



UNIVERSITY OF NEBRASKA AT OMAHA

**OFFICE OF MILITARY &  
VETERAN SERVICES**

**Notice of Intent for  
Military/VA Benefit  
Certification**

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## Purpose:

Dear Student,

To ensure your benefits are being applied in the manner you wish, we are now requiring students to fill out a Notice of Intent prior to certification. This means you must elect whether or not you wish to use your federal benefits in the upcoming semester. This election will be made available to you at the release of the course schedule for the semester ahead.

- Office of Military and Veteran Services

## Contact for Assistance:

If you are experiencing issues with this notification of intent or if you have questions about the process, please call or email:

Office of Military and Veteran Services  
MBSC 117  
6001 Dodge Street  
Omaha, NE 68182

Phone: 402.554.2349

Fax: 402.554.2901

Email: [unovets@unomaha.edu](mailto:unovets@unomaha.edu)

## Notice of Intent Steps

# Step 1: Go to Your MavLink Account

Go to your [MavLINK account](#) and use your NUID and password to login. In MavLINK, the homepage below will appear. Click on “VA Benefits” under “My Important Messages” or go to the “Messages” section in the left-hand menu as shown below.

The screenshot displays the MavLINK user interface. On the left, a dark sidebar menu lists navigation options: Home, Enrollment, Academics, Degreeworks, Student Accounts, Financial Aid, Admissions, Messages (with a notification badge '1' and an orange arrow pointing to it), To Do List, Holds, Profile, Help, and Sign Out. The main content area is divided into three sections: 'My Classes' (showing 'No Enrollment' and a 'You are currently not enrolled' message), 'My Important Messages' (with 'VA Benefits' circled in green and a 'View All Messages' button), and 'My Account' (showing '\$0.00' and a 'MAKE A PAYMENT' button). At the bottom, there is a 'Contact My Advisor' box with the text 'DCS Advising - (402) 554-2370'.

The following window will appear with additional information. Click on the word “here” to continue.

The screenshot shows a modal window titled 'VA Benefits' with a close button (X) in the top right corner. The text inside the modal reads: 'Please tell us if you are planning to use your VA Benefits for the Spring Term by clicking here.' A red arrow points to the word 'here'.

## Notice of Intent Steps

## Step 2A: I DO NOT want to use my military/VA education benefits

If you do not want to use your any military or VA education benefits (i.e. Post-9/11 GI Bill, Montgomery GI Bill, DEAP, Vocational Rehabilitation, tuition waiver, reserve tuition credit, tuition assistance, etc.) select “No” then select “Complete.”

### Veterans Affairs Benefit

#### Student Information

Name

#### Tuition Assistance Benefits




✓ You are currently eligible to use a Federal GI Bill benefit. Do you wish to use your GI Bill benefit for Spring 2018? \*required

 Yes

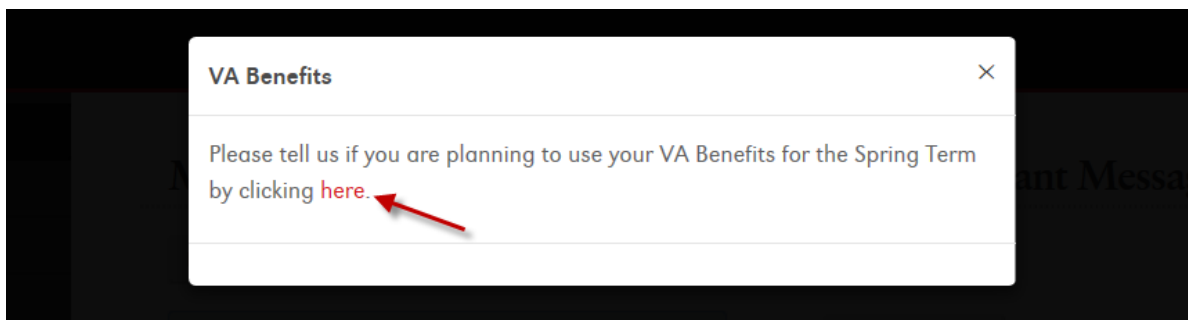
 No


The below confirmation message will appear and will tell you to close the browser tab to return to MavLINK.



Thank you. Your form has been submitted. To return to mavLINK close this tab in your browser.

You can then close this message by pressing the X in the right-hand corner.



## Notice of Intent Steps

## Step 2B: I DO want to use my military/VA education benefits

If you do want to use your military or VA education benefits for the Spring 2018 semester, select "Yes" which will present a secondary question as seen below.

### Veterans Affairs Benefit

#### Student Information

Name

#### Tuition Assistance Benefits

✓ You are currently eligible to use a Federal GI Bill benefit. Do you wish to use your GI Bill benefit for Spring 2018? \*required

- Yes  
 No

Many students have the option to use additional military or state benefits.

Please check if you are using the following:

- Federal Tuition Assistance
- Nebraska State Tuition Assistance
- Nebraska Reserve Tuition Credit
- Nebraska Waiver of Tuition (Dependents Only)

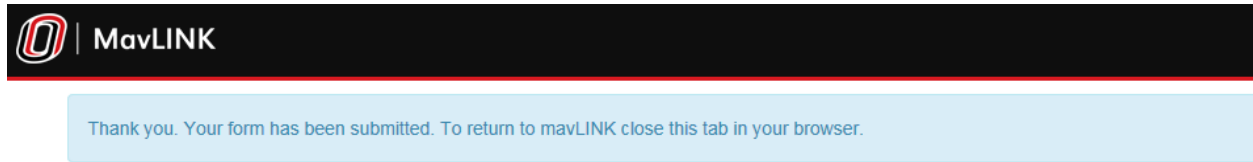
Complete

**If none of the options in the second question apply to you**, leave the options blank and select "Complete." This will prompt a confirmation as seen below.

**If one or more of the options apply to you**, select all other forms of aid as appropriate to your situation. NOTE: If you are eligible for more than one of these listed benefits, one you select a check box and move on to the next selection, you will need to double click the benefit for the check mark to appear. This is a glitch that we are currently in the process of correcting.

## Notice of Intent Steps

Once the form has been completed, the below confirmation message will appear and will tell you to close the browser tab to return to MavLINK.



You can then close this message by pressing the X in the right-hand corner.

