



myVMSDEP Portal Quick Start Guide

Purpose

- The purpose of this quick start guide is to provide applicants a brief overview of the *myVMSDEP* Portal.
- The *myVMSDEP* Portal will be used to submit an application for and manage your VMSDEP benefits.
- The portal is designed to support the following:
 - A student ≥ 18 years old may create and submit an application.
 - A parent may create and submit an application for a student < 18 years old.
 - A Veteran may create and submit an eligibility request.
 - Veterans can now upload their information and documents without submitting the dependents application.
 - A Veteran may create and submit an application for a student < 18 years old.



References

- Prior to beginning an application, please visit the Virginia Military Survivors & Dependents Education Program (VMSDEP) Overview and VMSDEP Frequently Asked Questions (FAQs).
- To access the overview, please click: [VMSDEP Overview](#)
 - The website overview will provide the following:
 - Basic Overview about the VMSDEP Program
 - Benefits and Eligibility Requirements
 - Gathering Supporting Documents
- To access the FAQs click: [VMSDEP FAQs](#)
 - The FAQs will provide additional guidance about the VMSDEP benefit.



Student/Veteran Portal Registration

- You have been sent a link via email to recover your password.
- If you haven't already done so, select the link on the email you received and follow the steps to recover your password.
- Once done, login to the portal and update your profile in the *myVMSDEP* Portal.



Portal Icons Legend



The screenshot shows the Virginia Department of Veterans Services logo at the top left. Below it is a blue header with the text "Application Icon Legend". The background of the page is a silhouette of soldiers holding rifles against a sunset sky with a large white star. A red navigation bar at the bottom of the screenshot contains the links "Home", "FAQs", and "Policy".

The following describes the icons that may appear on the Student Application main page.

 = Completed Section	 = Incomplete Section	 = Section is Unavailable
 = Waiting for DVS action	 = DVS Approved	 = DVS Declined




Students Home page




Virginia.gov Agencies | Governor Search Virginia.Gov

Select this link to change your username and/or password → Hello jared.thibou+mcunningham@dbdriven.net! Log off

 Virginia Department of Veterans Services

Student Application Montwrace Cunningham









Takes you to the Frequently asked question page

Home FAQs Policy ← Takes you to the VMSDEP homepage

Takes you back to this page from anywhere in the portal.

Please complete each step.

 Step 1: Student's Information	 Step 2: Veteran Information
 Step 3: Parent Information	 Step 4: College Information
 Step 5: Documents	 Step 6: Application Management

[Click here for the icon legend definitions.](#)

101 North 14th Street
Richmond VA 23219

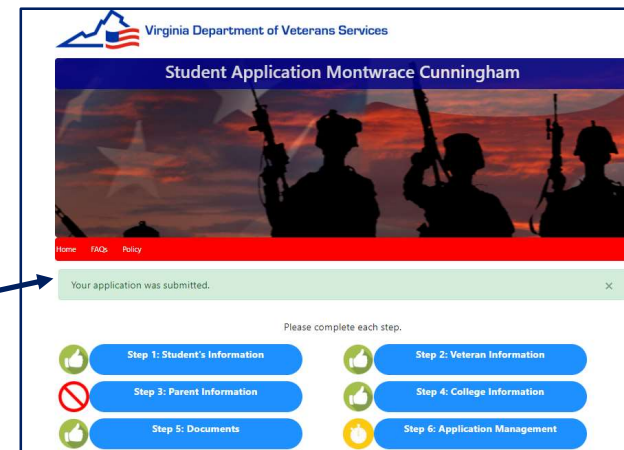
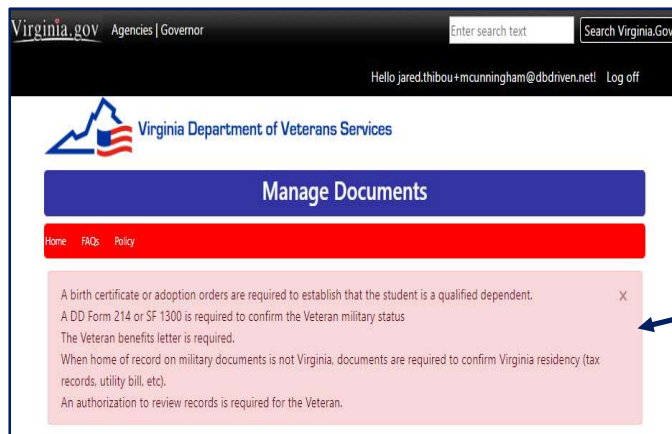
Department of Veterans Services
Version: 1.0.3.19

Phone (804)-225 2083
Fax (804)-786-0809
M-F: 8:00AM to 4:30PM
Email: vmsdep@dvs.virginia.gov



Confirmation, Information and Warning Banners

- The Warning banner will appear if:
 - Information is incorrect or not valid.
 - If a document or a response is still needed.
- The Confirmation banner will appear when an action has taken place i.e. Application submission, Link to a Veteran.



Information Banner will display with pertinent information about an activity or field.



Application Management

- To submit an application, complete appropriate Steps 1-6.
- The Portal will guide you through the steps to ensure completeness and accuracy prior to submission.
 - ***Step 3 is only needed if the Veteran is deceased.***
- You can update the Veteran and Parents information by doing the following:
 - Manually enter the Veterans and/or Parents information.
 - Link to the Veteran and/or Parent.

Note: In order to link to a Veteran or Parent, they must have an account created.

Note: In order to link to a Veteran or Parent you must furnish:

- Veterans or Parents Last Name
- Veterans or Parents SSN
- Veterans or Parents Date of Birth

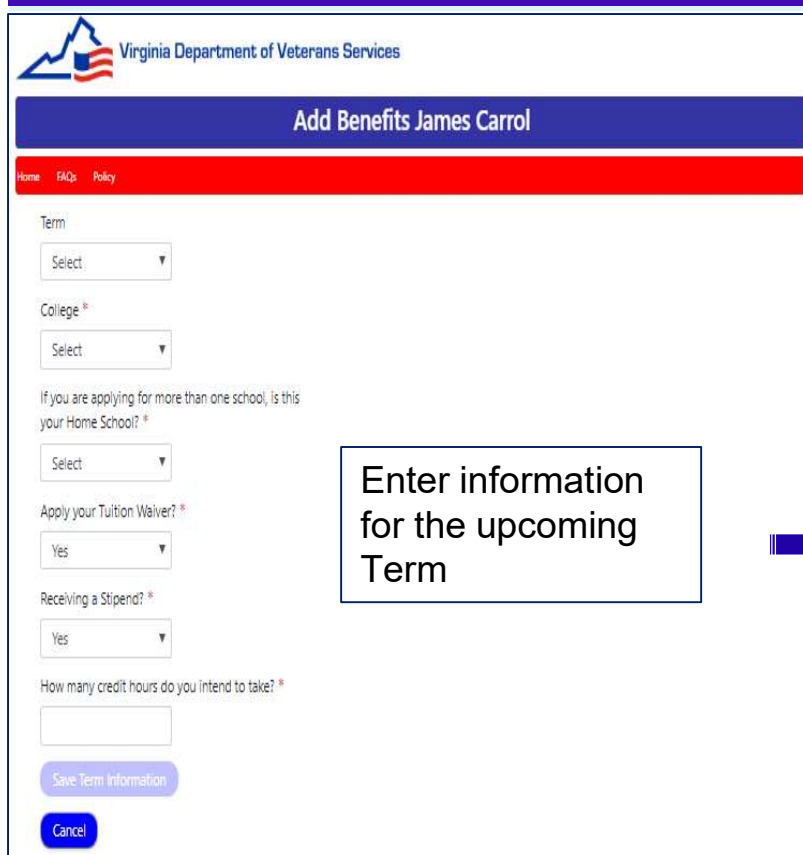


College Information

- If you have already submitted an application, or after you submit an application; you can update the college information in **Step 6 Application Management**.
- Enter all mandatory data to inform DVS and your school of your intentions for the upcoming term(s).



Add Benefits Example



Virginia Department of Veterans Services

Add Benefits James Carrol

Home FAQs Policy

Term
Select

College *
Select

If you are applying for more than one school, is this your Home School? *

Select

Apply your Tuition Waiver? *

Yes

Receiving a Stipend? *

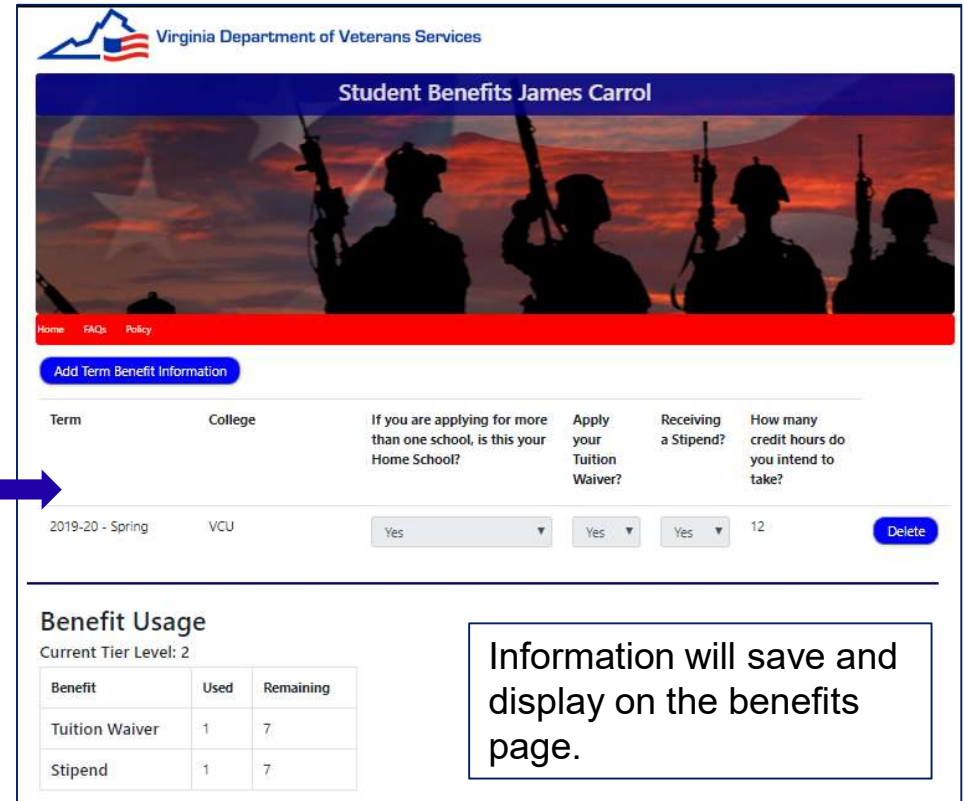
Yes

How many credit hours do you intend to take? *

Save Term Information

Cancel

Enter information for the upcoming Term

Virginia Department of Veterans Services

Student Benefits James Carrol

Home FAQs Policy

Add Term Benefit Information

Term	College	If you are applying for more than one school, is this your Home School?	Apply your Tuition Waiver?	Receiving a Stipend?	How many credit hours do you intend to take?	
2019-20 - Spring	VCU	Yes	Yes	Yes	12	Delete

Benefit Usage

Current Tier Level: 2

Benefit	Used	Remaining
Tuition Waiver	1	7
Stipend	1	7

Information will save and display on the benefits page.



Questions

If you have any questions please contact the VMSDEP office.

Phone- 804-225-2083

Email- vmsdep@dvs.virginia.gov

