

Oregon Association of Veteran School
Certifying Officials



VANCE

Admin Basics

- Accessing VA Once & the VA Once Quick Reference User Guide
- Task Margin & Help tabs
- Admin & Maintenance Screens
- Student Select Screen
- Bio and Certs Screens
- VA Data, Log & History Tabs
- Status Codes
- Amend, Adjust, Terminate
- Adding Remarks

VA ONCE -GI BILL Website




I AM A...
Select One ▼

- Pre-Discharge
- ▶ Compensation
- ▼ Education & Training
- Education & Training Home
- ▶ For Students
- ▶ For School Administrators
- ▶ About GI Bill
- ▶ Contact Us
- ▶ Vocational Rehabilitation & Employment
- ▶ Home Loans
- ▶ Life Insurance
- ▶ Pension
- ▶ Special Groups
- ▶ Services
- ▶ Applying for Benefits
- ▶ Locations
- VBA Claims Transformation
- ▶ VBA Performance
- Media and Publications
- About VBA

VA » Veterans Benefits Administration » Education and Training

Education and Training




VA GI Bill Comparison Tool (beta)

[GI Bill Comparison Tool](#) [GI Bill Feedback System](#) [We've Got You Covered](#) [CareerScope®](#)

GI Bill Comparison Tool
The GI Bill comparison tool provides key information about college affordability and value so beneficiaries can choose the best education program for their needs.
Try out our Comparison Tool today

[Choose a School](#) [Apply for Benefits](#) [Contact Us](#)





Choose a School

Compare VA-approved institutions and review other information to choose the educational program that works best for you.

[Choose a School](#)

i New Announcements
[\(Click Here for Older Announcements\)](#)

CONNECT WITH BENEFITS




POST 9/11 GI BILL

FAQS

[FAQs](#)

[Submit a Question](#)



eBenefits

Check Your Current Post-9/11 GI Bill Enrollment Status

VA ONCE - EDUCATION & TRAINING



- Pre-Discharge
- ▶ Compensation
- ▼ Education & Training
- Education & Training Home
- ▶ For Students
- ▼ For School Administrators
- School Resources
- School Training Resources
- ▶ About GI Bill
- ▶ Contact Us
- ▶ Vocational Rehabilitation & Employment
- ▶ Home Loans
- ▶ Life Insurance
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CONNECT WITH BENEFITS

School Training & Information Resources

Below are resources to train and boost the skills of school officials who serve student Veterans.

VA-ONCE

VA-ONCE is an enhanced means for submitting VA Forms 22-1999, 22-1999b, and 22-6553c online. The application was developed by a team of schools and VA representatives.

All schools will need to complete a [Memorandum of Understanding \(MOU\)](#) to gain access to the VA-ONCE application. You should complete the form online, print it, obtain the appropriate signature(s), and mail it to your [Education Liaison Representative \(ELR\)](#). Note: The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.

Launch VA-Once

- [VA-ONCE quick reference User Guide](#) 📄
- [Training on Enhancements and Improvements in Recent Version of VA-ONCE: P036 \(updated Aug. 4, 2013\)](#) 📄
- [How-to guide for flight schools](#) 📄
- [User tips](#) 📄
- [Automation of Post-9/11 GI Bill benefits and VA-ONCE remarks](#) 📄
- [Top ten list of what not to report in VA-ONCE remarks](#) 📄

Certification and Training

- [School Officials Handbook](#)
 - [School Official Handbook Cover Letter](#) 📄
 - [School Official Handbook](#) 📄 (Updated September 30, 2013)
- [Online School Official Training](#) - This training is designed for new School Certifying Officials but may also be used as refresher training. Complete the tutorial portion of the program to advance in the training module.
- [General School Responsibility Factsheet](#) 📄



FAQS

[FAQs](#)

[Submit a Question](#)



Check Your Current Post-9/11 GI Bill Enrollment Status on eBenefits

www.ebenefits.va.gov

VERIFY SCHOOL ATTENDANCE

Keep receiving education and training benefits from VA by [verifying your attendance](#).

RESOURCES

[Benefits A-Z](#)

VA ONCE -LOG IN



You must log in
at least once
every 108 days!

UNITED STATES
DEPARTMENT OF VETERANS AFFAIRS



Home Veteran Services Business About VA Media Room Locations GI Bill Links



[What is my login name?](#)

[How long does the password have to be?](#)

[What if I do not remember my password?](#)

[Can the News Flash be changed?](#)

[How do I gain access to VA-ONCE?](#)

[When was the latest update?](#)

[What changes were made in the last version update?](#)

[What Admin changes were made in the last version?](#)

Please type in your Login Name and Password

Login Name:

Password:


[LOGIN](#)

[E-mail me my password?](#)
[Show me my password hint?](#)
[Register for VA-ONCE access](#)

News Flash

September 21, 2015

Section 702 of the Veterans Choice Act goes into effect July 1, 2015. The VA will waive the requirements for non-compliant states to provide additional time to make legislative/policy changes. School Certifying Officials at public institutions of higher learning in


Student School Data

33jbalder1
3-1-1999-33

[How do I use the check boxes?](#)

[Can I sort my list of students?](#)

[How do I see the next 100 records?](#)

[How do I return to my original list of students?](#)

[What do the status codes mean?](#)

[How do I add a student?](#)

[What if I input the incorrect Social Security #?](#)

[Why do I have to add a student at my facility?](#)

[How do I use the filters?](#)

[Click for all topics...](#)

[Keyboard Shortcuts](#)

Tasks Margin Help

Search by Last Name ▼
Search Type

All Active ▼ All
Status and Facilit

to
Date Range or

◀ Showing 1-100 of 181 records ▶

	SSN	File #
<input type="checkbox"/>	2 227-27-2277	227-27-2277
<input type="checkbox"/>	2 404-92-5811	404-92-5811
<input type="checkbox"/>	2 234-09-1763	234-09-1763
<input type="checkbox"/>	2 121-21-1111	121-21-1111
<input type="checkbox"/>	2 121-12-1212	121-12-1212
<input type="checkbox"/>	4 124-25-6586	124-25-6586
<input type="checkbox"/>	2 888-77-1111	333-22-3333

VA-ONCE Help - Mozilla Firefox
- □ X

https://vaonce.vba.va.gov/vaonce_student/popup

How do I add a student?

At the top of the page you will see "Student". Clicking on this will give you a drop down menu. Select "Add" from the drop down.

The page will change, and you will be asked to input the last name of the student, the facility code where the student will be attending, and the social security number. Once this information is completed, click on OK. You will be taken to the student Bio page where you can complete the rest of the information about the student.

Note: There is a checkbox for "No SSN" (No social security number). Only if the student **does not** have a social security number, should you check this box. If the student has one, but does not know what it is, you should have them contact their local Social Security Office before inputting them into VA-ONCE.

VA ONCE - MAINTENANCE



The screenshot shows the VA ONCE interface. At the top left is the 'VA ONCE' logo. Below it, the user information '33jbalder1' and '3-1-1999-33' is displayed. A navigation bar at the top contains three tabs: 'User', 'School', and 'Maintenance'. The 'Maintenance' tab is highlighted with a red border and contains a list of options: 'School Standard Remarks', 'Standard Terms', 'Standard Programs', 'Flight Instruction Types', and 'User Defined Fields'. On the left side of the interface, there is a vertical menu with four icons: 'Select' (three people), 'Admin' (a wrench and screwdriver), 'Reports' (two documents), and 'Logout' (a crescent moon and stars). The 'Admin' icon is circled in yellow.

Here is where you will add & delete your approved programs, enter course and/or objective codes, standard terms etc.

Check the VA Once Quick User Reference Guide for info on running reports

VA ONCE - STUDENT SELECT



VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE Student School Detail Print

Select Student

Search by **Last Name** Search Type **Equals** Search Range Search Text **Search** **Clear**

All Active Status and **All** Facility Code and **All** Chapter and **All** Training Type and **All** Program and **All** PT Evaluated

to **ALL** Date Range or **All** Days until Cert End or **All** Training Time **All** Prior Credit **All** Active Duty **Filter** **Reset**

Showing 1-33 of 33 records **Show Logs**

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 333-11-3333	333-11-3333	00	APPLETON	MENASHA	33	BSN	1/29/2014 10:07 AM	11999999	
<input type="checkbox"/>	2 111-55-9999	111-55-9999	00	BEAGLE	PATSY	33	BS AN SCI	3/13/2014 8:46 AM	11999999	
<input type="checkbox"/>	2 112-52-0113	112-52-0113	00	BINKS	JAR	33YEL LOW	MBA	3/3/2014 3:16 PM	11999999	
<input type="checkbox"/>	5E 544-44-8890	544-44-8890	00	BLUFFS	COUNCIL	33YEL LOW	AAS JIM	5/12/2014 4:23 PM	11999999	
<input type="checkbox"/>	3 565-65-5656	565-65-5656	00	CONTENTS	HOT	33	BARBER	3/26/2014 5:06 PM	11999999	
<input type="checkbox"/>	1 NO -SS-N	700-70-7007	00	DEGREE	NON	33	HRDP 4		11999999	
<input type="checkbox"/>	2 321-08-9761	321-08-9761	00	DISPENSER	TAPE	33	MBA	12/4/2013 5:18 PM	11999999	
<input type="checkbox"/>	2 159-38-8454	159-38-8454	00	DOE	JOHN	33	MBA	3/25/2014	11999999	

Tasks Margin Help



VA ONCE -SELECT STUDENT Cont.



VA ONCE
33jbalder1
3-1-1999-33

Student School Detail

Select Student

Search by

Status and to

Facility Code and

Chapter and Training Type and

Program and PT Evaluated

Training Time

Prior Credit

Active Duty

Showing 1-100 of 164 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	2 404-92-5811	404-92-5811	00	APPLESEED	JOHNNY	VRA	A RT	1/16/2014 12:32 PM	31199933	

You can also sort by HEADER

VA ONCE - ADD A STUDENT



VA ONCE Student School Detail Select Student

33jbalder1
3-1-1999-33

Add
Access
Delete
Undelete
Activate
Deactivate
Change SSN

Name Equals

Search Type Search Range Search Text

Showing 1-100 of 164 records

	SSN
<input type="checkbox"/>	2 404-92-5811 4

Add a Student

Enter the following information for the student

Last Name*

Facility Code*

Student SSN* Confirm Student SSN*

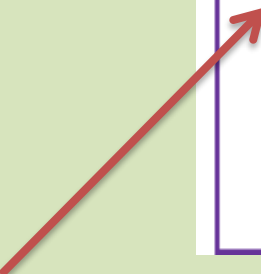
Student Has No SSN

VA ONCE - FROM A DIFFERENT SCHOOL



Please read the following instruction before you click "OK" or "Cancel" button.

This student exists at another school, but not the current school. The system will allow you to add. If this is the student you want to add, click "OK" to continue. Or, click "Cancel" to return to the student select page.



First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
JOHN		ANDERSON	3-1-9999-33	VETERANS UNIVERSITY	A

OK

Cancel

If the student already has a file at *your* school you will get this pop up

VA Once will not allow more than one file under any SSN

If you click "ok" the student's file will move to your school's list of active students

VA ONCE -SSN # CHANGE



VA-ONCE Student School Detail Print

greenbaypackers
1-9999-99

Select Student

Search Range: Equals Search Text: [] Search Clear

Facility Code and Chapter and Training Type and Program and PT Evaluated

Date Range or Days until Cert End or Training Time Prior Cre

Showing 1-33 of 33 records

<input type="checkbox"/>	SSN	File #	Pay #	Last Name	First Name	Chapt	Pro			
<input type="checkbox"/>	2 333-11-3333	333-11-3333	00	APPLETON	MENASHA	33	BSI			
<input type="checkbox"/>	2 111-55-9999	111-55-9999	00	BEAGLE	PATSY	33	BS AN SCI	3/13/2014 8:46 AM	11999999	
<input type="checkbox"/>	2 112-52-0113	112-52-0113	00	BINKS	JAR	33YEL LOW	MBA	3/3/2014 3:16 PM	11999999	
<input type="checkbox"/>	5E 544-44-8890	544-44-8890	00	BLUFFS	COUNCIL	33YEL LOW	AAS JIM	5/12/2014 4:23 PM	11999999	
<input type="checkbox"/>	3 565-65-5656	565-65-5656	00	CONTENTS	HOT	33	BARBER	3/26/2014 5:06 PM	11999999	
<input type="checkbox"/>	1 NO -SS-N	700-70-7007	00	DEGREE	NON	33	HRDP 4		11999999	
<input type="checkbox"/>	2 321-08-9761	321-08-9761	00	DISPENSER	TAPE	33	MBA	12/4/2013 5:18 PM	11999999	
<input type="checkbox"/>	2 150-70-0150	150-70-0150	00	DOE	JOHN	33	MBA	3/25/2014	11999999	

VA-ONCE Change SSN - Mozill...

https://vaonce.vba.va.gov/vaonce_student/popu

Current SSN: 111-55-9999

New SSN: []

OK Cancel

VA ONCE - STUDENT MAIN SCREEN



Non CH33/CH35 Entitlement Data

Where you enter student's ID & program info

Log of all actions taken on the student's file

Where you enter the student's enrollment info

Where you enter the student's enrollment info

The screenshot displays the VA ONCE Student Main Screen for a student named FIFE, BARNEY JR. The form includes fields for SSN (002-01-0033), File/Date (002-01-0033/00), Program (VU-CE), Chapter (30), and Training Type (Undergraduate). The tabs at the top are Bio, Certs, VA Data, Log, and History. The VA Data tab is highlighted with a red box. The form also includes fields for Salutation, First Name, Middle Name, Last Name, Suffix, Address, Location, Domestic, SSN*, File Number*, IHL_UNDER, Training Type*, School Short Name, Program*, Prior Training Credit, Guest Student, Active Duty, Primary School Name and State, Email, Alternate Email, Notes (GUN TOTING), and Transcript (USER DEF 2, User Def 3, Blank).



VA ONCE -BIO TAB



33jbalder1
3-1-1999-33

VA ONCE

Name: FIFE, BARNEY
SSN: 002-01-0033
File # 002-01-0033/00

Program: ATP-SE
Chapter: 30
Training Type: Undergraduate

Save Cancel Print Student

Bio Data

Bio Certs VA Data Log History

BARNEY FIFE JR

Salutation First Name* Middle Name Last Name* Suffix

002-01-0033

Address* Location Domestic

GRIFFIN STREET

MAYBERRY NC

City* State*

20001 Zip* Zip Suffix

(004)001-4000 Phone Extension

Email

Alternate Email

Program* NA

Prior Training Credit* PT Evaluated

Guest Student Active Duty

Primary School Name -- State

EF 2 User Def 3

Drop down menu of programs from your Admin



If you have a Guest student check the box and fill out Primary School info

You can add any notes you want here. Only SCOs and ELRs can see them

If you enter the student's email it will notify them when you certify

NOTES
Student has 4 months then will switch to CH 33

VA ONCE -NEW CERT



VA ONCE Cert Complete Submit Print Stud

33jbalderr1
3-1-1999-33

New
New multiple Term
Amend
Adjust
Terminate
Delete
Change to Status 2

Certs
Program: MT672
Chapter: 33
Training Type: Nondegree College

VA Data **Log** **History**

Term Name	Status	Facility Code	Begin Date	End Date	Res	Dist	R/D	Clock	T & F*
			6/2013	10/18/2013	6				

Res: Resident Credits
Dist: Distance/ Web base classes
R/D: Remedial (very important for CH 35)

Required for CH33. Enter Training/Tuition & Fees less then half-time for non CH33

Click: Input the number of clock hours *per week* the student is 'scheduled' to attend

The begin & end date boxes will be filled in automatically

Click arrow to access terms entered under "standard terms"

Edit Enrollment Save

Facility: 319 Trng Type: NCD Program: MT672

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Acceleration (high school only)

LDA/EFF Date

Remarks

Terms List

VA ONCE -CERT SCREEN Cont.



Cert Complete **Submit** **Print**

Name: JOE, G
SSN: 111-22-3330
File/Payee: 111-22-3

Certs
Program: MA - ANTH
Chapter: 33YELLOW
Training Type: Graduate

Bio **Data** **Log** **History**

Submit Selected Term
Submit All Pending
Enrollments

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	LDA/Eff	Facility	Cert ID
2							

Is the student being charged Out-of-State Tuition and Fees?
OK to select a reason and submit or Cancel to submit as usual

Save Cancel

OK Cancel

Facility: 31199933

Term Name Begin

Advance Pay Acc (high

Trng Type: IHL_UNDERGRAD Prgrm: AS-COM SUP

LDA/EFF Date Yellow Rbn* Out St Chg

Remarks **Modify Remarks List**

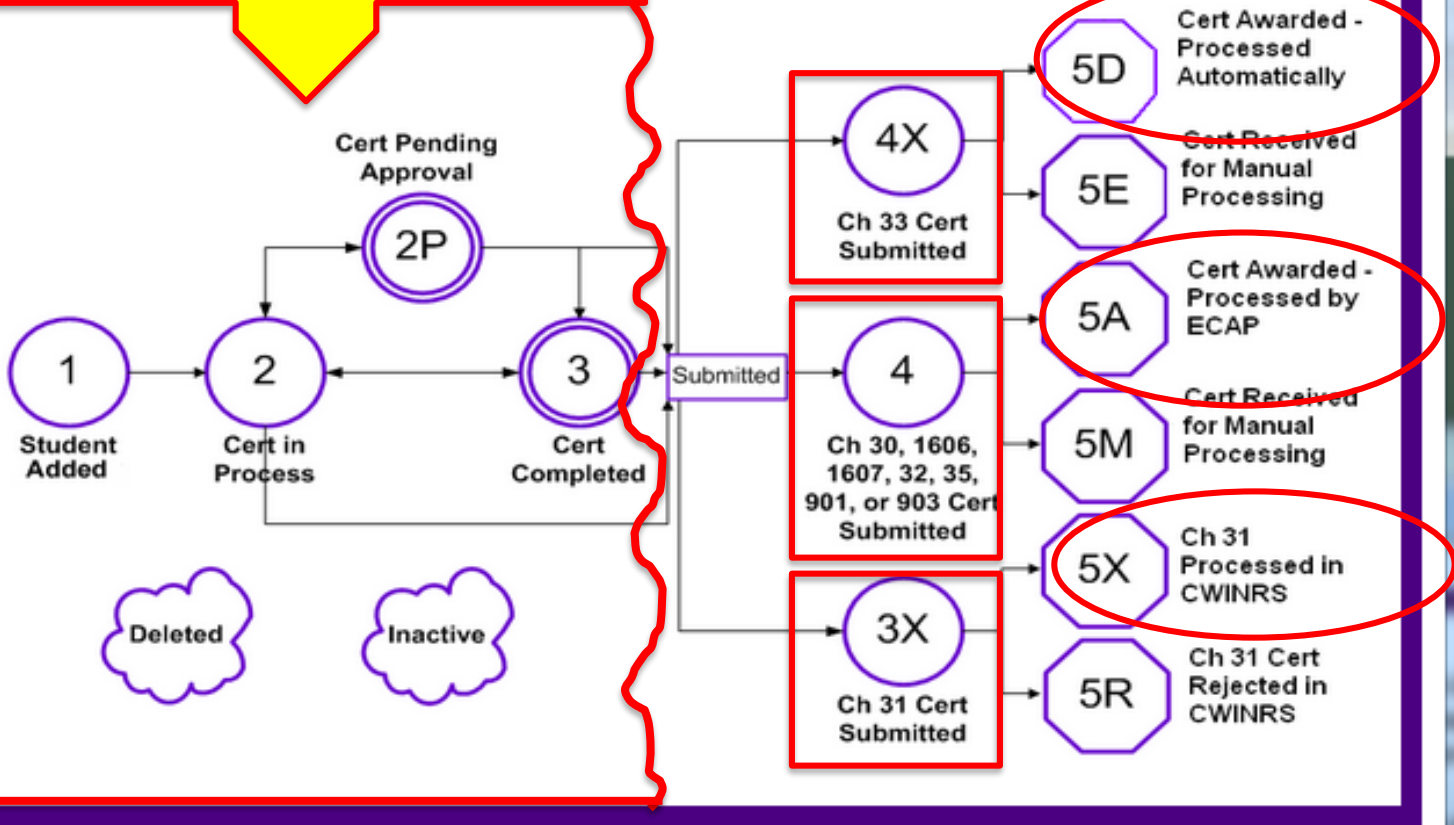
VA ONCE -CERT STATUS



Remember to click SUBMIT!



Nothing submitted to VA



VA ONCE -CERT STATUS Cont.



VA-ONCE Certs - Windows Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: APPLESEED, JOHNNY Program: BA RT
SSN: 404-92-5811 Chapter: VRAP
File/Payee: 404-92-5811/00 Training Type: Undergraduate

Certs

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4 SP13			01/07/2013	04/30/2013	6					31199933	21871342
4			08/31/2012	10/20/2012	9					31199933	16519867
4X FALL 2			10/12/2011	12/12/2011	0	0			10/12/2011	31199933	12485708
4X FALL 1			08/12/2011	10/12/2011	0	3				31199933	12485708
4X SPR 10			01/10/2010	05/10/2010	6	3				31199933	7616052

View Current Status Save Cancel

Facility: 31199933 Trng Type: IHL_ Undergraduate Prgm: BA RT Prior Credit: 4

SP13 01/07/2013 04/30/2013 6 FULL

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List

VA ONCE - Amend, Adjust, or Terminate



33jbalderr
3-1-1999-33

Cert Complete Submit

Print Stud

- New
- New Multiple Term
- Amend
- Adjust
- Terminate
- Delete
- Change to Status 2

Certs

Program: MT672
Chapter: 33
Training Type: Nondegree College

2

VA Data

Log

History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
SE IB13-8			08/26/2013	10/18/2013	6	0	0	0		31999933	20631989
2 IB13-8			08/26/2013	10/18/2013	9	0	0	0	11/05/2013	31999933	
SE IB13-8			08/26/2013	10/18/2013	6	0	0	0	09/23/2013	31999933	20632995
SE IB13-8			08/26/2013	10/18/2013	9	0	0	0		31999933	20631989

View Adjustment

Save Cancel

Facility: 31999933 Trng Type: NCD Prgr: MT672 Prior Credit: SE

IB13-8 08/26/2013 10/18/2013 6 0 0 0 2500.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assi

Reason for Adjustment

09/23/2013 09/23/2013

LDA/EFF Date LD Accrued

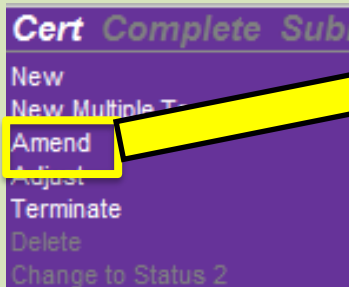
Mitigating Circumstances

Remarks

Modify Remarks List

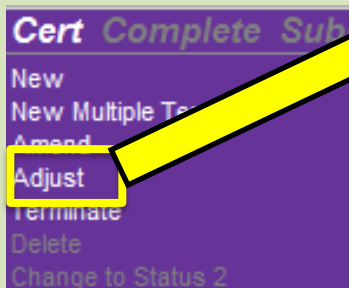


VA ONCE - Amend, Adjust, or Terminate Cert.



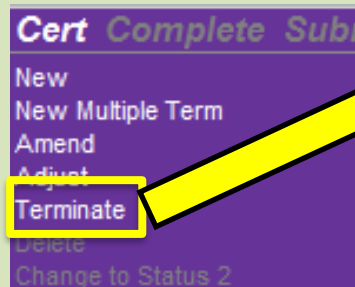
AMEND: You use the Amend function when:

- You are changing T&F
- You are changing term dates



ADJUST: You use the Adjust function when:

- You are changing a students credit or clock hours
- You are changing a students credit or clock hours *and* something else
- You cannot *adjust* a student down to zero, you must use the *Terminate* function



TERMINATE: You use Terminate when:

- You are completely stopping a student's certification
- Use when graduating a student in VA Once
- Once you terminate a cert you can no longer do anything with it

VA ONCE - ADJUSTING A CERT



Always update T&F on a reduction!

Cert Complete Submit Print

Certs Program: BS-BIO Chapter: 33 Training Type: Undergraduate 4X

VA Data **Log** **History**

New
New Multiple Term
Amend
Adjust
Terminate
Delete
Change to Status 2

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634
4X <u>SP2015</u>			01/12/2015	05/17/2015	12	0				31999933	27278634

Spring 2015, Tom Cat reduced from 12 to 9

T&F 9cr = \$1800

Last date of attendance (LDA)- 2/15/15

View Enrollment Save Cancel

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: 4X

SP2015 01/12/2015 05/17/2015 **12** 0 **2400.00**

Term Name Begin Date* End Date* Res Dist* R/D Clock T&F

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

VA ONCE-ADJUSTING CONT.



Cert Complete Submit Print

Certs

Name: CRUISE, TOM Program: BS-BIOLOGY
 SSN: No SSN Chapter: 33
 File/Payee: 555-22-3434/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634
2 SP2015			01/12/2015	05/17/2015	12	0				31999933	
4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: 2

SP2015 01/12/2015 05/17/2015 9 0 1800.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

02/15/2015
LDA/EFF Date

Reduction After Drop Period - Non-Punitive Grades Assigned
 Reason for Adjustment
 An Unavoidable Change In The Student's Conditions Of
 Mitigating Circumstances

Remarks **Modify Remarks List**

Mr. Tom Cat received a "W" grade

He dropped the class because his shift at work changed which conflicted with the class meeting time

VA ONCE- SUBMITTING CERT



Click “Save”

Click “Complete” if you want to come back to it before submitting

Click “Submit” when you are ready to send the cert to VA

Cert Complete Submit Print

Certs

Name: CRUISE, TOM Program: BS-BIOLOGY
SSN: No SSN Chapter: 33
File/Payee: 555-22-3434/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

	Term Name	Status	Facility Code	Begin Date Range	End Date Range							
	4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634
	2 SP2015			01/12/2015	05/17/2015	12	0				31999933	
	4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: 2

SP2015 01/12/2015 05/17/2015 9 0 1800.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assigned

Reason for Adjustment

02/15/2015 An Unavoidable Change In The Student's Conditions Of Mitigating Circumstances

LDA/EFF Date

Remarks **Modify Remarks List**

VA ONCE-STATUS CODE



Bio **Certs** VA Data Log History

All ▾ All ▾ All ▾ to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SP2015			01/12/2015	05/17/2015	9	0				31999933	27278634
4X <u>SP2015</u>			01/12/2015	05/17/2015	9	0			02/15/2015	31999933	27279167
4X SP2015			01/12/2015	05/17/2015	12	0				31999933	27278634

View Adjustment

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY

SP2015	01/12/2015	05/17/2015	9	0		1800.00
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment:

LDA/EFF Date:

If the status code is higher than "3" the cert was successfully submitted

VA ONCE- VA DATA TAB



- [What is the delimiting date?](#)
- [What is BDN and BDN Master Record?](#)
- [What is remaining entitlement?](#)
- [What is the current facility code?](#)
- [What is the file/payee #?](#)
- [What does the Current Award section represent?](#)
- [Can I change the data on this screen?](#)
- [Why hasn't the VA Data updated?](#)
- [Why is the training time displaying incorrectly?](#)
- [Keyboard Shortcuts](#)

VA Data

Name: AFETSE, KOMI Program: LIBSTUD
SSN: [REDACTED] Chapter: 1606
File/Payee# [REDACTED]00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

Full Name: KOMI M AFETSE
File/Payee# [REDACTED] /
Delimiting Date: 20250416
Remaining Entitlement Months as of No Pay Date: 18
Remaining Entitlement Days as of No Pay Date: 4
Chapter: 1606
Current Facility Code: 11002733
BDN Master Record Status: **TERMINATED**

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award
10/1/2012	12/8/2012	UNDERGRADUATE	FULL	\$556.00	PAST
1/14/2013	5/11/2013	UNDERGRADUATE	FULL	\$556.00	CURRENT

The information shown above is only for Chapter 30, Chapter 1606, and Chapter 1607. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

VA ONCE- LOG TAB



VA ONCE
33jbalder
3-1-1999

Add Print ◀ Stud

Log
Name: CAKE, PATTY
SSN: 321-11-2321
File/Payee: 000-00-8412/10
Program: BA THE
Chapter: 35
Training Type: Undergraduate

1

Bio Certs VA Data **Log** History

- [What is the Log Tab used for?](#)
- [Why are some entries in red and underlined?](#)
- [What is the User Type?](#)
- [Can I delete Log entries?](#)
- [How do I add a Log entry?](#)
- [How long can the Log entry be?](#)
- [What are the Follow Up and Read check boxes?](#)
- [Keyboard Shortcuts](#)

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
------	-----------	-----------	-----------	-------------------	-----------	-----------

Bio Certs VA Data **Log** History

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
	37njohns	SCHOOL	9/29/2015 7:21:09 PM	14917437	<u>Student changed major fall 2015</u>	

Log Entry

Edit Log Entry Save Cancel

Log Entry Follow Up Read

Student changed major fall 2015

VA ONCE - HISTORY TAB



VA ONCE 33jbalder1 3-1-1999-33 Print Student

History

Name: APPLESEED, JOHNNY Program: BA RT
SSN: 404-92-5811 Chapter: VRAP **4**
File/Payee: 404-92-5811/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

User Name	User Type	Date Time	Facility Code	Event Type	Event Description
33jbalder1	SCHOOL	3/12/2014 10:39:33 AM	3-1-1999-33	Submit	The term starting on 01/15/2014 and ending on 05/04/2014 was submitted.
33jbalder1	SCHOOL	3/12/2014 10:39:19 AM	3-1-1999-33	Complete	The term starting on 01/15/2014 and ending on 05/04/2014 was completed.
33jbalder1	SCHOOL	3/12/2014 10:38:36 AM	3-1-1999-33	Enroll	A new Enrollment was created on 03/12/2014.

How are these entries generated?
Can I change anything on this page?
What is this page used for?
Keyboard Shortcuts

VA ONCE- ADD REMARKS



Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶	5E FALL 2013		08/19/2013	12/20/2013	0	0	0	30		31999933	19790221
▶	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19		31999933	20916479
▶	2X EXAMPLE		04/01/2013	04/01/2014	0	0		19		31999933	
▶	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19	06/09/2013	31999933	20917485
▶	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19	06/02/2013	31999933	20917485

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: NCD Prgm: WELD Prior Credit: **2**

EXAMPLE 04/01/2013 04/01/2014 0 0 19 10000.00 4/8/2014

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Rev End Dt

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment

06/09/2013

LDA/EFF Date LD Accrued

Remarks

Modify Remarks List

VA ONCE- ADD REMARKS Cont.



VA-ONCE
33balder1
3-1-1999-33

User School Maintenance

- School Standard Remarks
- Standard Terms
- Standard Programs

Select

Admin

VA-ONCE Add Delete Alphabetize

School Standard Remarks

Code	Remarks	Facility Code	Order #	Deact
	<u>Advance check being returned to VA</u>	14917437	1	✓
	Student has failed course for Non-Attendance.	14917437	10	
	Student has switched from CH 30 to CH 33.	14917437	11	
	Student never signed up for classes for the current term.	14917437	12	
	Application and supporting documents in the mail	14917437	2	
	IN LIEU OF COD-AP CHECK DELIVERED	14917437	3	✓
	Report F grade for the term.	14917437	4	✓
	Student completed term with 4 credits incomplete. Diary the incomplete for one year.	14917437	5	
	Student dropped all courses due to financial problems	14917437	6	
	Student enrolled in class, but never attended. Non-punitive grade assigned.	14917437	7	
	Student has been Academic Suspended from term.	14917437	8	
	Student has completed a certification and is continuing to a AAS degree.	14917437	9	

Edit School Remark Save Cancel

Remark Text- 125 characters are allowed

Advance check being returned to VA

125 Counter 1 Order Number Deactivated

14917437 (ROGUE COMMUNITY COLLEGE) Facility Code

Requires Additional Information

Additional Information Label Text

37johns
1-4-9174-37

Select

Admin

Reports

Logout

VA ONCE- ADD REMARKS Cont.



VA-ONCE Remarks - Windows Internet Explorer

Remarks [Add] [Remove] [Done]

Remark Code	Remark	System Generated
No Records Found		

New Remark [Save] [Cancel]

VBA Standard Remarks

Other

School Standard Remarks

1990 Mailed Earlier

School Is On Vacation 3/7/07 - 3/16/07

Can't Think Of A Standard Remark

Students Parents No Longer Wanted To Pay For Childs Education

This Is Another Standard Remark.

Student Didn't Get Along With The Professor

Student Is Out Of State And Is Being Charged Out Of State Tuition And Fees

THE SKY IS FALLING

Other

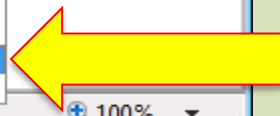
125

100%

Message from webpage

Using remarks other then VBA standard remarks will lead to manual processing of this certification.

OK



VA ONCE- ADD REMARKS Cont.



VA-ONCE Remarks - Mozilla Firefox

https://vaonce.vba.va.gov/vaonce_student/popup_remarks.asp?TERM_ID=23824403&TERM_LINE_ID=66043798&REC

Remarks

Add Remove **Done**

Remark Code	Remark	System Generated
No Records Found		

New Remark Save Cancel

VBA Standard Remarks

Other

School Standard Remarks

Advance Check Being Returned To VA

Advance Check Being Returned To VA

Application And Supporting Documents In The Mail

IN LIEU OF COD-AP CHECK DELIVERED

Report F Grade For The Term.

Student Completed Term With 4 Credits Incomplete. Diary The Incomplete For One Year.

Student Dropped All Courses Due To Finanical Problems

Student Enrolled In Class, But Never Attended. Non-punitive Grade Assigned.

Student Has Been Academic Suspended From Term.

25

Two yellow arrows are present: one points to the 'Done' button in the top right of the 'Remarks' table, and the other points to the 'Save' button in the 'New Remark' section.

VA ONCE- ADD REMARKS Cont.



VA-ONCE Remarks - Windows Internet Explorer

Remarks

[Add](#) [Remove](#) [Done](#)

Remark Code	Remark	System Generated
No Records Found		

New Remark [Save](#) [Cancel](#)

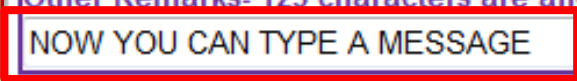
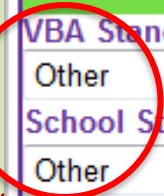
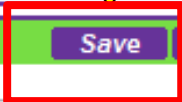

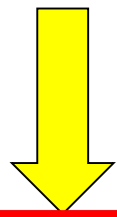

VBA Standard Remarks
Other

School Standard Remarks
Other

Other Remarks- 125 characters are allowed

NOW YOU CAN TYPE A MESSAGE 99

100%



VA ONCE- ADD REMARKS Cont.



Bio **Certs** VA Data Log History

All ▾ All ▾ All ▾ to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶	5E FALL 2013		08/19/2013	12/20/2013	0	0	0	30		31999933	19790221
▼	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19		31999933	20916479
—	2 EXAMPLE		04/01/2013	04/01/2014	0	0		19		31999933	
—	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19	06/09/2013	31999933	20917485
—	4X EXAMPLE		04/01/2013	04/01/2014	0	0		19	06/02/2013	31999933	20917485

Edit Adjustment Save Cancel

Facility: 31999933 Trng Type: NCD Prgrm: WELD Prior Credit: **2**

▶

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Rev End Dt

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Reason for Adjustment

Remarks **Modify Remarks List**

NOW YOU CAN TYPE A MESSAGE

VA ONCE- QUESTIONS?

