

INSTRUCTIONS:

HOW TO OBTAIN TOTAL STUDENTS CERTIFIED FOR BENEFITS IN VA-ONCE

1. Login to VA-Once
 - a. After logging in, all certification records will appear

The screenshot shows the 'VA-ONCE' interface with the 'Student School Detail' header and 'Select Student' sub-header. The search criteria are set to 'Last Name' (Search Type), 'Equals' (Search Range), and an empty search text box. Below this, there are several filter categories: 'Status and' (All Active), 'Facility Code and' (All), 'Chapter and' (All), 'Training Type and' (All), 'Program and' (All), and 'PT Evaluated' (All). The 'Date Range or' field is empty. There are 'Filter' and 'Reset' buttons. At the bottom, it says 'Showing 1-100 of 3526 records' with 'Show all' and 'Show Logs' buttons.

2. In the "Date Range" boxes enter 07/01/2016 in the "From" box and 06/30/2017 in the "To" box. Leave all other boxes as they appear in the example.

This screenshot is identical to the previous one, but the 'Date Range or' field now contains '07/01/2016' in the 'From' box and '06/30/2017' in the 'To' box. Red arrows point from the text above to these two date boxes.

3. Click on Filter

This screenshot is identical to the previous one, but a red arrow points from the text above to the 'Filter' button. The number of records shown at the bottom has changed to 'Showing 1-100 of 535 records'.

4. After clicking filter, the total number of records will appear
5. This figure represents the total number of certifications processed between 7/1/2016 and 6/30/2017. Provide this figure on the certification form to be submitted to the Chancellor's Office