

Enrollment Manager Quick Start Guide

New to Enrollment Manager? This guide provides IHL 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**. Make sure you complete the final steps to verify your identity.

5

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

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** button.

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. 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. From the dropdown, select the appropriate option.

4

Select the "Training Facility" from the pre-populated list, and enter the Enrollment name, Begin date, End date or select a Pre-set enrollment.

5

Complete the remaining information, including the Resident credits, Online credits, Clock hours*, and Tuition. If this is a non-standard term and there is a vacation period, enter it when submitting a student's enrollment. Hover over the **What counts as a vacation period?** text for more information.

*Clock hours refers to the number of scheduled clock hours per week. If clock hours are taken online, chose the appropriate remark.

6

Before submitting the enrollment, you may add **VBA remarks** or notes.

7

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

d. AMEND & TERMINATE AN ENROLLMENT

1

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

2

Select **Amend** and choose your path:

- **Amend an enrollment** (Skip to Step 3) or
- **Terminate an enrollment** (Skip to Step 5).

3

Revise all necessary fields. While revising, note the following:

- The Training facility and Enrollment name cannot be amended.
- Not all Effective dates will auto populate. Be sure to input all date(s).
- Credits and tuition section changes generate the Amendment information section.

4

Once complete, save the enrollment as a draft for later submission or select **Submit amendment**.

5

To terminate an enrollment, navigate to the **Credits and Tuition** section and select the Termination or Graduation / End of Term or Course box. Selecting this auto-populates the Amendment effective date to the last day of the Enrollment period.

6

Under **Amendment information** section, indicate the Amendment reason and enter the Amendment effective date.

7

Once complete, select **Submit amendment**.

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e. 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 \(FAQs\)](#)