Enrollment Manager Quick Start Guide

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

a. 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 verified, you are redirected to the VA Education Platform Portal. From here, request first time access to Enrollment Manager through one of the options below:

6 **Option 1:** SCOs request access through the VA Education Platform Portal.
Option 2: SCO Read Only and Assistants should request acess from your insitution's SCOs

Refer to the latest version of the **EM SCO User Guide** on the VA Resources for schools.

b. SEARCH FOR A TRAINEE

1 From the Dashboard page, select the **Students** tab.

2 Select either:
- **Search my students** (Skip to step 3) or
- **Search all students** (Skip to step 4).

Depending on which option you select, different search fields appear. Neither option allows searching for a trainee by SSN.

3 When searching "**my students**", only "Active" trainee's display by default. Search by First name, Last name, Student ID, Benefit Type, Training Type, Date Range, Program or School. Now, proceed 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 fields are required.

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

6 From the Search results, select your desired trainee and select ▶ Go to profile.

7 Once the trainee's profile appears, navigate through the various tabs to review relevant data.

Enrollment Manager Quick Start Guide

New to Enrollment Manager? This guide provides OJT/APP 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 trainee. Once on the trainee profile, 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" and "End" dates.

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.

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 trainee'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 certify all months in the training period, even if there are no hours trained during a month.
• Months must be certified in order.
• The period certified must be the full month. The only exceptions are:
  - If you are certifying the first Monthly Cert, since the enrollment can start on any day of the month
  - If you are certifying the last Monthly Cert for this enrollment, which is when the training period has ended or the trainee withdrew from a programs

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

5 Before submitting the certification, you may **Add VBA remarks** or notes.

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

Enrollment Manager Quick Start Guide

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

d. AMEND AN ENROLLMENT

1 Navigate to the correct student's **Enrollments** tab. Refer to the **"b. Search for a Student"** section for more information.

2 To Amend an enrollment, navigate to that specific enrollment, and select the **Amend** button.

3 Revise all necessary fields in each of sections. The same sections display as when creating the enrollment.*

*Note:
- In the "Enrollment information" section, the "Academic information" field and the "Enrollment name" **cannot** be editted.
- In the "Hours and Time" section, you **can** edit the "Trainee's hours per week" field, "Standard work hours per week" field, and the "Prior training time" dropdown.

4 Now that you have made any necessary corrections, you may **Add VBA remarks** or Notes. Notes are not submitted to VA with the enrollment, but the VA can review if necessary.

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

e. TERMINATE AN ENROLLMENT

1 Navigate to the correct trainee's **Enrollments** tab. Refer to the **"b. Search for a Student"** section for more information.

2 Select **Add Monthly Cert** for the enrollment you must terminate.

3 The "Certification begin date" and "Certification end date" autopopulate. To terminate the enrollment, update the "Certification end date" to the last day trained.

4 Next, input the "Hours Trained" for this month. Although you are terminating the enrollment, you must still complete this field.

5 To terminate the enrollment, select "No" for the "Was the trainee enrolled in and pursuing approved program for the month of _____?" question below.

6 Add any necessary flight instruction in the **Course hours and charges** section.

7 Before submitting the enrollment, you may **Add VBA remarks** or Notes. Notes are not submitted to VA with the enrollment, but the VA can review if necessary. Finish by selecting the **Submit certification** button.

Enrollment Manager Quick Start Guide

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

f. 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)