They then have to resubmit any amendments and/or corrections and then re-terminate the term.

Success! ✕

CENTER FOR WHOLENESS AND HEALTH (25036004) 01/01/2023 - 05/05/2023
has been added as an amendment.

[Students](#) > **ASHLEY BROWN**

ASHLEY BROWN

Student ID

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter **Add enrollment**

[Spring 23 at CENTER FOR WHOLENESS AND HEALTH](#)

Facility code: 25036004 | January 01, 2023 - May 05, 2023

AMENDMENT - SUBMITTED

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information **Edit**

Email address
ashley.brown@test.com

Home phone

Mobile phone

Note: Mitigating Circumstances do not always appear and are only required when the following “Amendment Reason” is selected: “Withdraw after drop period - non-punitive grades assigned (Typical Termination)”

VBA Education Service



OJT/APP

Add and submit an enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the **“Find and add a student”** button or by selecting the **“Students”** button in the Dashboard menu.

VA | U.S. Department of Veterans Affairs | Enrollment Manager

EM_SCO OA

Dashboard | **Students** | Schools | Reports

Welcome back, EM_SCO

VA MEDICAL CENTER-BROCKTON MA

Find and add a student

VBA Education Service



- If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

Note: If the student has not been enrolled at your facility, you will need to utilize the “Search all students” function to find the student, add their program information, then you will be able to add their enrollment. If the student is not searchable after using both search methods, you will need to [follow the steps to create a new student profile](#).

Can't find a student at your school?

Try searching all students or [Create a new student profile](#)

Search Results

Showing 1-1 of 1 GI Bill students

First name	Last name	Benefit type	Claimant benefit type	Student ID
DANIEL	JOHNSON	CH33	-	-

DANIEL JOHNSON

Date of birth **01/14/2001**

[Go to profile](#)

Student's school

RIDEOUT ELECTRIC

Contact information

Email address dan.john@gmail.com

Mobile phone

Home phone

Mailing address **342 Glebe Rd
Arlington, VA, 23421**

3. Once you are on the student profile, select **“Add enrollment”** to begin adding an enrollment.

DANIEL JOHNSON

Student ID

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter ▾

Add enrollment

i This student does not have any enrollments to display.
You can add an enrollment by selecting "Add enrollment" above.

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)
Benefits remaining
Benefit level

Contact information [Edit](#)

Email address
dan.john@gmail.com

Home phone

Mobile phone

Mailing address
342 Glebe Rd
Arlington, VA, US 23421

Note: A message is being displayed to make School Certifying Official aware this student does not have any enrollments added to their profile.

Enrollment Information

1. Input the student's enrollment information.
 - Training facility – This dropdown contains all the facilities the student has been enrolled in.
 - Enrollment name – You can select the preset enrollment that you created earlier to pre-fill in the begin and end dates
 - Begin and end dates

Add Apprenticeship enrollment

DANIEL JOHNSON

Enrollment information

Training facility (*Required)

20301021 - RIDEOUT ELECTRIC - ELECTRICIAN

Enrollment name

Electrician

Begin date (*Required)

01/03/2023

End date (*Required)


01/03/2024


Note: If you have access to certify for more than one facility, you will see all the facilities in the “Training facility” drop-down and can select which one the student is attending.

Hours and time

2. Navigate to the “Hours and Time” section and input the following information:
 - Trainee’s hours per week – Number of hours that the trainee is employed per week in the training program
 - Standard work hours per week – Number of hours that are considered the standard total hours in a work week
 - Prior training time – Prior hours that the trainee has worked towards the current training program

Hours and Time

Trainee's hours per week (*Required) 

Standard work hours per week (*Required) 

Prior training time (*Required)

Remarks and notes

- Before submitting the enrollment, select any relevant “Remarks”. Please only create remarks when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.

Remarks

VBA remarks

Select

- Select
- Application sent via US mail.
- Clock Hours for this student are approved to be taken online.
- Concurrent Enrollment at Secondary School:
- COVID-19 Negative Impact Due to School/Program Modification
- COVID-19 Residence Courses Taken Online
- Due to COVID-19 SAA approved relocation. Explained in additional Remark.
- Student applied using va.gov.
- Student Called to Active Duty.
- This student is receiving Tuition Assistance Top-Up. Tuition and Fees is the remaining out-of-pocket expenses. Tuition has not changed. Flat rate is charged for 12 or more credits.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

[Submit enrollment](#) [Save as draft](#) [Discard edits](#)

4. Select **“Submit enrollment”** to confirm the new enrollment information or select **“Save as draft”** to finish the process later. You can discard edits to the enrollment by selecting the **“Discard edits”** button.

Note: The option to add multiple enrollments will be a capability in a future Enrollment Manager release.

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit enrollment


Save as draft

Discard edits

5. Once your enrollment is submitted, a "Success!" banner will appear in green at the top of the page.



Success!



RIDEOUT ELECTRIC (20301021) 01/03/2023 - 01/03/2025

has been added as an enrollment.

Note: You can also view an overview of the enrollment you submitted if you select the arrow under the “Amend” button.

DANIEL JOHNSON

Student ID

Enrollments

Student Info

Programs

Benefits

Notes

History

Filter

Add enrollment

[Electrician 23 at RIDEOUT ELECTRIC](#)

Amend

Facility code: 20301021

January 03, 2023 - January 03, 2025

Add Monthly Cert

ENROLLMENT - SUBMITTED Trainee's hours per week 40



Trainee's hours per week 40 Standard work hours per week 40

Enrollment history

Type	Effective date	Submitted date	Status	
Enrollment	-	2/21/2023	SUBMITTED	View details

Amend an Enrollment

Enrollments may need to be amended if a student adjusts the number of credits they're taking, changes their program, or the cost changes among other reasons. Other reasons include but are not limited to fee waivers, scholarships that was awarded late, yellow ribbon, etc. Amending an enrollment is not common.

Note: Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.

1. From the main page, search for the student that needs an amended enrollment. Refer to previous "Search for a student" instructions in this User Guide for more details.
2. Open the student's profile to view the "Enrollments" tab and select the "Amend" button.

DANIEL JOHNSON

Student ID

Enrollments

Student Info

Programs

Benefits

Notes

History

Filter

Add enrollment

[Electrician 23 at RIDEOUT ELECTRIC](#)

Amend

Facility code: **20301021**

January 03, 2023 - January 03, 2025

Add Monthly Cert

ENROLLMENT - SUBMITTED Trainee's hours per week **40**

3. Amendments to OJT/App enrollments are less common but errors occur when entering trainee hours, or prior training time. Errors may occur when inputting dates, trainee hours, or prior training time. If a correction is necessary, those fields are available to amend the information. Note: the training facility and enrollment fields cannot be edited or changed.

Enrollment information

Training facility (*Required)

20301021 - RIDEOUT ELECTRIC - ELECTRICIAN

Enrollment name

Electrician 23

Begin date (*Required)

01/03/2023



End date (*Required)

01/03/2025



Hours and Time

Trainee's hours per week (*Required) ⓘ

40

Standard work hours per week (*Required) ⓘ

40

Prior training time (*Required)

Enter number of hours

Prior training time - hours (*Required)

200



- Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the “**Submit amendment**” or “**Save as draft**” button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Note: Notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student’s profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student’s Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.



Submit amendment

Save as draft

Discard edits



5. Once you submit the amendment, you can see the status of the amendment on the “Enrollments” tab of the student’s profile.

 **Success!** 

RIDEOUT ELECTRIC (20301021) 01/03/2023 - 01/03/2025

has been added as an amendment.

Add a Monthly Certification

1. Navigate to the “Enrollments” tab on the student’s profile. Under the “Enrollments” tab, select “**Add Monthly Cert**” to the desired enrollment.

DANIEL JOHNSON

Student ID

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter Add enrollment

[Electrician 23 at RIDEOUT ELECTRIC](#) Amend

Facility code: **20301021**

January 03, 2023 - January 03, 2025 Add Monthly Cert

AMENDMENT - SUBMITTED Trainee's hours per week **40**

Monthly certification information

- Complete the necessary certification information. The fields include “Certification begin date,” “Certification end date,” and “Hours trained.”

Note: “Certification start date” and “Certification end date” must be within the same month. School Certifying Officials must also certify all months in the training period, even if there are no hours worked during a month. Months must also be certified in order. The period certified must be the full month, except the first month when the start date is not the first day of the month. Each certification month must also be the full month unless the trainee was terminated, or the training period ended.

Certification information

Training Facility
20301021 - RIDEOUT ELECTRIC

Begin date: 01/03/2023 End date: 01/03/2025

Certification begin date (*Required): 01/03/2023 **Certification end date (*Required):** 01/31/2023

Hours Trained (*Required): 40

3. You will be prompted to answer a series of “yes” or “no” questions. If you select “**No**” for questions 1 or 2, you will be prompted to provide additional information such as the trainee’s new wage rate and effective date, or the trainee’s “Termination Date” and “Termination Reason”.

Was the trainee's wage in accordance with the Training Agreement? (*Required)

Yes

No

Was the trainee enrolled in and pursuing the approved program for the month of January? (*Required)

Yes

No

- Before submitting the enrollment, you may add relevant remarks or notes.
Note: Only add Custom Remarks when absolutely necessary as they slow down processing time. Alternatively, please use VBA Remarks or notes.

Remarks

VBA remarks

Select

[+ Add Custom Remark](#)

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

- Once all fields have been completed, submit the certification by selecting “**Submit amendment**” or save the certification as a draft by selecting “**Save as Draft,**”

6. Select the **“Submit amendment”** button.

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

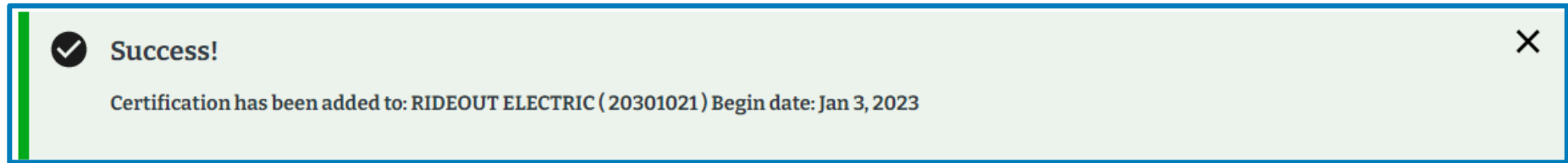
By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit amendment

Save as draft

Discard edits

7. Once submitted, you will be redirected to the student's profile, where a "Success!" confirmation banner will appear at the top of the screen.



In the initial version of Enrollment Manager, there will not be the ability to replace a monthly certification with a new one. If you need to replace a monthly certification, you will need to terminate the enrollment and create a new one. So please make sure to double check that all information is correct before submitting a monthly certification.

Terminate an Enrollment

1. Navigate to the “Enrollments” tab on the student’s profile. Under the “Enrollments” tab, select “**Add Monthly Cert**” to the desired enrollment.

DANIEL JOHNSON

Student ID

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter Add enrollment

[Electrician 23 at RIDEOUT ELECTRIC](#) Amend

Facility code: **20301021**

January 03, 2023 - January 03, 2025 Add Monthly Cert

AMENDMENT - SUBMITTED Trainee's hours per week **40**

2. Complete the necessary certification information. The fields include “Certification begin date,” “Certification end date,” and “Hours trained.”

Note: “Certification begin date” and “Certification end date” must be within the same month. School Certifying Officials must also certify all months in the training period, even if there are no hours worked during a month. Months must also be certified in order. The period certified must be the full month, except the first month when the start date is not the first day of the month. Each certification month must also be the full month unless the trainee was terminated, or the training period ended.

Certification information

Training Facility

20301021 - RIDEOUT ELECTRIC

Begin date: 01/03/2023 End date: 01/03/2025

Certification begin date (*Required): 01/03/2023 Certification end date (*Required): 01/31/2023

Hours Trained (*Required): 40

3. You will be prompted to answer a series of “yes” or “no” questions. If you select “**No**” for questions 1 or 2, you will be prompted to provide additional information such as the trainee’s new wage rate and effective date, or the trainee’s “Termination Date” and “Termination Reason”.

Was the trainee's wage in accordance with the Training Agreement? (*Required)

- Yes
 No

Was the trainee enrolled in and pursuing the approved program for the month of January? (*Required)

- Yes
 No

Termination information

Please ensure that all preceding certifications have been submitted for the trainee before submitting this termination.

Date Terminated (*Required)

02/15/2023



Termination Reason (*Required)


Employment terminated

- Once the fields have been completed, select **“Submit Certification”** or select **“Save as Draft.”** You may add relevant remarks or notes.

Note: Only add Custom Remarks when necessary as they slow down processing time. Alternatively, VBA Remarks can be added and are directed to the VA, unlike notes.

Remarks

VBA remarks

Select 

[+ Add Custom Remark](#)

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

[Submit certification](#) [Save as Draft](#) [Discard Edits](#)

- Once submitted, you will be redirected to the student's profile, which will have a green confirmation banner at the top of the screen.

✓ Success!



Certification has been added to: RIDEOUT ELECTRIC (20301021) Begin date: Jan 3, 2023

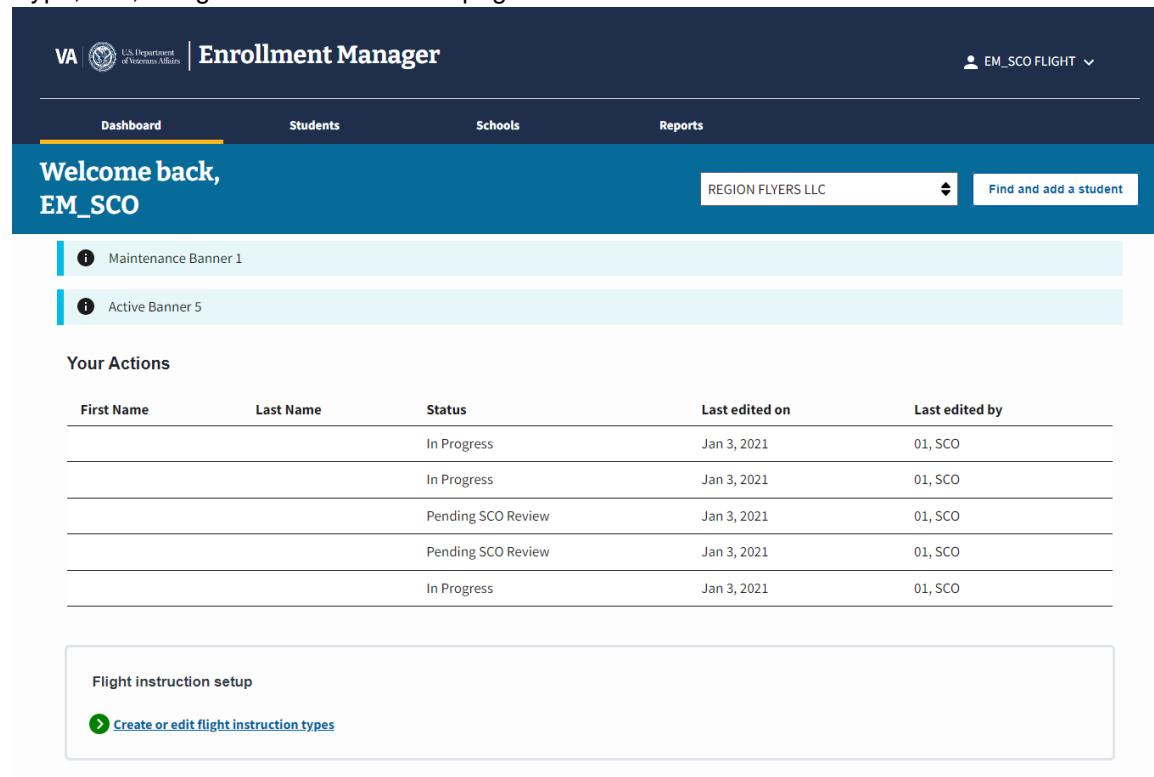
In the initial version of Enrollment Manager, there will not be the ability to replace a monthly certification with a new one. If you need to replace a monthly certification, you will need to terminate the enrollment and create a new one. So please make sure to double check that all information is correct before submitting a monthly certification.

FLIGHT

Create Flight Instructions

Before adding and submitting an enrollment at a Flight institution, you must first create a Flight instruction type.

1. To create a Flight instruction type, first, navigate to the dashboard page.



VA U.S. Department of Veterans Affairs Enrollment Manager EM_SCO FLIGHT

Dashboard Students Schools Reports

Welcome back, EM_SCO REGION FLYERS LLC Find and add a student

Maintenance Banner 1

Active Banner 5

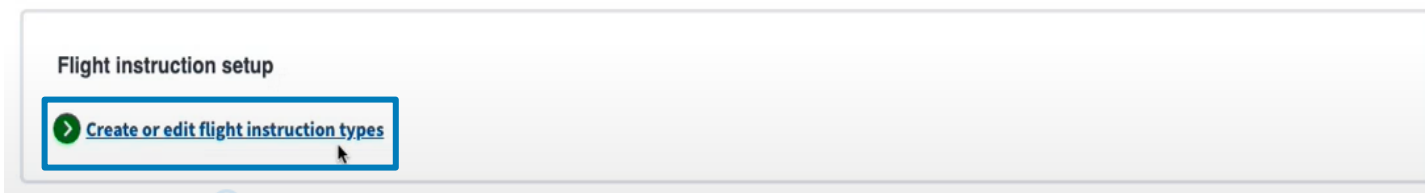
Your Actions

First Name	Last Name	Status	Last edited on	Last edited by
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		Pending SCO Review	Jan 3, 2021	01, SCO
		Pending SCO Review	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO

Flight instruction setup

Create or edit flight instruction types

2. Select the button labeled “**Create or edit Flight instruction types**” under the “Flight instruction setup” section.



3. You will then be brought to the “Flight instruction setup” page. To add relevant Flight instruction type, you will select the corresponding button for Ground Instruction, Pre/post Instruction, Other, and Aircraft & Full Flight Simulator instructions to report additional Flight categories

Enrollment Manager

Dashboard Students Schools Reports

Dashboard > Flight instruction setup

Flight instruction setup

Academy of Aviation

Ground Instruction

Type	Rate
+ Add new ground rate	

Pre/post Instruction

Type	Rate
+ Add new pre/post rate	

Other

Type	Rate
------	------

Please note:

- The “Type and Rate” must not exceed the WEAMS max approved rate.
- The Rate must be equal to or greater than zero.

4. To create a ground rate Flight instruction, select the “**Add new ground rate**” button.

Ground Instruction

Type	Rate
+ Add new ground rate	

Pre/post Instruction

Type	Rate
+ Add new pre/post rate	

5. Select the **"Type"** text field and enter "Ground" and select the **"Rate"** text field and enter the rate. When values are entered, select the **"Save"** button.



Ground Instruction

Type	Rate
<input type="text" value="Ground"/>	<input type="text" value="100"/>

[+ Add new ground rate](#)

- After the record is saved, you will see a confirmation of the data entered and can edit the record by using the “pencil” icon or delete the record by using the “trashcan” icon.

Ground Instruction

Type	Rate	
Ground	\$100.00	NEW  

[+ Add new ground rate](#)

7. To create a new pre/post instruction type, select the “+ Add new pre/post rate” button.

Pre/post Instruction

Type

Rate

+ Add new pre/post rate

8. Select the “**Type**” text field and enter “Pre/post” then select the “**Rate**” text field and enter the rate. When values are entered, select the “**Save**” button.

Pre/post Instruction

Type	Rate	
<input type="text" value="Pre/post"/>	<input type="text" value="100"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

9. After the record is saved, you will see a confirmation of the data entered and can edit the record by using the “pencil” icon or delete the record by using the “trashcan” icon.

Pre/post Instruction

Type	Rate	
Pre/post	\$100.00	<input type="button" value="NEW"/> <input type="button" value="edit"/> <input type="button" value="trash"/>

VBA Education Service



10. Select the “+ Add new other rate” button to create another type of Flight instruction.

Other

Type	Rate
------	------

+ Add new other rate

11. Select the “**Type**” text field and enter the type of instruction, then select the “**Rate**” text field and enter the rate. When values are entered, select the “**Save**” button.

Other

Type	Rate
<input type="text" value="Other1"/>	<input type="text" value="100"/>



Save Cancel

+ Add new other rate



12. After the record is saved, you will see a confirmation of the data entered and can edit the record by using the “pencil” icon or delete the record by using the “trashcan” icon.

Other

Type	Rate	
Other1	\$100.00	NEW  

[+ Add new other rate](#)

13. To add “Aircraft & Full Flight Simulator instructions”, you have the option to select the “**Add new aircraft instruction**” button, the “**Add new flight simulator instruction**” button, or select both. Select the “**Add new aircraft instruction**” button.

Aircraft & Full Flight Simulator instructions

Flight instructions

Sort Alphabetically: A to Z

Instruction Type

Horsepower

Solo Rate

Dual Rate

Dual Sim Rate

+ Add new aircraft instruction

+ Add new flight simulator instruction

VBA Education Service



14. Select the “Instruction Type” text field and input the required instruction type. Select the “Horsepower”, “Solo Rate”, and “Dual Rate” text fields and input the appropriate values. Click the “**Save**” button to confirm changes to the aircraft instruction.

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
<input type="text" value="Aircraft_flight"/>	<input type="text" value="110"/>	<input type="text" value="115"/>	<input type="text" value="120"/>	<input type="text" value="0"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="button" value="+ Add new aircraft instruction"/>		<input type="button" value="+ Add new flight simulator instruction"/>			

VBA Education Service



15. Select the “Add new flight simulator instruction” button

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	\$115.00	\$120.00	\$0.00	NEW

[+ Add new aircraft instruction](#) [+ Add new flight simulator instruction](#)

16. Select the “Instruction Type” text field and input the required instruction type. Then select the “Dual Sim Rate” text field before selecting the “Save” button.

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	\$115.00	\$120.00	\$0.00	NEW
<input type="text" value="Simulator_new"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="120"/>	Save Cancel





[+ Add new aircraft instruction](#) [+ Add new flight simulator instruction](#)

Note: For “Add new flight simulator instruction” type, you will notice that the “Horsepower”, “Solo Rate”, and “Dual Rate” are not editable because they are not needed for this instruction type.

VBA Education Service



17. If any changes need to be made, select the “pencil icon” located to the right of the page on the line of the saved instruction to adjust the information. If you’d like to delete an instruction after it has been saved, select the trash can icon located right next to the pencil icon.

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	\$115.00	\$120.00	\$0.00	 
Simulator_new	0	\$0.00	\$0.00	\$120.00	NEW  

+ Add new aircraft instruction

+ Add new flight simulator instruction



18. Once flight instructions are created, they can be filtered. To filter flight instructions, you can use the “Flight instructions” text field to search.

Aircraft & Full Flight Simulator instructions

Flight instructions

Sort Alphabetically: A to Z

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	\$115.00	\$120.00	\$0.00	NEW
Simulator_new	0	\$0.00	\$0.00	\$120.00	NEW

[+ Add new aircraft instruction](#)

[+ Add new flight simulator instruction](#)

VBA Education Service



Add and submit an enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “**Find and add a student**” button or by selecting the “**Students**” button in the Dashboard menu.

A screenshot of the VA Enrollment Manager web application. The header shows the VA logo, the U.S. Department of Veterans Affairs, and the title "Enrollment Manager". On the right, there is a user profile icon and the text "EM_SCO FLIGHT". Below the header is a navigation menu with four tabs: "Dashboard", "Students", "Schools", and "Reports". The "Students" tab is highlighted with a blue border. Below the navigation menu is a large blue banner. On the left side of the banner, it says "Welcome back, EM_SCO". On the right side, there is a dropdown menu showing "REGION FLYERS LLC" and a "Find and add a student" button, which is highlighted with a blue border.

VBA Education Service



- If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select **“Go to profile”** button on the right-side pane.

Note: If the student has not been enrolled at your facility, you will need to utilize the “Search all students” function to find the student, add their program information, then you will be able to add their enrollment. If the student is not searchable after using both search methods, you will need to follow the steps to create a new student profile.

Can't find a student at your school?

Try searching all students or [Create a new student profile](#)

Search Results

Showing 1-1 of 1 GI Bill students

First name	Last name	Benefit type	Claimant benefit type	Student ID
Orville	Wright	CH33	-	00000078

Orville Wright

Date of birth **12/04/1995**

[Go to profile](#)

Student's school

REGION FLYERS LLC

Contact information

Email address
Mobile phone
Home phone
Mailing address **800 N Glebe rd
suite 800
arlington, Virginia, 22203**

- Once you are on the student profile, select **"Add enrollment"** to begin adding an enrollment.

Orville Wright

Student ID 00000078

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter ▾ **Add enrollment**

i This student does not have any enrollments to display.
You can add an enrollment by selecting "Add enrollment" above.

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information Edit

Email address

Home phone

Mobile phone

Mailing address

800 N Glebe rd
suite 800
arlington, VA, US 22203

Note: A message is being displayed to make School Certifying Officials aware this student does not have any enrollments added to their profile.

Enrollment Information

4. Input the student's enrollment information.
 - a. Training facility
 - b. Begin date
 - c. Medical certification type
 - d. Exam date
 - e. Certificate and Ratings

Note: If you have access to certify for more than one facility, you will see all the facilities in the "Training facility" drop-down and can select which one the student is attending.

Add FLIGHT enrollment

Orville Wright | Student ID 00000078

Enrollment information

Training facility (*Required)

25532314 - REGION FLYERS LLC - COMMERCIAL LICENSE COURSE

Begin date (*Required)

02/20/2023

Medical certificate type (*Required)

First Class
 Second Class

Exam date (*Required)

02/06/2023

Certificates and Ratings

Course hours and charges

5. Input the student's course hours and charges information.
 - Dual hours
 - Dual simulator hours
 - Solo hours
 - Ground school hours
 - Pre/post hours
 - Other hours
 - Prior training time
 - Total charges (in \$)

Course hours and charges

Dual hours

Dual simulator hours

Solo hours

Ground school hours

Pre/Post hours

Other hours


Prior training time (*Required)

Total charges (in \$) (*Required)

Remarks and notes

6. Before submitting the enrollment, select any relevant “Remarks”. Please only create remarks when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.

Remark

 If there's something else we need to know about this enrollment, you can add a custom remark. **Custom remarks will delay the processing of your student's enrollment and possibly the delivery of payments.**

[+ Add custom remark](#)

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

6. Select **“Submit enrollment”** to confirm the new enrollment information or select **“Save as draft”** to finish the process later. You can discard edits to the enrollment by selecting the **“Discard edits”** button.

Note: The option to add multiple enrollments will be a capability in a future Enrollment Manager release.



By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit enrollment

Save as draft

Discard edits

7. Once your enrollment is submitted, a "Success!" banner will appear in green at the top of the page.

 **Success!** 
REGION FLYERS LLC (25532314) 02/20/2023
has been added as an enrollment.



Note: You can also view an overview of the enrollment you submitted if you select the down arrow under the “Amend” button.

Orville Wright

Student ID 00000078

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter

Add enrollment

02/20/2023 at REGION FLYERS LLC

Amend

Add Monthly Cert

Facility code: 25532314

ENROLLMENT - SUBMITTED

Enrollment history

Type	Effective date	Submitted date	Status	
Enrollment	-	2/20/2023	SUBMITTED	View details

BENEFIT

Chapter 33 Post 9/11 GI Bill (pending)

Benefits remaining

Benefit level

Contact information

Edit

Email address

Home phone

Mobile phone

Mailing address

800 N Glebe rd
suite 800
arlington, VA, US 22203



Amend an Enrollment

Enrollments may be amended at flight schools if dates are incorrectly reported, or if prior training time needs to be added.

Note: Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.

1. From the main page, search for the student that needs an amended enrollment. Refer to previous “Search for a student” instructions in this User Guide for more details.
2. Open the student’s profile to view the “Enrollments” tab and select the “Amend” button.

Orville Wright

Student ID 00000078

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter 

Add enrollment

[02/20/2023 at REGION FLYERS LLC](#)

Amend

Add Monthly Cert

Facility code: 25532314

ENROLLMENT - SUBMITTED



3. Edit or change any of the enrollment information.

Course hours and charges

Dual hours

Dual simulator hours

Solo hours

Ground school hours

Pre/Post hours

Other hours

Prior training time (*Required)

Total charges (in \$) (*Required)



6. Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the “**Submit amendment**” or “**Save as draft**” button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Note: Notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.

Notes (optional)

You can write a note to record additional information about the enrollment that you want to share with other School Certifying Officials at your school.

Notes are stored in the student's profile. **They are not submitted with the enrollment.**

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.


Submit amendment

Save as draft


Discard edits



7. Once you submit the amendment, you can see the status of the amendment on the "Enrollments" tab of the student's profile.



Success!



REGION FLYERS LLC (25532314) 02/20/2023

has been added as an amendment.

Add a Monthly Certification

1. To add a monthly certification to a student's enrollment, navigate to the "Enrollments" tab of the student's profile. Once you locate the enrollment you would like to add a certification to, select the "Add Monthly Cert" button.

Orville Wright

Student ID 00000078

Enrollments

Student Info

Programs

Benefits

Notes

History

Filter  

Add enrollment

02/20/2023 at REGION FLYERS LLC

Amend

Add Monthly Cert

Facility code: 25532314

AMENDMENT - SUBMITTED



2. Next, review all the pre-populated information in the "Monthly certification information" section detailed below. **Some of these fields are editable.**
 - a. "Training facility"
 - b. "Enrollment begin date"
 - c. "Reporting period begin date"
 - d. "Reporting period end date"

Note:

- A monthly certification must be submitted every month a student completes a flight. "Reporting period begin date" and "Reporting period end date" must be within the same month. These guidelines must be followed to avoid errors and complete submission.
- Excluding the very first flight month, the reporting period begin date **MUST** be the first day of the month.
 - If the date selected for "Reporting period end date" is not the last day of the month, a new required field, "Reason for ending enrollment", will appear. You will need to select a reason from the dropdown menu for ending this enrollment earlier than the end of the month.

Orville Wright | VA ID

Monthly certification information

Training facility

25532314 - REGION FLYERS LLC

Enrollment begin date

02/20/2023

Reporting period begin date (*Required)

02/20/2023



Reporting period end date (*Required)

02/28/2023



3. Select the **“Add Flight instruction”** button and input the following information:
 - a. “Begin Date”
 - b. “End Date”
 - c. “Category”
 - d. “Flight Instruction” - Prepopulates flight instruction options associated with the specific school based on the “Category” selected
 - e. “Horsepower” - Prepopulates based on Flight Instruction type selected
 - f. “Rate” - Prepopulates based on Flight Instruction type selected
 - g. “Hours”
 - h. “Total cost” (If applicable) – Prepopulates with the cumulative total cost (Rate x Hours + Taxes)

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost
<div style="border: 2px solid blue; padding: 5px; display: inline-block;">Add flight instruction</div>							

4. Select the calendar icon in the “Begin Date” and “End Date” fields and select the appropriate dates. Select the “Category” dropdown menu and select the appropriate option.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost		
02/20/2023	02/28/2023	Ground		0	0	0	0	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Total reporting period cost
\$0.00

- Ground
- Pre/Post
- Other
- Aircraft Solo
- Aircraft Dual
- Full Flight Simulator

5. Select the **“Flight Instruction”** dropdown menu and choose the appropriate flight instruction. Since the “Horsepower” and “Rate” fields are not applicable, you will select the “Hours” field and input the total hours. Select the **“Save”** button.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost		
02/20/2023	02/28/2023	Ground	Ground Ground	0	100.00	100	10000.00	Save	Cancel

[Add flight instruction](#)

VBA Education Service



- In the “Summary” section, select the field labeled “State or local taxes apply for the period”, if state or local taxes must be applied to this certification. The summary information for this certification period will be displayed in this section. If taxes need to be reported, input the cumulative state and local taxes for the reporting period

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost	
02/20/2023	02/28/2023	GROUND	Ground	0	\$100.00	100	\$10000.00	NEW ✎ 🗑️

[Add flight instruction](#)

Total reporting period cost

\$10,000.00

Summary

State and local taxes apply for this period

State and local taxes (*Required)

\$0.00

This Period

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	100.00	0.00	0.00
Total submitted charges					
10,000.00					

Cumulative

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	100.00	0.00	0.00
Total submitted charges					
10,000.00					

7. Enter any additional remarks or notes in the “Remarks and notes (optional)” section. Please keep custom remarks to a minimum as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials. Notes will not be submitted to VA with the enrollment. Once all fields are completed accurately, select the “**Submit certification**” button.

Remarks and notes (optional)

[+ Add Custom Remark](#)

Notes:

Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.



[Submit certification](#)

[Save as draft](#)

[Discard edits](#)

Note: In the initial version of Enrollment Manager, the system will not allow you to replace a monthly certification with a new one. Adding a monthly certification provides you the opportunity to end an enrollment. If an enrollment is ended through the monthly certification, the monthly certification that has been submitted must be resubmitted under the new enrollment. Please make sure to double check that all information is correct before submitting a monthly certification.

8. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

 **Success!** 

REGION FLYERS LLC (44415310) Begin date: Dec 1, 2022





has been added as a flight certification.

VBA Education Service



Note: You can add multiple flight instructions to the Monthly Certification if they are within the same month. School Certifying Officials should report cumulative monthly totals for each training type.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost	
02/20/2023	02/28/2023	GROUND	Ground	0	\$100.00	100	\$10000.00	 
02/20/2023	02/28/2023	PRE_POST	Pre/post	0	\$100.00	100	\$10000.00	NEW  

[Add flight instruction](#)

Total reporting period cost

\$20,000.00

Summary

State and local taxes apply for this period

This Period

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	100.00	100.00	0.00

Total submitted charges
20,000.00

Cumulative

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	100.00	100.00	0.00

Total submitted charges
20,000.00

VBA Education Service



Note: If a School Certifying Official needs to replace a monthly certification, they are permitted to upload a PDF copy of the VA Form 22-6553c Monthly Certification of Flight Training to Ask VA. Enhanced capabilities to replace a monthly certification is expected in a future release. Please make sure to double check that all information is correct before submitting a monthly certification.

9. After submitting the certification, you can view certification details under the “Enrollments” tab on the student’s profile.

[12/01/2022 at REGION FLYERS LLC](#) Amend Add Monthly Cert

Facility code: **25532314**

ENROLLMENT - SUBMITTED ^

Enrollment history

Type	Effective date	Submitted date	Status	
Flight Certification	12/01/2022 - 12/31/2022	2/20/2023	SUBMITTED	View details
Enrollment	-	2/20/2023	SUBMITTED	View details

[Students](#) > [Orville Wright](#) > 12/1/2022 at REGION FLYERS LLC

12/1/2022 at REGION FLYERS LLC

🏠 FLIGHT

Orville Wright | VA ID

Flight certification details

Training facility	REGION FLYERS LLC
Program name	COMMERCIAL LICENSE COURSE
Enrollment begin date	12/1/2022
Reporting period begin date	12/1/2022
Reporting period end date	12/31/2022
Flight details	<ul style="list-style-type: none"> • Begin date: 2022-12-01 • End date: 2022-12-31 • Category: GROUND • Name: Ground • Horse power: 0 • Rate: 100 • Hours: 100 • Total cost: \$10,000.00 <hr/> <ul style="list-style-type: none"> • Begin date: 2022-12-01 • End date: 2022-12-31 • Category: PRE_POST • Name: Pre/post • Horse power: 0 • Rate: 100 • Hours: 100 • Total cost: \$10,000.00
Remarks	None
Notes	None

VBA Education Service



End an Enrollment

1. Navigate to the “Enrollments” tab of the student’s profile and select the “Add Monthly Cert” button to add the last monthly certification for this period.

VA U.S. Department of Veterans Affairs | **Enrollment Manager** EM_SCO FLIGHT

Dashboard **Students** Schools Reports

[Students](#) > **ORVILLE WRIGHT**

ORVILLE WRIGHT

Student ID | ICN

Enrollments | Student Info | Programs | Benefits | Notes | History

Filter ▼ Add enrollment

[10/01/2022 at REGION FLYERS LLC](#) Amend Add Monthly Cert

Facility code: 25532314

ENROLLMENT - SUBMITTED ▼

BENEFIT

Chapter 31 Veteran Readiness and Employment (VR&E) (pending)

Benefits remaining
N/A

Benefit level
N/A

Contact information Edit

Email address
orvillewright@flight.com



2. Input the “Reporting period begin date” and select the “Reporting period end date” for the date that the enrollment will end or has ended.

Add Flight Monthly Certification

Orville Wright | VA ID

Monthly certification information

Training facility

25532314 - REGION FLYERS LLC

Enrollment begin date

11/01/2022

Reporting period begin date (*Required)

11/01/2022



Reporting period end date (*Required)

11/29/2022



Note: If the “reporting period end date” is not the end of the month then the “Reason for ending enrollment” section will display.

3. Select the dropdown menu in the “Reason for ending enrollment” section and select the appropriate reason.

Note: By entering a reporting period end date that is not the last day of the month, you must provide a reason why the student ended their program.

Reason for ending enrollment (*Required)

- Select
- Withdrew from Training
- Completed Training
- Failed to pass certification requirement
- Inability to progress
- Other

4. Select the “**Add Flight instruction**” button and enter the required information for each component of the flight instruction in the “Course hours and charges” section.
 - a. “Begin Date”
 - b. “End Date”
 - c. “Category”
 - d. “Flight Instruction”
 - e. “Horsepower”
 - f. “Rate”
 - g. “Hours”
 - h. “Total Cost”

5. Select the calendar icon in the “Begin Date” and “End Date” fields and select the appropriate dates. Select the “Category” dropdown menu and select the appropriate option.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost		
11/01/2022	11/29/2022	Pre/Post	Pre/post	0	100.00	100	10000.00	Save	Cancel

VBA Education Service



6. Select the **“Flight Instruction”** dropdown menu and choose the appropriate flight instruction. Since the “Horsepower” and “Rate” fields are not applicable, you will select the “Hours” field and input the total hours. Once all required information is inputted, select the **“Save”** button.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost		
11/01/2022	11/29/2022	Pre/Post	Pre/post	0	100.00	100	10000.00	Save	Cancel



- In the “Summary” section, select the field labeled “State or local taxes must apply for the period”, if state or local taxes must be applied to this certification. The summary information for this certification period will be displayed in this section. If taxes need to be reported, input the cumulative state and local taxes for the reporting period.

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost	
11/01/2022	11/29/2022	PRE_POST	Pre/post	0	\$100.00	100	\$10000.00	NEW

[Add flight instruction](#)

Total reporting period cost

\$10,000.00

Summary

State and local taxes apply for this period

This Period

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	0.00	100.00	0.00

Total submitted charges
10,000.00

Cumulative

Dual	Dual simulator	Solo	Ground	Pre/Post	Other
0.00	0.00	0.00	0.00	100.00	0.00

Total submitted charges
10,000.00

8. Enter any additional remarks or notes in the “Remarks and notes (optional)” section. Please keep custom remarks to a minimum as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials. Notes will not be submitted to VA with the enrollment. Once all fields are completed accurately, select the “**Submit certification**” button.

Remarks and notes (optional)

+ Add Custom Remark

Notes:

Caution: Please do not include a student’s Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).



By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.

Submit certification

Save as draft

Discard edits

9. A “Success!” message will appear noting that the monthly certification has been updated successfully.

 **Success!** 

REGION FLYERS LLC (44415310) Begin date: Nov 1, 2022

has been added as a flight certification.

Note: When the enrollment ends, the enrollment period will also end.

11/01/2022 at REGION FLYERS LLC

Facility code: **25532314**

AMENDMENT - SUBMITTED



Enrollment history

Type	Effective date	Submitted date	Status	
Termination	11/01/2022 - 11/29/2022	2/21/2023	SUBMITTED	View details
Amendment	-	2/21/2023	SUBMITTED	View details
Enrollment	-	2/21/2023	SUBMITTED	View details

D. HELPFUL RESOURCES – INCLUDE GI BILLIE, THE GI BILL CHATBOT SUPPORTING ENROLLMENT MANAGER

5. ENROLLMENT MANAGER CHATBOT, GI BILLIE

GI Billie is the Enrollment Manager Chatbot. GI Billie can be found in the bottom right section of the screen when you are in the Enrollment Manager system. When you select GI Billie's icon, you will see recommended topics and questions that you can ask GI Billie. If those topics or questions do not pertain to your needs, you can type in your question to see if GI Billie can assist you. Answers focus around the following areas:

85/15. Provides general information on 85/15.

Associated Schools. Provides general information on schools associated with a Certifying Official's profile and the differences between main, branch, and extension campuses.

Course Applicability. Provides general information on course applicability and guidance on repeating courses.

Credits and Hours. Provides information and proper use of certifying resident hours, online hours, remedial/deficiency hours, and clock hours.

Debts and Overpayments. Provides general information on school and student debt creation.

Effective Dates. Provides information on reporting effective dates used for amendments.

Flight Training. Provides information on how to certify flight enrollments and monthly certifications.

GI Bill Comparison Tool. Provides general information on the Comparison Tool.

Legislative and Policy Changes. Provides information on recent changes and how enrollments are impacted.

Preset Enrollments. Provides information on how to create, manage, and select an enrollment.

Standard, Accelerated, and Decelerated Length Terms. Provides information on standard and non-standard length semesters and quarters.

STEM. Provides general information on the STEM Scholarship and how to certify.

Supplemental and Concurrent Enrollments. Provides information applicable to primary and secondary schools and how to certify guest students.

Timeliness. Provides timeframe for timely submission.

Vacation Periods. Provides information on when and how to certify vacation periods.

VBA Remarks and Custom Remarks. Provides information and proper use of VBA Remarks and Custom Remarks and encourages the use of VBA Remarks over Custom Remarks.

VET TEC. Provides general information on VET TEC and how to certify.

Yellow Ribbon. Provides general information on the Yellow Ribbon Program and how to certify.

GI Billie will be able to answer questions about how to perform specific actions as well. For example, you could say, "How do I add a student to my facility?"

School Certifying Officials must type a greeting such as "Hi" or "Hello" to return to GI Billie's starting screen.

VBA Education Service



ENROLLMENT MANAGER RESOURCES

[Enrollment Manager FAQs](#)

[Multi-factor Authentication video](#)

[Teaser Video](#)

ID.ME AND LOGIN.GOV RESOURCES

[ID.me Help Center](#)

[VA.gov Resources and Support](#)

[VA & ID.me – ID.me Help Center](#)

SCHOOL CERTIFYING OFFICIAL RESOURCES

[Training Portal](#)

[Monthly Office Hours Q&A](#)