Using VA-ONCE

- A Guide for School Certifying Officials
- Version 1.3 July 2004

Obtaining, completing & submitting the MOU

- The MOU is an agreement between your school and VA.
- An MOU can be downloaded from **www.GIBILL.va.gov/ONCE.**
- A signed MOU must be received by your ELR before you will be issued a password in order to access VA-ONCE.
- It must be signed by someone from the school who has the authority to enter into a legal contract for the school.
- The MOU should be mailed not faxed.

Once we receive and process your MOU, your school will be added to the VA-ONCE database, and you will receive your User ID and temporary password.

(Each user must have his/her own user ID. User IDs cannot be shared.)

Once you have this information, you're ready to begin using VA-ONCE...

www.GIBILL.va.gov/ONCE or direct:

https://vaonce.vba.va.gov/vaonce_student/default.asp

Using ID and password (once received by school official).

Welcome to VA-ONCE

What is VA-ONCE? VA-ONCE is a new, enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a complete Internet based application. A team of schools and RPO representatives helped to develop the requirements used to build the application.

What is needed to run VA-ONCE? To use VA-ONCE, you must be using a recent version of either the Microsoft Internet Explorer (IE 5.5 SP higher) or Netscape Navigator (NN v6.02 or higher) browsers.

What is needed to submit forms using VA-ONCE? Your school must su[...]dy an MOU, please contact the VA-ONCE VBA Representative to acquire [...]Representative (ELR) will be contacting you with the appropriate login i[...]

Start VA-ONCE
Start VA-ONCE using text only mode (This [...] login scre[...]sin[...]VA[...]

Start VA-ONCE
Start VA-ONCE using text only mode (T[...]
VA-ONCE, you can find an option for it i[...]

1. Click on **Start VA-ONCE**.
2. Click on the **Login** button.
3. Type in your temporary password.

Online Help

The News Flash box below the Login box displays messages from VA regarding changes and items of interest.

The Links on the right hand side will direct you to useful sites and information, including how to contact your ELR.

TASK OPTION

Tasks Default -- gives you access to main buttons.

Margin Text

Clicking on the **Margin** button at the bottom of the screen gives you an explanation of the contents of that screen.

VAonce04
2-2-2222-22

This page contains a list of your students. You can find a particular student from this page by scrolling down, or by using "Search by". You can search by last name or social security number.
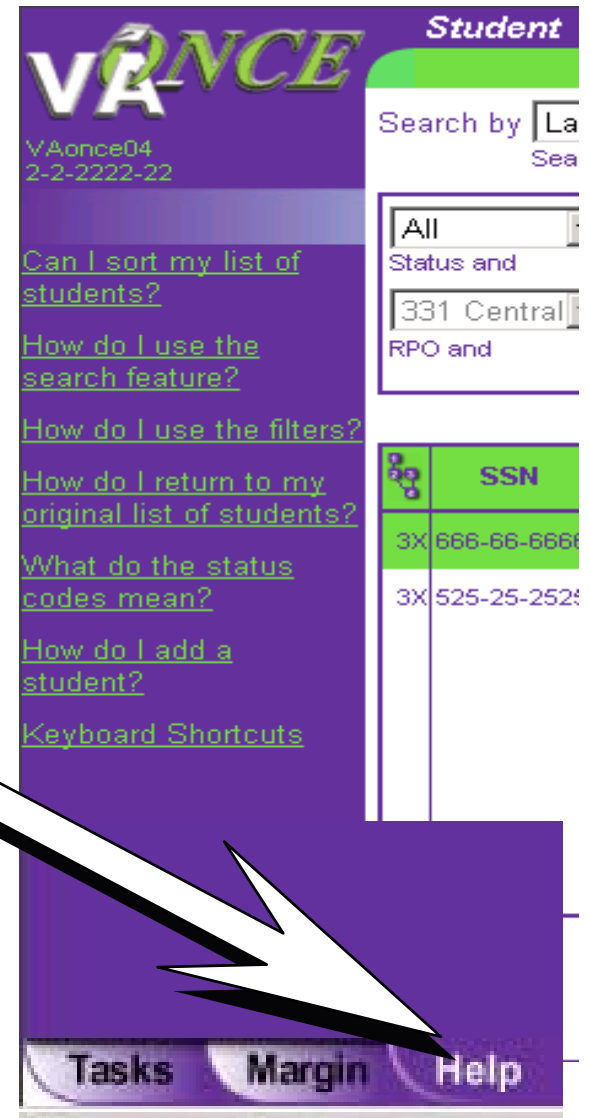
You can narrow the list of students, or create reports, by selecting one or more of the filters. For instance, all Chapter 30 students in a particular program.

Once you have located the student you wish to work with, double click on the name to bring up the details about that student.

Margin   Help

Margin

Help Text

Clicking on the **Help** button gives you a list of questions you may have regarding the screen.

Student School Detail

Print

Select Student

VA·ONCE

VAonce04
2-2-2222-22

Search by [Last Name ▼] [Starts With ▼] [_____] [Search]

Search Text

Can I sort my list of students?

How do I use the search feature?

diHow do I use the filters?

How do I return to my original list of students?

What do the status codes mean?

How do I add a student?

Keyboard Shortcuts

[All] Status and
[331 Cer]
RPO and

[____ ▼] [All ▼] [All]
and   Training Type and   Program an

[ALL ▼] [All ▼] [Filte]
ays until   Training Time
ert End or

VA-ONCE Help - Micro... _ ▢ ✕

How do I use the filters?

The filters can be used to find a list of students. This is a way to select a group of students, and can also be used as a reporting tool.

For example, if I wanted a list of all of my 1606 students who were in Graduate school for Psychology, I would select 1606 from the Chapter drop down, Grad from the Training Type drop down, and Psychology from the Program drop down. Hitting the Filter button will give me the list of students. Between the Filter box and the list of students, you can see how many records there are. It will say, showing 1-6 of 6 records. *Note: If there are more than 100 records, only the first 100 will appear initially. To see them all, simple hit the Show All button*
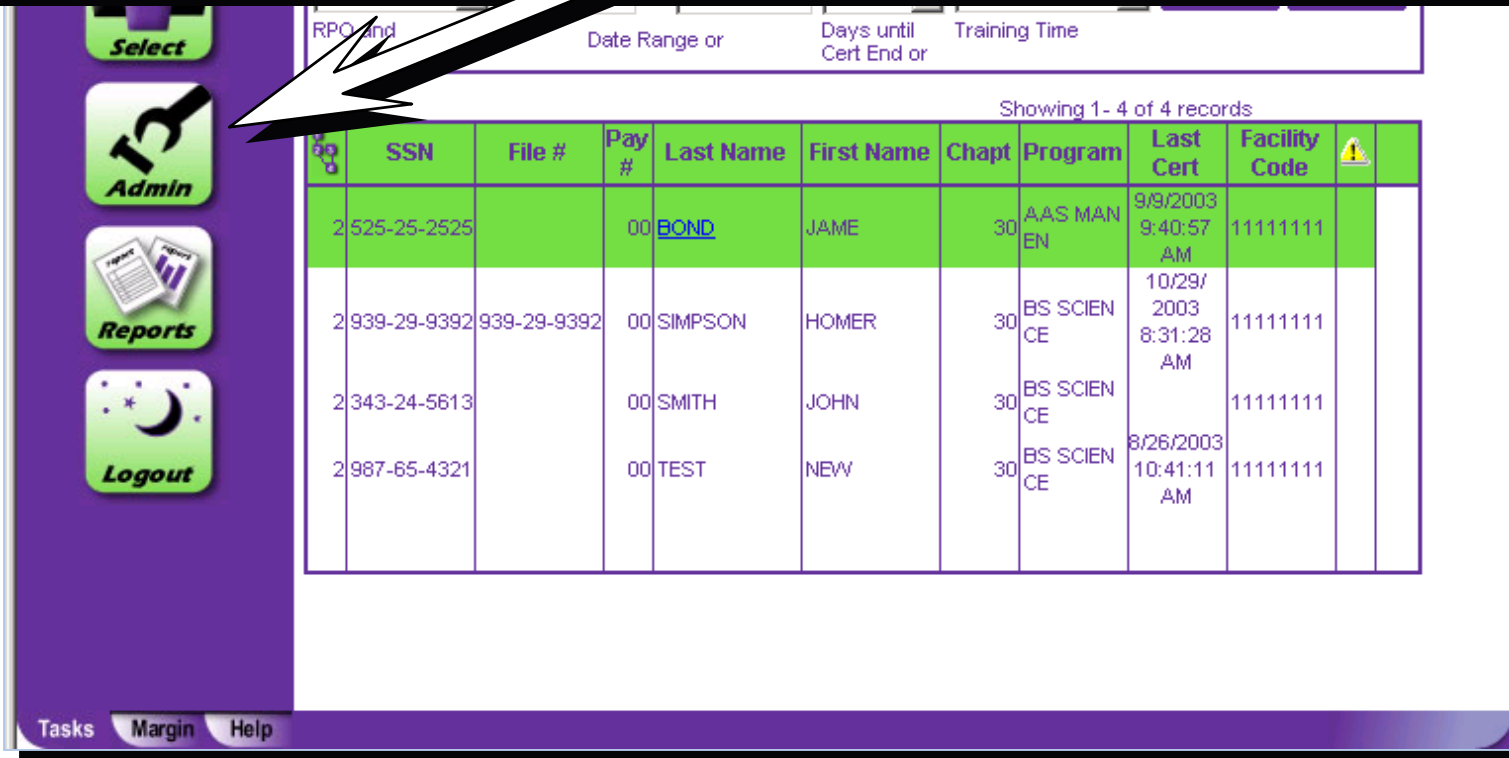
Showing 1- 2 of 2 records

	SS	st Name	Chapt	Program	Last Cert
3X	666-66	DIE	31	CRT BSK WE	4/28/2004 10:26 AM
2	525-25	MER	31	BS COMP SC	4/28/2004 10:29 AM

Tasks Margin Help

By clicking on the question at the left, you can get an answer to that question.

Administrative Functions
Changing your Password

Once you've used your temporary password for your initial login, you will want to select a new password. To change your password, click the Admin [Admin] button on this screen.

This will bring you to the Administration Functions screen. Click User at the top of the screen. Then, from the drop down menu select User Preferences.

This screen will appear. Click the **Change** button to proceed with changing your password.

Change Password

VAonce04
2-2-2222-22

Select

Admin

Reports

Logout

Tasks

*** Enter new password and password hint ***

Login Name: **NEW VA-ONCE USER**
New Password:
Confirm Password:
Password Hint:

Change Password

On the login screen, you can request a hint, if you have forgotten your password.

This screen will appear. Enter your desired new password, confirm it, and then enter a password reminder hint. Click C **Change Password** to complete this change.

The password must be 8 characters long and contain 3 of the following 4 characters: Upper case letter, Lower case letter, Number, Non-Alpha Numeric character (for example, %, #, @,...).
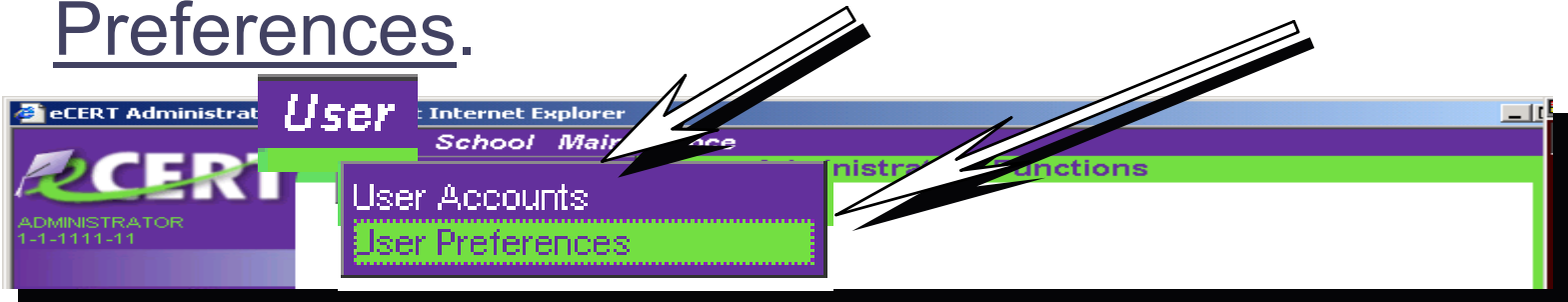
Administrative Functionalities

When you first begin using VA-ONCE, follow this order:

1. Click the "**Administration**" button on the left side of the screen.
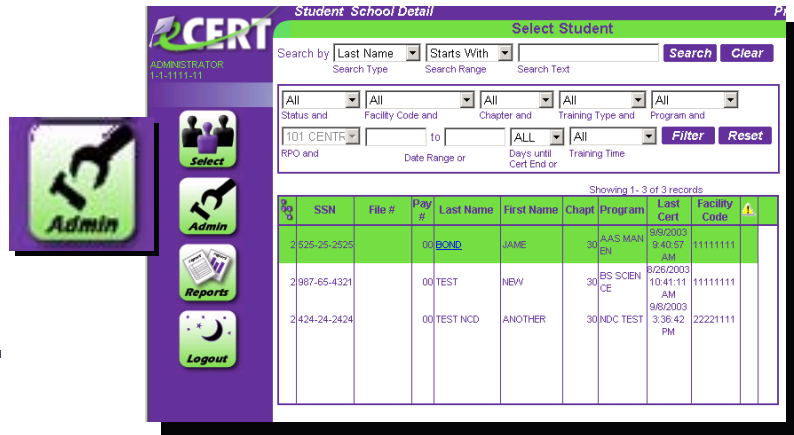
2. Click "**User**" at the top of the screen. The drop down menu shows <u>User Accounts</u> and <u>User Preferences</u>.

3. Click on "**Admin**" at the left of the screen. Then click on "**School**". This is the area which contains information pertinent to your school, which the ELR entered when your school was set up in VA-ONCE.

4. Click on "**Admin**". Click on the "**Maintenance**" drop down menu and select <u>School Standard Remarks</u>.
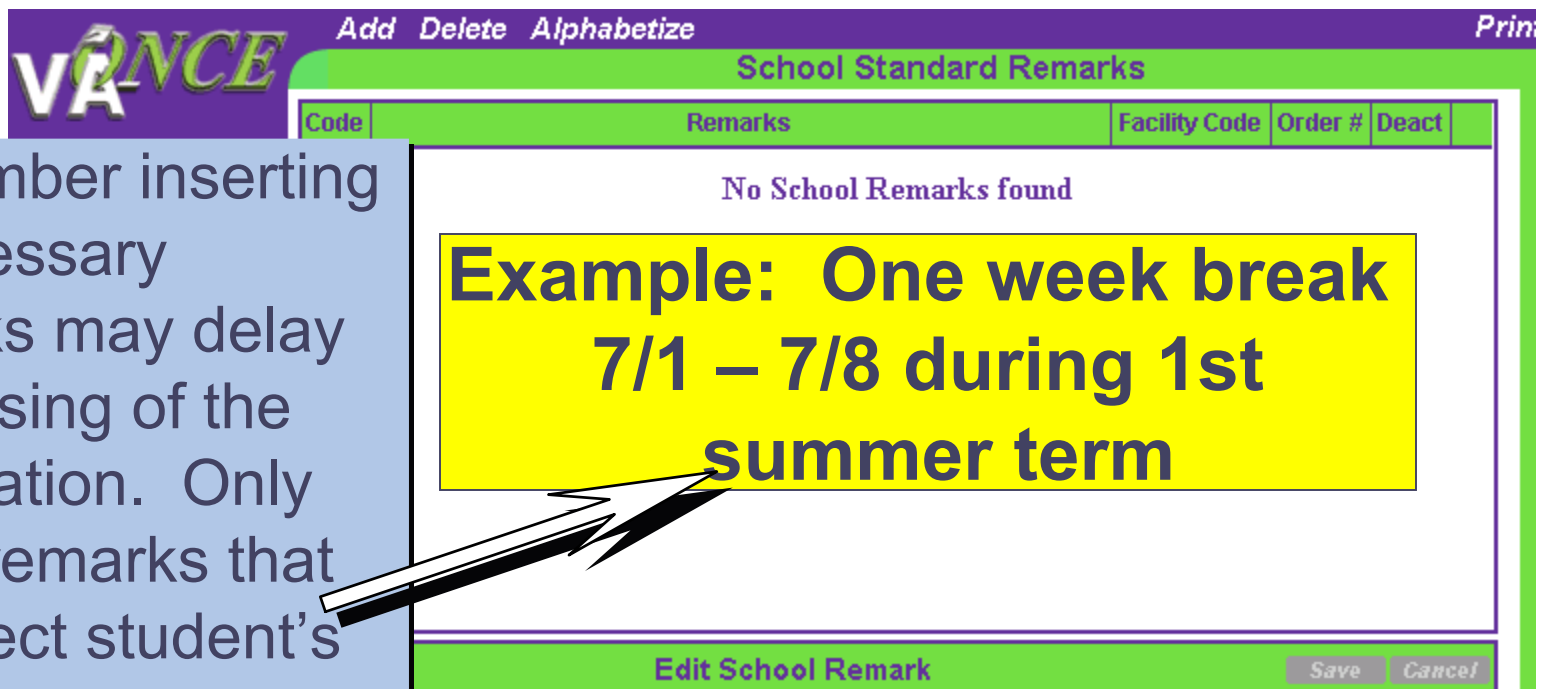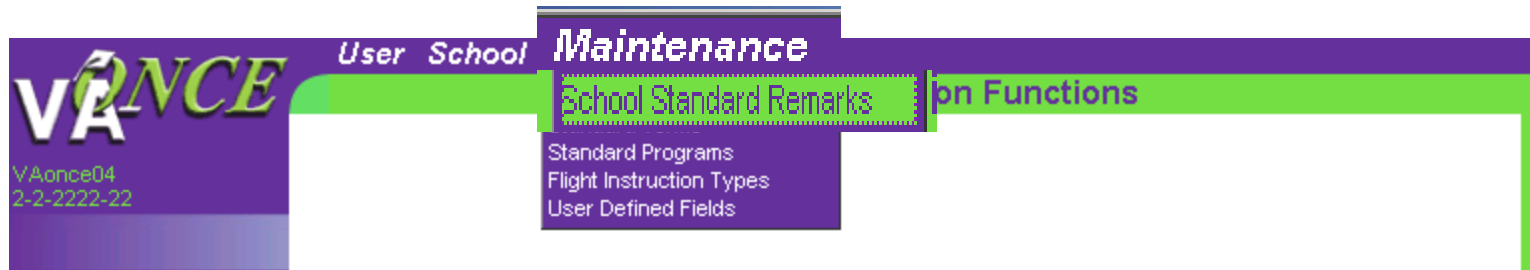
Remember inserting unnecessary remarks may delay processing of the certification. Only insert remarks that will affect student's pay.

Example: One week break 7/1 – 7/8 during 1st summer term

"Standard Terms"

In this area you will add:

- **Standard Terms** (These terms should match the dates in your current catalog and be approved by the SAA. If your school does not have standard terms, you may choose not to utilize this feature.)

"Standard Programs"

You will also add:

- ## Standard Programs
  (The programs offered at your school and approved by the SAA)

User   School   Maintenance
School Standard Remarks
Standard Terms
Standard Programs
Flight Instruction Types
User Defined Fields

VAonce04
2-2-2222-22

Abbreviation	Program	Facility Code	Deact	Order #
AAS MAN EN	AAS - Manufacturing Engineering Technology	11111111		1
BS SCIENCE	BS SCIENCE TECHNOLOGY	11111111		2
NDC Test	NCD Test Program	22221111		3

Edit Program   Save   Cancel

AAS MAN EN
Program Abbreviation
11111111 (ECERT UNIVERSIT
Facility Code

AAS - Manufacturing Engineering
Program Name
☐
Deactivate

1
Order Number

Note: The programs you enter will show up on the Student's Bio Data page in the drop down menu above "**Program*".**

Once you Click on "Standard Programs" under the Maintenance Drop Down box, you can Add, Delete or Alphabetize your Programs. You can also edit your Programs.

Add   Delete   Alphabetize   Print

Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
BS Comp Sc	BS Computer Science	22222222		2
BS Math	BS Mathematics	22222222		1
Crt Bsk We	Certification Basket Weaving	33333333		3
Crt Fst Fd	Certification Fast Food Service	33333333		4

Note: For schools with 2 facility codes (IHL & NCD) make sure you are entering the terms, remarks & programs under the correct facility code.

Edit Program   Save   Cancel

BS Comp Sc

Program Abbreviation

BS Computer Science

Program Name

☐

2 ▼

Order Number

22222222 (DEMO UNIVERSIT ▼)

Facility Code

Deactivate

VAonce04
2-2-2222-22

Select

Admin

Reports

Logout

Tasks   Margin   Help

19

Deactivate a Program

- You may click on the "**Deactivate**" box if a program is no longer approved or available, but may be offered/approved at a later date.

Remember to save any changes you have made.

Edit Program   Save   Cancel

BS Math

BS Mathematics

1

Program Abbreviation

Program Name

Order Number

22222222 (DEMO UNIVERSIT

Facility Code

Deactivate

Order number reflects the sequence in which the programs were entered.

User Defined Fields

- Also under "Maintenance" in the drop down menu is the "User Defined Fields" option.

- There are three text boxes and one check box at the bottom of each student's Bio Data page that may be labeled and used at your discretion.

Student Records

- Click on the "**Select**" button. This will take you to the "**Select Student**" screen.
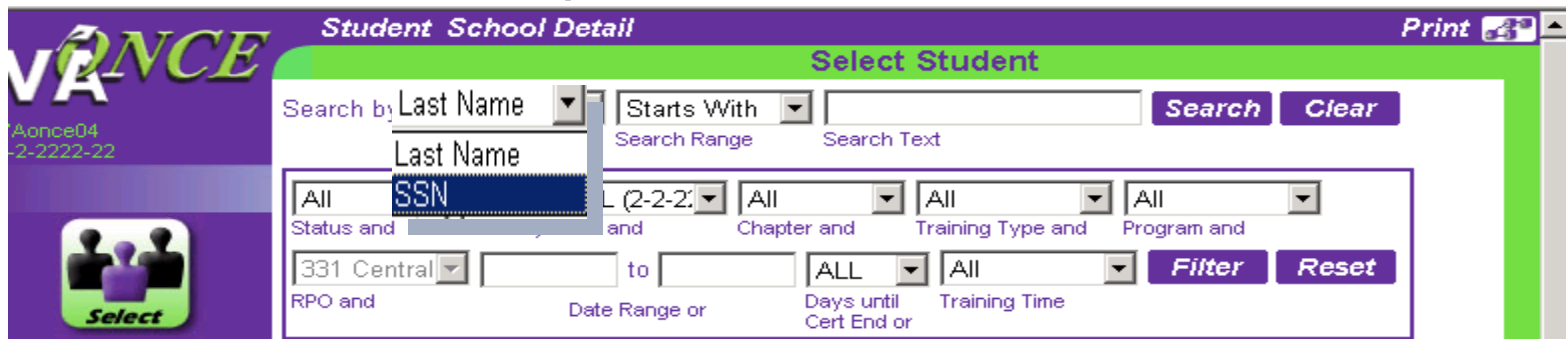
This page contains a list of all of your students who were pre-populated into the system from the VA database.
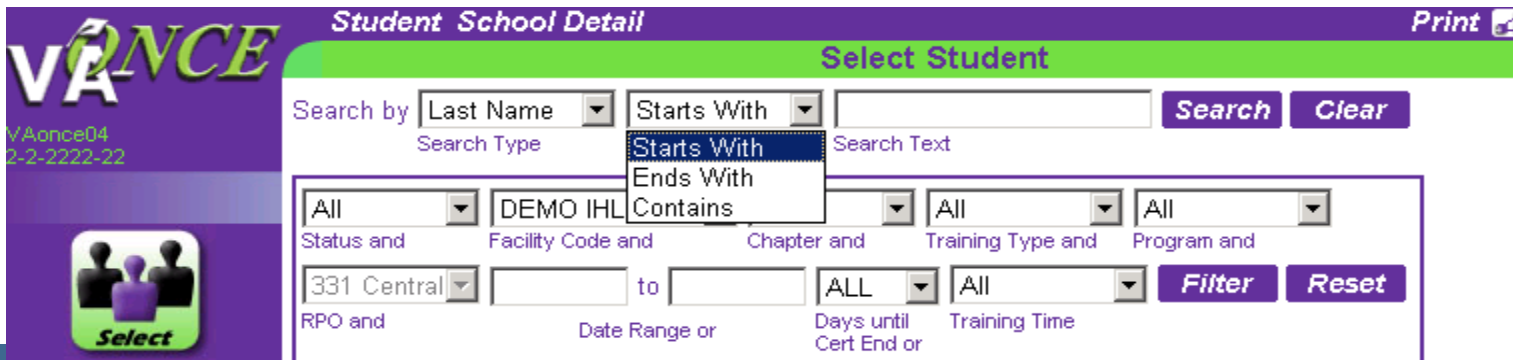
Selecting a Student Record

From the "**Select Student**" page, to search for an individual student you may go to the drop down box by "Search by." You have the option of searching by Last Name or SSN. Select the desired option.

Then, identify the search range you will use from the next drop down box. Then, enter the search criteria you will use.

For example, if you're looking for David Brown, you would type "Brown" in the "**Search Text**" box. This would show a list of all students with the last name of Brown.


Or you may access a student's records by clicking on the student's name in the list of students. So if, you wished to work with the record of a student with the last name "Brown", you would simply click on that student's name in the list.
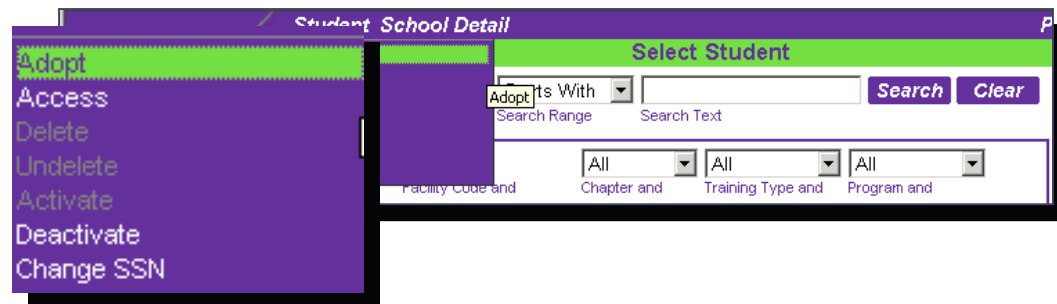
Student Records (Cont'd)

In order to update your list, you may need to add new students and delete students who are no longer in school.
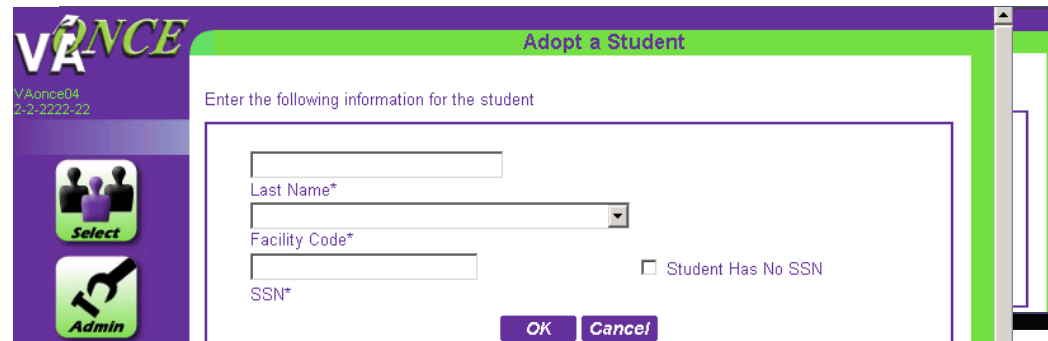
1. To add a student, click "**Studen**t" at the top of the screen.
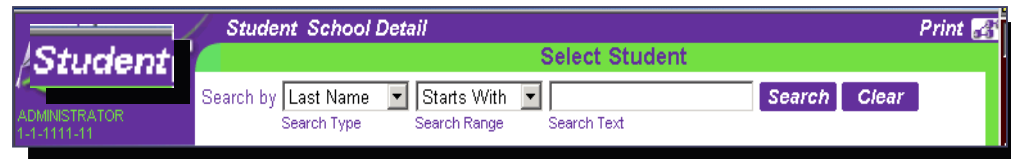
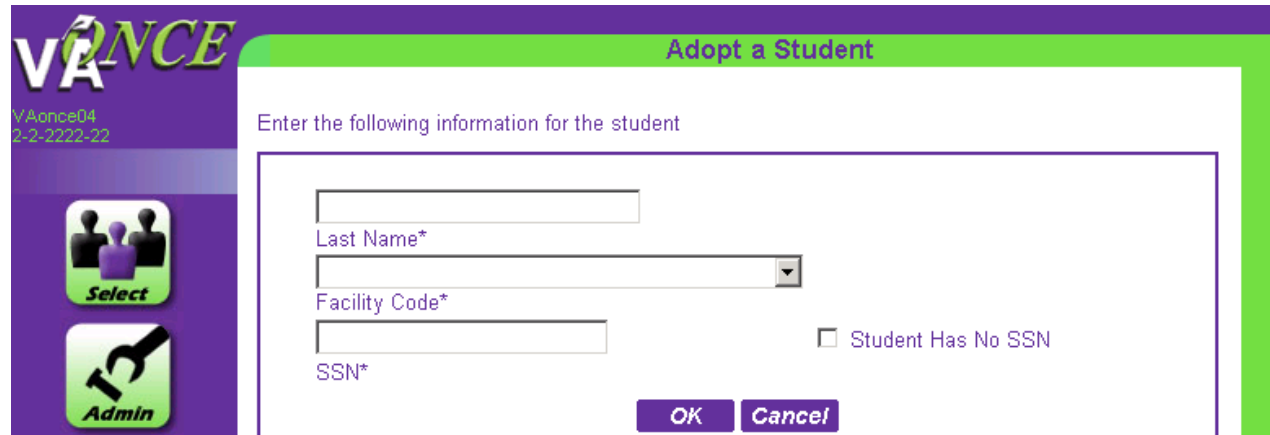

2. From the drop down menu, choose "**Adopt.**"

3. You are now at the "**Adopt a Student**" screen.

Student Records (Cont'd)

In order to update your list, you may need to add new students and delete students who are no longer in school.

Enter the student's last name, select the appropriate facility code and enter the student's SSN. Then click "**OK**."

VA-ONCE will now scan the database to see if this student is associated with any other school. If the student is associated with another school, VA-ONCE will alert you to the duplication.

27

Student Duplication

This student exists at the another school, but not the current school. The system will allow you to adopt. If this is the student you want to adopt, click "OK" to continue. Or, click "Cancel" to return to the student select page.

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
HOMER		SIMPSON	1-1-1111-11	ECERT UNIVERSITY IHL	W

OK   Cancel

OK   Cancel

Admin

Reports

Logout

Tasks   Margin   Help

If the student is associated with another school, the above alert will appear.

•Click OK if you wish to adopt the student. If not, click Cancel to return to the student select page.

Student Records (Cont'd)

Upon returning to the "**Select Student**" page, you may delete students who are no longer attending school, if necessary. First, select the student to be deleted. Upon selection, their name should be highlighted in green. Then, go to the Student drop down menu and select "**Delete**".

Some records may not be available for deletion, because of their processing status.

Student Records (Cont'd)

Once you have selected "**Delete**," the subsequent screen will still display the student's name highlighted in green. However, this time you will have the option to "**Undelete**" on the Student drop down menu.

Once in the "Bio" section, you should input the required (*) fields for the student. Click **"Save"** (top right) when you are finished. You may also **Cancel** your input, **Print** the screen, or go to the previous student's records or the next student's records.

The Number indicates the current workflow status of the certification

The student's address information should propagate from his/her record. If not, you may input it. Then you simply need to complete the other information.

Notice the User Defined Fields at the the bottom of the Bio Data screen. These items are for school use only—they will not be transmitted to VA wit the student's certification. Use them to record the name of a student's faculty advisor or any other data of use to the school.

Certs: Here you may complete a new enrollment certification, amend or adjust an existing certification, terminate a student, or delete a certification—as long as it has not been submitted—Status "4".

The "Certs" page features a summary of all certifications on the student's record (referred to as the Virtual Record). To see greater detail about a specific certification, you can click on the 📧 **in the Info column.**

Clicking on the 📧 pulls up a brief summary of the cert selected.

Submission date:09/09/2003; Training Time:FULL; Reason for Adjustment/Termination: ; Record Type:VIRTUAL

Completing an Enrollment Certification

- Click on **"Cert"**- this will bring up a list of the certifications that have been done for this student. If there are none, select <u>New</u> under the drop down menu.

- To access your "Smart Dates/Terms" click on this arrow and they will appear. You may also type the terms in manually.
- Next enter either credit hours or clock hours (for non-degree programs).
- If TV or Independent Study, enter as credit hours.
- Enter Remedial/Deficiency (R/D) hours.
- Enter Tuition and Fees (if the student is on active duty or training less than half-time.)

If requesting **Advance Payment** for the student, click here. Remember that your school must be approved for this by your ELR and you must have the student's signature on file.
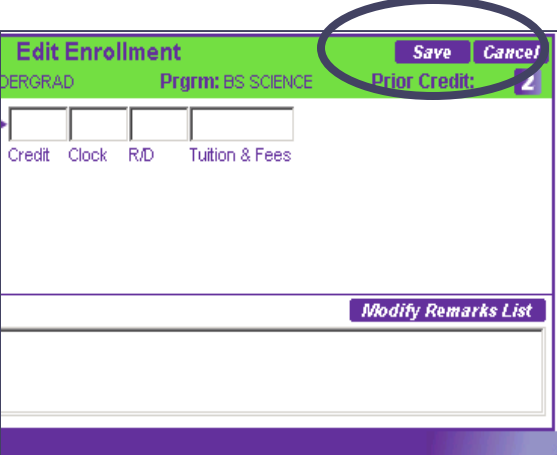
If requesting **Accelerated Payment**, click here. This is for high tech/high cost schools only and you must have student's signature and statement must be on file.

Reports

Logout

Enrollment

Save | **Cancel**

Facility: 11111111   **Trng Type:** UNDERGRAD   **Prgrm:** BS SCIENCE   **Prior Credit:** **2**

Term Name   Begin Date   End Date   Credit   Clock   R/D   Tuition & Fees

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks   **Modify Remarks List**
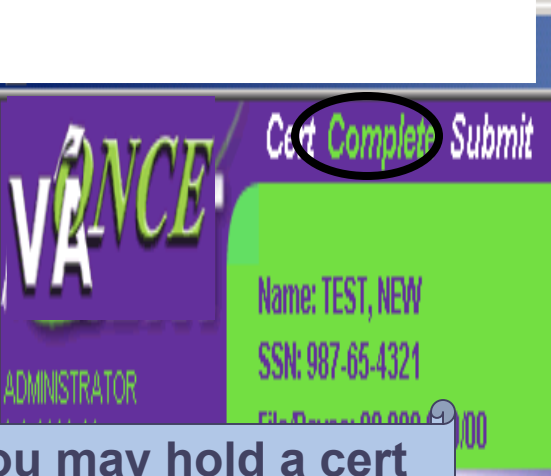
Tasks   Help

➢Only add necessary remarks in this section, as the addition of remarks may delay processing of the student's certification.

Completing the Certification:

- Now click on the **Save** button in the upper right hand corner. Or, if for whatever reason you decide not to input this enrollment, click on the **Cancel** button.

- If all information is correct, then click on the **Complete** button at the top of the screen. This indicates that your enrollment is complete and you are ready to submit it. It is now a Status "3" cert.

By clicking Complete, but not submitting, you may hold a cert and submit it at a later time for processing.

Submitting the Certification:

- When you are ready to send it to your Regional Processing Office, click on **Submit** at the top of the screen. This will change your cert to a Status "4."

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date
3	SPRING 03	💬	06/15/2003	07/15/2003	9			
▶ 4	FALL 03	💬	08/16/2003	12/14/2003	9			
▶ 4	FALL 03	💬	08/16/2003	12/14/2003	6			
▶ 4	FALL 03	💬	08/16/2003	12/14/2003	9			

Note: If you are sure you have entered the data correctly, you can skip the Save and Complete steps and simply click on "SUBMIT".

Chapter 31 Certifications

- You may also use VA-ONCE to generate enrollment certifications for your Chapter 31 (Vocational Rehab.) students. When you hit "**Submit**" the system will automatically change it to a Status "**3X**" and it will not be transmitted to your RPO. You will be able to print it out and mail it to the appropriate RO.

- **Caveat**: Be sure your Voc. Rehab. Counselor will accept a VA-ONCE generated enrollment certification in lieu of VA Form 28-1905.

Under the **Cert** drop down menu at the top left of the screen, you can also opt to:

- **Amend**,**Terminate**, or **Delete** a cert or **Change to a Status 2** cert.

Amend a cert: This allows you to change the beginning date, ending date or tuition and fees on a previously submitted VA Form 22-1999.

Adjust: This allows you to change the number of hours being pursued, as you would on a VA Form 22-1999b. This command should not be used to reduce a student to 0 hours or completely withdraw a student.

Terminate a cert: Here you can terminate a student's enrollment, as you would on a VA Form 22-1999b.

When you select Terminate a cert for a period with a subsequent term to follow, the message at left will appear. Answer accordingly and continue.

If you selected OK, the following screen will appear.

Click on the **Reason for Termination** drop down box. Select an appropriate reason for termination. Also, be sure to complete the **LDA/EFF date** section. Click **Save** if Correct or **Cancel**, if necessary.

Remember, you can always check the left margin for answers to questions you may encounter, i.e. When do I use the LDA/EFF date?

Cert   Complete   Submit   **Print** ◄ **Student**

Certs

Name: BOND, JAME   Program: AAS MAN EN
SSN: 525-25-2525   Chapter: 30
File/Payee: 00 000 000/00   Training Type: Undergraduate   [2]

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

| All | All | All | | to | | **Filter** |
| Term Name | Status | Facility Code | | Begin Date Range | End Date Range | |

	🔗	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
▶	4	SPRING 03	📧	06/15/2003	07/15/2003	12				11111111	687	
▼	4	FALL 03A	📧	08/20/2003	12/17/2003	12				11111111	687	
├	2	FALL 03A	📧	08/20/2003	12/17/2003	12				11111111		
├	2	FALL 03A	📧	08/20/2003	12/17/2003	12			11/04/2003	11111111		
├	2	FALL 03A	📧	08/20/2003	12/17/2003	12			11/04/2003	11111111		

Edit Termination   **Save** **Cancel**
Facility: 1111   Trng Type: IHL_UNDERGRAD   Prgrm: AAS MAN EN   **Prior Credit:** [2]

| FALL 03A | 08/2... | 12/17/2003 ▶ | 0 | | | |
| Term Name | Begin Date | Date | Credit | Clock | R/D | Tuition & Fees |

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)   Withdrawal During Drop Period

Reason for Termination

09/10/2003
LDA/EF...

| | ▼ |
| End Of Term Or Course |
| Graduation |
| Unsatisfactory Attendance, Conduct, Or Progress |
| Withdraw Before Beginning Of Term |
| Withdrawal After Drop Period - Non-Punitive Grades Assigned |
| Withdrawal After Drop Period - Punitive Grades Assigned |
| Withdrawal During Drop Period |

Delete a cert: This allows you to delete a cert. **Note**: A Status "4" Cert may not be deleted.

Change to a Status 2 cert: Use this feature if a cert has already been completed, but you wish to convert it back to a Status 2.

Once you click on Change to Status 2 in the Cert drop down menu, the following screen will appear. Notice that status has changed from **3** to **2** .

Checking the Status
of a Certification:

Submitting the certification is the final action required of you in the certifying process. However, you can check the status of a student's certification, by checking the status column in a student's record.
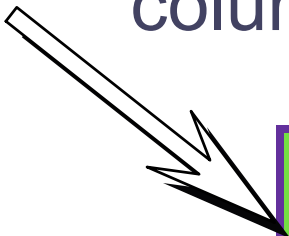
	SSN	File #	Pay #	Last Name	First Name
4	987-65-4321		00	TEST	NEW

Status Chart
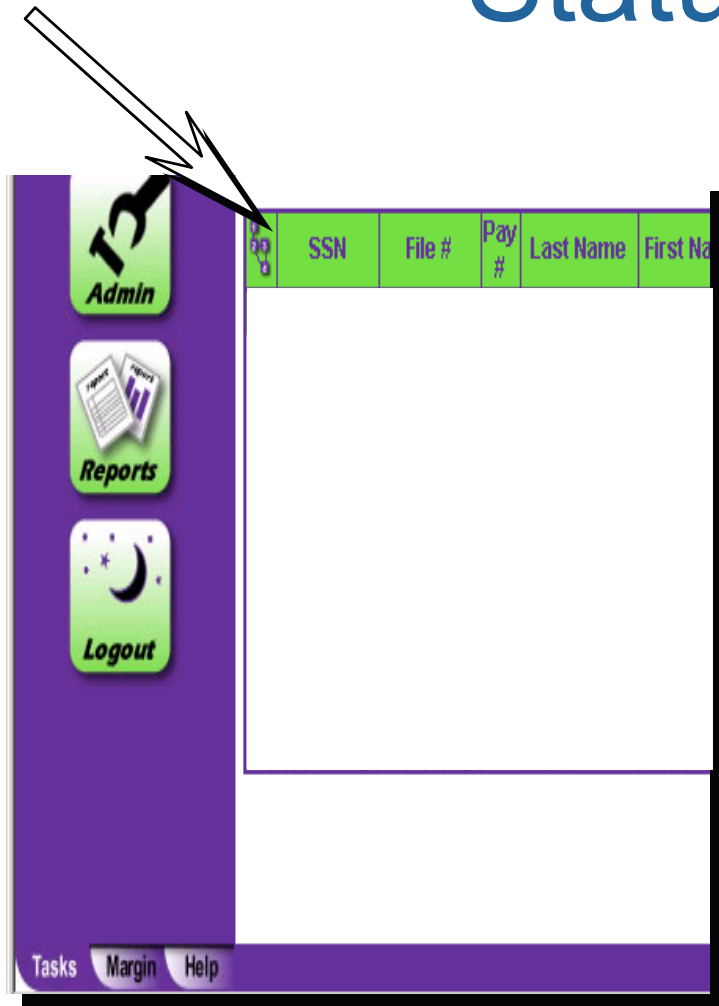
The first column on the left indicates the work flow status.

1 – **New Student**

2 – **Pending**

2P- **Pending Approval**

3 – **Completed**

4 – **Submitted to RPO**

5A – **Cert Awarded**

5M – **Cert Manually Processed**

This info updates automatically in the system.

The VA-ONCE Process
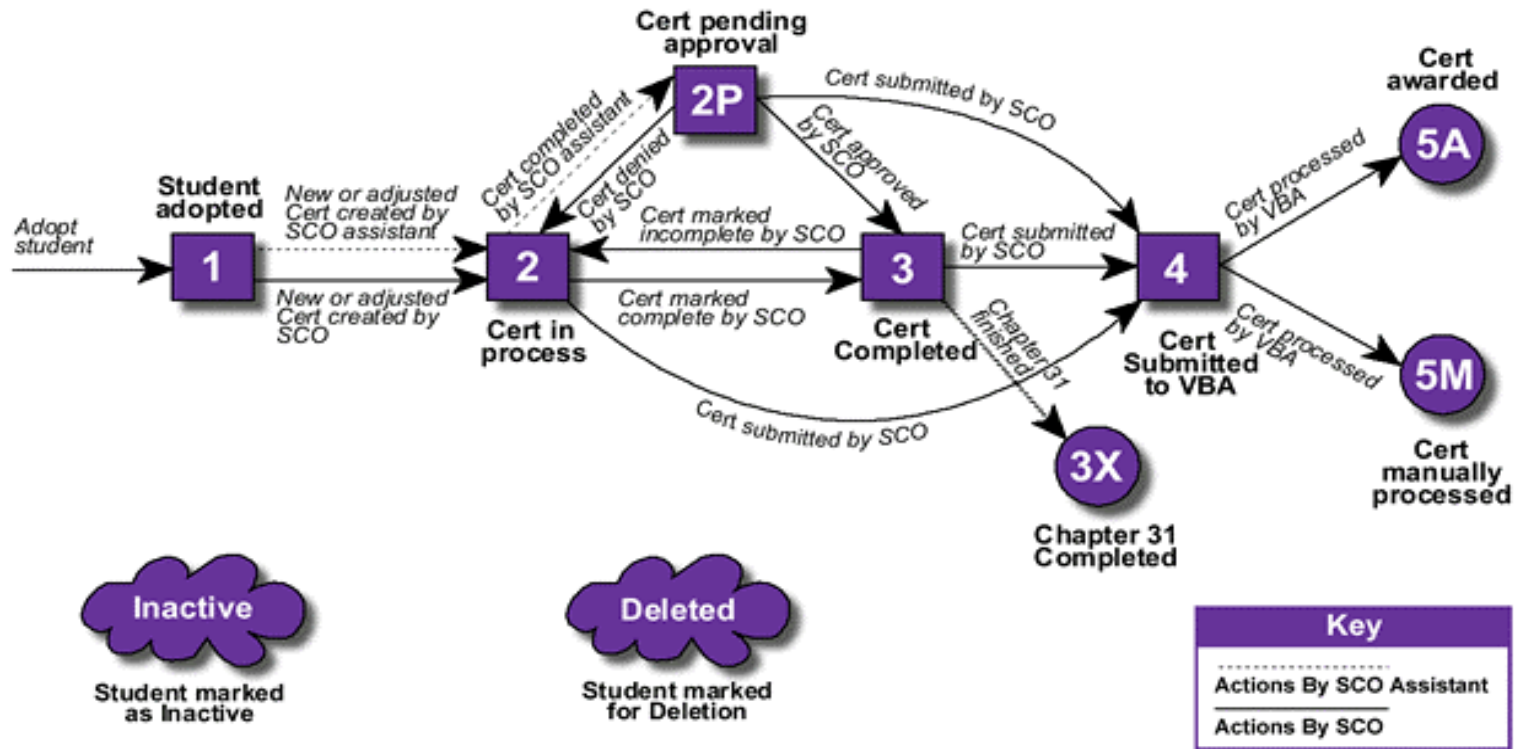
An outline of the VA-ONCE process can be viewed by clicking the button in the upper right hand corner of the screen.

RPO Processing

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	⚠
4	987-65-4321		00	TEST	NEW	30	BS SCIENCE	8/26/2003 10:41:11 AM	11111111	

- 5A in the [icon] column indicates the certification was processed automatically. In most instances, the veteran will receive payment. However, if there is an overpayment, he/she may not be due payment at this time.

- 5M in the [icon] column indicates that the certification was received and will be processed manually by a VA employee. Schools should allow sufficient time for this processing to occur. Processing times may vary.

VA Data: **This page displays information taken from the VA payment system. From this section, you can locate information including the student's delimiting date, remaining entitlement and the last 3 award lines from the student's BDN history. *Note that this information will only be present for Ch. 30 and Ch. 1606 students.***

Microsoft Internet Explorer

Print ◄ Student ►

VANCE
edujzinn

VA Data

Name: GOODSTUDENT, AREALLY
SSN: 261-87-8787
File/Payee: 261-87-8787/00

Program: MBA
Chapter: 30
Training Type: Graduate

5M

| Bio | Certs | VA Data | Log | History |

Select
Admin
Reports
Logout

Full Name: AREALLY GOODSTUDENT
File/Payee# : 261878787
Delimiting Date: 20070324
Remaining Entitlement Months as of No Pay Date: 11
Remaining Entitlement Days as of No Pay Date: 15
Chapter: 30
Current Facility Code: 31813181
BDN Master Record Status: ACTIVE

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award	
6/15/2003	00000000	GRADUATE	FULL	0090000	PAST	
7/11/2003	00000000	GRADUATE	FULL	0090000	PAST	
7/14/2003	00000000	GRADUATE	FULL	0090000	CURRENT	
9/14/2003	9/21/2003	GRADUATE	FULL	0090000	FUTURE	

The information shown above is only for Chapter 30 and Chapter 1606. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

Tasks Margin Help

Log: Here you may create log entries to track what is happening with a particular student. See "Margin" text notes for details.

This page is for your use. In it you can create log entries to track what is happening with a student.

For example, if you wanted to make a note that you called VA about this student, you can do so using the log page. It also allows VA to send an entry back to you, such as when a Chapter 35 payee number is incorrect.

It is a lot like an electronic post-it-note.

Add

Log

Name: BOND, JAME
SSN: 525-25-2525
...ee: 00 000 000/00

...m: AAS MAN EN
...napter: 30
Training Type: Undergraduate

Print ◄ Student

3

VA Data   Log   History

User Name	U...	...te Time	Facility Code/RPO	Log Entry	Follow Up

No Logs found for this Student

Edit Log Entry   Save Cancel

☐ Follow Up ☐ Read

Tasks Margin Help

The Log page allows you, the school user, to place messages on the student's record for other school users. When you create a log, it automatically records your user name, the facility code and date of the entry.

To create a log, type your message in the **Edit Log Entry** section.

Once you have clicked Save, your text will appear in the upper section of this screen.

ADMINISTRATOR
1-1-1111-11

SSN: 987-65-4321
File/Payee: 00 000 000/00

Chapter: 30
Training Type: Undergraduate

4

Bio | Certs | VA Data | Log | History

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
	ADMINI STRATOR	CORPO	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	
	ADMINI STRATOR	SCHOOL	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	

Edit Log Entry

☐ Follow Up ☐

Log Entry

Student visited me on Tuesday. Requested a MGIB brochure.

Logout

Tasks Margin Help

History: This page shows you a system-generated history for the student.

The student's history is automatically created by the system. Each entry will include the appropriate User Name, User Type, the date and time, Facility Code, Event Type and Event Description for the event it is recording.

If you have questions or run into difficulties using VA-ONCE, you should consult your ELR for assistance.