

Enrollment Manager Quick Start Guide

New to Enrollment Manager? This guide will serve as an overview for Enrollment Manager functions when servicing Flight recipients. Refer to section G. Appendix for more in-depth resources.

a. LOGIN

1

Navigate to [VA va.gov](https://va.gov) and select **Sign in** in the top right hand corner.

2

Select either:

- [Create an account with Login.gov](#)
- [Create an account with ID.me](#)

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 **My VA** button.

5

Select either:

- [Verify account with Login.gov](#)
- [Verify account with ID.me](#)

6

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

7

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:

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 **Find and add a student** button.

2

Select either:

- [Search my students](#) (Skip to step 3) or
- [Search all students](#) (Skip to step 4).

3

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

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 **Search** 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.

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c. CREATING FLIGHT INSTRUCTIONS

1

From the Dashboard page, select



2

Under Ground Instruction section, select



3

Input the instruction type in the "Type" field.

Then, input the rate in the "Rate" field.*

*Note: The "Type and Rate" must reflect what has been approved for in WEAMS for each instruction. The rate must also be equal to or greater than zero.

4

Select the  button.

You will then be redirected to the "Flight instruction setup" main page. Create a new "Pre/post Instruction" by selecting . Follow steps 3-4 to complete this process.

5

You will then be redirected to the "Flight instruction setup" main page. Create a new "Other rate" by selecting . Follow steps 3-4 to complete this process.

6

7

Next, you can select the "Add new aircraft instruction" button, the "Add new Flight simulator instruction"* button, or both buttons to add "Aircraft & Full Flight Simulator instructions."

*Note: For "Add new flight simulator instruction" types, the "Horsepower," "Solo Rate," and "Dual Rate" are not editable. Only the "Instruction Type" and "Dual Sim Rate" fields are required.

8

Input the required "Instruction Type". Then, enter in the "Horsepower" value, which has a limit of 10 numerical characters.

9

Complete the "Solo Rate" and "Dual Rate".

10

Select the  button.

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d. 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" and "Begin/End" dates.

5

Select either "First Class" or "Second Class" for the "Medical Certificate type" and input the appropriate "Exam date".

6

Complete all applicable fields in the **Course hours and charges** section.

7

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

8

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

e. 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

Next, review all the pre-populated information in the **Monthly certification information** section. Some of these fields are editable.*
*Note: A certification must be captured every month that a student completes a flight, and the begin and end date must be in the same month. If the end date other than the last day of the month is entered fields will be triggered for ending the enrollment.

4

Complete the **Course hours and charges** section by selecting the **Add flight instruction** button and completing the required fields.

5

Select the **Save** button once the fields are complete.*
*Note: Multiple flight instructions can be added to the Monthly Certification if they are within the same month.

6

In the **Summary** section, select "State and local taxes must be applied for this period" if they should be applied. If selected, complete the "State and local taxes" field that populates.

7

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

8

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

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f. 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.

Select path based on the desired action:

2

- **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.

g. APPENDIX

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

- [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](#)

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g. 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"> 1 - Student Added 	N/A	There is no status for students who have not been created in Enrollment Manager.
<ul style="list-style-type: none"> 2 - Cert in Process (Draft) 3 - Cert Completed 	In Progress	Amendment/certification is in draft state.
<ul style="list-style-type: none"> 2P - Cert Pending Approval (Draft) 	Pending SCO Review	Draft must be verified and submitted by an SCO.
<ul style="list-style-type: none"> 3x - Ch 31 Cert Submitted 4x - Ch 33 Cert Submitted 4 - Ch 30, 1606, 1607, 32, 35, 901, 903, OJT/ APP & FLIGHT (all chapters) 	Submitted	Enrollment/Amendment/Certification was sent for processing
<ul style="list-style-type: none"> 5M- (Ch 30,1606,..) Cert Reviewed for Manual Processing 	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"> 5A (Ch 30, 1606..) Cert Awarded Processed by ECAP 5D (Cpt 33) Cert Awarded Processed Automatically 5E- (Ch 33) Cert Reviewed for Manual Processing 5X (Ch 31 Cert) Accepted by VR&E 	Processed	Enrollment/ Amendment/ Certification has been processed
<ul style="list-style-type: none"> 5r (Ch 31) Rejected by VR&E System 	N/A	There is no automated processing in chapter 31.