





## Enrollment Manager Quick Start Guide

**New to Enrollment Manager?** This guide will serve as an overview for Enrollment Manager functions when servicing OJT/APP recipients. Refer to section E. Appendix for more in-depth resources.


### a. LOGIN

1 Navigate to  va.gov and select  in the top right hand corner.

Select either:


- 2 
- 

3 Follow the prompts, which will then require you to set-up **multi-factor authentication**.

4 Once multi-factor authentication is set-up, sign in to your VA.gov account and select the  button.

Select either:

- 5 
- 

6 For first time logins, navigate to the VA Education Platform landing page and select the  button.


Log in with the appropriate platform based on where you created your account. Once logged in, you will request first time access by utilizing 1 of the 3 options:

7 **Option 1:** Requires SCOs to request access through an Education Liaison Representative.

**Option 2:** Requires users to input their legacy VA-ONCE credentials.

**Option 3:** Requires SCO Assistants and Read Only SCOs to request access from their residing SCO. Refer to the User Guide for further details of each option.

### b. SEARCH FOR A STUDENT

1 From the Dashboard page, select the  button.


Select either:


- 2  (Skip to step 3) or
-  (Skip to step 4).

2 Depending on which option you select, there will be different search field options. Unlike VA-ONCE, neither allows to search for a student by SSN.

3 When searching "**my students**", "Active" students will default alphabetically. Search by First name, Last name, or Student ID. 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 are required fields.

5 Once the search criteria is entered, select  and find the desired student.

6 From the Search results, select your desired student and select .

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 **Find and add a student** button.

2

Search and select your student and then navigate to the **Enrollments** tab.

3

Select the **Add enrollment** button.

4

Select the "Training Facility" from the pre-populated list, and enter the "Enrollment name", "Begin/End" dates, or preset enrollment.

5

Complete the required fields in the "Hours and Time" section, including the "Trainee's hours per week", "Standard work hours per week", and "Prior training time" fields. For more information on these fields hover over the **i** icon.

6

Before submitting the enrollment, you may **Add VBA remarks** or notes. Only add VBA remarks when necessary, as they slow down processing time.

7

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

### d. 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

Input the necessary fields, including "Certification begin date", "Certification end date", and "Hours trained". \*

\*Note: "Certification start date" and "Certification end date" must be within the same month. SCOs must also certify all months in the training period, even if there are no hours worked during a month. Months must 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 be the full month unless the trainee was terminated or the training period ended.

4

Then, you will be prompted to answer a series of required "yes" and "no" questions.

5

Before submitting the certification, you may **Add VBA remarks** or notes. Only add VBA remarks when necessary, as they slow down processing time.

6

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

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### 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 path based on the desired action:

- **Amend an enrollment** - Select the **Amend** button (Skip to Step 3) or
- **Terminate an enrollment** - Select the **Add Monthly Cert** button (Skip to Step 5).

3

Revise all necessary fields.\*

\*Note: Amendments to enrollments are less common, but may occur if there are errors in course hours, charges, or prior training time.

4

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

**Submit certification**.

5

To terminate an enrollment, for the question "Was the trainee enrolled in and pursuing the approved program for the [insert month]?" select "No". This selection will populate the **Termination information** section.

6

Input the "Date Terminated" and "Termination Reason".

7

Once complete, select **Submit certification** save as a draft, and/or add notes or remarks.

### e. APPENDIX

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

- [EM Course Catalog](#)
- [Office Hours Materials & Q/As EM FAQs](#)
- [Schools Resources Page](#)
- [EM Course Catalog - Coming Soon](#)
- [EM User Guide - Coming Soon](#)
- [EM Tip of the Week Resources - Coming Soon](#)

## IV. On-the-Job Training(OJT) / Apprenticeship(APP)

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### e. APPENDIX (CONT.)

See below for a table detailing EM's new **Enrollment Statuses** and how these compare to what was previously in VA-ONCE.

PREVIOUSLY IN VA-ONCE	ENROLLMENT STATUS	DEFINITION
<ul style="list-style-type: none"> <li>1 - Student Added</li> </ul>	N/A	There is no status for students who have not been created in Enrollment Manager.
<ul style="list-style-type: none"> <li>2 - Cert in Process (Draft)</li> <li>3 - Cert Completed</li> </ul>	In Progress	Amendment/certification is in draft state.
<ul style="list-style-type: none"> <li>2P - Cert Pending Approval (Draft)</li> </ul>	Pending SCO Review	Draft must be verified and submitted by an SCO.
<ul style="list-style-type: none"> <li>3x - Ch 31 Cert Submitted</li> <li>4x - Ch 33 Cert Submitted</li> <li>4 - Ch 30, 1606, 1607, 32, 35, 901, 903, OJT/A{{ &amp; FLIGHT (all chapters)</li> </ul>	Submitted	Enrollment/Amendment/Certification was sent for processing
<ul style="list-style-type: none"> <li>5M- (Ch 30,1606,..) Cert Reviewed for Manual Processing</li> </ul>	Under Review	Enrollment/ Amendment/ Certification was off-ramped for manual review  Non-33 will remain at "Under Review" indefinitely, or until Benefits Manager has the ability to provide the updated status.
<ul style="list-style-type: none"> <li>5A (Ch 30, 1606..) Cert Awarded Processed by ECAP</li> <li>5D (Cpt 33) Cert Awarded Processed Automatically</li> <li>5E- (Ch 33) Cert Reviewed for Manual Processing</li> <li>5X (Ch 31 Cert) Accepted by VR&amp;E</li> </ul>	Processed	Enrollment/ Amendment/ Certification has been processed
<ul style="list-style-type: none"> <li>5r (Ch 31) Rejected by VR&amp;E System</li> </ul>	N/A	There is no automated processing in chapter 31.