**Slide 1 - Title Screen**



**Slide notes**

**Slide 2 - Navigation**



**Slide notes**

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

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

**Slide 3 - Training Roadmap**



**Slide notes**

This course is the second course in the Enrollment Manager Training Series. In the first course, Enrollment Manager 100, you learned how to log in and request access to Enrollment Manager.

In this course, we will cover the following five objectives listed on the screen:

1. Identify Enrollment Manager features 2. Navigate the SCO Dashboard 3. Find and add a student to your school 4. View and navigate a student profile 5. Use the chatbot, GI Billie

After completing this course, you will progress on to the next course in this series of trainings to learn more.

Please note that all data used in this training will be mock data, protecting all personally identifiable information.

## Slide 4 - Identify Enrollment Manager



### Slide notes

Let's review some key new features that will come with Enrollment Manager. Enrollment Manager will be a modernized platform for VA Certifying Officials.

It has the same functionality as VA-ONCE, allowing you to take the same actions you may be used to but on an easier-to-use, modernized platform.

Enrollment Manager allows VA Certifying Officials to manage their VA student certifications with ease, becoming your one-stop-shop to manage all GI Bill enrollment information!

Enrollment Manager is located on a secure platform and is compatible with most internet browsers.

As you learned in the Enrollment Manager 100 training, access to Enrollment Manager is managed through the VA education platform landing page.

Click the notes on the cork board to get more information on the new Enrollment Manager features.

**Slide 5 - Navigate the SCO Homepage**
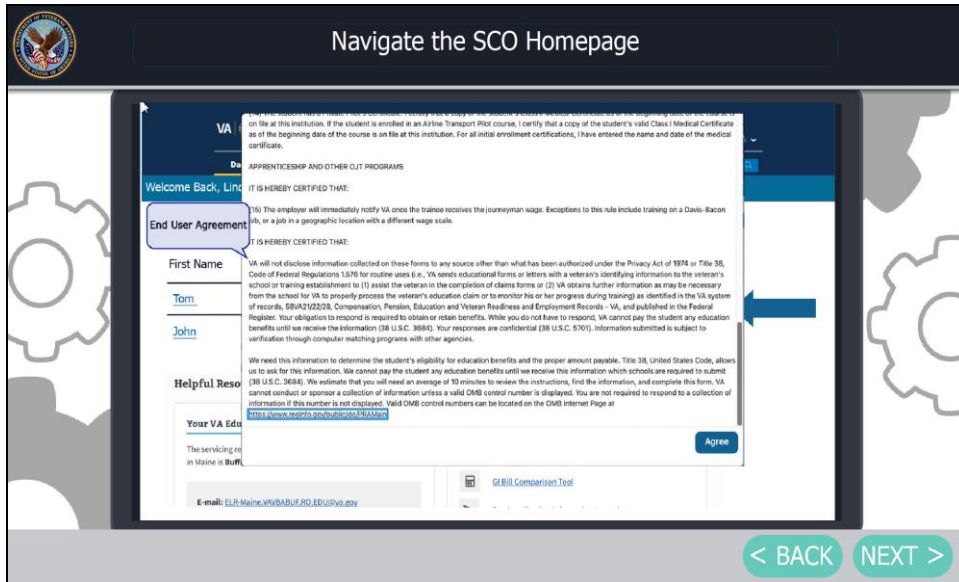


**Slide notes**

Now let's learn how to navigate the Enrollment Manager Homepage.

Once you log in to Enrollment Manager and accept the End User Agreement, the Homepage will be the first page that you will be brought to.

Here you can view your school's SCO Dashboard and access helpful resources

The following video will show you a demonstration of the Hompage features.

**Slide 6 - Slide 6**
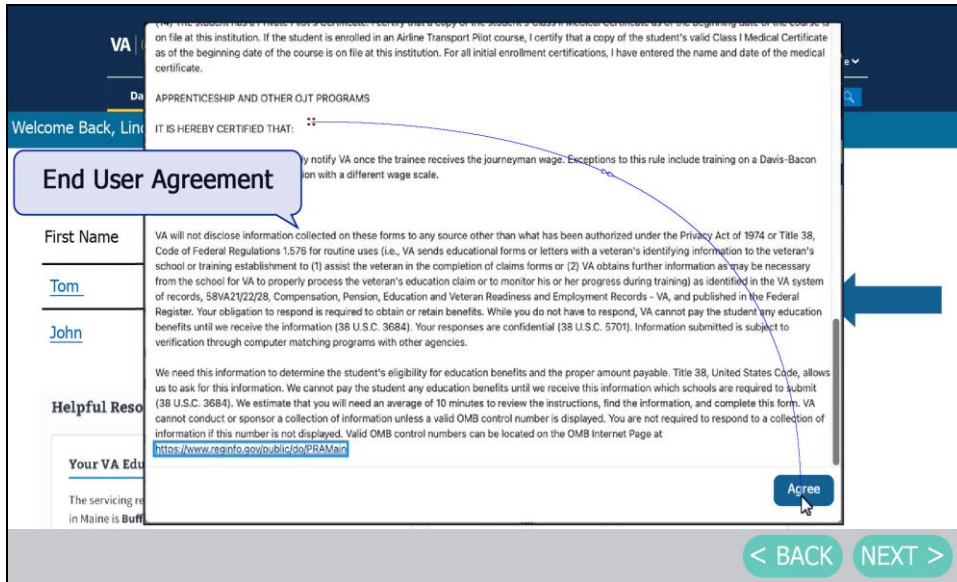


**Slide notes**

On the Dashboard page, you can view a list of recent actions organized by student, as well as the names of students whose profiles require your additional review.

as well as the names of students whose profiles require your additional review.

On the Dashboard page you can view a list of recent actions, organized by student, as well as the names of students whose profiles require your additional review

**Slide 7 - Slide 7**



**Slide notes**

Below the links to the student profiles, you can find links to other helpful resources, such as the SCO Handbook and the GI Bill Comparison Tool.

To access your Dashboard at any time, click the "Dashboard" tab at the top of the screen.

Below the dashboard, you can find links to other helpful resources, such as the SCO Handbook and the GI Bill Comparison Tool.

To access your dashboard at any time, click the "Dashboard" tab at the top of the screen.

**Slide 8 - Find and Add Student Demo**
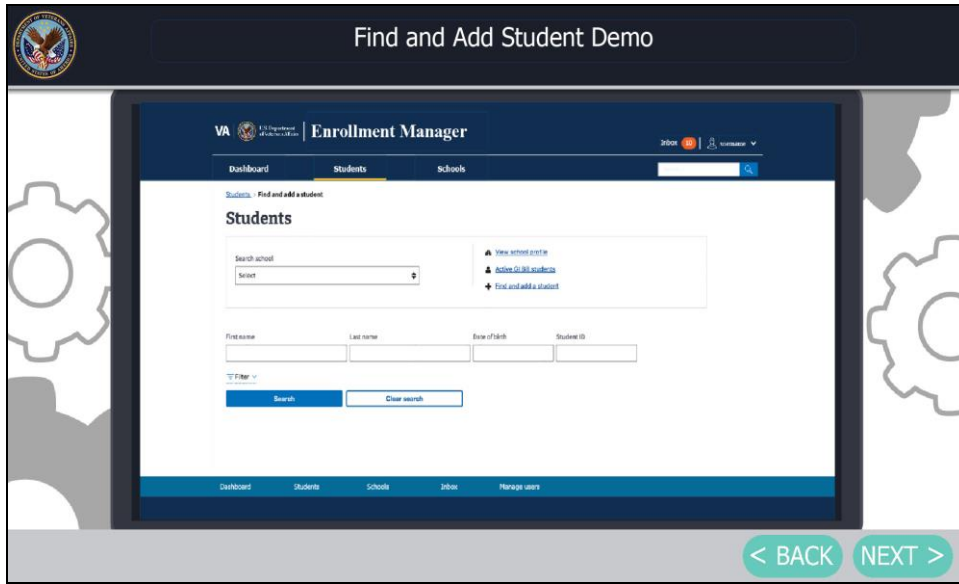


**Slide notes**

The first action you will need to know how to complete in Enrollment Manager is how to find a student and add them to your school.

The following video will show a demonstration of this process

**Slide 9 - Slide 9**



**Slide notes**

To add a student to a school you will first enter the student's first name, last name, date of birth and Student ID.

The "Student ID" field is not required in order to search for the student.

After entering the prompted information about the student, select "Search" and you will be returned every matching result.

**Slide 10 - Slide 10**
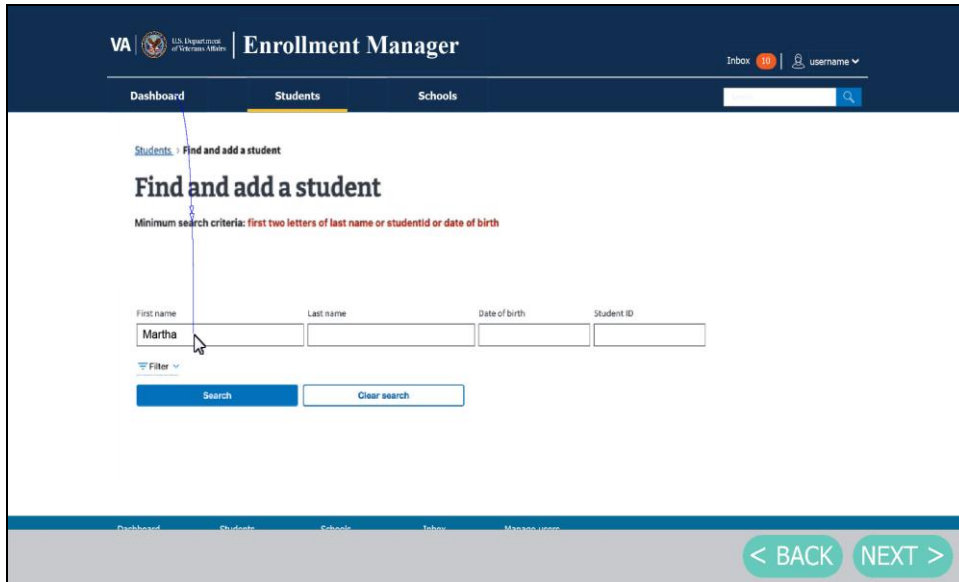


**Slide notes**

**Slide 11 - Slide 11**



**Slide notes**

**Slide 12 - Slide 12**



**Slide notes**

**Slide 13 - Slide 13**



**Slide notes**

**Slide 14 - Slide 14**



**Slide notes**

**Slide 15 - Slide 15**
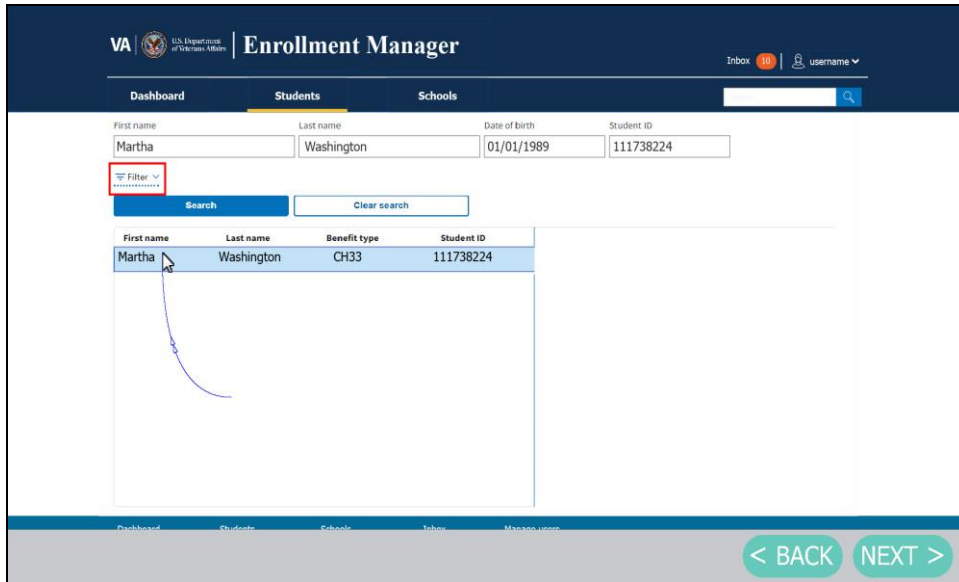


**Slide notes**

After searching, you can use the "Filter" labels to sort by student name, date of birth, and benefit type.

Once you identify the student you're looking for, click on the student's name. This will open a column on the right with their information.

Next, select "Add student to school".

**Slide 16 - Slide 16**



**Slide notes**

**Slide 17 - Slide 17**



**Slide notes**

After clicking on "Add student to school", you will be taken to a page displaying their biographical, contact, and benefit information.

Any known information will be pre-populated, but please add any additional information you have to the unpopulated fields.

Please also correct any information which appears wrong. Then select "Save and continue" to update the student's record.

**Slide 18 - Slide 18**



**Slide notes**

**Slide 19 - Slide 19**



**Slide notes**

**Slide 20 - Slide 20**



**Slide notes**

**Slide 21 - Slide 21**



**Slide notes**

**Slide 22 - Slide 22**



**Slide notes**

Next you will fill in your student's school and program information, completing the fields with the relevant information for this student,

which includes the student's "School", "Training Type", "Objective Type", and "Program". Once completed select "Add School".

**Slide 23 - Slide 23**



**Slide notes**

**Slide 24 - Slide 24**



**Slide notes**

**Slide 25 - Slide 25**
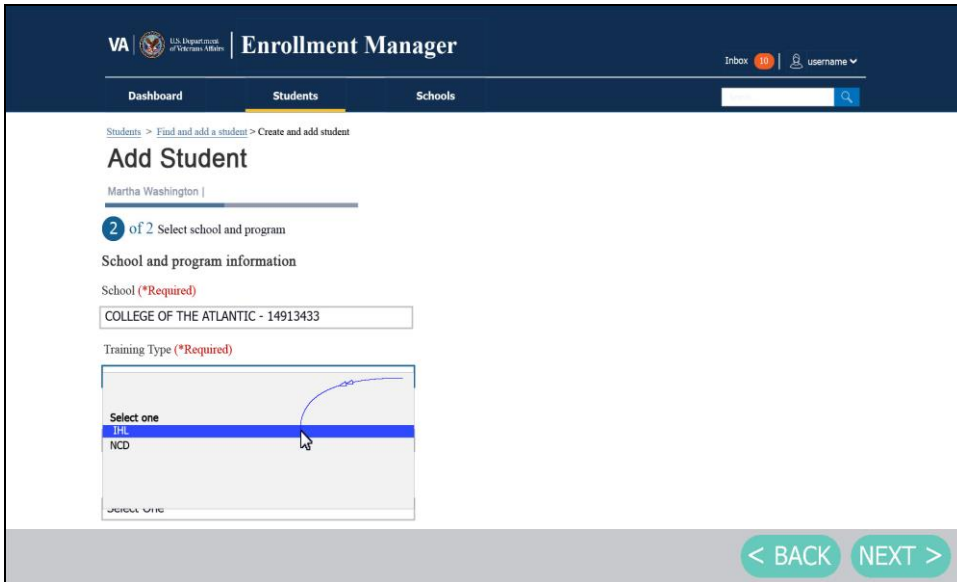


**Slide notes**

**Slide 26 - Slide 26**



**Slide notes**

**Slide 27 - Slide 27**
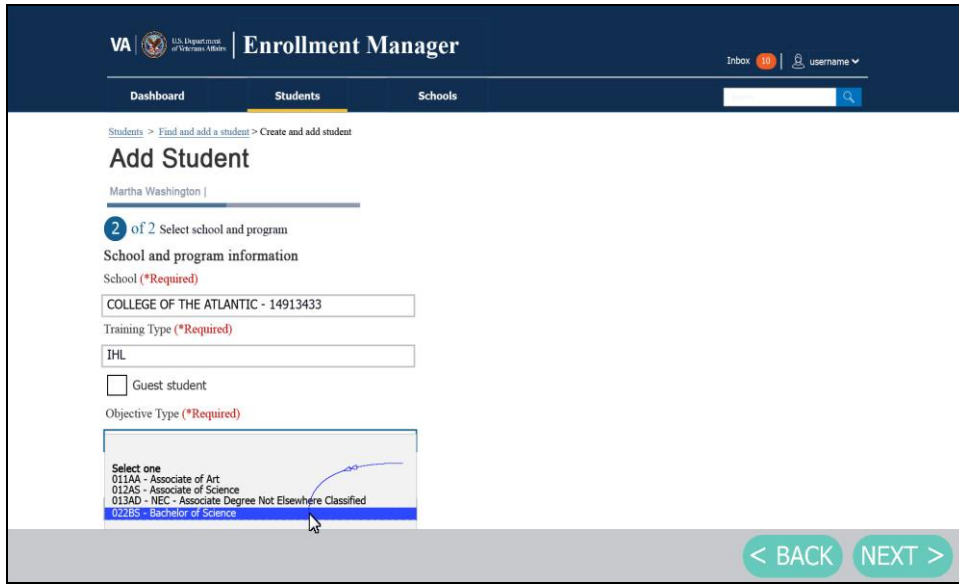


**Slide notes**

**Slide 28 - Slide 28**



**Slide notes**

**Slide 29 - Slide 29**
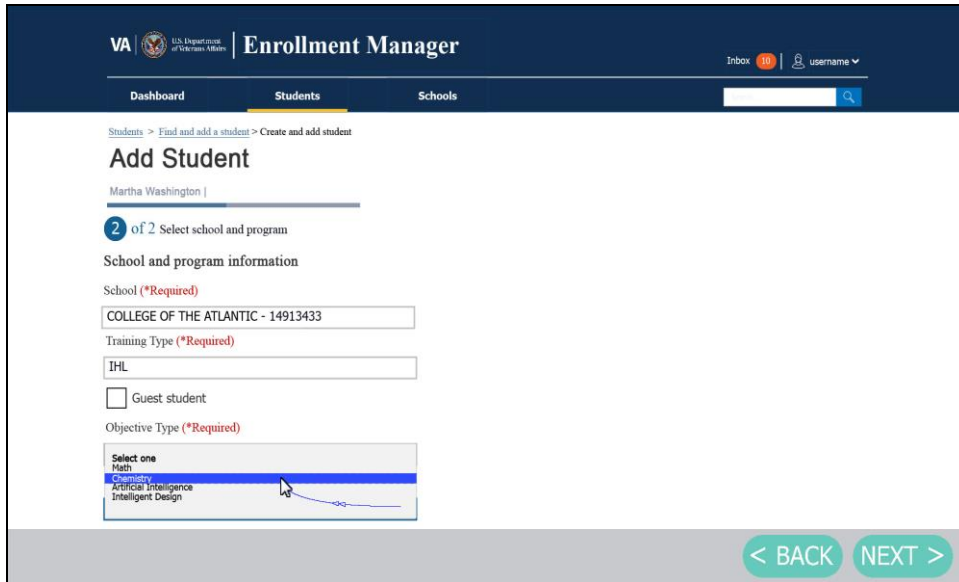


**Slide notes**

**Slide 30 - Slide 30**



**Slide notes**

**Slide 31 - Slide 31**



**Slide notes**

After making this selection, you will be brought to a page where the student's information will be displayed in a gray box.

On this page there will also be the option to "Add another school".

This option is for if you know that this student will be primarily taking classes at a branch campus or one of the school's extensions.

Once additional schools are added, if necessary, select "Add Student".

**Slide 32 - Slide 32**
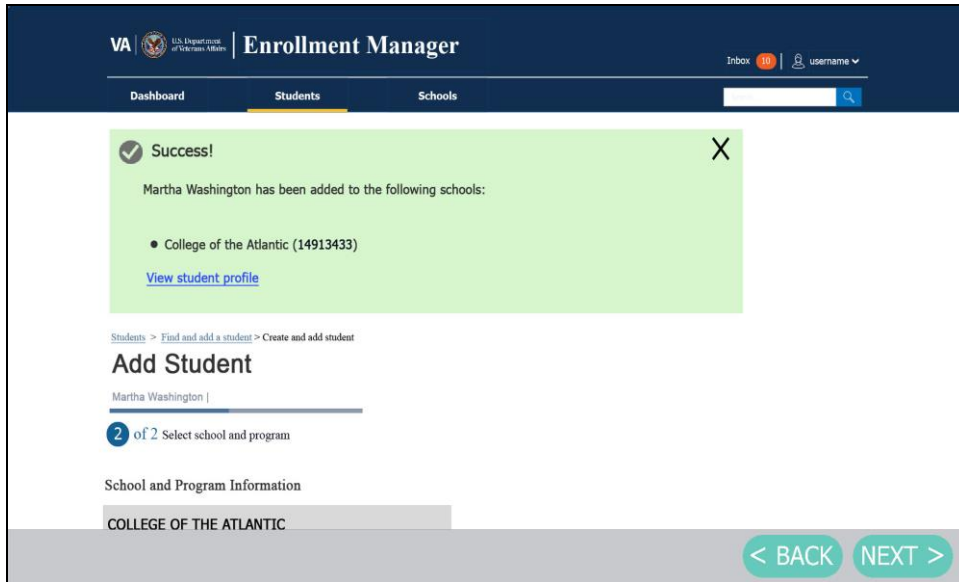


**Slide notes**

Once the "Add Student" selection is made, you will have successfully added a student to their school!

A success message will then appear displaying the schools that your student was successfully added to.

All school information should be tied to your login and auto-populated.

**Slide 33 - Create a New Student Demo**



**Slide notes**

If the student that you are looking for is not in the list of search results, this could mean that they may not have a profile in the VA system.

In the following demo, we will showcase how to create a new student profile in Enrollment Manager.

To do this, first we will click the "Find and add student" button at the top right of the dashboard page.

Then, you will click the "Create a new student profile" button located beneath the search bar.

Next, we will enter the student's biographical, contact, and beneficiary information.

Once completed, you will click "Save and continue".

After clicking "Save and continue", you will be brought to a page where you enter the student's School, Training Type, Objective Type, and Program.

Once completed, click "Add school".

Lastly, you will select "Add student" to create a new student.

You will then receive a success message.

See the video for a demonstration of the process of creating a new student in Enrollment Manager.

## Slide 34 - Exploring a Student Profile



### Slide notes

Now that you know how to add a student to your school, let's learn how to navigate a student's profile.

The student's profile page is where you can access pertinent student information as well as any notes left by certifying officials at your school.

On the student's profile you can anwser questions like "What program is this student enrolled in?" and " What is the status of this student's enrollment?"

Once you have added a student to your school they will appear under the "Students" tab. From there you can access a student's profile by clicking on the student's name

to see their Enrollments, Programs, Benefit, History, and Notes.

**Slide 35 - Enrollments Tab**
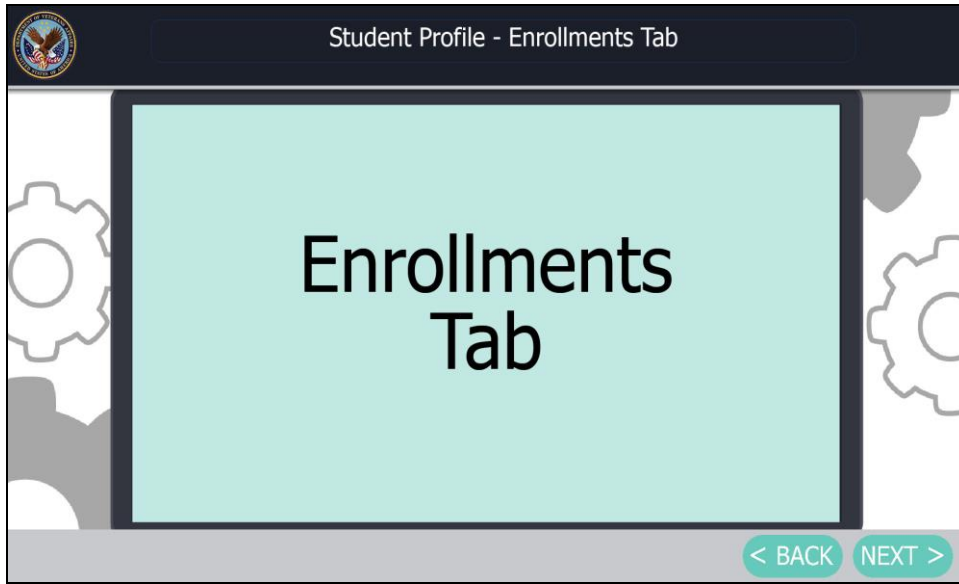


**Slide notes**

**Slide 36 - Slide 36**
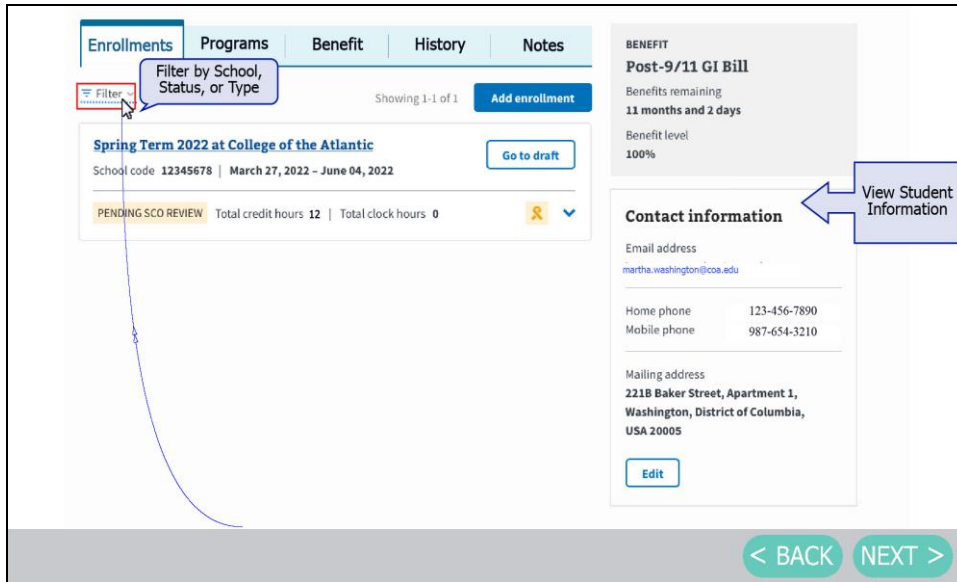


**Slide notes**

On the "Enrollments" tab, you can filter to see each enrollment by School, Status, or Type. You can also view student information to the right.

On the Enrollments Tab, you can filter to see each enrollment by school, status or type. You can aso view student informstion to the right

**Slide 37 - Slide 37**



**Slide notes**

On the bottom left of each Enrollment, you can view the Enrollment status.

**Slide 38 - Slide 38**
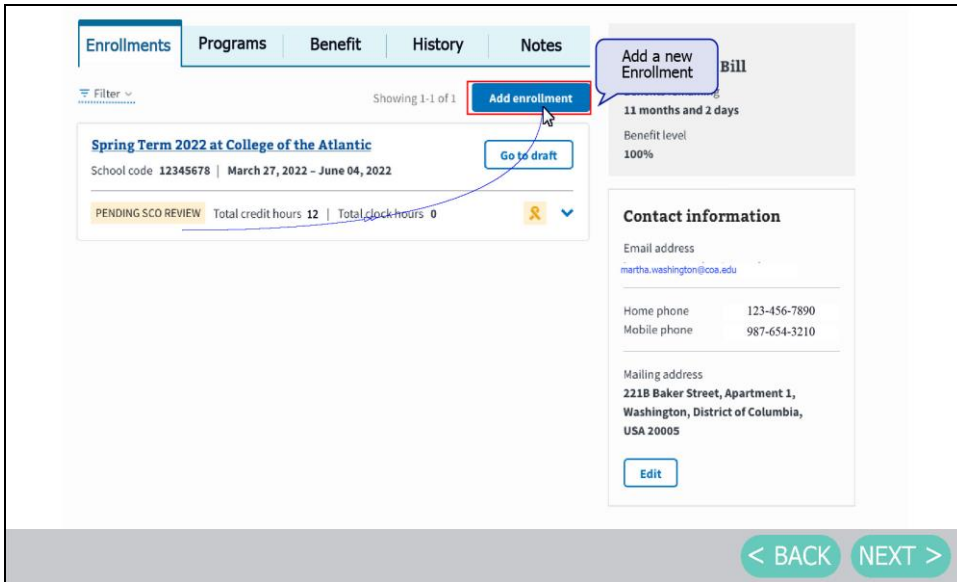


**Slide notes**

To add a new Enrollment click the **"Add enrollment"** button. Details on adding an Enrollment will be covered in the following module.

**Slide 39 - Slide 39**
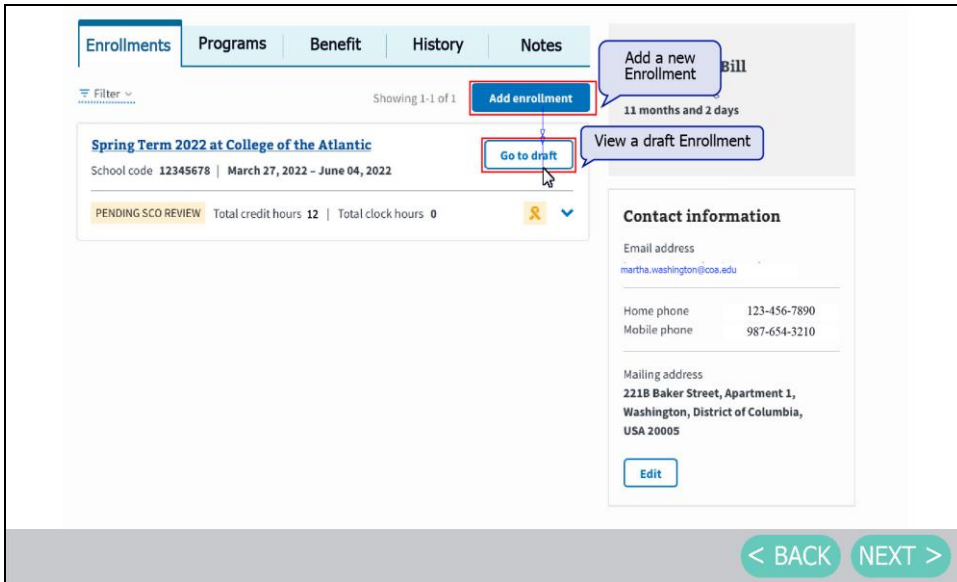


**Slide notes**

To view a draft Enrollment click the **"Go to draft"** button.

**Slide 40 - Slide 40**
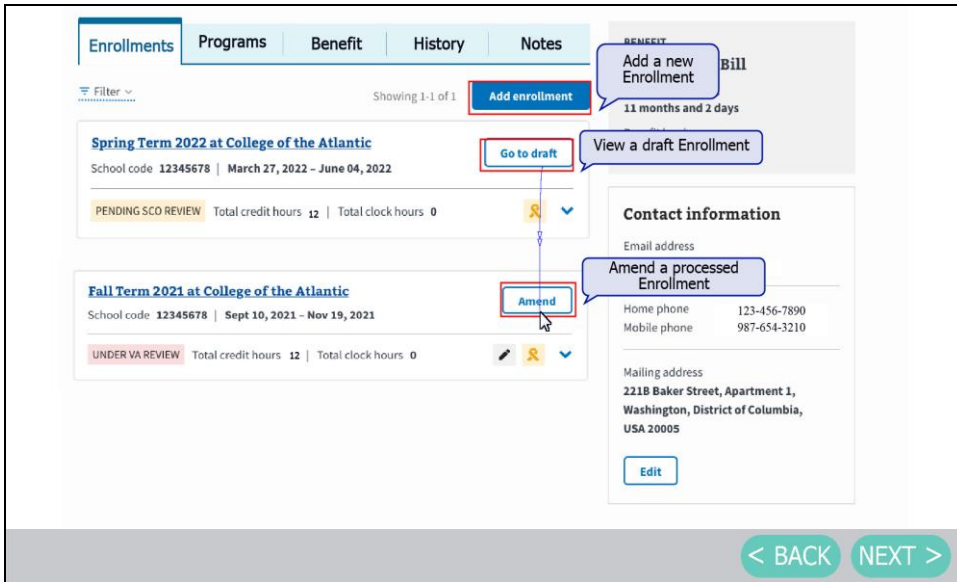


**Slide notes**

To amend a processed Enrollment, click the **"Amend"** button.

**Slide 41 - Slide 41**
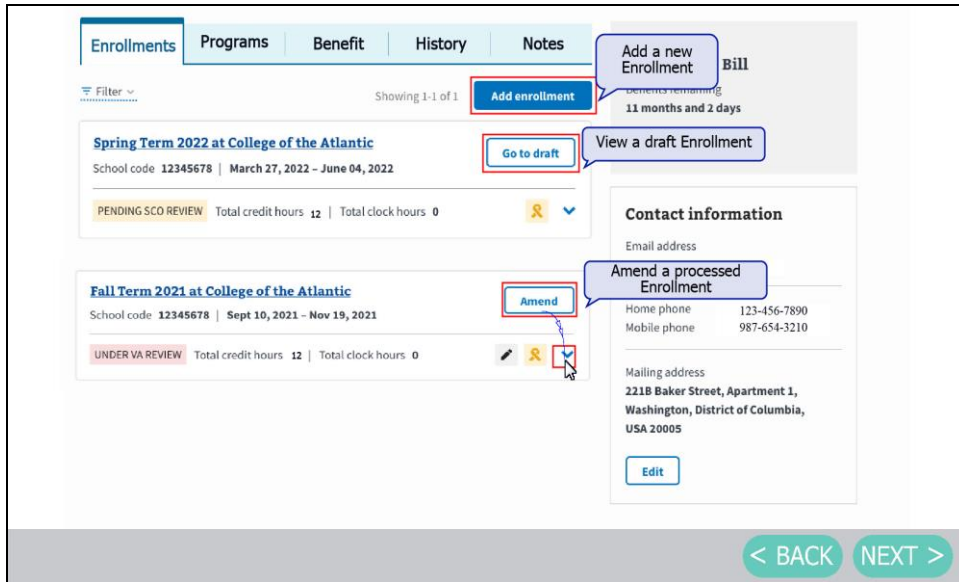


**Slide notes**

To view additional Enrollment details, click the arrow at the bottom right of the Enrollment.

**Slide 42 - Slide 42**



**Slide notes**

Here you can view additional Enrollment details such as total credit hours, tuition and fees and Enrollment history

**Slide 43 - Programs Tab**
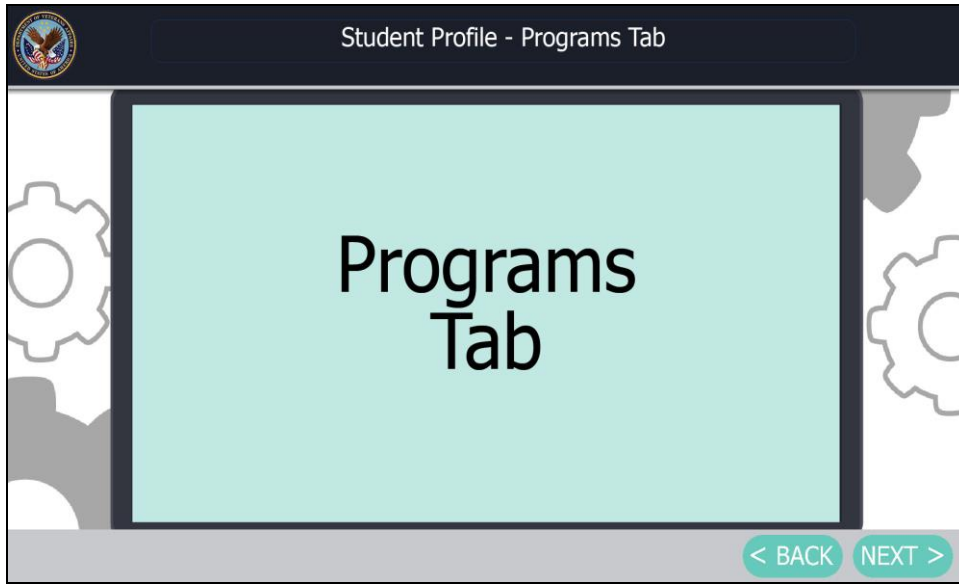


**Slide notes**

**Slide 44 - Programs Tab**
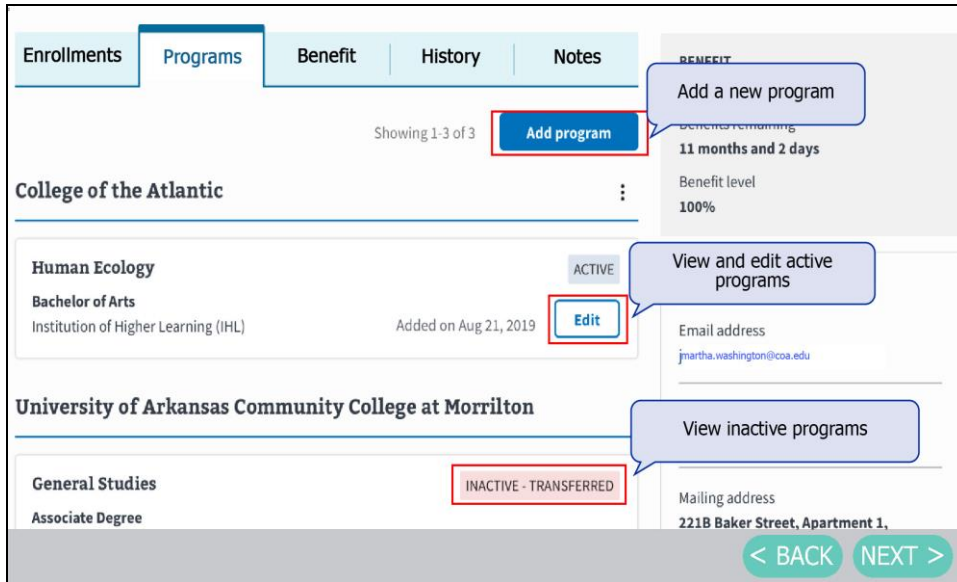


**Slide notes**

In the "Programs" tab, you can add a new program by clicking the **"Add program"** button, view or edit an active program by clicking the **"Edit"** button and view all inactive programs.

**Slide 45 - Benefits Tab**
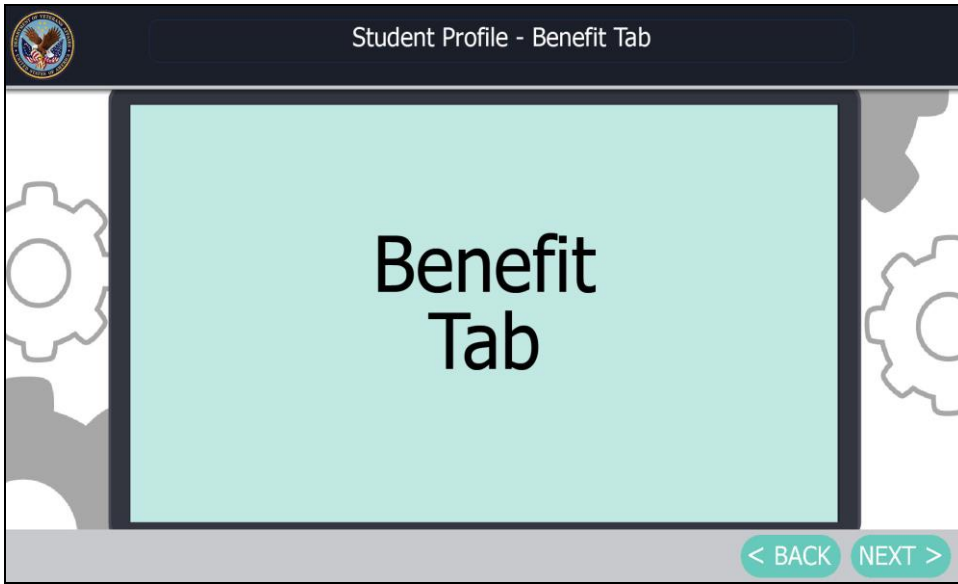


**Slide notes**

**Slide 46 - Benefit Tab**



**Slide notes**

Here in the "Benefit" tab, you can view a student's remaining benefits and if they are Yellow Ribbon Eligible.

**Slide 47 - History Tab**
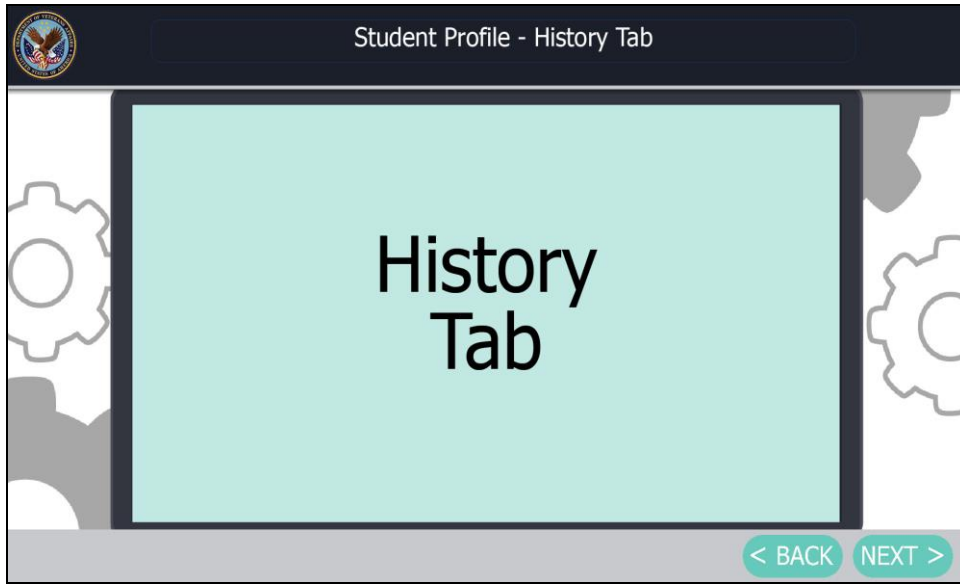


**Slide notes**

**Slide 48 - History Tab**
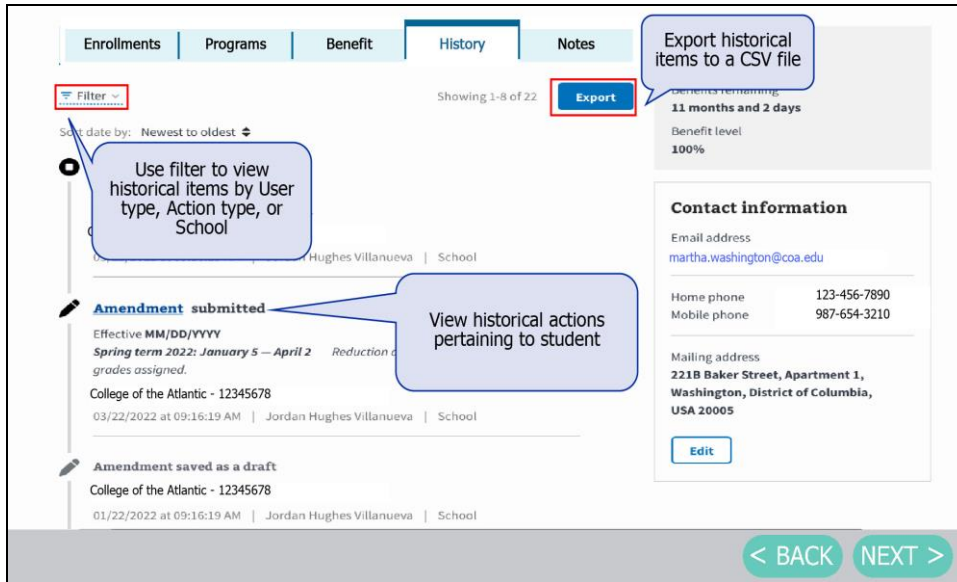


**Slide notes**

Here on the "History" tab, you can use the filter to see historical items by User type, Action type or School.

You can view all historical actions pertaining to the student and you can export these historical actions to a CSV file.

**Slide 49 - Notes Tab**
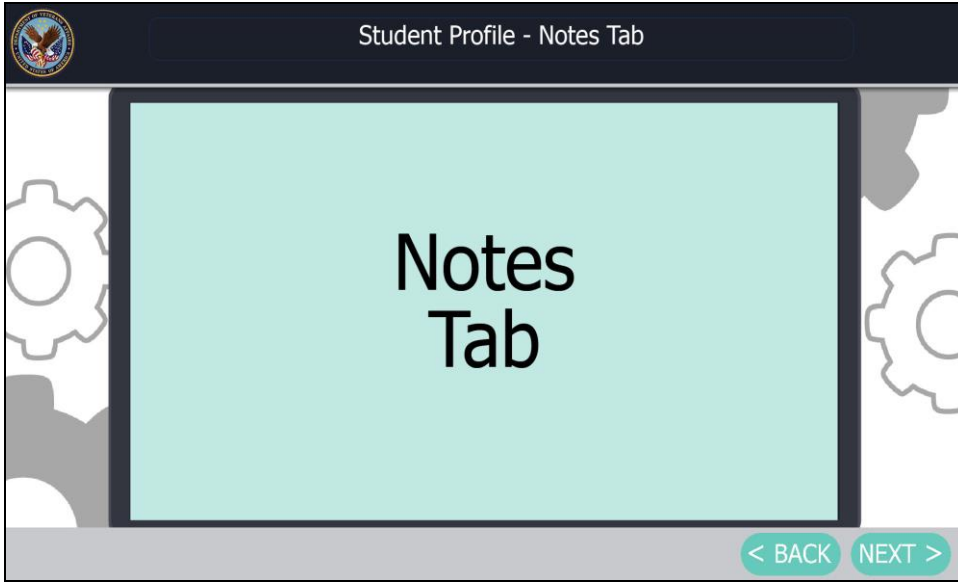


**Slide notes**

**Slide 50 - Slide 50**
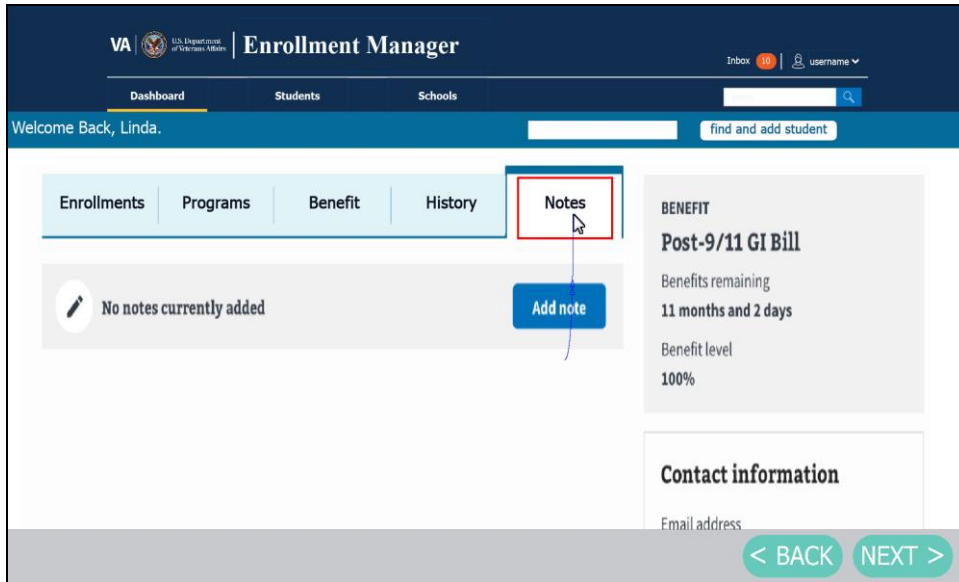


**Slide notes**

To add a note to your student's profile, select the **"Add note"** button.

To add a note to your student's profile click the "Add Note" button

**Slide 51 - Slide 51**



**Slide notes**

Next, type your note into the "Note" entry box and click the **"Post note"** button to post the note to the student's profile.

**Slide 52 - Slide 52**
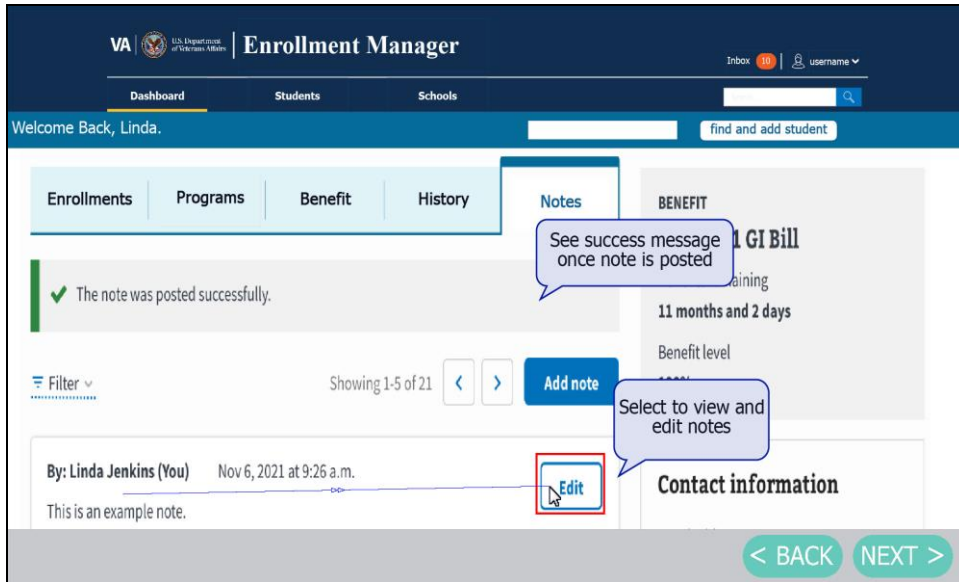


**Slide notes**

After selecting the **"Post note"** button, you will have successfully posted your note to the student's profile and recieve a success message.

You can also view and edit any notes on your student's profile by selecting the **"Edit"** button.

**Slide 53 - Chatbot GI Billie**



**Slide notes**

If you run into any issues with Enrollment Manager, you can always ask Billie for help. The Enrollment Manager Chatbot Billie is available 24/7 and happy to answer your questions.

Next see a demo video of some of the available chatbot features.

**Slide 54 - Chatbot GI Billie**



**Slide notes**

When logged into Enrollment Manager, Billie will be located in the bottom right-hand corner of the screen. Clicking the Billie icon will open the chat interface and provide you with some helpful topics to choose from. Selecting one of these options will help to guide you through a conversation with Billie.

While it's true Billie does know a lot, Billie is still learning how to better assist you in the future. Please note that Billie cannot provide information about Enrollment Manager technical issues or answer beneficiary-specific questions.

Next see a demo video of some of the available chatbot features.

**Slide 55 - DIY Activity: Find and Add a Student**
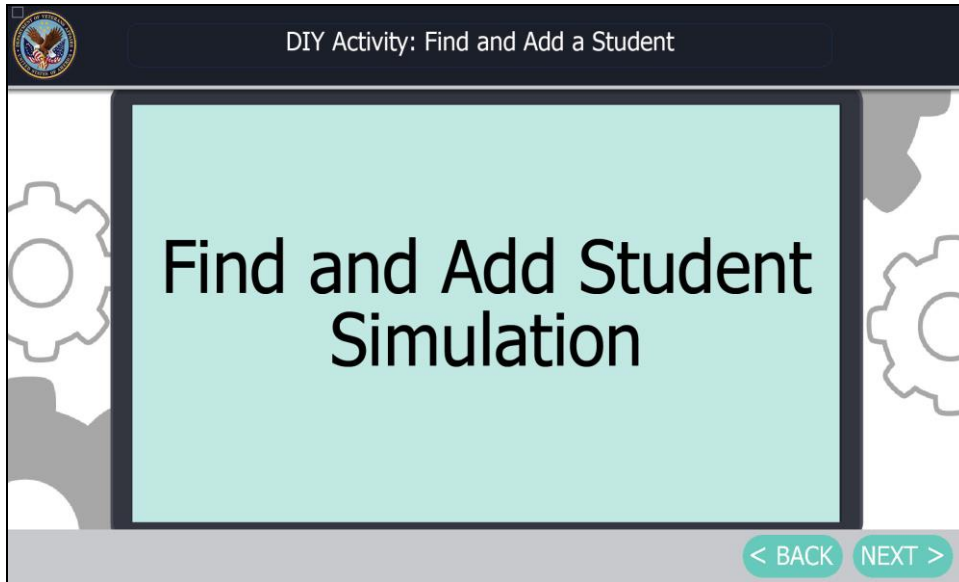


**Slide notes**

Now that you've seen these basic functions in Enrollment Manager, it's time for you to practice!

Say you have a student named Martha Washington who was born 01/01/1989. Please add her to her institution. Then, view her profile.

**Slide 56 - Slide 56**



**Slide notes**

Select the "First name" field.

**Slide 57 - Slide 57**



**Slide notes**

Type the student's first name in the "First name" field. Next, select the "Last name" field to continue.

**Slide 58 - Slide 58**



**Slide notes**

Type the student's last name in the "Last name" field. Next, select the "Date of birth" field to continue.

**Slide 59 - Slide 59**



**Slide notes**

Enter the student's date of birth in the "Date of birth" field. Next, select the "Student ID" field to continue.

**Slide 60 - Slide 60**



**Slide notes**

Enter the Student ID in the "Student ID" field. Once entered, select the **"Search"** button to continue.

**Slide 61 - Slide 61**



**Slide notes**

Select the student's name to continue.

**Slide 62 - Slide 62**



**Slide notes**

Select the **"Add student to school"** button.

**Slide 63 - Slide 63**



**Slide notes**

Student information will be pre-populated. Verify that all infomation is entered, then scroll down to find the 'Benefit Type' information.

**Slide 64 - Slide 64**



**Slide notes**

Select the "Benefit Type Information" dropdown menu.

**Slide 65 - Slide 65**



**Slide notes**

Select the "Post 9/11 GI Bill (Chapter 33)" Benefit Type highlighted in blue.

**Slide 66 - Slide 66**



**Slide notes**

After entering the Benefit Type Information, scroll down to the bottom of the page.

**Slide 67 - Slide 67**



**Slide notes**

Select the **"Save and continue"** button.

**Slide 68 - Slide 68**



**Slide notes**

Select the "School" dropdown menu.

**Slide 69 - Slide 69**



**Slide notes**

Select the highlighted school.

**Slide 70 - Slide 70**



**Slide notes**

Select the "Training Type" dropdown menu.

**Slide 71 - Slide 71**



**Slide notes**

Select the "IHL" Training Type highlighted in blue.

**Slide 72 - Slide 72**



**Slide notes**

Select the "Objective Type" dropdown menu.

**Slide 73 - Slide 73**
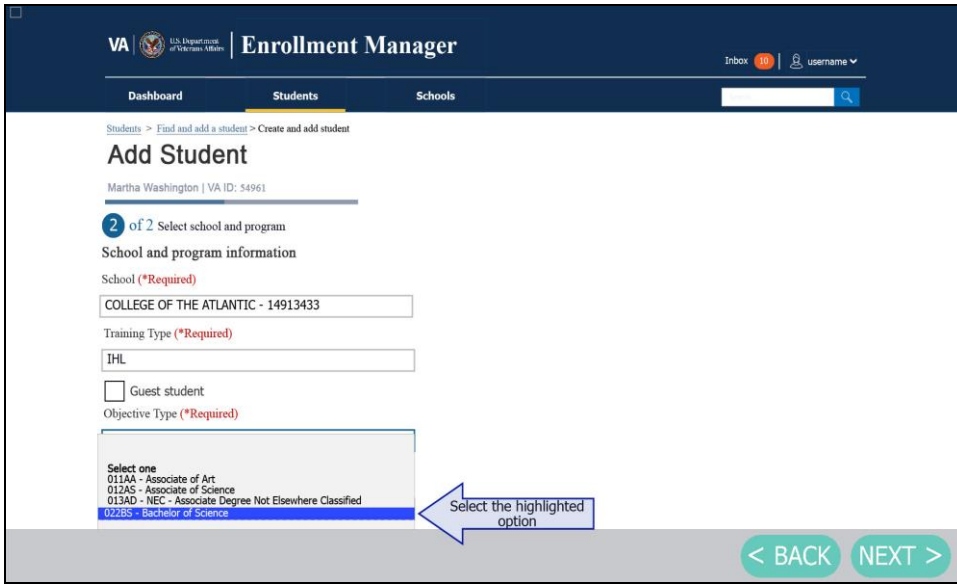


**Slide notes**

Select the "Bachelor of Science" Objective Type highlighted in blue.

**Slide 74 - Slide 74**



**Slide notes**

Select the "Program" dropdown menu.

**Slide 75 - Slide 75**



**Slide notes**

Select the "Chemistry" Program type highlighted in blue.

**Slide 76 - Slide 76**



**Slide notes**

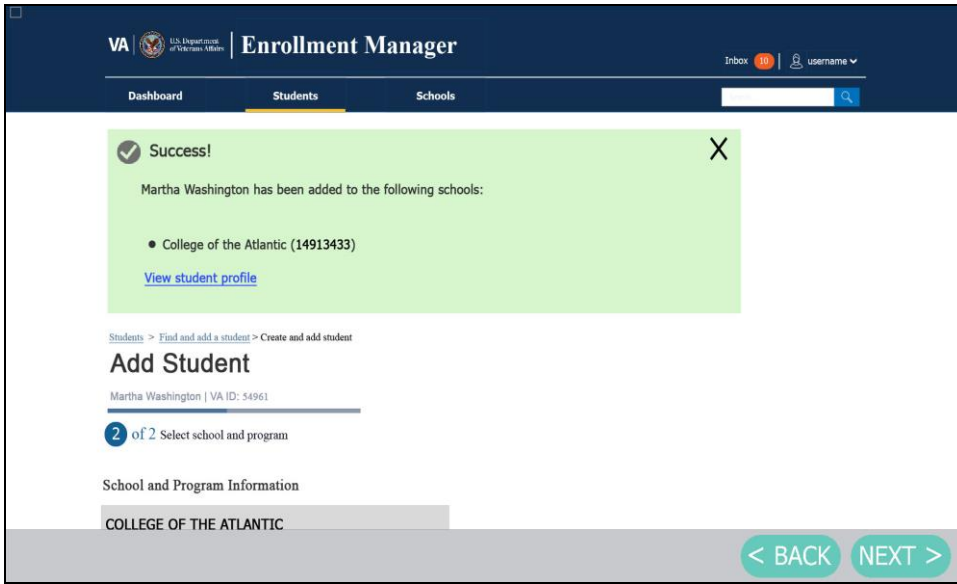Select the **"Add school"** button.

**Slide 77 - Slide 77**
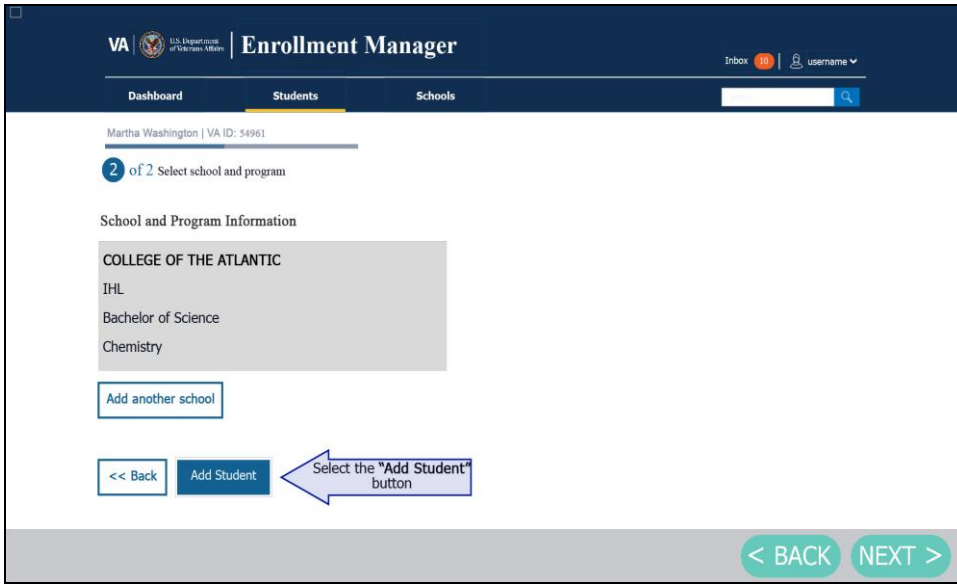


**Slide notes**

Select the **"Add Student"** button to complete the simulation.

**Slide 78 - Slide 78**



**Slide notes**

Congratulations! You have successfully added a student to their school!
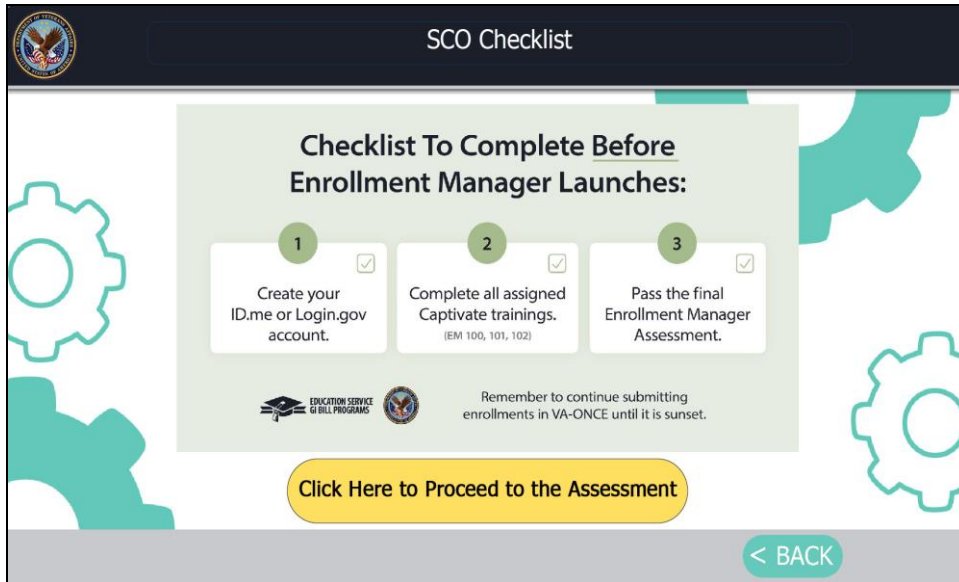
**Slide 79 - Next Steps**



**Slide notes**

Now that you know how to do basic functions in Enrollment Manager, you are ready to move on to the next course in the Enrollment Manager Training Series.

You can always return to this module if you have any questions, or you can reference Enrollment Manager FAQs.

**Slide 80 - Slide 80**



**Slide notes**

Prior to the launch of Enrollment Manager, please be sure to complete the steps listed on the screen.