




**Using**

**VANCE**

- 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](http://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](http://www.GIBILL.va.gov/ONCE) or direct:

[https://vaonce.vba.va.gov/vaonce\\_student/default.asp](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 SP2 or higher) or Netscape Navigator (NN v6.02 or higher) browsers.

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

[Start VA-ONCE](#)  
[Start VA-ONCE using text only mode \(This new about page will be available on the main screen\)](#)  
V#

[Start VA-ONCE](#)  
[Start VA-ONCE using text only mode \(This new about page will be available on the main screen\)](#)  
VA-ONCE, you can find an option for it in the menu.



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.

Please type in your Login Name and Password

Login Name:

Password:

LOGIN

[E-mail me my password?](#)  
[Show me my password hint?](#)

News Flash

VA-ONCE Update 5/03/04

Links

- [Education Liaison Representatives](#)
- [Education Home Page](#)
- [Scheduled Events and Conferences](#)
- [Web Automated Reference Materials System](#)

Documents

- [VA Education Manual](#)

Task Margin Help

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.



**VA-NCE** Student School Detail  
VAonce04  
2-2-2222-22

Search by    
Search Type Search Range

Status and Facility Code and Chap

to   
RPO and Date Range or

	SSN	File #	Pay #	Last Name
3X	666-66-6666		00	<a href="#">MUNSTER</a>
3X			00	SIMPSON

Tasks Margin Help

# Margin Text

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

**VA-NCE**

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.

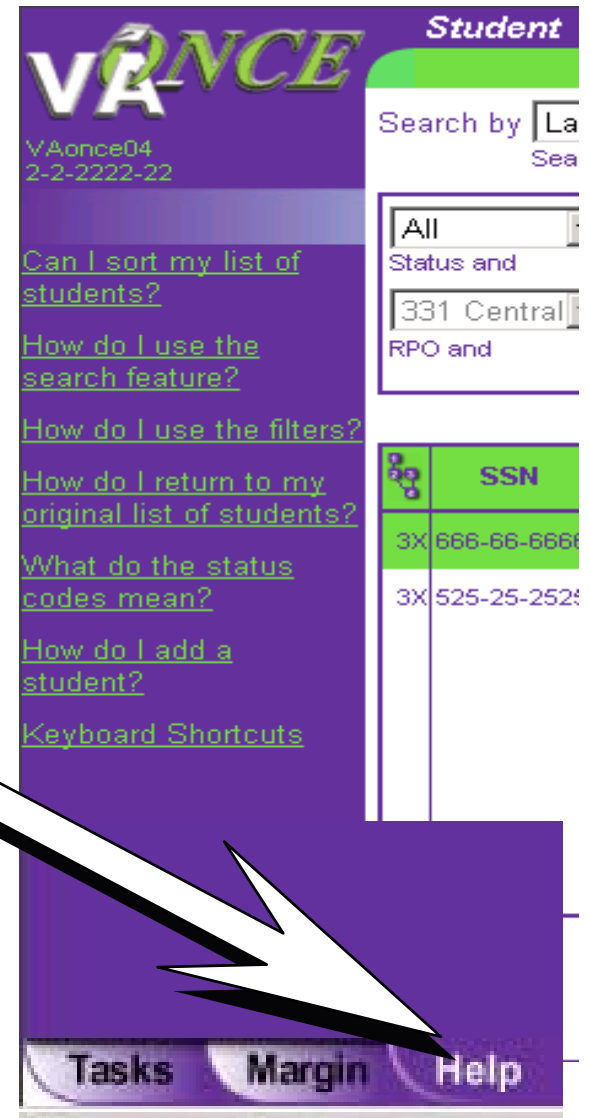
You can narrow the list of students, or create reports, by selecting one or more of the filters. For instance, all Chapter 30 students in a particular program.

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



# Help Text

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



The screenshot shows the VA-NCE Student interface. At the top left is the VA-NCE logo and the text "VAonce04 2-2-2222-22". At the top right is the word "Student". Below the logo is a search bar with "Search by" and "La" visible. To the right of the search bar is a dropdown menu with "All" selected, and below it is a text input field containing "331 Central". Below the search bar is a table with a green header row labeled "SSN" and two rows of data: "3X 666-66-6666" and "3X 525-25-2525". At the bottom of the screen are three buttons: "Tasks", "Margin", and "Help". A large white arrow with a black outline points from the "Help" button to the text box on the left.

Can I sort my list of students?

[How do I use the search feature?](#)

[How 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](#)

SSN	
3X	666-66-6666
3X	525-25-2525

Tasks Margin Help



[Can I sort my list of students?](#)

[How do I use the search feature?](#)

[How 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](#)

### Select Student

Search by

Search Text

Status and  RPO and

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

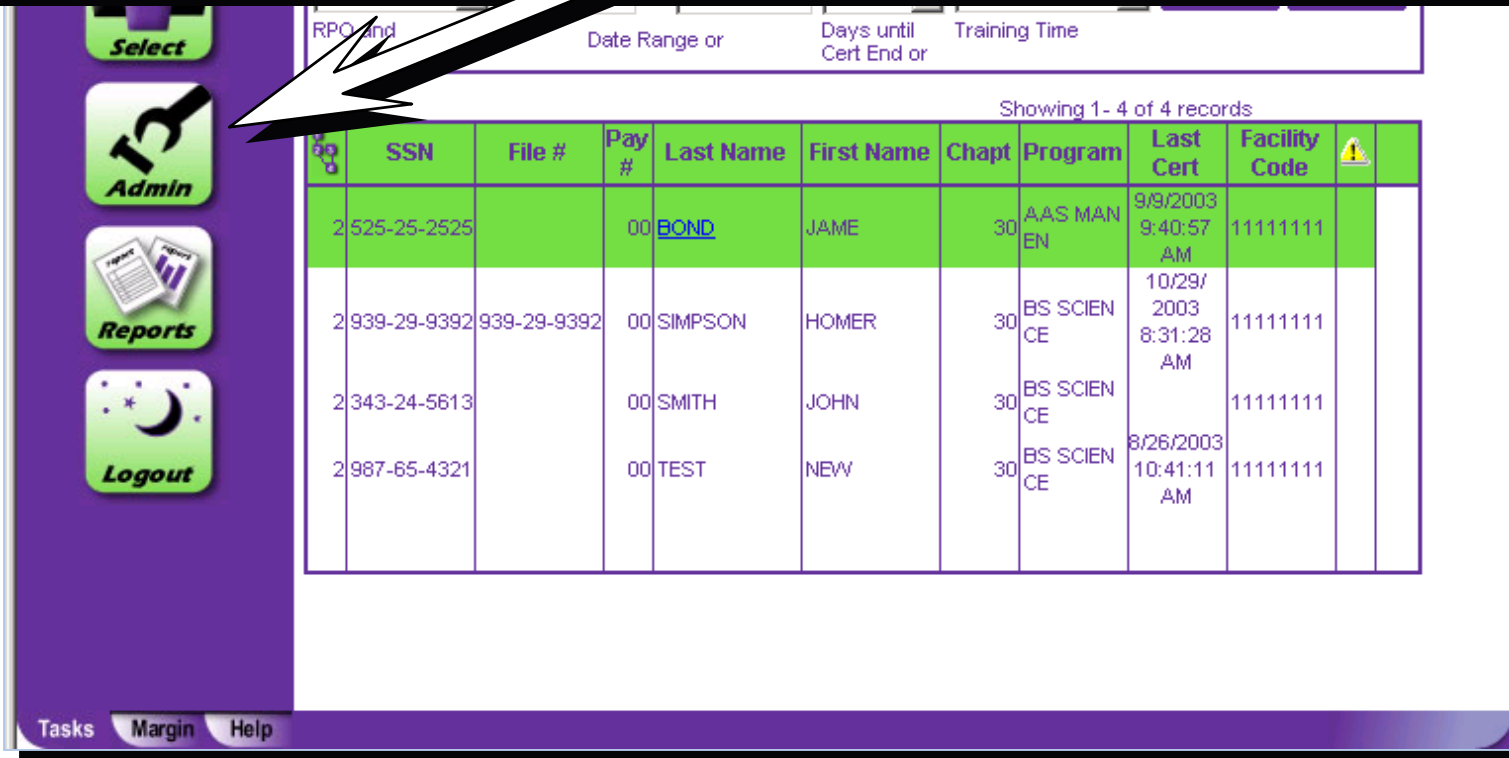
st Name	Chapt	Program	Last Cert
DIE	31	CRT BSK WE	4/28/2004 10:26 AM
MER	31	BS COMP SC	4/28/2004 10:29 AM

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  button on this screen.



The screenshot shows a web-based administrative interface. On the left is a vertical navigation menu with four buttons: 'Select' (top), 'Admin' (with a wrench icon), 'Reports' (with a document icon), and 'Logout' (with a moon icon). The main area displays a table of records with columns: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. A large white arrow points from the text above to the 'Admin' button. Above the table, there are search filters for 'RPO and', 'Date Range or', 'Days until Cert End or', and 'Training Time'. The table shows 4 records, with the first record highlighted in green. The first record has SSN 2 525-25-2525, File # blank, Pay # 00, Last Name BOND, First Name JAME, Chapt 30, Program AAS MAN EN, Last Cert 9/9/2003 9:40:57 AM, and Facility Code 11111111. The other records are for SIMPSON HOMER, SMITH JOHN, and TEST NEW.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2 525-25-2525		00	BOND	JAME	30	AAS MAN EN	9/9/2003 9:40:57 AM	11111111	
2 939-29-9392	939-29-9392	00	SIMPSON	HOMER	30	BS SCIEN CE	10/29/2003 8:31:28 AM	11111111	
2 343-24-5613		00	SMITH	JOHN	30	BS SCIEN CE		11111111	
2 987-65-4321		00	TEST	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111	

Tasks Margin Help



VAonce04  
2-2-2222-22



## User School Maintenance

User Accounts  
User Preferences

Administration Functions



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.

User Preferences

VAONCE	TEST	ACCOUNT	
First Name *	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	Extension	Fax Number	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="password"/>	<b>Change</b>		
Password *			

Field Name	
Use eCERT in Text-only mode	<input type="checkbox"/>
Default State	
Always print address on certs	
Default Training Type	

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

**User Preferences**

Use eCERT in Text-only mode  No





Select



Admin



Reports



Logout

Tasks

## Change Password

\*\*\* 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.

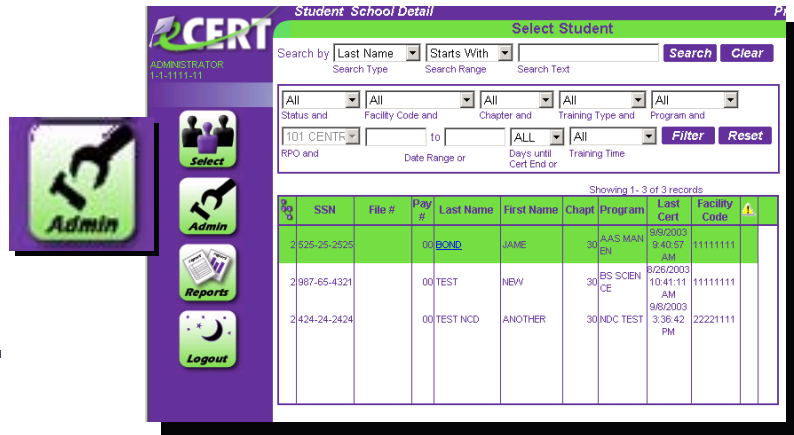
This screen will appear. Enter your desired new password, confirm it, and then enter a password reminder hint. Click **Change Password** to complete this change.

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, %, #, @,...).

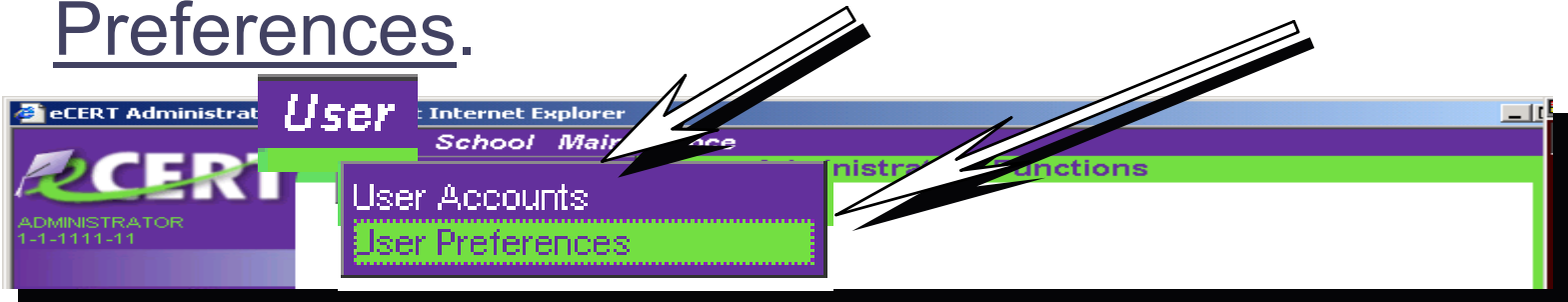
# Administrative Functionalities

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 User Accounts and User Preferences.



- 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.

**VA-ONCE** School Student Details Print

**Select School**

Search by

Search Type Search Range Search Text

RPO State

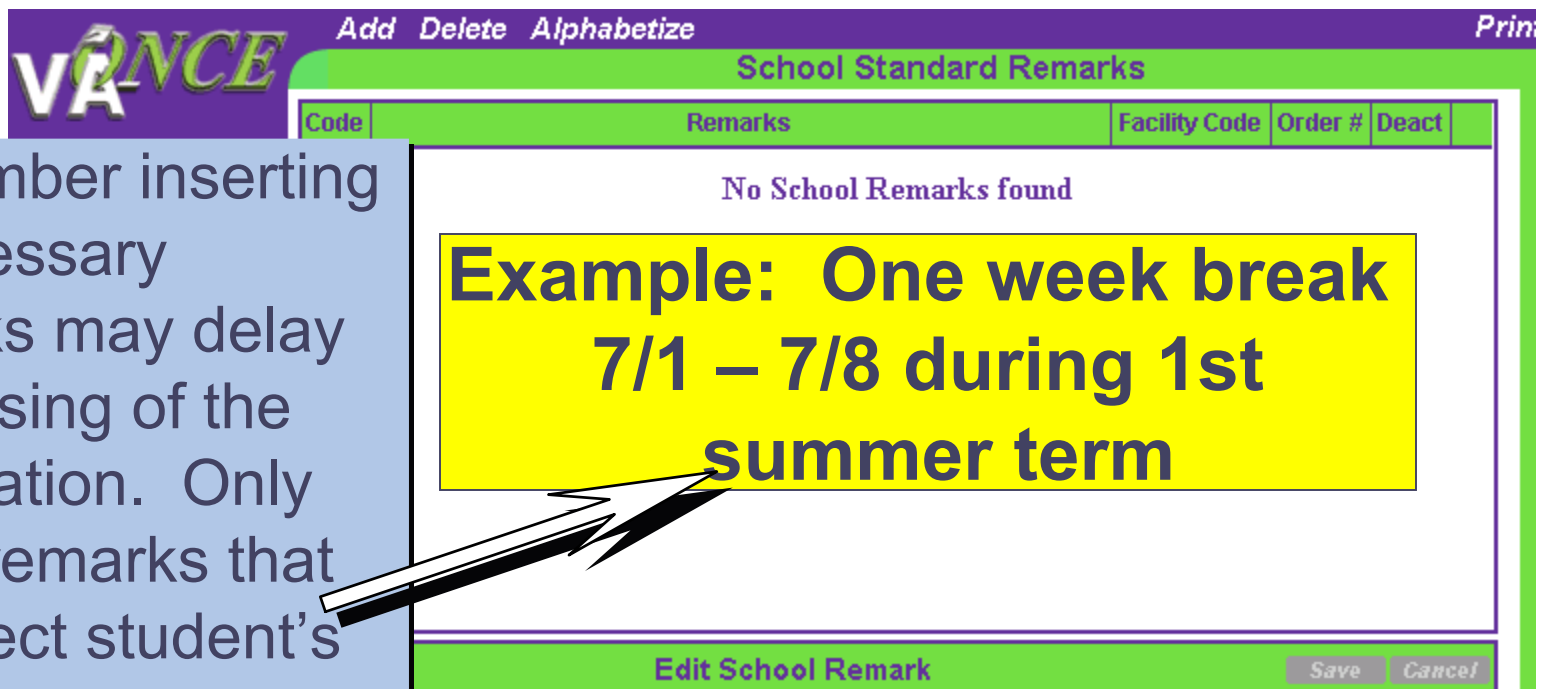
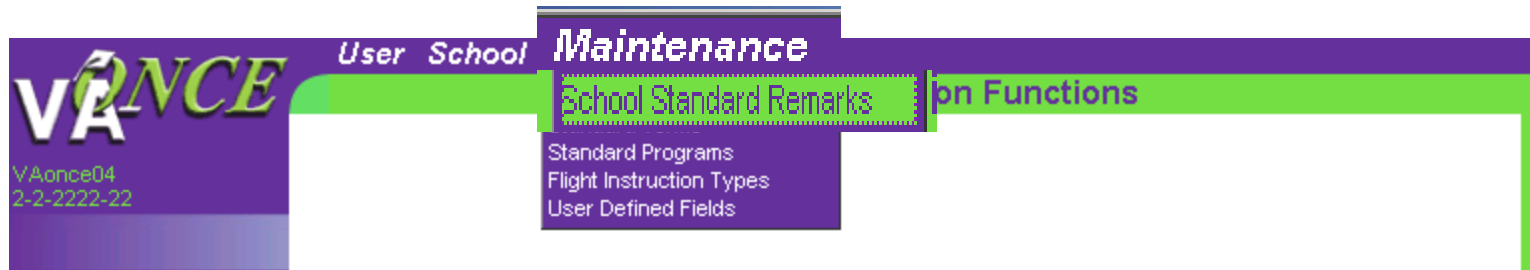
Training Type Status

Showing 1 - 2 of 2 records

VA-ONCE MOU	Facility Code	School Name	Status	Chapters				Last Submitted	#Active
				30	32	35	1606		
4/28/2004	22222222	<a href="#">DEMO UNIVERSITY IHL</a>	A	0	0	0	0		22
4/28/2004	33333333	DEMO UNIVERSITY NCD	A						

**Select**  
**Admin**  
**Reports**

4. Click on “**Admin**”. Click on the “**Maintenance**” drop down menu and select School Standard Remarks.



Remember inserting unnecessary remarks may delay processing of the certification. Only insert remarks that will affect student's pay.



# “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 Terms							
Term Name	Facility Code	Begin Date	End Date	Drop Date	Break Days	Order #	Deact
spring 03	11111111	06/15/2003	07/15/2003			2	
Fall 03	11111111	08/16/2003	12/14/2003			1	
Fall 03a	22221111	08/20/2003	12/17/2003			3	
Fall 03a	11111111	08/20/2003	12/17/2003	08/21/2003		4	

Edit Term				Save	Cancel
spring 03			2		
Term Name*			Order Number		
11111111 (ECERT UNIVERSITY IHL)					
Facility Code					
06/15/2003	07/15/2003				
Begin Date*	End Date*		Drop Date		
	Semester		<input type="checkbox"/>		
Break Days	Term Type*		Deactivated		

# “Standard Programs”

You will also add:



## Standard Programs

(The programs offered at your school and approved by the SAA)

The screenshot shows the VANCE system interface. At the top, there is a navigation menu with options: User, School, Maintenance, and Actions. The 'Maintenance' menu is expanded, showing options: School Standard Remarks, Standard Terms, Standard Programs (highlighted), Flight Instruction Types, and User Defined Fields. Below the menu is a table of standard programs:

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

Below the table is an 'Edit Program' form with the following fields:

- Program Abbreviation: AAS MAN EN
- Facility Code: 11111111 (ECERT UNIVERSIT)
- Program Name: AAS - Manufacturing Engineering
- Order Number: 1
- Deactivate:

Buttons for 'Save' and 'Cancel' are visible at the top right of the form.

**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.

**VANCE**  
VAonce04  
2-2-2222-22

Add Delete Alphabetize Print

### Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
BS Comp Sc	<u>BS Computer Science</u>	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

Program Abbreviation      Program Name      Order Number

Facility Code      Deactivate

Tasks Margin Help

# 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.

The screenshot shows the 'Edit Program' form with the following fields and controls:

- Program Abbreviation:** BS Math
- Program Name:** BS Mathematics
- Facility Code:** 22222222 (DEMO UNIVERSIT)
- Order Number:** 1
- Deactivate:**
- Buttons:** Save, Cancel

Annotations include a blue arrow pointing to the 'Deactivate' checkbox, a blue arrow pointing to the 'Save' button, and a green arrow pointing to the 'Order Number' dropdown.

Remember to save any changes you have made.

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.



**VA NCE** Student School Detail Print

Search by

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

to

RPO and Date Range or Days until Cert End or Training Time

Showing 1- 1 of 1 records

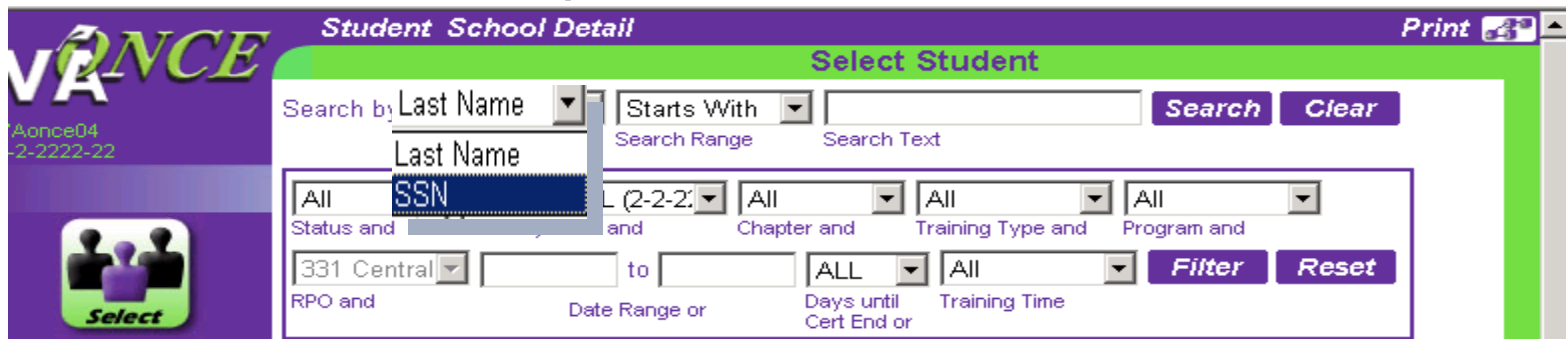
SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2525-25-2525		00	SIMPSON	HOMER	31	BS COMP SC	4/28/2004 10:29 AM	22222222

Tasks Margin Help

This page contains a list of all of your students who were pre-populated into the system from the VA database.

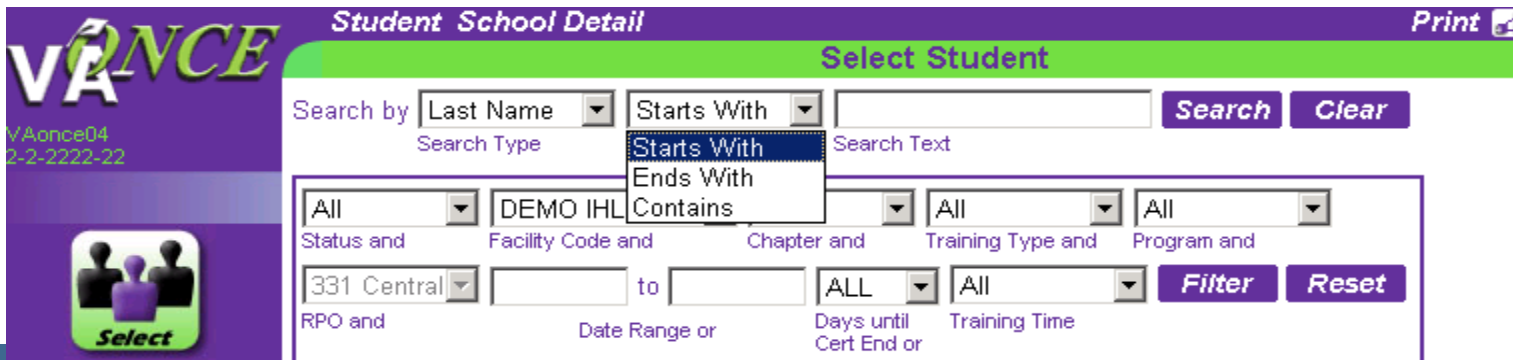
# Selecting a Student Record

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.



The screenshot shows the 'Select Student' interface. The 'Search by' dropdown menu is open, showing 'Last Name' and 'SSN'. The 'SSN' option is highlighted. Below the dropdown, there are several filter options: 'Status and', 'Chapter and', 'Training Type and', 'Program and', 'RPO and', 'Date Range or', 'Days until Cert End or', and 'Training Time'. The 'Filter' and 'Reset' buttons are visible at the bottom right of the form.

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



The screenshot shows the 'Select Student' interface. The 'Search Range' dropdown menu is open, showing 'Starts With', 'Ends With', and 'Contains'. The 'Starts With' option is highlighted. The 'Search by' dropdown is set to 'Last Name'. The 'Search Text' field is empty. The 'Filter' and 'Reset' buttons are visible at the bottom right of the form.

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.

Student School Detail

VA-NCE

VAonce04  
2-2-2222-22

Select Student

Search by Last Name Starts With Search Clear

Search Type Search Text

331 Central to ALL All Filter Reset

RPO and Date Range or Days until Training Time Cert End or

Student School Detail

VA-NCE

VAonce04  
2-2-2222-22

Select Student

Search by Last Name Starts With Search Clear

Search Type Search Range Search Text

All DEMO IHL (2-2-2) All All All

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

331 Central to ALL All Filter Reset

RPO and Date Range or Days until Training Time Cert End or

Showing 1-1 of 1 records

SSN	File #	Pay #	Last Name	First Name	Comp	Program	Last Cert	Facility Code
2-525-25-2525			Brown		31	BS COMP SC	4/28/2004 10:29 AM	22222222

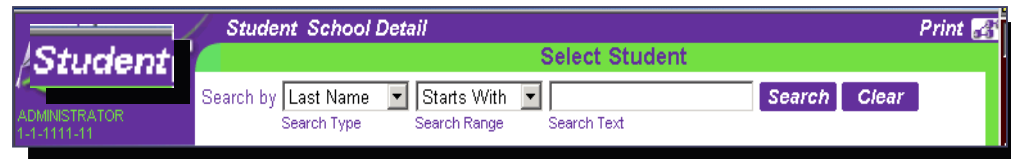
Or you may access a student's records by clicking on the student's name in the list of students. So if, you wished to work with the record of a student with the last name "Brown", you would simply click on that student's name in the list.



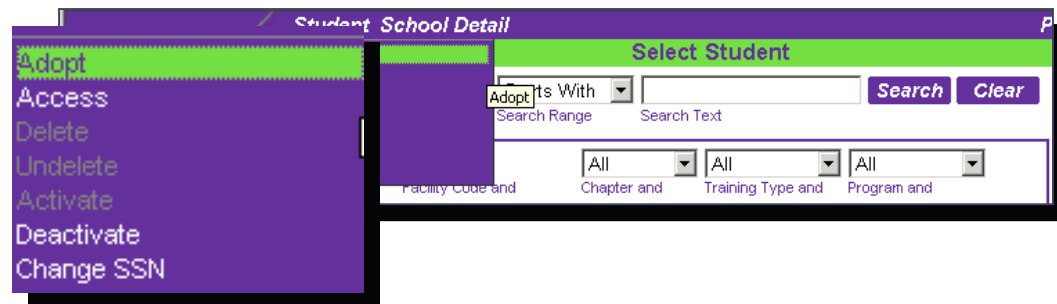
# Student Records (Cont'd)

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

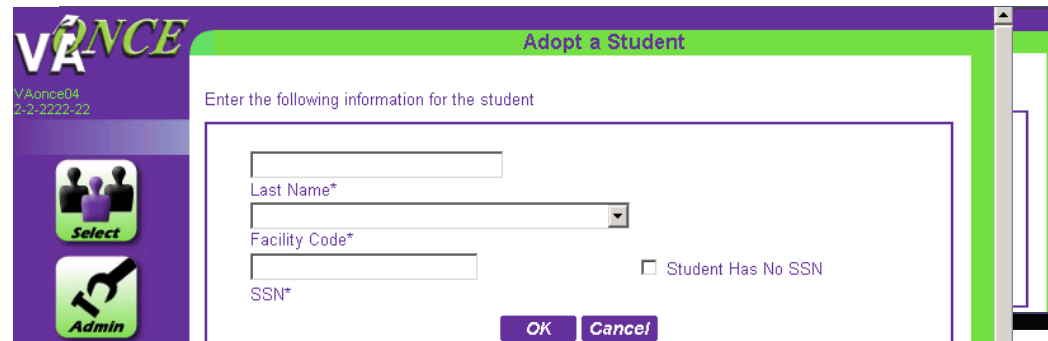
1. To add a student, click **“Student”** at the top of the screen.



2. From the drop down menu, choose **“Adopt.”**



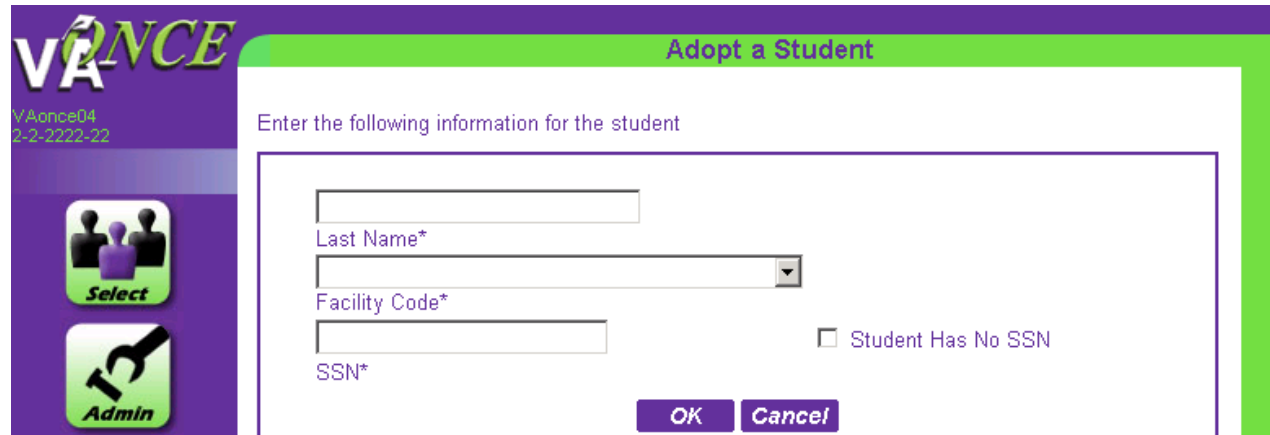
3. You are now at the **“Adopt a Student”** screen.



# 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."



The screenshot shows the VA-ONCE interface for adding a student. On the left is a purple sidebar with the VA-ONCE logo, version information (VAonce04 2-2-2222-22), and two buttons: 'Select' (with a group of people icon) and 'Admin' (with a wrench icon). The main window has a green header 'Adopt a Student' and a title bar. Below the header, it says 'Enter the following information for the student'. The form contains three input fields: 'Last Name\*' (with a text box), 'Facility Code\*' (with a dropdown menu), and 'SSN\*' (with a text box). To the right of the SSN field is a checkbox labeled 'Student Has No SSN'. At the bottom right are 'OK' and 'Cancel' buttons.

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.

# 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**”.

The screenshot shows the VANCE Student School Detail page. The 'Select Student' dropdown menu is open, with 'Delete' highlighted in green. The page includes a search bar, filter buttons, and a table of student records.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2 525-25-2525		00	SIMPSON	HOMER	31	BS COMP SC	4/28/2004 10:29 AM	22222222	

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.

The screenshot shows the 'Student School Detail' interface. On the left, a vertical menu contains options: Adopt, Access, Delete, **Undelete** (highlighted in green), Activate, Deactivate, **Undelete** (highlighted in green), and Change SSN. The main area is titled 'Select Student' and includes search filters for 'Starts With', 'Search Range', and 'Search Text'. Below these are dropdown menus for 'All', 'Chapter and', 'Training Type and', and 'Program and'. A 'Filter' button is present. A table displays 4 records with columns: SSN, File #, Pay #, Last Name, First Name, Chapt, Program, Last Cert, and Facility Code. The second record, for JOHN SMITH, is highlighted in green. The bottom of the interface has 'Tasks', 'Margin', and 'Help' buttons.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
4 525-25-2525		00	BOND	JAME	30	AAS MAN EN	9/9/2003 9:40:57 AM	11111111
1 343-24-5613		00	SMITH	JOHN	30	BS SCIEN CE		11111111
4 987-65-4321		00	TEST	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111
4 424-24-2424		00	TEST NCD	ANOTHER	30	NDC TEST	9/8/2003 3:36:42 PM	22221111

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.

**VA-ONCE** VAonce04 2-2-2222-22

**Bio Data** Save Cancel Print Student

Name: KENT, CLARK Program: BS MATH  
SSN: 515-15-1555 Chapter: 31  
File/Payee: 00 000 000/00 Training Type: Graduate

**Bio** Certs VA Data Log History

Select Admin Reports

Salutation First Name\* Middle Name Last Name\* Suffix  
515-15-1555 Address Location Domestic  
SSN\* Student ID DALDKEJSKLJDFJK PA  
File Number Payee# Chapter\*  
IHL\_GRAD SMALLVILLE 112 MD  
Training Type\* City\* State\*  
DEMO IHL 2-2-2222-22 Zip\* Zip Suffix  
School Short Name Facility Code  
BS Mathematics  
Program\*  
NONE

Phone Extension

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.

eCERT Student Bio - Microsoft Internet Explorer

**VA-NCE** **Bio Data** Save Cancel Print Student

Name: MOORE, Program:  
 SSN: 211-15-2176 Chapter: **1**  
 File/Payee: 00 000 000/ Training Type:

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

**Select**  
**Admin**  
**Reports**  
**Logout**

Salutation First Name\* Middle Name Last Name\* Suffix  
 211-15-2176 Address Location Domestic  
 SSN\* Student ID 121 Walters Street  
 File Number Payee# Chapter\* Anytown PA  
 Training Type\* City\* State\*  
 School Short Name Facility Code 22112 Zip\* Zip Suffix  
 Program\* Phone Extension  
 Prior Training Credit\* Email  
 Guest Student  Active Duty Notes  
 Primary School Name  
 User Def 1 User Def 2 User Def 3 User Def 4

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”.

**VA-NCE** Cert Complete Submit Print Student

**Certs**  
 Name: TEST, NEW      Program: BS SCIENCE  
 SSN: 987-65-4321      Chapter: 30  
 File/Payee: 00 000 000/00      Training Type: Undergraduate

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

        to      **Filter**

	Term Name	Status	Facility Code	Begin Date Range	End Date Range						
	3	SPRING 03		06/15/2003	07/15/2003	9				11111111	
▶	4	FALL 03		08/16/2003	12/14/2003	9				11111111	34
▶	4	FALL 03		08/16/2003	12/14/2003	6				11111111	234

**View Enrollment** Save Cancel

Facility: 11111111    Trng Type: IHL\_UNDERGRAD    Prgrm: BS SCIENCE    Prior Credit: **3**

        ▶           

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   Margin   Help





# 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 New under the drop down menu.

**VA NCE**  
ADMINISTRATOR  
1-1-1111-11

**Cert Complete Submit** Print Student

**Certs**  
Program: BS SCIENCE  
Chapter: 30  
Training Type: Undergraduate 2

**VA Data** **Log** **History**

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range						
3	SPRING 03		06/15/2003	07/15/2003	9					
4	FALL 03		08/16/2003	12/14/2003	9				11111111	34
4	FALL 03		08/16/2003	12/14/2003	6				11111111	234
2									11111111	

**Edit Enrollment** Save Cancel

Facility: 11111111 Trng Type: IHL\_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 Margin Help

**Edit Enrollment** Save Cancel

Facility: 11111111    Trng Type: IHL\_UNDERGRAD    Prgrm: BS SCIENCE    Prior Credit: 2

Term Name	Begin Date	End Date	Credit	Clock	R/D	Tuition & Fees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Advance Pay     Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List

Tasks    Margin    Help

- 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.

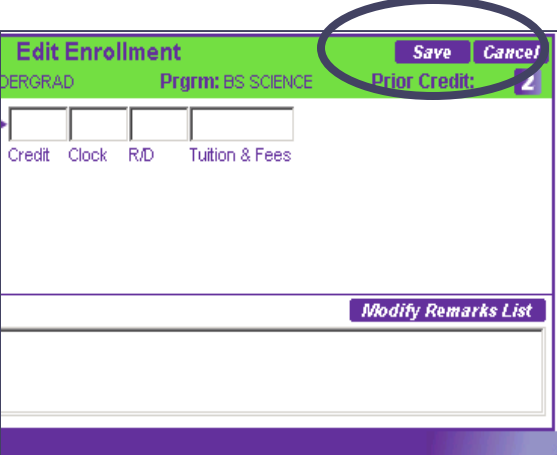
If requesting **Accelerated Payment**, click here. This is for high tech/high cost schools only and you must have student's signature and statement must be on file.

The screenshot shows a web-based enrollment form. At the top, it displays 'Enrollment' with 'Save' and 'Cancel' buttons. Below this, it shows 'Facility: 11111111', 'Trng Type: UNDERGRAD', 'Prgrm: BS SCIENCE', and 'Prior Credit: 2'. The form includes fields for 'Term Name', 'Begin Date', 'End Date', 'Credit', 'Clock', 'R/D', and 'Tuition & Fees'. There are two checkboxes: 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. Below these is an 'LDA/EFF Date' field and a 'Remarks' section with a 'Modify Remarks List' button. On the left side, there are 'Reports' and 'Logout' buttons. At the bottom left, there are 'Tasks' and 'Help' buttons. Three white arrows with black outlines point to the 'Advance Pay' checkbox, the 'Accelerated Pay' checkbox, and the 'Remarks' text area.

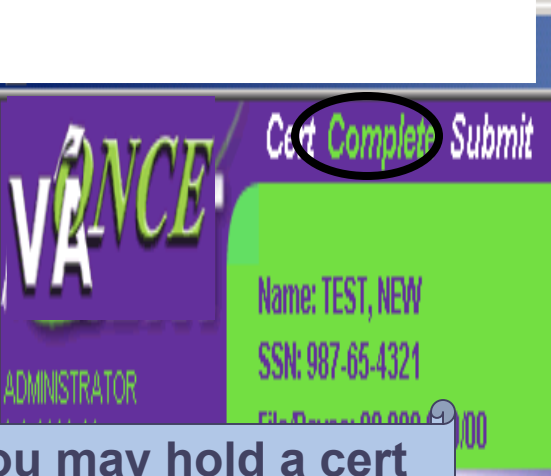
➤ Only add necessary remarks in this section, as the addition of remarks may delay processing of the student's certification.

# 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.



The screenshot shows the 'Edit Enrollment' form. At the top right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. Below the buttons, there is a header bar with 'DERGRAD' and 'Prgrm: BS SCIENCE'. Below that, there are four input fields labeled 'Credit', 'Clock', 'R/D', and 'Tuition & Fees'. At the bottom right, there is a button labeled 'Modify Remarks List'.



The screenshot shows the 'VANCE' system interface. At the top right, there are three buttons: 'Cert Complete', 'Submit', and 'Submit'. The 'Cert Complete' button is circled in red. Below the buttons, there is a green box with the following text: 'Name: TEST, NEW', 'SSN: 987-65-4321', and 'File Number: 00-000-0000'. The 'VANCE' logo is visible on the left side.

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	<u>FALL 03</u>		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.

**Cert Complete Submit**

- New
- Amend**
- Adjust
- Terminate
- Delete
- Change to Status 2

**Amend Certification**

Internet Explorer
Print Student

**Certs**

Program: AAS MAN EN  
Chapter: 30  
Training Type: Undergraduate

3

VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter

	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	9				11111111	687
└	2 FALL 03A	🗨	08/20/2003	12/17/2003	9			09/02/2003	11111111	
└	4 FALL 03A	🗨	08/20/2003	12/17/2003	12				11111111	687
└	3 FALL 03A	🗨	08/20/2003	12/17/2003	6				11111111	

**View Enrollment** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: AAS MAN EN Prior Credit: **4**

FALL 03A | 08/20/2003 | 12/17/2003 | ▶ | 12 | | | |

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

[How do I start a certification?](#)

[How do I use my standard terms?](#)

[Can I enter a term manually?](#)

[What is R/D?](#)

[What is Accelerated Pay?](#)

[When do I use the LDA/EFF Date?](#)

[How do I add Remarks to a certification?](#)

[How do I send the information to the VA?](#)

[Can I send multiple terms?](#)

[What happens when the system times out?](#)

[Click for all topics...](#)



ADMINISTRATOR  
1-1-1111-11

Name: BOND, JAME  
SSN: 525-25-2525  
File/Payee: 00 000 000/00

Certs

Program: AAS MAN EN  
Chapter: 30  
Training Type: Undergraduate

2



Bio

Certs

VA Data

Log

History

[How do I start a certification?](#)

[How do I use my standard terms?](#)

[Can I enter a term manually?](#)

[What is R/D?](#)

[What is Accelerated Pay?](#)

[When do I use the LDA/EFF Date?](#)

[How do I add Remarks to a certification?](#)

[How do I send the information to the...](#)

[Can I send multiple terms?](#)

[What happens when the system times...](#)

[Click for all topics...](#)

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter				
All	All	All		to					
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	9				11111111	687
-2 FALL 03A		08/20/2003	12/17/2003	12			11/04/2003	11111111	
-2 FALL 03A		08/20/2003	12/17/2003	9			09/02/2003	11111111	

Edit Amendment

Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgrm: AAS MAN EN Prior Credit: 2

FALL 03A 08/20/2003 12/17/2003 12

Advance Pay  Accelerated Pay (high-tech courses only)

11/04/2003  
LDA/EFF Date

Remarks [Modify Remarks List](#)

Amendment Certification Replaces 1999 Dated: 09/09/2003

**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.

**Cert Complete Submit** Print ◀ Student ▶

**Certs** HOMER Program: BS SCIENCE  
 2 Chapter: 30 **2**  
 9-9392/00 Training Type: Graduate

**Certs** VA Data Log History

◻ All to ◻ **Filter**

Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶ 4	SPRING 03	05/26/2003	08/09/2003	0			11111111	1120
▶ 4	FALL 03A	06/15/2003	07/15/2003	6			11111111	1120
▶ 4	SPRING	08/20/2003	12/17/2003	12			11111111	1120
▶ 4	SPRING	01/09/2004	05/11/2004	12			11111111	1120
▶ 2	SPRING	01/09/2004	05/11/2004	12			11111111	

**Edit Adjustment** Save Cancel

Facility: 11111111 Trng Type: IHL\_UNDERGRAD Prgm: BS SCIENCE Prior Credit: **2**

SPRING 01/09/2004 05/11/2004 ▶ 12

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

Advance Pay  Accelerated Pay (high-tech courses only)

Reason for Adjustment

LDA/EFF Date

Remarks Modify Remarks List

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

The screenshot shows the 'eCERT Certs' web application in Microsoft Internet Explorer. The main page has a purple header with the 'VA-NCE' logo and a navigation menu. A dropdown menu is open over the 'Cert Complete Submit' button, with 'Terminate' selected. A 'Terminate Certification' dialog box is displayed in the foreground, asking: 'Are subsequent terms remaining as previously certified? Click 'OK' to leave all other terminations as they are. Click 'Cancel' to create termination records for all subsequent terms.' The dialog has 'OK' and 'Cancel' buttons. In the background, a table of certification records is visible with columns for Credit, RD, Clock, LDA/Eff Date, Facility Code, and Cert ID. A table with 6 columns and 1 row is shown below the dialog box.

Credit	RD	Clock	LDA/Eff Date	Facility Code	Cert ID
12			11/04/2003	111111111	

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.



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

The screenshot shows the VA-NCE web application interface. On the left is a navigation menu with links such as "How do I start a certification?", "How do I use my standard terms?", "Can I enter a term manually?", "What is R/D?", "What is Accelerated Pay?", "When do I use the LDA/EFF Date?", "How do I add Remarks to a certification?", "How do I send the information to the VA?", "Can I send multiple terms?", "What happens when the system times out?", and "Click for all topics...".

The main content area is titled "Cert Complete Submit" and includes a "Print" button and a "Student" link. Below the title, there are tabs for "Data", "Log", and "History". A table displays certification data with columns for Credit, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. Two rows of data are visible, both with a Facility Code of 11111111 and a Cert ID of 1120.

A context menu is open over the table, listing actions: "New", "Amend", "Adjust", "Terminate", "Delete", "Change to Status 2", and "Delete Certification". The "Delete" option is highlighted.

Below the table is the "Edit Enrollment" form. It includes fields for Facility (11111111), Trng Type (IHL\_UNDERGRAD), Prgrm (BS SCIENCE), and Prior Credit (2). There are input fields for Term Name, Begin Date, End Date, Credit, Clock, R/D, and Tuition & Fees. Checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)" are present. An "LDA/EFF Date" field is also included. A "Remarks" text area is at the bottom, with a "Modify Remarks List" button.

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.

The screenshot shows the VA-NCE web application interface. On the left, there is a navigation menu with links such as "How do I start a certification?", "How do I use my standard terms?", "Can I enter a term manually?", "What is R/D?", "What is Accelerated Pay?", "When do I use the LDA/EFF Date?", "How do I add Remarks to a certification?", "How do I send the information to the VA?", "Can I send multiple terms?", "What happens when the system times out?", and "Click for all topics...".

The main content area displays the "Cert Complete Submit" page. A dropdown menu is open, showing options: "New", "Amend", "Adjust", "Terminate", "Delete", and "Change to Status 2". The "Change to Status 2" option is highlighted. The page also shows "Certs" information: "Program: BS SCIENCE", "Chapter: 30", and "Training Type: Undergraduate". A "3" is displayed in a box. Below this, there are tabs for "VA Data", "Log", and "History".

A table displays certification data with columns: Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The table contains one row with the following data:

Term Name	Status	Facility Code	Begin Date Range	End Date Range
3 FALL O3		11111111	08/15/2003	12/09/2003

Below the table is the "View Enrollment" form. It displays the following information:

- Facility: 11111111
- Trng Type: IHL\_UNDERGRAD
- Prgrm: BS SCIENCE
- Prior Credit: 3

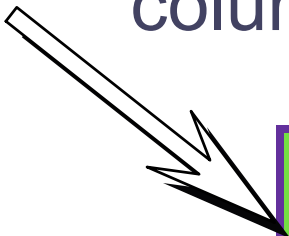
The form includes input fields for Term Name (FALL O3), Begin Date (08/15/2003), End Date (12/09/2003), Credit (12), Clock, R/D, and Tuition & Fees. There are checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)". A text area for "Remarks" is also present, with a "Modify Remarks List" button.






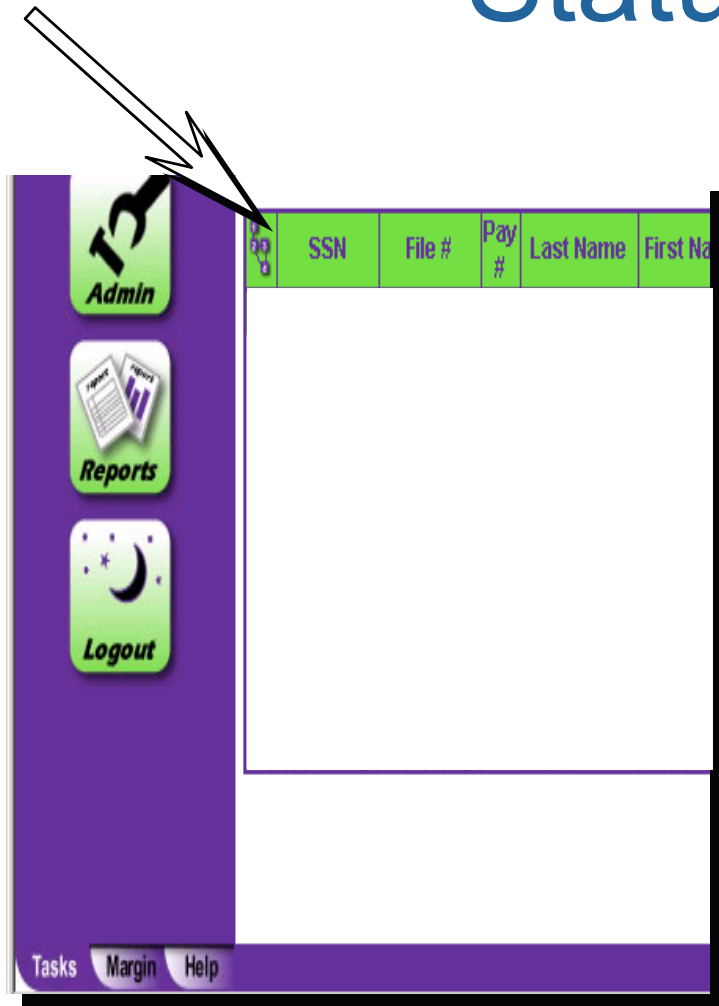
# Checking the Status of a Certification:

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	<u>TEST</u>	NEW

# Status Chart

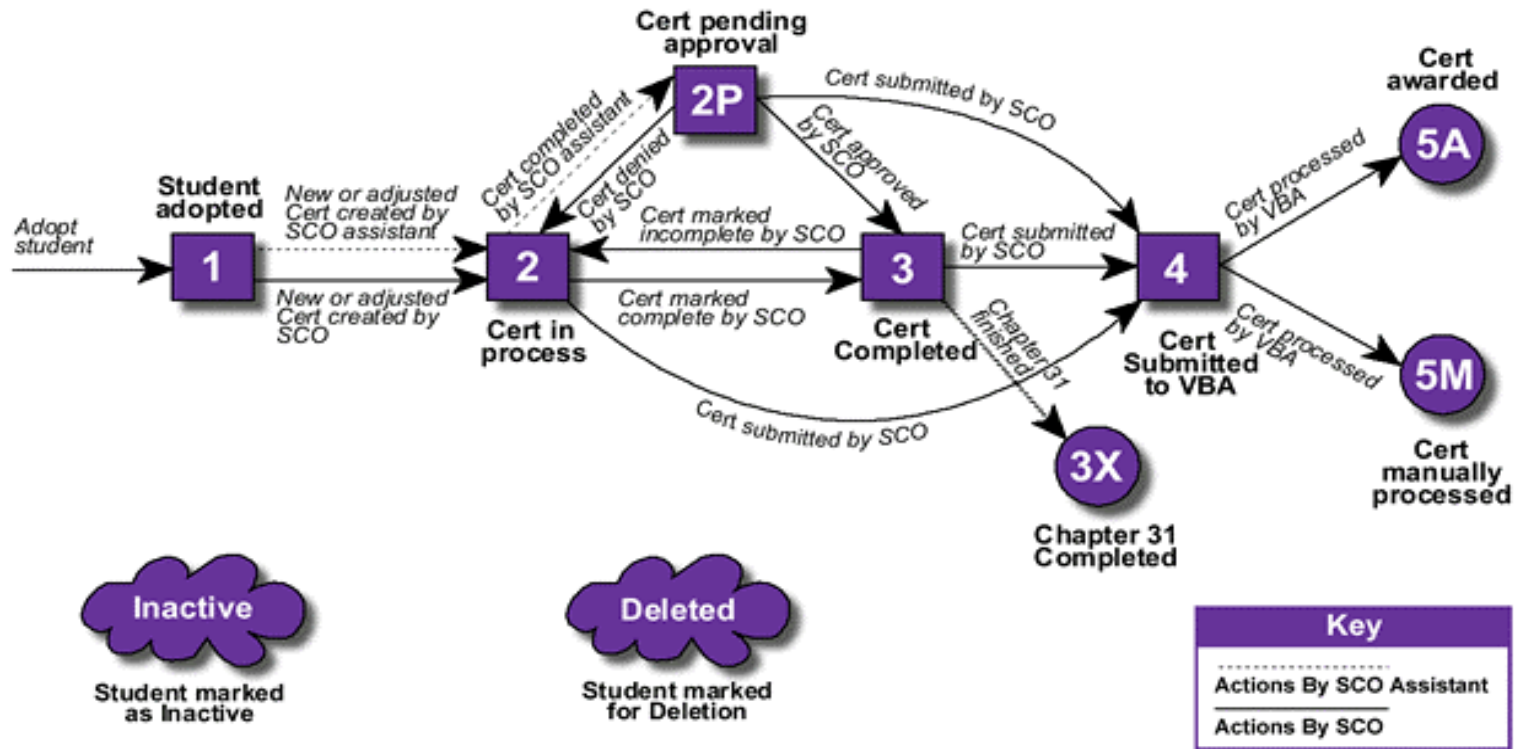



The first column on the left indicates the work flow status.

- 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	<u>TEST</u>	NEW	30	BS SCIEN CE	8/26/2003 10:41:11 AM	11111111	

- 5A in the  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  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

**VA-ONCE** edujzinn

Print Student

**VA Data**

Name: GOODSTUDENT, AREALLY      Program: MBA  
 SSN: 261-87-87 87                      Chapter: 30  
 File/Payee: 261-87-8787/00          Training Type: Graduate

5M

Bio    Certs    **VA Data**    Log    History

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.

**VA-NCE**  
ADMINISTRATOR

**Add** **Log** **Print** **Student**

Name: BOND, JAME      Team: AAS MAN EN  
SSN: 525-25-2525      Chapter: 30  
Payee: 00 000 000/00      Training Type: Undergraduate

**3**

**VA Data** **Log** **History**

User Name	Date 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.

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
	ADMINISTRATOR	CORPO	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	
	ADMINISTRATOR	SCHOOL	11/6/2003 10:47:41 AM	11111111	Student visited me on Tuesday. Requested a MGIB brochure.	

**Edit Log Entry**

Log Entry  Follow Up  P

Student visited me on Tuesday. Requested a MGIB brochure.


Logout

Tasks Margin Help

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.

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




### History

Name: BOND, JAME  
 SSN: 525-25-2525  
 File/Payee: 00 000 000/00

Program: AAS MAN EN  
 Chapter: 30  
 Training Type: Undergraduate

Print ◀ Student



Bio
Certs
VA Data
Log
History

This page shows you a system generated history of this student.

You can use this as an audit trail to see exactly when a certification was created or submitted.

User Name	Type	Code	Event Type	Event Description
Select to access Student biographic information				
ADMINISTRATOR	SCHOOL	10/29/2003 9:47:24 AM 1-1-1111-11	Complete	<u>The term starting on 8/20/2003 and ending on 12/17/2003 was completed.</u>
ADMINISTRATOR	SCHOOL	10/29/2003 9:47:05 AM 1-1-1111-11	Enroll	A new Enrollment was created on 10/29/2003.
ADMINISTRATOR	SCHOOL	9/22/2003 2:29:58 PM 1-1-1111-11	Submit	The term starting on 6/15/2003 and ending on 7/15/2003 was submitted.
ADMINISTRATOR	SCHOOL	9/22/2003 2:29:42 PM 1-1-1111-11	Enroll	A new Enrollment was created on 09/22/2003.
ADMINISTRATOR	SCHOOL	9/9/2003 9:41:08 AM 1-1-1111-11	Adjust	An Adjustment was added to the term starting on 08/20/2003 and ending on 12/17/2003.
ADMINISTRATOR	SCHOOL	9/9/2003 9:40:57 AM 1-1-1111-11	Submit	The term starting on 8/20/2003 and ending on 12/17/2003 was submitted.
ADMINISTRATOR	SCHOOL	9/9/2003 9:40:...		
ADMINISTRATOR	SCHOOL	9/9/2003 9:39:...		

**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.

