

SCHOOL CERTIFYING OFFICIAL

ENROLLMENT MANAGER USER GUIDE



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School Certifying Official Enrollment Manager User Guide

Version History

Date	Version	Description	Authors
09/12/2023	2.2	Grammatical refinements throughout.	NTT-S
08/30/2023	2.1	Updated User Guide to include VBA Remarks Guide in the Helpful Resources section.	NTT-S
08/01/2023	2.0	Updated User Guide to PowerPoint format. Additionally, updated the document to include new procedures and new functionality.	NTT-S
02/27/2023	1.0	Initial User Guide for School Certifying Officials to navigate Enrollment Manager.	NTT-S

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OVERVIEW



Purpose



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

- Create shared student records between VA and EM
- Associate a student with a facility
- View student information
- Submit student certifications
- Add notes to a student profile and their enrollment

Notes: All information contained in this manual is based on fictitious names, Social Security numbers (SSN), and other personally identifiable information. The SCO EM User Guide is a general reference guide. Also, located in the top-right, a labeled rectangle indicates the specified user/audience the subsequent section is aligned to (i.e., Assistant, SCO, Flight, NCD/IHL, etc.).

Enrollment Manager



EM is a modernized platform for SCOs that replaced VA-Online Certification of Enrollment (VA-ONCE). It is an enhancement of the previous system as a part of the Digital GI Bill® effort. EM allows SCOs to submit the following VA forms:

- Enrollment Certification (22-1999)
- Notice of Change in Student Status (2-1999b)
- Monthly Certification of Flight Training (22-6553c)
- Monthly Certification of On-The-Job and Apprenticeship Training (22-6553d)

VA Education Platform



The VA Education Platform is the sign-in page for external users to gain access to VA systems, such as EM, through an approved authentication method (ID.me or Login.gov).

Access the VA Education Platform by navigating to <http://iam.education.va.gov>.

This authentication provides an additional layer of security to keep all personal information safe and provides a Single Sign On (SSO) experience, where one set of user credentials provides access to multiple platforms (i.e., AskVA, EM, etc.).

VA Education Platform Portal



Once properly authenticated, the user will be directed to the VA Education Platform Portal page. This page is where all Digital GI Bill applications are housed. This is also where SCOs can manage EM access requests for assistant accounts.

First-time users select the "**Request Access link**". If the user is an SCO, the request goes to VA for approval. If the request is for an assistant account, the SCO grants access.

Definitions



Terminology	Definition
Amendment	Any change made to an enrollment after it is submitted
Assistant (SCO Assistant, Certifying Official Assistant, School Certifying Official Assistant)	Assistants have full access such as View Bio, Certs, VA Data, Log, History tabs; Edit Bio, Certs, and Log tabs; and delete unsubmitted certs. They can enter data in EM but cannot submit trainee enrollment information to VA. Assistants are not listed on the VA Form 22-8794 and do not complete any required SCO training. New Assistants are granted access to EM by their designated facility SCO.
SCO Read Only (Read-only Users, Read Only SCO, Read Only Certifying Official)	SCO Read Only users are representatives with permission to access training information, request information from VA, and submit inquiries to VA to assist an authorized designated SCO with obtaining accurate information to certify a student's enrollment. SCO Read Onlys cannot certify a student's enrollment to VA.
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
Student, Trainee	Individual using their VA education benefits to pursue educational programs, training, certifications, etc.
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 SCO Review	Draft entered by an Assistant or SCO Read Only must be verified and submitted by SCOs
Submitted	Enrollment/Amendment/Certification was sent for processing
Under Review	Enrollment/Amendment/Certification was off-ramped for manual review
Processed	Enrollment/Amendment/Certification has been adjudicated



ACCESSING ENROLLMENT MANAGER





ACCESSING THE VA EDUCATION PLATFORM



Accessing the VA Education Platform



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

Note: Please have your SSN, driver’s license/passport, mobile phone number, and work email address on hand. Provide these documents for initial identity verification. Identity verification keeps your information safe and prevent fraud.

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:

Accessing the VA Education Platform Cont'd

To continue the authentication process to access the VA Education Platform, you must verify your identity using ID.me or Login.gov. Select the hyperlinked text or navigate to the corresponding page number.

- [To Create an Account with ID.me](#) – Navigate to page 13
- [To Create an Account with Login.gov](#) – Navigate to page 21
- [To Sign in with ID.me Account](#) – Navigate to page 31
- [To Sign in with Login.gov Account](#) – Navigate to page 39



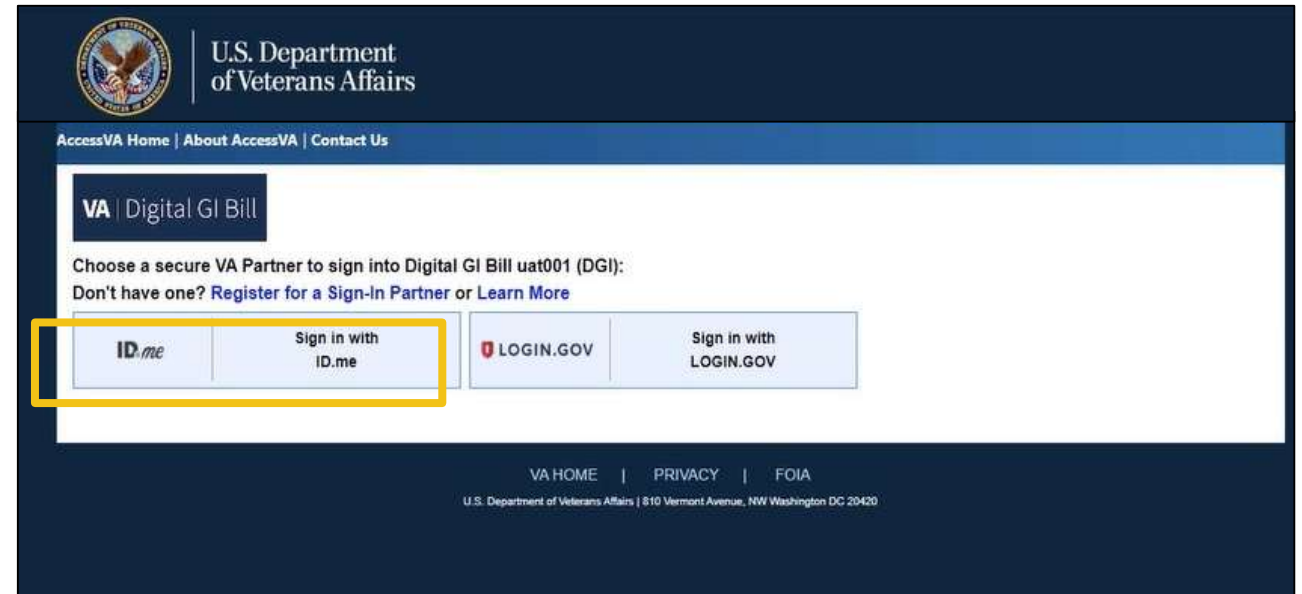
CREATE AN ID.ME ACCOUNT



Create an ID.me Account Cont'd

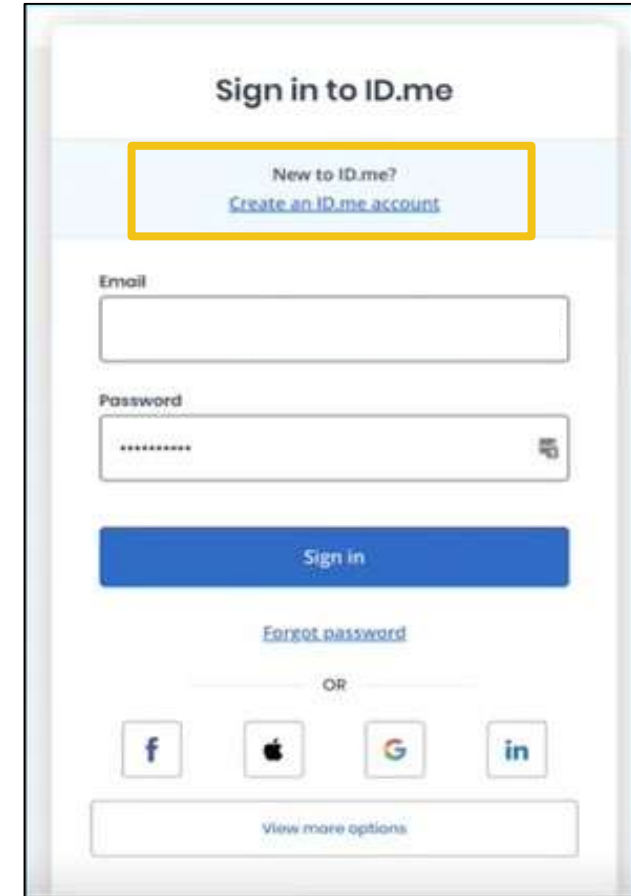


2. Select **“Sign in with ID.me”** after navigating to the [VA Education Platform sign-in page](#) and selecting **“SSOe”**.



Create an ID.me Account Cont'd 1

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

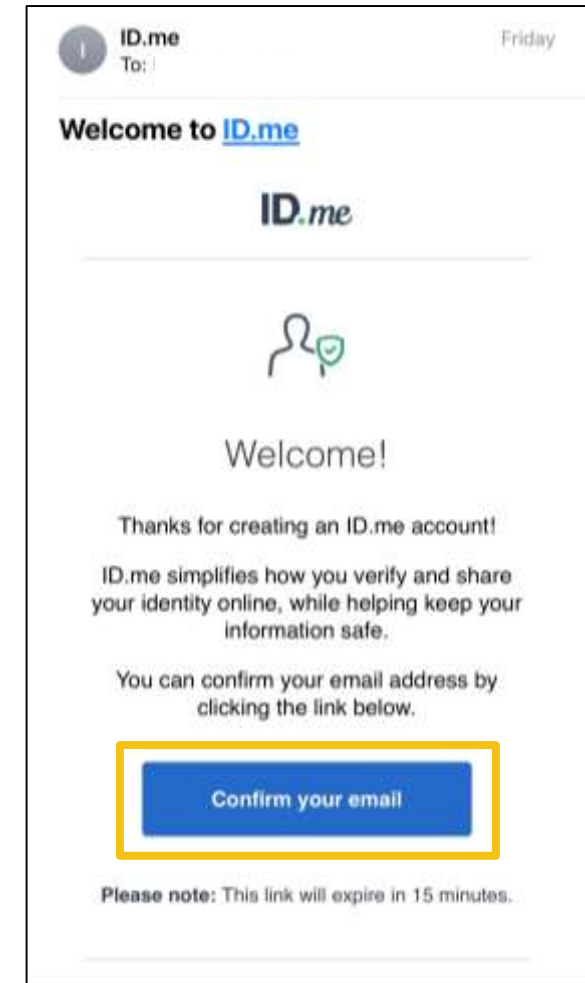


The image shows a screenshot of the ID.me sign-in interface. At the top, it says "Sign in to ID.me". Below this, there is a light blue box containing the text "New to ID.me?" and a link "Create an ID.me account". This link is highlighted with a yellow rectangular border. Below the sign-in options, there are input fields for "Email" and "Password". The "Password" field has a small eye icon to toggle visibility. Below the input fields is a blue "Sign in" button. Underneath the button is a link for "Forgot password". Below that is the word "OR" centered between two horizontal lines. At the bottom, there are four social media icons: Facebook, Apple, Google, and LinkedIn. Below these icons is a link that says "View more options".

Create an ID.me Account Cont'd 2



4. Open the email from ID.me and select the **“Confirm your email”** button. This directs you to set up multi-factor authentication.



Create an ID.me Account Cont'd 3



5. Choose an authentication method by selecting the “**Text me**” or “**Call me**” option. Select the “**Continue**” button.

Note: If the work number submitted uses a switchboard or an extension to contact you, there is a possibility the call may not go through. Using a cell number is suggested.

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

(***)***.285

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

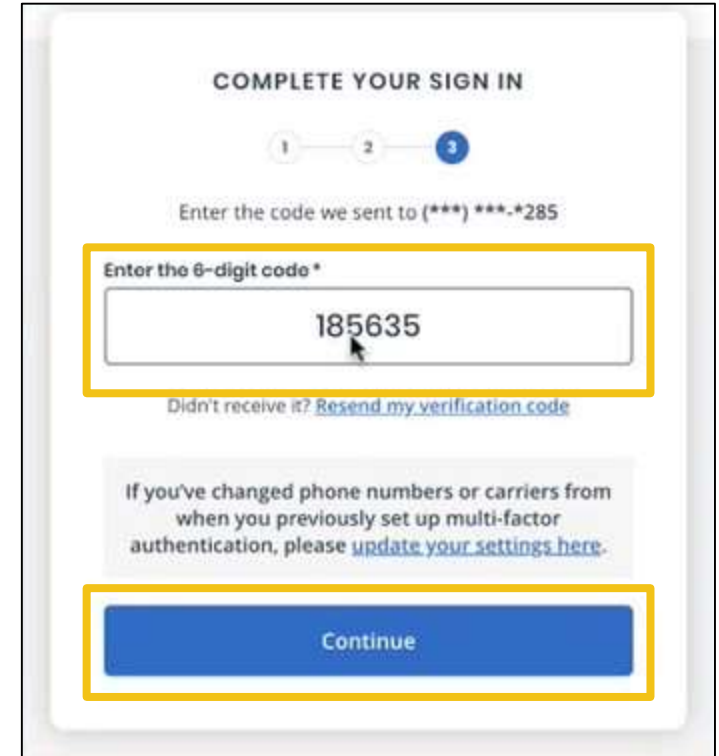
Continue

Create an ID.me Account Cont'd 4

- Option 1 – If you selected the “**Text me**” option and you receive your message code, input the 6-digit code and select the “**Continue**” button.

OR

- Option 2 – If you selected “**Call me**” option, you receive a phone call asking you to follow the prompts by selecting numbers on your phone. This authenticates you.



Note: If the work number submitted uses a switchboard or an extension to contact you, there is a possibility the call may not go through. Using a cell number is suggested.

Create an ID.me Account Cont'd 5



6. Select a verification method and follow the prompts to verify your identity. This process might take 5-10 minutes to complete. You 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](#)

Create an ID.me Account Cont'd 6

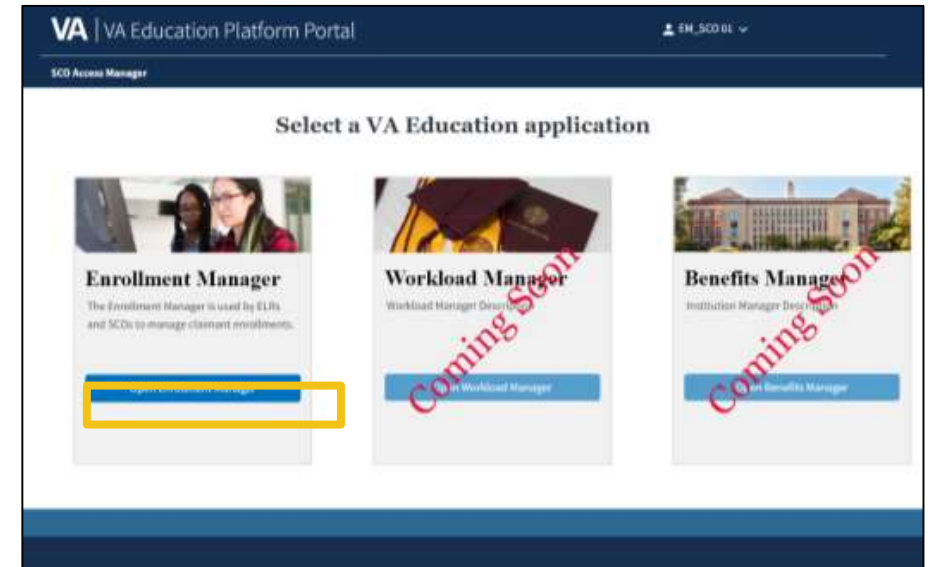
Congratulations! You have successfully created and verified your ID.me account.

Go to the [VA Education Platform Portal](#) and select the **“Open Enrollment Manager”** button.

Navigate to page 46 or [select the hyperlink here](#) to proceed to the next section.

Note:

- *EM’s system can be accessed with any Internet browser, excluding Internet Explorer.*
- *Access to Workload Manager and Benefits Manager is solely for internal users with PIV credentials.*
- *Foreign SCOs experiencing trouble with ID.me or with authenticating your ID.me, please contact [ID.me support](#).*





CREATE A LOGIN.GOV ACCOUNT



Create a Login.gov Account Cont'd



2. Select **“Sign in with Login.gov”** after navigating to the [VA Education Platform sign-in page](#) and selecting **“SSOe”**.



Create a Login.gov Account Cont'd 1



3. Select the **“Create an account”** button.

A screenshot of the Login.gov account creation page. The page header includes the "LOGIN.GOV" logo, the "VA" logo, and the "U.S. Department of Veterans Affairs" logo. Below the header, there is a diagram showing a person's profile, a shield icon, and a computer monitor icon. The text reads: "SSOe-PREPROD-OIDC-RP is using Login.gov to allow you to sign in to your account safely and securely." Below this, there are input fields for "Email address" and "Password", each with a red eye icon to toggle visibility. A checkbox labeled "Show password" is located below the password field. A blue "Sign in" button is positioned below the input fields. Below the "Sign in" button, there is a link "First time using Login.gov?". A yellow rectangular box highlights the "Create an account" button. At the bottom, there is a link "Sign in with your government employee ID" and a note: "If you're creating an account, you'll need a current state-issued ID."

Create a Login.gov Account Cont'd 2



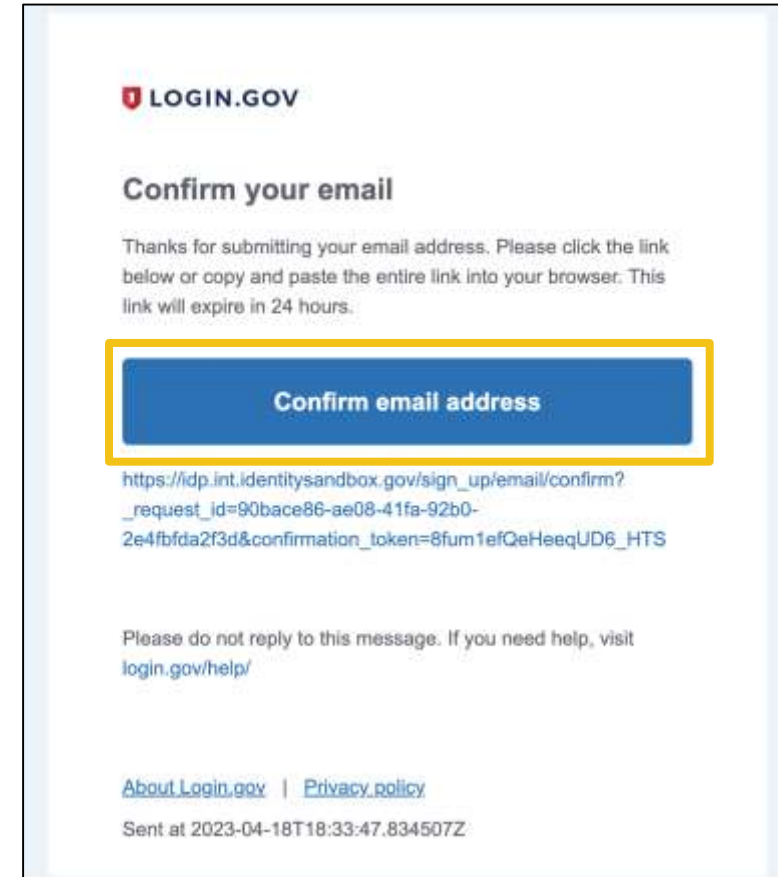
4. Enter your work “**email address**”, “**select your email language preferences**”, and check the box to agree to the terms.
5. Select the “**Submit**” button.

A screenshot of the Login.gov "Create your account" page. The page has a light blue header with the "LOGIN.GOV" logo, the "VA" logo, and the "U.S. Department of Veterans Affairs" text. The main content area is white. The "Create your account" section is highlighted with a yellow border. It contains three main sections: 1. "Enter your email address" with a text input field and a red "x" icon. 2. "Select your email language preference" with a subtext "Login.gov allows you to receive your email communication in English, Spanish or French." and three radio button options: "English (default)" (selected), "Español", and "Français". 3. A checkbox labeled "I read and accept the Login.gov Rules of Use" with a link to the rules. Below these sections is a blue "Submit" button. At the bottom of the form, there are links for "Cancel", "Security Practices and Privacy Act Statement", and "Privacy Act Statement".

Create a Login.gov Account Cont'd 3



6. Open your email account for the email provided, and then open the email from Login.gov and select the **“Confirm your email”** button. This allows you to set up multi-factor authentication.



Create a Login.gov Account Cont'd 4



7. Once your email is confirmed, the system prompts you to create a password. The password must be 12 characters or longer.
8. Select the “**Continue**” button once complete.

Create a Login.gov Account Cont'd 5



9. Select a preferred authentication method from the options provided.
10. Once you select your preferred authentication method, select the **“Continue”** button to continue the authentication process.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

Create a Login.gov Account Cont'd 6



10. If you selected the “**Text or voice message**” option, enter the “**one-time code**” received. Then select the “**Submit**” button.

Note: If you selected another verification method, please follow the steps provided by Login.gov.

A screenshot of the Login.gov verification screen. The title is "Enter your one-time code". Below it, a message states: "We sent a text (SMS) with a one-time code to +1 843-209-1285. This code will expire in 10 minutes." There is a text input field labeled "One-time code" with the placeholder text "Example: 123456". Below the input field is a checkbox labeled "Remember this browser". At the bottom is a blue "Submit" button. Below the button is a link that says "Send another code". The input field and the "Submit" button are highlighted with yellow boxes.

Create a Login.gov Account Cont'd 7



11. Follow the prompts to verify your identity. This process might take 5-10 minutes to complete and includes uploading 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 [Login.gov Help Center](#).

A screenshot of the Login.gov identity verification page. At the top, a progress bar shows five steps: "Getting started" (active), "Verify your ID", "Verify your information", "Verify phone or address", and "Secure your account". The main heading is "Get started verifying your identity". Below it, a message states: "SSOe-PREPROD-01DC-RP needs to make sure you are you — not someone pretending to be you." The section "You will need your:" lists three requirements: 1. State-issued ID (Your ID cannot be expired.), 2. Social Security number (You will not need the card with you.), and 3. Phone number OR home address. Under the third requirement, there are two options: "Verify by phone: We'll call or text your phone number. This takes a few minutes." and "Verify by mail: We'll mail a letter to your home address. This takes about 3 to 7 business days." A link "Learn more about verifying by phone or mail" is provided. A blue "Continue" button is at the bottom. Below the button, a red progress bar is shown. The section "Are you missing one of these items?" has two links: "See a list of accepted state-issued IDs" and "Learn more about verifying by phone or mail", both with right-pointing chevrons.

Create a Login.gov Account Cont'd 8

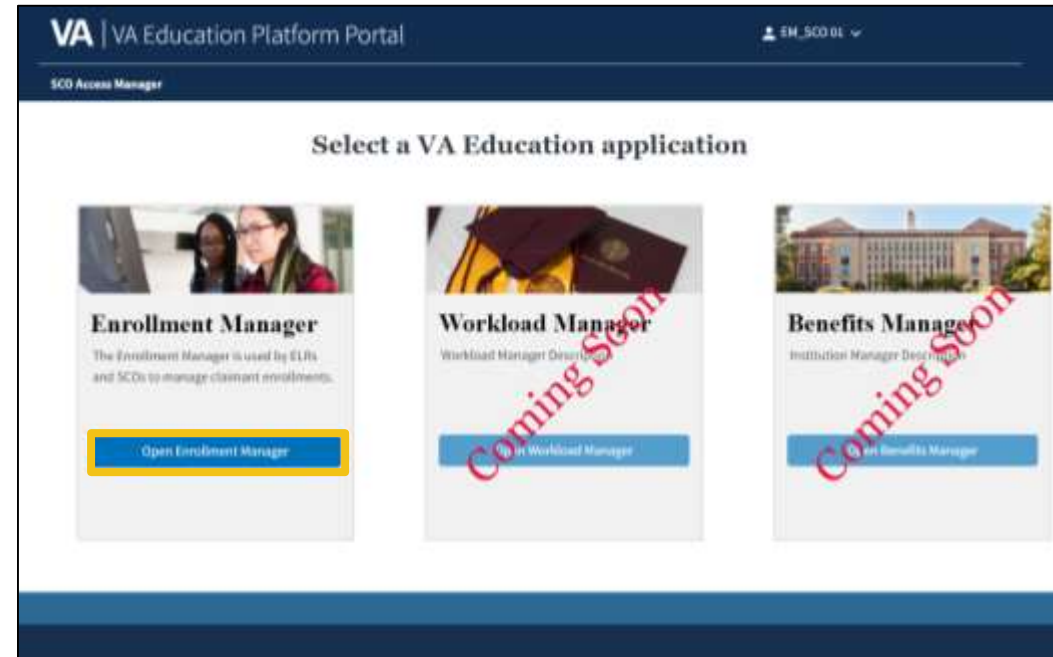
Congratulations! You have successfully created and verified your Login.gov account.

Go to the [VA Education Platform Portal](#) and select the **“Open Enrollment Manager”** button.

Navigate to page 45 or [select the hyperlink here](#) to proceed to the next section.

Note:

- *EM’s system can be accessed with any Internet browser, excluding Internet Explorer.*
- *Access to Workload Manager and Benefits Manager is solely for internal users with PIV credentials.*
- *ID.me is the preferred authentication method for Foreign SCOs*





SIGN IN WITH ID.ME



Sign in with ID.me Cont'd



1. Select the “Sign in with ID.me” button.



Sign in with ID.me Cont'd 1



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

A screenshot of the ID.me sign-in interface. The title "Sign in to ID.me" is at the top. Below it is a light blue banner with the text "New to ID.me?" and a link "Create an ID.me account". The main form has two input fields: "Email" and "Password". The "Sign in" button is highlighted with a yellow border. Below the button is a link "Forgot password". At the bottom, there is a section labeled "OR" with four social media icons: Facebook, Apple, Google, and LinkedIn. A link "View more options" is at the very bottom.

Sign in with ID.me Cont'd 2



3. Choose an authentication method by selecting **“Text me”** or **“Call me”**. Select the **“Continue”** button.

Note: If you select "Text me", a 6-digit code is sent via text message. If you select "Call me", follow the prompts in the phone call to complete multi-factor authentication. If you choose "Text me" navigate to [page 35](#). If you choose "Call me" navigate to [page 36](#).

A screenshot of the ID.me + VA sign-in interface. At the top, it says "ID.me + VA" and "U.S. Department of Veterans Affairs". Below that, it says "COMPLETE YOUR SIGN IN" with a progress indicator showing step 2 of 3. The main heading is "Receive a code by phone". There are two buttons: "Text me" (with a phone icon and a blue checkmark) and "Call me" (with a phone icon). Below these buttons, it says "You will receive a code at the following number" followed by a text input field containing "(*) *285". Below that, it says "If you've changed phone numbers or carriers from when you previously set up multi-factor authentication, please [update your settings here](#)". At the bottom, there is a large blue "Continue" button. The "Text me" button and the "Continue" button are highlighted with yellow boxes.

Sign in with ID.me Cont'd 3



- Option 1 – If you selected the “**Text me**” option and you receive your message code, input the 6-digit code and select the “**Continue**” button.

OR

Sign in with ID.me Cont'd 4

- Option 2 – If you selected the “**Call me**” option, you receive a phone call asking you to follow the prompts by selecting numbers on your phone. This authenticates you.

Note: If the work number submitted uses a switchboard or an extension to contact you, there is a possibility the call may not go through. Using a cell number is suggested.

Sign in with ID.me Cont'd 5



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

Note: Should you encounter problems with verifying your identity, 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](#)

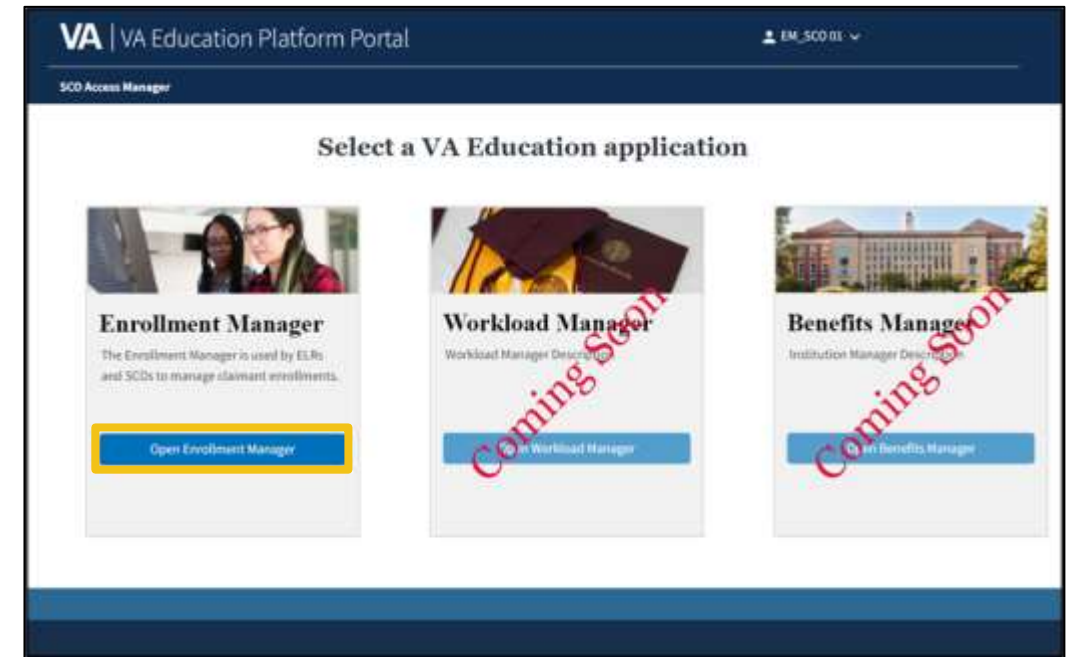
Sign in with ID.me Cont'd 6

Congratulations! You have successfully verified your ID.me account.

Go to the [VA Education Platform Portal](#) and select the **“Open Enrollment Manager”** button. Navigate to page 45 or [select the hyperlink here](#) to proceed to the next section.

Note:

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- Access to Workload Manager and Benefits Manager is solely for internal users with PIV credentials.
- Foreign SCOs experiencing trouble with ID.me or with authenticating your ID.me, please contact [ID.me support](#).





SIGN IN WITH LOGIN.GOV



Sign in with Login.gov Cont'd



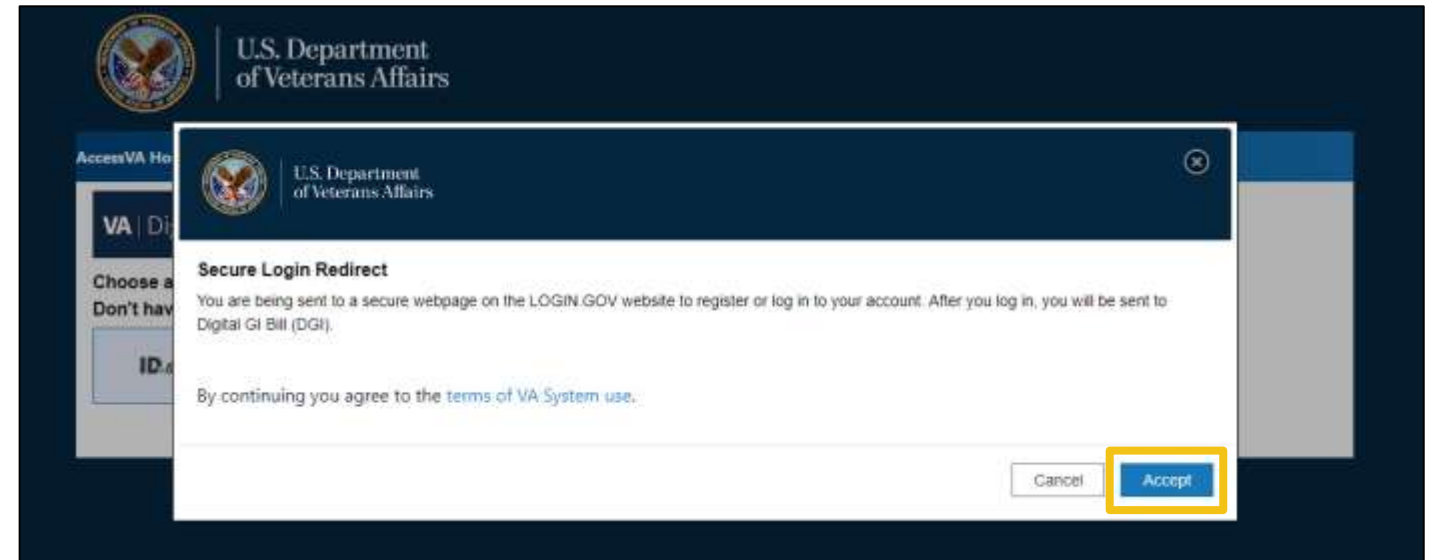
1. Select the “**Sign in with Login.gov**” button.



Sign in with Login.gov Cont'd 1



2. Select the “**Accept**” button to agree to the terms to be redirected to the Login.gov sign-in page to use multifactor authentication to verify your identity.



Sign in with Login.gov Cont'd 2



3. Enter your Login.gov email address and password and select the “**Sign in**” button.

A screenshot of the Login.gov sign-in page. The page has a blue header with the "LOGIN.GOV" logo and the VA logo. Below the header, there is a message: "SSOe-INT-OIDC-RP is using Login.gov to allow you to sign in to your account safely and securely." Below this message are two input fields: "Email address" and "Password". There is a checkbox labeled "Show password" below the password field. A blue "Sign in" button is highlighted with a yellow border. Below the "Sign in" button is a link for "First time using Login.gov?" which leads to a "Create an account" button. At the bottom, there is a link for "Sign in with your government employee ID" and a small note about creating an account.

Sign in with Login.gov Cont'd 3



4. Input the 6-digit code and select the **“Submit”** button.

Note: The system will send you a 6-digit code by text or voice message, depending on the authentication method you chose when you created your Login.gov account.

A screenshot of the Login.gov "Enter your one-time code" page. The page has a blue header with the Login.gov logo and the VA Department of Veterans Affairs seal. The main content area is white with a blue border. It contains a text input field for the one-time code, a "Remember this browser" checkbox, a blue "Submit" button, and a "Send another code" button. Below these are links for "Choose another authentication method", "I didn't receive my one-time code", and "Learn more about authentication options". A "Cancel" link is at the bottom left. A yellow box highlights the code input field and the "Submit" button.

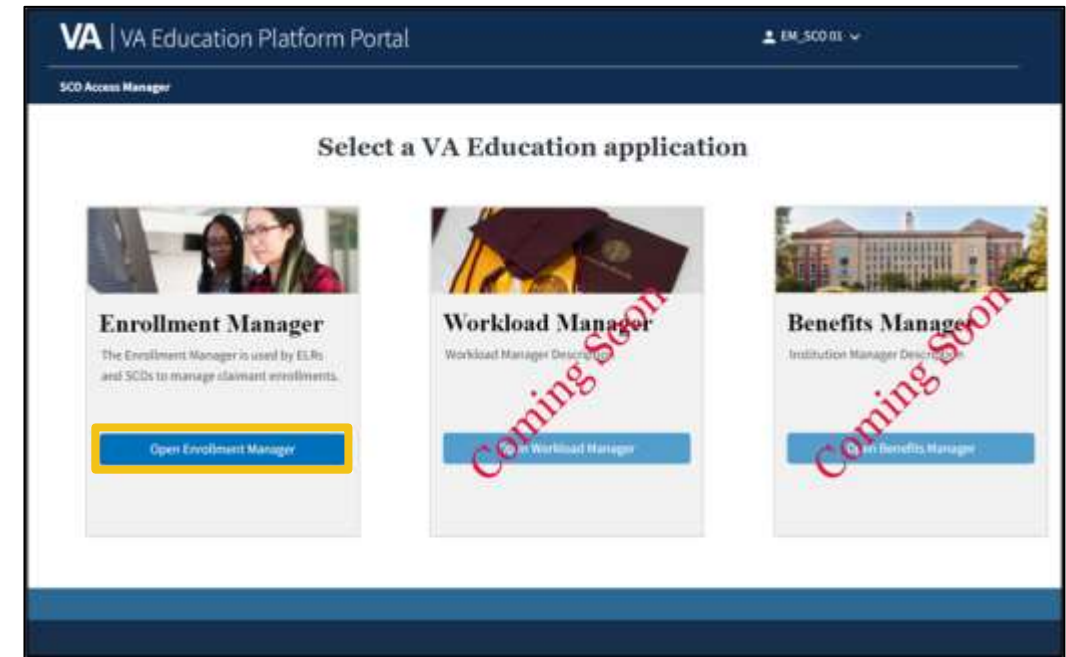
Sign in with Login.gov Cont'd 4

Congratulations! You have successfully verified your Login.gov account.

Go to the [VA Education Platform Portal](#) and select the **“Open Enrollment Manager”** button. Navigate to page 45 or [select the hyperlink here](#) to proceed to the next section.

Note:

- *EM's system can be accessed with any Internet browser, excluding Internet Explorer.*
- *Access to Workload Manager and Benefits Manager is solely for internal users with PIV credentials.*
- *ID.me is the preferred authentication method for Foreign SCOs*





REQUESTING FIRST TIME ACCESS



Requesting First-Time Access

Guidance for requesting first-time access to EM depends on your role. Locate your role in the bulleted list below. Select the hyperlinked text or navigate to the corresponding page number:

- [SCO](#) – Navigate to slide 47
- [Assistant and SCO Read Only](#) – Navigate to slide 57



SCO – REQUESTING FIRST-TIME ACCESS



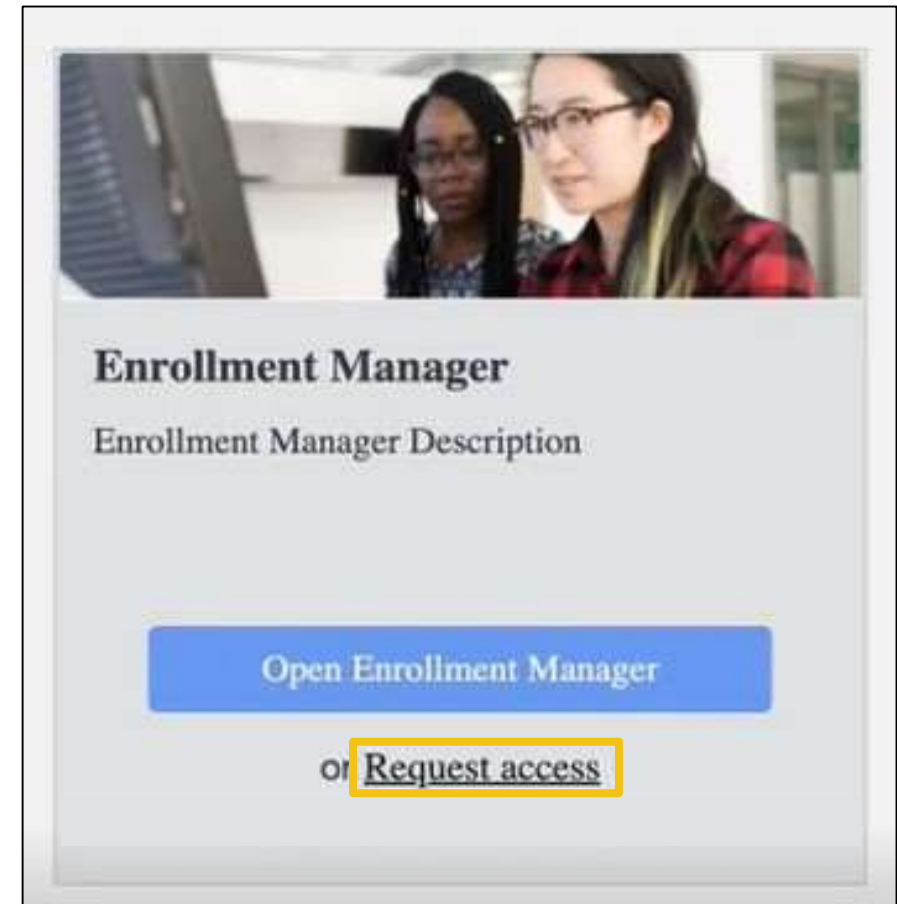
SCO – Requesting First-Time Access

School Certifying
Official



Once you are on the VA Education Platform Portal, follow these steps to request access to EM:

1. Once you've been authenticated, navigate to the VA Education Platform Portal and select **"Request access"**.



SCO – Requesting First-Time Access Cont'd

School Certifying
Official



2. Verify that your pre-populated “**First Name**” and “**Last Name**” are accurate.

Request access to Enrollment Manager
To request access, please provide your contact information below.

First Name (*Provided)
John

Last Name (*Provided)
Smith

Phone (*Required)
Enter work phone

Email (*Required)
Enter work/school email

Role (*Required)

State (*Required)
Select a state

☐ 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](#).

Note:

- If the pre-populated name listed in EM is incorrect, please contact [ID.me](#) for assistance.

SCO – Requesting First-Time Access Cont'd 1

School Certifying
Official



3. Input your primary “**Phone**” and “**Email**” associated with your role. These fields are required.

Note:

- *It is recommended to use a work/school email address.*
- *Due to EM not recognizing foreign phone numbers, Foreign SCOs should input a mock phone number in the corresponding field (i.e., 123-456-7890) when requesting access.*

A screenshot of a web form titled "Request access to Enrollment Manager". The form asks for contact information. Fields include "First Name (*Provided)" with "John" entered, "Last Name (*Provided)" with "Smith" entered, "Phone (*Required)" with "Enter work phone" entered, "Email (*Required)" with "Enter work/school email" entered, "Role (*Required)" (empty), and "State (*Required)" with a dropdown menu showing "Select a state". There are two checkboxes for agreement: one for being designated in VA's Approval Management System (WEAMS) and one for completing required training in the SCO Portal. A link for "Portal training information" is provided. At the bottom are "Submit" and "Cancel" buttons. A yellow box highlights the Phone and Email fields.

SCO – Requesting First-Time Access Cont'd 2

School Certifying
Official



4. Select “**School Certifying Official**” for the “**Role**”. Once you select your role, the “**State**” and “**Facility Code**” fields appear.

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)

✓ Select a role

School Certifying Official

School Certifying Official Assistant

School Certifying Official Read Only

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.](#)

SCO – Requesting First-Time Access Cont'd 3

School Certifying
Official



5. Select the appropriate **“State”** from the dropdown and then enter the **“Facility Code”** in the text entry field where your main facility is located. Both are required.

Note:

- While you may report to more than one state or jurisdiction, input the most relevant state to gain access before working to gain approval for additional locations.
- Foreign SCOs select Foreign Schools and have the ability to select a listed country they are at a foreign facility.
- Federal agencies select federal approvals.
- VET TEC/Certifying officials select VET TEC Providers from the dropdown options.

A screenshot of a web form titled "Requesting First-Time Access" with a close button (X) in the top right corner. The form contains a dropdown menu for "State" with a scrollable list of options: Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Foreign Schools (highlighted with a yellow box), Federal Approvals, VET TEC Providers, Guam, Northern Mariana Islands, Samoa, and Virgin Islands. Below the dropdown is a text entry field for "Facility Code (*Required)" with a placeholder "Facility code of eight alphanumeric characters" (also highlighted with a yellow box). At the bottom, there are two checkboxes: "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." and "By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)". Below the checkboxes are "Submit" and "Cancel" buttons.

SCO – Requesting First-Time Access Cont'd 4

School Certifying
Official



6. Select the checkboxes for the two fields, if applicable:
 - 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. Checkboxes selection are not required to submit your request.

A screenshot of a web form titled "Request access to Enrollment Manager". The form asks for contact information: First Name (*Provided), Last Name (*Provided), Phone (*Required), Email (*Required), Role (*Required), State (*Required), and Facility Code (*Required). At the bottom, there are two checkboxes for agreement, highlighted with a yellow box. The first checkbox is for agreement to be designated in VA's Approval Management System (WEAMS) or have submitted VA Form 22-8794 within the last 30 days. The second checkbox is for agreement to have completed the required training in the SCO Portal. Below the checkboxes are "Submit" and "Cancel" buttons.

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
Enter work phone

Email (*Required)
Enter work/school email

Role (*Required)

State (*Required)
Select a state

Facility Code (*Required)
Facility code of eight alphanumeric characters

☐ 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.](#)

SCO – Requesting First-Time Access Cont'd 5

School Certifying
Official



7. Select the “**Submit**” button.

A screenshot of a web form titled "Request access to Enrollment Manager". The form contains several input fields: "First Name (*Provided)" with the value "NOASSIGNEDROLE", "Last Name (*Provided)" with the value "01", "Phone (*Required)" with the placeholder "Enter work phone", "Email (*Required)" with the placeholder "Enter work/school email", "Role (*Required)" which is empty, "State (*Required)" with a dropdown menu showing "Select a state", and "Facility Code (*Required)" with the placeholder "Facility code of eight alphanumeric characters". At the bottom, there are two checkboxes with associated text, and two buttons: "Submit" (highlighted with a yellow box) and "Cancel".

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
Enter work phone

Email (*Required)
Enter work/school email

Role (*Required)

State (*Required)
Select a state

Facility Code (*Required)
Facility code of eight alphanumeric characters

☐ 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.](#)

Submit **Cancel**

SCO – Requesting First-Time Access Cont'd 6

School Certifying
Official



A message appears noting that access has been requested and you will receive two emails: one upon submission of your request; one upon approval/denial.

SCO – Requesting First-Time Access Cont'd 7

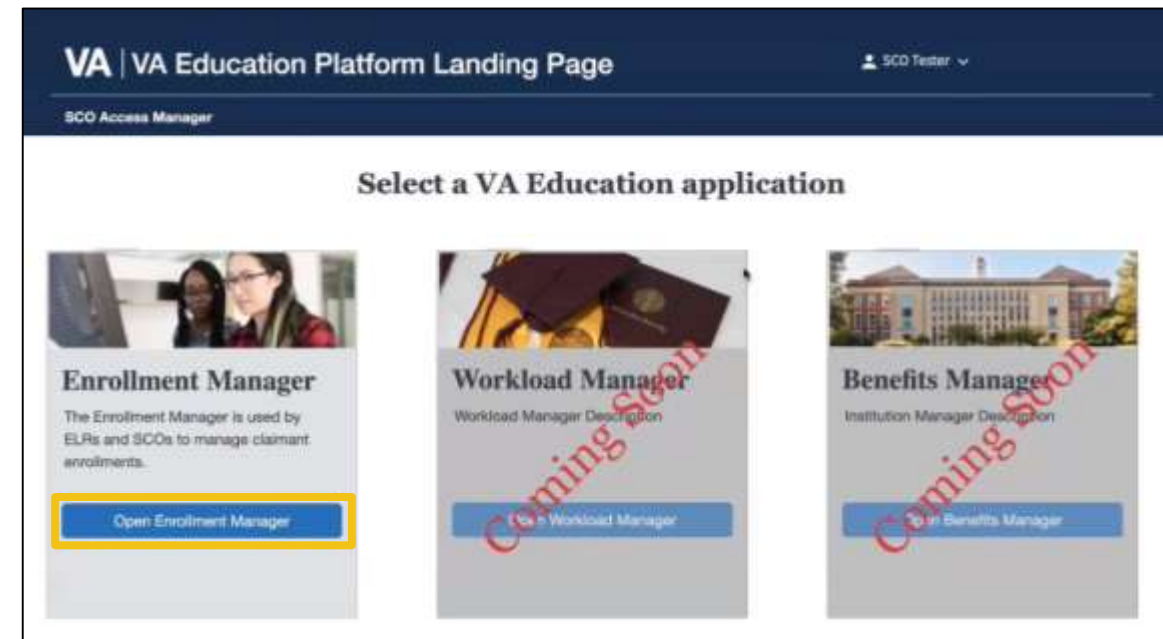
School Certifying
Official



After approval, the “**Open Enrollment Manager**” button is enabled on the VA Education Platform Portal.

[Select here](#) or navigate to page 66 to go to the next SCO section: Approving, Denying, and Revoking Access to EM.

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





ASSISTANTS AND SCO READ ONLY – REQUESTING FIRST-TIME ACCESS



Assistants and SCO Read Only – Requesting First-Time Access

Assistants and SCO
Read Only



In EM, Assistants have the ability to enter data into EM that must be reviewed and submitted to VA by an official SCO. SCO Read Only have the ability to view student information.

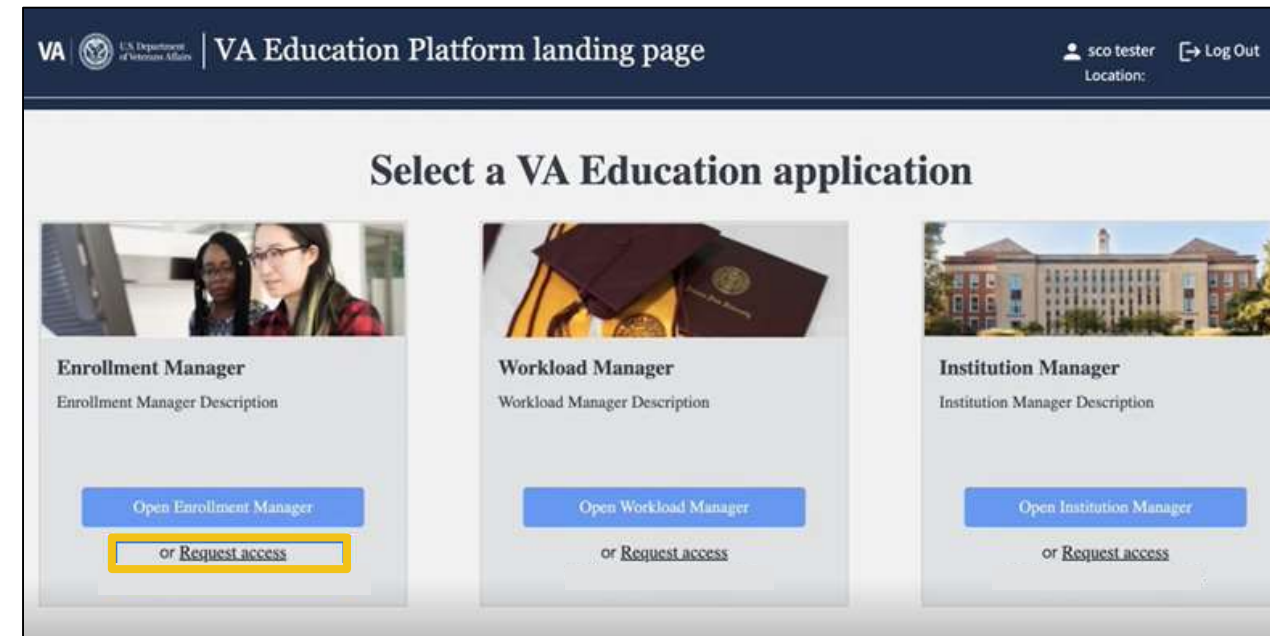
Once you've verified your identity with ID.me or Login.gov, you can navigate back to the [VA Education Platform](#) where you can login. Follow the steps on the following slides to request first-time access to EM as an Assistant and a SCO Read Only.

Assistants and SCO Read Only – Requesting First-Time Access Cont'd

Assistants and SCO
Read Only



1. Once you have been authenticated, navigate to the VA Education Platform Portal and select **“Request access”**.



Assistants and SCO Read Only – Requesting First-Time Access Cont'd 1

Assistants and SCO
Read Only



2. Verify that your pre-populated “**First Name**” and “**Last Name**” are accurate.

A screenshot of a web form titled "Request access to Enrollment Manager". Below the title is the instruction "To request access, please provide your contact information below." The form contains several input fields: "First Name (*Provided)" with the value "John", "Last Name (*Provided)" with the value "Smith", "Phone (*Required)" with the placeholder "Enter work phone", "Email (*Required)" with the placeholder "Enter work/school email", and "Role (*Required)" which is currently empty. At the bottom of the form are two buttons: "Submit" and "Cancel". A yellow rectangular box highlights the "First Name" and "Last Name" fields.

Note:

- If the pre-populated name listed in EM is incorrect, please contact ID.me for assistance.

Assistants and SCO Read Only – Requesting First-Time Access Cont'd 2

Assistants and SCO
Read Only



3. Input your primary **“Phone”** and **“Email”** associated with your role. These fields are required.

Note:

- *It is recommended to use a work/school email address.*

A screenshot of a web form titled "Request access to Enrollment Manager". The form includes instructions: "To request access, please provide your contact information below." It contains several input fields: "First Name (*Provided)" with the value "John", "Last Name (*Provided)" with the value "Smith", "Phone (*Required)" with the placeholder "Enter work phone", "Email (*Required)" with the placeholder "Enter work/school email", and "Role (*Required)". The "Phone" and "Email" fields are highlighted with a yellow border. At the bottom are "Submit" and "Cancel" buttons. A small blue 'x' icon is in the top right corner of the form area.

Assistants and SCO Read Only – Requesting First-Time Access Cont'd 3

Assistants and SCO
Read Only



4. For “**Role**”, select your appropriate title from the dropdown options. Once you select your role, the “**Facility Code**” field appears.

*Note: If you select the “**School Certifying Official Read Only**” dropdown option for your “**Role**”, two checkboxes will appear under the “**Facility Code**” field, which say the following:*

- “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”.

Assistants and SCO Read Only – Requesting First-Time Access Cont'd 4

Assistants and SCO
Read Only



5. Input your school's 8-digit **“Facility Code”**. If you are unsure of the facility code, ask the designated SCO at your school.

Note: If you select the “School Certifying Official Read Only” dropdown options, if applicable, please select the checkboxes.

First Name (*Provided)
EM_SCO

Last Name (*Provided)
01

Phone (*Required)
Enter work phone

Email (*Required)
Enter work/school email

Role (*Required)
Assistant

Facility Code (*Required)
Facility code of eight alphanumeric characters

Submit Cancel

Role (*Required)
School Certifying Official Read Only

Facility Code (*Required)
Facility code of eight alphanumeric characters

☐ 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.](#)

Submit Cancel

Assistants and SCO Read Only – Requesting First-Time Access Cont'd 5

Assistants and SCO
Read Only



6. Once all fields have been acknowledged and addressed, select the **“Submit”** button and the request is sent to an assigned SCO to review for approval or denial.

✕

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)

John

Last Name (*Provided)

Smith

Phone (*Required)

Enter work phone

Email (*Required)

Enter work/school email

Role (*Required)

Facility Code (*Required)

Facility code of eight alphanumeric characters

Submit

Cancel

Assistants and SCO Read Only – Requesting First-Time Access Cont'd 6

Assistants and SCO
Read Only



Once your SCO receives and reviews the request, access to EM is granted or denied.

[Select the hyperlink here](#) or navigate to page 86 to go to the next Assistant and SCO Read Only relevant section: Navigating the EM Dashboard.

Note: While Assistants may have more than one facility code they report to, only one request needs to be submitted. The SCO may grant access to any and all facilities where they have access.



SCO – APPROVING, DENYING, AND REVOKING ENROLLMENT MANAGER ACCESS



SCO – Approving, Denying, and Revoking Enrollment Manager Access

School Certifying
Official



Select the hyperlinked text or navigate to the corresponding page number:

- [Approving Access](#) – Navigate to page 68
- [Revoking Access](#) – Navigate to page 75
- [Assigning/Unassigning Faculty Access](#) – Navigate to page 80



APPROVING AND DENYING ACCESS



Approving and Denying Access – Approving

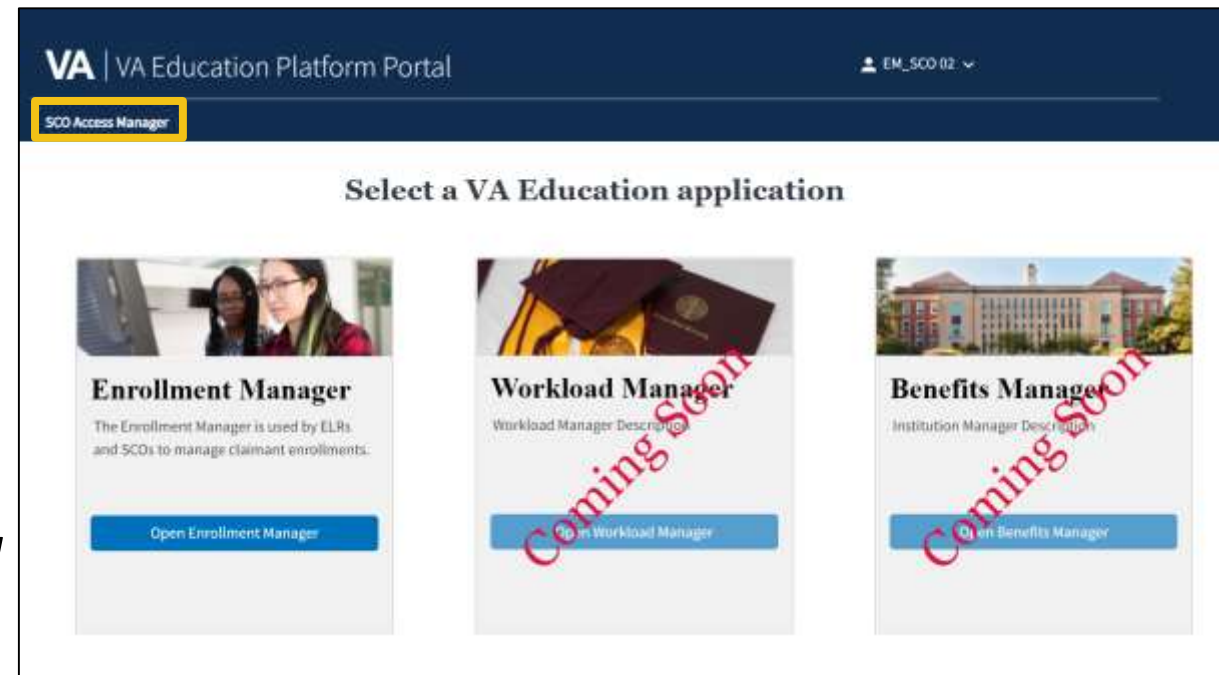
School Certifying
Official



Follow the steps below to approve an access request for an Assistant or SCO Read Only user.

1. Once logged into the VA Education Platform Portal, select the **“SCO Access Manager”** button.

Note: If you are reviewing an access request from an SCO Read Only user, 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. SCOs who are approving Assistants or SCO Read Only users do not receive an email when access to EM is being requested.



Approving and Denying Access – Approving Cont'd

School Certifying
Official



2. Select the "**Approve**" button if the Assistant or SCO Read Only user has met all requirements to access EM.

VA | VA Education Platform Portal EM_SCO 02 ▾

Home

SCO Manager

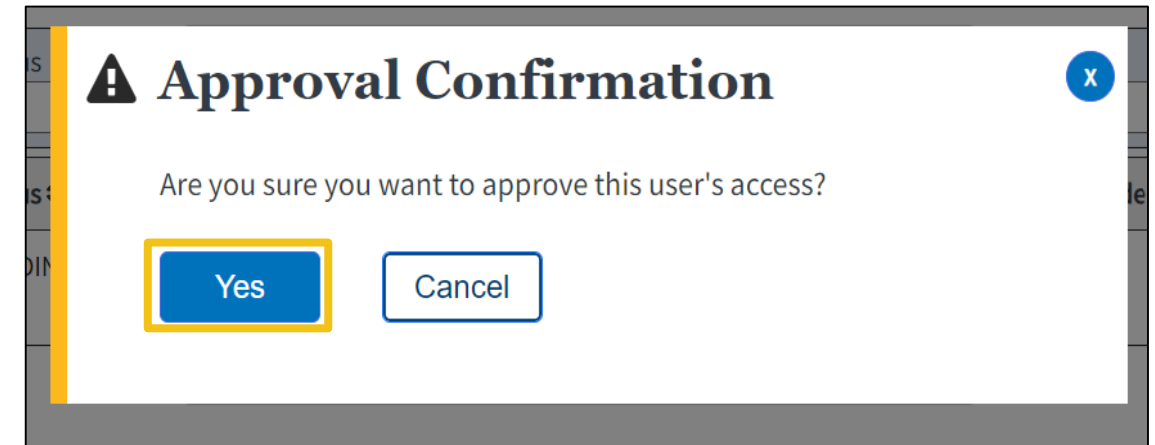
First name	Last name	Email	Status				Facility	
First Name ▴	Last Name ▴	Email ▴	Status ▴	Requested Role ▴	Created Date ▴	Resolved Date ▴	Facility Code	Action
EM_ADMIN_SCO-TEST	01	test@test.com	PENDING	School Certifying Official Read Only	Feb 19, 2023			Approve Deny

Approving and Denying Access – Approving Cont'd 1

School Certifying
Official



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



Approving and Denying Access – Denying

School Certifying
Official



4. If you are unfamiliar with the user requesting access or they do not need access, you should deny their access request. To do so, select the **“Deny”** button.

VA | VA Education Platform Portal

Home

EM_SCO 02

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			<button>Approve</button> <button>Deny</button>

Approving and Denying Access – Denying Cont'd

School Certifying
Official



5. When selecting a denial reason for Read-Only SCOs, SCOs 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, SCOs must fill in the denial reason within the text box provided.

Note: While EM gives SCOs the option to select from all three options, Option 2 is not a valid denial reason for SCO Read Only users, as these users do not have training requirements.

A screenshot of a web form titled "Access Request Denial Reason". The form has a yellow border and a close button in the top right corner. It contains a section titled "Please select a denial reason:" with three radio button options: "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.", and "Enter other reasons". Below the options is a large text input box. At the bottom, there is a "Word count: 0 of 200" indicator and two buttons: "Submit" and "Cancel".

Approving and Denying Access – Denying Cont'd 1

School Certifying
Official



6. Select the “**Submit**” button.

Note: Once the Submit button is selected, an email with the denial reason is 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



REVOKING ACCESS



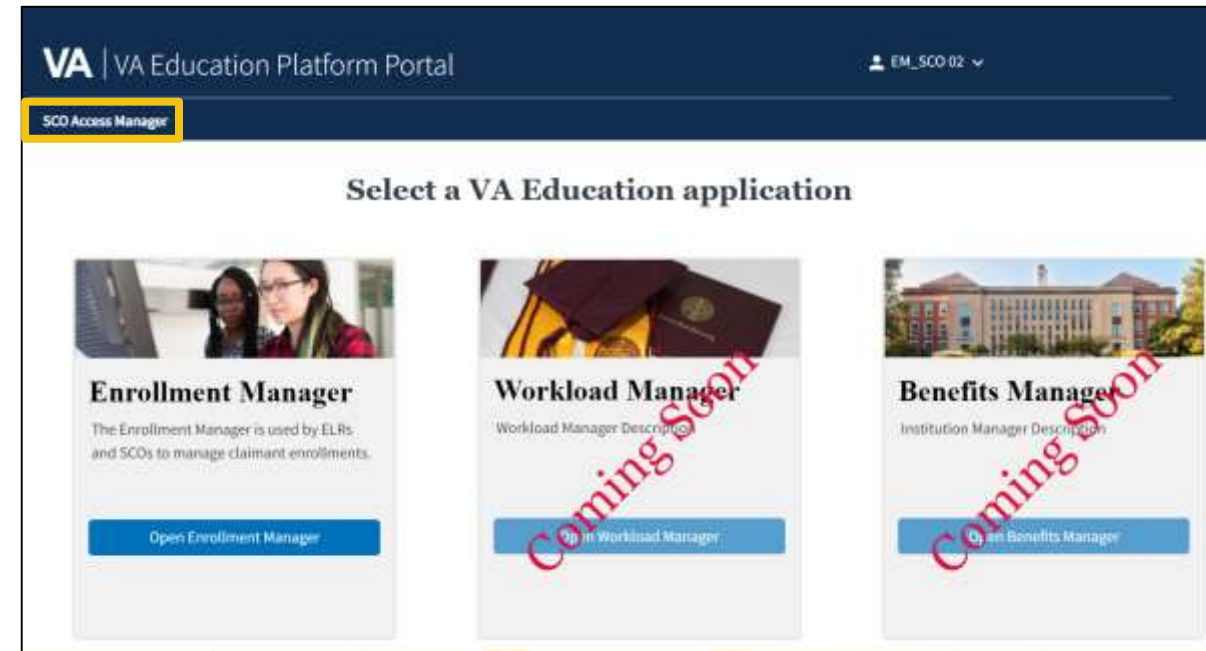
Revoking Access Cont'd

School Certifying
Official



If an Assistant or SCO Read Only user leaves an institution, use the following steps below to revoke their access from EM:

1. Once logged into the VA Education Platform Portal, select the **“SCO Access Manager”** button.



Revoking Access Cont'd 1

2. Search for the user that needs their access revoked by utilizing the following search fields:

- “First name”
- “Last name”
- “Email”
- “Status”

VA | VA Education Platform Portal

Home

EM_SCO 02

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	APPROVED	School Certifying Official Read Only	Feb 19, 2023	Feb 19, 2023	Facility Manager...	Revoke

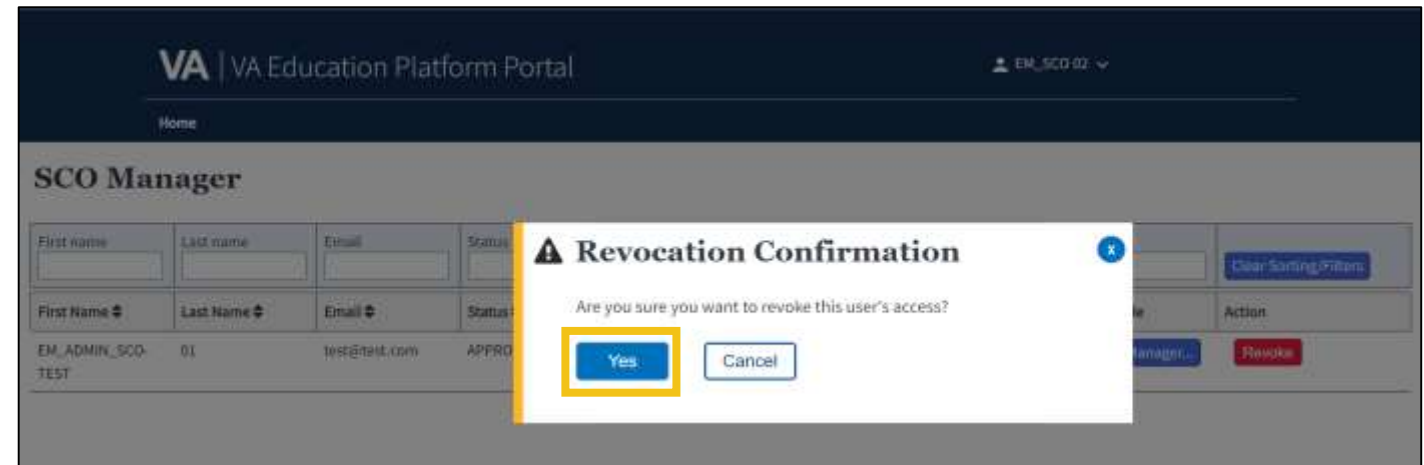
After selecting, then select the “Revoke” button on their profile.

Revoking Access Cont'd 2

School Certifying
Official



3. Select the **“Yes”** button in the **“Revocation Confirmation”** screen to confirm the user’s access is revoked.

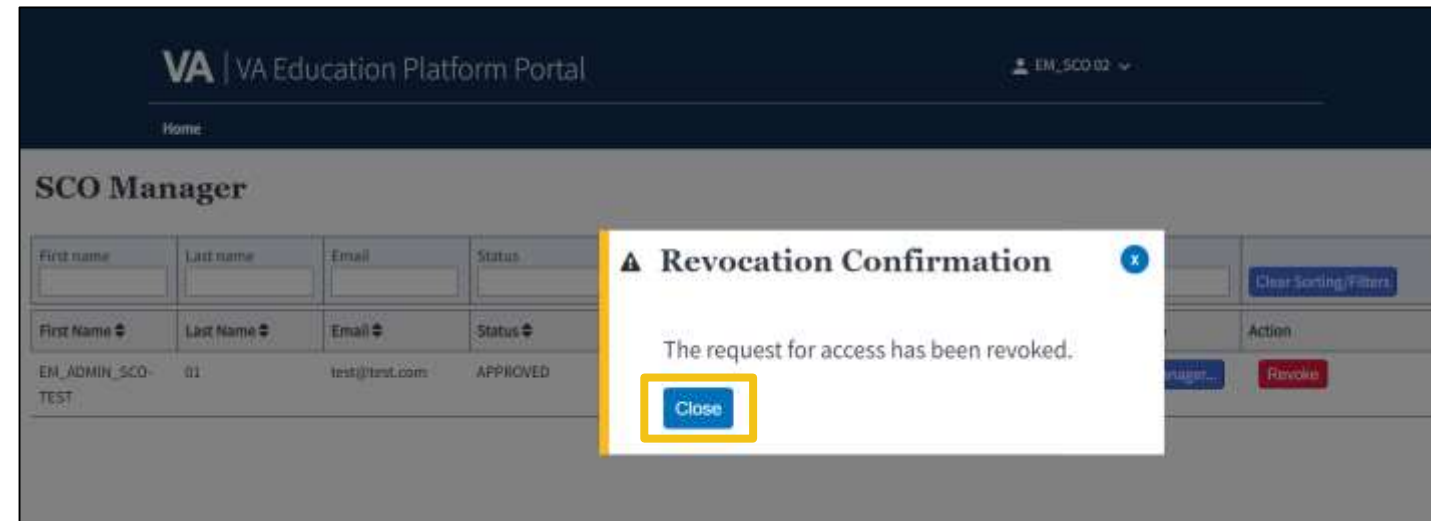


Revoking Access Cont'd 3

School Certifying
Official



4. Select the “**Close**” button in the “**Revocation Confirmation**” screen to exit the screen.





ASSIGNING AND UNASSIGNING FACILITIES



Assigning/Unassigning Facilities

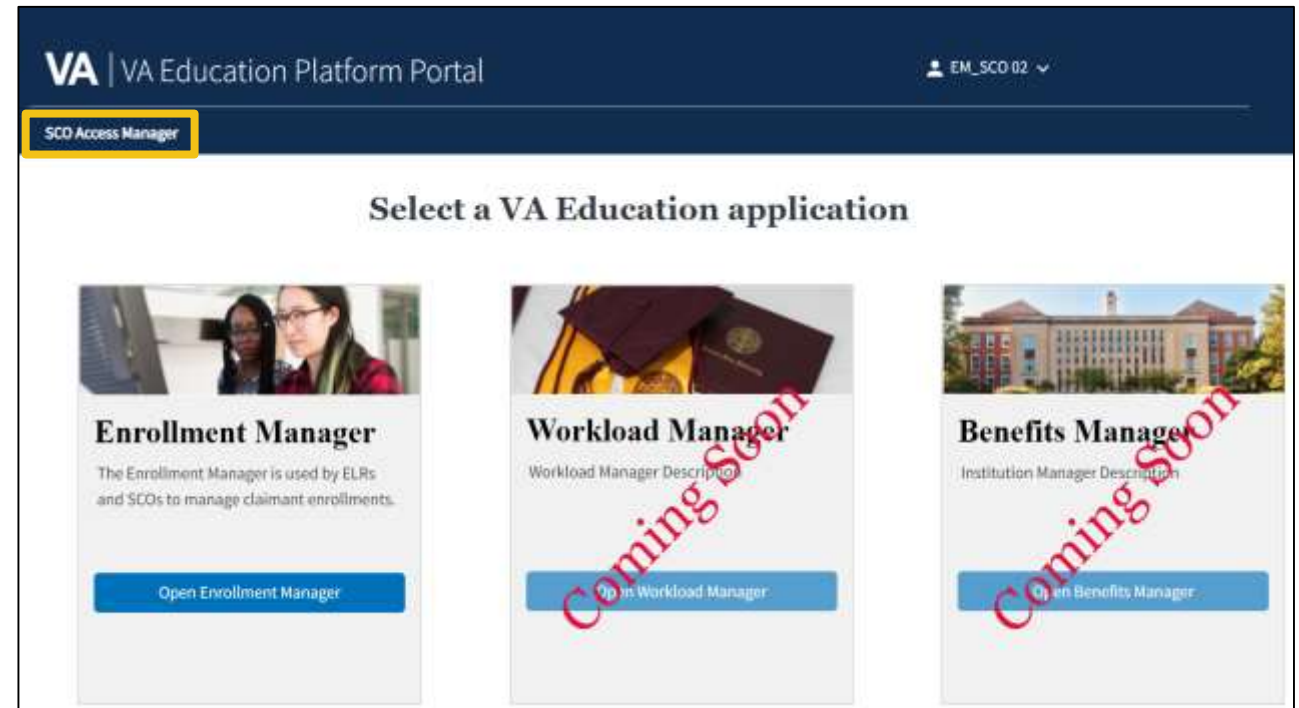
School Certifying
Official



SCOs can manage facility access for Assistants and SCO Read Only users who have access to EM.

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

1. Once logged into the VA Education Platform Portal, select the **“SCO Access Manager”** button.



Assigning/Unassigning Facilities Cont'd

School Certifying
Official



2. Search for the appropriate user profile by using the following search fields:

- “First name”
- “Last name”
- “Email”
- “Status”

Once the correct user is located, select the “**Facility Manager**” button.

The screenshot shows the VA Education Platform Portal. At the top, it says "VA | VA Education Platform Portal" and "EM_SCO 02". Below this is a "Home" link. The main section is titled "SCO Manager". It features a search bar with fields for "First name", "Last name", "Email", and "Status", which are highlighted with a yellow box. To the right of these fields is a "Facility" dropdown and a "Clear Sorting/Filters" button. Below the search bar is a table with columns: "First Name", "Last Name", "Email", "Status", "Requested Role", "Created Date", "Resolved Date", "Facility Code", and "Action". The first row of data shows "EM_ADMIN_SCO-TEST", "01", "test@test.com", "APPROVED", "School Certifying Official Read Only", "Feb 19, 2023", "Feb 19, 2023", and a "Facility Manager" button (highlighted with a yellow box) and a "Revoke" button.

Assigning/Unassigning Facilities Cont'd 1

School Certifying
Official



3. Search for facilities to assign to this user using the **"Name"** or **"Facility Code"** fields. On the right-hand side of the screen, SCOs can view a list of facilities already assigned to the Assistant or SCO Read Only user.

Note:

- SCOs should reference WEAMS or the VA Form 22-8794 to confirm the facility codes the SCO Read Only user should have access to. SCO Read Only user 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 EM 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. SCOs are responsible for approving and managing access for POCs.

The screenshot shows the 'Select Facilities' interface for a user named 'EM_ADMIN_SCO-TEST 01'. The interface is divided into two main sections: 'Available (4)' on the left and 'Assigned (1)' on the right. In the 'Available' section, there are search fields for 'Name' and 'Facility Code', both with placeholder text 'Enter school name (start with a char or more)' and 'Enter facility code' respectively. Below these fields is a list of facilities: 'CENTER FOR WHOLENESS AND HEALTH', 'CIVILIAN PERSONNEL ADVISORY CENTER', 'LA JOYA TECHING CENTER', and 'ZARAGOZA LOGISTICS CENTER'. To the right of this list are two buttons: a green 'Assign' button with a right-pointing arrow and a red 'UnAssign' button with a left-pointing arrow. At the bottom of the 'Available' section are 'Save' and 'Cancel' buttons. The 'Assigned' section on the right shows a list with one entry: 'CENTRAL TEXAS COLLEGE MARBLE FALLS'. Below this list is a 'Select/Unselect All' checkbox. The interface also includes a small 'Include extensions' checkbox and a 'Select/Unselect All' checkbox at the bottom right.

Assigning/Unassigning Facilities Cont'd 2

School Certifying
Official



4. Select the appropriate facility or facilities, select the **"Assign"** arrow, then select the **"Save"** button to add the facility to the user.

By default, the **"Include extensions"** checkbox is selected when the main campus indicated has extension campuses. The associated extensions will be automatically added to the selected user. If unapplicable, uncheck the button.

Note:

- Users must manually search for branch campuses to assign them to an Assistant or SCO Read Only user.
- 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.

The screenshot shows a web interface titled "Select Facilities" for user "EM_ADMIN_SCO-TEST 01". It features two main columns: "Available (4)" and "Assigned (1)". The "Available" column lists four facilities: "CENTER FOR WHOLENESS AND HEALTH", "CIVILIAN PERSONNEL ADVISORY CENTER", "LA JOYA TECHING CENTER", and "ZARAGOZA LOGISTICS CENTER". The "Assigned" column shows "CENTRAL TEXAS COLLEGE-MARBLE FALLS". Between the columns are three buttons: a green "Assign" button with a right arrow, a yellow "Include extensions" button with a checked checkbox, and a red "UnAssign" button with a left arrow. At the bottom of each column is a "Select/Unselect All" checkbox. A "Save" button is highlighted with a yellow box at the bottom left, and a "Cancel" button is next to it.

Assigning/Unassigning Facilities Cont'd 3

School Certifying
Official



5. To remove facility access for an Assistant or SCO Read Only user, select the facility name under the “**Assigned**” column and select the “**UnAssign**” arrow, then select the “**Save**” button.

Note: Multiple facilities can be unassigned simultaneously using the same method used in the previous step to assign multiple facilities.

The screenshot shows the 'Select Facilities' interface for user 'EM_ADMIN_SCO-TEST 01'. It features two main columns: 'Available (3)' and 'Assigned (2)'. The 'Available' column lists 'CIVILIAN PERSONNEL ADVISORY CENTER', 'LA JOYA TECHING CENTER', and 'ZARAGOZA LOGISTICS CENTER'. The 'Assigned' column lists 'CENTER FOR WHOLENESS AND HEALTH' and 'CENTRAL TEXAS COLLEGE-MARBLE FALLS'. Between the columns are three buttons: a green 'Assign' button with a right arrow, a yellow 'Include extensions' button with a checkmark, and a red 'UnAssign' button with a left arrow. At the bottom of each column is a 'Select/Unselect All' checkbox. A yellow box highlights the 'Save' button at the bottom left, and another yellow box highlights the 'UnAssign' button.



ENROLLMENT MANAGER MAIN TABS

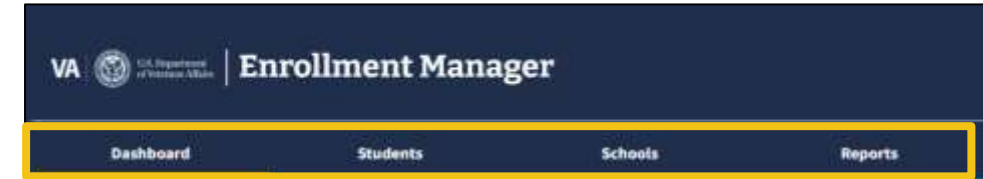


Enrollment Manager Main Tabs Cont'd



The four main navigation tabs for EM are detailed at the top of the screen. The next section details the main features of each tab.

- [Dashboard \(Default Section\)](#) – Navigate to page 88
- [Students Tab](#) – Navigate to page 91
 - Including Search and Add a Student, and main navigation of the Student profile
- [Schools](#) – Navigate to page 126
- [Reports](#) – Navigate to page 129



Note: The actions completed in each tab are dependent on the facility type you support. The rest of the tabs are described in each facility type section.



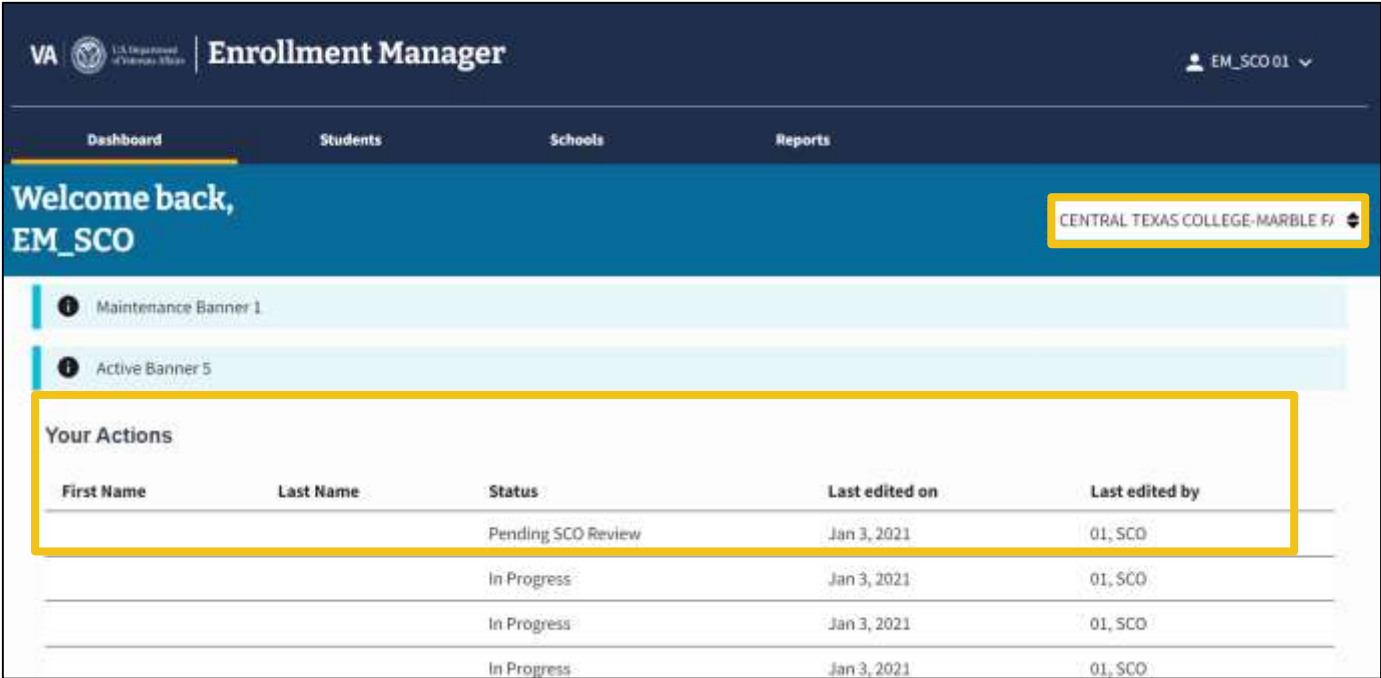
DASHBOARD TAB



Dashboard Tab Cont'd

The Dashboard includes helpful resources for users and the “**Your Actions**” section. This section organizes system actions by:

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



The screenshot shows the Enrollment Manager dashboard. At the top, there's a navigation bar with 'Dashboard', 'Students', 'Schools', and 'Reports'. Below this, a welcome message says 'Welcome back, EM_SCO'. A dropdown menu shows 'CENTRAL TEXAS COLLEGE-MARBLE F/'. The main content area has two banners: 'Maintenance Banner 1' and 'Active Banner 5'. Below the banners is a section titled 'Your Actions' which contains a table with the following data:

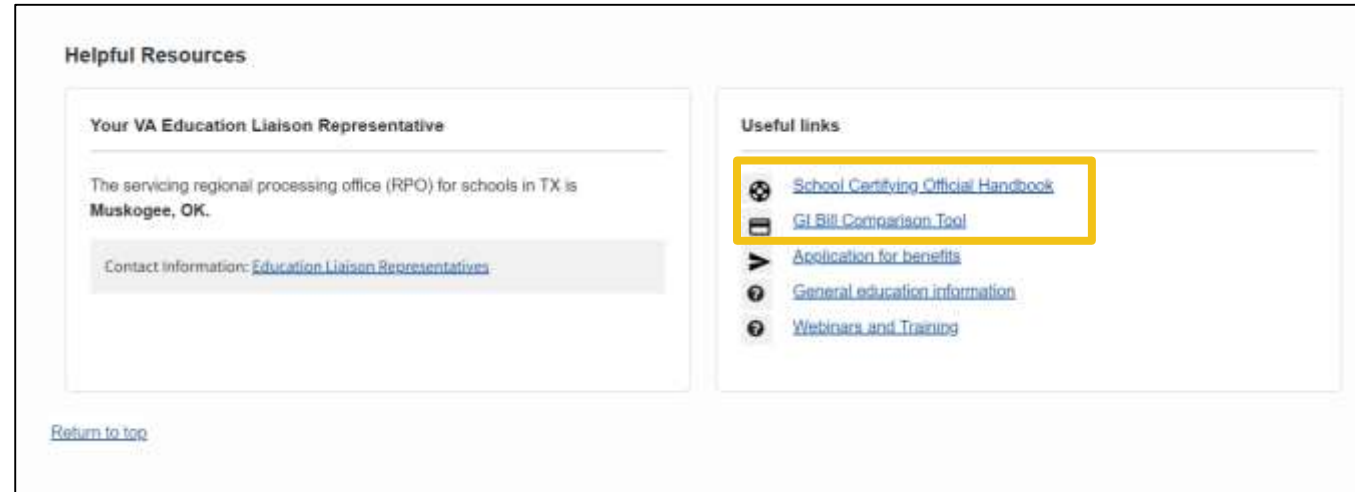
First Name	Last Name	Status	Last edited on	Last edited by
		Pending SCO Review	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO
		In Progress	Jan 3, 2021	01, SCO

Note:

- *Actions noted in the “Your Actions” section display students currently being worked on and have not yet been completed. It is a convenient way to access forms in-progress. Forms can be selected through the facility code dropdown function.*

Dashboard Tab Cont'd 1

Below the “**Your Actions**” section of the Dashboard are links in the “**Helpful Resources**” section. Links include the SCO Handbook and the GI Bill Comparison Tool.



The screenshot shows the 'Helpful Resources' section of a VA dashboard. It is divided into two main columns. The left column, titled 'Your VA Education Liaison Representative', contains text about the servicing regional processing office (RPO) for schools in TX being Muskogee, OK, and a link for 'Contact information: Education Liaison Representatives'. The right column, titled 'Useful links', contains a list of links: 'School Certifying Official Handbook', 'GI Bill Comparison Tool', 'Application for benefits', 'General education information', and 'Webinars and Training'. The first two links in the 'Useful links' column are highlighted with a yellow rectangular box.

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](#)

[Return to top](#)

Useful links

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



STUDENTS TAB



Students Tab Cont'd



From the “**Students**” tab, users can search for a student, add a student to a school, and review a student profile.

To begin, select the “**Students**” tab on the Dashboard menu.

VA Department of Veterans Affairs | Enrollment Manager | EM_SCO 01

Dashboard | **Students** | Schools | Reports

Welcome back, EM_SCO

CENTRAL TEXAS COLLEGE-MARBLE F/

Maintenance Banner 1

Active Banner 5

Your Actions

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



STUDENTS TAB

FINDING A STUDENT



Students Tab – Finding a Student

- Once you select the “**Students**” tab, select one of the two search options:
 - [Search my students](#) – Navigate to page 95
 - [Search all students](#) – Navigate to page 96

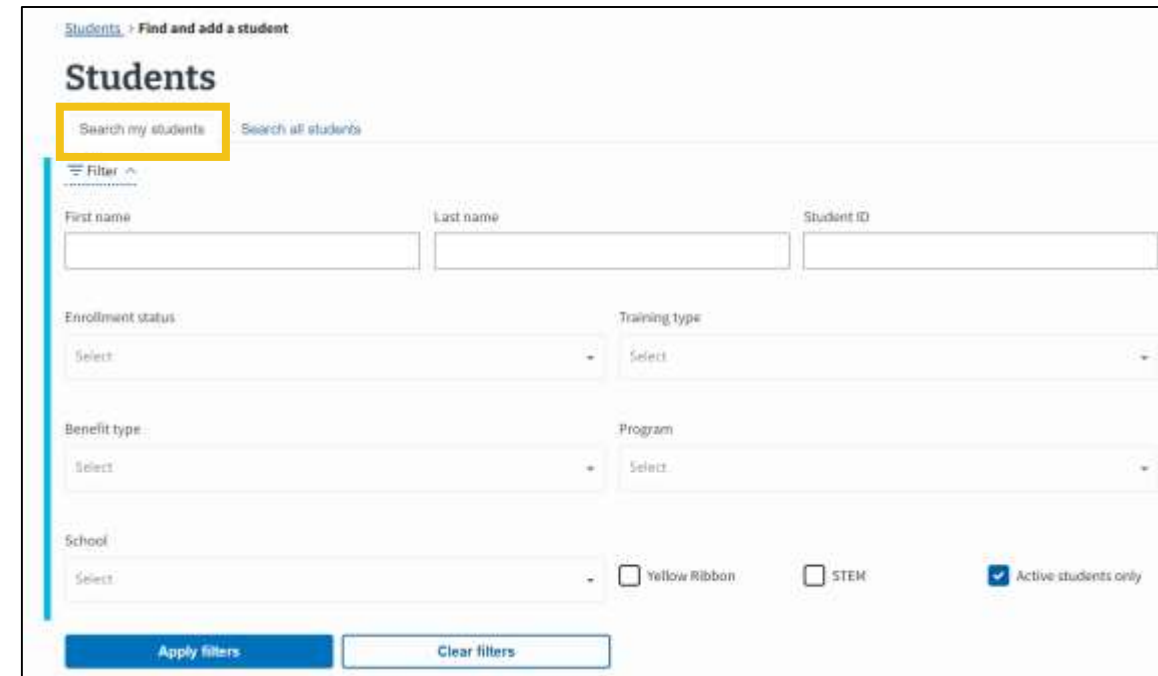
Using the “**Search all students**” functionality searches all data within the system. The “**Search my students**” function displays/searches all students that are at a facilities where the SCO has access. Depending on which option you select, different search field options populate.

Note:

- Before searching for a student, this page defaults to display “Active” students in alphabetical order.*
- Neither search option allows users to search for a student by SSN.*

Students Tab – Finding a Student Cont'd

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 dropdown options that are enabled and displayed if the **“Training type”** is IHL.

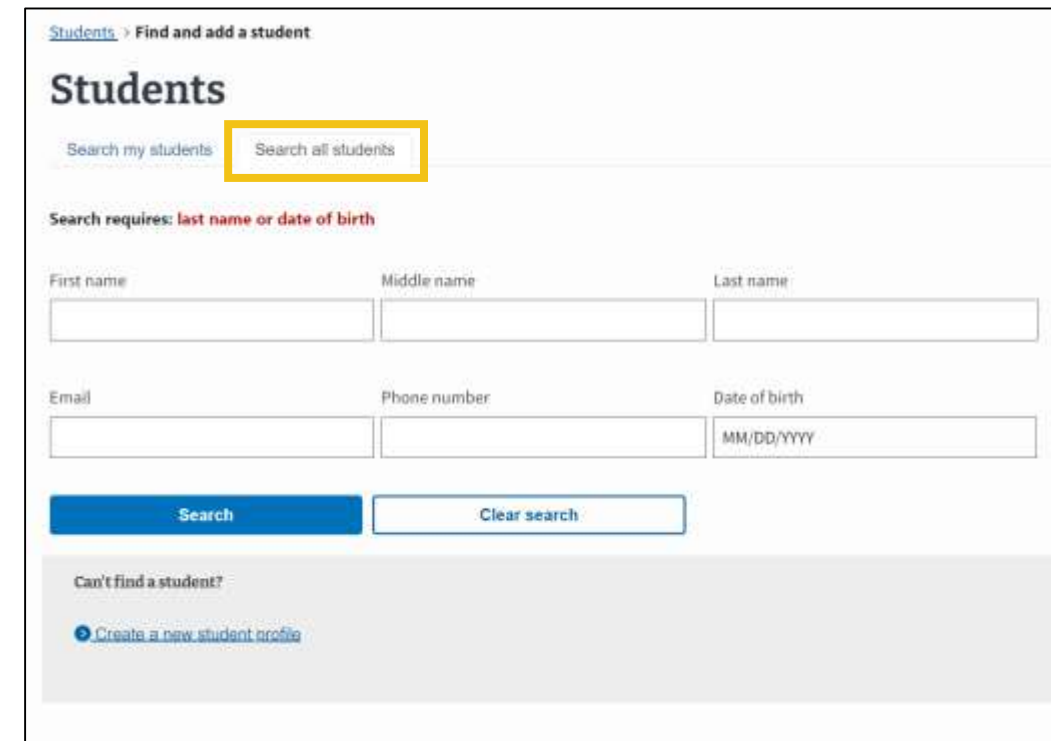
The screenshot shows the 'Students' search interface. At the top, there's a breadcrumb 'Students > Find and add a student'. Below it, the title 'Students' is displayed. A search bar with the placeholder 'Search my students' is highlighted with a yellow box, and a link 'Search all students' is next to it. A 'Filter' dropdown menu is open, showing a list of filters. The filters include: 'First name' (text input), 'Last name' (text input), 'Student ID' (text input), 'Enrollment status' (dropdown menu), 'Training type' (dropdown menu), 'Benefit type' (dropdown menu), 'Program' (dropdown menu), 'School' (dropdown menu), 'Yellow Ribbon' (checkbox), 'STEM' (checkbox), and 'Active students only' (checkbox, which is checked). At the bottom, there are two buttons: 'Apply filters' and 'Clear filters'.

Students Tab – Finding a Student Cont'd 1

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

Note:

- *Although all fields are not required to populate search results, there is minimum search criteria of first two letters of Last name or Date of Birth.*
- *If an SCO can't find a student using the correct Date of Birth, use 1/1/1900 and the correct last name when searching. This is will resolved in future iterations of EM.*

A screenshot of a web application interface for finding students. At the top, it says "Students > Find and add a student". Below this is a heading "Students". There are two search buttons: "Search my students" and "Search all students", with the latter highlighted by a yellow box. Below the buttons, a red message states "Search requires: last name or date of birth". There are six input fields arranged in two rows: "First name", "Middle name", "Last name" in the first row, and "Email", "Phone number", "Date of birth" in the second row. The "Date of birth" field has a placeholder "MM/DD/YYYY". Below the input fields are two buttons: "Search" (blue) and "Clear search" (white with blue border). At the bottom, there is a section titled "Can't find a student?" with a link "Create a new student profile" preceded by a plus icon.



STUDENTS TAB

ADDING A STUDENT



Students Tab – Adding a Student to a School

1. Once you have searched for a student, select the correct student from the list of results. Then, 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	-	-	-
RACHEL	SMITH	-	-	-
Joseph	Smith	-	-	-
Kevin	Smith	-	-	-
Shay	Smith	-	-	-

GARY SMITH
Date of birth 06/06/1992

[Add student to school](#)

[Go to profile](#)

Student's school
No schools

Contact information
Email address: gary.smith@gmail.com
Mobile phone
Home phone
Mailing address: 8055 Renault Dr
Grenloch, PA, 08032

[Return to top](#)

Students Tab – Adding a Student to a School Cont'd



2. The student's known biographical, benefit type, and contact information appears. Select the **“Continue”** button after you verify all the information.

Note:

- In the first release of EM, a SCO could edit biographical information; however, due to the system integration affecting multiple VA Systems, SCOs **must not** edit an existing student's address or other biological information.
- It is the responsibility of each student to update their address and any other biographical information. If the information is incorrect, students need to reach out to the Education Call Center (ECC) or AskVA (AVA).

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: 06/06/2000

Student ID: 00000000

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) Home

Address line 1: (*Required) Home

Address line 2:

Address line 3:

City: (*Required) Grenloch

State: (*Required) Pennsylvania

Postal code: (*Required) 08032

<< Back Continue >>

Students Tab – Adding a Student to a School Cont'd 1



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

Note:

- If a student is under the age of 18 years, a warning message displays.
- Each dropdown arrow highlights the following information:
 - **School** – Contains all the facilities to which the SCO has access.
 - **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 may still select the appropriate objective type within EM.
 - **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

Date of birth
02/11/2006

Warning : Student is under 18 years of age. Benefits may not be payable unless the student has a secondary school diploma (or equivalency certificate).

Students Tab – Adding a Student to a School Cont'd 2



4. Select the **“Add student”** button to complete adding this facility to the student.

*Note: If the student is attending multiple facilities, including branches or extensions, the SCO should select **“Add another school”**.*

Add student

GARY SMITH

2

 of 2 Select school and program

School and program information

CENTRAL TEXAS COLLEGE - MARBLE FALLS

IHL

Associate of Art

AAS CHILD DEVELOPMENT

Edit

Add another school

<< Back

Add student

Students Tab – Adding a Student to a School Cont'd 3



5. View the successfully added program under the 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



STUDENT PROFILE



Student Profile Cont'd

Once you are in the “**Students**” tab and selected a student, there are several tabs on a student’s profile. Select the hyperlinked text or navigate to the corresponding page number:

- [Enrollments Tab](#) – Navigate to page 105
- [Student Info Tab](#) – Navigate to page 107
- [Programs Tab](#) – Navigate to page 111
- [Benefits Tab](#) – Navigate to page 120
- [Notes Tab](#) – Navigate to page 122
- [History Tab](#) – Navigate to page 124
- [Reports Tab](#) – Navigate to page 129

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



STUDENT PROFILE

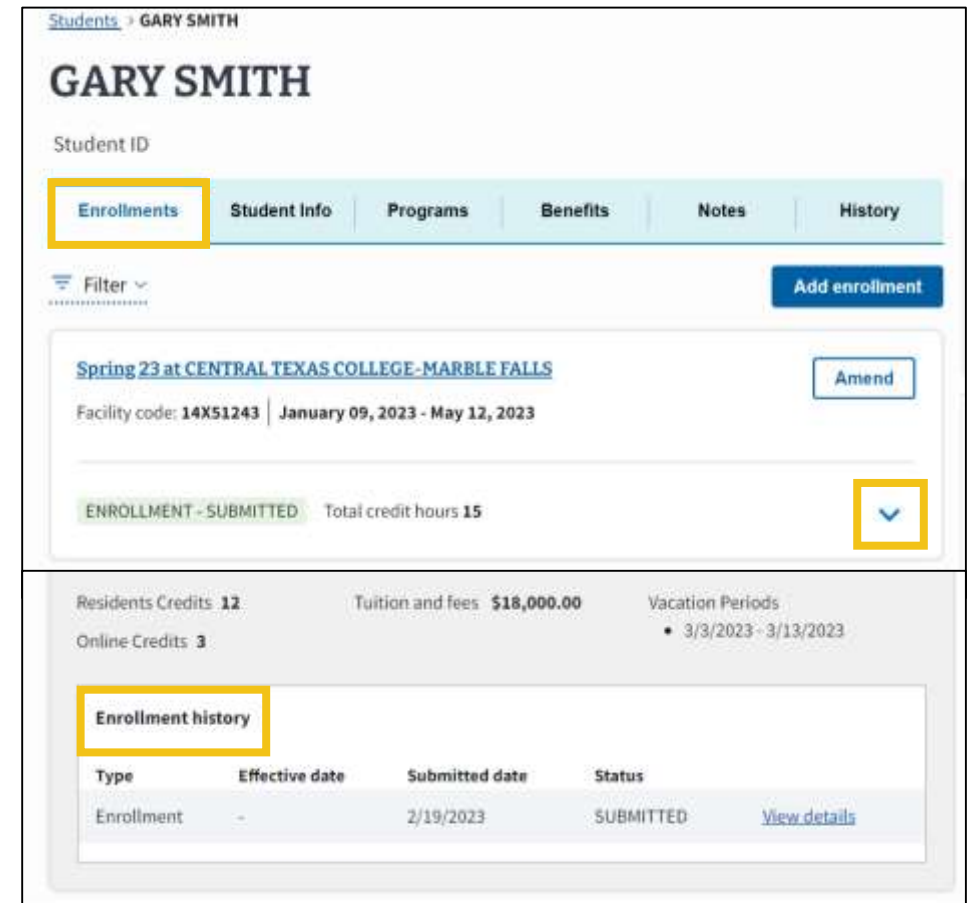
ENROLLMENTS TAB



Student Profile – Enrollments Tab

The first tab in the student profile is the “**Enrollments**” tab. From this tab, SCO’s can view all student enrollments and enrollment statuses, add enrollments, and amend enrollments. Additional details including the “**Enrollment history**” are displayed by selecting the “**V**” button to expand.

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



The screenshot shows the 'Enrollments' tab for a student named GARY SMITH. The 'Enrollments' tab is highlighted with a yellow box. Below the tabs, there is a filter dropdown and an 'Add enrollment' button. A specific enrollment is listed for 'Spring 23 at CENTRAL TEXAS COLLEGE - MARBLE FALLS' with facility code 14X51243 and dates from January 09, 2023, to May 12, 2023. An 'Amend' button is next to it. Below this, the status is 'ENROLLMENT - SUBMITTED' with a total of 15 credit hours. A blue dropdown arrow is highlighted with a yellow box. At the bottom, there is a section for 'Enrollment history' with a table showing the enrollment details.

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



STUDENT PROFILE

STUDENT INFO TAB



Student Profile – Student Info Tab



The second tab in the student 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:

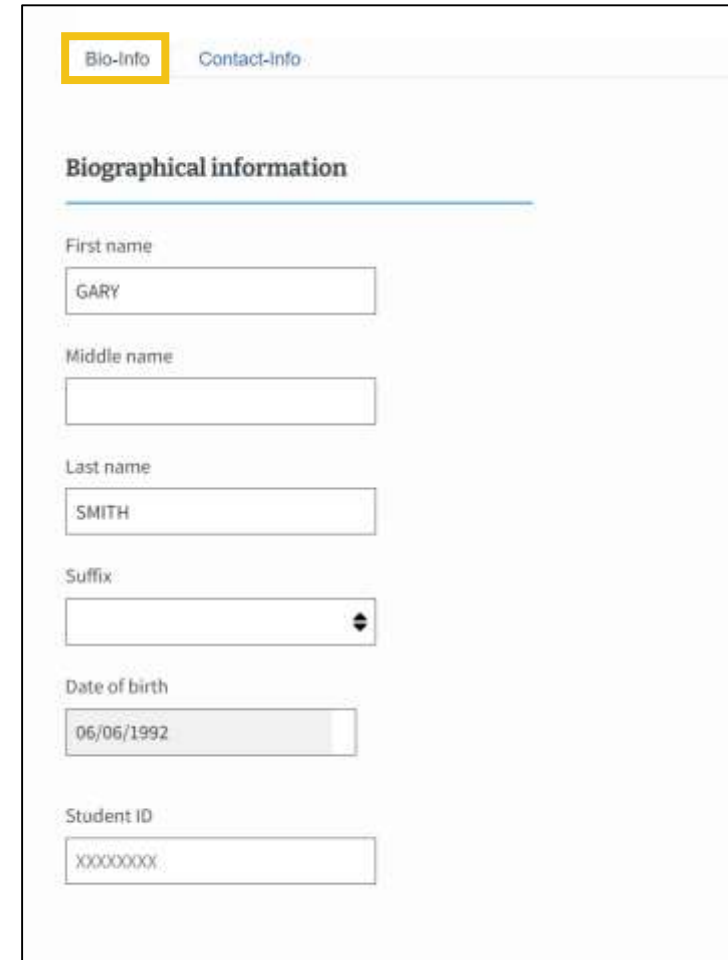
Mailing address: 8055 Renault Dr
Grenloch, PA, US 08032

Student Profile – Student Info Tab Cont'd

Section 1: The “**Bio-Info**” tab lists a student’s personal information, such as “First name”, “Last name”, “Date of birth”, and “Student ID”.

Note:

- *Information can be updated in the corresponding fields, excluding the Date of Birth. If the Date of Birth is inaccurate, students need to reach out to VA and request their information is correctly updated.*



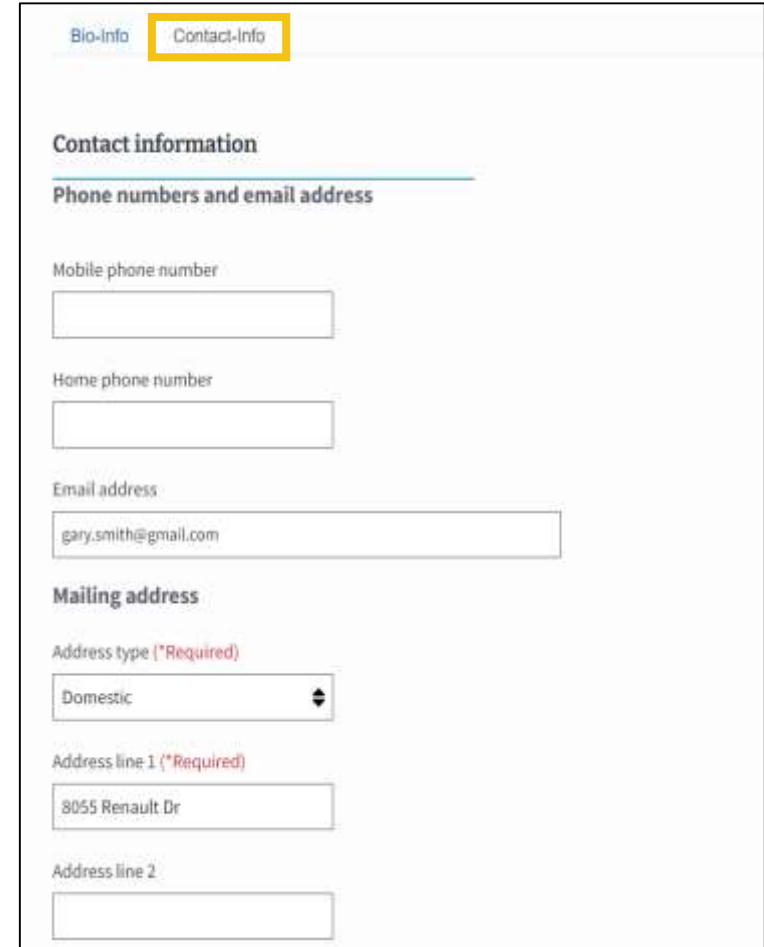
The screenshot shows the 'Bio-Info' tab selected in a student profile interface. The 'Contact-Info' tab is also visible. The 'Biographical information' section contains the following fields:

- First name: GARY
- Middle name: (empty)
- Last name: SMITH
- Suffix: (empty dropdown menu)
- Date of birth: 06/06/1992
- Student ID: XXXXXXXX

Student Profile – Student Info Tab Cont'd 1

Section 2: The “**Contact-Info**” tab includes a student’s phone number, email address, and mailing address.

Note: Please do not change the contact information. If any of the fields are inaccurate have the student reach out to VA to request their information is correctly updated.

A screenshot of a web form titled "Contact-Info" which is highlighted with a yellow border. The form is divided into two main sections: "Contact information" and "Mailing address". Under "Contact information", there is a sub-section "Phone numbers and email address" containing three input fields: "Mobile phone number", "Home phone number", and "Email address". The "Email address" field contains the text "gary.smith@gmail.com". Under "Mailing address", there is a sub-section "Mailing address" containing three input fields: "Address type (*Required)" with a dropdown menu showing "Domestic", "Address line 1 (*Required)" with the text "8055 Renault Dr", and "Address line 2" which is currently empty.



STUDENT PROFILE

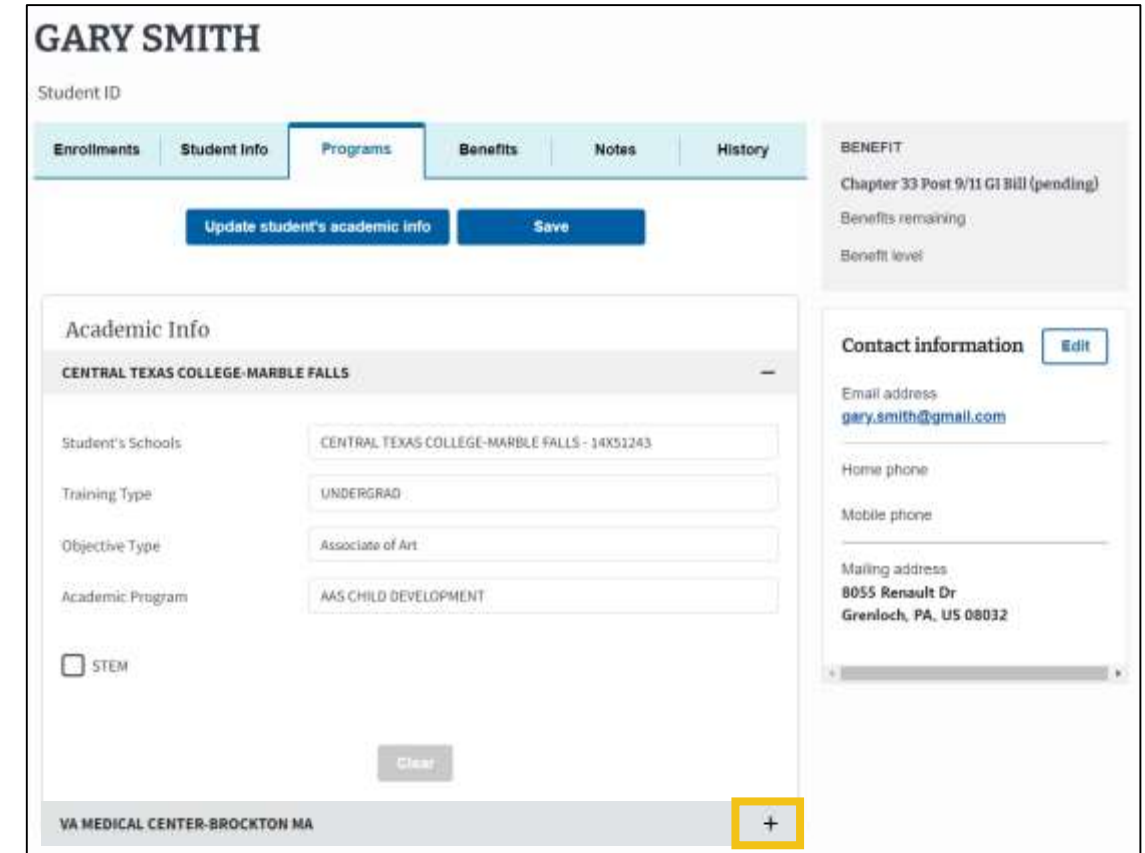
PROGRAMS TAB



Student Profile – Programs Tab

The third tab in the student profile is the “**Programs**” tab, which displays both previous and current programs a student is enrolled in by facility. The top program listed is the current or active program the student is pursuing.

Note: This view only populates programs at the SCO’s designated school. If necessary, select the “+” to view programs at other facilities.



The screenshot shows the 'Programs' tab for a student named GARY SMITH. The interface includes tabs for Enrollments, Student Info, Programs (active), Benefits, Notes, and History. Below the tabs are buttons for 'Update student's academic info' and 'Save'. The main section is titled 'Academic Info' and lists 'CENTRAL TEXAS COLLEGE-MARBLE FALLS' as the current program. Fields for 'Student's Schools', 'Training Type' (UNDERGRAD), 'Objective Type' (Associate of Art), and 'Academic Program' (AAS CHILD DEVELOPMENT) are visible. A 'STEM' checkbox is present. On the right, there is a 'Contact information' section with an 'Edit' button and fields for email, home/mobile phone, and mailing address. At the bottom, a list shows 'VA MEDICAL CENTER-BROCKTON MA' with a yellow box highlighting a '+' icon to view programs at other facilities.

Student Profile – Programs Tab – STEM Scholarship



1. If applicable, SCOs must choose if the student is a STEM scholarship recipient by selecting 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: Bachelors of Science
Academic Program: BIOLOGY

☒ 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

Student Profile – Programs Tab – STEM Scholarship

Cont'd



2. Once the box is checked, another box appears allowing the SCO 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. CIP Code is not required to save changes.*

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 Bachelors of Science

Academic Program BIOLOGY

☒ STEM

Clear

Student Profile – Programs Tab – Updating Student's Academic Info



1. To make changes to a student's program or school, select the **“Update student's academic info”** button and then select the **“Add another school”** button.

A screenshot of the 'Update Academic Info' form for a student named GARY SMITH. The form is part of a larger system with tabs for Enrollments, Student Info, Programs, Benefits, Notes, and History. The 'Programs' tab is active. Below the tabs, there are two buttons: 'Update student's academic info' (highlighted with a yellow box) and 'Save'. Below these buttons, there is a breadcrumb trail: 'Students > GARY SMITH > Update Academic Info'. The main heading is 'Update Academic Info', followed by the instruction 'Please enter additional information about your student's program'. Under the heading 'School and program information', there is a form with the following fields: 'CENTRAL TEXAS COLLEGE-MARBLE FALLS' (with an 'Edit' button), 'IHL', 'Bachelors of Science', and 'BIOLOGY'. At the bottom of the form, there is a button 'Add another school' (highlighted with a yellow box) and a 'Submit' button.

Student Profile – Programs Tab – Updating Student's Academic Info Cont'd



2. Please note that any mismatched information produced during the migration to EM removes the editing capability of that information.

Note: The data migration process is the transfer of system data from the previously used VA-ONCE to the newly adapted system, EM. Any mismatched information produced during the data migration process will remain non-editable.

School and program information

CENTRAL TEXAS COLLEGE-MARBLE FALLS

IHL

.Bachelors of Science

.BIOLOGY

Edit

Student Profile – Programs Tab – Updating Student’s Academic Info Cont’d 1



3. In the “**Additional school and program**” section, select the appropriate dropdown option for the “**School**”, “**Training type**”, “**Objective type**”, and “**Program**” fields.
4. Once you have made your selection, then select the “**Save this school**” button to confirm the changes.

A screenshot of a web form titled "School and program information". The form has two main sections. The top section, "CENTRAL TEXAS COLLEGE-MARBLE FALLS", contains fields for "IHL", "Bachelors of Science", and "BIOLOGY", with an "Edit" button. The bottom section, "Additional school and program", contains four dropdown menus: "School (*Required)" with "CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14X51243", "Training type (*Required)" with "IHL", "Objective type (*Required)" with "Bachelors of Science", and "Program (*Required)" with "CHEMISTRY". Below these are two buttons: "Cancel this addition" and "Save this school". At the bottom of the form are "Add another school" and "Submit" buttons. A yellow box highlights the four dropdown menus and the "Save this school" button.

Student Profile – Programs Tab – Updating Student's Academic Info Cont'd 2



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

A success banner appears noting that the academic information has been updated successfully.

The screenshot shows the 'Update Academic Info' form with two entries for Central Texas College - Marble Falls. The first entry is for Biology, and the second is for Chemistry. The 'Submit' button is highlighted with a yellow box. A success banner at the top of the form states 'Success! Academic Info has been updated successfully'. Below the banner, the student's profile for Gary Smith is shown, including tabs for Enrollments, Student Info, Programs, Benefits, Notes, and History. The 'Enrollments' tab is active, showing a list of enrollments with columns for Facility code, Start date, End date, and Credit hours. The enrollment for Spring 23 at Central Texas College - Marble Falls is highlighted. The 'Submit' button is also highlighted with a yellow box.

Student Profile – Programs Tab – Adding a Guest Student

1. If you need to add a student as a guest student, the student first must be added to the SCO's facilities before. After this, in the Academic Info section the SCO will choose the **“Objective type”** of the student's degree program at the Primary school.
2. When the **“Guest student”** checkbox is selected, the **“Program”** dropdown auto fills with **“Guest Student”**. This triggers the **“Parent Facility”** text field to appear.
3. In the **“Parent Facility”** field, enter the name and choose from the populated choices.
4. To finalize this process, select the **“Save this school”** button.

Note: Guest students are uncommon at NCD facilities.

The form consists of several sections:

- Additional school and program:**
 - School (*Required): BIOLA UNIVERSITY - 31938105
 - Training type (*Required): IHL
 - Objective type (*Required): Associate of Science
 - ☒ Guest student
 - Program (*Required): Select one
- Buttons:** Cancel this addition, Add school or program, Submit
- Parent Facility (*Required):**
 - Liberty univ
 - Suggestions: WEST LIBERTY UNIVERSITY - 13800048, LIBERTY UNIVERSITY - 31926246
- Buttons:** Cancel this addition, Save this school



STUDENT PROFILE

BENEFITS TAB



Student Profile – Benefits Tab

The fourth tab in the student profile is “**Benefits**”, which provides information about what benefits 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 Chapter 33 entitlement. This tool is convenient to reference if students would like an update on how long benefits are available to them. The information does not display for Chapter 31. If a student is eligible for more than one benefit, the most recent displays.

- Note:*
- This information is hidden if the student chooses to opt out of this information being shared. Benefits reflect approved and active benefit types for students.
 - Remaining entitlement displayed is based on last award action for entire term. For example, if we processed an award at full time for Summer 2023, the entitlement shown reflects what remains after the Summer term ends.

Enrollments	Student Info	Programs	Benefits	Notes	History
Current benefit type ⓘ Chapter 33 Post 9/11 GI Bill Benefit level 100 Yellow ribbon ✓ Entitlement remaining 36-00 Current facility code 25036004					
CURRENT BENEFIT Chapter 33 Post 9/11 GI Bill Benefits remaining 36-00 Benefit level 100 Contact information Edit Email address Home phone Mobile phone Mailing address					



STUDENT PROFILE

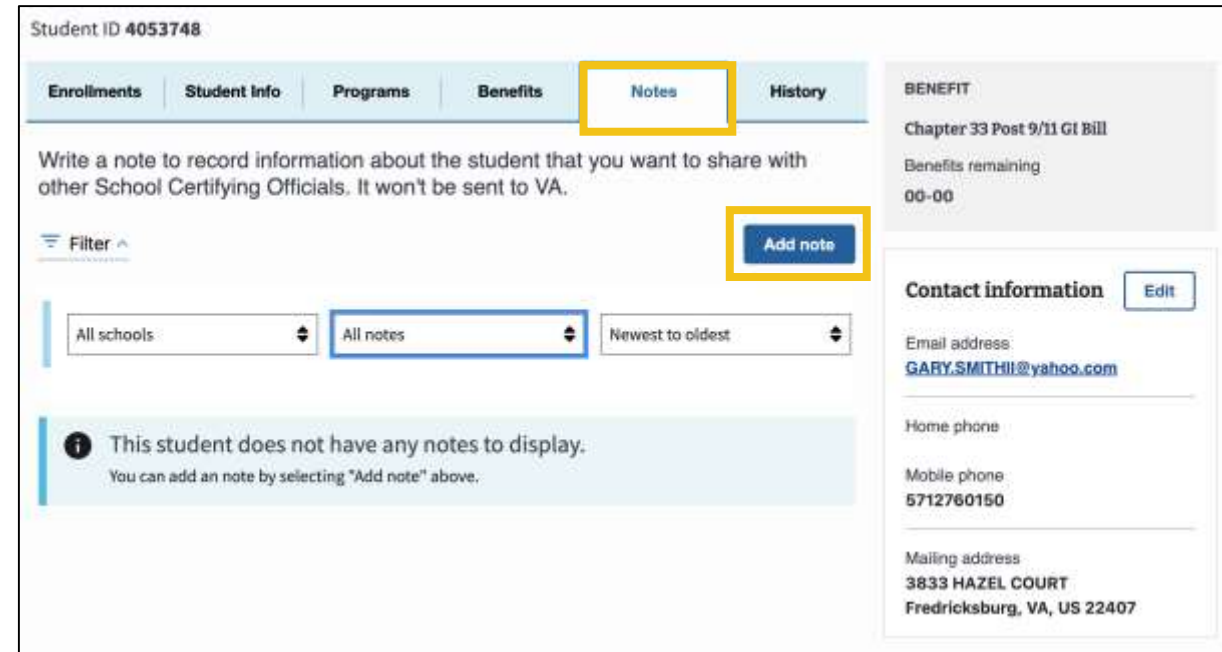
NOTES TAB



Student Profile – Notes Tab

The fifth tab in the student 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 profile by selecting the “**Add note**” button.

Note: Notes are visible in EM for you and all other SCOs to view. Notes are not transmitted to Regional Processing Offices (RPO), Veterans Claims Examiners (VCE), or VA Central Office, but can be viewed by VA employees with EM access. Notes can be filtered and added by facility name.



The screenshot shows the 'Notes' tab for a student with ID 4053748. The interface includes a navigation bar with tabs: Enrollments, Student Info, Programs, Benefits, Notes (highlighted), and History. Below the tabs, there is a text prompt: '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.' To the right of this prompt is a blue 'Add note' button. Below the prompt, there are three filter dropdowns: 'All schools', 'All notes' (highlighted), and 'Newest to oldest'. A message box states: 'This student does not have any notes to display. You can add an note by selecting "Add note" above.' On the right side of the interface, there is a 'BENEFIT' section showing 'Chapter 33 Post 9/11 GI Bill' and 'Benefits remaining: 00-00'. Below that is a 'Contact information' section with an 'Edit' button, displaying email, home phone, mobile phone, and mailing address.



STUDENT PROFILE

HISTORY TAB



Student Profile – History Tab

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

Student ID

Enrollments

Student Info

Programs

Benefits

Notes

History

Filter

User types

Action types

Schools

All

All

All

Sort date by: Newest to oldest

System update processed automatically

Enrollment under review

January 1, 2023 - March 1, 2023

CENTER FOR WHOLENES AND HEALTH - 25036004

05/31/2023 1:00:07 PM | SYSTEM

Enrollment submitted

Added January 1, 2023 - March 1, 2023

CENTER FOR WHOLENES AND HEALTH - 25036004

05/31/2023 12:57:57 PM | SCD 01 | SCHOOL

Benefit updated

Benefit type added Chapter 33 Post 9/11 GI Bill

CENTER FOR WHOLENES AND HEALTH - 25036004

05/31/2023 12:48:38 PM | SCD 01 | SCHOOL

CURRENT BENEFIT

Chapter 33 Post 9/11 GI Bill

Benefits remaining 36-00

Benefit level 100

Contact information

Edit

Email address

Home phone

Mobile phone

Mailing address 8989 South St
Madison, TN , US 37115



STUDENT PROFILE

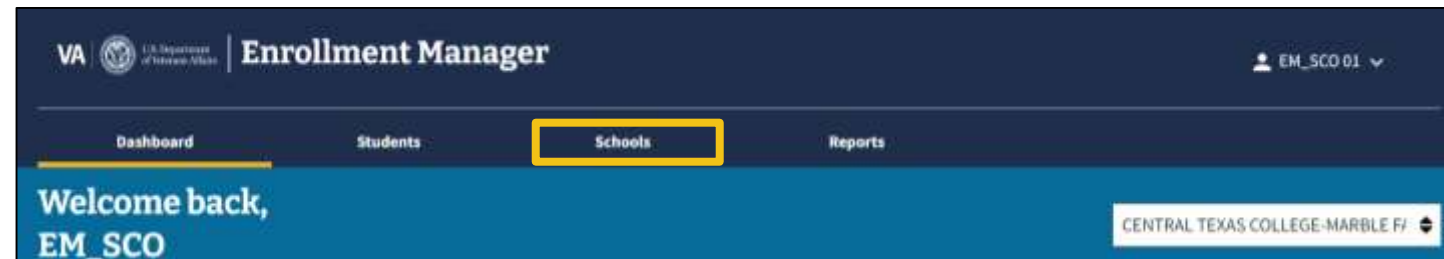
SCHOOLS TAB



Schools Tab Cont'd



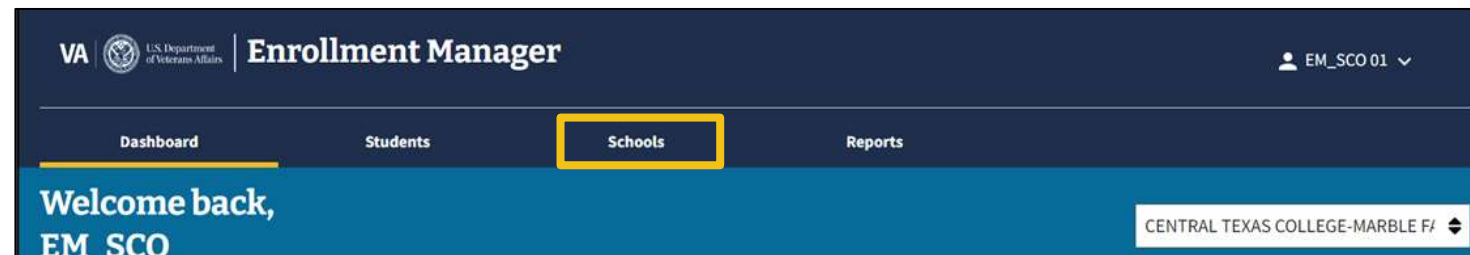
To access preset enrollments, select the “**Schools**” tab on the Menu Bar.



Schools Tab Cont'd 1



The “**Schools**” tab displays 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 SCO 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



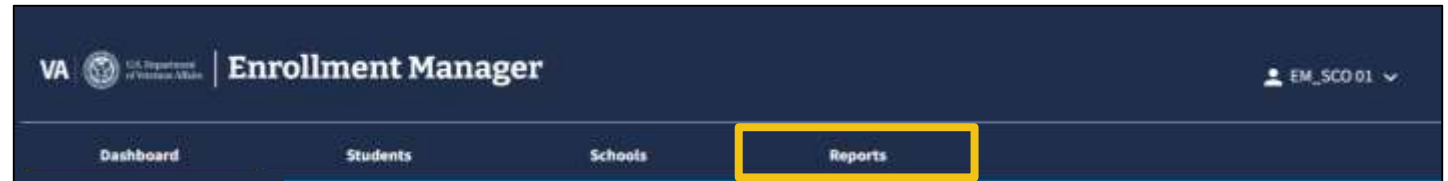
STUDENT PROFILE **REPORTS TAB**



Reports Tab Cont'd



1. To generate a report, navigate to the **“Reports”** tab in EM.



Reports Tab Cont'd 1



2. Type in the correct facility code in the “**Facility Code**” field.
3. Next, enter the period for the report in the “**Begin date**”. The “**End date**” auto-populates to a week after the “**Begin date**”.

The screenshot shows the "Enrollment Manager" interface. The top navigation bar includes "VA", "U.S. Department of Veterans Affairs", and "Enrollment Manager". The user is logged in as "EM_SCO 01". The "Reports" tab is selected. The "Reports" section contains a form with the following fields: "Facility code (*Required)" with a dropdown menu showing "All"; "Begin date (*Required)" with a date input field showing "MM/DD/YYYY" and a calendar icon; "End date" with a date input field showing "MM/DD/YYYY" and a calendar icon; and "Type of report (*Required)" with a dropdown menu showing "Select your option". Below the form, there is a section titled "Selected schools" with a list of schools: "14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS", "10513217 - CIVILIAN PERSONNEL ADVISORY CENTER", "14X49743 - LA JOYA TECHING CENTER", "31300278 - ZARAGOZA LOGISTICS CENTER", and "25036004 - CENTER FOR WHOLENESS AND HEALTH". A "Generate report" button is located at the bottom of the form.

Reports Tab Cont'd 2



4. Choose either “**Summary**” or “**Detail**” in the “**Type of report**” dropdown. Once all pertinent information has been entered, select the “**Generate report**” button to create your new weekly report.

VA Enrollment Manager

Dashboard Students Schools **Reports**

Reports

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

All 02/05/2023 02/11/2023 Summary

Selected schools

14XS1243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS 10S13217 - CIVILIAN PERSONNEL ADVISORY CENTER 14X49743 - LA JOYA TECHING CENTER

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

Generate report

Reports Tab Cont'd 2



4. Choose either **“Summary”** or **“Detail”** in the **“Type of report”** dropdown. Once all pertinent information has been entered, select the **“Generate report”** button to create your new weekly report.

Reports Tab Cont'd 3



4. Once all pertinent information has been entered, select the “**Generate report**” button to create your new weekly report.

Note:

- *The Summary report shows you the total number of enrollments, amendments, terminations, and monthly certifications that were processed at the chosen facility.*
- *EM can generate a Weekly Summary Report and a Weekly Detail Report. The Summary Report provides statistics of records submitted in each week, and the Detail Report provides a full readout of each record submitted in a given week. The Detail Report can be exported as a PDF file containing the PDF forms of each record - 22-1999s, 22-1999bs, etc. - allowing schools to keep these records on file offline.*

Reports Tab Cont'd 4

An example of a “**Detail**” report – pertaining to one facility code and containing one student’s information is shown on the right. 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

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

Reports Tab Cont'd 5



Additional information such as the student's **“Training type”**, **“Benefit type”**, and **“Resident hours”** and **“Online hours”** is displayed.

Note:

- *Export Reports can be used to export and 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, a 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

14XS1243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS

10513217 - CIVILIAN PERSONNEL ADVISORY CENTER

14X48743 - LA JOYA TECHING CENTER

31300270 - ZARAGOZA LOGISTICS CENTER

25036004 - CENTER FOR WHOLENES AND HEALTH

Generate report

Filter

Facility code	Enrollment type	Student name	Status	SCO	Submission date
14XS1243	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



CERTIFICATIONS BY FACILITY TYPE



Certifications by Facility Type Cont'd

The process for certifying enrollments depends on your facility type. Locate your facility or program type. Select the hyperlinked text or navigate to the corresponding page number:

- [Institutions of Higher Learning \(IHL\)](#) – Navigate to page 138
- [Non-College Degree Programs \(NCD\)](#) – Navigate to page 178
- [On-the-Job Training /Apprenticeship \(OJT/APP\) Programs](#) – Navigate to page 217
- [Flight Schools](#) – Navigate to page 250

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



INSTITUTION OF HIGHER LEARNING



IHL – Table of Contents

Select the hyperlinked text or navigate to the corresponding page number:

- [Add a Preset Enrollment](#) – Navigate to page 141
- [Edit a Preset Enrollment](#) – Navigate to page 148
- [Add and Submit an Enrollment](#) – Navigate to page 152
- [Amend an Enrollment](#) – Navigate to page 165

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

IHL – Preset Enrollment Overview



Preset enrollments are term dates on approved school calendars that can be pre-populated. In EM,

- The “**Active**” status for preset enrollments refers to enrollment periods currently being used and displayed in your dropdown menu.
- The “**Inactive**” status refers to enrollment periods you no longer wish to see displayed. These are usually terms in the past you are no longer certifying.

INSTITUTION OF HIGHER LEARNING

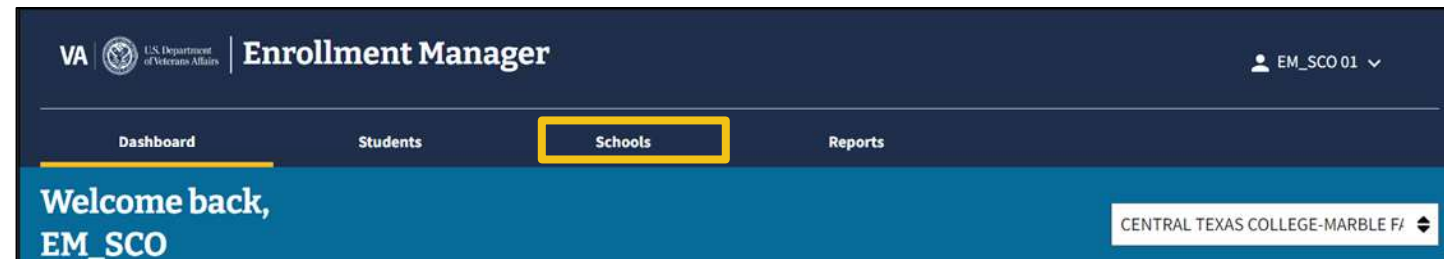
ADD A PRESET ENROLLMENT



Add a Preset Enrollment



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



Add a Preset Enrollment Cont'd

The “**Schools**” tab displays 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 SCO 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 dateAug 14, 2023
End dateDec 8, 2023

Edit preset enrollment

Vacation Periods

No vacation period in this enrollment.

Associated schools

LA JOYA TECHING CENTER

Add a Preset Enrollment Cont'd 1

1. Select the “**Create preset enrollment**” button.

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

Add a Preset Enrollment – Basic information

2. Input the following information under the **“Basic Information”** section:

- **“Name”** – Of Enrollment Period is an optional field (e.g., Fall 2021, Spring 2022)
- **“School”** – Dropdown list contains all facilities the SCO has access to
- **“Begin date”**
- **“End date”**

Note: A warning message will appear if the begin date inputted is more than 180 days (6 months) in the future.

New preset enrollment

Basic information

Name

ex: 2021 Fall, Spring 22

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

School (*Required)

Select your option

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS ✕

Begin date (*Required)

MM/DD/YYYY

End date (*Required)

MM/DD/YYYY

Add a Preset Enrollment – Vacation periods

- Input any relevant **“Vacation Periods”** coinciding with this enrollment and select the **“Save vacation period”** button. Select the **“Delete”** button to discard the vacation period.

Note: The term holiday vacation means a customary, reasonable vacation period that is identified as a holiday vacation in the educational institution's literature, approved by the State Approving Agency of jurisdiction. Vacation Periods should not be entered unless they are seven or more calendar days long. Vacation Periods are used when certifying non-standard enrollment periods for all benefits. You can hover over the “What Constitutes a Vacation Period?” text for more information. This newly created preset enrollment associates with the specific facility when creating a preset enrollment.

Vacation periods

What counts as a vacation period? ▾

Vacation Begin Date (*Required)

Vacation End Date (*Required)

Save vacation period

Delete

+ 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

Add a Preset Enrollment – Vacation periods Cont'd



4. Select the “**Create preset enrollment**” button 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

INSTITUTION OF HIGHER LEARNING

EDIT A PRESET ENROLLMENT

Edit a Preset Enrollment

1. To edit a preset enrollment, select the specific enrollment to be updated, then select the “**Edit preset enrollment**” button.

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

Fall 23

ACTIVE

Begin date **Aug 14, 2023**

End date **Dec 8, 2023**

[Edit preset enrollment](#)

Edit a Preset Enrollment Cont'd

- Correct existing information for this preset enrollment period such as the begin or end date or vacation period dates. The school cannot be changed while editing a preset enrollment. Select the “**Save preset enrollment**” button when finished making edits.

Fall 23

Basic information

Name

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

School (*Required)

Begin date (*Required)

End date (*Required)

Vacation periods

What counts as a vacation period? ▾

Vacation Period

+ 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

Vacation periods

What counts as a vacation period? ▾

Vacation Period

Edit

+ Vacation period

Edit a Preset Enrollment Cont'd 1

When preset enrollment periods are edited:

- New, updated preset enrollment appears as **“Active”**.
- Old enrollment appears as **“Inactive”**.

Note: Certifications already submitted using the original preset enrollment do not automatically change. If changes need to be made to certifications that were already submitted, the SCO must amend the certification to change the certified dates and/or vacation period.

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

INSTITUTION OF HIGHER LEARNING **ADD AND SUBMIT AN ENROLLMENT**



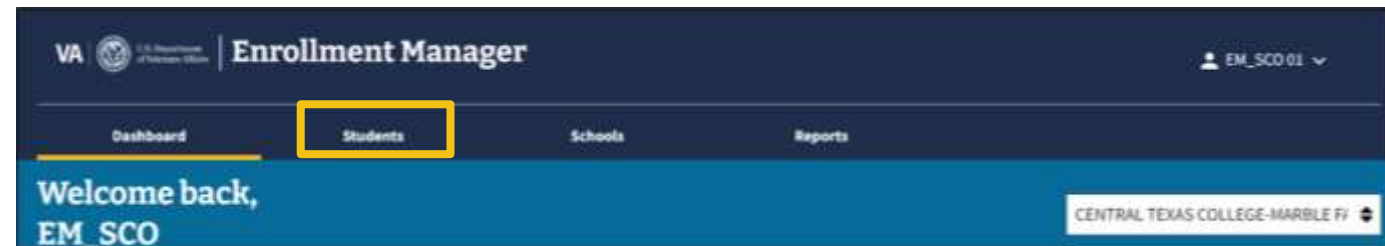
EDUCATION SERVICE
GI BILL PROGRAMS



Add and Submit an Enrollment



1. Select the “**Students**” tab in the Dashboard menu to navigate to the student profile to add an enrollment.



Add and Submit an Enrollment Cont'd

- If the student has already been enrolled with your institution, they populate under the **“Search Results”** tab. Select the student profile and then select the **“Go to profile”** button on the right-side pane.

*Note: If the student has not been enrolled at your facility, utilize the **“Search all students”** function to find the student and add their program information. Then you can add their enrollment. If the student is not searchable after using both search methods, 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

Add and Submit an Enrollment Cont'd 1

3. Select the “**Add enrollment**” button on the Enrollments tab to begin adding an enrollment.

Notes:

- A message is displayed to make SCOs aware this student does not have any enrollments added to their profile.
- SCOs can add multiple IHL enrollments by selecting the “**Add multiple enrollment**” option from the “**Add enrollment**” dropdown on the enrollments tab. The multiple enrollments and single enrollment views require the same information to be entered.

Add and Submit an Enrollment Cont'd 2

4. Input the appropriate information below for each section:
- a) **“Enrollment Information”**
 - b) **“Credits and Tuition”**
 - c) **“Vacation Periods”**
 - d) **“Remarks and Notes”**

Add and Submit an Enrollment – Enrollment Information

- a) 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 can see all the facilities in the “Training facility” drop-down and can select which one the student is attending.*
- *Enrollments can not be submitted more than 6 months in advance for Ch33 and 4 months for non-33 benefit types.*

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

Add and Submit an Enrollment – Credits and Tuition



- b) Input the student's "**Credit**" information.
Refer to the number of residential or classroom credits taken to populate the corresponding fields. If WEAMS indicates the school is online only, these fields are disabled.

Note:

- *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.*
- *A warning message will appear if users fail to enter at least one hour type with a value greater than zero.*

Credits and tuition

Resident credits

15

Online credits

5

Clock hours

0

Remedial/Deficiency credits

0

Tuition & Fees amount (*Required)

18000

Add and Submit an Enrollment – Credits and Tuition

Cont'd

c) Input the student's **"Tuition & Fees amount"**.

Note:

- **"Net"** T&F should be entered for all Chapter 33 students. If T&F are required for a non-Chapter 33 student, **"Charged"** T&F should be entered.
- EM will automatically insert a remark regarding foreign currency when the student is being certified at a foreign school (This is determined by the last 2 digits of the facility code).

Credits and tuition

Resident credits

15

Online credits

5

Clock hours

0

Remedial/Deficiency credits

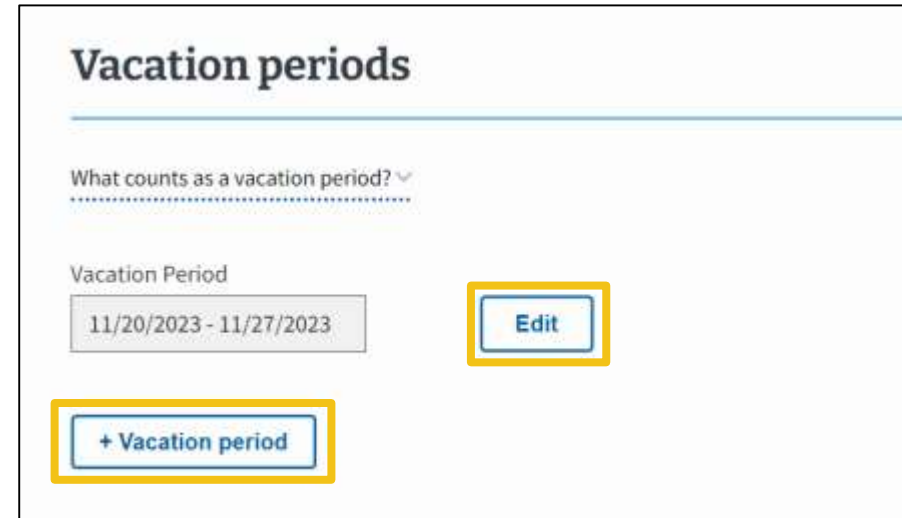
0

Tuition & Fees amount (*Required)

18000

Add and Submit an Enrollment – Vacation Periods

- d) If this is a non-standard length term with a published vacation period of 7 or more calendar days, it can be entered when submitting an enrollment.
- To make changes to the vacation period, select the “**Edit**” button.
 - To add additional vacation periods for this enrollment, select the “**+ Vacation period**” button.



Note: The Vacation period auto-populates 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 counts as a vacation period?” for more information. “A vacation period must be 7 days or longer and occur during the student's enrollment”.

Add and Submit an Enrollment – Remarks



5. Before submitting the enrollment, select any relevant “**VBA remarks**”. Please only create “**Custom Remark**” when necessary, as they slow down processing time.

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

Add and Submit an Enrollment – Submit or Discard



6. Select “**Submit enrollment**” button to submit the new enrollment information or select “**Save as draft**” button to finish the process later. To discard edits to the enrollment, select the “**Discard edits**” button.

Note: If for any reason, user navigates away from the enrollment page, a pop-up screen with a message prompting user to stay on the page or discard data displays.



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](#)

There is data in this form.

Would you like to cancel and return to this enrollment, or discard it?

[Cancel](#) [Discard and Close](#)

[Return to Table of Contents](#)

Add and Submit an Enrollment Cont'd 3

Once the enrollment is submitted, a success banner appears in green at the top of the page.

Note:

- *To view an overview of the enrollment submitted, select the down arrow under the “Amend” button.*
- *VR&E Counselors now receive emails when enrollments and amendments are submitted for their students.*

✓ Success!
✕

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

has been added as an enrollment.

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
Online Credits: 3

Tuition and fees: \$18,000.00

Vacation Periods
• 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



EDUCATION SERVICE
GI BILL PROGRAMS

[Return to Table of Contents](#)

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Add and Submit an Enrollment Cont'd 4

Before adding or submitting an enrollment, please review the following functionality changes in EM:

1. The option to add **Multi-Line Enrollments** is not a current functionality of EM. This is a planned function for a future release.
2. **Dual Degree / Dual Objectives Enrollments** cannot be certified currently in EM.
 - To document a student's Dual Degree or Dual Objective Enrollment in EM, select one program from the available **"Program"** dropdown options and **"Add a Custom Remark"**.
 - An example custom remark could be, **"Student concurrently pursuing 2 degrees additional program is [program name]"**.

INSTITUTION OF HIGHER LEARNING **AMEND AN ENROLLMENT**

Amend an Enrollment

In EM, “Amendment” refers to any change made to an enrollment after it is submitted, including terminations.

There is no differentiation between amend and adjust.

Note:

- *EM 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.*
- *SCOs can now submit new enrollments and amendments for pre-existing Veteran Rapid Retraining Assistance Program (VRRAP) students. The addition of new VRRAP students is not possible. VRRAP students only applies for non-degree seeking IHL programs.*

Amend an Enrollment Cont'd

1. After you search and select the student, navigate to the student's **"Enrollments"** tab, identify the enrollment to Amend, and select the **"Amend"** button. The information for the selected enrollment, appears, 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

▾

Amend an Enrollment – Enrollment Information

2. Once Amend is selected, you are taken to a page that shows all existing information about the selected enrollment. There, you can change the “**Begin date**” and “**End date**” fields to display corrected dates but the “**Enrollment name**” is read-only.

Note: You cannot change the facility. If the student was certified under the wrong facility terminate the cert and add a Custom Remark. This off-ramps the cert to ensure no debt is created. Then, add the student under the correct facility and recertify the term.

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

Amend an Enrollment – Enrollment Information

Cont'd

- To make changes to the **“Credits and tuition”** section, navigate to the appropriate fields and input accurate values for the **“Resident credits”**, **“Online credits”**, **“Clock hours”**, **“Remedial/deficiency credits”** and/or the **“Tuition & Fees”** field.

Note: Once you make changes to credit or clock hours, a new section automatically appears called Amendment Information. Here, you 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

Online credits

Clock hours

Remedial/Deficiency credits

Tuition & Fees amount (*Required)

Amendment information

Amendment Reason (*Required)

Amendment effective date (*Required)

Amend an Enrollment – Credits and Tuition

4. If the student is graduating or completing the program, 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 following the effective date update to zero.

Credits and tuition

☒ Graduation/End of Term or Course
 ☐ Termination

Resident credits

Online credits

Clock hours

Remedial/Deficiency credits

Tuition & Fees amount (*Required)

Credits and tuition

☐ Graduation/End of Term or Course
 ☒ Termination

Resident credits

Online credits

Clock hours

Remedial/Deficiency credits

Tuition & Fees amount (*Required)

Amend an Enrollment – Amendment information

5. For both graduation/end of term or course or termination, it is required to fill out the “**Amendment information**” section. Depending on which box is selected, the amendment reasons specify based on selection.

*Note: Any other option chosen beside “**Other**” for termination or graduation/end of term or course auto populates the “**Amendment effective date**”. The “**Amendment effective date**” for graduation and completion should always be the last day of the reported term, NOT the date of the graduation ceremony. The only exception is for students who finish the term earlier than expected.*

Termination

Amendment information

Amendment Reason (*Required)

Pre-registered but reduced prior to first day of term

Amendment effective date (*Required)

05/31/2023

Graduation/End of Term or Course

Amendment information

Amendment Reason (*Required)

End of Term or Course

Select
End of Term or Course
Graduation
Other

Amend an Enrollment – Credits and Tuition Cont'd

6. If “**Other**” is selected, it is required to manually input the “**Amendment effective date**” as well as a “**VBA**” or “**Custom Remark**” to explain the amendment reason.

Note:

- *EM auto-generates a remark noting an amendment was made when a SCO enters any change to a begin date, end date, or tuition and fees.*
- *When submitting an amendment if increase or reduction in hours do not match the amendment reason, an error message displays.*
- *Mitigating Circumstances do not always appear and are only required when the “**Withdraw after drop period - non-punitive grades assigned (Typical Termination)**” amendment reason is selected.*

Amendment information

Amendment Reason (*Required)
Other

Amendment effective date (*Required)

Remarks

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

VBA remarks:
Select

+ Add Custom Remark

Amend an Enrollment – Notes

7. After inputting all required values for the enrollment and any optional notes, submit the amendment or save the amendment as a draft.

Note:

- If you are submitting an amendment for the second 1010 enrollment verification, you also have the option to submit a no-change amendment, if there is no change to the submitted enrollment. To do so, simply scroll to the bottom and select the “**Submit amendment**” button or save the amendment as a draft by selecting the “**Save as draft**” button. Once an amendment is submitted, the status of the amendment displays, just like the enrollment status. For more information on the second 1010 enrollment verification, review [Section 1010](#).
- If notes are added, these notes are viewable to anyone with EM access who needs 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

Amend an Enrollment Cont'd 1

8. A success banner appears noting that the amendment has been added.



Amend an Enrollment Cont'd 2



9. The status of the amendment appears on the “**Enrollments**” tab of the student profile.

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

AMENDMENT - SUBMITTED Total credit hours 21

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

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

Amend an Enrollment Cont'd 3

If the amendment terminates the enrollment, no further changes can be made. If the enrollment was terminated by mistake, recreate the enrollment to amend it further. When recertifying a terminated enrollment for a CH33 certification SCOs 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. Then the SCO must resubmit any amendments and/or corrections and then re-terminate the term.

Congratulations!

This is the end of the instructions for the selected facility type.

[Select here to navigate to the Helpful Resources section.](#)



NON-COLLEGE DEGREE



NCD – Table of Contents

Select the hyperlinked text or navigate to the corresponding page number:

- [Add a Preset Enrollment](#) – Navigate to page 180
- [Edit a Preset Enrollment](#) – Navigate to page 188
- [Add and Submit an Enrollment](#) – Navigate to page 192
- [Amend an Enrollment](#) – Navigate to page 204

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

NON-COLLEGE DEGREE

ADD A PRESET ENROLLMENT



Preset Enrollment Overview

Preset enrollments are enrollment dates on approved school calendars that can be pre-populated.

In EM, the “**Active**” status for preset enrollments refers to enrollment periods that are currently being used and displayed in the dropdown menu. “**Inactive**” refers to enrollment periods that you no longer wish to see displayed. These are usually enrollment periods in the past that you are no longer certifying.

Add a Preset Enrollment Cont'd



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



Add a Preset Enrollment Cont'd 1

The “**Schools**” tab displays 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 SCO 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

Add a Preset Enrollment Cont'd 2

1. To add a preset enrollment, select the **“Create 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

Add a Preset Enrollment – Basic information

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

- **Name** – Of Enrollment Period is an optional field (e.g., Fall, 2021, Spring 2022)
- **School** – Dropdown list contains all facilities the SCO has access to
- **Begin date**
- **End date**

Note: A warning message will appear if the begin date inputted is more than 180 days (6 months) in the future.

New preset enrollment

Basic information

Name

ex: 2021 Fall, Spring 22

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

School (*Required)

Select your option

14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS ✕

Begin date (*Required)

MM/DD/YYYY

End date (*Required)

MM/DD/YYYY

Add a Preset Enrollment – Vacation periods

3. Enter any relevant “**Vacation Periods**” that coincide with this enrollment and select the “**Save vacation period**” button. Select the “**Delete**” button to discard the vacation period.

*Note: The term holiday vacation means a customary, reasonable vacation period which is identified as a holiday vacation in the educational institution's literature, approved by the State Approving Agency of jurisdiction. Vacation Periods should not be entered unless they are seven or more consecutive days long. Vacation periods are used when certifying an enrollment period other than a standard-length semester or quarter. You can hover over the text that says, “**What counts as a Vacation Period?**” for more information. This newly created preset enrollment associates with the specific facility when creating an enrollment.*

Vacation periods

What counts as a vacation period? ▾

Vacation Begin Date (*Required)

Vacation End Date (*Required)

Save vacation period

Delete

+ 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

Add a Preset Enrollment Cont'd 3

4. Select the “**Create preset enrollment**” button 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

NON-COLLEGE DEGREE

EDIT A PRESET ENROLLMENT

Edit a Preset Enrollment Cont'd

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

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](#)

Edit a Preset Enrollment Cont'd 1

2. Correct existing information for this enrollment period such as the begin or end date or vacation period dates. The school cannot be changed while editing a preset enrollment. Select the **“Save preset enrollment”** button when finished making edits.

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

Edit a Preset Enrollment Cont'd 2

When preset enrollment periods are edited:

- New, updated preset enrollment appears as **“Active”**.
- Old enrollment appears as **“Inactive”**.

Note: SCO that any certs already submitted using the original preset enrollment do not automatically change. If changes need to be made to certs already submitted, the SCO must amend the cert to change the certified dates and/or vacation period.

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: 14XS1243

NON-COLLEGE DEGREE **ADD AND SUBMIT AN ENROLLMENT**

Add and Submit an Enrollment Cont'd

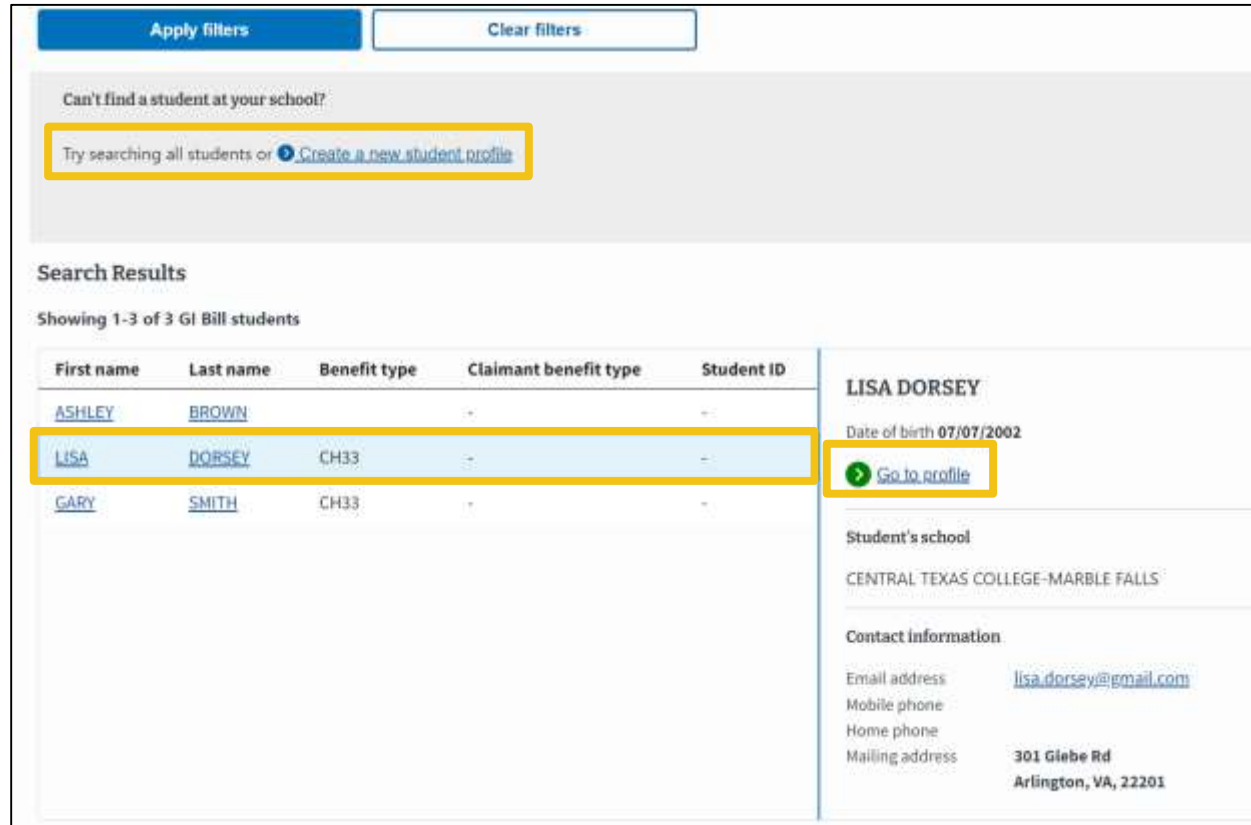
1. Select the “**Students**” button in the Dashboard menu to navigate to the student profile to add an enrollment.



Add and Submit an Enrollment Cont'd 1

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

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



The screenshot shows the VA Education Benefits system interface. At the top, there are buttons for "Apply filters" and "Clear filters". Below this, a message says "Can't find a student at your school?" with a link to "Create a new student profile". The "Search Results" section shows "Showing 1-3 of 3 GI Bill students". A table lists three students: Ashley Brown, Lisa Dorsey, and Gary Smith. Lisa Dorsey's row is highlighted. To the right of the table, a detailed profile for Lisa Dorsey is shown, including her date of birth (07/07/2002), school (Central Texas College-Marble Falls), and contact information (email: lisa.dorsey@gmail.com, address: 301 Giebe Rd, Arlington, VA, 22201). A "Go to profile" button is highlighted in the profile pane.

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

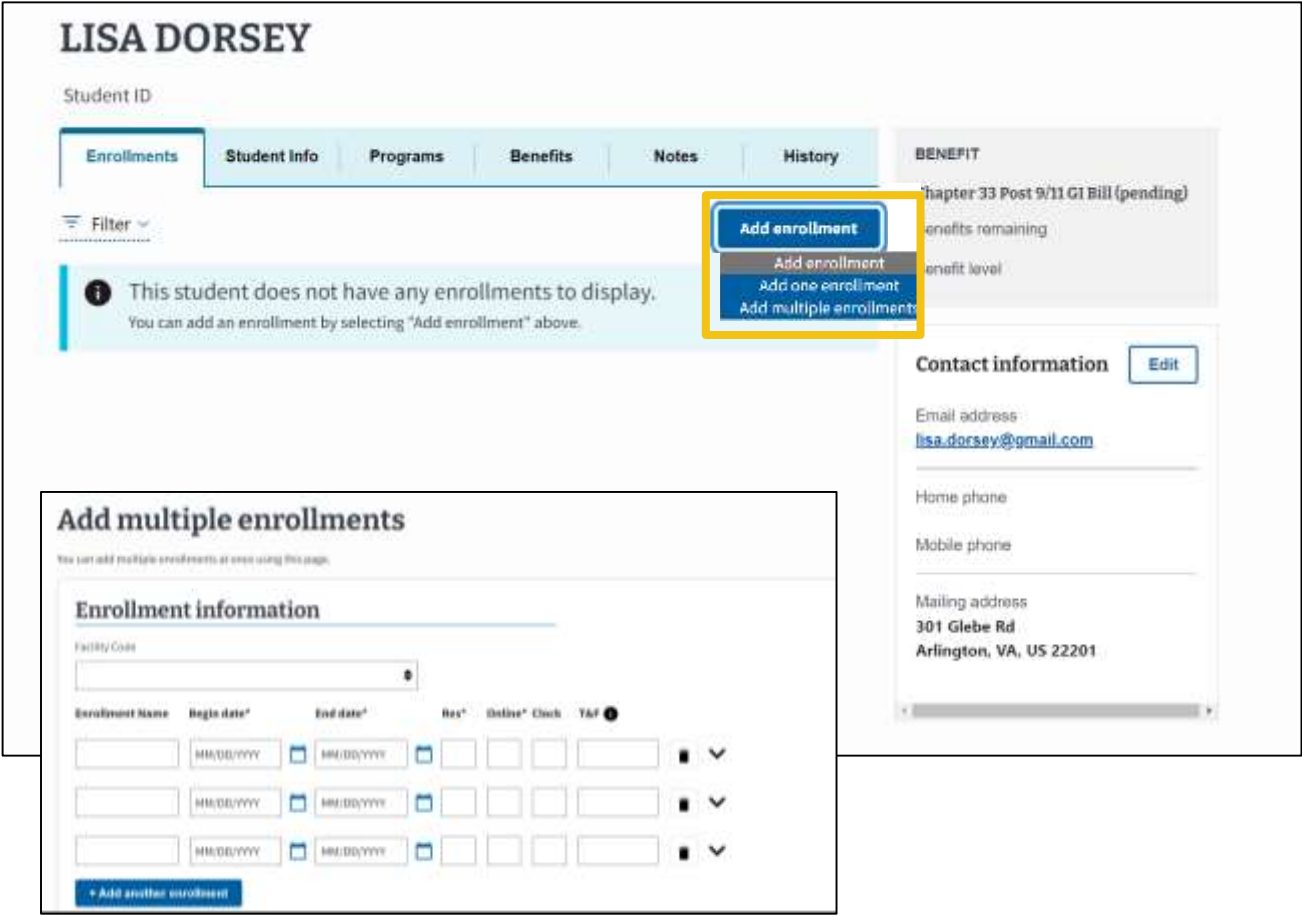
Contact information
Email address: lisa.dorsey@gmail.com
Mobile phone:
Home phone:
Mailing address: 301 Giebe Rd, Arlington, VA, 22201

Add and Submit an Enrollment Cont'd 2

3. On the student profile, select the “**Add enrollment**” button to begin adding an enrollment.

Note:

- A message is displayed to make SCOs aware this student does not have any enrollments added to their profile.
- SCOs can add multiple IHL enrollments by selecting the “**Add multiple enrollment**” option from the “**Add enrollment**” dropdown on the enrollments tab. The multiple enrollments and single enrollment views require the same information to be input.



LISA DORSEY

Student ID

Enrollments Student Info Programs Benefits Notes History

Filter

Add enrollment
Add enrollment
Add one enrollment
Add multiple enrollments

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

Add multiple enrollments
You can add multiple enrollments at once using this page.

Enrollment information
Facility Code

Enrollment Name	Begin date*	End date*	Res*	Online*	Clock	T&F
	MM/DD/YYYY	MM/DD/YYYY				
	MM/DD/YYYY	MM/DD/YYYY				
	MM/DD/YYYY	MM/DD/YYYY				

+ Add another enrollment

Add and Submit an Enrollment Cont'd 3

4. Input the appropriate information in each section detailed below:
- a) **“Enrollment Information”**
 - b) **“Credits and Tuition”**
 - c) **“Vacation Periods”**
 - d) **“Remarks and Notes”**

Add and Submit an Enrollment – Enrollment information

- a) 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:

- While SOC's no longer must report prior credit to the VA, SCO's must evaluate prior credit, grant credit as appropriate, notify the student of the evaluation, and shorten the program certified accordingly.
- Enrollments can not be submitted more than 6 months in advance.
- If you have access to certify for more than one facility, you can 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

Add and Submit an Enrollment – Credits and tuition



b) Input the student's tuition information.

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

Note: A warning message will appear if users fail to enter at least one hour type with a value greater than zero.

Credits and tuition

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

Add and Submit an Enrollment – Credits and tuition



c) Input the student's **"Tuition & Fees amount"**.

Credits and tuition

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

Add and Submit an Enrollment – Vacation periods

- d) Vacation periods are entered when certifying an enrollment period other than a standard-length semester or quarter. Only vacation periods of 7 or more consecutive days should be entered. To make changes to the vacation period, select the “**Edit**” button. To add additional vacation periods for this enrollment, select the “**+ Vacation period**” button.

*Note: The Vacation period auto-populates 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.*

Vacation periods

What counts as a vacation period? ▾

Vacation Period

03/02/2023 - 03/13/2023

Edit

+ Vacation period

Add and Submit an Enrollment – Remarks

- Before submitting the enrollment, select any relevant **“VBA remarks”**. Only create **“Custom remarks”** when necessary as they slow down processing time.

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

Remarks

VBA remarks:

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 CHS 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

Add and Submit an Enrollment Cont'd 4

6. Select the “**Submit enrollment**” button to submit the new enrollment information or select the “**Save as draft**” button to finish the process later. To discard edits to the enrollment, select 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

Add and Submit an Enrollment Cont'd 5

Once the enrollment is submitted, a success banner appears in green at the top of the page.

- Note:*
- To view an overview of the enrollment submitted, select the down arrow under the **“Amend”** button.


Success!

CENTRAL TEXAS COLLEGE - MARBLE FALLS (14X51243) 08/14/2023 - 12/08/2023
has been added as an enrollment.

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

NON-COLLEGE DEGREE **AMEND AN ENROLLMENT**

Amend an Enrollment Cont'd

In EM, “Amendment” refers to any change made to an enrollment after it is submitted, including terminations.

There is no differentiation between amend and adjust.

Note:

- *EM 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.*
- *SCOs can now submit new enrollments and amendments for pre-existing VRRAP students. The addition of new VRRAP students is not possible.*

Amend an Enrollment Cont'd 1

1. After you search and select the student, navigate to the student's "**Enrollments**" tab, identify the enrollment to Amend, and select the "**Amend**" button. Once amend is selected, the page shows 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 WHOLENES AND HEALTH](#)

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

Amend

ENROLLMENT - SUBMITTED

Total clock hours 40

▾

Amend an Enrollment – Enrollment Information

- Once Amend is selected, you are taken to a page that shows all existing information about the selected enrollment. There, you can change the “**Begin date**” and “**End date**” fields to display corrected dates but the “**Enrollment name**” is read-only.

Note: You cannot change the facility. If the student was certified under the wrong facility terminate the cert and add a Custom Remark. This off-ramps the cert to ensure no debt is created. Then, add the student under the correct facility and recertify the term.

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

Amend an Enrollment – Credits and Tuition & Amendment information

3. To make changes to the Credits and tuition section, navigate to the appropriate fields and input accurate values for the “**Resident credits**”, “**Online credits**”, “**Clock hours**”, or “**Tuition & fees amount**” fields.

Note: Once you make changes to any of these fields, a new section automatically appears called Amendment Information. Here, 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)

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)

Amendment information

Amendment Reason (*Required)

Amendment effective date (*Required)



Amend an Enrollment – Credits and Tuition

- If the student is graduating or completing the program, 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 zero out.

Credits and tuition

☒ Graduation/End of Term or Course
 ☐ Termination

Resident credits (*Required)

Online credits (*Required)

Clock hours

If the student's hours include approved Online
 "Clock Hours for this student are approved
 student may incur a debt.

Tuition & Fees amount (*Required)

Credits and tuition

☐ Graduation/End of Term or Course
 ☒ Termination

Resident credits (*Required)

Online credits (*Required)

Clock hours

Tuition & Fees amount (*Required)

Amend an Enrollment – Amendment information

5. For both graduation/end of term or course or termination, it is required to fill out the “**Amendment information**” section. Depending on which box is selected, the amendment reasons tailor based on selection.

Note:

- *Be mindful of the amendment reason selected. Certain amendment reasons automatically populate the amendment effective date, whereas others need to be manually entered.*
- *When submitting an amendment of increase or reduction in hours does not match the amendment reason an error message displays .*

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

Amend an Enrollment – Amendment information

Cont'd

6. If “**Other**” is selected, it is required to manually input the amendment effective date as well as a VBA or Custom Remark to explain the amendment reason.

Note:

- EM auto-generates a remark noting an amendment was made when a SCO enters any change to a begin date, end date, or tuition and fees.
- Mitigating Circumstances do not always appear and are only required when the “**Withdraw after drop period - non-punitive grades assigned (Typical Termination)**” amendment reason is selected.

Amendment information

Amendment Reason (*Required)

Amendment effective date (*Required)

A valid Effective Date is required.

Remarks

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

VBA remarks:

+ Add Custom Remark

Amend an Enrollment – Notes

- After inputting all required values for the enrollment and any optional notes, submit the amendment or save the amendment as a draft by selecting the **“Submit amendment”** button or **“Save as draft”** button. Once an amendment is submitted, the status of the amendment displays, just like the enrollment status.

Note:

- If you are submitting an amendment for the second 1010 enrollment verification, you also have the option to submit a no-change amendment, if there is no change to the submitted enrollment. To do so, simply scroll to the bottom and select the **“Submit amendment”** button or save the amendment as a draft by selecting the **“Save as draft”** button. Once an amendment is submitted, the status of the amendment displays, just like the enrollment status. For more information on the second 1010 enrollment verification, review [Section 1010](#).*
- If notes are added, these notes are viewable to anyone with EM 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

Amend an Enrollment Cont'd 2

Once an amendment is submitted, a success banner appears noting that the amendment has been added.



Amend an Enrollment Cont'd 3

The status of the amendment appears on the “**Enrollments**” tab of the student 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

Amend an Enrollment

If the amendment terminates the enrollment, no further changes can be made. If the enrollment was terminated by mistake, the enrollment needs to be recreated to amend it further. When recertifying a terminated enrollment for a CH33 certification SCOs 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 WHOLESNESS 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 WHOLESNESS 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

Congratulations!

This is the end of the instructions for the selected facility type.

[Select here to navigate to the Helpful resources section.](#)



ON-THE-JOB TRAINING / APPRENTICESHIP



OJT/APP — Table of Contents

Select the hyperlinked text or navigate to the corresponding page number:

- [Add and Submit an Enrollment](#) – Navigate to page 219
- [Amend an Enrollment](#) – Navigate to page 229
- [Add and Monthly Certification](#) – Navigate to page 236
- [Terminate an Enrollment](#) – Navigate to page 243

ON-THE-JOB TRAINING/APPRENTICESHIP **ADD AND SUBMIT AN ENROLLMENT**

Add and Submit an Enrollment Cont'd

1. Select the “**Students**” button in the Dashboard menu to navigate to the trainee’s profile that you would like to add an enrollment to.



Add and Submit an Enrollment Cont'd 1

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

Note: If the trainee has not been enrolled at your facility, you need to utilize the “Search all students” function to find the trainee, add their program information, then you can add to their enrollment. If the trainee is not searchable after using both search methods, you 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

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




Add and Submit an Enrollment Cont'd 3

Input all required information in each unique section:

- **“Enrollment Information”**
- **“Hours and Time”**
- **“Remarks and Notes”**

Add and Submit an Enrollment – Enrollment Information

1. Input the trainee’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 date”**
- **“End date”**

Note:

- *If you have access to certify for more than one facility, all facilities are visible in the “Training facility” dropdown.*
- *Apprenticeships: Enrollments are usually longer than 4 years. A warning message displays if the enrollment is longer than 2,920 days (8 years) from the begin date. SCOs can proceed to submit an enrollment even when this warning message is displayed.*
- *OJT: A warning message displays if the length of the enrollment period exceeds 780 days (26 months). SCOs can proceed to submit an enrollment even when this warning message is displayed.*

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)

1/03/2027



Add and Submit an Enrollment – 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 regularly employed per week in the training program
 - “**Standard work hours per week**” – Number of hours that are considered the standard hours in the work week for this program
 - “**Prior training time**” – Prior hours the trainee has worked for a different employer (military or civilian) or if the trainee previously worked for this employer and has returned to training. This would shorten the length of the trainee’s current training program.

Hours and Time

Trainee's hours per week (*Required) ⓘ

40

Standard work hours per week (*Required) ⓘ

40

Prior training time (*Required)

Previously submitted ▾

Add and Submit an Enrollment – Remarks

- Before submitting the enrollment, select any relevant “**VBA remarks**”. Please only create “**Custom remarks**” when necessary as they slow down processing time.

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

Remarks

VBA remarks
Select

+ 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:

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

Add and Submit an Enrollment – Submit or Discard



4. Select the “**Submit enrollment**” button to submit the new enrollment information or select the “**Save as draft**” button 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

Add and Submit an Enrollment Cont'd 4



Once your enrollment is submitted, a success banner appears in green at the top of the page.

Note:

- You can also view an overview of the enrollment you submitted if you select the down arrow under the “Amend” button.*
- VR&E Counselors now receive emails when enrollments and amendments are submitted for their students.*

The screenshot shows a web interface for a student named Daniel Johnson. At the top, a green success banner states: "Success! RIDEOUT ELECTRIC (20301021) 01/03/2023 - 01/03/2025 has been added as an enrollment." Below this, the student's name "DANIEL JOHNSON" is displayed. A navigation bar includes tabs for "Enrollments", "Student Info", "Programs", "Benefits", "Notes", and "History", with "Enrollments" currently selected. A "Filter" dropdown and an "Add enrollment" button are also present. The main content area shows details for an enrollment at "Electrician 23 at RIDEOUT ELECTRIC" with facility code "20301021" and dates "January 03, 2023 - January 03, 2027". It includes buttons for "Amend" and "Add Monthly Cert". A status bar indicates "ENROLLMENT - SUBMITTED" with a trainee's hours of 40 per week. Below this, an "Enrollment history" table is shown with one entry: an enrollment submitted on 2/21/2023 with a status of "SUBMITTED". A "View details" link is provided for this entry.

Success!

RIDEOUT ELECTRIC (20301021) 01/03/2023 - 01/03/2025
has been added as an 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, 2027 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](#)

ON-THE-JOB TRAINING/APPRENTICESHIP **AMEND AN ENROLLMENT**

Amend an Enrollment

Enrollments may be amended if a trainee's hours, dates or prior training time was certified incorrectly.

*Note: A alternate means of reporting a change to hours, dates, or prior credit is to report the update as a “**Remark**” on the Monthly Certification of hours.*

Amend an Enrollment Cont'd

1. From the main page, search for the trainee needing an amended enrollment. Refer to the previous **“Search for a student”** instructions in this User Guide for more details.

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, 2027

Add Monthly Cert

ENROLLMENT - SUBMITTED Trainee's hours per week 40

▾

Amend an Enrollment Cont'd 1

- Open the trainee'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, 2027

Add Monthly Cert

ENROLLMENT - SUBMITTED

Trainee's hours per week 40

▼

Amend an Enrollment – Enrollment information & Hours and Time

- 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.

Enrollment information

Training facility (*Required)

20301021 - RIDEOUT ELECTRIC - ELECTRICIAN

Enrollment name

Electrician 23

Begin date (*Required)

01/03/2023

End date (*Required)

01/03/2027

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

Amend an Enrollment – Notes

4. 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.

Note: Notes are viewable to anyone with EM 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

Amend an Enrollment Cont'd 2

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

ON-THE-JOB TRAINING/APPRENTICESHIP **ADD A MONTHLY CERTIFICATION**

Add a Monthly Certification Cont'd

1. Navigate to the “**Enrollments**” tab on the trainee’s profile. Select the “**Add Monthly Cert**” button to add a certification to the 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, 2027

Add Monthly Cert

AMENDMENT - SUBMITTED
Trainee's hours per week 40

Add a Monthly Certification – Certification information

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.
- SCOs must certify all months in the training period, even if there are no hours worked during a month, and months must 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

01/03/2027

Certification begin date (*Required)

01/03/2023

Certification end date (*Required)

01/31/2023

Hours Trained (*Required)

40

Add a Monthly Certification – Certification information

3. A series of “**Yes**” or “**No**” questions appear. If you select “**No**” for questions 1 or 2, additional information is required, 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

Add a Monthly Certification – Remarks

4. Before submitting the enrollment, relevant custom remarks, by selecting the “**+ Add Custom Remarks**” button. Alternatively, add notes by select typing in the “Notes” field.

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).

Add a Monthly Certification Cont'd 1

5. Once all fields have been completed, submit the certification by selecting the **“Submit certification”** button or save the certification as a draft by selecting the **“Save as draft”** button.

Note: Enrollment Manager does not currently have the ability to replace a monthly certification. If an error is found, SCOs should add the corrected information as a custom remark on a subsequent monthly certification. For ex: It was discovered while certifying the hours for August that 12 hours were certified for June. 120 should have been certified for June. On the Aug monthly cert, add a remark such as "June hours reported as 12. Correct June hours are 120."

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 certification](#)

[Save as draft](#)

[Discard edits](#)

Add a Monthly Certification Cont'd 2

Once submitted, a success banner appears at the top of the student profile page.

Note:

- *The last date of training of the certification can be viewed on the printed 22-6553d form.*
- *In the initial version of EM, there is no ability to replace a monthly certification with a new one.*
- *If a monthly certification requires correction, the SCO should add a remark on the next monthly certification submitted. For example, "Please correct monthly cert from MM/YYYY from XX hours to XX hours."*



Success!

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

ON-THE-JOB TRAINING/APPRENTICESHIP **TERMINATE AN ENROLLMENT**

Terminate an Enrollment Cont'd

1. Navigate to the “**Enrollments**” tab on the student profile.
Select the “**Add Monthly Cert**” button to add a certification to the 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, 2027

Add Monthly Cert

AMENDMENT - SUBMITTED

Trainee's hours per week 40

▾

Terminate an Enrollment – Certification information



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

A screenshot of a web form titled "Certification information". The form contains several fields: "Training Facility" with a dropdown menu showing "20301021 - RIDEOUT ELECTRIC"; "Begin date" with a text box containing "01/03/2023"; "End date" with a text box containing "01/03/2027"; "Certification begin date (*Required)" with a text box containing "01/03/2023" and a calendar icon; "Certification end date (*Required)" with a text box containing "01/31/2023" and a calendar icon; and "Hours Trained (*Required)" with a text box containing "40". A yellow rectangular box highlights the "Certification begin date", "Certification end date", and "Hours Trained" fields.

Terminate an Enrollment – Certification information



3. A series of “**Yes**” or “**No**” questions appears. If you select “**No**” for questions 1 or 2, additional information is required, such as the trainee’s new wage rate and effective date, or the trainee’s “**Date Terminated**” 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



Terminate an Enrollment – Remarks

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

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

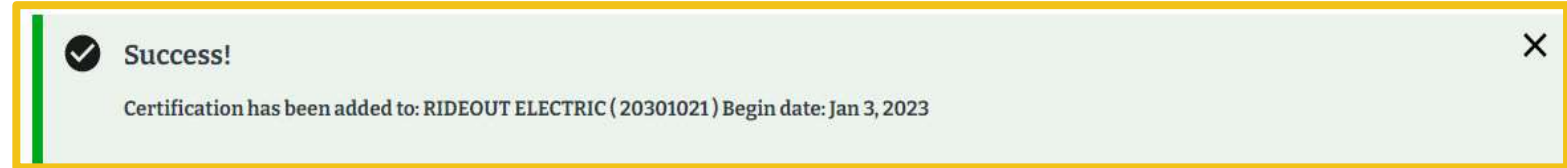
Submit certification

Save as Draft

Discard Edits

Terminate an Enrollment Cont'd 1

Once submitted, a green confirmation banner at the top of the student profile page.



Congratulations!

This is the end of the instructions for the selected facility type.

[Select here to navigate to the Helpful resources section.](#)



FLIGHT



Flight – Table of Contents

Select the hyperlinked text or navigate to the corresponding page number:

- [Create Flight Instructions](#) – Navigate to page 253
- [Add and Submit an Enrollment](#) – Navigate to page 269
- [Amend and Enrollment](#) – Navigate to page 278
- [Add a Monthly Certification](#) – Navigate to page 285
- [End an Enrollment](#) – Navigate to page 296

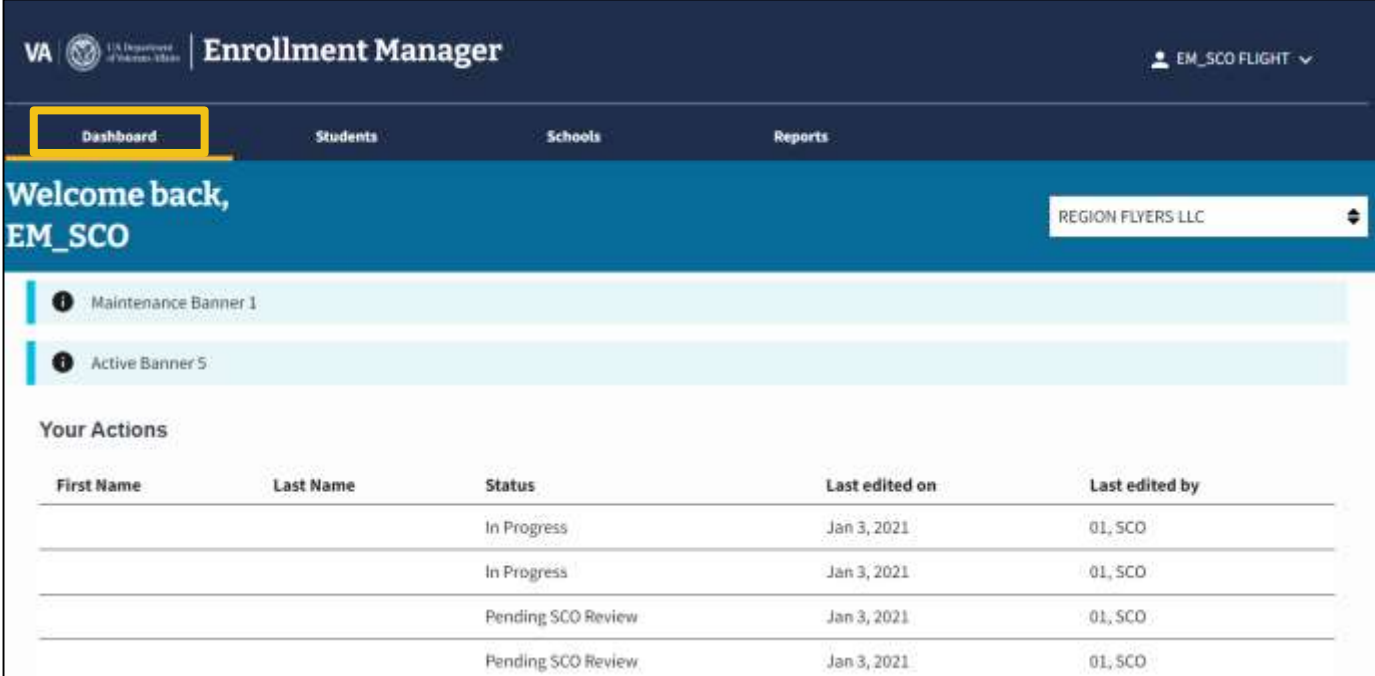
Note:

- *Automated emails are automatically sent to students each time a certification is submitted.*

FLIGHT **CREATE FLIGHT INSTRUCTIONS**

Create Flight Instructions Cont'd

1. To create a Flight instruction type, navigate to the **“Dashboard”** tab.

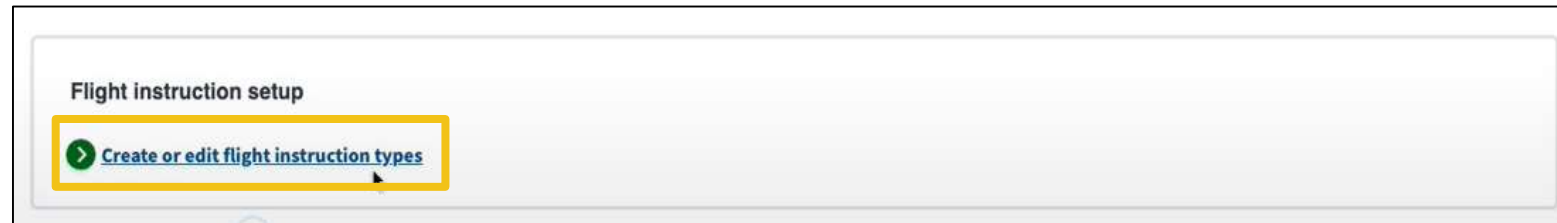


The screenshot shows the VA Enrollment Manager interface. At the top, there's a header with the VA logo, "U.S. Department of Veterans Affairs", and "Enrollment Manager". On the right, a user profile "EM_SCO FLIGHT" is shown. Below the header, a navigation bar has tabs for "Dashboard", "Students", "Schools", and "Reports". The "Dashboard" tab is selected and highlighted with a yellow box. The main content area displays a welcome message "Welcome back, EM_SCO" and a dropdown menu for "REGION FLYERS LLC". Below this, there are two banners: "Maintenance Banner 1" and "Active Banner 5". The "Your Actions" section contains a table with flight instruction data.

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

Create Flight Instructions Cont'd 1

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



Create Flight Instructions Cont'd 2



3. The “**Flight instruction setup**” page appears. To add relevant Flight instruction type, select the corresponding button for “**Ground Instruction**”, “**Pre/post Instruction**”, and “**Aircraft & Full Flight Simulator Instructions**” to report additional Flight categories.

Note:

- The instruction setup should mirror the information as approved by your SAA. It should also appear on the 1998 report from the ELR.
- The “Type and Rate” must not exceed the WEAMS max approved rate.
- The Rate must be equal to or greater than zero.

A screenshot of the VA Enrollment Manager web application. The page title is "Flight instruction setup" under the "Academy of Aviation" section. It has two main sections: "Ground Instruction" and "Pre/post Instruction". Each section has a table with columns "Type" and "Rate". Below each table is a button labeled "Add new ground rate" and "Add new pre/post rate" respectively. The buttons are highlighted with yellow boxes. The top navigation bar includes "Dashboard", "Students", "Schools", and "Reports".

Create Flight Instructions – Ground Instruction



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	

Create Flight Instructions – Ground Instruction Cont'd



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.

A screenshot of the "Ground Instruction" form. The form has a title "Ground Instruction" at the top. Below the title is a table with two columns: "Type" and "Rate". The "Type" column contains the text "Ground" and the "Rate" column contains the number "100". To the right of the table are two buttons: "Save" and "Cancel". Below the table is a button labeled "+ Add new ground rate". The entire form is enclosed in a yellow border.

Type	Rate
Ground	100

+ Add new ground rate

Save Cancel

Create Flight Instructions – Ground Instruction Cont'd



1

6. After the record is saved, a confirmation of the data entered appears. To edit the record select the “**Pencil**” icon or delete the record by using the “**Trashcan**” icon.

Ground Instruction

Type	Rate	
Ground	\$100.00	NEW  

+ Add new ground rate

Create Flight Instructions – Pre/post Instruction

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	

Create Flight Instructions – Pre/post Instruction

Cont'd

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
Pre/post	100

[+ Add new pre/post rate](#)

[Save](#) [Cancel](#)

Create Flight Instructions – Pre/post Instruction

Cont'd 1

9. After the record is saved, a confirmation of the data entered appears. To edit the record select the “**Pencil**” icon or delete the record by using the “**Trashcan**” icon.

Pre/post Instruction

Type	Rate	
Pre/post	\$100.00	NEW  

+ Add new pre/post rate

Create Flight Instructions – Aircraft & Full Flight Simulator instructions

10. If applicable, add “**Aircraft & Full Flight Simulator instructions**” buttons by selecting the “**Add new aircraft instruction**” button, the “**Add new flight simulator instruction**” button, or by selecting both. The next two pages show how to input both options.

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		

Create Flight Instructions – Add new aircraft instruction

11. To add new aircraft instructions, input the required text in the following fields:

- “Instruction Type”
- “Horsepower”,
- “Solo Rate”,
- “Dual Rate”

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	115	120	0	Save Cancel
+ Add new aircraft instruction		+ Add new flight simulator instruction			

12. Once inputted, select the “**Save**” button to confirm changes to the aircraft instruction.

Create Flight Instructions – Add new flight simulator instructions



13. If applicable, select the “**Add new flight simulator instruction**” button to add new flight simulator instructions.

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			

Create Flight Instructions – Add new flight simulator instructions Cont'd

14. Input the required text in the following fields:

- “Instruction Type”
- “Dual Sim Rate”

15. Then, select the “Save” button.

Instruction Type	Horsepower	Solo Rate	Dual Rate	Dual Sim Rate	
Aircraft_flight	110	\$115.00	\$120.00	\$0.00	NEW ✎ 🗑️
Simulator_new	0	0	0	120	Save Cancel

+ Add new aircraft instruction + Add new flight simulator instruction

Create Flight Instructions Cont'd 3

16. If you need to make changes to any entries, select the **“Pencil”** icon located to the right of the line of the saved instruction to adjust the information. To delete an instruction after it has been saved, select the **“Trashcan”** icon located 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](#)

Create Flight Instructions Cont'd 4

17. Once flight instructions are created, they can be filtered. To filter flight instructions, search for the “**Flight instructions**” using the “**Flight instructions**” text field.

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 edit delete
Simulator_new	0	\$0.00	\$0.00	\$120.00	NEW edit delete

+ Add new aircraft instruction
+ Add new flight simulator instruction

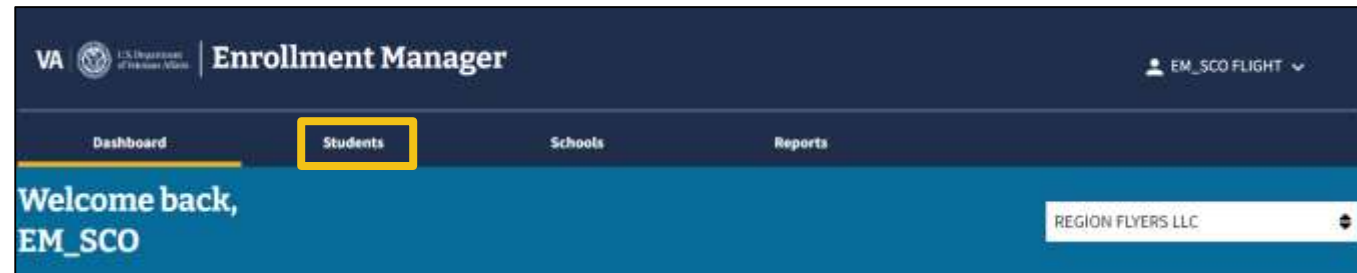
FLIGHT

ADD AND SUBMIT AN ENROLLMENT



Add and Submit an Enrollment Cont'd

1. Select the “**Students**” button in the Dashboard menu to navigate to the student profile that you would like to add an enrollment to.



Add and Submit an Enrollment Cont'd 1

2. If the student has already been associated with your school, they populate under the “**Search Results**” tab. Select the student profile and then select “**Go to profile**” button on the right-side pane.

*Note: If the student has not been enrolled at your facility, you need to utilize the “**Search all students**” function to find the student, add their program information, then you can add to their enrollment. If the student is not searchable after using both search methods, you 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:

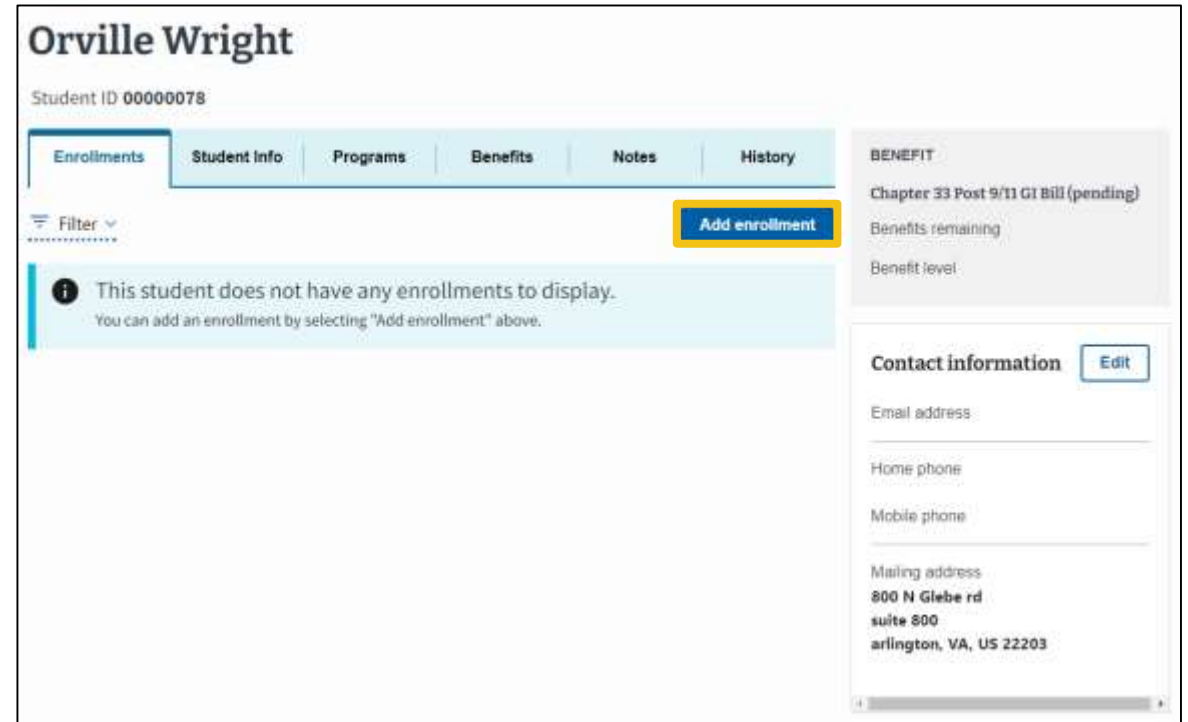
Home phone:

Mailing address: 800 N Glebe rd
suite 800
Arlington, Virginia, 22203

Add and Submit an Enrollment Cont'd 2

- From the student profile, select **“Add enrollment”** buttons to begin adding an enrollment.

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



The screenshot shows the student profile for Orville Wright (Student ID 00000078). The 'Enrollments' tab is selected, displaying a message: 'This student does not have any enrollments to display. You can add an enrollment by selecting "Add enrollment" above.' A blue 'Add enrollment' button is highlighted. The right sidebar shows the 'BENEFIT' section with 'Chapter 33 Post 9/11 GI Bill (pending)', 'Benefits remaining', and 'Benefit level'. The 'Contact information' section includes fields for Email address, Home phone, Mobile phone, and Mailing address (800 N Glebe rd, suite 800, arlington, VA, US 22203).

Add and Submit an Enrollment – Enrollment information Cont'd

4. Input the student's enrollment information.

- “Training facility”
- “Begin date”
- “Medical certification type”
- “Exam date”
- “Certificate and Ratings”

Note:

- If you have access to certify for more than one facility, you can see all the facilities in the “Training facility” dropdown and can select which one the student is attending.
- For the “Begin date”, enter the date the student enrolled in the program. This is not necessarily the first date of actual flight training.

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

Add and Submit an Enrollment – 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”** – if you select the “Enter numbers of hours” options, a new section populates.
 - **“Total charges (in \$)”**

Add and Submit an Enrollment – Remarks

Cont'd

6. Before submitting the enrollment, add any necessary custom remarks by selecting the “+ Add custom remark” button.

Note: Only create remarks when necessary as they slow down processing time. Feel free to add any notes for yourself or for other SCOs in the “Notes” field. Notes are not be submitted to VA with the enrollment and do 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:

Add and Submit an Enrollment Cont'd 3

7. Select the “**Submit enrollment**” button to submit the new enrollment information or select the “**Save as draft**” button to finish the process later. To discard edits to the enrollment, select 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

Add and Submit an Enrollment Cont'd 4

8. Once your enrollment is submitted, a success banner appears in green at the top of the page.

Note:

- *To view an overview of the enrollment submitted select the down arrow under the “Amend” button.*

✕

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

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

EDUCATION SERVICE
GI BILL PROGRAMS

[Return to Table of Contents](#)

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FLIGHT **AMEND AN ENROLLMENT**



EDUCATION SERVICE
GI BILL PROGRAMS



Amend an Enrollment Cont'd

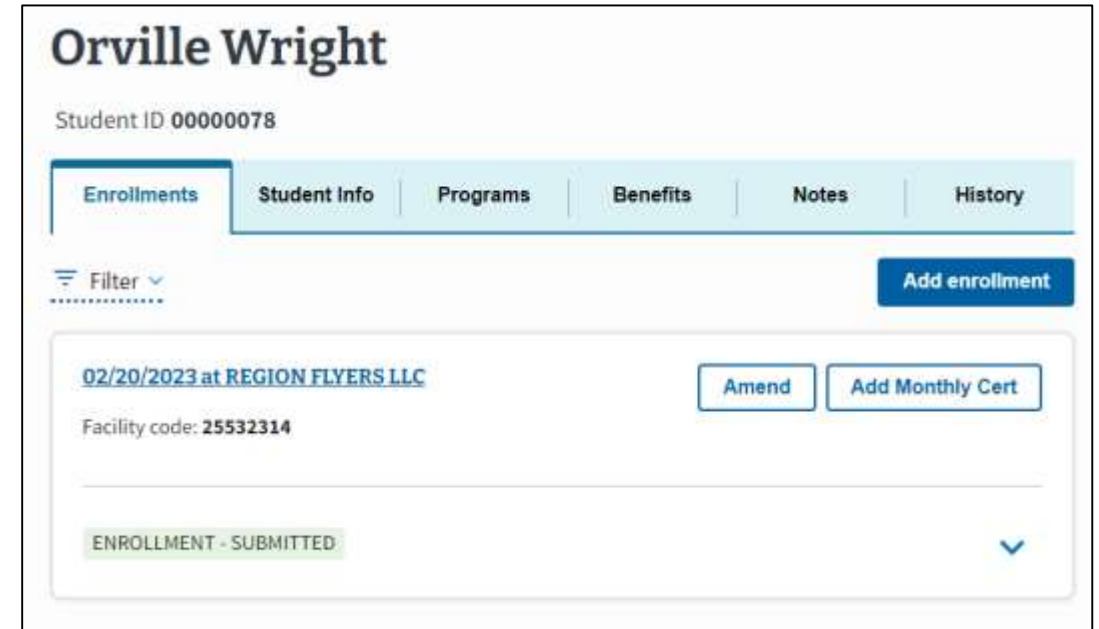
Enrollments may be amended if incorrect information was reported. All fields are editable except the school field, and the begin date can only be amended if no monthly certifications have been submitted. If the facility code or a noneditable begin date need correction, the enrollment must be terminated on a monthly certification and a new enrollment certification must be submitted. All monthly certifications need resubmission.

Note:

- *If you submitted original enrollments at multiple facility codes for the same student, please wait 10 minutes before amending any of these enrollments. For example, you can submit enrollments for your primary facility and an extension campus, then wait at least 10 minutes to correct either enrollment.*

Amend an Enrollment Cont'd 1

1. From the main page, search for the student that needs an amended enrollment. Refer to the previous [Search for a student](#) instructions in this User Guide for more details.



Orville Wright
Student ID 00000078

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

Filter ▾

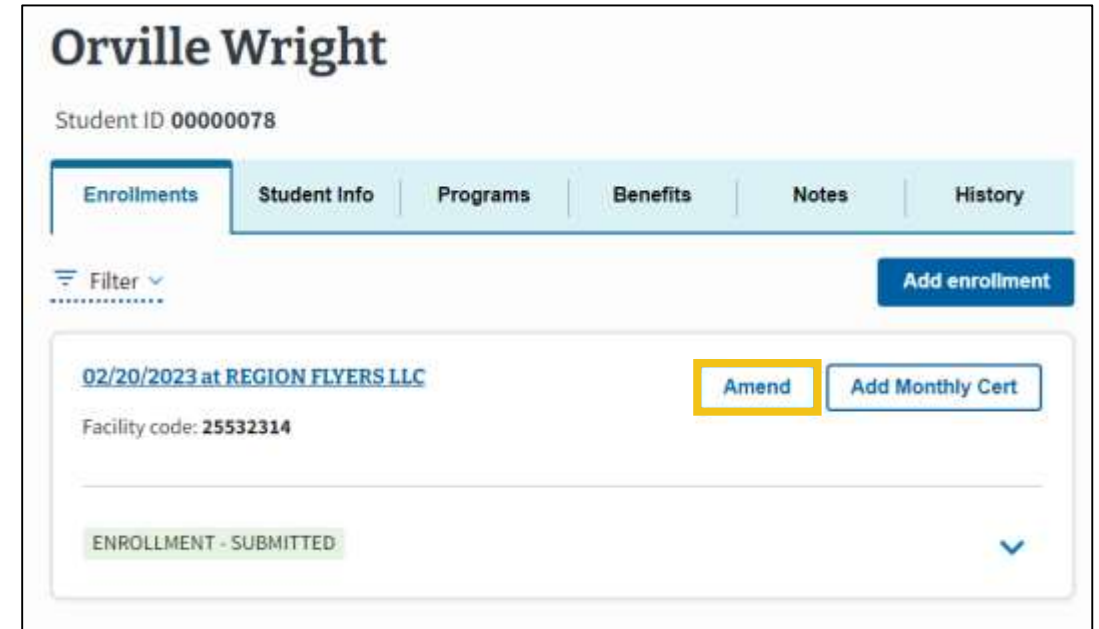
02/20/2023 at REGION FLYERS LLC **Amend** **Add Monthly Cert**

Facility code: 25532314

ENROLLMENT - SUBMITTED ▾

Amend an Enrollment Cont'd 2

2. Open the student 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

Amend an Enrollment – Course hours and charges

3. Edit or change any of the enrollment information.

Course hours and charges

Dual hours

55.00

Dual simulator hours

0.00

Solo hours

65.00

Ground school hours

20.00

Pre/Post hours

15.00

Other hours

0.00

Prior training time (*Required)

Enter number of hours

When entering prior training hours, please enter hours in at least one hour-type field.

Prior Training - Dual

5.00

Prior Training - Dual simulator

5.00

Prior Training - Solo

5.00

Prior Training - Ground school

0.00

Total charges (in \$) (*Required)

21,198.36

Amend an Enrollment – Notes

4. Once finished inputting all the corrected information for the enrollment, submit the amendment or save the amendment as a draft by selecting the “**Submit amendment**” button or the “**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 anyone with EM 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 amendmentSave as draftDiscard edits

Amend an Enrollment Cont'd 3

Once an amendment is submitted, the status of the amendment is displayed on the “**Enrollments**” tab of the student profile.

FLIGHT **ADD A MONTHLY CERTIFICATION**

Add a Monthly Certification Cont'd

1. Navigate to the “**Enrollments**” tab on the student profile. Select the “**Add Monthly Cert**” button to add a certification to the enrollment.

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



Add a Monthly Certification – Monthly certification information

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

Add a Monthly Certification – Course hours and charges

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

Course hours and charges

Begin Date	End Date	Category	Flight Instruction	Horsepower	Rate	Hours	Total cost
Add flight instruction							

Add a Monthly Certification – Course hours and charges Cont'd

- 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
Add flight instruction							

Add a Monthly Certification – Course hours and charges Cont'd 1

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	
03/20/2023	02/28/2023	Ground		0	0	0	0	Save Cancel

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

Total reporting period cost
\$0.00

Add a Monthly Certification – Course hours and charges Cont'd 2

5. Select the "**Flight Instruction**" dropdown menu and choose the appropriate flight instruction. Since the "**Horsepower**" and "**Rate**" fields are not applicable, 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	0	100.00	100	10000.00	Save Cancel

Add a Monthly Certification – Course hours and charges Cont'd 3

6. In the "**Summary**" sub-section, select the field labeled "**State or local taxes apply for the period**" checkbox, if applicable. The summary information for this certification period is displayed in this section.

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

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

*Note: If you select the “**State and local taxes apply for this period**” checkbox, then a new field “**State and local taxes**” will appear. Submit the cumulative state and local taxes for the reporting period to continue.*

Add a Monthly Certification – Remarks and notes

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

Note: If the SCO needs to replace a Monthly Certification, they should wait until they submit the following Monthly Certification and be sure should include a custom remark with the corrected information for the previous month.

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

Add a Monthly Certification Cont'd 1

Once the enrollment is submitted, a success banner appears 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.

Add a Monthly Certification Cont'd 2

- After submitting the certification, view certification details under the “**Enrollments**” tab on the student profile.

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

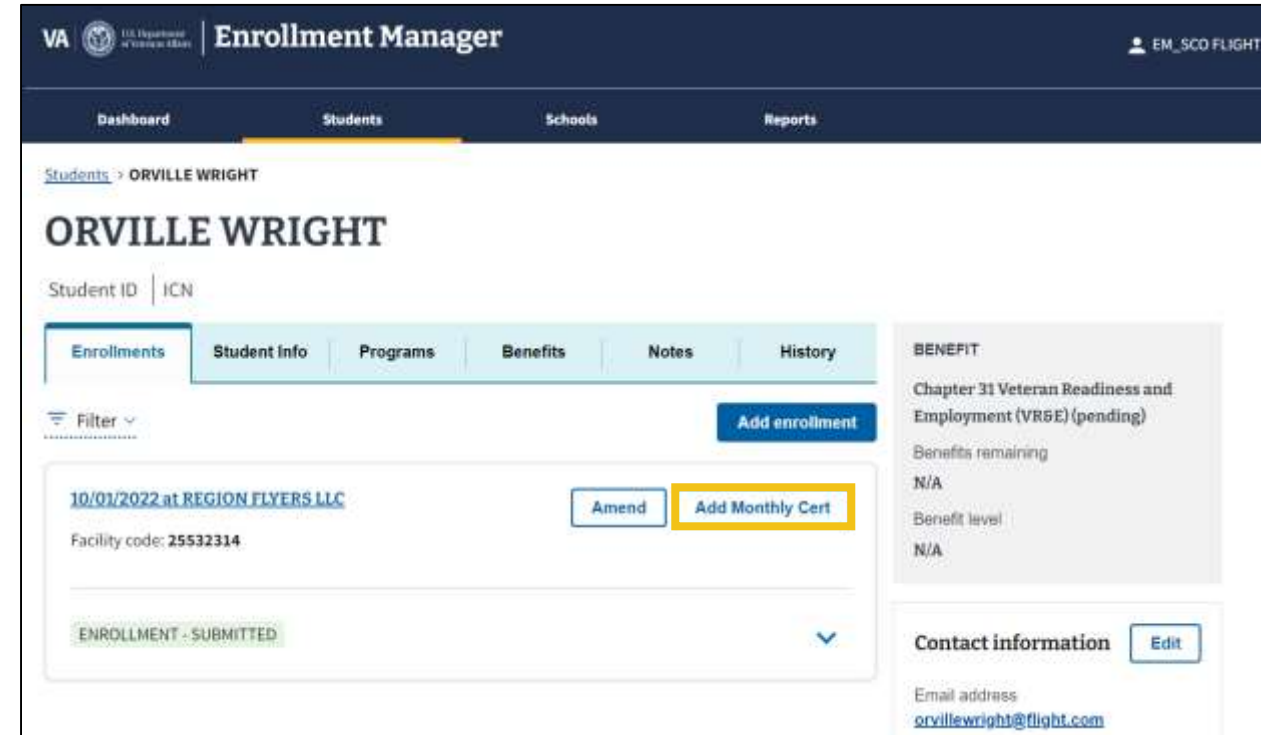
Training facility	REGION FLYERS LLC
Program name	COMMERCIAL LICENSE COURSE
Enrollment begin date	12/1/2022
Reporting period begin date	12/1/2022
Reporting period end date	12/31/2022
Flight details	- Begin date: 2022-12-01 - End date: 2022-12-31 - Category: GROUND - Name: Ground - Horse power: 0 - Rate: 100 - Hours: 100 - Total cost: \$10,000.00

FLIGHT END AN ENROLLMENT

End an Enrollment Cont'd

For Flight, SCOs should only end an enrollment if the student has completed their Flight program. SCOs should not end enrollments for other reasons.

1. Navigate to the "**Enrollments**" tab of the student profile and select the "**Add Monthly Cert**" button to add the last monthly certification for this program.



VA 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 ▾

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

End an Enrollment– Monthly certification information

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.

*Note: If the "**Reporting period end date**" is not the end of the month, then the "**Reason for ending enrollment**" section displays.*

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

End an Enrollment– Monthly certification information

Cont'd

3. Select the dropdown menu in the "**Reason for ending enrollment**" section and select the "**Completed Training**" option.

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

End an Enrollment– Course hours and charges

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.

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

End an Enrollment– Course hours and charges Cont'd



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

End an Enrollment– Course hours and charges

Cont'd 1

6. Select the "**Flight Instruction**" dropdown menu and choose the appropriate flight instruction. 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

End an Enrollment– Course hours and charges

Cont'd 3

7. In the "Summary" sub-section, select the **"State or local taxes must apply for the period"** checkbox, if applicable. The summary information for this certification period is displayed in this section. When reporting, 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

End an Enrollment– Remarks and notes

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 SCOs. Notes are not 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:

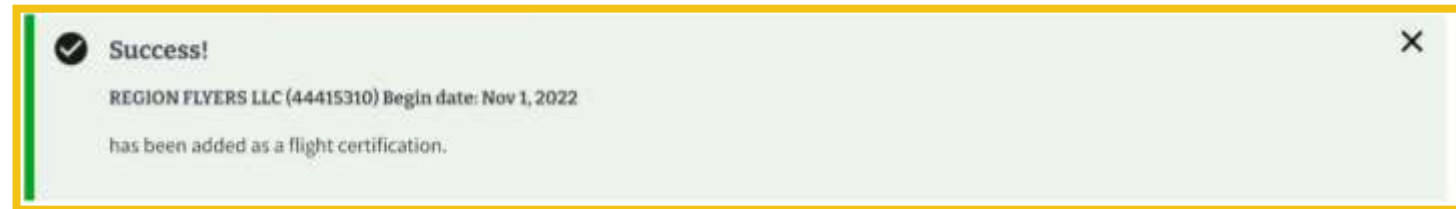
Caution: Please do not include a student's Personal Identification Information (PII) in a note. Data entered in VA systems is subject to the provisions of the Freedom of Information Act (FOIA).

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](#)

End an Enrollment Cont'd 1

After submission, a success banner appears noting that the monthly certification has been updated successfully.



End an Enrollment Cont'd 2

When reporting the end of training on the monthly certification, this reports the termination on the enrollment as well. No additional action is needed.

[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

Congratulations!

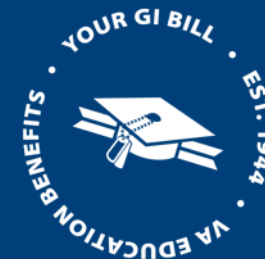
This is the end of the instructions for the selected facility type.

[Select here to navigate to the Helpful resources section.](#)



HELPFUL RESOURCES





BILLIE, THE GI BILL CHATBOT



Billie, the GI Bill Chatbot Cont'd

Billie is the EM Chatbot! Billie can be found in the bottom right section of the screen when you are in EM.

Select Billie's icon to see recommended topics and questions to ask Billie. If those topics or questions do not pertain to your needs, you may enter a question for Billie to answer. For example, you can type "What is an amendment?"

SCOs must type a greeting such as "Hi" or "Hello" to return to Billie's starting screen. You can learn more about Billie in this [video](#).

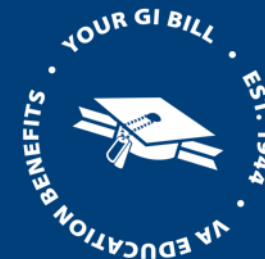


Billie, the GI Bill Chatbot Cont'd 1

Answers focus on 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.
- **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.
- **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.
- **Preset Enrollments.** Provides information on how to create, manage, and select an enrollment.
- **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.
- **Yellow Ribbon.** Provides general information on the Yellow Ribbon Program.

Note: Selecting the "i" icon by Billie's lower left-hand search box will populate FAQs.



ADDITIONAL RESOURCES



Additional Resources

Enrollment Manager Resources

- [Enrollment Manager FAQs](#)
- [Multi-factor Authentication video](#)

ID.me And Login.gov Resources

- [ID.me Help Center](#)
- [VA.gov Resources and Support](#)
- [VA & ID.me – ID.me Help Center](#)

SCO Resources

- [SCO Training Portal – Enrollment Manager Trainings](#)
- [Monthly Office Hours Q&A](#)

Quick Start Guides

- [Flight](#)
- [OJT/APP](#)
- [NCD](#)
- [IHL](#)

Additional Resources – Bookmarking EM

We encourage you to manually bookmark: <https://iam.education.va.gov>

Follow these steps:

1. Navigate to <https://iam.education.va.gov> to add to your favorites.
2. At the top-right of the screen, select the "**Star**".
3. Next, select the "**More...**" button to edit the URL.
4. In the URL text field, input the exact URL <https://iam.education.va.gov> you want to associate with this bookmark.
5. Select the "**Save**" button to save the bookmark.

Additional Resources – VBA Remarks Guide

- As a reminder, these 4 new VBA Remarks are typically not required for submission given the updated enrollment will already contain this information.
- There are 9 other VBA Remarks to choose from which are less commonly used but may be applicable depending on the scenario.
- These remarks should be considered before attempting to submit a custom remark.
- Terminations are still required if the student is graduating or completing the end of term or course.

VBA Remarks Guide	
Scenario	Best VBA Remark to Use
Updating or making a change to tuition and fees	Change to Tuition and Fees
Updating classes, changing or updating credit hours	Correcting/Updating/Amending Previous Enrollment
If a student completed all course requirements for graduation or program completion	Graduated/Received Diploma or Certificate/Completed Objective <i>Note: Terminations are still required if the student is graduating or completing the end of term or course.</i>
Submitting a second certification for enrollment verification	Second Certification for Enrollment Verification

As a reminder, VBA remarks are not required for the submission of an enrollment. If you're thinking about entering a remark, please use a VBA remark rather than a custom remark.

[VA.gov/school-administrators](https://va.gov/school-administrators)



EDUCATION SERVICE
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