FLIGHT SCHOOLS
Click on “Start VA-ONCE” to get to Login page
Enter your Login Name and Password then click Login
This is the main page: click on Admin in the left hand column to begin entering Flight Training information.
Click on **Maintenance**, scroll down and click on **Standard Programs**
Enter all Programs offered, name needs to match OLAF. If you have more than one Facility Code, click on arrow to choose. Click **Save**
Click on **Admin** in left column then click on **Maintenance**, scroll down and click **Flight Instruction Types**
In ‘Instruction Type’ enter the aircraft used for flight training and D or S to indicate dual or solo. If the aircraft is used for both Dual and Solo then you need to enter it twice, once with the dual rate, and once with the solo rate.

Then, click on ‘Category’ and scroll down to choose the desired type training. Dual, Solo, Pre & Post, Ground, or Other.
Enter the hourly rate. The price for aircraft should be wet.

Enter the horsepower, enter 0 if not applicable.
Click **Save**, information will be listed above
Enter Ground School information

Click on **Category**, scroll down and click on **Ground**. If ground school charge is the same for all programs, you only need to enter it once.
Enter the price for that Ground School. Price is taken from OLAF. Click Save.
Enter the pre/post briefing. Click **Category** then scroll down and click **Pre/Post Flight**.
Enter hourly rate from OLAF. Click Save. When all Instruction Types have been entered, click Select to return to student page.
To enter a student, start from the Select screen then click on Student, scroll down and click Adopt.
Enter student name and SSN #. Choose Facility Code then click **OK**
Fill in the remainder of the student information. Click on the arrow for Chapter then scroll down and click on appropriate choice.
Click on arrow next to the Program box then scroll down and choose a course
Click on **Flight Information**. A pop up window will appear. Enter prior training credit if any then enter each certificate or rating held by student individually. Click **Add** after each certificate or rating. Then, click on OK to save and close window.
Enter the remaining student information.
Click **Certs** to enroll a student or create a monthly certification.
To adopt another student, click **Select** then **Student** for student screen.
Once you’ve come to the Certs screen, to enroll a student in a course, click **Cert** then scroll down and click **New Enrollment**
An enrollment (1999) window will appear
Fill in the Course Begin Date. Click the arrow next to the Medical Certificate box then scroll down and click on the correct class.
Fill in the medical exam date. Then fill in the approved program hours minus any prior credit. ‘Total Charges’ are taken from OLAF and reduced by the amount of prior credit given.
Click **Save** and the information will move to the top of the screen
Click **Complete** at the top of the page, the number near the Course name changes to 3. Click on Submit, number changes to 4.
To Print Enrollment, click on **Print**
Scroll down and click on **Selected Cert**
On the toolbar, go to **File**, scroll down and click on **Print**
To certify a student, click Cert then scroll down and click New Certification. A certification screen will pop up.
The program name is automatically entered. Enter the beginning and ending dates then click on signature on file. Click **Flight Instruction**.
A flight instruction window will pop up. Click Add and New Flight Instruction will appear. You can now enter the training information.
Enter the date of training. Click arrow in Instruction Type box then scroll down and click on the instruction type.
The category, horsepower and rate for that Instruction Type will be entered automatically.
Enter the number of hours of training for that instruction type, then hit enter.
The price will be calculated automatically. Click **Save** and the information will move to the top of the page.
Click **Add** for a new New Flight Instruction window. Enter the Pre/Post data.
Enter the number of Pre/Post hours.
Hit enter and the price will be calculated
Click Add then enter the information for the Ground School.
The price will be calculated when you hit enter. Click Save. When all Instruction Type has been entered, click on Done.
VA-ONCE will calculate the amount of training done in this period and the cumulative amount for the course.
Click **Complete** and the 2 will turn into a 3. Verify all information is accurate then click on **Submit**. Number changes to 4.
To print Certification, highlight the Cert you want to print then click **Print**. Scroll down and click **Selected Cert**.
On the toolbar, go to **File**, scroll down and click on **Print**
To complete or terminate a student, click on the arrow next to the status box then scroll down and click **Complete** or **Terminate**.
Enter the completed or termination date. Remarks can be added in the remarks box on the bottom right (limit 50 characters).
The completion/termination date will appear in the upper right quadrant of the Printed Certification.
To print a group of Certs click on Reports
Select Cert type by clicking on the arrow in the Cert Type box then scroll down and click on Flight Cert.
Click on the Chapter you wish to filter
Enter the date range for the submitted Certs. Cannot be more than 5 days. Click Filter. To Print, click on box near the certs then click Print.
To batch print submitted enrollments, follow the same process
To Deactivate a student, highlight the student, click Student then scroll down and click Deactivate.
To Activate a student, enter student’s name and status then click Filter
Highlight the student name, click on Student then scroll down and click Activate.
Click on History to view all activity on VA-ONCE for a student