

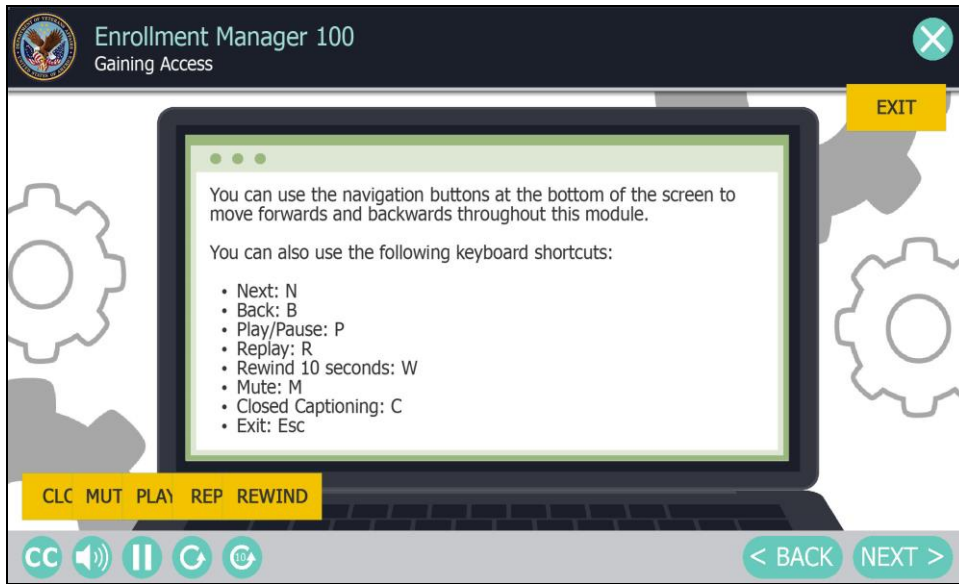
Slide 1 - Slide 1



Slide notes

Welcome to Enrollment Manager 100 for School Certifying Officials (SCOs).
Select "Start" or press Enter on your keyboard to begin.

Slide 2 - Slide 2



Enrollment Manager 100
Gaining Access

EXIT

You can use the navigation buttons at the bottom of the screen to move forwards and backwards throughout this module.

You can also use the following keyboard shortcuts:

- Next: N
- Back: B
- Play/Pause: P
- Replay: R
- Rewind 10 seconds: W
- Mute: M
- Closed Captioning: C
- Exit: Esc

CLC MUT PLA REP REWIND

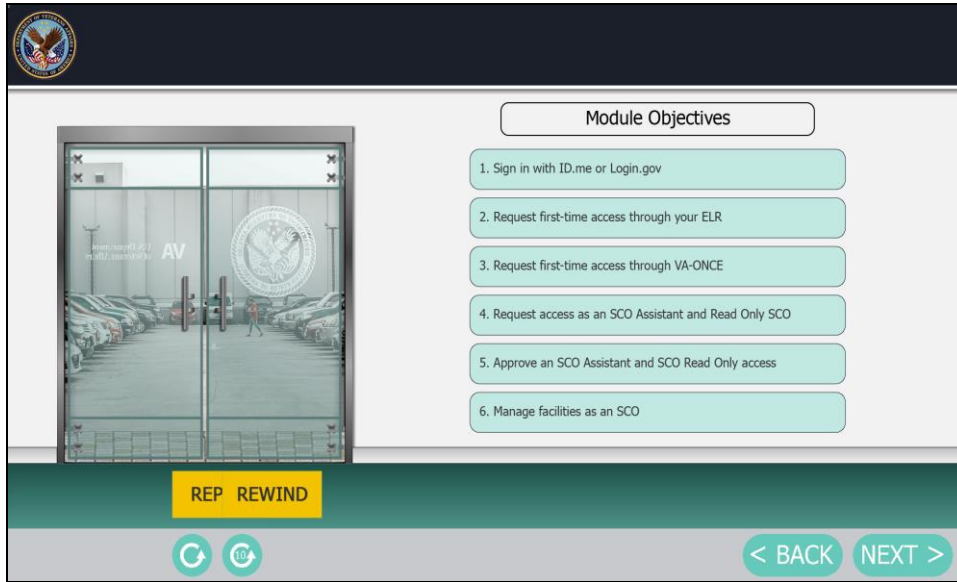
CC Mute Play/Pause Replay Rewind < BACK NEXT >

Slide notes

Throughout this course, please use the navigation buttons at the bottom to move forward and backward through the module.

You can also use the keyboard shortcuts displayed on the screen.

Slide 3 - Slide 3



The screenshot shows a presentation slide with a dark blue header containing the VA logo. The main content area is light gray and features a large image of a glass entrance door on the left. To the right of the door is a list of six module objectives. At the bottom of the slide, there is a green navigation bar with a yellow 'REP REWIND' button, two circular navigation icons, and '< BACK' and 'NEXT >' buttons.

Module Objectives

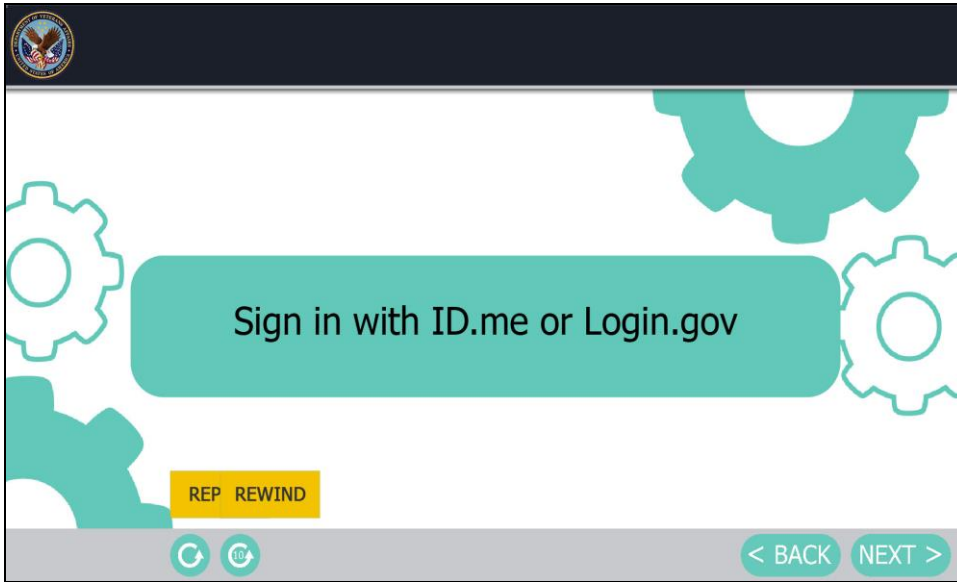
1. Sign in with ID.me or Login.gov
2. Request first-time access through your ELR
3. Request first-time access through VA-ONCE
4. Request access as an SCO Assistant and Read Only SCO
5. Approve an SCO Assistant and SCO Read Only access
6. Manage facilities as an SCO

Slide notes

This course is the first in the Enrollment Manager Training Series. Enrollment Manager 100 will teach users how to:

1. Sign in with ID.me or Login.gov,
2. Request first-time access through ELR,
3. Request first-time access through legacy VA-ONCE,
4. Request access as an SCO Assistant or Read Only SCO,
5. Approve SCO Assistant and Read Only SCO access,
6. Manage facilities as an SCO.

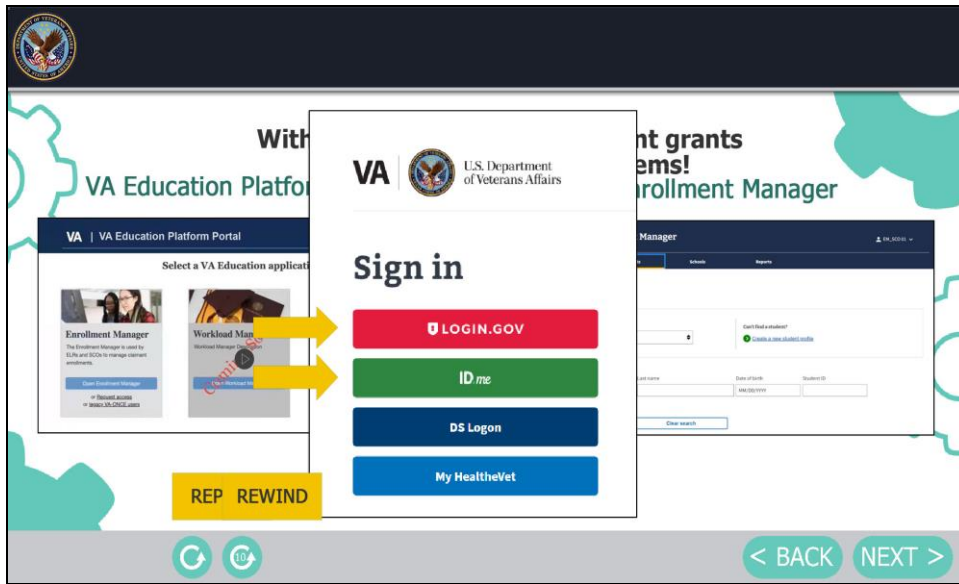
Slide 4 - Slide 4



Slide notes

Let's begin by demonstrating how to sign in with ID.me or Login.gov.

Slide 5 - Slide 5



Slide notes

Before we get into how to sign in to the Enrollment Manager, we want to start by reviewing the steps below on creating a new VA.gov account using ID.me or Login.gov.

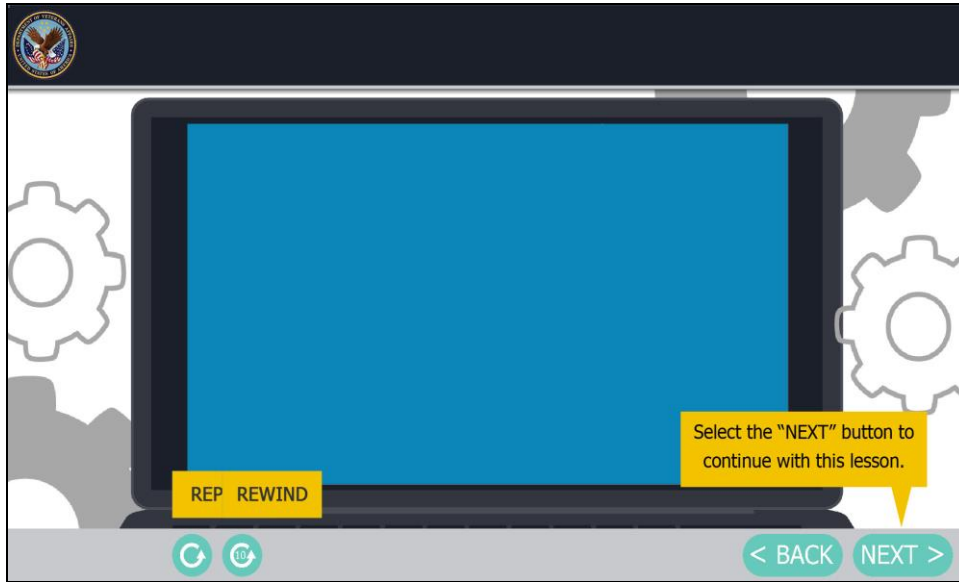
Let's start by demonstrating how to sign in with ID.me.

To sign in to both the VA Education Platform Portal and Enrollment Manager, you will need to create an ID.me or Login.gov account.

With an ID.me or Login.gov account, you will be able to log in to both systems with the same account using Single Sign On.

Select "NEXT" to find out more about how to create your ID.me or Login.gov account.

Slide 6 - Slide 6

**Slide notes**

VA is modernizing our tools for SCOs like you by introducing Enrollment Manager, making supporting your GI Bill students easier than ever.

Before receiving access to student data, and to take advantage of the enhanced VA experience, you'll need to create an ID.me or Login.gov account with your work or school email address.

This data security step is being adopted across the Federal Government, not just VA, and will help keep beneficiary data protected as you use Enrollment Manager.

To get started, navigate to VA.gov and select "Sign in". Then, select either "Create an account with Login.gov" or "Create an account with ID.me".

Follow the prompts and after you've signed up and confirmed your email address, you'll be prompted to set up multi-factor authentication.

Similar to a digital wallet, this provides an additional layer of security to keep your personal information safe.

Finally, return to VA.gov to complete the last critical step of the process.

VA cannot give you access to student's personal information before confirming your identity.

To do so, sign in to your VA.gov account and select "My VA". On the verify your identity screen, select "Verify with ID.me or Login.gov".

You'll need your Social Security number and either a digital image of your driver's license or passport, like one you've taken with your phone, or responses to specific questions to confirm your identity.

VA strongly encourages you to complete this step as soon as possible to gain access to Enrollment Manager.

After verifying your identity, your ID.me or Login.gov account is ready to use for access to VA platforms.

If it's your first time logging into Enrollment Manager, navigate to the VA Education Platform landing page to get started. Select the "SSOe" button under "Sign in with an existing account".

Then, you'll be able to log in with either ID.me or Login.gov, based on where you created your account.

Need additional support? See these resources for more information.

VA is continuing to modernize the GI Bill experience for SCOs like you.

Follow us on Facebook, Instagram, and Twitter to stay in the loop on all things GI Bill.

After the account is created, use the following steps to authenticate your account via ID.me or login.gov

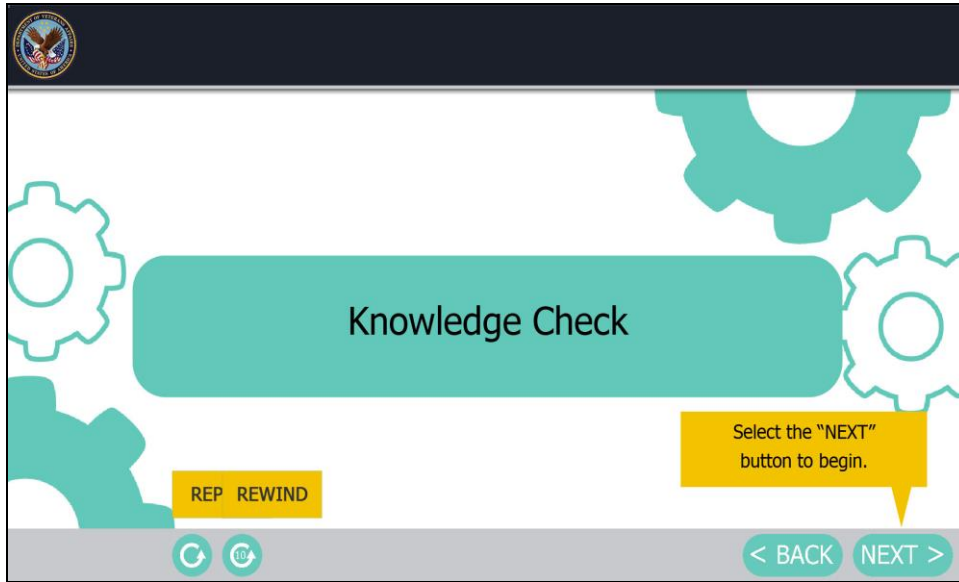
Navigate to the [VA Education Platform Portal sign-in page <https://iam.education.va.gov/user-access>](https://iam.education.va.gov/user-access) and select "SSOe".

Great!

Use the following steps to set up a new VA.gov account using ID.me:

Navigate to the [VA Education Platform Portal](#) and select "SSOe".

Slide 7 - Slide 7



Slide notes

Let's pause for a knowledge check.

Slide 8 - Slide 8

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 9 - Slide 9

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 10 - Slide 10

There are three ways to request access to Enrollment Manager:

OPTION 1 Requires new SCOs to request access through an Education Liaison Representative (ELR)

OPTION 2 Requires VA-ONCE users to input their legacy VA-ONCE credentials

OPTION 3 Requires SCO Assistants and Read Only SCOs to request access from their residing SCO

REP REWIND

< BACK NEXT >

Slide notes

Now that you know how to sign in with your ID.me or Login.gov account, let's review how to request access to Enrollment Manager.

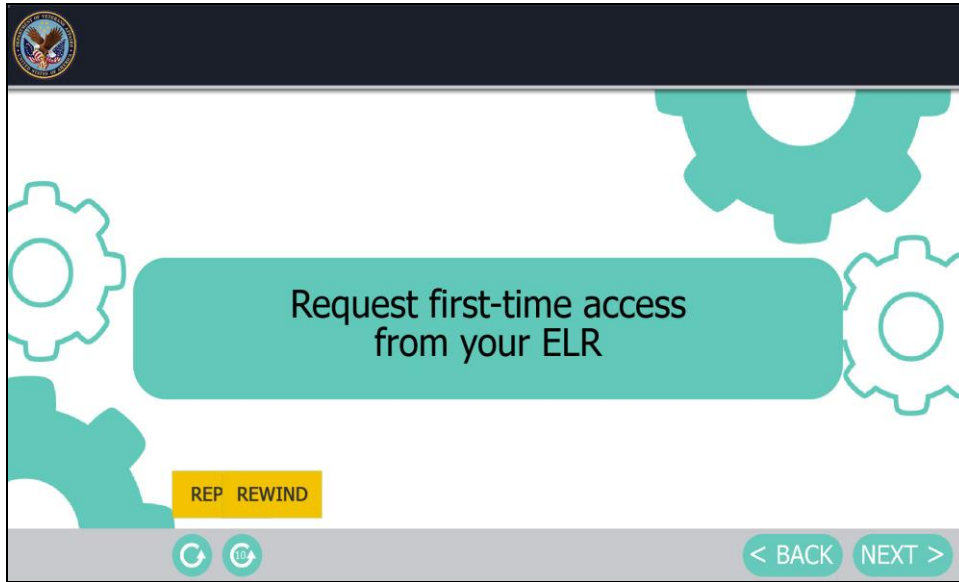
There are three ways to request access to Enrollment Manager:

Option 1: Requires SCOs to request access through an Education Liaison Representative (ELR).

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.

Slide 11 - Slide 11



Slide notes

Let's begin with Option 1.

Slide 12 - Slide 12

Select a VA Education application

Enrollment Manager
The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.
Open Enrollment Manager
or [Request access](#)
or [legacy VA-ONCE users](#)

Workload Manager
Workload Manager Description
Open Workload Manager

Benefits Manager
Institution Manager Description
Open Benefits Manager

REP REWIND

< BACK NEXT >

Slide notes

To begin, SCOs will navigate to the VA Education Platform Portal and select "Request access" under the Enrollment Manager tab.

Slide 13 - Slide 13

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
Enter work phone

Email (*Required)
Enter work/school email

Role (*Required)
Select a role

State (*Required)
Select a state

Enrollment M
The Enrollment Manage
ELRs and SCOs to man
enrollments.

Open Enrollment
or Request a
or legacy VA-ON

Benefits Manage
Institution Manager Description

Benefits Manager

REP REWIND

Cancel

< BACK

NEXT >

Slide notes

On this screen, ensure your pre-populated information (First name, Last name) is accurate and input your phone number, email, state, and select your role.

Slide 14 - Slide 14

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
123-456-7890

Email (*Required)
Enter work/school email

Role (*Required)
Select a role

State (*Required)
Select a state

REP REWIND Cancel

< BACK NEXT >

Slide notes

Input your phone number.

Slide 15 - Slide 15

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
123-456-7890

Email (*Required)
Enter work/school email

Role (*Required)
Select a role

State (*Required)
Select a state

Cancel

< BACK NEXT >

Slide notes

Select the "Email" text box.

Slide 16 - Slide 16

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
123-456-7890

Email (*Required)
noassignedrole@gmail.com

Role (*Required)
Select a role

State (*Required)
Select a state

REP REWIND Cancel

< BACK NEXT >

Slide notes

Input your email address.

Slide 17 - Slide 17

The screenshot shows a web form titled "Request access to Enrollment Manager". The form is set against a dark background with two side panels. The left panel, titled "Enrollment Manager", contains a photo of a woman and text describing the role. The right panel, titled "Benefits Manager", contains a photo of a building and text describing the role. The main form area has the following fields: "First Name (*Provided)" with the value "NOASSIGNEDROLE"; "Last Name (*Provided)" with the value "01"; "Phone (*Required)" with the value "123-456-7890"; "Email (*Required)" with the value "noassignedrole@gmail.com"; "Role (*Required)" with a dropdown menu showing "Select a role"; and "State (*Required)" with a dropdown menu showing "Select a state". At the bottom of the form are three buttons: a yellow "REP REWIND" button, a white "Cancel" button, and two teal navigation buttons labeled "< BACK" and "NEXT >". A red "Coming Soon" watermark is overlaid on the right side of the form.

Slide notes

Select the "Role" dropdown box.

Slide 18 - Slide 18

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
01

Phone (*Required)
123-456-7890

Email (*Required)
noassignedrole@gmail.com

Role (*Required)
Select a role
Select a role
School Certifying Official
School Certifying Official Read Only

Enrollment Manager
The Enrollment Manager
ELRs and SCOs to man
enrollments.

Open Enrollment
or Request a
or legacy VA-ON

Benefits Manager
Institution Manager Description
Benefits Manager

REP REWIND

Cancel

< BACK NEXT >

Slide notes

Select "School Certifying Official" as the role.

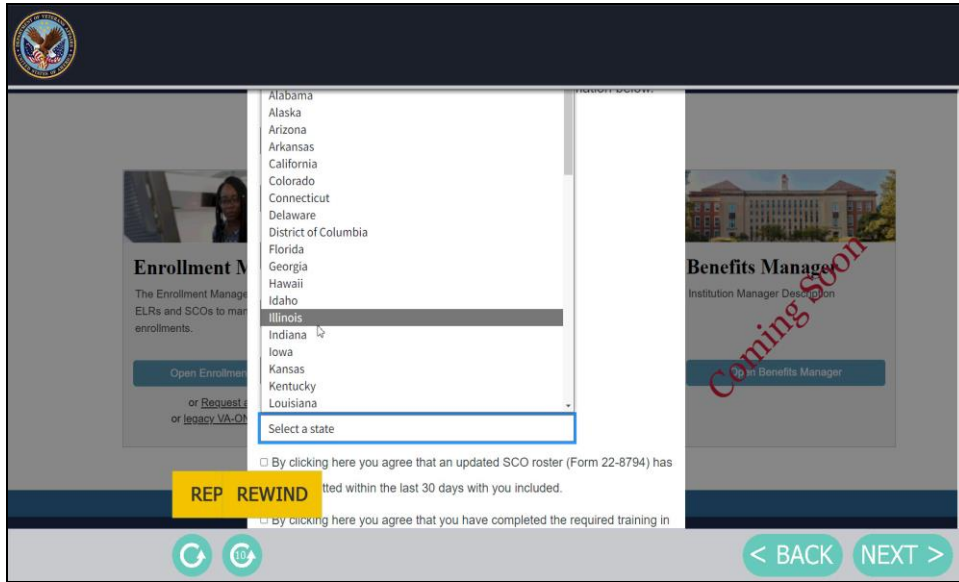
Slide 19 - Slide 19

The screenshot shows a software installation wizard slide. At the top left is a circular logo. The main content area is a form with the following fields: "First Name (*Provided)" with the value "NOASSIGNEDROLE"; "Last Name (*Provided)" with the value "01"; "Phone (*Required)" with the value "123-456-7890"; "Email (*Required)" with the value "noassignedrole@gmail.com"; "Role (*Required)" with the value "School Certifying Official"; and "State (*Required)" with a dropdown menu showing "Select a state". Below the form are two checkboxes: "By clicking here you agree that an updated SCO roster (Form 22-8794) has been updated within the last 30 days with you included." and "By clicking here you agree that you have completed the required training in the last 30 days with you included." A yellow "REP REWIND" button is positioned over the first checkbox. At the bottom of the slide are navigation controls: a "REWIND" button (circular arrow), a "BACK" button (left arrow), and a "NEXT" button (right arrow). A "Coming Soon" watermark is visible diagonally across the right side of the slide.

Slide notes

Next, select the "State" dropdown box.

Slide 20 - Slide 20



Slide notes

While you may report to more than one state, input the most relevant state to gain access before working with your ELR to gain approval for outlying states.

Here, select the applicable state for your jurisdiction.

Slide 21 - Slide 21

The screenshot shows a software interface with a dark header containing a logo on the left. The main content area is split into two panels. The left panel, titled "Enrollment M", contains a small image of a woman and text: "The Enrollment Manage ELRs and SCOs to man enrollments." Below this is a blue button labeled "Open Enrollment" and a link "or Request" with "or legacy VA-OL" below it. The right panel, titled "Benefits Manage", contains a building image and text: "Institution Manager Description" and a blue button labeled "in Benefits Manager". A large red "Coming Soon" watermark is overlaid on the right panel. A white dropdown menu is open in the center, listing US states: Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts - Boston, Massachusetts - Springfield, Michigan (ZIP starts with 48), Michigan (ZIP starts with 49), Minnesota, Mississippi, Missouri, Montana, Nebraska (highlighted), Nevada, New Hampshire, New Jersey - Newark, New Jersey - Trenton, and "Select a state". Below the dropdown are two checkboxes: " By clicking here you agree that an updated SCO roster (Form 22-8794) has" and " By clicking here you agree that you have completed the required training in". A yellow "REP REWIND" button is positioned over the first checkbox. At the bottom, there are two circular icons (refresh and redo) on the left and two buttons labeled "< BACK" and "NEXT >" on the right.

Slide notes

Slide 22 - Slide 22

The screenshot shows a registration form with the following fields and content:

- First Name (*Provided)**: Input field containing "NOASSIGNEDROLE".
- Last Name (*Provided)**: Input field containing "01".
- Phone (*Required)**: Input field containing "123-456-7890".
- Email (*Required)**: Input field containing "noassignedrole@gmail.com".
- Role (*Required)**: Dropdown menu with "School Certifying Official" selected.
- State (*Required)**: Dropdown menu with "Nebraska" selected.

Below the form, there are two checkboxes:

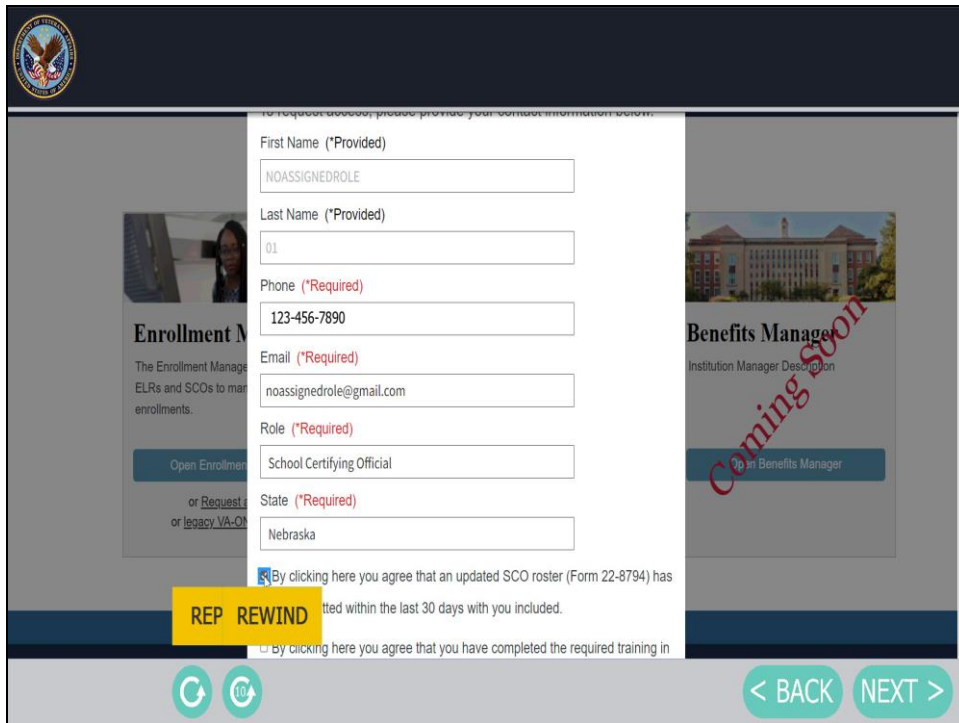
- By clicking here you agree that an updated SCO roster (Form 22-8794) has been updated within the last 30 days with you included.
- By clicking here you agree that you have completed the required training in the last 30 days.

Navigation buttons at the bottom include "REP REWIND" (yellow), "BACK" (teal), and "NEXT" (teal). A "Coming Soon" watermark is present on the right side of the slide.

Slide notes

To assist an ELR in identifying you, using your school email address on this page is recommended. After your role is selected, SCOs need to address the two required fields.

Slide 23 - Slide 23

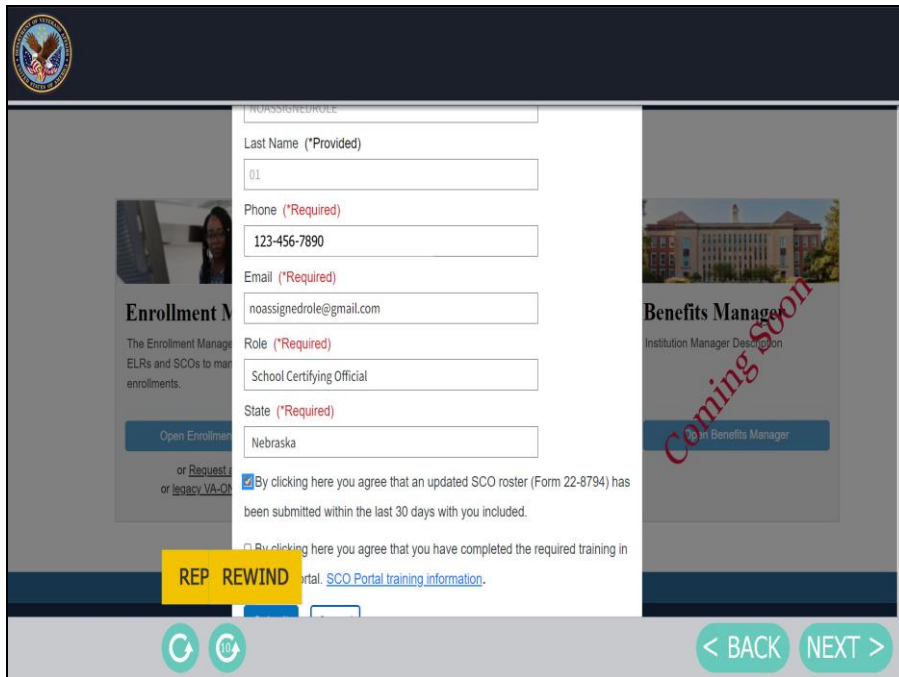


Slide notes

By clicking here, you agree that an updated designation of Certifying Officials VA Form 22-8794 has been submitted within the last 30 days with you designated.

Select the first tick box acknowledging this item is accurate and complete.

Slide 24 - Slide 24



Slide notes

By clicking here, you agree that you have completed the required training in the SCO portal. These trainings are in conjunction with the mandatory new SCO training.

Select the second tick box acknowledging this item is accurate and complete.

Slide 25 - Slide 25

The screenshot shows a web form with the following fields and content:

- NOASSIGNEDROLE** (Header)
- Last Name (*Provided)**: Input field with value "01"
- Phone (*Required)**: Input field with value "123-456-7890"
- Email (*Required)**: Input field with value "noassignedrole@gmail.com"
- Role (*Required)**: Input field with value "School Certifying Official"
- State (*Required)**: Input field with value "Nebraska"
- By clicking here you agree that an updated SCO roster (Form 22-8794) has been submitted within the last 30 days with you included.
- By clicking here you agree that you have completed the required training in [portal: SCO Portal training information.](#)

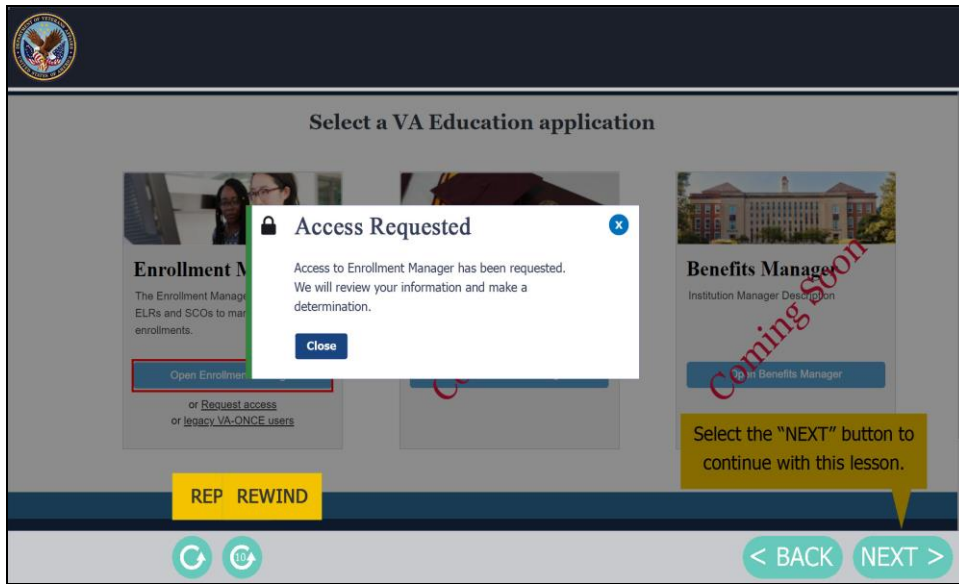
Navigation and UI elements:

- Buttons: "Open Enrollment" and "Request" (partially visible)
- Buttons: "Benefits Manager" (partially visible)
- Buttons: "REP REWIND" (yellow overlay)
- Buttons: "< BACK" and "NEXT >" (green)
- Icons: Refresh and Undo (green)

Slide notes

Once all fields have been acknowledged, select "Submit" and the request will be sent to the ELR of jurisdiction for review and approval or denial.

Slide 26 - Slide 26



Slide notes

A notice will appear acknowledging that the access has been requested to Enrollment Manager.

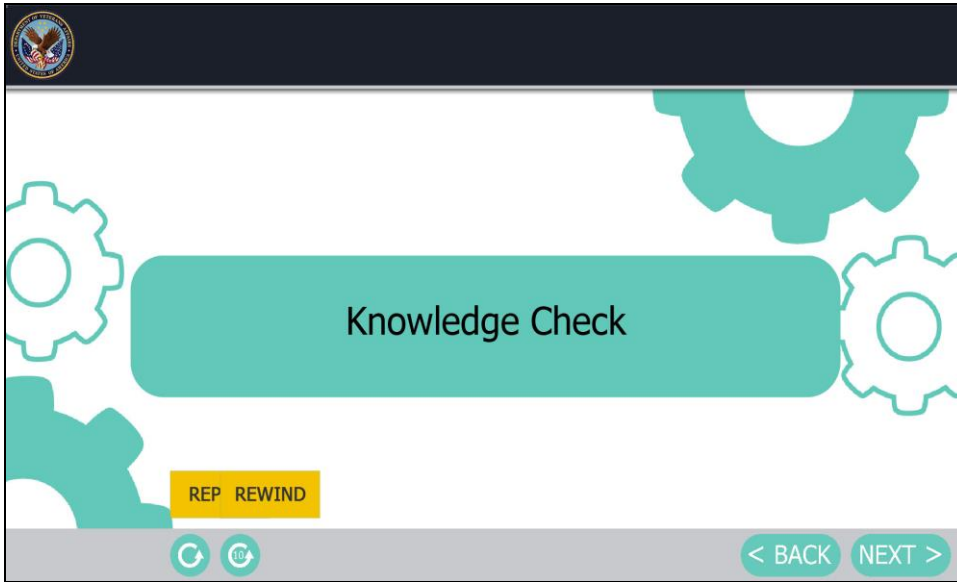
The ELR will receive the request in their SCO Manager inbox.

After the ELR reviews the request and submits an approval, the SCO will be granted access to Enrollment Manager.

If the ELR determines access will be denied, the SCO will receive an email explaining the reason for the denial.

Access will be successfully granted when the blue "Open Enrollment Manager" button is selectable.

Slide 27 - Slide 27



Slide notes

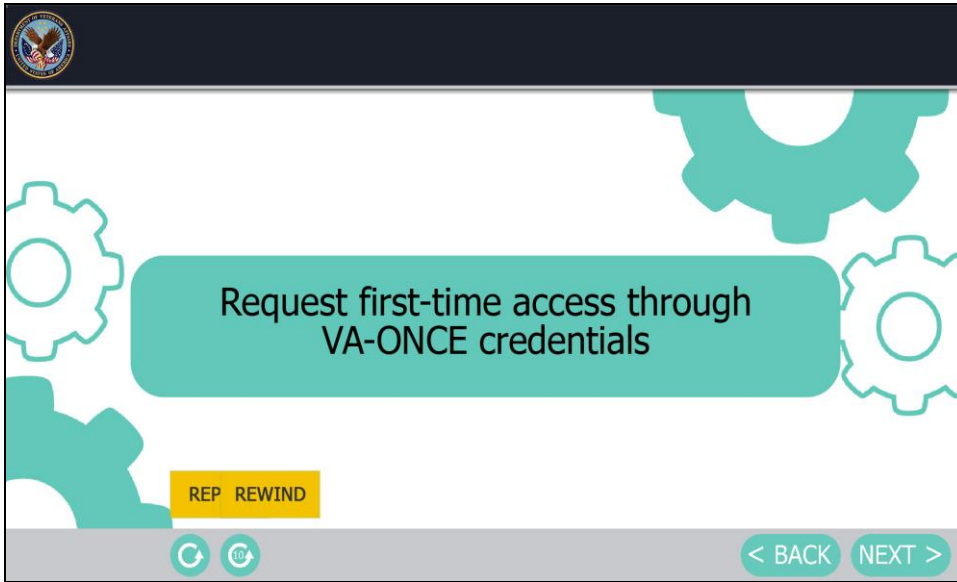
Let's pause for a knowledge check.

Slide 28 - Slide 28

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 29 - Slide 29



Slide notes

The second option to gain access to Enrollment Manager is to request access through your legacy VA-ONCE credentials.

You will be able to access Enrollment Manager by utilizing your VA-ONCE credentials.

Slide 30 - Slide 30

Select a VA Education application

Enrollment Manager
The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.
[Open Enrollment Manager](#)
or [Request access](#)
or [legacy VA-ONCE users](#)

Workload Manager
Workload Manager Description
[Open Workload Manager](#)

Benefits Manager
Institution Manager Description
[Open Benefits Manager](#)

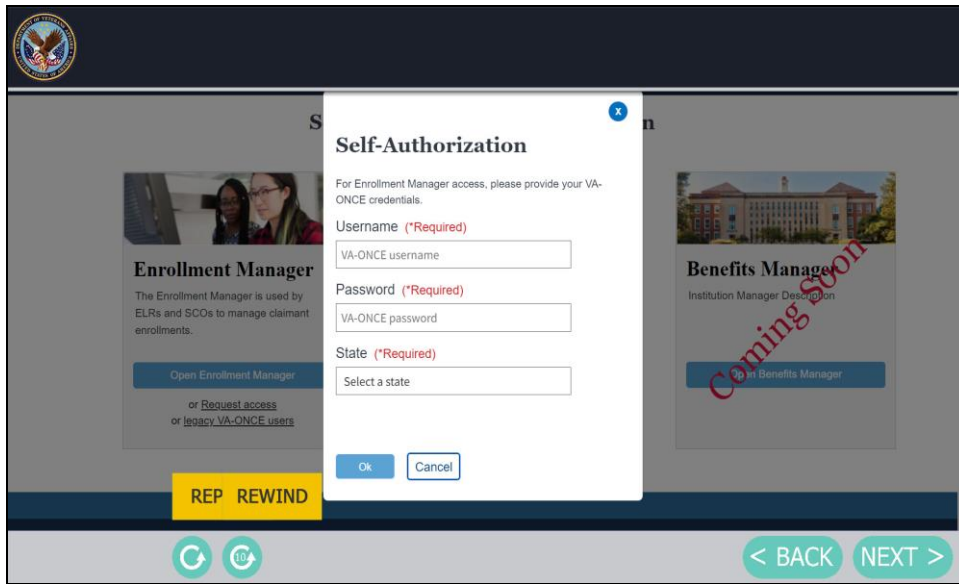
REP REWIND

< BACK NEXT >

Slide notes

To get started, you will select "legacy VA-ONCE users".

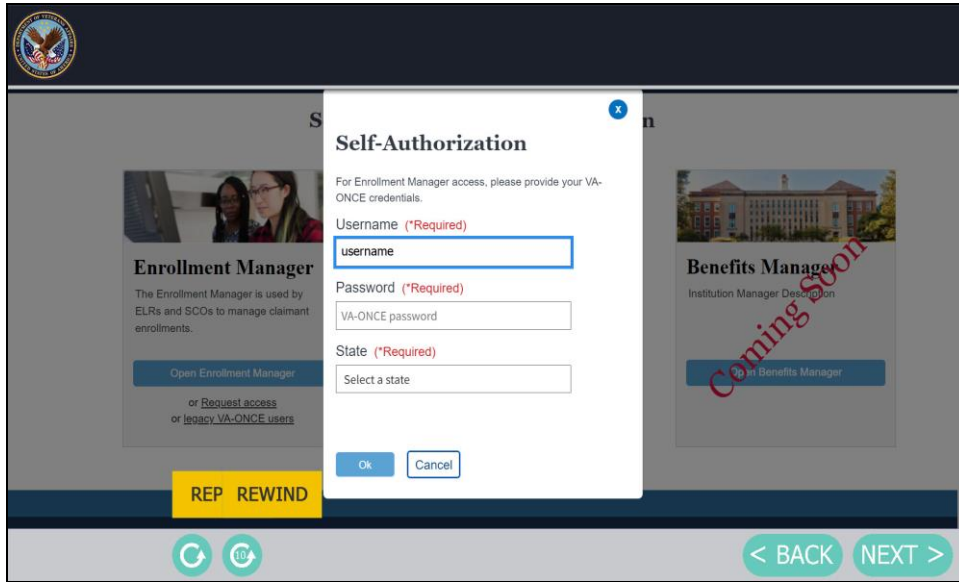
Slide 31 - Slide 31



Slide notes

Input your legacy VA-ONCE username.

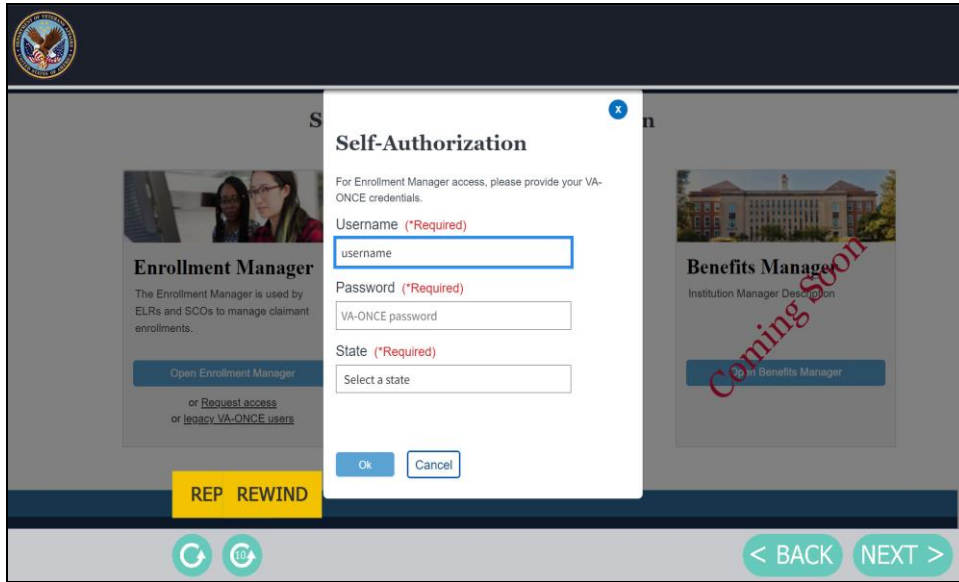
Slide 32 - Slide 32



Slide notes

Then, input your legacy VA-ONCE username.

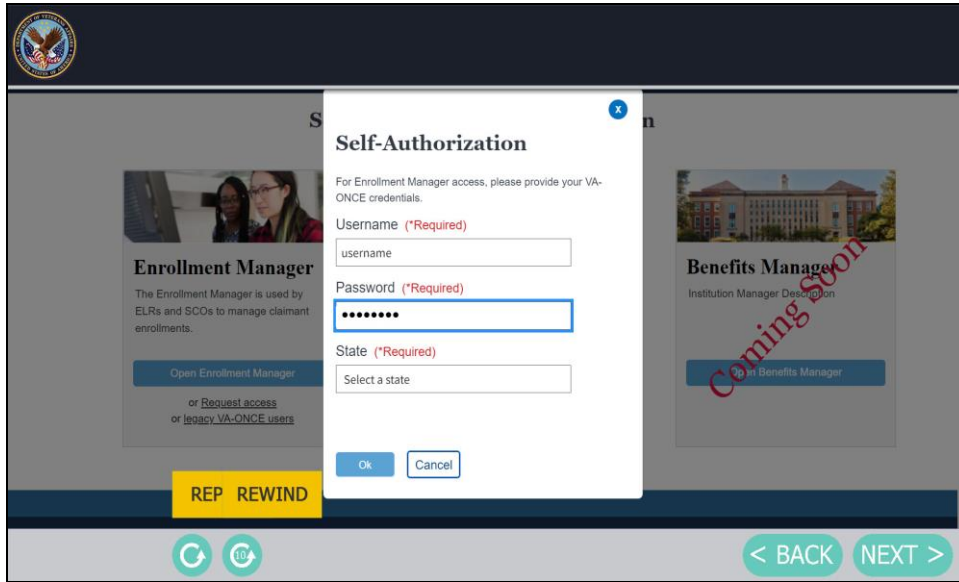
Slide 33 - Slide 33



Slide notes

Next, select the "Password" text box.

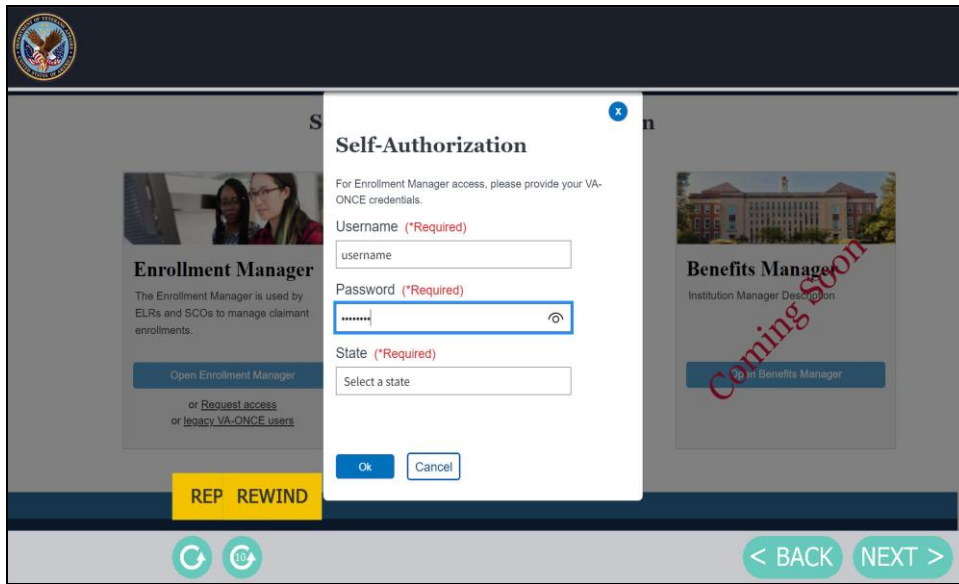
Slide 34 - Slide 34



Slide notes

Then input your legacy VA-ONCE password.

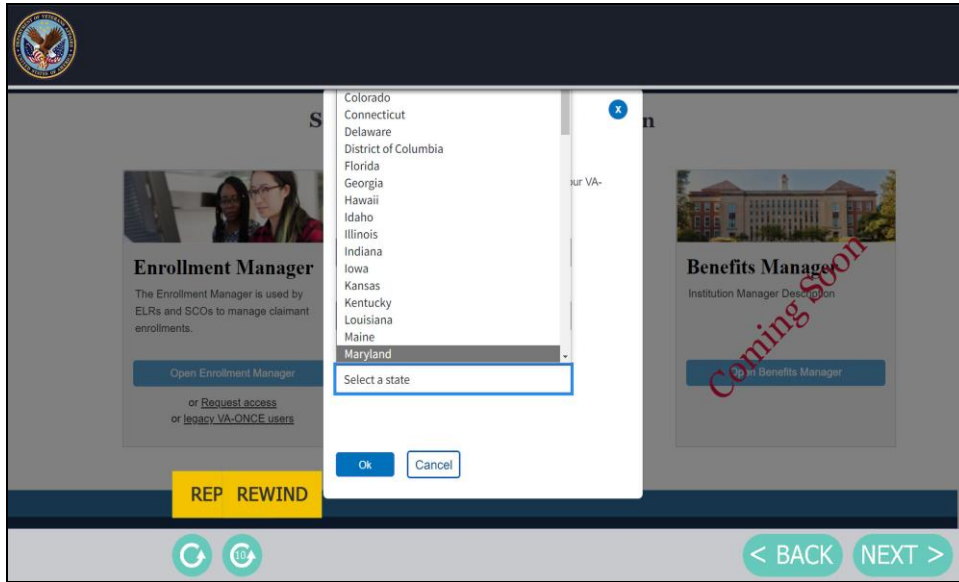
Slide 35 - Slide 35



Slide notes

Select the "State" dropdown box

Slide 36 - Slide 36



Slide notes

and associated state.

Slide 37 - Slide 37

Self-Authorization

For Enrollment Manager access, please provide your VA-ONCE credentials.

Username (*Required)
username

Password (*Required)

State (*Required)
Maryland

Ok Cancel

Enrollment Manager
The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.
Open Enrollment Manager
or Request access
or legacy VA-ONCE users

Benefits Manager
Institution Manager Description
Benefits Manager

REP REWIND

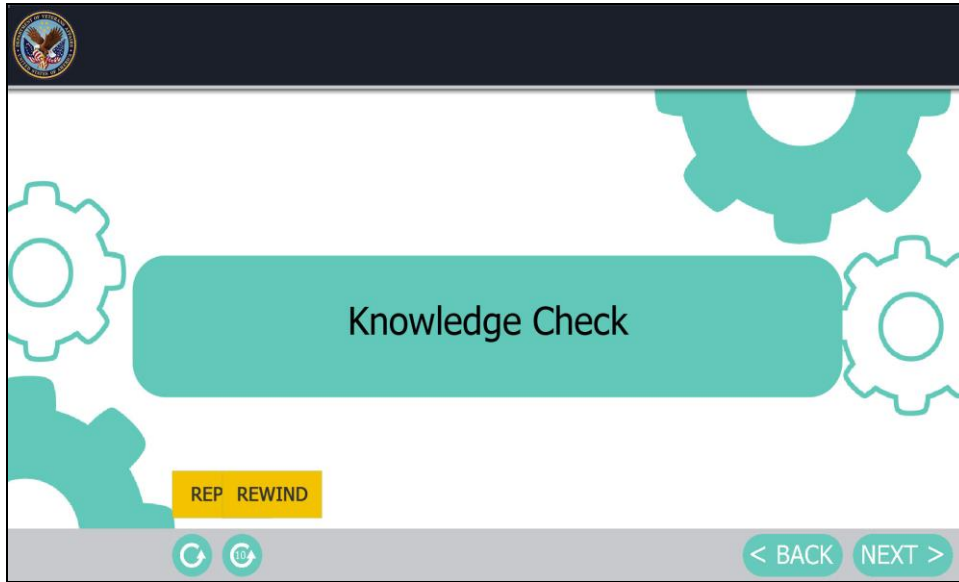
< BACK NEXT >

Select the "NEXT" button to continue with this lesson.

Slide notes

Now select, "Ok".

Slide 38 - Slide 38



Slide notes

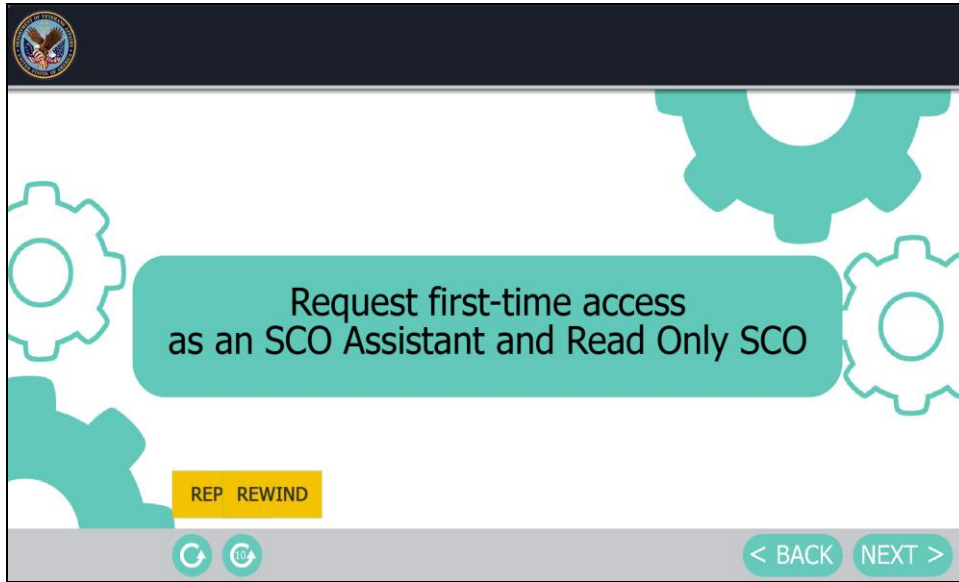
Let's pause for a knowledge check.

Slide 39 - Slide 39

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 40 - Slide 40



Slide notes

So far, we've learned how to request first-time access to Enrollment Manager from your ELR or VA-ONCE credentials.

Now let's discuss the third option for requesting access to Enrollment Manager.

This option requires an SCO Assistant or Read Only SCO to request access from their residing SCO.

Slide 41 - Slide 41

Select a VA Education application

Enrollment Manager
The Enrollment Manager is used by ELRs and SCOs to manage claimant enrollments.
[Open Enrollment Manager](#)
or [Request access](#)
or [legacy VA-ONCE users](#)

Workload Manager
Workload Manager Description
[Open Workload Manager](#)

Benefits Manager
Institution Manager Description
[Open Benefits Manager](#)

REP REWIND

< BACK NEXT >

Slide notes

Once you have signed into the VA Education Platform Portal, select "Request access".

Slide 42 - Slide 42

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)
NOASSIGNEDROLE

Last Name (*Provided)
02

Phone (*Required)
1234567890

Email (*Required)
Enter work/school email

Role (*Required)
Select a role

State (*Required)
Select a state

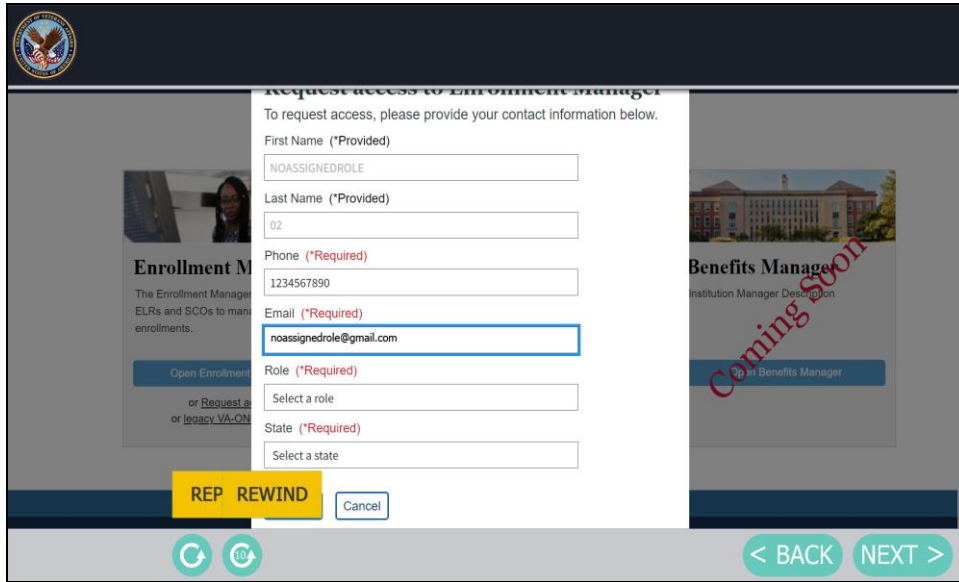
REP REWIND Cancel

< BACK NEXT >

Slide notes

First, ensure that your pre-populated information (First Name and Last Name) is accurate before filling in your Phone number

Slide 43 - Slide 43

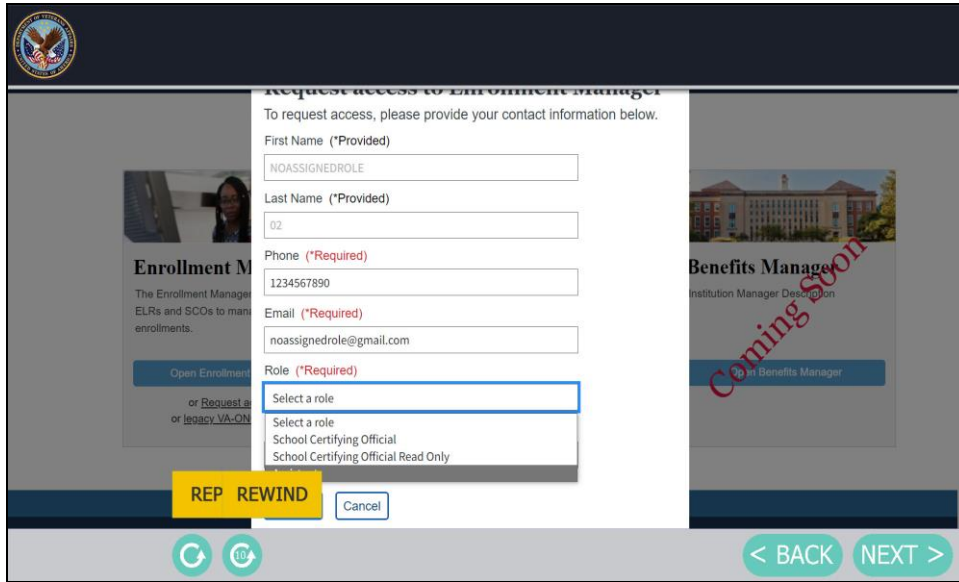


Slide notes

and Email.

To assist an ELR in identifying you, using your school email address on this page is recommended.

Slide 44 - Slide 44



Slide notes

Next, select "Assistant" as the role.

Slide 45 - Slide 45

The screenshot shows a web form with the following fields and content:

- First Name (*Provided)**: Input field containing "NOASSIGNEDROLE".
- Last Name (*Provided)**: Input field containing "02".
- Phone (*Required)**: Input field containing "1234567890".
- Email (*Required)**: Input field containing "noassignedrole@gmail.com".
- Role (*Required)**: Input field containing "Assistant".
- Facility Code (*Required)**: Input field containing "14x51243".

Below the Facility Code field, there is a checkbox and text: By clicking here you agree that an updated SCO roster (Form 22-8794) has been updated within the last 30 days with you included.

At the bottom left, there is a yellow button labeled "REP REWIND". At the bottom right, there are two teal buttons labeled "< BACK" and "NEXT >". A red "Coming Soon" watermark is overlaid on the right side of the form.

Slide notes

Next, input your "Facility Code".

While SCO Assistants may have more than one Facility Code they report to, only one needs to be provided in a request for access.

Slide 46 - Slide 46

The screenshot shows a web form titled "noassignedrole" with the following fields and content:

- Last Name (*Provided)**: Input field containing "02".
- Phone (*Required)**: Input field containing "1234567890".
- Email (*Required)**: Input field containing "noassignedrole@gmail.com".
- Role (*Required)**: Input field containing "Assistant".
- Facility Code (*Required)**: Input field containing "14x51243".

Below the fields, there is a checkbox with the text: "By clicking here you agree that an updated SCO roster (Form 22-8794) has been submitted within the last 30 days with you included." A yellow button labeled "REP REWIND" is positioned over the checkbox area. A link for "SCO Portal training information" is also visible.

Navigation buttons at the bottom include "BACK" and "NEXT".

Slide notes

Once all fields are complete, take a moment to review the two checkboxes on screen.

For Assistants, these fields are not required but serve as a reminder

to submit an updated VA Form 22-8794 and complete any required training if needed.

Slide 47 - Slide 47

The screenshot shows a web form with the following fields and content:

- REGISTRATION ROLE** (Header)
- Last Name (*Provided)**: 02
- Phone (*Required)**: 1234567890
- Email (*Required)**: noassignedrole@gmail.com
- Role (*Required)**: Assistant
- Facility Code (*Required)**: 14x51243
- Facility Name**: CENTRAL TEXAS COLLEGE-MARBLE FALLS
- Agreement**: By clicking here you agree that an updated SCO roster (Form 22-8794) has been submitted within the last 30 days with you included.
- Footer**: By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)
- Navigation**: < BACK, NEXT >

Slide notes

By clicking here, you agree that an updated Designation of Certifying Official(s) (VA Form 22-8794) has been submitted within the last 30 days with you included.

Select the first tick box acknowledging this item is accurate and complete.

Slide 48 - Slide 48

The screenshot shows a web form with the following fields and content:

- NOASSIGNEDROLE** (Header)
- Last Name (*Provided)**: Input field containing "02"
- Phone (*Required)**: Input field containing "1234567890"
- Email (*Required)**: Input field containing "noassignedrole@gmail.com"
- Role (*Required)**: Input field containing "Assistant"
- Facility Code (*Required)**: Input field containing "14x51243"
- Agreement text**: "By clicking here you agree that an updated SCO roster (Form 22-8794) has been submitted within the last 30 days with you included." (The checkbox is checked)
- Agreement text**: "By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)" (The checkbox is checked)
- Buttons**: "Open Enrollment" (left), "Benefits Manager" (right), "REP REWIND" (bottom left), "< BACK" (bottom center), "NEXT >" (bottom right)
- Watermark**: "Coming Soon" (diagonal across the right side)

Slide notes

By clicking here, you agree that you have completed the required training in the SCO Portal.

Select the second tick box acknowledging this item is accurate and complete.

Slide 49 - Slide 49

The screenshot shows a web form with a dark header containing a logo on the left. The main content area is split into two columns. The left column has a header 'Enrollment M' and a sub-header 'The Enrollment Manage ELRs and SCOs to man enrollments.' Below this is a blue button 'Open Enrollman' and a link 'or Request legacy VA-O'. The right column has a header 'Benefits Manage' and a sub-header 'Institution Manager Description'. Below this is a blue button 'in Benefits Manager'. A large white form overlay is centered, containing the following fields and text: '02' (text input), 'Phone (*Required)' (text input with value '1234567890'), 'Email (*Required)' (text input with value 'noassignedrole@gmail.com'), 'Role (*Required)' (text input with value 'Assistant'), and 'Facility Code (*Required)' (text input with value '14x51243'). Below these fields is the text '* CENTRAL TEXAS COLLEGE-MARBLE FALLS'. There are two checkboxes: the first is checked and has the text 'By clicking here you agree that an updated SCO roster (Form 22-8794) has been submitted within the last 30 days with you included.'; the second is checked and has the text 'By clicking here you agree that you have completed the required training in the SCO Portal. [SCO Portal training information.](#)'. At the bottom of the form overlay are a yellow button 'REP REWIND' and a 'Cancel' button. The bottom of the slide features a navigation bar with a refresh icon, a 'BACK' button, and a 'NEXT' button.

Slide notes

Once all the required fields have been acknowledged and addressed, select "Submit" and the request will be sent to your residing SCO for review and approval or denial.

Read Only SCOs will request access using the same process as an SCO Assistant, but the two check boxes will not appear on their request form.

Slide 50 - Slide 50

The screenshot shows a web interface titled "Select a VA Education application". It features two main panels: "Enrollment Manager" on the left and "Benefits Manager" on the right. A white dialog box titled "Access Requested" is overlaid on the "Enrollment Manager" panel. The dialog box contains the text: "Access to Enrollment Manager has been requested. We will review your information and make a determination." and a "Close" button. A yellow callout box points to the "NEXT" button in the navigation bar, stating: "Select the 'NEXT' button to continue with this lesson." The navigation bar at the bottom includes a "REP" button, a "REWIND" button, and "BACK" and "NEXT" buttons. A "Coming Soon" watermark is visible across the center of the interface.

Slide notes

Your SCO will receive and review the request determining your access.

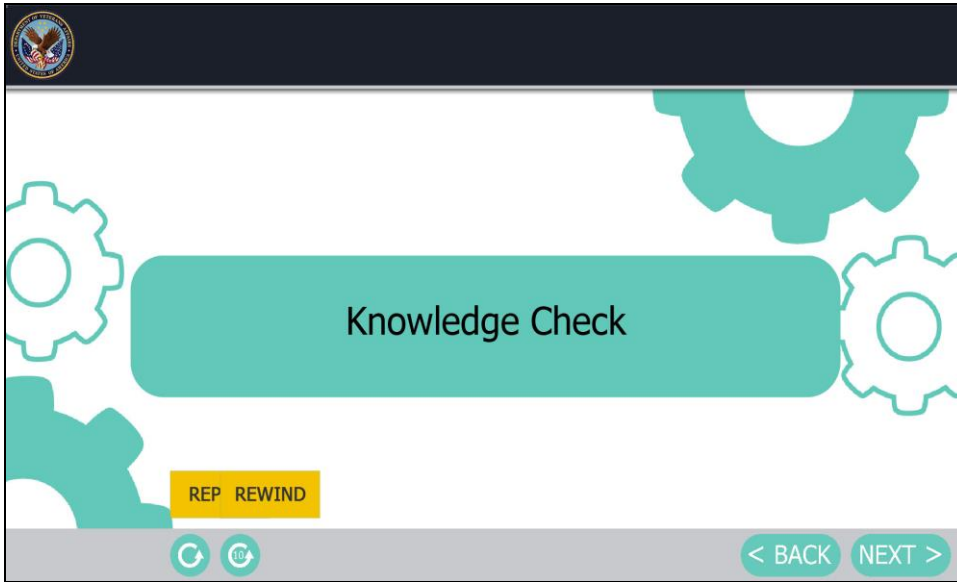
SCO Assistants and Read Only users will be notified via email once their request has been approved or denied.

If denied, the denial reason will be included in the notification email.

Your SCO will receive and review the request determining your access.

A notice will appear acknowledging that the access has been requested to Enrollment Manager.

Slide 51 - Slide 51



Slide notes

Let's pause for a knowledge check.

Slide 52 - Slide 52

Slide notes

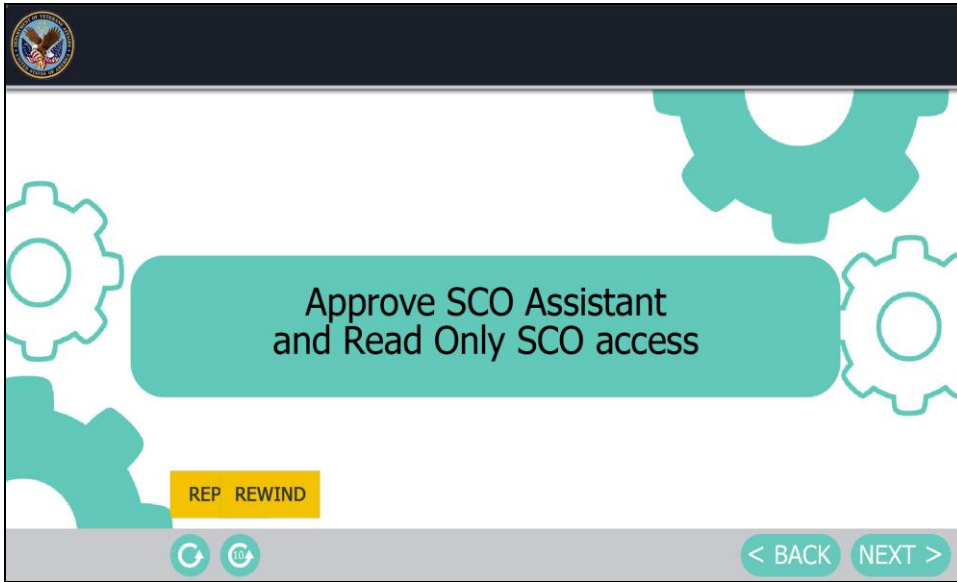
Please answer the questions on the screen before proceeding to the next lesson.

Slide 53 - Slide 53

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 54 - Slide 54



Slide notes

Now that your SCO Assistant or Read Only SCO user has requested access to Enrollment Manager, let's discuss the steps to approve them.

Slide 55 - Slide 55

The screenshot shows the VA Education Platform Portal interface. At the top left, the VA logo is visible. The header area contains the text "VA | VA Education Platform Portal" and a user profile icon labeled "EM_SCO 01". Below the header, a navigation bar includes a button labeled "SCO Access Manager" which is highlighted with a red box. The main content area is titled "Select a VA Education application" and features three application cards: "Enrollment Manager" (with a description and a "Open Enrollment Manager" button), "Workload Manager" (with a description and a "Workload Manager" button), and "Benefits Manager" (with a description and a "Benefits Manager" button). The bottom of the screen has a dark blue footer with a yellow "REP REWIND" button, the "U.S. Department of Veterans Affairs" logo, a "Need help with Enrollment Manager?" link, and a "Call the SCO hotline 1-855-235-1139" link. At the very bottom, there are navigation controls including a refresh icon, a "BACK" button, and a "NEXT" button.

Slide notes

Once signed into the VA Education Platform Portal,

locate "SCO Access Manager" at the top-left corner of the screen.

Select the "SCO Access Manager" button to manage SCO Assistants' and Read Only SCOs'

Enrollment Manager access at their respective institutions.

Slide 56 - Slide 56

The screenshot displays the 'SCO manager' interface. At the top left is the Department of Veterans Affairs logo. Below it, the title 'SCO manager' is visible. The main area contains a table with the following data:

First Name	Last Name	Email	Status	Requested Role	Created Date	Resolved Date	Facility Code	Action
NOASSIGNEDROLE	03	noassignedrole@em at.com	PENDING	School Certifying Official Read Only	Dec 1, 2022			Approve Deny

Below the table, there is a yellow 'REP REWIND' button, a 'Need help with Enrollment Manager?' link, and navigation buttons for '< BACK' and 'NEXT >'. The footer includes the Department of Veterans Affairs logo and name.

Slide notes

Inside SCO Access Manager, the request will populate for the SCOs to approve or deny.

Select "Approve" or "Deny" once you review the request from the SCO Assistant or Read Only SCO.

Slide 57 - Slide 57

The screenshot displays the 'SCO manager' interface. At the top left is the Department of Veterans Affairs logo. Below it is a table with columns: First name, Last name, Email, Status, Requested Role, Created Date, Received Date, Facility Code, and Action. A modal dialog box titled 'Access Request Denial Reason' is open in the center. It contains the following text:

Access Request Denial Reason

Please select a denial reason:

- Your institution has not submitted a VA Form 22-8794 that designates you as an SCO.
- Our records indicate that you have not completed the training required to begin work as an SCO.
- Enter other reasons

Below the radio buttons is a text input field. Underneath the field, it says 'Word count: 0 of 200'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background interface shows a 'REP REWIND' button and navigation controls at the bottom.

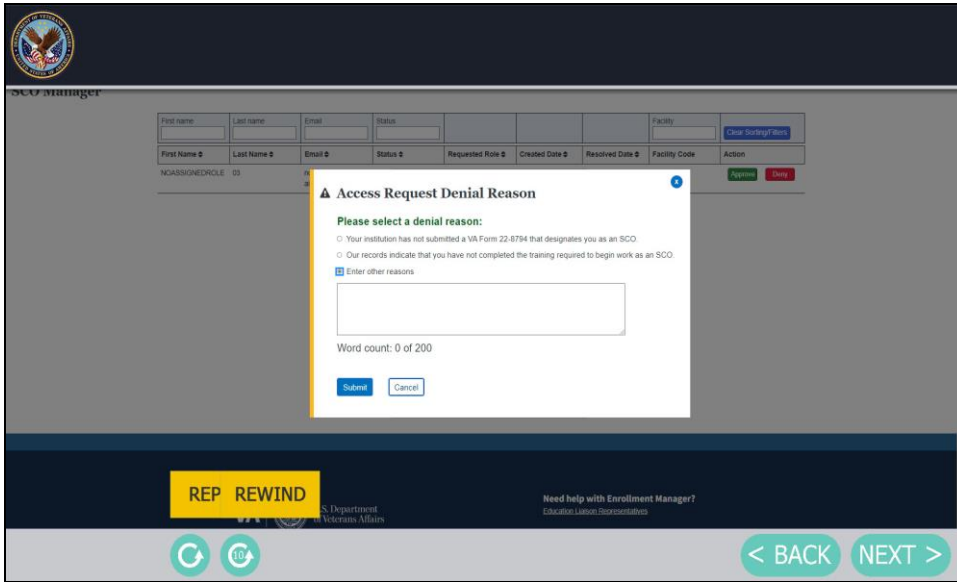
Slide notes

When access requests are denied, the system will generate 3 options

for the denial that the SCO must choose from:

1. Your institution has not submitted a VA Form 22-8794 that designates you as an SCO.
2. Our records indicate that you have not completed the required training to begin work as an SCO.
3. Enter other reasons.

Slide 58 - Slide 58



Slide notes

Once the denial is processed, the SCO Assistant or Read Only SCO will receive an email noting the reason for the denial.

Slide 59 - Slide 59

The screenshot shows the 'SCO manager' interface. At the top left is the Department of Veterans Affairs logo. Below it is a search bar with fields for 'First name', 'Last name', 'Email', and 'Status', and a 'Clear Settings/Filter' button. The main content is a table with the following data:

First Name	Last Name	Email	Status	Requested Role	Created Date	Resolved Date	Facility Code	Action
NOASSIGNEDROLE	03	noassignedrole@em.va.com	APPROVED	School Certifying Official Read Only	Dec 1, 2022	Dec 1, 2022		Facility Manager Revoke

At the bottom of the interface, there is a yellow 'REP REWIND' button, a 'Need help with Enrollment Manager? Education Liaison Representatives' link, and navigation buttons for '< BACK' and 'NEXT >'. There are also refresh and redo icons on the left.

Slide notes

The SCO Assistant or Read Only SCO has now been approved or denied for access to Enrollment Manager.

To revoke access to an already approved SCO Assistant or Read Only SCO, navigate to "SCO Access Manager".

Under the "Action" tab, select "Revoke"

Slide 60 - Slide 60

The screenshot displays the 'Enrollment Manager' interface. At the top left is the Department of Veterans Affairs logo. Below it is a table of users. A modal dialog box titled 'Revocation Confirmation' is centered on the screen, asking for confirmation to revoke access. The table below the dialog has the following data:

First Name	Last Name	Email	Status	Requested Role	Created Date	Revoked Date	Facility Code	Action	
UNASSIGNED	ROLE	03	roanigedua@em	APPROVED	School Certifying	Dec 1, 2022	Dec 1, 2022	Facility Manager	Revoke

Slide notes

for the SCO Assistant or Read Only SCO for whom you would like to remove access.

Slide 61 - Slide 61

The screenshot displays a web application interface. At the top left is a circular logo. Below it is a table with columns: First Name, Last Name, Email, Status, Requested Role, Created Date, Revoked Date, Facility Code, and Action. A single row of data is visible. A modal dialog box titled 'Revocation Confirmation' is centered on the screen, containing the text 'The request for access has been revoked.' and a 'Close' button. At the bottom of the interface, there is a dark blue bar with a yellow 'REP REWIND' button, a help link 'Need help with Enrollment Manager?', and navigation buttons '< BACK' and 'NEXT >'. The footer of the slide contains the text 'U.S. Department of Veterans Affairs'.

First Name	Last Name	Email	Status	Requested Role	Created Date	Revoked Date	Facility Code	Action
NOASSIGNEDROLE	03	noassignedrole@emal.com	APPROVED	School Certifying Official Read Only	Dec 1, 2022	Dec 1, 2022		Factory Manager Revoke

Revocation Confirmation

The request for access has been revoked.

[Close](#)

REP REWIND

[Need help with Enrollment Manager?](#)

[U.S. Department of Veterans Affairs](#)

[Education Liaison Representatives](#)

[< BACK](#) [NEXT >](#)

Slide notes

Slide 62 - Slide 62

VA U.S. Department of Veterans Affairs

Need help with Enrollment Management? Education Liaison Representatives

Call the ICD hotline 1-855-255-1119 for questions regarding a student.

REP REWIND

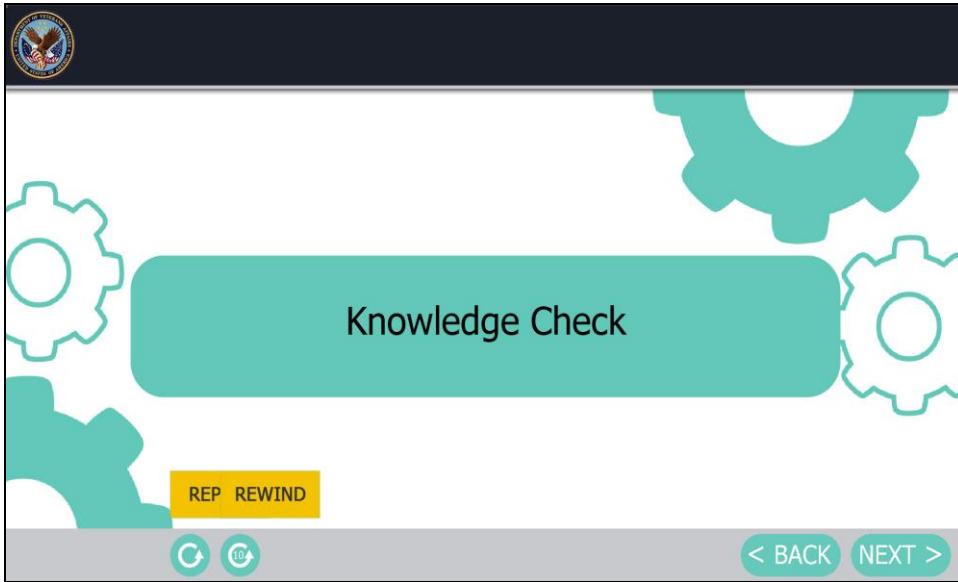
< BACK NEXT >

First name	Last name	Email	Status	Requested Role	Created Date	Resolved Date	Facility	Action

No records are available for display.

Slide notes

Slide 63 - Slide 63



Slide notes

Let's pause for a knowledge check.

Slide 64 - Slide 64

Slide notes

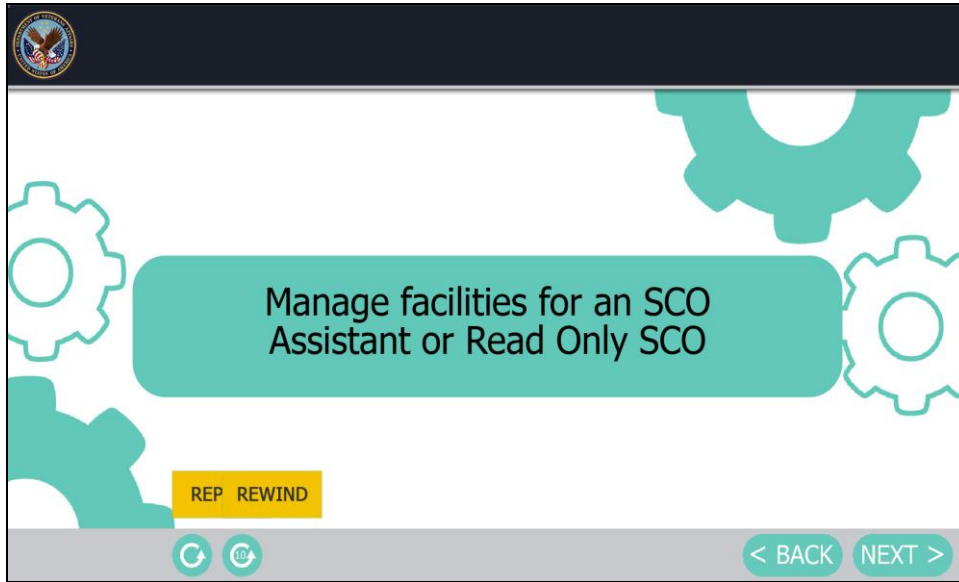
Please answer the questions on the screen before proceeding to the next lesson.

Slide 65 - Slide 65

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 66 - Slide 66



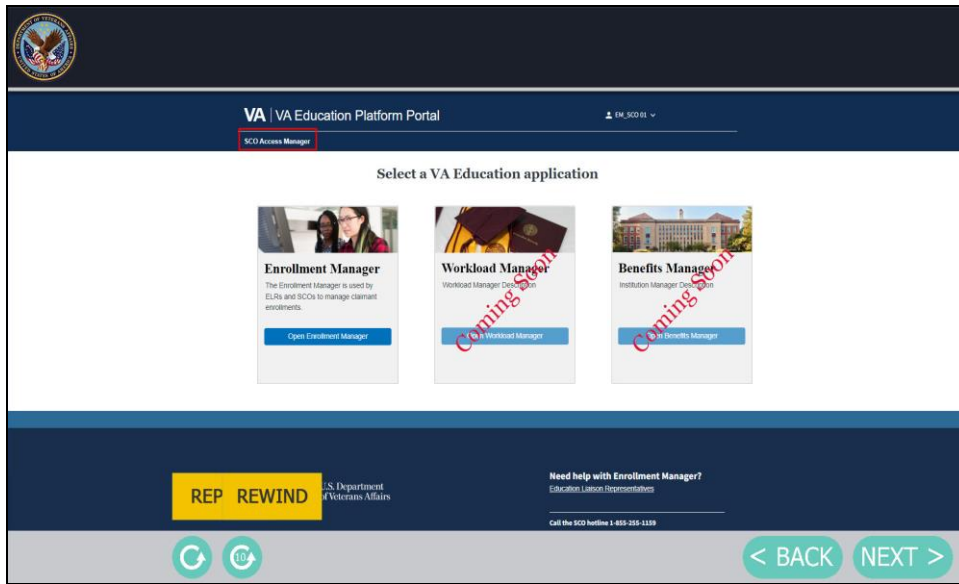
Slide notes

We have reviewed how SCO Assistants and Read Only SCOs request access to Enrollment Manager.

Let's review now how to manage the facilities they have access to.

Note: If users registered using legacy VA-ONCE, the historical facilities will be pre-loaded into their profile.

Slide 67 - Slide 67



Slide notes

To start, sign in to the VA Education Platform Portal and select "SCO Access Manager".

Slide 68 - Slide 68

The screenshot displays the VA Education Platform Portal interface. At the top left is the VA logo. The header includes 'VA | VA Education Platform Portal' and a user profile 'EM_SCO 01'. Below the header is a 'Home' link. The main content area is titled 'SCO Manager' and features a search form with fields for 'First name', 'Last name', 'Email', and 'Status', along with a 'Clear Sorting Filters' button. Below the search form is a table with the following data:

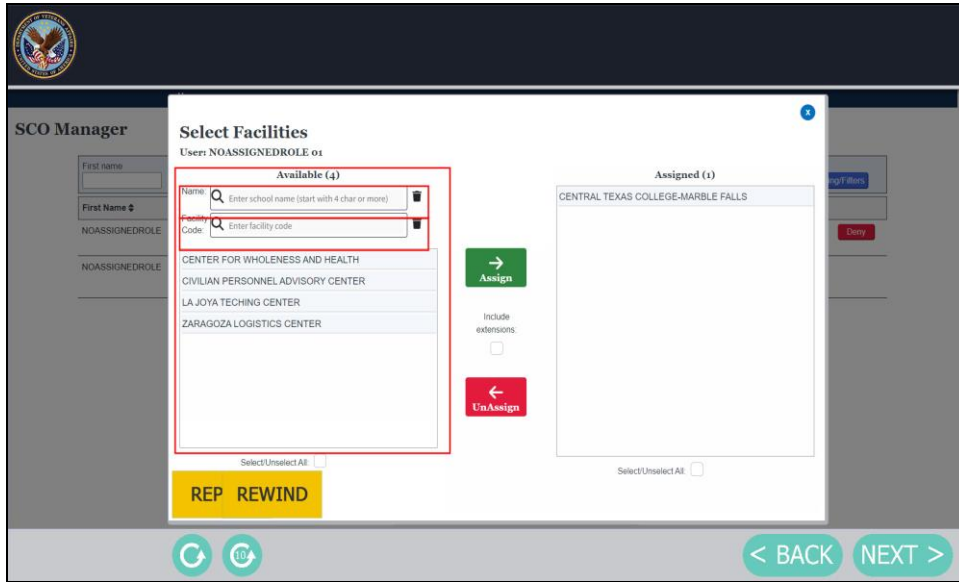
First Name	Last Name	Email	Status	Requested Role	Created Date	Resolved Date	Facility Code	Action
NOASSIGNEDROLE	01	test@gmail.com	PENDING	School Certifying Official Read Only	Nov 3, 2022	Nov 3, 2022		Approve Deny
NOASSIGNEDROLE	01	noassignedrole@gmail.com	APPROVED	Assistant	Nov 3, 2022	Nov 8, 2022		Facility Manager Rescind

At the bottom of the interface, there is a yellow 'REP REWIND' button and navigation buttons for '< BACK' and 'NEXT >'. There are also circular refresh and redo icons.

Slide notes

Next, locate the specific profile you are managing, and select "Manage Facility".

Slide 69 - Slide 69

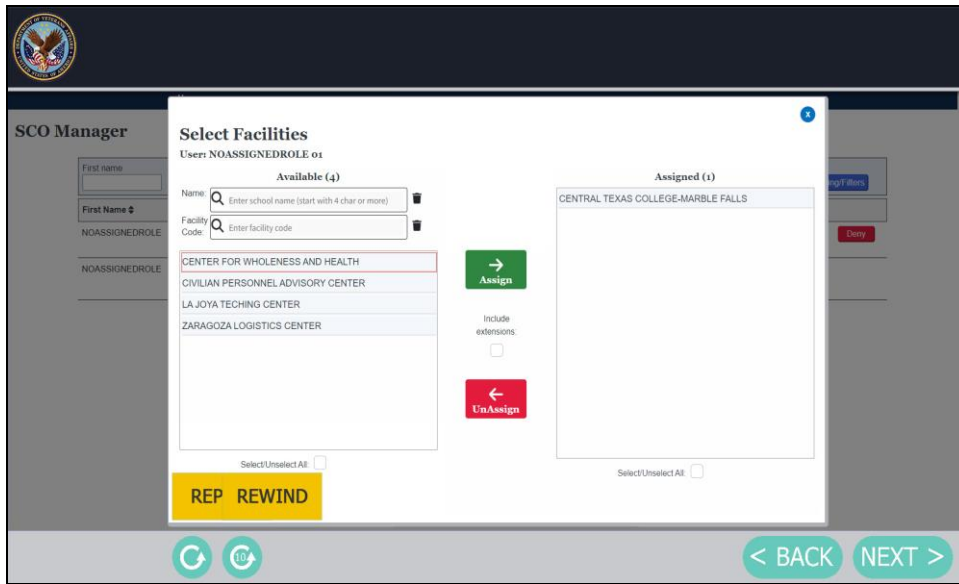


Slide notes

In the "Available" column on the left, search for the facility you would like to assign using the "Name" or "Facility Code" fields.

Once you identify the correct facility, select it within the list.

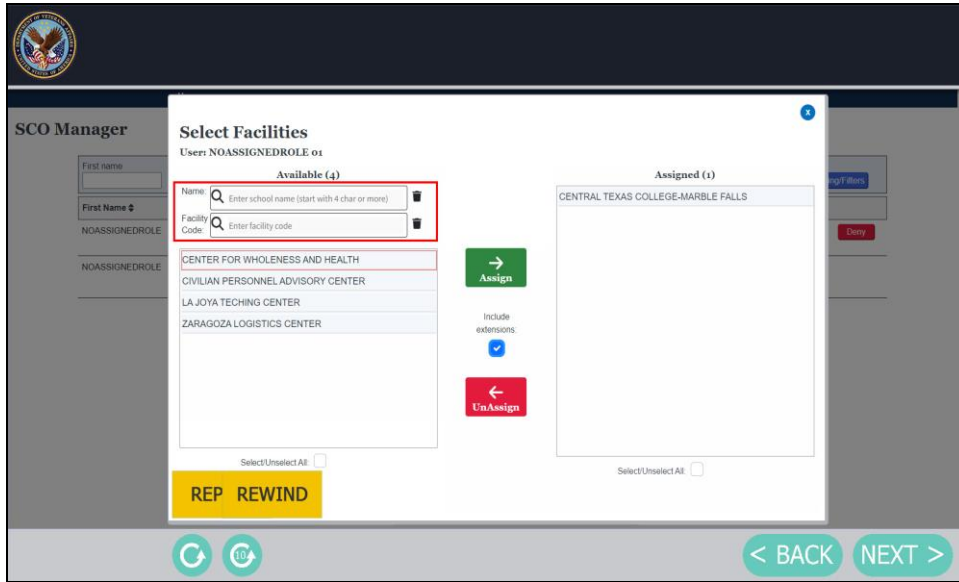
Slide 70 - Slide 70



Slide notes

If the institution is approved with extension campuses, you may select the "Include extensions" checkbox in the middle of the page and the extension campuses will automatically be added to the selected user as well.

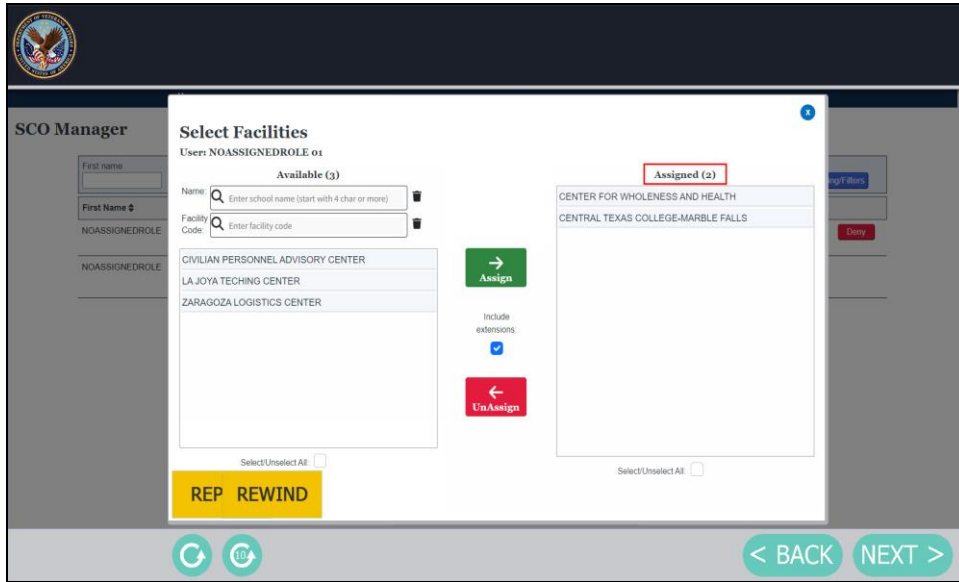
Slide 71 - Slide 71



Slide notes

Branch campuses must be manually added by searching for them using the search feature above the left column.

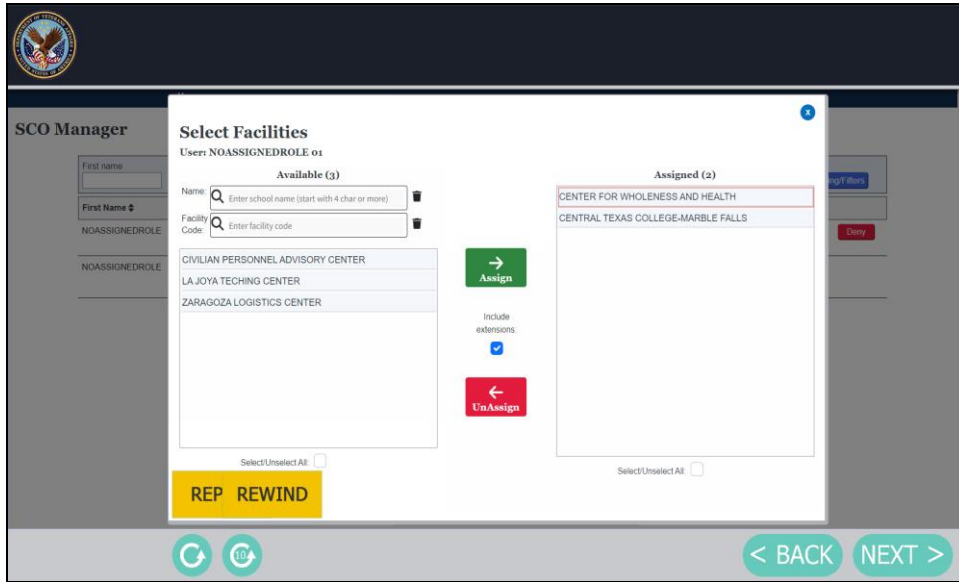
Slide 72 - Slide 72



Slide notes

Once the school(s) is selected, select the "Assign" button in the middle of the page to move the facility to the right-hand column labeled "Assigned".

Slide 73 - Slide 73

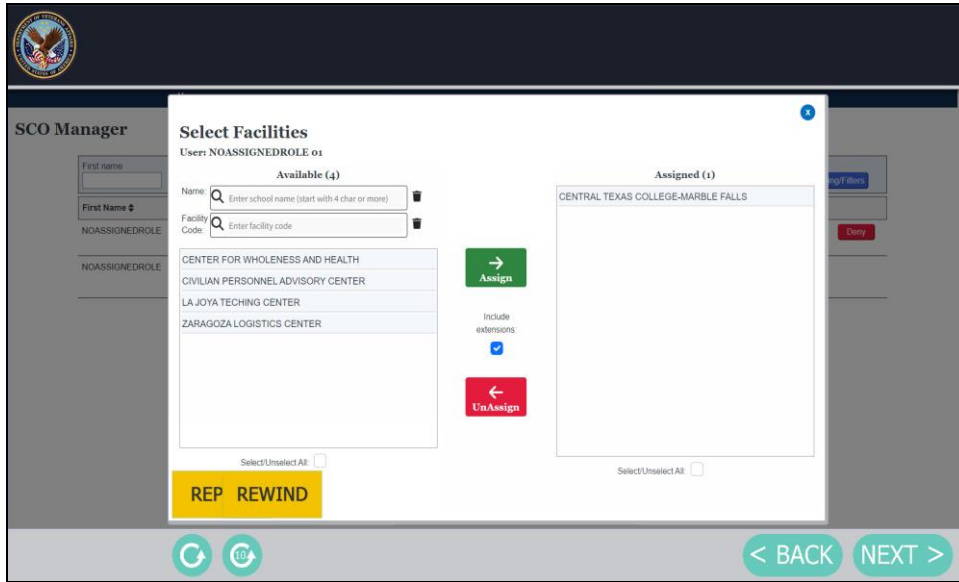


Slide notes

To revoke access, select on the facility name under "Assigned" and select the "Unassign" arrow.

Note: SCOs may only assign and unassign institution facility codes the SCO is approved to certify.

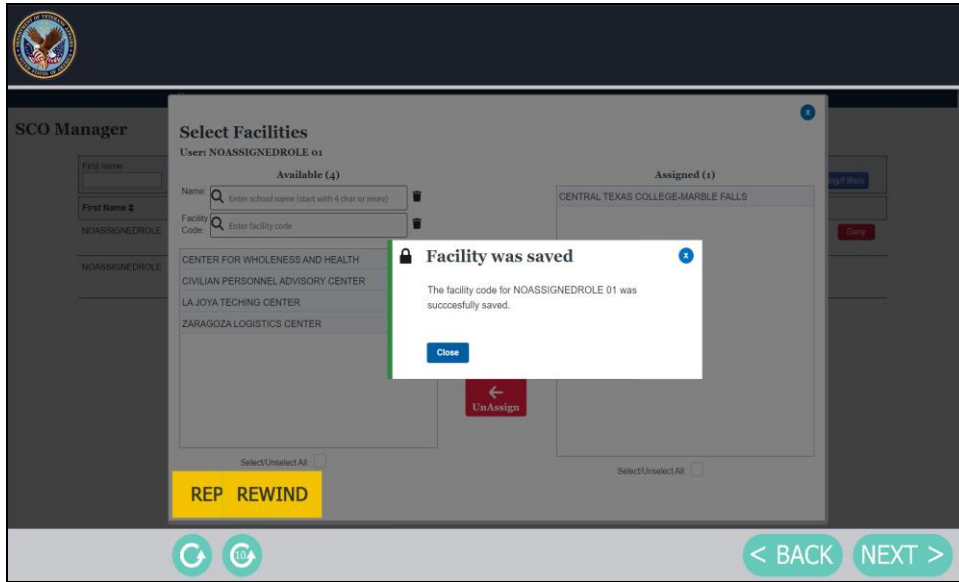
Slide 74 - Slide 74



Slide notes

Next, select "Save" to process the facility assignment.

Slide 75 - Slide 75



Slide notes

Finally, after the "Save" button is selected, a "Facility was saved" pop up will show confirming the action.

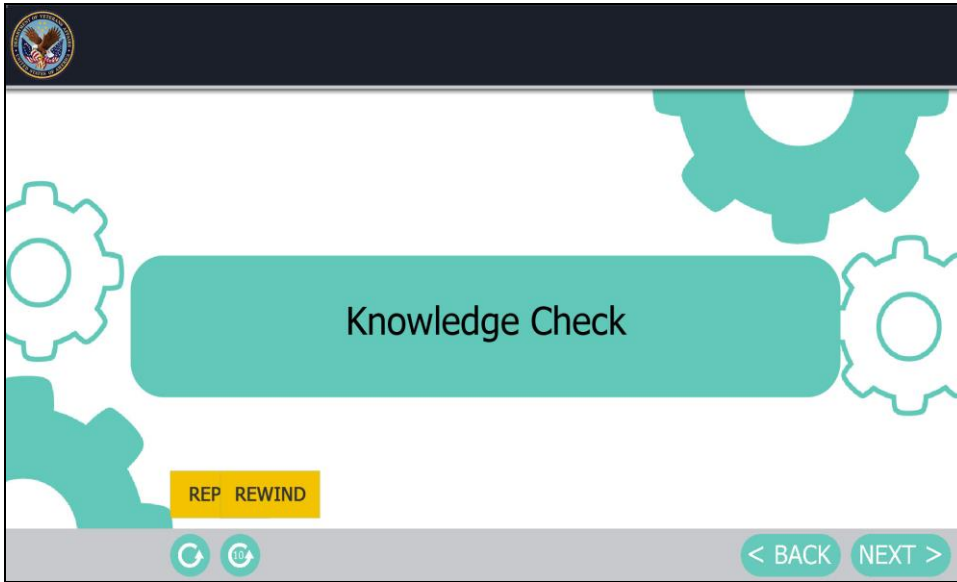
Slide 76 - Slide 76

The screenshot shows the SCO Manager interface. At the top left is a logo. Below it is a 'Home' breadcrumb. The main title is 'SCO Manager'. There are two filter sections: one with input fields for 'First name', 'Last name', 'Email', 'Status', and 'Facility', and another with dropdown menus for 'First Name', 'Last Name', 'Email', 'Status', 'Requested Role', 'Created Date', 'Resolved Date', 'Facility Code', and 'Action'. A table displays two rows of data. The first row has a status of 'PENDING' and a role of 'School Certifying Official Read Only'. The second row has a status of 'APPROVED' and a role of 'Assistant'. A yellow callout bubble points to the 'NEXT' button at the bottom right, containing the text: 'Select the "NEXT" button to continue with this lesson.' A yellow 'REP REWIND' button is located at the bottom left. The bottom navigation bar contains 'BACK' and 'NEXT' buttons.

First Name	Last Name	Email	Status	Requested Role	Created Date	Resolved Date	Facility Code	Action
NOASSIGNEDROLE	01	test@gmail.com	PENDING	School Certifying Official Read Only	Nov 3, 2022	Nov 3, 2022		Approve Deny
NOASSIGNEDROLE	01	noassignedrole@gmail.com	APPROVED	Assistant	Nov 3, 2022	Nov 8, 2022		Facility Manager Revoke

Slide notes

Slide 77 - Slide 77



Slide notes

Let's pause for a knowledge check.

Slide 78 - Slide 78

Slide notes

Please answer the questions on the screen before proceeding to the next lesson.

Slide 79 - Slide 79

Enrollment Manager 100 Objectives

1. Sign in with ID.me and Login.gov
2. Request first-time access through your ELR
3. Request first-time access through VA-ONCE
4. Request access as an SCO Assistant and Read Only SCO
5. Approve SCO Assistant and Read Only SCO access
6. Manage facilities as an SCO

Have a question? Click here to check out the Enrollment Manager FAQs!

Select the "NEXT" button to complete the training.

< BACK NEXT >

Slide notes

You have now reached the end of the Enrollment Manager 100 training course.

In this course, you have learned how to do the following:

1. Sign in with ID.me or Login.gov
2. Request first-time access through your ELR
3. Request first-time access through VA-ONCE
4. Request access as an SCO Assistant and Read Only SCO
5. Approve SCO Assistant and Read Only SCO access
6. Manage facilities as an SCO

Remember, you can always come back to take this course again.

Slide 80 - Slide 80



The slide features a central light green box with the title "Checklist To Complete Before Enrollment Manager Launches:". Below the title are three numbered items, each in a white box with a green circle containing the number and a checkmark icon. Item 1: "Create your ID.me or Login.gov account." Item 2: "Complete all assigned Captivate trainings. (EM 100, 101, 102)" Item 3: "Pass the final Enrollment Manager Assessment." Below the items is a yellow "REP REWIND" button with a circular arrow icon, the "EDUCATION SERVICE FOR ALL PROGRAMS" logo, and the text "Remember to continue submitting enrollments in VA-ONCE until it is sunset." The bottom of the slide has a grey navigation bar with a "REWIND" button (circular arrow), a "BACK" button (left arrow), and a "NEXT" button (right arrow).

Checklist To Complete Before Enrollment Manager Launches:

- 1 Create your ID.me or Login.gov account.
- 2 Complete all assigned Captivate trainings. (EM 100, 101, 102)
- 3 Pass the final Enrollment Manager Assessment.

REP REWIND

EDUCATION SERVICE FOR ALL PROGRAMS

Remember to continue submitting enrollments in VA-ONCE until it is sunset.

[← BACK](#)

Slide notes