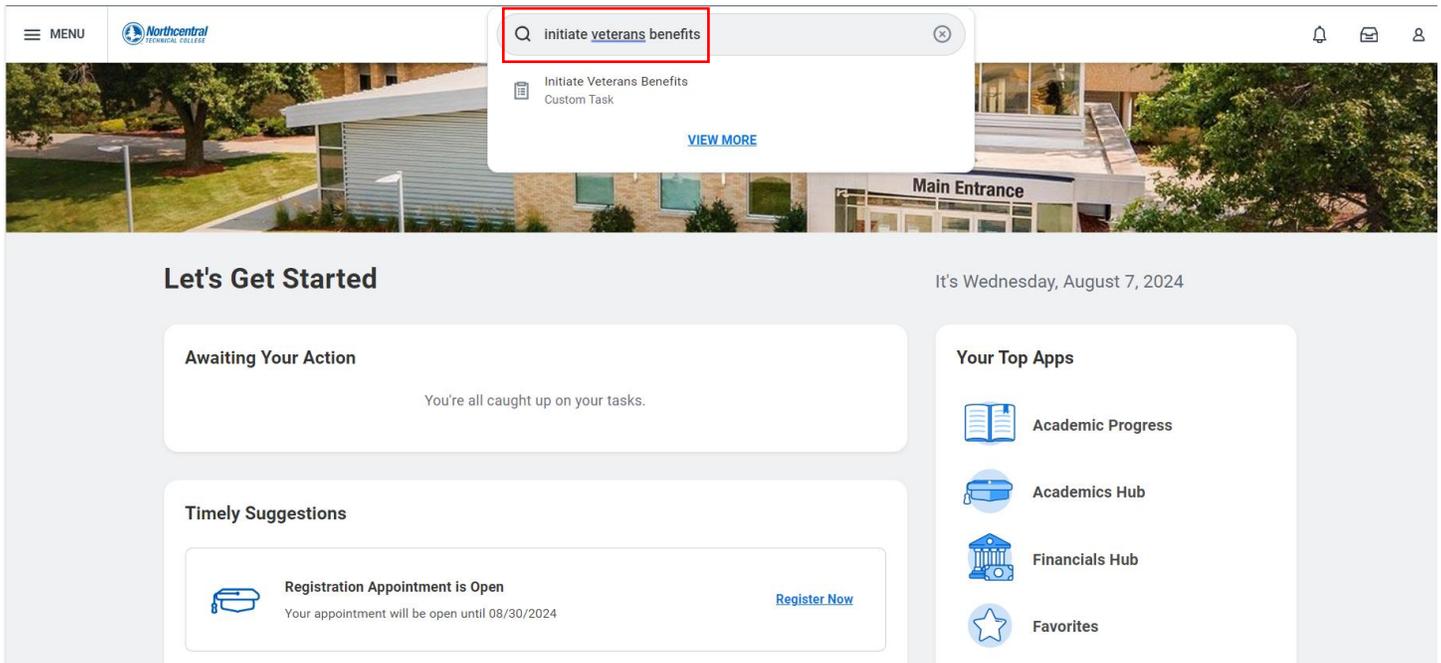


INITIATE VETERANS BENEFITS

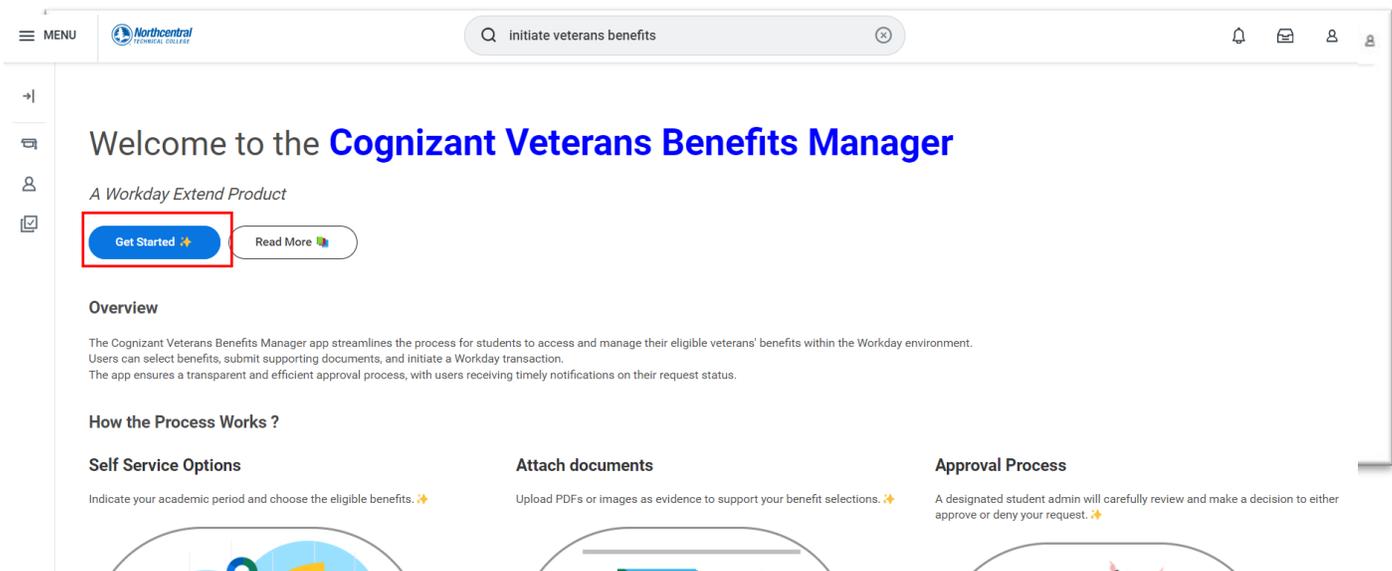
After registering for classes, students using veteran/military benefits must Initiate Veteran Benefits in Workday. Completing this step notifies NTC Veteran Services of enrollment and intent to use benefits each semester and ensures benefit processing.

1. Access your [Workday student account](#).
 - Contact the [HELP desk](#) if you cannot access your account.
2. In the search bar, search & select the **Initiate Veterans Benefits** task.



The screenshot shows the Workday search interface. The search bar contains the text "initiate veterans benefits". A dropdown menu displays a search result: "Initiate Veterans Benefits Custom Task" with a "VIEW MORE" link. Below the search bar, the page header includes "Let's Get Started" and the date "It's Wednesday, August 7, 2024". The main content area is divided into three sections: "Awaiting Your Action" (with the message "You're all caught up on your tasks."), "Timely Suggestions" (with a card for "Registration Appointment is Open" and a "Register Now" link), and "Your Top Apps" (listing Academic Progress, Academics Hub, Financials Hub, and Favorites).

3. On the **Initiate Veterans Benefits** task, click [Get Started](#).



The screenshot shows the "Cognizant Veterans Benefits Manager" app interface. The header includes the Northcentral logo, a search bar with "initiate veterans benefits", and navigation icons. The main content area features a "Welcome to the Cognizant Veterans Benefits Manager" heading, followed by "A Workday Extend Product" and two buttons: "Get Started" (highlighted with a red box) and "Read More". Below this is an "Overview" section with a paragraph of text. The "How the Process Works?" section is divided into three columns: "Self Service Options" (with a sub-heading "Indicate your academic period and choose the eligible benefits."), "Attach documents" (with a sub-heading "Upload PDFs or images as evidence to support your benefit selections."), and "Approval Process" (with a sub-heading "A designated student admin will carefully review and make a decision to either approve or deny your request.").

4. Complete the request, then click **OK.**

- Academic Period is the term/semester you are requesting benefits.
- Select your appropriate Military Status for benefits.
- Veteran Benefits is the benefit chapter or program you would like to use. If you are requesting multiple benefits, submit separate requests for each.

Today's Date *
08/06/2024

Academic Period *

Choose your Military Status for Benefits (Choose any One) *

Veteran

Spouse

Active Duty

Dependent

National Guard / Reserve

Veteran Benefits (Choose any One) *

Survivors' & Dependents' Education Assistance (Chapter 35)

Montgomery GI Bill® Active Duty (Chapter 30)

Montgomery GI Bill® Selected Reserve (Chapter 1606)

Wisconsin National Guard Tuition Grant

Wisconsin GI Bill

MyCAA Spouse Scholarship

DOD Tuition Assistance

Post-9/11 GI Bill® (Chapter 33)

Veterans Readiness & Employment (Chapter 31)



OK Cancel

5. Upload supporting documentation. If documentation was submitted previously, it does not have to be resubmitted.

Documentation Examples	
Benefit	Supporting documents
Ch. 30, Ch. 33, Ch. 35, 1606	<ul style="list-style-type: none"> • Certificate of Eligibility (COE)
Wisconsin GI Bill	<ul style="list-style-type: none"> • WDVA form 2029 • Birth certificate (if applicable) • Marriage certificate (if applicable)
MyCAA Spouse Scholarship DOD Tuition Assistance	<ul style="list-style-type: none"> • Tuition Assistance Authorization
Wisconsin National Guard Tuition Grant	<ul style="list-style-type: none"> • Department of Military Affairs Grant Application

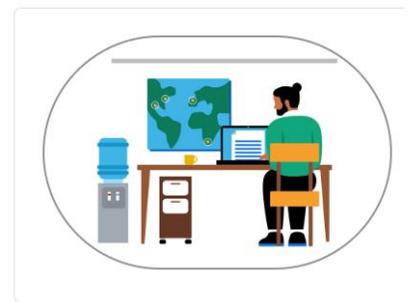
6. Add **comments**, **acknowledge**, then click **OK**

Please attach supporting documentation
Such as a Certificate of Eligibility (CoE) or DD-214

Drop files here
or
Select files

Comments

I acknowledge that my enrollment and tuition data will be shared with appropriate agencies *



A Cognizant Extend App

7. You will be shown a confirmation page with options to **Raise Another Request** and **Submit Feedback**.

8. Your request is logged and benefits will be processed accordingly.

Congratulations
Your request has been successfully submitted 🎉

