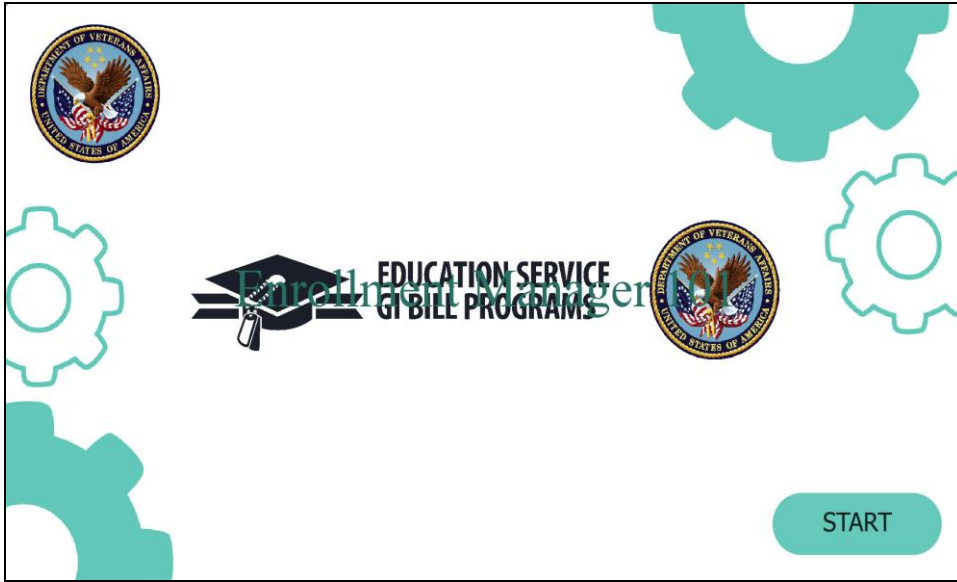


Slide 1 - Title Screen



Slide notes

Slide 2 - Navigation

The screenshot shows a presentation slide titled "Navigation Controls" with a dark header bar. In the top left corner is a circular logo featuring an eagle. The slide content includes text explaining navigation buttons and keyboard shortcuts, a list of shortcuts, and a yellow "EXIT" button in the top right. At the bottom, there is a yellow bar with text labels for controls (CLC, MUT, PLA, REP, REWIND) and a grey bar with navigation icons (CC, mute, play/pause, refresh, redo) and "< BACK" and "NEXT >" buttons. The slide is decorated with teal gear graphics.

Navigation Controls

You can use the navigation buttons at the bottom of the screen to move forward and backward 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

EXIT

CLC MUT PLA REP REWIND

CC [mute] [play/pause] [refresh] [redo] < BACK NEXT >

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

The slide is titled "Enrollment Manager Training Roadmap" and features a dark header with the Department of Education logo on the left. Below the header is a large image of a school hallway with a glass door on the left and a list of five "Module Objectives" on the right. The objectives are: 1. Identify Enrollment Manager features (with a monitor icon), 2. Navigate the SCO Dashboard (with a power icon), 3. Find and add a student to your school (with a magnifying glass icon), 4. View and navigate a student profile (with a list icon), and 5. Use the chatbot, GI Billie (with a speech bubble icon). At the bottom right of the slide are two buttons: "< BACK" and "NEXT >".

Enrollment Manager Training Roadmap

Module Objectives

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

< BACK NEXT >

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

Identify Enrollment Manager Features

Enrollment Manager
Enrollment Manager will be the replacement system for VA-ONCE. It will provide all of the same core functions while providing a more modern, sustainable system that includes new key features to increase efficiency.

Select the sticky notes to learn about new features.
The "NEXT" button will appear once all sticky notes have been selected.

New Features

- Modernized User Interface
- New Chatbot Feature
- New Dashboard Page
- Enhanced Notes Feature

< BACK NEXT >

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.

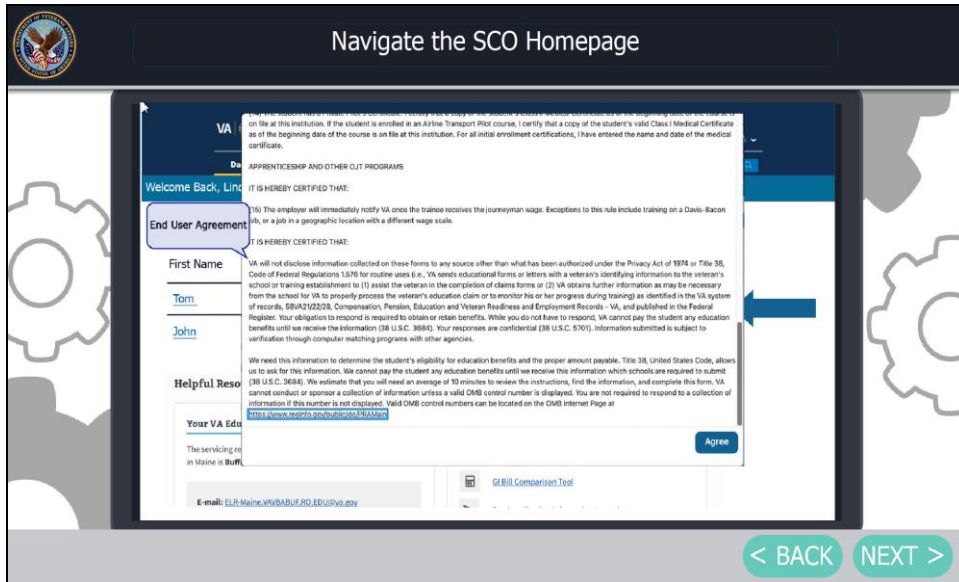
Enrollment Manager allows VA Certifying Officials to manage their VA student certifications with ease, becoming your one-stop-shop to manage all GI Bill enrollment information!

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

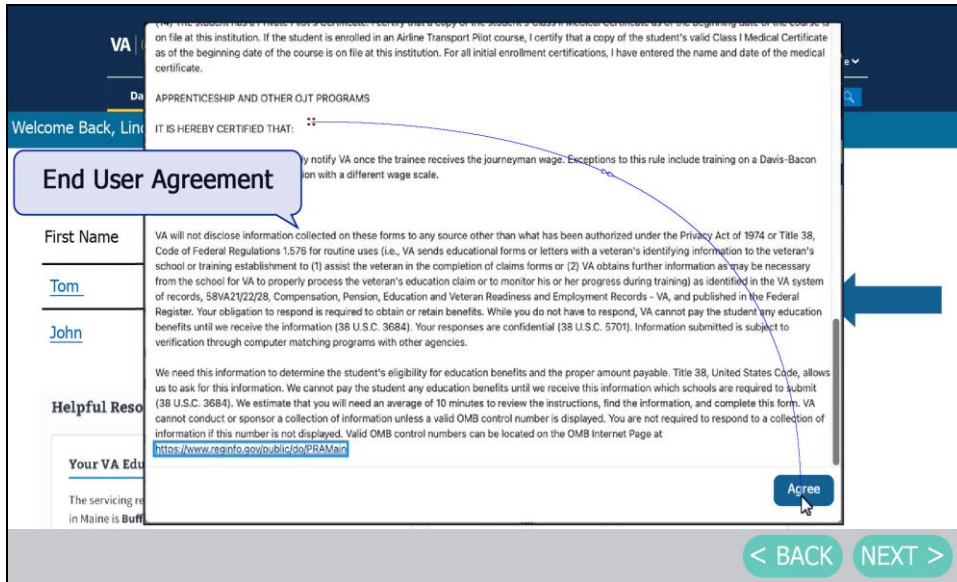
Now let's learn how to navigate the Enrollment Manager Homepage.

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 Homepage 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

The screenshot displays the VA Enrollment Manager interface. At the top, there is a navigation bar with 'VA' and 'U.S. Department of Veterans Affairs' logos, and the title 'Enrollment Manager'. Below this, there are tabs for 'Dashboard', 'Students', and 'Schools'. The 'Dashboard' tab is active, showing a table of student profiles. The table has columns for student names (Tom Wilks, John Doe), their status (IN_PROGRESS), and a date (2022-10-05). Below the table, there is a 'Helpful Resources' section. This section includes contact information for a 'Your VA Education Liaison Representative' and a 'Useful links' section. The 'Useful links' section contains three links: 'School Certifying Official Handbook', 'GI Bill Comparison Tool', and 'Send application information to students'. A callout box with a blue border and white background points to the 'School Certifying Official Handbook' and 'GI Bill Comparison Tool' links, containing the text 'See quick links to helpful resources and contacts'. At the bottom of the dashboard, there are navigation buttons for '< BACK' and 'NEXT >'.

Slide notes

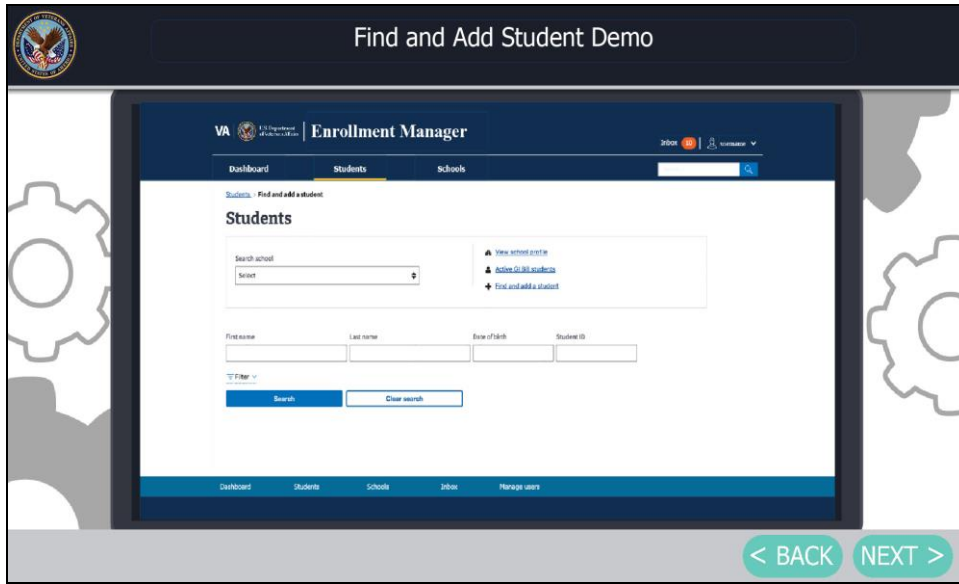
Below the links to the student profiles, you can find links to other helpful resources, such as the SCO Handbook and the GI Bill Comparison Tool.

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

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard Students Schools

Students > Find and add a student

Find and add a student

Minimum search criteria: first two letters of last name or studentid or date of birth

First name Last name Date of birth Student ID

Filter

Search Clear search

< BACK NEXT >

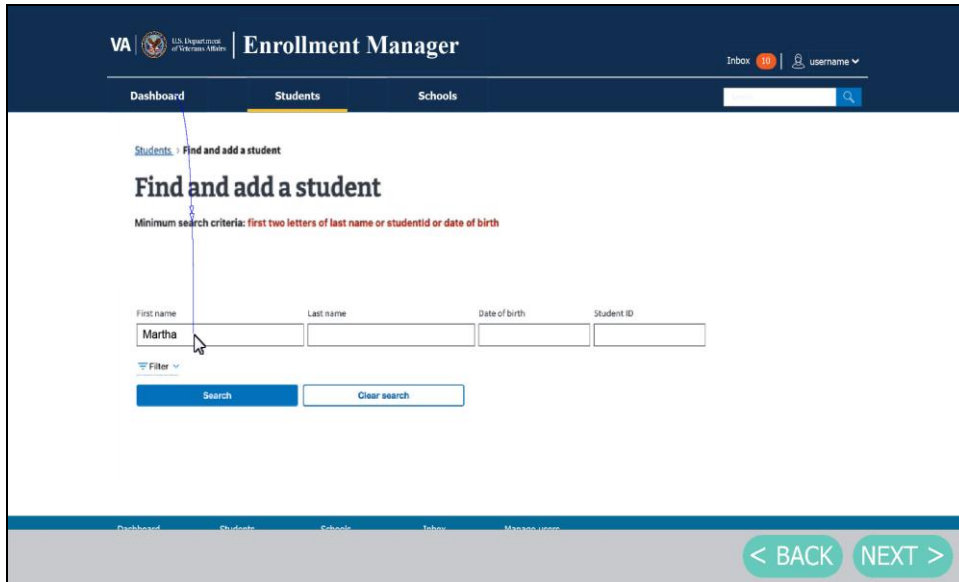
Slide notes

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

The screenshot shows the 'Find and add a student' interface in the VA Enrollment Manager. The header includes the VA logo, 'U.S. Department of Veterans Affairs', and 'Enrollment Manager'. Navigation tabs for 'Dashboard', 'Students', and 'Schools' are visible. A search bar is present with a magnifying glass icon. Below the search bar, the heading 'Find and add a student' is displayed, followed by the instruction: 'Minimum search criteria: first two letters of last name or studentid or date of birth'. The search form contains four input fields: 'First name' (with 'Martha' entered), 'Last name' (with 'Washington' entered), 'Date of birth', and 'Student ID'. A 'Filter' dropdown is located below the first two fields. At the bottom of the form are 'Search' and 'Clear search' buttons. A footer bar contains 'Dashboard', 'Students', 'Schools', 'Inbox', and 'Manage users' links, along with '< BACK' and 'NEXT >' navigation buttons.

Slide notes

Slide 12 - Slide 12

The screenshot shows the 'Find and add a student' interface in the VA Enrollment Manager. The header includes the VA logo and 'Enrollment Manager' text. A navigation bar contains 'Dashboard', 'Students', and 'Schools' tabs. The main content area has a search form with the following fields: 'First name' containing 'Martha', 'Last name' containing 'Washington', 'Date of birth' containing '01/01/1989', and an empty 'Student ID' field. Below the form are 'Search' and 'Clear search' buttons. A footer bar at the bottom of the slide contains '< BACK' and 'NEXT >' navigation buttons.

Slide notes

Slide 13 - Slide 13

The screenshot displays the 'Find and add a student' interface in the VA Enrollment Manager. The header includes the VA logo and 'Enrollment Manager' text. A navigation bar shows 'Dashboard', 'Students', and 'Schools'. The main content area has a search form with the following fields: 'First name' (Martha), 'Last name' (Washington), 'Date of birth' (01/01/1989), and 'Student ID' (111738224). Below the form are 'Search' and 'Clear search' buttons. A 'Filter' dropdown is also present. At the bottom right, there are '< BACK' and 'NEXT >' navigation buttons.

Slide notes

Slide 14 - Slide 14

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | **Students** | Schools

Students > Find and add a student

Find and add a student

Minimum search criteria: first two letters of last name or studentid or date of birth

First name	Last name	Date of birth	Student ID
Martha	Washington	01/01/1989	111738224

Filter

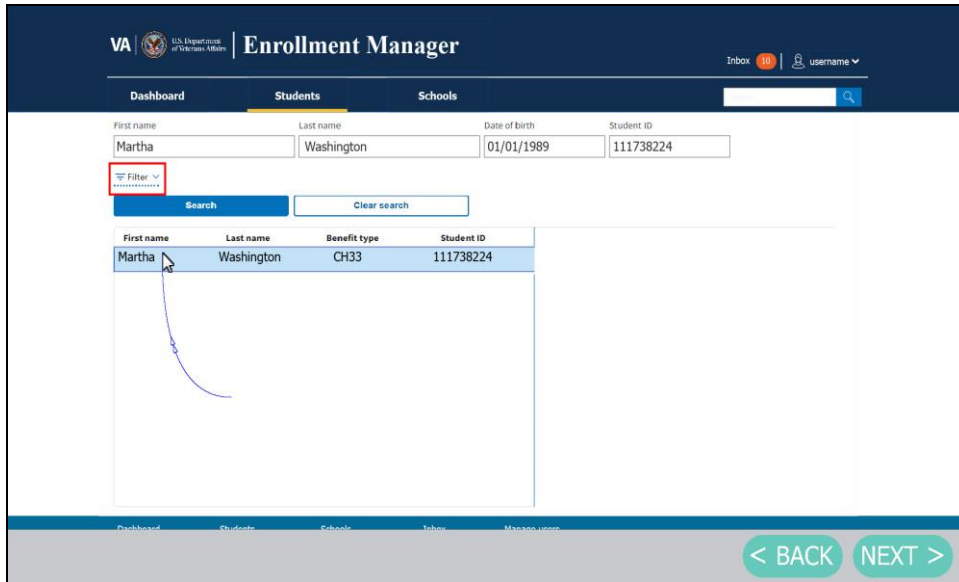
Search Clear search

Dashboard | Students | Schools | Inbox | Manage users

< BACK NEXT >

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

The screenshot displays the VA Enrollment Manager interface. At the top, there is a navigation bar with 'VA' and 'U.S. Department of Veterans Affairs' logos, and the title 'Enrollment Manager'. On the right of the navigation bar, there is an 'Inbox' icon with '10' notifications and a user profile icon labeled 'username'. Below the navigation bar, there are tabs for 'Dashboard', 'Students', and 'Schools', with 'Students' being the active tab. A search bar is located to the right of the tabs. The main content area shows a form with fields for 'First name' (Martha), 'Last name' (Washington), 'Date of birth' (01/01/1989), and 'Student ID' (111738224). Below the form is a 'Filter' dropdown and a search bar with 'Search' and 'Clear search' buttons. A table lists student records with columns for 'First name', 'Last name', 'Benefit type', and 'Student ID'. The first row is highlighted in blue and contains 'Martha', 'Washington', 'CH33', and '111738224'. To the right of the table, a detailed profile for the selected student is shown, including 'Date of birth: 01/01/1989', 'Country: United States', and two green circular icons with arrows: 'Add student to school' and 'Go to profile'. Below this, there are sections for 'Student's school' (No schools), 'Contact information', and 'Mailing address' (123 Main Street, Valley Forge, PA 17458). At the bottom of the interface, there are navigation buttons: '< BACK' and 'NEXT >'. The bottom of the slide features a grey bar with the text 'Dashboard', 'Students', 'Schools', 'Inbox', and 'Manage users'.

Slide notes

Slide 17 - Slide 17

The screenshot shows the 'Add Student' page in the VA Enrollment Manager. The page has a dark blue header with the VA logo and 'Enrollment Manager' text. Below the header, there are navigation tabs for 'Dashboard', 'Students', and 'Schools'. The 'Students' tab is active. The main content area is titled 'Add Student' and shows a progress indicator '1 of 2 Enter students biographical and contact info'. Under the heading 'Biographical Information', there are several input fields: 'First Name' (Martha), 'Middle Name' (empty), 'Last Name' (Washington), 'Suffix' (II), and 'Date of birth' (01/01/1989). At the bottom right, there are two buttons: '< BACK' and 'NEXT >'. The page also shows a breadcrumb trail: 'Students > Find and add a student > Create and add student'.

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

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Benefit Type Information

Select One

Contact Information

Phone numbers and email address

Mobile Phone Number

123-456-7890

This phone number is international

Home Phone Number

123-456-7877

This phone number is international

Mailing address

Address type (*Required)

Domestic

Foreign

< BACK NEXT >

Slide notes

Slide 19 - Slide 19

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Benefit Type Information

Select One

- Chapter 35 Dependents Education Assistance
- Chapter 30 Montgomery GI Bill
- Chapter 1606 Montgomery GI Bill Selected Reserve
- Post 9/11 GI Bill (Chapter 33)
- Chapter 33 STEM Scholarship
- Chapter 31 Veteran Readiness and Employment
- VET TEC

This phone number is international

Home Phone Number

123-456-7877

This phone number is international

Mailing address

Address type (*Required)

- Domestic
- Foreign

< BACK NEXT >

Slide notes

Slide 20 - Slide 20

VA US Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard Students Schools

Benefit Type Information

Post 9/11 GI Bill (Chapter 33)

Contact Information

Phone numbers and email address

Mobile Phone Number

123-456-7890

This phone number is international

Home/Phone Number

123-456-7877

This phone number is international

Mailing address

Address type (*Required)

Domestic

Foreign

< BACK NEXT >

Slide notes

Slide 21 - Slide 21

The screenshot displays the 'Enrollment Manager' interface for the VA (U.S. Department of Veterans Affairs). The header includes the VA logo and the text 'U.S. Department of Veterans Affairs | Enrollment Manager'. On the right side of the header, there is an 'Inbox' notification with '10' items and a user profile icon labeled 'username'. Below the header, there are three tabs: 'Dashboard', 'Students', and 'Schools', with 'Students' being the active tab. A search bar is located to the right of the tabs. The main content area contains several form fields with labels and values:

- Address line 1 (*Required): 123 Main Street
- Address line 2: (empty)
- Address line 3: (empty)
- City (*Required): Valley Forge
- State/County/Province (*Required): PA
- Postal code (*Required): 78458

At the bottom of the form, there are two buttons: 'Back' and 'Save and continue'. A mouse cursor is pointing at the 'Save and continue' button. Below the form area, there are two large green navigation buttons: '< BACK' and 'NEXT >'.

Slide notes

Slide 22 - Slide 22

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington |

2 of 2 Select school and program

School and program information

School (*Required)

Select one

Training Type (*Required)

Select one

Guest student

Objective Type (*Required)

Select one

Program (*Required)

Select one

< BACK NEXT >

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

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | **Students** | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington |

2 of 2 Select school and program

School and program information

School (*Required)

Select One
COLLEGE OF THE ATLANTIC - 14913433

Select One

Guest student

Objective Type (*Required)

Select One

Program (*Required)

Select One

< BACK NEXT >

Slide notes

Slide 24 - Slide 24

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | **Students** | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington |

2 of 2 Select school and program

School and program information

School (*Required)

COLLEGE OF THE ATLANTIC- 14913433

Training Type (*Required)

Select one

Guest student

Objective Type (*Required)

Select one

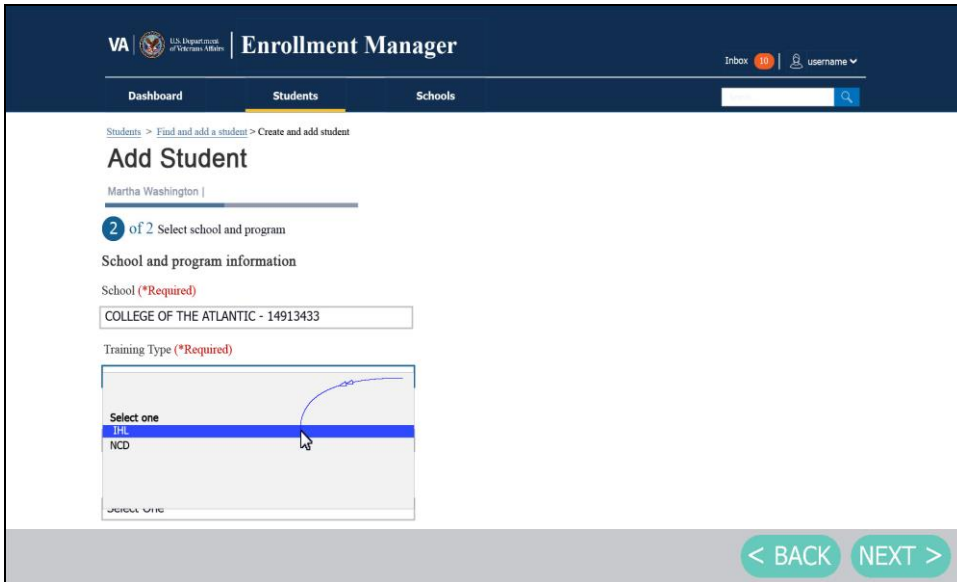
Program (*Required)

Select one

< BACK | NEXT >

Slide notes

Slide 25 - Slide 25



Slide notes

Slide 26 - Slide 26

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington |

2 of 2 Select school and program

School and program information

School (*Required)
COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)
IHL

Guest student

Objective Type (*Required)
Select one

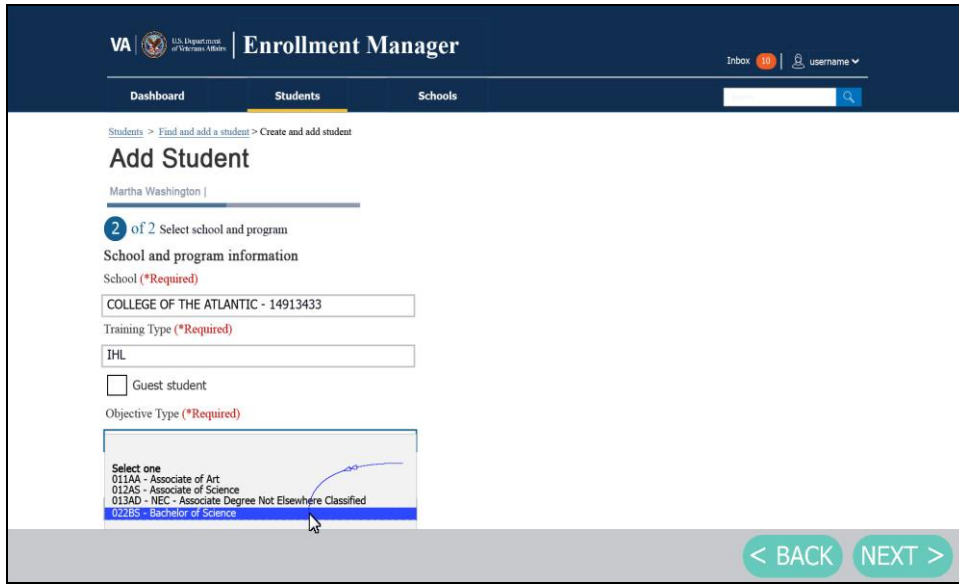
Program (*Required)
Select one

Select one

< BACK | NEXT >

Slide notes

Slide 27 - Slide 27



Slide notes

Slide 28 - Slide 28

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | **Students** | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington |

2 of 2 Select school and program

School and program information

School (*Required)
COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)
IHL

Guest student

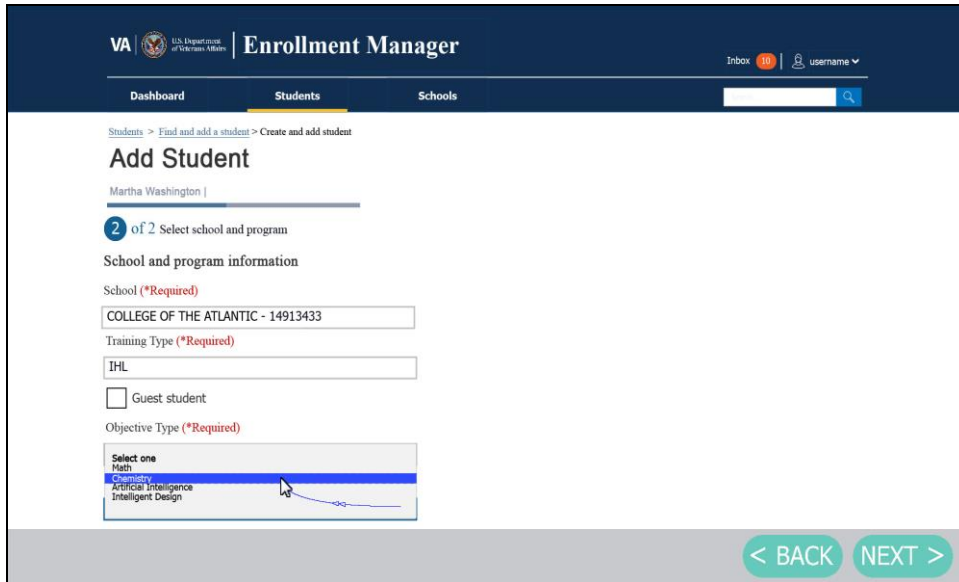
Objective Type (*Required)
022BS - Bachelor of Science

Program (*Required)
Select one

< BACK NEXT >

Slide notes

Slide 29 - Slide 29



Slide notes

Slide 30 - Slide 30

The screenshot displays the VA Enrollment Manager interface. At the top, there is a dark blue header with the VA logo and the text "VA | U.S. Department of Veterans Affairs | Enrollment Manager". On the right side of the header, there is an "Inbox" notification with the number "10" and a user profile icon labeled "username". Below the header, there are navigation tabs for "Dashboard", "Students", and "Schools". A search bar is located to the right of these tabs. The main content area shows the name "Martha Washington" and a progress indicator "2 of 2 Select school and program". The section is titled "School and program information" and contains several required fields: "School (*Required)" with the value "COLLEGE OF THE ATLANTIC - 14913433", "Training Type (*Required)" with the value "IHL", "Objective Type (*Required)" with the value "022BS - Bachelor of Science", and "Program (*Required)" with the value "Chemistry". There is an unchecked checkbox for "Guest student" and a blue "Add School" button with a plus icon. At the bottom right of the form, there are two green buttons labeled "< BACK" and "NEXT >".

Slide notes

Slide 31 - Slide 31

The screenshot displays the VA Enrollment Manager web application. At the top, there is a dark blue header with the VA logo and the text 'VA | U.S. Department of Veterans Affairs | Enrollment Manager'. To the right of the header, there is an 'Inbox' notification with '10' and a user profile icon labeled 'username'. Below the header, there are three tabs: 'Dashboard', 'Students', and 'Schools'. A search bar is located to the right of the 'Schools' tab. The main content area shows a progress indicator '2 of 2 Select school and program'. Below this, the text 'School and Program Information' is followed by a gray box containing the following text: 'COLLEGE OF THE ATLANTIC', 'IHL', 'Bachelor of Science', and 'Chemistry'. There is a button labeled 'Add another school' below the gray box. At the bottom left, there are two buttons: '<< Back' and 'Add Student'. A mouse cursor is pointing at the 'Add Student' button. At the bottom right, there are two large green buttons: '< BACK' and 'NEXT >'. The name 'Martha Washington' is visible at the top left of the main content area.

Slide notes

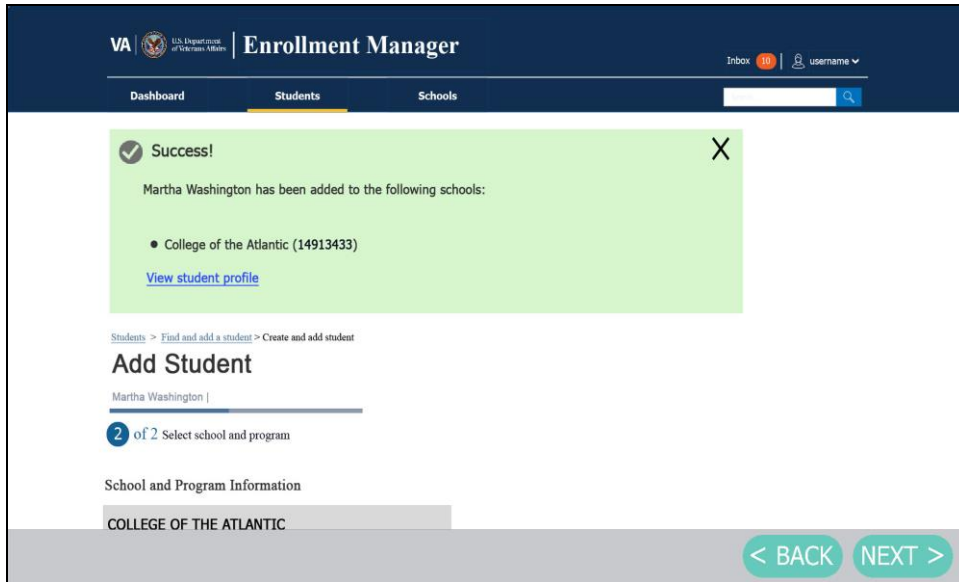
After making this selection, you will be brought to a page where the student's information will be displayed in a gray box.

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

The screenshot displays the Enrollment Manager dashboard for Texas State University Round Rock. The page title is "Create a New Student Demo". The dashboard includes a navigation menu with "Dashboard", "Students", "Schools", and "Reports". The main content area shows a "Welcome back, EM_SCO" message and a "Find and add student" button. Below this is a "Your Actions" section with a table of students:

First Name	Last Name	Enrollment Status	Last edited on	Last edited by
Scott	Wardell	IN_PROGRESS	2022-10-05T11:52:44.564519	1000002091
Yol	Shiles	IN_PROGRESS	2022-10-05T12:00:25.657988	1000002091
Wiam	Boyle	IN_PROGRESS	2022-10-05T12:05:27.970663	1000002091

Below the table is a "Flight Instruction setup" section with a "Create or edit flight instruction types" button. At the bottom of the dashboard, there is a message: "Helpful Hint: 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." Navigation buttons for "< BACK" and "NEXT >" are located at the bottom right of the slide.

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

View and Explore a Student Profile

To view a Student Profile you must first click "Students" tab. Below, you can view the different tabs within a Student Profile and their functionalities.

Enrollments	Programs	Benefit	History	Notes
<ul style="list-style-type: none"> Allows you to view all of a student's enrollments and filter by school, status, or type. 	<ul style="list-style-type: none"> Displays program that student is enrolled in. This will reflect what degree or certification they are working towards. You can edit their programs by selecting the "edit" button next to the program. 	<ul style="list-style-type: none"> Provides information about what benefit they are using—the post 9/11 GI Bill, Montgomery GI Bill, etc. Shows how much of that benefit type they have remaining and the percentage of the entitlement. 	<ul style="list-style-type: none"> Will display past actions that were made regarding a student's enrollments. This will include all amendments and enrollments while giving brief details on what was amended. 	<ul style="list-style-type: none"> Will allow the user to add notes to a student's enrollment. These notes will not be transmitted to Regional Processing Offices and are only available in Enrollment Manager.

< BACK NEXT >

Slide notes

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

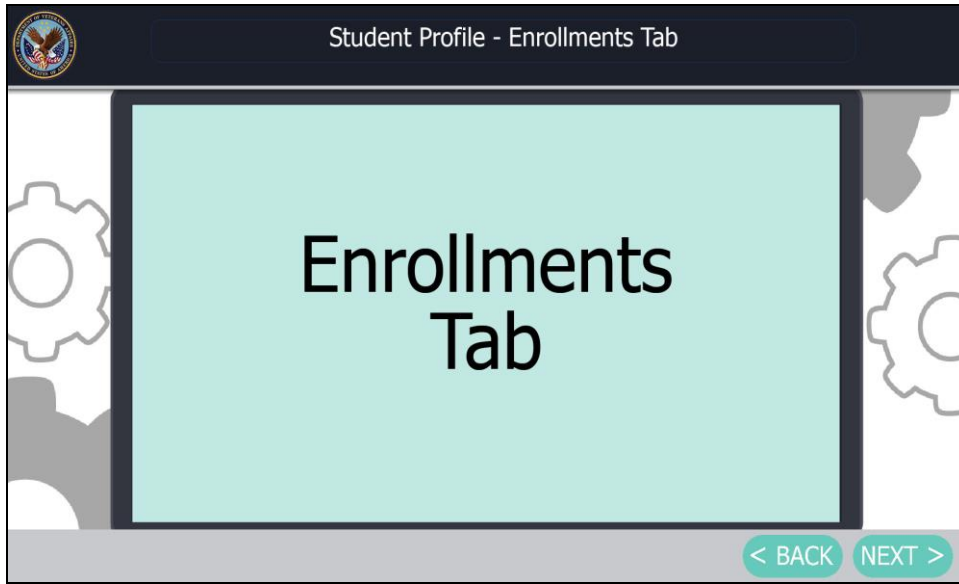
The student's profile page is where you can access pertinent student information as well as any notes left by certifying officials at your school.

On the student's profile you can answer 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

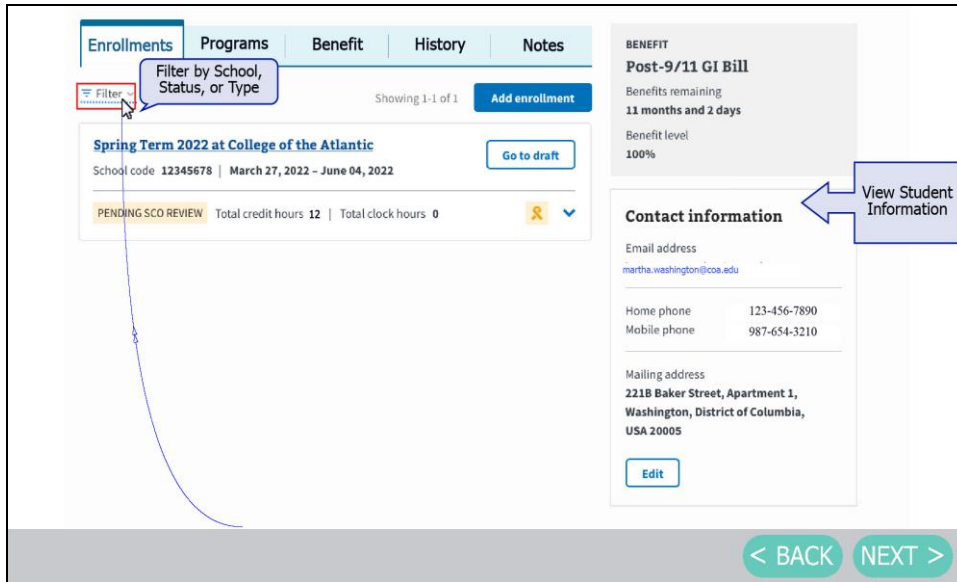
to see their Enrollments, Programs, Benefit, History, and Notes.

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 also view student information to the right.

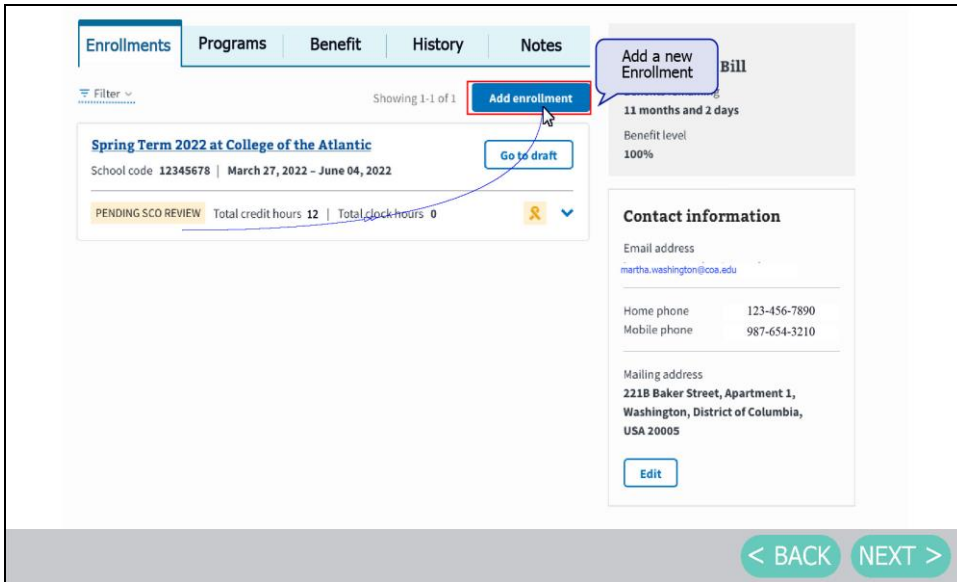
Slide 37 - Slide 37

The screenshot shows a web interface for managing enrollments. At the top, there are tabs for 'Enrollments', 'Programs', 'Benefit', 'History', and 'Notes'. Below the tabs is a filter section with a 'Filter' button and a dropdown menu labeled 'Filter by School, Status, or Type'. A 'Showing 1-1 of 1' indicator and an 'Add enrollment' button are also present. The main content area displays an enrollment entry for 'Spring Term 2022 at College of the Atlantic' with a 'Go to draft' button. Below this entry, the status 'PENDING SCO REVIEW' is highlighted with a red box, and a callout bubble labeled 'View Enrollment Status' points to it. To the right, a 'BENEFIT' section shows 'Post-9/11 GI Bill' with 'Benefits remaining 11 months and 2 days' and 'Benefit level 100%'. Below that is a 'Contact information' section with fields for email address, home phone, mobile phone, and mailing address, along with an 'Edit' button. A callout bubble labeled 'View Student Information' points to the contact information section. At the bottom right, there are '< BACK' and 'NEXT >' navigation buttons.

Slide notes

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

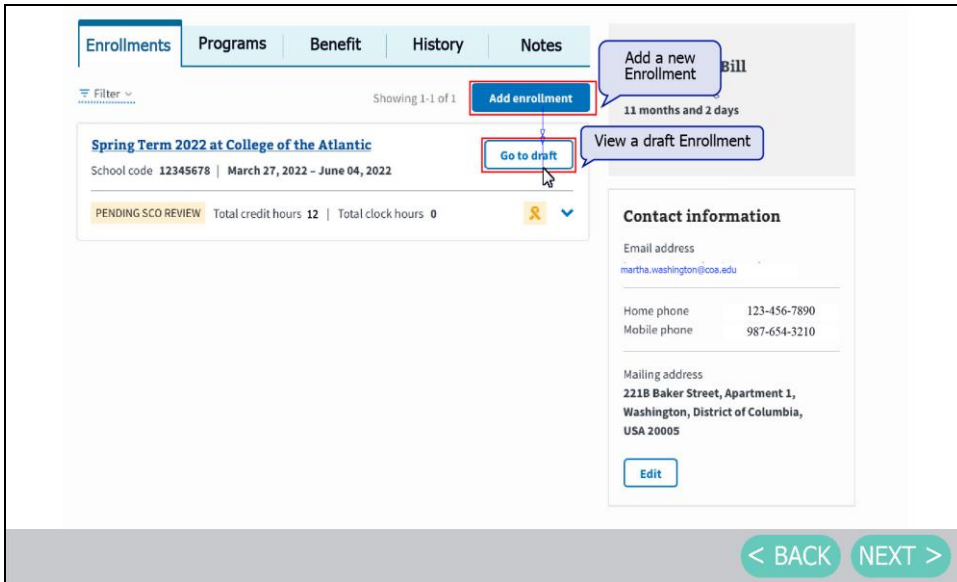
Slide 38 - Slide 38



Slide notes

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

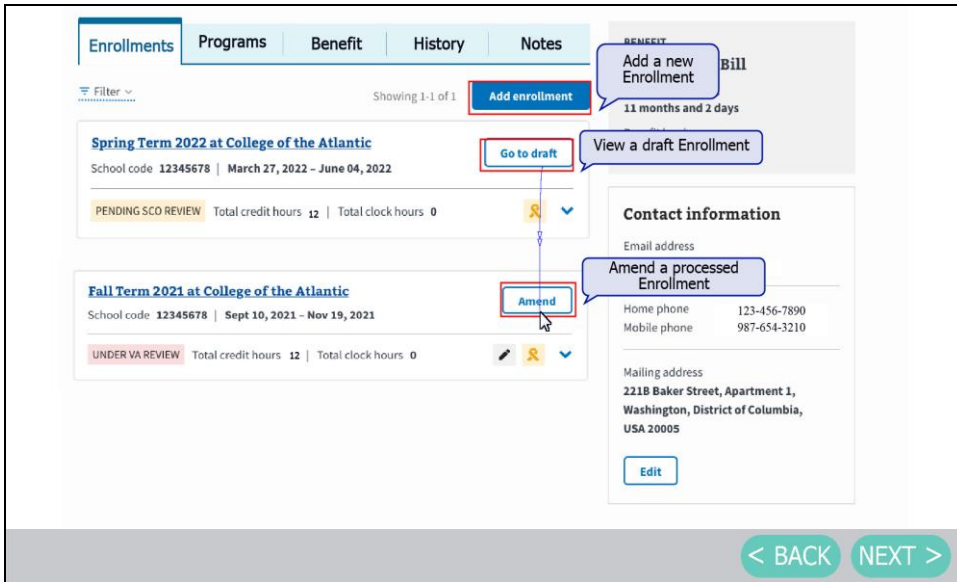
Slide 39 - Slide 39



Slide notes

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

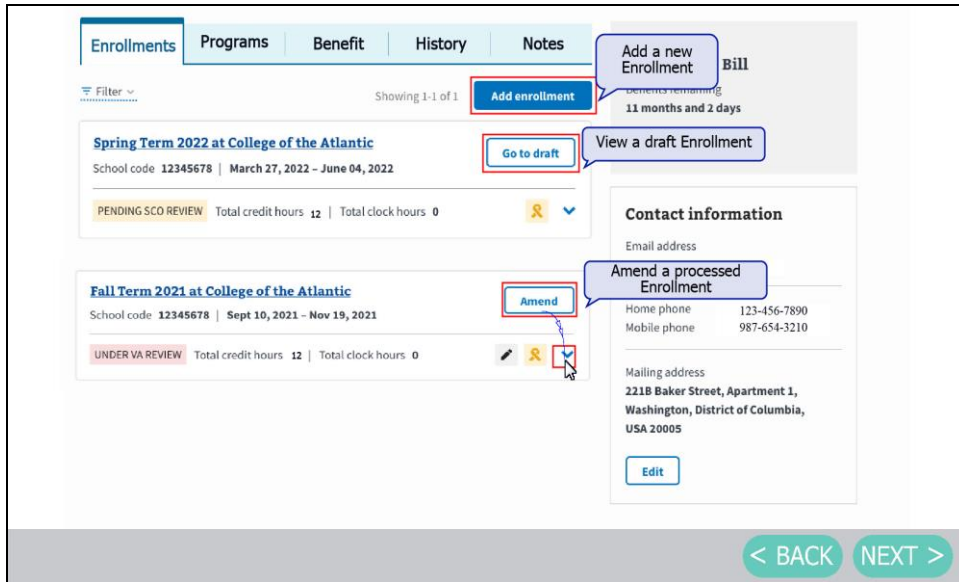
Slide 40 - Slide 40



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

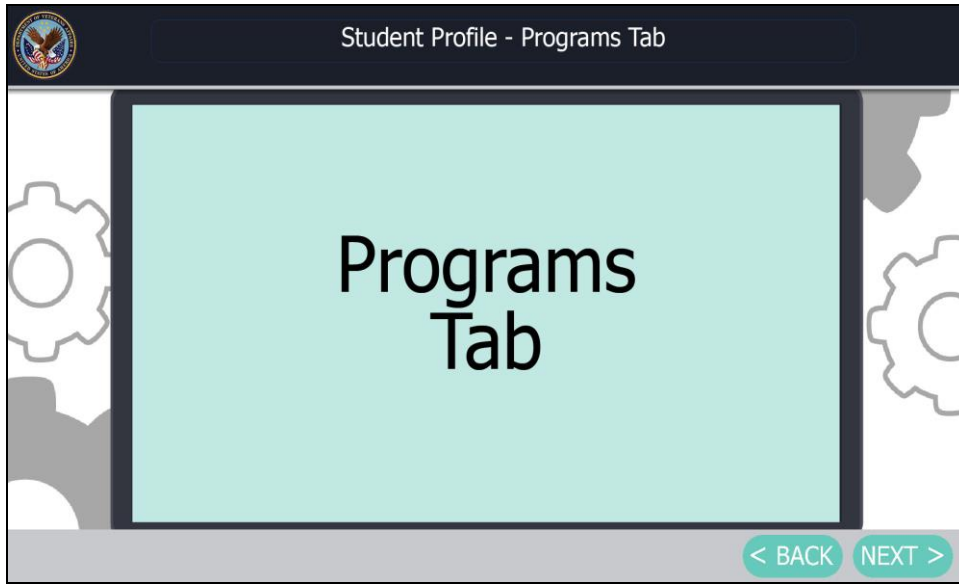
The screenshot shows a web interface for managing enrollments. At the top, there are tabs for 'Enrollments', 'Programs', 'Benefit', 'History', and 'Notes'. Below the tabs, there are two enrollment entries for 'College of the Atlantic'. The first entry is for 'Spring Term 2022' and is in a 'PENDING SCO REVIEW' status. The second entry is for 'Fall Term 2021' and is in an 'UNDER VA REVIEW' status. To the right of the enrollment entries is a 'Contact information' section with fields for home and mobile phone numbers and a mailing address. At the bottom of the interface are 'BACK' and 'NEXT' navigation buttons. Callout boxes point to various buttons: 'Add enrollment' (labeled 'Add a new Enrollment'), 'Go to draft' (labeled 'View a draft Enrollment'), 'Amend' (labeled 'Amend a processed Enrollment'), and a 'View Enrollment details' callout pointing to the enrollment history table.

Type	Effective date	Submitted date	Status	
Enrollment	09/10/2021	08/15/2021	Processed	View details
Amendment	09/10/2021	09/06/2021	Processed	View details
Amendment	11/12/2021	10/31/2021	Under VA Review	View details

Slide notes

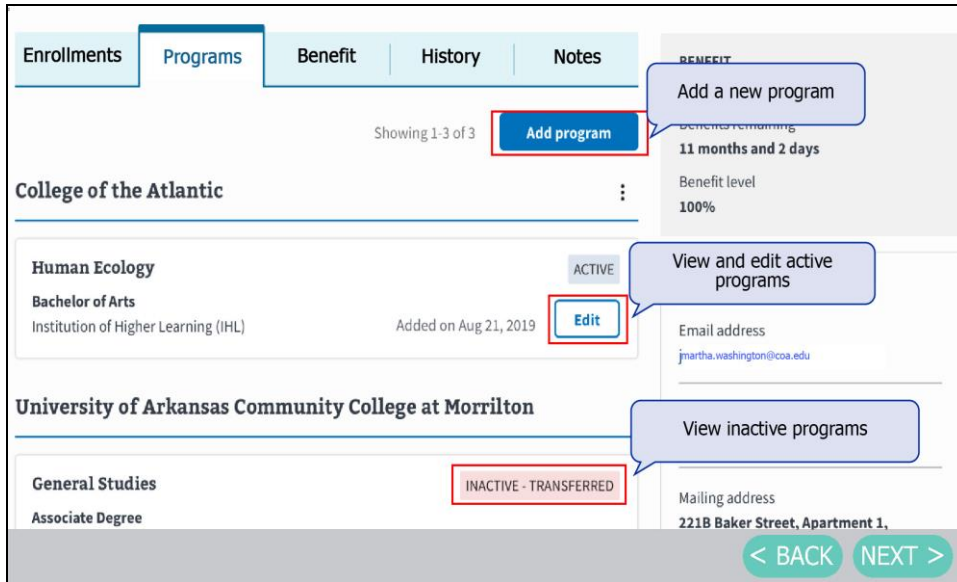
Here you can view additional Enrollment details such as total credit hours, tuition and fees and Enrollment history

Slide 43 - Programs Tab



Slide notes

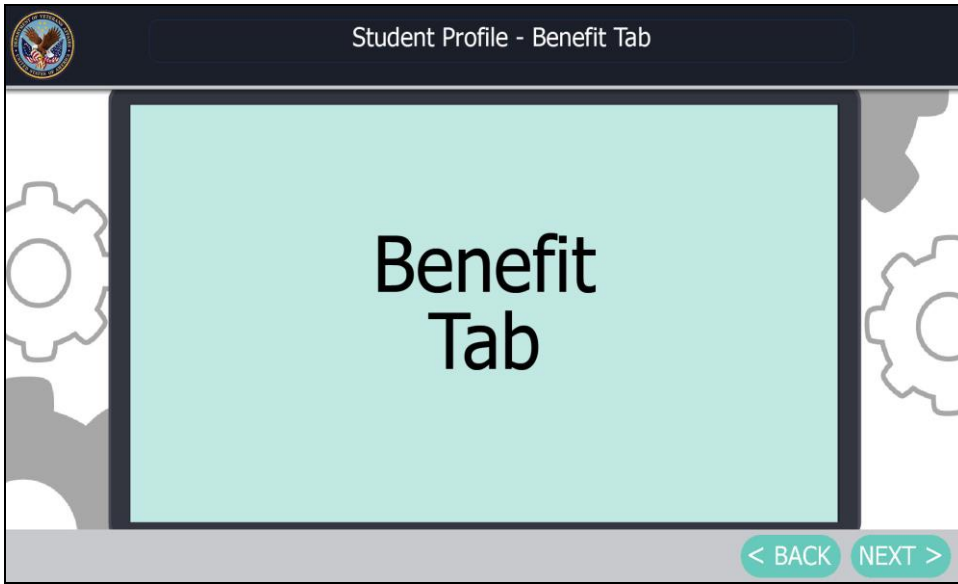
Slide 44 - Programs Tab



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

Enrollments | Programs | **Benefit** | History | Notes

BENEFIT
Post-9/11 GI Bill
Benefits remaining
11 months and 2 days
Benefit level
100%

Current benefit type
Post-9/11 GI Bill

Benefits remaining
11 months and 2 days / 36 months

This is the remaining benefit as of the last date of award: [MM/DD]

See effective date of remaining entitlement here.

✓ Yellow Ribbon Eligible

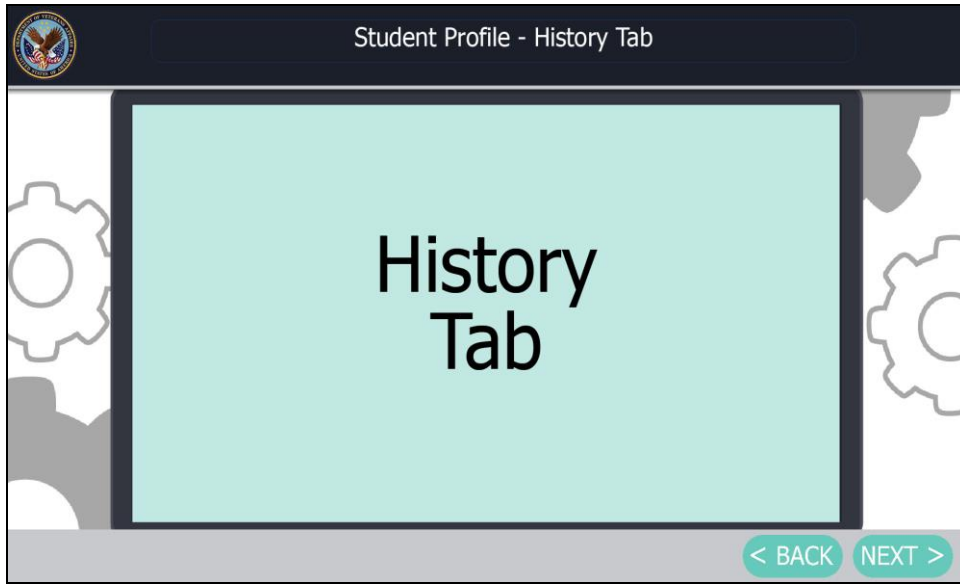
Contact information
Email address
martha.washington@coa.edu
Home phone 123-456-7890

< BACK NEXT >

Slide notes

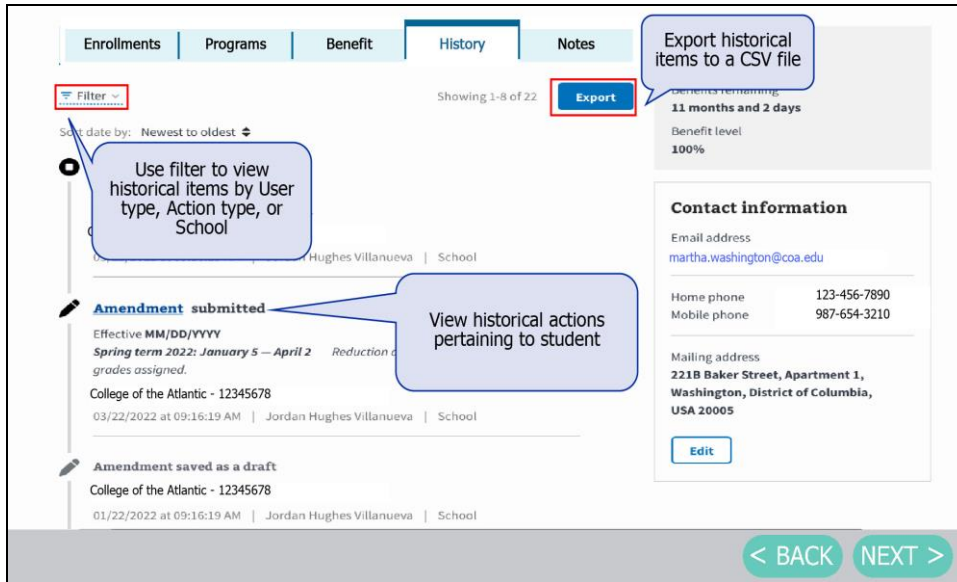
Here in the "Benefit" tab, you can view a student's remaining benefits and if they are Yellow Ribbon Eligible.

Slide 47 - History Tab



Slide notes

Slide 48 - History Tab

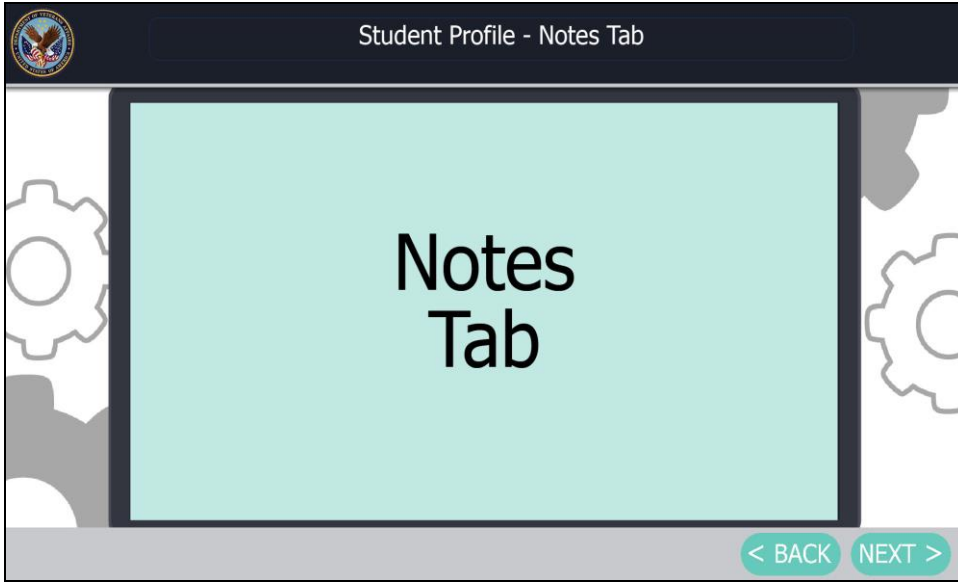


Slide notes

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

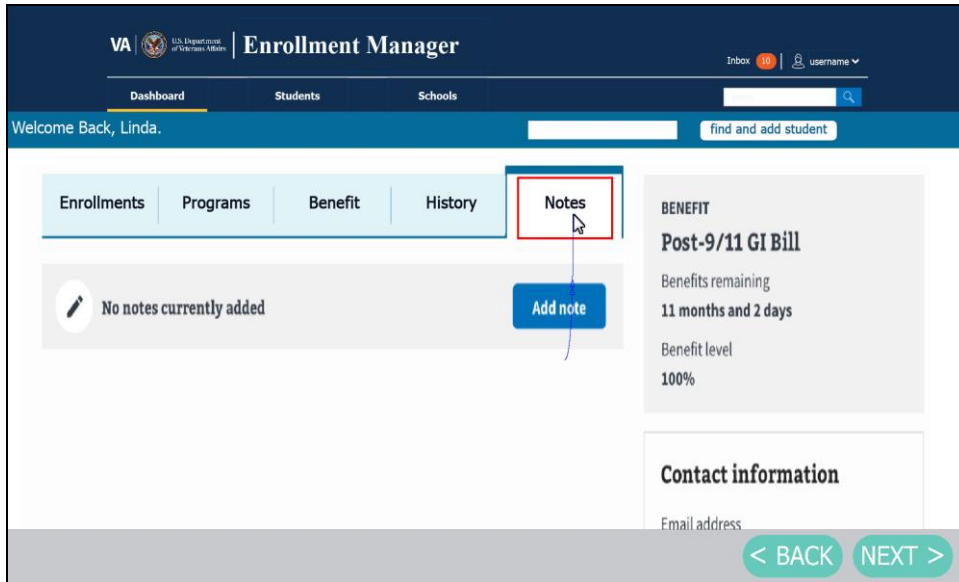
You can view all historical actions pertaining to the student and you can export these historical actions to a CSV file.

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

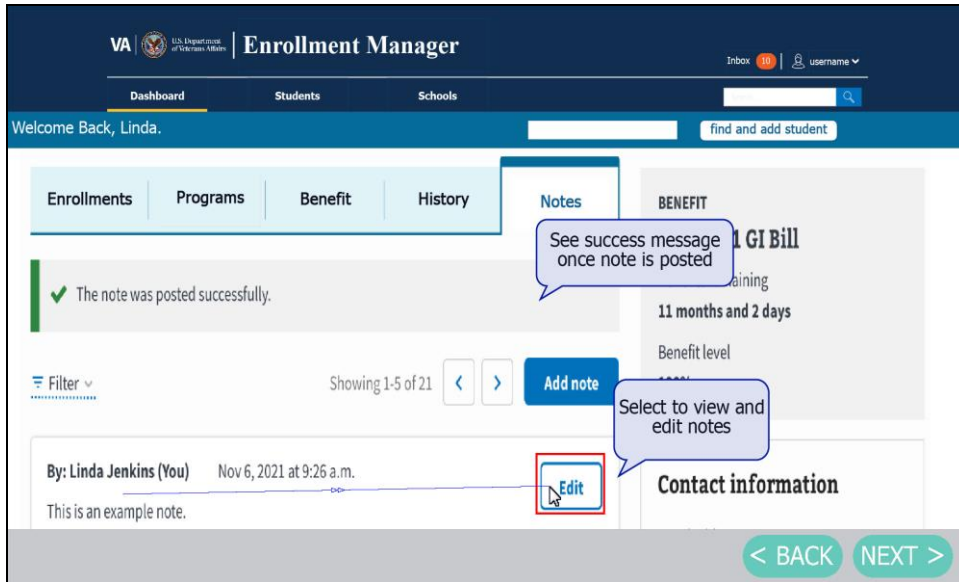
Slide 51 - Slide 51

The screenshot displays the VA Enrollment Manager interface. At the top, there is a navigation bar with 'Enrollments', 'Programs', 'Benefit', 'History', and 'Notes' tabs. The 'Notes' tab is active. Below the tabs, there is a text area for entering a note, with a callout bubble saying 'Enter Notes here'. Below the text area are two buttons: 'Post note' and 'Discard note'. A callout bubble says 'Click to post note' pointing to the 'Post note' button. The right sidebar shows benefit information for 'Post-9/11 GI Bill' and contact information. The 'Post note' button is highlighted with a red box.

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 receive 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

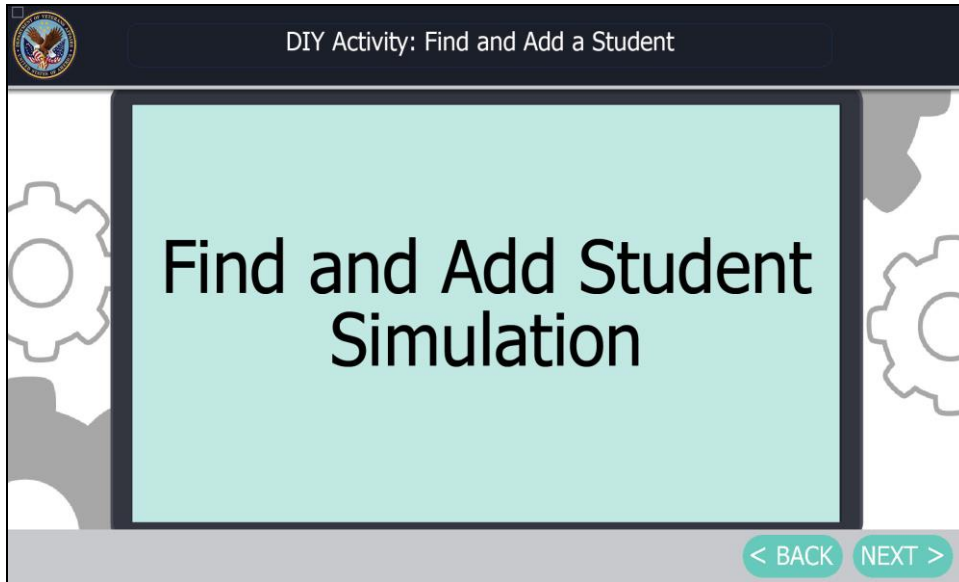
The screenshot shows a presentation slide titled "Chatbot Billie". On the left, there is a yellow chatbot icon with a graduation cap. Below it, text reads: "In order to access the Chatbot first click on the GI Billie icon (shown above) on the bottom right corner of your screen". The main part of the slide is a screenshot of the "VA Enrollment Manager" dashboard. The dashboard has a dark blue header with the VA logo and "Enrollment Manager" text. Below the header, there are tabs for "Dashboard", "Students", and "Schools". The "Students" tab is active, showing a table with columns for "Student Name", "Status", and "Date". Two rows are visible: "Subal, Carole" with status "UNDER REVIEW" and date "Aug 19, 2022", and "Mason, Madeline Zane" with status "PROCESSED" and date "Aug 23, 2022". Below the table is a "Helpful Resources" section with two columns. The left column is titled "Your VA Education Liaison Representative" and lists "E-mail: EL@Macon.VA@BAPLIF.BO.LDU@va.gov" and "Phone: (202) 623-8511 ext. 5096". The right column is titled "Useful links" and lists "School Certifying Official Handbook", "GI Bill Comparison Tool", "Send application information to students", and "Common student questions". A small chatbot icon is visible in the bottom right corner of the dashboard screenshot. A text box at the bottom of the dashboard screenshot says: "When logged into Enrollment Manager Billie will be located at the bottom right hand corner of the screen." At the bottom of the slide, there are two buttons: "< BACK" and "NEXT >".

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

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard Students Schools

Students > Find and add a student

Students

Search school
Select

[View school profile](#)
[Active GI Bill students](#)
[Find and add a student](#)

Select "First name" field

First name Last name Date of birth Student ID

MM/DD/YYYY

Filter

Search Clear search

Student Info to Enter
Name: Martha Washington
DOB: 01/01/1989
Student ID: 111738224

Dashboard Students Schools Inbox Manage users

< BACK NEXT >

Slide notes

Select the "First name" field.

Slide 57 - Slide 57

The screenshot shows the 'Students' page in the VA Enrollment Manager. At the top, there is a navigation bar with 'Dashboard', 'Students', and 'Schools' tabs. Below this is a search area with a 'Search school' dropdown and a 'Select' button. A blue callout box with an arrow points to the 'Select' button, containing the text 'Type "Martha" here'. To the right of the search area are three links: 'View school profile', 'Active GI Bill students', and 'Find and add a student'. Below the search area are four input fields: 'First name', 'Last name', 'Date of birth' (with a 'MM/DD/YYYY' placeholder), and 'Student ID'. A blue callout box with an arrow points to the 'Last name' field, containing the text 'Select "Last name" field after typing in the first name'. Below the input fields is a 'Filter' dropdown and two buttons: 'Search' and 'Clear search'. On the right side of the page, there is a grey box titled 'Student Info to Enter' containing the following text: 'Name: Martha Washington', 'DOB: 01/01/1989', and 'Student ID: 111738224'. At the bottom of the page, there are two green buttons: '< BACK' and 'NEXT >'. The VA logo and 'U.S. Department of Veterans Affairs' are visible in the top left corner.

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

The screenshot shows the 'Students' page in the VA Enrollment Manager. The page has a dark blue header with the VA logo and 'Enrollment Manager' text. Below the header are navigation tabs for 'Dashboard', 'Students', and 'Schools'. The main content area is titled 'Students' and includes a search section with a 'Search school' dropdown and a 'Select' button. Below this are input fields for 'First name' (containing 'Martha'), 'Last name', 'Date of birth' (with a 'MM/DD/YYYY' placeholder), and 'Student ID'. A 'Filter' dropdown and 'Search'/'Clear search' buttons are also present. Annotations include a callout box pointing to the 'Last name' field with the text 'Type "Washington" here', and another callout box pointing to the 'Date of birth' field with the text 'Select "Date of birth" field after typing in the last name'. A separate box on the right lists 'Student Info to Enter' with the following details: Name: Martha Washington, DOB: 01/01/1989, and Student ID: 111738224. At the bottom of the page are navigation buttons for '< BACK' and 'NEXT >'.

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

The screenshot shows the 'Students' page in the VA Enrollment Manager. The page has a dark blue header with the VA logo and 'Enrollment Manager' text. Below the header are navigation tabs for 'Dashboard', 'Students', and 'Schools'. The main content area is titled 'Students' and includes a search section with a 'Search school' dropdown menu. Below this are input fields for 'First name' (Martha), 'Last name' (Washington), 'Date of birth', and 'Student ID'. A 'Filter' dropdown and 'Search'/'Clear search' buttons are also present. Annotations include a callout box pointing to the 'Date of birth' field with the text 'Enter "01/01/1989" here', another callout pointing to the 'Student ID' field with the text 'Select "Student ID" field after typing in the student's DOB', and a separate box titled 'Student Info to Enter' containing the text: 'Name: Martha Washington', 'DOB: 01/01/1989', and 'Student ID: 111738224'. At the bottom of the page are '< BACK' and 'NEXT >' navigation buttons.

Slide notes

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

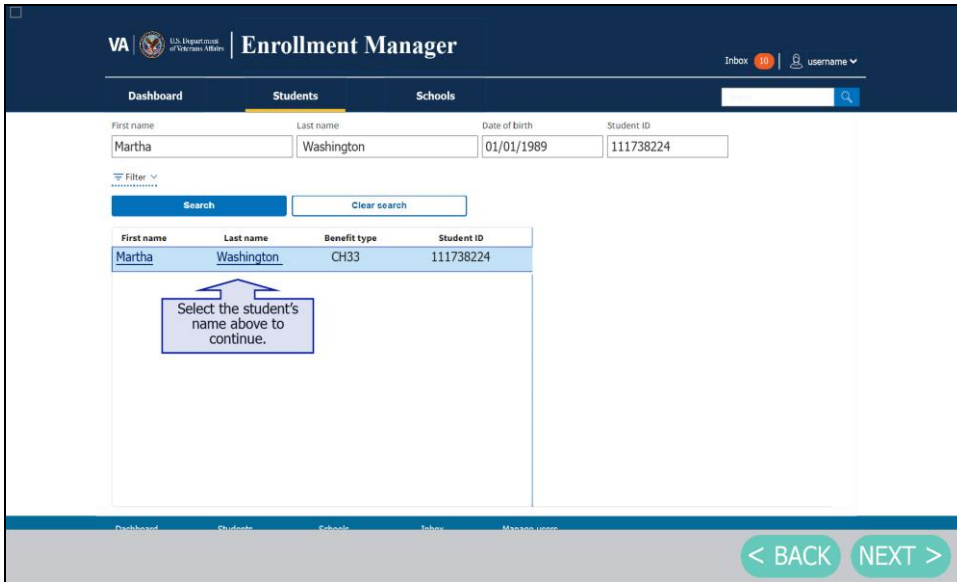
Slide 60 - Slide 60

The screenshot shows the VA Enrollment Manager interface. At the top, there is a navigation bar with 'Dashboard', 'Students', and 'Schools' tabs. The 'Students' tab is active. Below the navigation bar, there is a search area with a 'Search school' dropdown menu and a 'Select' button. To the right of the search area are three links: 'View school profile', 'Active GI Bill students', and 'Find and add a student'. Below the search area, there are four input fields: 'First name' (Martha), 'Last name' (Washington), 'Date of birth' (01/01/1989), and 'Student ID'. Below these fields are 'Search' and 'Clear search' buttons. A blue box with an arrow points to the 'Search' button, containing the text 'Select "Search" button after entering the Student ID'. Another blue box with an arrow points to the 'Student ID' field, containing the text 'Enter Student ID: 111738224'. To the right of the input fields is a grey box titled 'Student Info to Enter' containing the text: 'Name: Martha Washington', 'DOB: 01/01/1989', and 'Student ID: 111738224'. At the bottom of the page, there are 'BACK' and 'NEXT' buttons.

Slide notes

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

Slide 61 - Slide 61



The screenshot shows the VA Enrollment Manager interface. At the top, there is a navigation bar with 'VA' and 'U.S. Department of Veterans Affairs' logos, and 'Enrollment Manager' text. Below this is a sub-navigation bar with 'Dashboard', 'Students', and 'Schools' tabs. The 'Students' tab is active. The main content area contains a search form with fields for 'First name' (Martha), 'Last name' (Washington), 'Date of birth' (01/01/1989), and 'Student ID' (111738224). Below the search form is a table with the following data:

First name	Last name	Benefit type	Student ID
Martha	Washington	CH33	111738224

A callout box with a blue border and white background is positioned over the first row of the table. It contains the text 'Select the student's name above to continue.' with two arrows pointing to the 'Martha' and 'Washington' cells.

Slide notes

Select the student's name to continue.

Slide 62 - Slide 62

The screenshot shows the VA Enrollment Manager interface. At the top, there is a navigation bar with 'VA' and 'U.S. Department of Veterans Affairs' logos, and 'Enrollment Manager' text. Below this, there are tabs for 'Dashboard', 'Students', and 'Schools'. The 'Students' tab is active. A search bar is visible with a magnifying glass icon. Below the search bar, there are input fields for 'First name' (Martha), 'Last name' (Washington), 'Date of birth' (01/01/1989), and 'Student ID' (111738224). A 'Filter' dropdown is also present. Below these fields, there are 'Search' and 'Clear search' buttons. A table lists student information with columns for 'First name', 'Last name', 'Benefit type', and 'Student ID'. The first row shows 'Martha', 'Washington', 'CH33', and '111738224'. To the right of the table, there is a detailed view for the selected student, including 'Date of birth', 'Country', 'Add student to school' (with a green arrow icon), and 'Go to profile' (with a green arrow icon). A blue arrow points to the 'Add student to school' button with the text 'Select "Add student to school" button'. Below the detailed view, there are sections for 'Student's school' (No schools) and 'Contact information' (Email address, Mobile phone, Home phone, Mailing address: 123 Main Street, Valley Forge, PA 78458). At the bottom of the interface, there are navigation buttons: '< BACK' and 'NEXT >'. The footer of the interface shows 'Dashboard', 'Students', 'Schools', 'Inbox', and 'Manage users'.

Slide notes

Select the "Add student to school" button.

Slide 63 - Slide 63

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID

1 of 2 Enter students biographical and contact info

Biographical Information

First Name
Martha

Middle Name

Last Name
Washington

Suffix
II

Date of birth
01/01/1989

Student ID

< BACK NEXT >

Slide notes

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

Slide 64 - Slide 64

The screenshot shows the VA Enrollment Manager interface. At the top, there is a dark blue header with the VA logo and 'Enrollment Manager' text. Below the header, there are navigation tabs for 'Dashboard', 'Students', and 'Schools'. The 'Students' tab is active. The main content area contains a form with several sections: 'Benefit Type Information' with a dropdown menu labeled 'Select One'; 'Contact Information' with fields for 'Mobile Phone Number' (123-456-7890) and 'Home Phone Number' (123-456-7877), each with an option to 'This phone number is international'; and 'Mailing address' with radio buttons for 'Domestic' (selected) and 'Foreign'. At the bottom right of the form, there are two green buttons labeled '< BACK' and 'NEXT >'. A blue callout box with a white border points to the 'Benefit Type Information' dropdown menu, containing the text 'Select the "Benefit Type Information" dropdown menu'.

Slide notes

Select the "Benefit Type Information" dropdown menu.

Slide 65 - Slide 65

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Benefit Type Information

Select One

- Chapter 35 Dependents Education Assistance
- Chapter 30 Montgomery GI Bill
- Chapter 1606 Montgomery GI Bill Selected Reserve
- Post 9/11 GI Bill (Chapter 33)
- Chapter 33 STEM Scholarship
- Chapter 31 Veteran Readiness and Employment
- VET TEC

This phone number is international

Home Phone Number

123-456-7877

This phone number is international

Mailing address

Address type (*Required)

- Domestic
- Foreign

< BACK NEXT >

Slide notes

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

Slide 66 - Slide 66

The screenshot shows the VA Enrollment Manager interface. At the top, there is a dark blue header with the VA logo, the text "VA | U.S. Department of Veterans Affairs | Enrollment Manager", and user information including "Inbox 10" and "username". Below the header is a navigation bar with "Dashboard", "Students", and "Schools" tabs, and a search bar. The main content area is titled "Benefit Type Information" and contains a dropdown menu with "Post 9/11 GI Bill (Chapter 33)" selected. Below this is the "Contact Information" section, which includes "Phone numbers and email address". It has two "Mobile Phone Number" fields, each with a checkbox for "This phone number is international". The first mobile number is "123-456-7890" and the second is "123-456-7877". There is also a "Home Phone Number" field with the value "123-456-7877" and a checkbox for "This phone number is international". The "Mailing address" section includes an "Address type (*Required)" dropdown with "Domestic" selected and "Foreign" as an option. At the bottom right of the form area, there are two green buttons: "< BACK" and "NEXT >".

Slide notes

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

Slide 67 - Slide 67

The screenshot shows the VA Enrollment Manager interface. The header includes the VA logo, 'U.S. Department of Veterans Affairs', and 'Enrollment Manager'. Navigation tabs for 'Dashboard', 'Students', and 'Schools' are visible. The form contains several input fields: 'Address line 1 (*Required)' with '123 Main Street', 'Address line 2', 'Address line 3', 'City (*Required)' with 'Valley Forge', 'State/County/Province (*Required)' with 'PA', and 'Postal code (*Required)' with '78458'. At the bottom left are 'Back' and 'Save and continue' buttons. At the bottom right are '< BACK' and 'NEXT >' buttons. A callout bubble points to the 'Save and continue' button with the text: 'Select the "Save and continue" button'.

Slide notes

Select the "Save and continue" button.

Slide 68 - Slide 68

VA | US Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)
Select one

Training Type (*Required)
Select one

Guest student

Objective Type (*Required)
Select one

Program (*Required)
Select one

< BACK NEXT >

Slide notes

Select the "School" dropdown menu.

Slide 69 - Slide 69

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)

Select One
COLLEGE OF THE ATLANTIC - 14913433

Select One

Guest student

Objective Type (*Required)

Select One

Program (*Required)

Select One

< BACK | NEXT >

Slide notes

Select the highlighted school.

Slide 70 - Slide 70

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)

COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)

Select one

Select the "Training Type" dropdown menu

Guest student

Objective Type (*Required)

Select one

Program (*Required)

Select one

< BACK | NEXT >

Slide notes

Select the "Training Type" dropdown menu.

Slide 71 - Slide 71

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | **Students** | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)

COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)

Select one

- IHL
- NCD

Program (*Required)

< BACK NEXT >

Slide notes

Select the "IHL" Training Type highlighted in blue.

Slide 72 - Slide 72

VA | US Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)
COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)
IHL

Guest student

Objective Type (*Required)
Select one

Program (*Required)
Select one

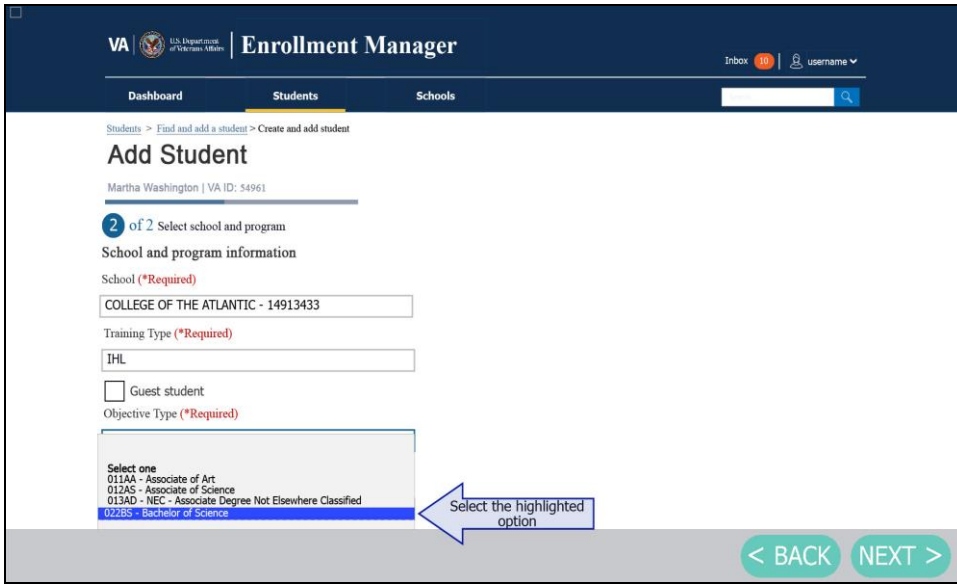
Select the "Objective Type" dropdown menu

< BACK | NEXT >

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

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Students > Find and add a student > Create and add student

Add Student

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)
COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)
IHL

Guest student

Objective Type (*Required)
022BS - Bachelor of Science

Program (*Required)
Select one

Select the "Program" dropdown menu

< BACK NEXT >

Slide notes

Select the "Program" dropdown menu.

Slide 75 - Slide 75

VA | U.S. Department of Veterans Affairs | Enrollment Manager

Inbox 10 | username

Dashboard | Students | Schools

Martha Washington | VA ID: 54961

2 of 2 Select school and program

School and program information

School (*Required)
COLLEGE OF THE ATLANTIC - 14913433

Training Type (*Required)
IHL

Guest student

Objective Type (*Required)
022BS - Bachelor of Science

Program (*Required)

Select one
Math
Chemistry
Artificial Intelligence
Intelligent Design

Select the highlighted option

< BACK | NEXT >

Slide notes

Select the "Chemistry" Program type highlighted in blue.

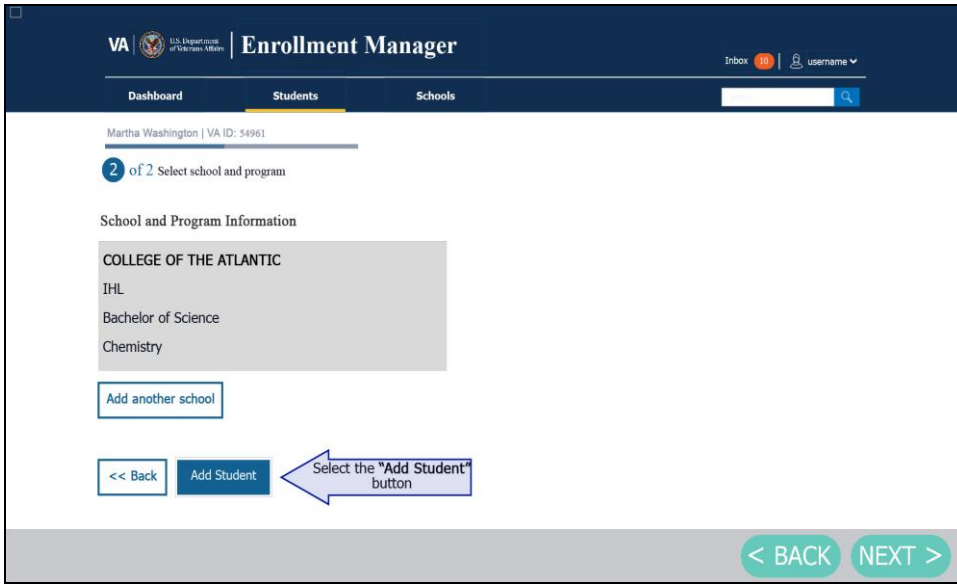
Slide 76 - Slide 76

The screenshot shows the VA Enrollment Manager interface. At the top, there is a navigation bar with 'VA' and 'U.S. Department of Veterans Affairs' logos, and 'Enrollment Manager' text. Below this is a header with 'Dashboard', 'Students', and 'Schools' tabs. The main content area displays the user's name 'Martha Washington | VA ID: 54961' and a progress indicator '2 of 2 Select school and program'. The form is titled 'School and program information' and contains several required fields: 'School (*Required)' with the value 'COLLEGE OF THE ATLANTIC - 14913433', 'Training Type (*Required)' with the value 'IHL', 'Objective Type (*Required)' with the value '022BS - Bachelor of Science', and 'Program (*Required)' with the value 'Chemistry'. There is a checkbox for 'Guest student' which is unchecked. At the bottom left of the form is an 'Add school' button. A blue arrow points from the text 'Select the "Add school" button' to this button. At the bottom right of the form are two green buttons: '< BACK' and 'NEXT >'.

Slide notes

Select the "Add school" button.

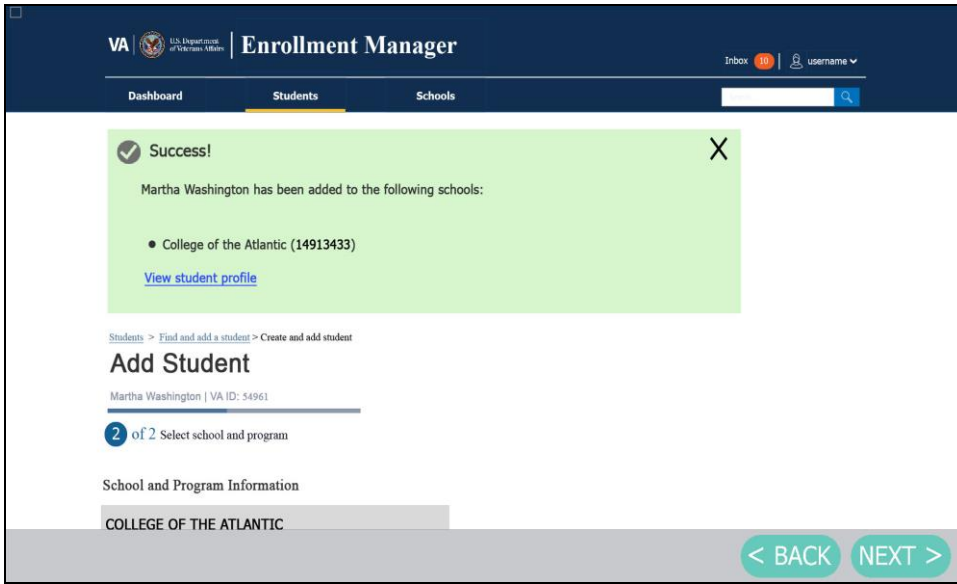
Slide 77 - Slide 77



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

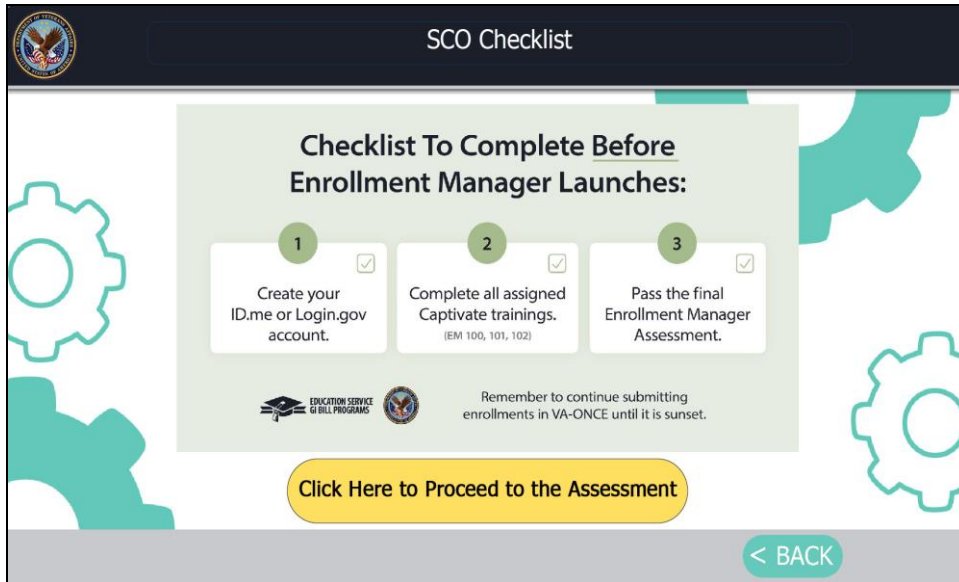


Slide notes

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



The slide is titled "SCO Checklist" and features a central green box with the heading "Checklist To Complete Before Enrollment Manager Launches:". It lists three numbered steps, each with a checkmark icon: 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. Below the steps are logos for the Department of Education and the Education Service of Bill Programs, along with a reminder: "Remember to continue submitting enrollments in VA-ONCE until it is sunset." A yellow button at the bottom reads "Click Here to Proceed to the Assessment" and a teal button in the bottom right corner says "< BACK".

Slide notes

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