

## INSTRUCTIONS:

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

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

The screenshot shows the 'VA-ONCE' logo on the left with the user ID '05akennedy' and phone number '1-4-9141-05'. The main header is 'Student School Detail' and the sub-header is 'Select Student'. The search interface includes a search bar with 'Last Name' selected as the search type and 'Equals' as the search range. Below this are several filter categories: Status and (All Active), Facility Code and (All), Chapter and (All), Training Type and (All), Program and (All), and PT Evaluated (All). The 'Date Range or' field is currently empty. There are 'Filter' and 'Reset' buttons on the right, and 'Showing 1-100 of 3526 records' at the bottom.

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

This screenshot is identical to the previous one, but the 'Date Range or' field now contains '07/01/2016 to 06/30/2017'. Red arrows point from the text above to the 'From' and 'To' date boxes. The record count at the bottom remains 'Showing 1-100 of 3526 records'.

3. Click on Filter

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

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