VA-ONCE SCENARIO #1: ENTERING A CERTIFICATION FOR A MAIN & EXTENSION CAMPUS

DESCRIPTION: This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student completing nine (9) credit hours at a main campus and three (3) credit hours at an extension campus.

EXPECTED OUTCOME: There will be 2 certifications displayed – one for the main facility and one for the extension facility. If attending more than one extension, repeat steps to add the student at the extension facility and complete a certification for the hours taken at that location.

1. Add the student to the extension campus by selecting ‘Student’ and clicking ‘Add’ from the dropdown menu at the very top of the page.
2. Select the appropriate Facility Code for the extension campus from the dropdown menu (this is the code that aligns with the extension campus where the student is taking or will take classes). Add the student’s SSN and select ”OK”.

3. Click “OK” when given the prompt that the student exists in the system.
4. Complete or validate the information on the Bio page and Save the information.

5. Navigate to the ‘Select’ page from the menu on the left and search for the student. You will see the student listed at both Facility Codes (Main and Extension campuses). Select the student at the Facility Code you want to certify.
6. The Bio page will display again. From the Bio page, navigate to the Cert page and click ‘New’ from the Cert Menu at the very top of the page. The ‘Edit Enrollment’ Area will show the Main Facility code.
7. Complete the certification as you normally would, entering ONLY the hours taken at the main campus. Click “Submit’ at the very top of the page.
   a. Screen before submitting:
   
   ![Screen before submitting]
   
   b. Screen after submitting:
   
   ![Screen after submitting]
8. Return to the ‘Select’ page by clicking on the Select icon from the menu on the left. Select the same student that was just certified at the extension facility code.

9. From the Bio page, navigate to the Cert page and click ‘New’ from the Cert Menu at the very top of the page. The ‘Edit Enrollment Area’ will show the Extension Facility Code. The certification completed for the main campus Facility Code will also show in the list of certifications.
10. Complete the certification as you normally would, entering ONLY the credit hours taken at the extension campus. Click the ‘Submit’ button at the very top of the page.

a. Screen before submitting:

![Screen before submitting]

b. Screen after submitting:

![Screen after submitting]