## A. REVISION HISTORY

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<th>Version</th>
<th>Description</th>
<th>Authors</th>
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<td>2/21/2023</td>
<td>1.0</td>
<td>Initial user guide for School Certifying Officials to navigate Enrollment Manager</td>
<td>DGIB Training Team</td>
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1. OVERVIEW

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

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

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

ENROLLMENT MANAGER

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

VA EDUCATION PLATFORM

The [VA Education Platform](#) is the log-in page for external users to gain access to VA systems, such as Enrollment Manager, through an approved authentication method (ID.me or Login.gov). This authentication provides an additional layer of security to keep all personal information safe and provides a Single Sign On experience, where one set of user credentials provides access to multiple platforms (AskVA, Enrollment Manager, etc.).
Once properly authenticated through ID.me or Login.gov, School Certifying Officials will utilize the VA Education Platform Portal to access Enrollment Manager. The VA Education Platform Portal is where VA manages the Digital GI Bill® applications in one place and is where access to Digital GI® Bill applications is managed by both VA and by SCOs.

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

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

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

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

<table>
<thead>
<tr>
<th>New Term</th>
<th>New Term Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>Any change made to an enrollment after it is submitted</td>
</tr>
<tr>
<td>Assistant (SCO Assistant, Certifying Official Assistant, School Certifying Official Assistant)</td>
<td>The Assistants have limited access such as View Bio, Certs, VA Data, Log, History tabs; Edit Bio, Certs, and Log tabs; and delete unsubmitted certs. It will be associated with only one Facility Code. School Certifying Official assistants must have their work reviewed before they can submit it to VA.</td>
</tr>
<tr>
<td>School Certifying Official Read Only (Read-only Users, Read Only SCO, SCO Read Only, Read Only Certifying Official)</td>
<td>Users who will not be able to submit/change enrollments, but can log in to view data</td>
</tr>
<tr>
<td>Vacation Period</td>
<td>The dates of official facility vacation periods which are seven or more consecutive days. Used when certifying non-standard enrollment periods for all benefits</td>
</tr>
<tr>
<td>Online Credits</td>
<td>Web-based learning using one or more technologies to deliver instruction to students</td>
</tr>
<tr>
<td>Preset Enrollments</td>
<td>Term dates on approved facility calendar that can be prepopulated. NCD and IHL facilities can use Preset Enrollments. OJT, Apprenticeships, and Flight facilities cannot use Preset enrollments.</td>
</tr>
<tr>
<td>Student, Trainee</td>
<td>Individual using their VA education benefits to pursue educational programs, training, certifications, etc.</td>
</tr>
<tr>
<td>Facility, Institution</td>
<td>Includes all institutions of higher learning as well as nontraditional courses/programs where education or training is pursued</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Program</td>
<td>Student’s chosen path of study that is pursued at a school or training facility.</td>
</tr>
<tr>
<td>In progress</td>
<td>Enrollment/Amendment/Certification in in draft state</td>
</tr>
<tr>
<td>Pending School Certifying Officials Review</td>
<td>Draft must be verified and submitted by School Certifying Officials</td>
</tr>
<tr>
<td>Submitted</td>
<td>Enrollment/Amendment/Certification was sent for processing</td>
</tr>
<tr>
<td>Under Review</td>
<td>Enrollment/Amendment/Certification was oof-ramped for manual review</td>
</tr>
<tr>
<td>Processed</td>
<td>Enrollment/Amendment/Certification has been adjudicated</td>
</tr>
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</table>
2. ACCESSING ENROLLMENT MANAGER AND APPROVING ADDITIONAL USERS

AUTHENTICATION VIA THE EDUCATION PLATFORM

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

1. Navigate to the VA Education Platform sign-in page and select “SSOe”.

![Sign in to the VA Education Platform](image-url)
2. Make sure you have your Social Security Number, Driver’s License or Passport, and mobile phone or email address handy.

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

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

Note: Subsequent screens demonstrate logging in with ID.me, Login.gov will follow similar steps.
4. Select "Create an ID.me account" and follow the prompts to enter an email address and create a password.
5. Check your email and confirm your email address by clicking the “Confirm your email” link sent by ID.me to the email address you provided, so that you can set up multi-factor authentication.
6. Choose your authentication method (text or phone call) and you will receive a 6-digit code.
7. Input the 6-digit code and click “Continue”.
8. Follow the prompts to verify your identity. This process might take 5-10 minutes to complete. You will need to upload a photo of your driver’s license, state ID, or passport to verify your identity.

Note: Should you encounter problems with verifying your identity, please access the ID.me Help Center.
9. Once you have successfully verified your identity, you will be automatically redirected to the VA Education Platform Portal landing page.

Select a VA Education application

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

- Open Enrollment Manager
- Request access
- legacy VA-ONCF users

**Workload Manager**
Workload Manager Description

- Open Workload Manager

**Benefits Manager**
Institution Manager Description

- Open Benefits Manager
1. Navigate to the [VA Education Platform sign-in page](https://www.va.gov) and select "SSOe".
2. Select sign in using “ID.me” or “Login.gov” based on where you created your account.

Note: Subsequent screens demonstrate logging in with ID.me, Login.gov will follow similar steps.
3. Input your email and password and select the “Sign in” button.
4. Choose your authentication method (text or phone call) and you will receive a 6-digit code.
5. Input the 6-digit code and click "Continue".
6. If you have not done so previously, follow prompts to verify identity.

Note: Should you encounter problems with verifying your identity, please access the ID.me Help Center.
7. Once you have been authenticated, you will be redirected to the VA Education Platform Portal where you will be able to request access to Enrollment Manager.

Please note:

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

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

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

Note: The first and last name that are registered to your credentials in VA-ONCE must match the first and last name used for your ID.me/Login.gov account. If they do not, you will receive the below error message when attempting to log in with your legacy credentials. If this occurs, please proceed to the next section.
Option 2: If you do not have existing VA-ONCE credentials, you are required to either:

- Request access through your Education Liaison Representative (if you are a School Certifying Official)
- Request access through your School Certifying Official (if you are an Assistant or School Certifying Official Read Only)
School Certifying Officials

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

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

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

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

1. Click on the “legacy VA-ONCE users” link and input your legacy VA-ONCE user name, user password, and associated State. Then click the “Ok” button.
2. Once you submit the required information, you will receive a message noting “Access to Enrollment Manager has been granted”. Select “Close” to quit the message.

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

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

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

1. Select “Request access” under the Enrollment Manager tab.
2. On the following screen, verify your pre-populated information ("First name", "Last name") is accurate and input your desired email and corresponding state. Note: To assist an ELR in identifying you, it is recommended to use the facility email address on this page.
3. Select "School Certifying Official" for the "Role."
4. Next, you will select the “State” in which your institution is based so that requests for access can be directed to the correct ELR.

Please note:

- While you may report to more than one state or jurisdiction, input the most relevant state to gain access before working with your ELR to gain approval for outlying states.
- Foreign School Certifying Officials will have the ability to select a listed country, territory, or indicate they are at a foreign facility.
5. You must acknowledge by selecting the two required fields:
   a. “By clicking here, you agree that you are already designated in VA’s Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.”
   b. “By clicking here, you agree that you have completed the required training in the SCO Portal.”

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

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
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]

Submit  Cancel
6. Select “Submit”.

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.

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

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

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

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

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

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

If you have a legacy VA-ONCE account, you will be able to access Enrollment Manager by utilizing your VA-ONCE credentials. Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account. Follow the below steps to learn how to utilize your VA-ONCE credentials to access Enrollment Manager.

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

1. Click on the “legacy VA-ONCE users” link and input your legacy VA-ONCE credentials and associated State.
2. Once you are done, select “Ok”.
3. Once you submit the required information, you will receive a message noting “Access to Enrollment Manager has been granted”.
4. Select “Close” to exit the message.
5. Once you log back into the VA Education Platform Portal, the blue “Open Enrollment Manager” button will be enabled.
Requesting access through the School Certifying Officials (No existing VA-ONCE credentials)

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

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

1. Once you’ve been authenticated through ID.me and are on the VA Education Platform Portal, select “Request Access”.
2. First, verify that your pre-populated information ("First Name" and "Last Name") is accurate before filling in your "Phone number" and "Email". Next, select "Assistant".
3. Finally, input the “Facility Code” that corresponds with your School Certifying Official’s jurisdiction.
4. Once all fields have been acknowledged and addressed, click “Submit” and the request will be sent to your approving School Certifying Official for review and approval or denial.

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

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

Requesting access through your SCO

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

1. In Enrollment Manager, School Certifying Official Read Only users will have the ability to call, write, and share specific information with VA. They will not have the ability to create, edit, or submit in Enrollment Manager but they have access to view all data within EM.

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

Select a VA Education application

- **Enrollment Manager**
  - Enrollment Manager Description
  - Open Enrollment Manager
  - or Request access
  - or Legacy VA-ONCE users

- **Workload Manager**
  - Workload Manager Description
  - Open Workload Manager
  - or Request access
  - or Legacy VA-ONCE users

- **Institution Manager**
  - Institution Manager Description
  - Open Institution Manager
  - or Request access
  - or Legacy VA-ONCE users
3. Verify that your pre-populated information ("First Name" and "Last Name") is accurate before filling in your "Phone" and "Email".
4. Next select “School Certifying Official Read Only” as the “Role”.

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

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

b. “By clicking here, you agree that you have completed the required training in the SCO Portal.”

This is in reference to the SCO Annual Training Requirements for New and Existing SCOs in the SCO Portal.
5. Finally, input the “Facility Code” that corresponds with your School Certifying Official’s jurisdiction.

Note: While School Certifying Official Read Only may have more than one facility code they report to, we recommend you input one of the corresponding codes for approval purposes.
6. Once all fields have been acknowledged and addressed, click “Submit” and the request will be sent to your residing School Certifying Official for review and approval or denial.
School Certifying Official Read Only

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

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

If you have a legacy VA-ONCE account, you will be able to access Enrollment Manager by utilizing your VA-ONCE credentials. Utilizing VA-ONCE credentials is a one-time process and you will be given the same access associated with your VA-ONCE account.

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

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

![Request access to Enrollment Manager](image)
2. Once you submit the required information, you will receive a message noting “Access to Enrollment Manager has been granted”.

3. Select “Close” to exit the message.
4. Once you log back into the VA Education Platform Portal, the blue “Open Enrollment Manager” button will be enabled.
APPROVING, DENYING, AND REVOCKING ENROLLMENT MANAGER ACCESS

Approving Access

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

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

Note: SCO Access Manager is accessible from the same screen you initially started on.
2. After the user has submitted a request, and the School Certifying Official has navigated to the “SCO Access Manager” screen, the request will populate for the School Certifying Official to approve or deny.

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

3. If all requirements are met, the School Certifying Official will select the “Approve” button.
4. Select “Yes” on the “Approval Confirmation” screen to grant the user access.

Note: School Certifying Officials that are approving Assistants or School Certifying Officials Read Only do not receive an email when access to Enrollment Manager is being requested.
5. If not all requirements based on VA regulations are met, School Certifying Officials must deny the user’s access request by selecting the “Deny” button. School Certifying Officials will then add a denial reason, which will display in the email sent to the requester informing them that their request was denied.
6. When selecting a denial reason, School Certifying Officials may choose between three options:
   Option 1. “Your institution has not submitted a VA Form 22-8794 that designates you as an SCO”
   Option 2. “Our records indicated that you have not completed the training required to begin work as an SCO”
   Option 3. “Enter other reasons” (If selected, School Certifying Officials must fill in the denial reason within the text box provided.)
7. Once the School Certifying Official has selected a denial reason, and filled out the text box, if necessary, they will select the “Submit” button.

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

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

1. Once logged into the VA Education Platform Portal, navigate to the “SCO Access Manager” tab.
2. Search for the School Certifying Official that needs their access revoked using the "First name", "Last name", "Email", or "Status" text fields. Select the "Revoke" button on their profile.
3. Select “Yes” to confirm the user’s access is revoked.
4. After selecting “Yes”, a “Revocation Confirmation” will appear stating that the Assistant or School Certifying Official Read Only access to Enrollment Manager is successfully revoked. Select “Close” to exit the screen.
ASSIGNING/UNASSIGNING FACILITIES

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

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

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

Select a VA Education application

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

- **Workload Manager**
  - Workload Manager Description
  - Open Workload Manager

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

<table>
<thead>
<tr>
<th>Facility Code</th>
<th>Action</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Status</th>
<th>Requested Role</th>
<th>Created Date</th>
<th>Resolved Date</th>
</tr>
</thead>
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<tr>
<td>EM_ADMIN_SCOPE-TEST</td>
<td>Facility Manager...</td>
<td>EM_ADMIN_SCOPE-TEST</td>
<td>EM_ADMIN_SCOPE-TEST</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>APPROVED</td>
<td>School Certifying Official Read Only</td>
<td>Feb 19, 2023</td>
<td>Feb 19, 2023</td>
</tr>
</tbody>
</table>
3. Search for facilities that you would like to grant access to for this user using the “Name” or “Facility Code” fields. On the right-hand side of the screen, School Certifying Officials can view a list of facilities already assigned to the Assistant or School Certifying Official Read Only.

Please note:

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

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

Please note:

- Users must manually search for branch campuses to add them to an Assistant’s or School Certifying Official Read Only’s profile.
- Users using Windows computers can hold the “Control” key on their keyboard to select multiple facilities in the “Assigned” column simultaneously.
- Users using Mac computers can hold the “Command” key to select multiple facilities.
5. To remove an Assistant or School Certifying Official Read Only's access to a facility, select the proper facility name under the “Assigned” column and select the “UnAssign” arrow, then select the “Save” button. Multiple facilities can be unassigned simultaneously using the same method used in the previous step to assign multiple facilities.
3. NAVIGATING ENROLLMENT MANAGER

SCHOOL CERTIFYING OFFICIAL DASHBOARD

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

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

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

### Your Actions

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Status</th>
<th>Last edited on</th>
<th>Last edited by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pending SCO Review</td>
<td>Jan 3, 2021</td>
<td>01, SCO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td>Jan 3, 2021</td>
<td>01, SCO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Progress</td>
<td>Jan 3, 2021</td>
<td>01, SCO</td>
</tr>
<tr>
<td></td>
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<td>Jan 3, 2021</td>
<td>01, SCO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pending SCO Review</td>
<td>Jan 3, 2021</td>
<td>01, SCO</td>
</tr>
</tbody>
</table>
3. Below the dashboard, you can find links to other helpful resources such as the School Certifying Official Handbook and the GI Bill® Comparison Tool.

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

Finding a Student

- There are two ways to navigate to the “Students” tab and search for a student:
  - Clicking “Find and add a student” button on the top-right corner of the page
  - Clicking the “Students” tab on the dashboard menu
Once you select “Find and add a student” or the “Students” tab, select one of the two search options detailed below. Depending on which option you select, different search field options will populate. Note: Unlike in VA-ONCE, neither search option will allow you to search for a student by Social Security Number (SSN).

a. **Search my students** - Search for a student by entering their first name, last name, or Student ID. There are several filters to help narrow your search results such as, “Enrollment status”, “Training type”, and “Program”. “Program” is populated by the programs approved in WEAMS. In addition, non-matriculated and undeclared are available drop-down options that are enabled and displayed if the Training Type is IHL. Before searching for a student, this page will default show a School Certifying Official’s “Active” students in alphabetical order.
## Students

**Search my students**

```
<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- **Filter**
  - **Enrollment status**
    - Select
  - **Training type**
    - Select
  - **Benefit type**
    - Select
  - **Program**
    - Select
  - **School**
    - Select
  - Yellow Ribbon
  - STEM
  - Active students only

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

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

- Once you searched for a student, select the relevant student from the list of results. If the student has been or is associated with another facility, the profile preview on the right-side of the screen will say “Go to profile”. If the student has not been added to a school, the text will say “Add student to school”. Select the “Add student to school” button.
The next screens display the student’s known biographical, benefit type, and contact information. Select the “Continue” after all the information has been verified.

Please note:

- In this first release of Enrollment Manager, a School Certifying Official will be able to edit biographical information; however, due to the system integration affecting multiple VA Systems, School Certifying Officials must not edit an existing student’s address or other biological information.
- In future releases of Enrollment Manager, this section will be restricted and will be “read only”.
- School Certifying Officials will only be able to add biographical information for new students who do NOT exist in the VA system. It will be the responsibility of each student to update their address and any other biographical information. If a student wants to update their address, they will need to contact the VA.
Address line 3

City (*Required)
Grenloch

State (*Required)
Pennsylvania

Postal code (*Required)
08032
Input the corresponding school and program information for your student. Once the information is entered, select the “Save” button.

Note: Each dropdown arrow highlights the following information:

- **School** – Contains all the facilities that the School Certifying Official has access to.
- **Training type** – Contains the unique training types available at the selected facility.
- **Objective type** – Contains the various degree or certificates available at the selected facility. If the student is a guest student, you will select “Guest Student” from the “Objective Type” drop-down. When selected, the “Program” defaults to “Guest Student” and the “Primary School Address Type”, “Primary School State”, and “Primary School Name” fields are enabled and displayed.
- **Program** – Contains a list of the programs listed in WEAMS which are available at the selected facility. In addition, non-matriculated and undeclared are available drop-down options that are enabled and displayed if the Training Type is IHL.
Select the "Add student" button to complete adding this facility to the student.
Note: If the student is enrolled in another program at the same facility, you can add it to the student by selecting "Add another school"
You can view the successfully added program under your student’s “Programs” tab.
STUDENTS PROFILE

Enrollments Tab

1. The first tab in the student's profile is “Enrollments”. From this tab, School Certifying Officials can view all student enrollments and enrollment statuses, add enrollments, and amend enrollments. Additional details including the Enrollment History are displayed by clicking to expand.
Note: The original enrollment, associated amendments, and corresponding monthly certifications are viewed by clicking the blue “dropdown arrow” then clicking “View Details”.

**GARY SMITH**

**Spring 23 at CENTRAL TEXAS COLLEGE - MARBLE FALLS**

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

- Residents Credits: 12
- Tuition and fees: $18,000.00
- Online Credits: 3
- Vacation Periods: 3/3/2023 - 3/13/2023

**Enrollment history**

- Enrollment: 2/19/2023 - SUBMITTED

**Total credit hours:** 15
Once “View Details” is selected, a summary page displays the details for the selected enrollment, amendment, or monthly certification. You can view/print the associated form (e.g., 22-1999, 22-1999b, 22-6553c, 22-6553d-1) by selecting Print located at the bottom of the screen.
2. The second tab in the student’s profile is “Student Info”. The “Student Info” tab includes two additional tabs, “Bio-Info” and “Contact-Info”.

---

**GARY SMITH**

**Biographical information**

First name: GARY
Middle name:
Last name: SMITH
Suffix:
Date of birth: 06/06/1992

**Contact information**

Email address: gary.smith@gmail.com
Home phone:
Mobile phone:
Mailing address: 8055 Renoval Dr, Grenloch, PA, US 08032

---

**Enrollments**

**Bio-Info**

**Contact-Info**

**Programs**

**Benefits**

**Notes**

**History**

---

**BENEFIT**

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

---

**Student Search**

**Save**
3. The "Bio-Info" tab lists a student's personal information, such as first name, last name, and date of birth.

Note: Information can be updated in the corresponding fields, excluding the date of birth. If the date of birth is inaccurate, students will need to reach out to the VA and request their information is correctly updated.
4. The “Contact-Info” tab includes a student’s phone number, email address, and mailing address.
The third tab in the student’s profile is the “Programs” tab, which displays both previous and current programs a student is enrolled in by facility. The program reflects what degree or certification the student is working towards.
1. On this page, School Certifying Officials must choose if the student is a STEM scholarship recipient by clicking the “STEM” box.
2. Once the box is checked, another box will appear allowing the School Certifying Official to add the CIP code. If changes are made on this screen, users must select the “Save” button to confirm these changes.

Note: the “Save” button is only selectable after the “STEM” box is checked and a “CIP code” is entered.
3. You can make changes to a student's program or school by selecting "Update student's academic info" then selecting "Add another school".
4. The “Edit” button will only be selectable if there was mismatched information during the data migration process.

**School and program information**

**CENTRAL TEXAS COLLEGE-MARBLE FALLS**

**IHL**

Associate of Art

AAS CHILD DEVELOPMENT
5. On the “Additional school and program” page, School Certifying Officials will input the “School”, “Training type”, “Objective type”, and “Program” before selecting “Save this school” to confirm the changes.
6. Once all changes have been made, select the "Submit" button.
7. A “Success!” banner will appear noting that the academic information has been updated successfully.
Benefits Tab

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

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

GARY SMITH

Student ID

Current benefit type

Chapter 33 Post 9/11 GI Bill (pending)

Benefit level

Current facility code

14X51243

Contact information

Email address

gary.smith@gmail.com

Home phone

Mobile phone

Mailing address

8055 Renault Dr
Grenloch, PA, US 08032
Notes Tab

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

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

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

GARY SMITH

Student ID

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Student Info</th>
<th>Programs</th>
<th>Benefits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>History</td>
</tr>
</tbody>
</table>

Filter

Sort by: Newest to oldest

- **Program updated**
  
  Student added to Associate of Arts - AAS CRIMINAL JUSTICE
  
  CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14K51243
  
  02/20/2023 12:19:48 AM | SCO 01 | SCHOOL

- **Enrollment submitted**
  
  Spring 23: January 9, 2023- May 12, 2023
  
  CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14K51243
  
  02/19/2023 10:29:08 PM | SCO 01 | SCHOOL

- **Benefit updated**
  
  Benefit type added Chapter 33 Post 9/11 GI Bill
  
  CENTRAL TEXAS COLLEGE-MARBLE FALLS - 14K51243
  
  02/19/2023 10:22:18 PM | SCO 01 | SCHOOL

- **Program updated**
  
  Student added to Associate of Arts - AAS CHILD DEVELOPMENT

Contact information

- Email address: gary.smith@gmail.com
- Home phone
- Mobile phone
- Mailing address:
  
  8055 Renault Dr
  
  Grenloch, PA, US 08032
1. To generate a report, first navigate to the “Reports” tab in Enrollment Manager. From there, School Certifying Officials will be brought to a page that displays the fields of information that require completion to generate a report. These fields include:
   - Facility code and school name
   - Begin date
   - End date
   - Type of report

2. Select the code for the facility you are looking to generate reports for in the “Facility code and school name” dropdown menu. Next, enter the period you are looking to generate a report for in the “Begin date”. The “End date” auto populates a week after the “Begin date”.

![Enrollment Manager interface showing reports generation](image-url)
3. Choose either “Summary” or “Detail” in the “Type of report” field to generate a specific type of report. Once all pertinent information has been entered, select the “Generate report” button to create your new report.

Note:
- The Summary report will show you the total number of enrollments, amendments, terminations, and monthly certifications that were processed at the chosen facility.
- The Detail report will show you every type of enrollment, the student’s name that the enrollment is for, the status of the enrollment, the School Certifying Official who is processing the enrollment, and the submission date.
4. An example "Detail" report – pertaining to one facility code and containing one student’s information – can be viewed below. Additional student information can be accessed by selecting the corresponding "+" icon on the right side of the screen.

### Reports

<table>
<thead>
<tr>
<th>Facility code and school name (*Required)</th>
<th>Begin date (*Required)</th>
<th>End date</th>
<th>Type of report (*Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>02/13/2023</td>
<td>02/19/2023</td>
<td>Detail</td>
</tr>
</tbody>
</table>

Selected schools:
- 14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS
- 10513217 - CIVILIAN PERSONNEL ADVISORY CENTER
- 14X49743 - LA JOYA TECHING CENTER
- 31300278 - ZARAGOZA LOGISTICS CENTER
- 25036004 - CENTER FOR WHOLENESS AND HEALTH

[Generate report]

<table>
<thead>
<tr>
<th>Facility code</th>
<th>Enrollment type</th>
<th>Student name</th>
<th>Status</th>
<th>SCO</th>
<th>Submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14X51243</td>
<td>Enrollment</td>
<td>SMITH, GARY</td>
<td>SUBMITTED</td>
<td>01, SCO</td>
<td>02/19/2023</td>
</tr>
</tbody>
</table>

[Export Reports] [Print Reports]
5. You can now view additional information such as the student’s facility type, benefit type, and resident and online hours.

Please note:

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

<table>
<thead>
<tr>
<th>Facility code and school name (*Required)</th>
<th>Begin date (*Required)</th>
<th>End date</th>
<th>Type of report (*Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>02/13/2023</td>
<td>02/19/2023</td>
<td>Detail</td>
</tr>
</tbody>
</table>

**Selected schools**
- 14K31243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS
- 10513217 - CIVILIAN PERSONNEL ADVISORY CENTER
- 14K49743 - LA JOYA TECHING CENTER
- 31380278 - ZARAGOZA LOGISTICS CENTER
- 25036004 - CENTER FOR WHOLENESS AND HEALTH

**Generate report**

---

<table>
<thead>
<tr>
<th>Facility code</th>
<th>Enrollment type</th>
<th>Student name</th>
<th>Status</th>
<th>SCO</th>
<th>Submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14K51243</td>
<td>Enrollment</td>
<td>SMITH, GARY</td>
<td>SUBMITTED</td>
<td>01, SCO</td>
<td>02/19/2023</td>
</tr>
</tbody>
</table>

**Training type**
- UNDERGRAD

**Benefit type**
- CH33

**Begin Date**
- 01/09/2023

**End Date**
- 05/12/2023

**Resident hours**
- 12

**Online hours**
- 3

**Tuition and fees**
- 18000
- YRP
- NULL
- Out of State tuition and fees
- NULL

**Export Reports**

---

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4. CERTIFICATIONS BY TRAINING TYPE

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

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

Note: If you need to determine your facility type, please go to WEAMS public.

IHL

Preset Enrollment Overview

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

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

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

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

### Preset enrollments

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Begin date</th>
<th>End date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 23</td>
<td>Aug 14, 2023</td>
<td>Dec 8, 2023</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Fall 23</td>
<td>Aug 14, 2023</td>
<td>Dec 8, 2023</td>
<td>ACTIVE</td>
</tr>
<tr>
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</tr>
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<td>Fall 23</td>
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<tr>
<td>Fall 23</td>
<td>Aug 14, 2023</td>
<td>Dec 8, 2023</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Spring 23</td>
<td>Jan 1, 2023</td>
<td>May 5, 2023</td>
<td>INACTIVE</td>
</tr>
<tr>
<td>Spring 23</td>
<td>Jan 1, 2023</td>
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</tr>
<tr>
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<td>ACTIVE</td>
</tr>
<tr>
<td>Spring 23</td>
<td>Jan 1, 2023</td>
<td>May 5, 2023</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

**Fall 23**

- **Active only**

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

**Edit preset enrollment**

**Associated schools**

- **LA JOYA TECHING CENTER**

---

**Vacation Periods**

No vacation period in this enrollment.
1. To begin, select the “Create a 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
2. Fill out the following information under the “Basic Information” section:
   - Enrollment period “Name” is an optional field (e.g., Fall, 2021, Spring 2022) – E.g., Fall 2022 (Not required)
   - “School” – Visible facilities and dropdown list contain all facilities the School Certifying Official has access to
   - “Begin date”
   - “End date”

New preset enrollment

Basic information

Name
ex: 2021 Fall, Spring 22

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

School (*Required)
Select your option

14X31243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS ➥

Begin date (*Required)
MM/DD/YYYY

End date (*Required)
MM/DD/YYYY
3. Next, enter any relevant “Vacation Periods” that coincide with this enrollment and select the “Save vacation period” button. You may also select the “Delete” button if you want to discard the vacation period.

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

4. Click “Create preset enrollment” to save the preset enrollment.
1. To edit a preset enrollment, select the specific enrollment you want to edit, then select "Edit preset enrollment".

```
<table>
<thead>
<tr>
<th>Preset enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>School</td>
</tr>
<tr>
<td>--------</td>
</tr>
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</tr>
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</tr>
<tr>
<td>Name</td>
</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>Begin date</td>
</tr>
<tr>
<td>End date</td>
</tr>
</tbody>
</table>

Edit preset enrollment
```
2. Next, make any corrections to the existing information for this enrollment period such as the begin or end date or vacation period dates. You cannot change the school while editing a preset enrollment. When you are finished making edits, select the “Save preset enrollment” button.
Note: When preset enrollment periods are edited, the new, updated preset enrollment will appear as “Active” and the old enrollment will appear as “Inactive”.

Preset enrollments

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

<table>
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</tr>
</tbody>
</table>

- **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
**Add and Submit an Enrollment**

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the "Find and add a student" button or by selecting the "Students" button in the Dashboard menu.
2. If the student has already been associated with your education or training institution, they will populate under the "Search Results" tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

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

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

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

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

Add UNDERGRAD enrollment

LISA DORSEY

Enrollment information

Training facility (Required)
14X51243 - CENTRAL TEXAS COLLEGE-MARBLE FALLS - AA COM

Enrollment name
Fall 23

Begin date (Required)
09/14/2023

End date (Required)
12/08/2023
Credits and tuition

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

2. Input the student’s tuition information.
Vacation periods

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

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

1. Before submitting the enrollment, select any relevant "VBA remarks". Please only create "Custom remarks" when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.
Note: Feel free to add any notes for yourself or for other School Certifying Officials at your facility. Notes will not be submitted to VA with the enrollment but can be reviewed by VA if necessary.
2. Select “Submit enrollment” to confirm the new enrollment information or select “Save as draft” to finish the process later. You can discard edits to the enrollment by selecting the “Discard edits” button.

---

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

Submit enrollment  Save as draft  Discard edits
3. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

Success!

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

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

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

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

Note:

- Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.
1. After you search and select the student, navigate to the student's "Enrollments" page, identify the enrollment to Amend, and select the "Amend" button. Once amend is selected, the page will show the information for the selected enrollment, which may or may not be current, since amendments can be made to previously completed enrollments.

**LISA DORSEY**

**Student ID**

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Student Info</th>
<th>Programs</th>
<th>Benefits</th>
<th>Notes</th>
<th>History</th>
</tr>
</thead>
</table>

**Fall 23 at CENTRAL TEXAS COLLEGE-MARBLE FALLS**

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

**ENROLLMENT - SUBMITTED**  Total credit hours **18**

**Amend**
Enrollment information

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

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

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

Note: Once you make changes to credit hours, a new section will automatically appear called Amendment Information. Here, you will select the applicable amendment reason pertaining to this enrollment and input the effective date. Depending on the amendment reason that is chosen, a “Revised End Date” may be required.
2. If the student is graduating or completing the end of term or course, select the “Graduation / End of Term or Course” checkbox. If the student is terminating their enrollment, select the “Termination” checkbox.

Note: If the “Termination” checkbox is selected, all the pre-existing values under the “Credits and tuition” section will zero out.
3. For both graduation/end of term or course or termination, you will be required to fill out the “Amendment information” section. Depending on which box you select, the amendment reasons will be specific to the unique choice.

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

**Termination**

**Amendment information**

- Pre-registered but never attended

**Graduation/End of Term or Course**

**Amendment information**

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

**Amendment information**

- **Amendment Reason (Required)**
  - Other

- **Amendment effective date (Required)**
  - MM/DD/2023
  - A valid Effective Date is required.

**Remarks**

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

- **VBA remarks**
  - Select

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

Notes (optional)

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

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

Notes:

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

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

Submit amendment  Save as draft  Discard edits
Note: If notes are added, these notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.

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

**Success!**

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

has been added as an amendment.
6. You can see the status of the amendment on the “Enrollments” tab of the student’s profile.
7. Once the enrolment is terminated, no further changes can be made. If the enrollment was terminated by mistake, you will need to recreate the enrollment to amend it further. When recertifying a terminated enrollment for a CH33 certification School Certifying Officials must add the following remark “correcting previously terminated enrollment. Notice of Change in Student Status to follow” on the recertification so T&F are not released to the school again. They then have to resubmit any amendments and/or corrections and then re-terminate the term.
NCD

Preset Enrollment Overview

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

Preset enrollments are academic years divided into enrollment periods.

In Enrollment Manager, the “Active” status for preset enrollments refers to enrollment periods that are currently being used and displayed in your dropdown menu. “Inactive” refers to enrollment periods that you no longer wish to see displayed. These are usually terms in the past that you are no longer certifying.
To access preset enrollments, select the “Schools” button on the Menu Bar.
On this screen, you can view all active and inactive preset enrollments, which can be filtered by “School”. The preset enrollments that appear on this screen are from all the facilities to which the School Certifying Officials has access.

### Preset enrollments

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Begin date</th>
<th>End date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 23</td>
<td>Aug 14, 2023</td>
<td>Dec 6, 2023</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Fall 23</td>
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</tr>
<tr>
<td>Spring 23</td>
<td>Jan 1, 2023</td>
<td>May 5, 2023</td>
<td>INACTIVE</td>
</tr>
<tr>
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<td>ACTIVE</td>
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</tbody>
</table>
5. To begin, select the “Create a preset enrollment” button.
6. Fill out the following information under the “Basic Information” section:
   - Enrollment period “Name” is an optional field (e.g., Fall, 2021, Spring 2022) – E.g., Fall 2022 (Not required)
   - “School” – Visible facilities and dropdown list contain all facilities the School Certifying Official has access to
   - “Begin date”
   - “End date”

New preset enrollment

Basic information

Name
ex: 2021 Fall, Spring 22

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

School (*Required)
Select your option

25038004 – CENTER FOR WHOLENESS AND HEAL...

Begin date (*Required)
MM/DD/YYYY

End date (*Required)
MM/DD/YYYY
7. Next, enter any relevant “Vacation Periods” that coincide with this enrollment and select the “**Save vacation period**” button. You may also select the “**Delete**” button if you want to discard the vacation period.

Note: A vacation is a customary, reasonable vacation period connected with a federal or state legal holiday that is identified as a holiday in the institution’s literature. VA interprets a reasonable period as seven or more calendar days long. You can hover over the text that says, “What Constitutes a Vacation Period?” for more information.
This newly created preset enrollment will be associated with the specific facility when creating an enrollment when creating an enrollment.

8. Click “Create preset enrollment” to save the preset enrollment.
1. To edit a preset enrollment, select the specific enrollment you want to edit, then select “Edit preset enrollment”.

### Preset enrollments

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

<table>
<thead>
<tr>
<th>School</th>
<th>Create preset enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

- **Active only**

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**Fall 23**

- **Begin date**: Aug 14, 2023
- **End date**: Dec 8, 2023
- **Status**: ACTIVE
2. Next, make any corrections to the existing information for this enrollment period such as the begin or end date or vacation period dates. You cannot change the school while editing a preset enrollment. When you are finished making edits, select the “Save preset enrollment” button.
Note: When preset enrollment periods are edited, the new, updated preset enrollment will appear as “Active” and the old enrollment will appear as “Inactive”.

**Preset enrollments**

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

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**Fall 23**

- **ACTIVE**
  - Begin date: Aug 14, 2023
  - End date: Dec 8, 2023

**Vacation Periods**

No vacation period in this enrollment.

**Associated schools**

Central Texas College-Marble Falls

Facility code: 14X51243
Add and Submit an Enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “Find and add a student” button or by selecting the “Students” button in the Dashboard menu.
2. If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

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

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

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

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

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

Add NCD enrollment

ASHLEY BROWN

Enrollment information

Training facility (*Required)
25036004 - CENTER FOR WHOLESOME AND HEALTH - MASSAGE

Enrollment name
Spring 23

Begin date (*Required)
01/01/2023

End date (*Required)
05/05/2023
Credits and tuition

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

### Credits and tuition

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident credits</td>
<td>0</td>
</tr>
<tr>
<td>Online credits</td>
<td>0</td>
</tr>
<tr>
<td>Clock hours</td>
<td>40</td>
</tr>
<tr>
<td>Tuition &amp; Fees amount</td>
<td>15000</td>
</tr>
</tbody>
</table>

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.
Vacation periods

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

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

4. Before submitting the enrollment, select any relevant “VBA remarks”. Please only create “Custom remarks” when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Official in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.
Note: Feel free to add any notes for yourself or for other School Certifying Official at your facility. Notes will not be submitted to VA with the enrollment but can be reviewed by VA if necessary.
5. Select “Submit enrollment” to confirm the new enrollment information or select “Save as draft” to finish the process later. You can discard edits to the enrollment by selecting the “Discard edits” button.

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

By submitting this record, I certify that the previous statements are true and correct to the best of my knowledge and belief.
6. Once your enrollment is submitted, a “Success!” banner will appear 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.

### ASHLEY BROWN

#### Enrollments

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Student Info</th>
<th>Programs</th>
<th>Benefits</th>
<th>Notes</th>
<th>History</th>
</tr>
</thead>
</table>

**Spring 23 at CENTER FOR WHOLENESS AND HEALTH**

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

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

**Vacation Periods**
- 3/2/2023 - 3/13/2023

**Enrollment history**

<table>
<thead>
<tr>
<th>Type</th>
<th>Effective date</th>
<th>Submitted date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>-</td>
<td>2/20/2023</td>
<td>SUBMITTED</td>
</tr>
</tbody>
</table>

**Contact information**

- **Email address**: ashley.brown@test.com
- **Home phone**: [Redacted]
- **Mobile phone**: [Redacted]
- **Mailing address**: 800 N Glebe Rd, Arlington, VA, US 22203
Amend an Enrollment

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

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

Please note:

- Enrollment Manager can process more than one amendment on a single certification in a 24-hour period for Chapter 33 students. For non-Chapter 33 students, continue with submitting successive adjustments on separate days.
1. After you search and select the student, navigate to the student’s “Enrollments” page and select the “Amend” button. Once amend is selected, the page will show the information for the selected enrollment, which may or may not be current, since amendments can be made to previously completed enrollments.
Enrollment information

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

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

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

Note: Once you make changes to clock hours, a new section will automatically appear called Amendment Information. Here, you will select the applicable amendment reason pertaining to this enrollment and input the effective date. Depending on the amendment reason that is chosen, a “Revised End Date” may be required.
4. If the student is graduating or completing the end of term or course, select the "Graduation / End of Term or Course" checkbox. If the student is terminating their enrollment, select the "Termination" checkbox.

Note: If the "Termination" checkbox is selected, all the pre-existing values under the “Credits and tuition” section will zero out.
5. For both graduation/end of term or course or termination, you will be required to fill out the “Amendment information” section. Depending on which box you select, the amendment reasons will be specific to the unique choice.

Note: Be mindful of the amendment reason you are selecting. Certain amendment reasons automatically populate the amendment effective date, where others need to be manually entered.
6. If “Other” is selected, you will be required to manually input the amendment effective date as well as a VBA or Custom Remark to explain the amendment reason.
Amendment information

Amendment Reason (*Required)
Other

Amendment effective date (*Required)
MM/DD/YYYY

A valid Effective Date is required.

Remarks

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

VBA remarks
Select

+ Add Custom Remark
7. Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the "Submit amendment" or "Save as draft" button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

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

Once you submit the amendment, you will see a “Success!” banner noting that the amendment has been added.
8. You can see the status of the amendment on the “Enrollments” tab of the student’s profile.

**ASHLEY BROWN**

Student ID

<table>
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<tr>
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</tr>
</thead>
</table>

**Filter**

- Spring 23 at CENTER FOR WHOLENESS AND HEALTH
  - 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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Effective date</th>
<th>Submitted date</th>
<th>Status</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment</td>
<td>2/20/2023</td>
<td>2/20/2023</td>
<td>SUBMITTED</td>
<td>View details</td>
</tr>
<tr>
<td>Enrollment</td>
<td>-</td>
<td>2/20/2023</td>
<td>SUBMITTED</td>
<td>View details</td>
</tr>
</tbody>
</table>

**BENEFIT**

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

**Contact information**

- Email address: ashley.brown@test.com
- Home phone
- Mobile phone
- Mailing address:
  - 800 N Glebe Rd
  - Arlington, VA, US 22203
9. Once the enrollment is terminated, no further changes can be made. If the enrollment was terminated by mistake, you will need to recreate the enrollment to amend it further. When recertifying a terminated enrollment for a CH33 certification School Certifying Officials must add the following remark “correcting previously terminated enrollment. Notice of Change in Student Status to follow” on the recertification so T&F are not released to the school again. They then have to resubmit any amendments and/or corrections and then re-terminate the term.

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

Add and submit an enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “Find and add a student” button or by selecting the “Students” button in the Dashboard menu.
2. If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

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

Note: A message is being displayed to make School Certifying Official aware this student does not have any enrollments added to their profile.
Enrollment Information
1. Input the student’s enrollment information.
   - Training facility – This dropdown contains all the facilities the student has been enrolled in.
   - Enrollment name – You can select the preset enrollment that you created earlier to pre-fill in the begin and end dates
   - Begin and end dates

Add Apprenticeship enrollment

DANIEL JOHNSON

Enrollment information

Training facility (*Required)

20301021 - RIDEOUT ELECTRIC - ELECTRICIAN

Enrollment name

Electrician

Begin date (*Required)

01/03/2023

End date (*Required)

01/03/2024

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

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

3. Before submitting the enrollment, select any relevant “Remarks”. Please only create remarks when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the “Notes” field. Notes will not be submitted to VA with the enrollment and will not impact processing.
4. Select “Submit enrollment” to confirm the new enrollment information or select “Save as draft” to finish the process later. You can discard edits to the enrollment by selecting the “Discard edits” button.

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

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

Submit enrollment  Save as draft  Discard edits
5. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

Success!

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

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

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

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

1. From the main page, search for the student that needs an amended enrollment. Refer to previous “Search for a student” instructions in this User Guide for more details.
2. Open the student’s profile to view the “Enrollments” tab and select the “Amend” button.
3. Amendments to OJT/App enrollments are less common but errors occur when entering trainee hours, or prior training time. Errors may occur when inputting dates, trainee hours, or prior training time. If a correction is necessary, those fields are available to amend the information. Note: the training facility and enrollment fields cannot be edited or changed.
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. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Note: Notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.
5. Once you submit the amendment, you can see the status of the amendment on the “Enrollments” tab of the student’s profile.

Success!

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

has been added as an amendment.
Add a Monthly Certification

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

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

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

![Certification information form]

- Training Facility: 20301021 - RIDEOUT ELECTRIC
- Begin date: 01/03/2023
- End date: 01/03/2026
- Certification begin date: 01/03/2023
- Certification end date: 01/31/2023
- Hours Trained: 40
3. You will be prompted to answer a series of "yes" or "no" questions. If you select "No" for questions 1 or 2, you will be prompted to provide additional information such as the trainee’s new wage rate and effective date, or the trainee’s “Termination Date” and “Termination Reason”.

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

- Yes
- No

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

- Yes
- No
4. Before submitting the enrollment, you may add relevant remarks or notes.  
   Note: Only add Custom Remarks when absolutely necessary as they slow down processing time. Alternatively, please use VBA Remarks or notes.

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

**Notes (optional)**

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

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

Notes:

---

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

---

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

[Submit amendment] [Save as draft] [Discard edits]
7. Once submitted, you will be redirected to the student’s profile, where a “Success!” confirmation banner will appear at the top of the screen.

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

1. Navigate to the “Enrollments” tab on the student’s profile. Under the “Enrollments” tab, select “Add Monthly Cert” to the desired enrollment.
2. Complete the necessary certification information. The fields include “Certification begin date,” “Certification end date,” and “Hours trained.”

Note: “Certification begin date” and “Certification end date” must be within the same month. School Certifying Officials must also certify all months in the training period, even if there are no hours worked during a month. Months must also be certified in order. The period certified must be the full month, except the first month when the start date is not the first day of the month. Each certification month must also be the full month unless the trainee was terminated, or the training period ended.
3. You will be prompted to answer a series of “yes” or “no” questions. If you select “No” for questions 1 or 2, you will be prompted to provide additional information such as the trainee’s new wage rate and effective date, or the trainee’s “Termination Date” and “Termination Reason”.

**Was the trainee’s wage in accordance with the Training Agreement? (Required)**
- Yes
- No

**Was the trainee enrolled in and pursuing the approved program for the month of January? (Required)**
- Yes
- No

**Termination information**

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

- **Date Terminated (Required)**
  - 02/15/2023

- **Termination Reason (Required)**
  - Employment terminated
4. Once the fields have been completed, select “Submit Certification” or select “Save as Draft.” You may add relevant remarks or notes. Note: Only add Custom Remarks when necessary as they slow down processing time. Alternatively, VBA Remarks can be added and are directed to the VA, unlike notes.

5. Once submitted, you will be redirected to the student’s profile, which will have a green confirmation banner at the top of the screen.
In the initial version of Enrollment Manager, there will not be the ability to replace a monthly certification with a new one. If you need to replace a monthly certification, you will need to terminate the enrollment and create a new one. So please make sure to double check that all information is correct before submitting a monthly certification.
Create Flight Instructions

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

1. To create a Flight instruction type, first, navigate to the dashboard page.
2. Select the button labeled “Create or edit Flight instruction types” under the “Flight instruction setup” section.
3. You will then be brought to the “Flight instruction setup” page. To add relevant Flight instruction type, you will select the corresponding button for Ground Instruction, Pre/post Instruction, Other, and Aircraft & Full Flight Simulator instructions to report additional Flight categories.

Please note:
- The “Type and Rate” must not exceed the WEAMS max approved rate.
- The Rate must be equal to or greater than zero.
4. To create a ground rate Flight instruction, select the "Add new ground rate" button.

### Ground Instruction

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Add new ground rate</td>
<td></td>
</tr>
</tbody>
</table>

### Pre/post Instruction

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Add new pre/post rate</td>
<td></td>
</tr>
</tbody>
</table>
5. Select the "Type" text field and enter "Ground" and select the "Rate" text field and enter the rate. When values are entered, select the "Save" button.

### Ground Instruction

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground</td>
<td>100</td>
</tr>
</tbody>
</table>

[Add new ground rate]
6. After the record is saved, you will see a confirmation of the data entered and can edit the record by using the “pencil” icon or delete the record by using the “trashcan” icon.

### Ground Instruction

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
7. To create a new pre/post instruction type, select the "+ Add new pre/post rate" button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>[+ Add new pre/post rate]</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre/post</td>
<td>100</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre/post</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
10. Select the “+ Add new other rate” button to create another type of Flight instruction.

11. Select the “Type” text field and enter the type of instruction, then select the “Rate” text field and enter the rate. When values are entered, select the “Save” button.
12. After the record is saved, you will see a confirmation of the data entered and can edit the record by using the “pencil” icon or delete the record by using the “trashcan” icon.
13. To add “Aircraft & Full Flight Simulator instructions”, you have the option to select the “Add new aircraft instruction” button, the “Add new flight simulator instruction” button, or select both. Select the “Add new aircraft instruction” button.
14. Select the “Instruction Type” text field and input the required instruction type. Select the “Horsepower”, “Solo Rate”, and “Dual Rate” text fields and input the appropriate values. Click the “Save” button to confirm changes to the aircraft instruction.

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Horsepower</th>
<th>Solo Rate</th>
<th>Dual Rate</th>
<th>Dual Sim Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft_flight</td>
<td>110</td>
<td>115</td>
<td>120</td>
<td>0</td>
</tr>
</tbody>
</table>
15. Select the "**Add new flight simulator instruction**" button

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Horsepower</th>
<th>Solo Rate</th>
<th>Dual Rate</th>
<th>Dual Sim Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft_flight</td>
<td>110</td>
<td>$115.00</td>
<td>$120.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Horsepower</th>
<th>Solo Rate</th>
<th>Dual Rate</th>
<th>Dual Sim Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft_flight</td>
<td>110</td>
<td>$115.00</td>
<td>$120.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Note:** For "Add new flight simulator instruction" type, you will notice that the "Horsepower", "Solo Rate", and "Dual Rate" are not editable because they are not needed for this instruction type.
17. If any changes need to be made, select the “pencil icon” located to the right of the page on the line of the saved instruction to adjust the information. If you’d like to delete an instruction after it has been saved, select the trash can icon located right next to the pencil icon.

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Horsepower</th>
<th>Solo Rate</th>
<th>Dual Rate</th>
<th>Dual Sim Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft_flight</td>
<td>110</td>
<td>$115.00</td>
<td>$120.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Simulator_new</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$120.00</td>
</tr>
</tbody>
</table>
18. Once flight instructions are created, they can be filtered. To filter flight instructions, you can use the "Flight instructions" text field to search.

### Aircraft & Full Flight Simulator instructions

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Horsepower</th>
<th>Solo Rate</th>
<th>Dual Rate</th>
<th>Dual Sim Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft_flight</td>
<td>110</td>
<td>$115.00</td>
<td>$120.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Simulator_new</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

[+ Add new aircraft instruction] [+ Add new flight simulator instruction]
Add and submit an enrollment

1. Navigate to the student profile that you would like to add an enrollment to. You can do this by selecting the “Find and add a student” button or by selecting the “Students” button in the Dashboard menu.
2. If the student has already been associated with your School Certifying Official jurisdiction, they will populate under the “Search Results” tab. Select the student’s profile and the select “Go to profile” button on the right-side pane.

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

**Orville Wright**

Student ID 00000078

- **Enrollments**
- **Notes**
- **History**

Filter ▼

**Add enrollment**

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

**Contact information**

- Email address
- Home phone
- Mobile phone
- Mailing address
  - 800 N Glebe rd
  - suite 800
  - arlington, VA, US 22203

Note: A message is being displayed to make School Certifying Officials aware this student does not have any enrollments added to their profile.
Enrollment Information
4. Input the student’s enrollment information.
   a. Training facility
   b. Begin date
   c. Medical certification type
   d. Exam date
   e. Certificate and Ratings

Note: If you have access to certify for more than one facility, you will see all the facilities in the “Training facility” drop-down and can select which one the student is attending.
Course hours and charges
5. Input the student’s course hours and charges information.
   - Dual hours
   - Dual simulator hours
   - Solo hours
   - Ground school hours
   - Pre/post hours
   - Other hours
   - Prior training time
   - Total charges (in $)
### Course hours and charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual hours</td>
<td>55.00</td>
</tr>
<tr>
<td>Dual simulator hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Solo hours</td>
<td>65.00</td>
</tr>
<tr>
<td>Ground school hours</td>
<td>35.00</td>
</tr>
<tr>
<td>Pre/Post hours</td>
<td>7.00</td>
</tr>
<tr>
<td>Other hours</td>
<td>0</td>
</tr>
<tr>
<td>Prior training time (<em>Required</em>)</td>
<td>Previously submitted</td>
</tr>
<tr>
<td>Total charges (in $) (*Required)</td>
<td>38000.00</td>
</tr>
</tbody>
</table>
Remarks and notes

6. Before submitting the enrollment, select any relevant "Remarks". Please only create remarks when necessary as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials in the "Notes" field. Notes will not be submitted to VA with the enrollment and will not impact processing.
6. Select “Submit enrollment” to confirm the new enrollment information or select “Save as draft” to finish the process later. You can discard edits to the enrollment by selecting the “Discard edits” button.

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

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

Submit enrollment  Save as draft  Discard edits
7. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.
Note: You can also view an overview of the enrollment you submitted if you select the down arrow under the “Amend” button.
Amend an Enrollment

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

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

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

**Course hours and charges**

- **Dual hours**: 200.00
- **Dual simulator hours**: 100.00
- **Solo hours**: 100.00
- **Ground school hours**: 100.00
- **Pre/Post hours**: 100
- **Other hours**: 0.00

**Prior training time (**Required**)**
- Previously submitted

**Total charges (in $) (**Required**)**
- 15000
6. Once you finish inputting all the required values for the enrollment, submit the amendment or save the amendment as a draft by selecting the “Submit amendment” or “Save as draft” button. Once you submit the amendment, you can see the status of the amendment, just as you can see the enrollment status.

Note: Notes are viewable to School Certifying Officials with Enrollment Manager access who need to view information about a student’s enrollment. They are not sent to VA for processing purposes.
7. Once you submit the amendment, you can see the status of the amendment on the “Enrollments” tab of the student’s profile.

Success!

REGION FLYERS LLC (25532314) 02/20/2023

has been added as an amendment.
**Add a Monthly Certification**

1. To add a monthly certification to a student’s enrollment, navigate to the “Enrollments” tab of the student’s profile. Once you locate the enrollment you would like to add a certification to, select the “Add Monthly Cert” button.
2. Next, review all the pre-populated information in the "Monthly certification information" section detailed below. Some of these fields are editable.
   a. “Training facility”
   b. “Enrollment begin date”
   c. “Reporting period begin date”
   d. “Reporting period end date”

Note:

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

Training facility
25532314 - REGION FLYERS LLC

Enrollment begin date
02/20/2023

Reporting period begin date (*Required)
02/20/2023

Reporting period end date (*Required)
02/28/2023
3. Select the “Add Flight instruction” button and input the following information:
   a. “Begin Date”
   b. “End Date”
   c. “Category”
   d. “Flight Instruction” - Prepopulates flight instruction options associated with the specific school based on the “Category” selected
   e. “Horsepower” - Prepopulates based on Flight Instruction type selected
   f. “Rate” - Prepopulates based on Flight Instruction type selected
   g. “Hours”
   h. “Total cost” (If applicable) – Prepopulates with the cumulative total cost (Rate x Hours + Taxes)

**Course hours and charges**

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Category</th>
<th>Flight Instruction</th>
<th>Horsepower</th>
<th>Rate</th>
<th>Hours</th>
<th>Total cost</th>
</tr>
</thead>
</table>

[Add flight instruction]
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](image)

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Category</th>
<th>Flight Instruction</th>
<th>Horsepower</th>
<th>Rate</th>
<th>Hours</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/2023</td>
<td>02/28/2023</td>
<td>Ground</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

[Add flight instruction]

Total reporting period cost

$0.00
5. Select the **Flight Instruction** dropdown menu and choose the appropriate flight instruction. Since the "Horsepower" and "Rate" fields are not applicable, you will select the "Hours" field and input the total hours. Select the **Save** button.

### Course hours and charges

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Category</th>
<th>Flight Instruction</th>
<th>Horsepower</th>
<th>Rate</th>
<th>Hours</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/2023</td>
<td>02/28/2023</td>
<td>Ground</td>
<td>Ground</td>
<td>0</td>
<td>100.00</td>
<td>100</td>
<td>10000.00</td>
</tr>
</tbody>
</table>

[Add flight instruction]
6. In the “Summary” section, select the field labeled “State or local taxes apply for the period”, if state or local taxes must be applied to this certification. The summary information for this certification period will be displayed in this section. If taxes need to be reported, input the cumulative state and local taxes for the reporting period.
7. Enter any additional remarks or notes in the “Remarks and notes (optional)” section. Please keep custom remarks to a minimum as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials. Notes will not be submitted to VA with the enrollment. Once all fields are completed accurately, select the “Submit certification” button.

## Remarks and notes (optional)

[Add Custom Remark]

Notes:

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

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

[Submit certification] [Save as draft] [Discard edits]

Note: In the initial version of Enrollment Manager, the system will not allow you to replace a monthly certification with a new one. Adding a monthly certification provides you the opportunity to end an enrollment. If an enrollment is ended through the monthly certification, the monthly certification that has been submitted must be resubmitted under the new enrollment. Please make sure to double check that all information is correct before submitting a monthly certification.
8. Once your enrollment is submitted, a “Success!” banner will appear in green at the top of the page.

![Success!]

**Success!**

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

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

### Course hours and charges

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Category</th>
<th>Flight Instruction</th>
<th>Horsepower</th>
<th>Rate</th>
<th>Hours</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/2023</td>
<td>02/28/2023</td>
<td>GROUND</td>
<td>Ground</td>
<td>0</td>
<td>$100.00</td>
<td>100</td>
<td>$10000.00</td>
</tr>
<tr>
<td>02/20/2023</td>
<td>02/28/2023</td>
<td>PRE_POST</td>
<td>Pre/post</td>
<td>0</td>
<td>$100.00</td>
<td>100</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

Add flight instruction

Total reporting period cost

$20,000.00

**Summary**

- State and local taxes apply for this period

### This Period

<table>
<thead>
<tr>
<th>Dual</th>
<th>Dual simulator</th>
<th>Solo</th>
<th>Ground</th>
<th>Pre/Post</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total submitted charges

20,000.00

### Cumulative

<table>
<thead>
<tr>
<th>Dual</th>
<th>Dual simulator</th>
<th>Solo</th>
<th>Ground</th>
<th>Pre/Post</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total submitted charges

20,000.00
Note: If a School Certifying Official needs to replace a monthly certification, they are permitted to upload a PDF copy of the VA Form 22-6553c Monthly Certification of Flight Training to Ask VA. Enhanced capabilities to replace a monthly certification is expected in a future release. Please make sure to double check that all information is correct before submitting a monthly certification.

9. After submitting the certification, you can view certification details under the “Enrollments” tab on the student’s profile.
12/1/2022 at REGION FLYERS LLC

![Flight](https://via.placeholder.com/150)

Orville Wright | VA ID

### Flight certification details

<table>
<thead>
<tr>
<th>Training facility</th>
<th>REGION FLYERS LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program name</td>
<td>COMMERCIAL LICENSE COURSE</td>
</tr>
<tr>
<td>Enrollment begin date</td>
<td>12/1/2022</td>
</tr>
<tr>
<td>Reporting period begin date</td>
<td>12/1/2022</td>
</tr>
<tr>
<td>Reporting period end date</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

**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

- Begin date: 2022-12-01
- End date: 2022-12-31
- Category: PRE_POST
- Name: Pre/post
- Horse power: 0
- Rate: 100
- Hours: 100
- Total cost: $10,000.00

**Remarks**

None

**Notes**

None
End an Enrollment

1. Navigate to the “Enrollments” tab of the student’s profile and select the “Add Monthly Cert” button to add the last monthly certification for this period.
2. Input the “Reporting period begin date” and select the “Reporting period end date” for the date that the enrollment will end or has ended.

Add Flight Monthly Certification

Orville Wright | VA ID

Monthly certification information

Training facility
25S32314 - REGION FLYERS LLC

Enrollment begin date
11/01/2022

Reporting period begin date (*Required)
11/01/2022

Reporting period end date (*Required)
11/29/2022

Note: If the “reporting period end date” is not the end of the month then the “Reason for ending enrollment” section will display.
3. Select the dropdown menu in the “Reason for ending enrollment” section and select the appropriate reason.

4. Select the “Add Flight instruction” button and enter the required information for each component of the flight instruction in the “Course hours and charges” section.
   a. “Begin Date”
   b. “End Date”
   c. “Category”
   d. “Flight Instruction”
   e. “Horsepower”
   f. “Rate”
   g. “Hours”
   h. “Total Cost”
5. Select the calendar icon in the “Begin Date” and “End Date” fields and select the appropriate dates. Select the “Category” dropdown menu and select the appropriate option.

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Category</th>
<th>Flight Instruction</th>
<th>Horsepower</th>
<th>Rate</th>
<th>Hours</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2022</td>
<td>11/29/2022</td>
<td>Pre/Post</td>
<td>Pre/post</td>
<td>0</td>
<td>100.00</td>
<td>100</td>
<td>10000.00</td>
</tr>
</tbody>
</table>
6. Select the “Flight Instruction” dropdown menu and choose the appropriate flight instruction. Since the “Horsepower” and “Rate” fields are not applicable, you will select the “Hours” field and input the total hours. Once all required information is inputted, select the “Save” button.
7. In the “Summary” section, select the field labeled “State or local taxes must apply for the period”, if state or local taxes must be applied to this certification. The summary information for this certification period will be displayed in this section. If taxes need to be reported, input the cumulative state and local taxes for the reporting period.
8. Enter any additional remarks or notes in the “Remarks and notes (optional)” section. Please keep custom remarks to a minimum as they slow down processing time. Feel free to add any notes for yourself or for other School Certifying Officials. Notes will not be submitted to VA with the enrollment. Once all fields are completed accurately, select the “Submit certification” button.

**Remarks and notes (optional)**

+ Add Custom Remark

**Notes:**

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

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

Submit certification  Save as draft  Discard edits
9. A “Success!” message will appear noting that the monthly certification has been updated successfully.

Success!

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

has been added as a flight certification.
Note: When the enrollment ends, the enrollment period will also end.

11/01/2022 at REGION FLYERS LLC

Facility code: 25532314

AMENDMENT - SUBMITTED

Enrollment history

<table>
<thead>
<tr>
<th>Type</th>
<th>Effective date</th>
<th>Submitted date</th>
<th>Status</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination</td>
<td>11/01/2022 - 11/29/2022</td>
<td>2/21/2023</td>
<td>SUBMITTED</td>
<td></td>
</tr>
<tr>
<td>Amendment</td>
<td>-</td>
<td>2/21/2023</td>
<td>SUBMITTED</td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td>-</td>
<td>2/21/2023</td>
<td>SUBMITTED</td>
<td></td>
</tr>
</tbody>
</table>
5. ENROLLMENT MANAGER CHATBOT, GI BILLIE

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

85/15. Provides general information on 85/15.
Associated Schools. Provides general information on schools associated with a Certifying Official’s profile and the differences between main, branch, and extension campuses.
Course Applicability. Provides general information on course applicability and guidance on repeating courses.
Credits and Hours. Provides information and proper use of certifying resident hours, online hours, remedial/deficiency hours, and clock hours.
Debts and Overpayments. Provides general information on school and student debt creation.
Effective Dates. Provides information on reporting effective dates used for amendments.
Flight Training. Provides information on how to certify flight enrollments and monthly certifications.
GI Bill Comparison Tool. Provides general information on the Comparison Tool.
Legislative and Policy Changes. Provides information on recent changes and how enrollments are impacted.
Preset Enrollments. Provides information on how to create, manage, and select an enrollment.
Standard, Accelerated, and Decelerated Length Terms. Provides information on standard and non-standard length semesters and quarters.
STEM. Provides general information on the STEM Scholarship and how to certify.
Supplemental and Concurrent Enrollments. Provides information applicable to primary and secondary schools and how to certify guest students.
Timeliness. Provides timeframe for timely submission.
Vacation Periods. Provides information on when and how to certify vacation periods.
VBA Remarks and Custom Remarks. Provides information and proper use of VBA Remarks and Custom Remarks and encourages the use of VBA Remarks over Custom Remarks.
VET TEC. Provides general information on VET TEC and how to certify.
Yellow Ribbon. Provides general information on the Yellow Ribbon Program and how to certify.

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

School Certifying Officials must type a greeting such as “Hi” or “Hello” to return to GI Billie’s starting screen.
# VBA Education Service

## ENROLLMENT MANAGER RESOURCES
- Enrollment Manager FAQs
- Multi-factor Authentication video
- Teaser Video

## ID.ME AND LOGIN.GOV RESOURCES
- ID.me Help Center
- VA.gov Resources and Support
- VA & ID.me – ID.me Help Center

## SCHOOL CERTIFYING OFFICIAL RESOURCES
- Training Portal
- Monthly Office Hours Q&A