

Enrollment Manager Quick Start Guide

New to Enrollment Manager? This guide provides NCD 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 the **Allow** button.

Once you are verified, you are redirected to the VA Education Platform Portal. From here, you will then request first time access to Enrollment Manager by utilizing one of the options detailed 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, there will be different search fields options. Neither allows to search 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. Then, jump 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 are required.

5 Once the search criteria is entered, apply filters, then select the **Search** button and find the desired student.

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.

Enrollment Manager Quick Start Guide

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

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/End" dates, 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 that is 7 days or more then you may 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).

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

- Not all "Effective dates" will auto populate. Be sure to input all date(s).
- The "School" cannot be amended.
- "Credits and Tuition" section changes will generate a new section called "Amendment Information," where fields can be completed.

3

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

4

To terminate an enrollment, navigate to the **Credits and Tuition-** section and check the "Termination" or "Graduation / End of Term or Course" box. The "Resident", "Online", "Clock" and "Remedial/Deficiency fields" will update to zero and will not be editable.

5

Under **Amendment information** indicate the "Amendment Reason" and enter the "Effective date".

6

Once complete, select **Submit amendment**.

7

Enrollment Manager Quick Start Guide

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

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 \(FAQs\)](#)