

Enrollment Manager Quick Start Guide

New to Enrollment Manager? This guide provides Flight School Certifying Officials (SCOs) an overview of Enrollment Manager functionality. Refer to the Appendix for more in-depth resources.

a. FIRST TIME USER LOGIN

1

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

2

Select the **SSOe** button.

Select one of the applications below to login:

3

- **LOGIN.GOV**
- **ID.me**

Follow the steps for either of these options to login, or create a new account.

4

If needed, set-up **multi-factor authentication**.

5

Authorize VA to access your personal data by selecting **Allow**.

Once verified, you are redirected to the VA Education Platform Portal. From here, request first time access to Enrollment Manager through one of the options below:

6

Option 1: SCOs request access through the VA Education Platform Portal.
Option 2: SCO Read Only and Assistants should request access from your institution's SCOs

Refer to the latest version of the **EM SCO User Guide** on the [VA Resources for schools page](#) for more information.

b. SEARCH FOR A STUDENT

1

From the Dashboard page, select the **Students** tab.

Select either:

- **Search my students** (Skip to step 3) or
- **Search all students** (Skip to step 4).

2

Depending on which option you select, different search fields appear. Neither option allows searching for a student by SSN.

3

When searching "**my students**", only "Active" students display by default. Search by First name, Last name, Student ID, Benefit Type, Training Type, Date Range, Program or School. Now, skip to step 5.

4

When searching "**all students**", you can search by First name, Middle name, Last name, Email, Phone number, or Date of birth. Last name or Date of birth fields are required.

5

Once the search criteria is entered, apply filters and select the **Search**.

6

From the Search results, select your desired student and select **Go to profile**.

7

Once the student's profile appears, navigate through the various tabs to review relevant data.

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c. CREATING FLIGHT INSTRUCTIONS

1

From the Dashboard page, select the right facility from the dropdown menu. Then, select

[Create or edit flight instruction types](#)

2

Navigate to the appropriate section based on the flight instructions required by the facility.

To add **Ground flight instructions**, select

[+ Add new ground rate](#)

Input the instruction type in the "Type" field. Then, input the rate in the "Rate" field.*

*Note: The "Type and Rate" must reflect what has been approved for in WEAMS for each instruction. The rate must also be equal to or greater than zero.

Select the [Save](#) button.

To add **Pre/post rate flight instructions**, select [+ Add new pre/post rate](#)

Input the instruction type in the "Type" field. Then, input the rate in the "Rate" field.*

*Note: The "Type and Rate" must reflect what has been approved for in WEAMS for each instruction. The rate must also be equal to or greater than zero.

Select the [Save](#) button.

To add **new aircraft instructions or flight simulator instructions**, select the "Add new aircraft instruction" button or the "Add new Flight simulator instruction" button. * You can add both of these for a facility, but they must be added separately.

*Note: The "Type and Rate" must reflect what has been approved for in WEAMS for each instruction. The rate must also be equal to or greater than zero.

To add **new aircraft instructions**, input the required "**Instruction Type**". Then, enter in the "**Horsepower**" value, which has a limit of 10 numerical characters.

Then, complete the "**Solo Rate**" and "**Dual Rate**".

"Dual Sim Rate" is **non-editable**.

Select the [Save](#) button.

To add **new aircraft instructions**, input the required "**Instruction Type**". Then, enter in the "**Dual Sim Rate**" value.

All other fields are **non-editable**.

Select the [Save](#) button.

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d. CREATE & SUBMIT AN ENROLLMENT

1

From the Dashboard page, select the **Students** tab.

2

Search and select your student. Once on the student profile, Then, navigate to the **Enrollments** tab.

3

Select the **Add enrollment** button.

4

In the "Academic Information" dropdown, select the correct facility. Both the Benefit Type and Program prepopulates from the student's profile.

5

Next, enter the "Begin date". *
*Note: This is the day the student signs their agreement, not the day they start receiving flight instruction.

6

For the "Medical Certificate type", select either "First Class" or "Second Class". Then, input the appropriate Medical Certificate "Exam date".

7

Complete all applicable fields in the **Course hours and charges** section.

8

Before submitting the enrollment, you may **Add VBA remarks** or Notes. Only add VBA remarks or Notes when necessary. Notes are not submitted to VA with the enrollment, but the VA can review if necessary. Finish by selecting **Submit enrollment**.

e. ADD A MONTHLY CERT

1

Navigate to the correct student's **Enrollments** tab. Refer to the "b. Search for a Student" section for more information.

2

Select **Add Monthly Cert** for the desired enrollment.

3

Next, review all the pre-populated information in the **Monthly certification information** section. Some of these fields are editable.*
*Note: Please note that Enrollment Manager will not allow you to submit Monthly Certifications for non-consecutive months. This means that in order to successfully submit a Monthly Certification, you must first submit one for all previous months dating back to the Enrollment begin date. If an end date other than the last day of the month is entered, this triggers ending the enrollment.

4

Complete the **Course hours and charges** section by selecting **Add flight instruction** and completing the required fields.

5

Select the **Save** button once the flight instruction fields are complete.*
*Note: Multiple flight instructions can be added to the Monthly Certification if they are within the same month.

6

In the **Summary** section, select "State and local taxes must be applied for this period" if applicable. If selected, complete the "State and local taxes" field that appears.

7

Before submitting the certification, you may **Add VBA remarks** or notes.

8

Once complete, save the Monthly Certification as a draft for later submission or select **Submit certification**.

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f. END AN ENROLLMENT

For Flight, you should only end an enrollment if the student has **completed their flight program.**

Do not end an enrollment for any other reason.

1

Navigate to the correct student's **Enrollments** tab. Refer to the "**b. Search for a Student**" section for more information.

2

Select **Add Monthly Cert** for the desired enrollment.

3

Next, update the pre-populated "Reporting period end date" to the appropriate end date. Any date that is not the last day of the month triggers the enrollment to end.

4

Now, a new field appears. In the "Reason for ending enrollment" dropdown, select "Completed Training".

5

Add any necessary flight instruction in the **Course hours and charges** section.

6

Before submitting the enrollment, you may **Add VBA remarks** or Notes. Only add VBA remarks or Notes when necessary. Notes are not submitted to VA with the enrollment, but the VA can review if necessary. Finish by selecting **Submit amendment**.

g. APPENDIX

Have more questions? Refer to additional Enrollment Manager resources detailed below.

- [VA Resources for schools page](#) houses several EM resources, including the latest version of the:
 - **EM SCO User Guide** and
 - **VA Paper-Based Forms to EM Crosswalk**
 - **SCO Handbook**
- Find the **EM Training Videos** on the [SCO Training Portal](#)
- [Office Hours Materials and Questions and Answers \(Q&As\)](#)
- [EM Frequently Asked Questions \(FAQs\)](#)