



Marine Corps Web Tuition Assistance





What is Web TA?

- Web Tutorial Assistance (WebTA) is a process that allows qualified Marines to use paperless technology to efficiently request TA.
- The Marine sends his/her request for courses to their command – ONLINE.
- The command approves the Marine for taking courses and forwards the request to the Education Office via the portal.
- The Education Office approves TA by electronic signature.
- The Marine prints and delivers their TA Authorization to their school.



Who Can Use Web TA?

- Anyone can access Web TA at the ["MyEducation"](#) website, but in order to apply, their Tuition Assistance records must be up-to-date as follows:
- Active Duty Marine
- EAOS has not occurred(N/A for Officers)
- Must not owe for previously funded courses
- Academic Counseling within the past year
- TA Policy Counseling within past year
- No outstanding TA waivers
- No missing or overdue grades



What information do I need?

First, you're going to need information to apply:

- SSN, Rate/Rank, pay grade, full name
- Daytime phone & fax numbers, (commercial & DSN)
- Your email address
- Your assigned Authorizing Official (CO or ByDir) email address
- GI Bill status, years of education
- Command UIC, name, address, phone (commercial & DSN)

By designating a "CO or By Direction" authority each command can maintain single point oversight over all Tuition Assistance matters.



More information

Second, you're going to answer questions about your program:

- What is your immediate academic goal?
- Do you have a degree plan?
- Do you know your anticipated graduation date?
- Who is the School issuing your degree?
- Have you applied for graduation?
- Do you have a SOCMAR agreement?
- If yes, name of SOCMAR school.



Additional information needed

Third, you are going to need to provide the following:

- School name
- Term start and end dates
- Course department and number
- Course description, course level, instruction mode, credit unit
- Number of credit hours
- Cost per credit
- Course fees, if applicable

---Please ensure all information is correct to avoid delays---



Let's Get Started... Log In

IDENTITY MANAGEMENT	
AN MPT&E SHARED SERVICE	
<p>Log in to ETA</p> <p>CAC LOGIN</p> <p>User Name: (NKO User Name) <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>*Please Do Not Bookmark This Page*</p> <p>You can either login with your CAC card or your NKO user name and password.</p> <p>This system is designed to reduce the number of user names and passwords you need to remember.</p>	<p>Account Management</p> <ul style="list-style-type: none">I forgot my User NameI forgot my PasswordI forgot my CAC PINDownload Security Certificate <p>New Users</p> <ul style="list-style-type: none">Register as a New UserRegister as a Guest UserView the Registration Tutorial <p>Support</p> <ul style="list-style-type: none">Help & FAQ'sAbout this SSO SolutionAbout Partner ApplicationsPKI Policies (only available from the .mil domain) <p>Email: netc.helpdesk@navy.mil</p> <p>Help Desk: COMM: (850) 452-1001, Option 1 DSN: 922-1001, Option 1 Toll Free: (877) 253-7122, Option 2</p>

Log on to the WebTA URL: <https://myeducation.netc.navy.mil> or via the Navy College Program website: <https://www.navycollege.navy.mil/>

Once you access Web TA, you can use CAC or NKO user name and password to log-in

If you do not have NKO account, go to www.nko.navy.mil to create one



My Education

Navy College Program

USMC Lifelong Learning

Coast Guard Institute

SIGN IN SUCCESSFUL

Welcome, SGT MARINE EXAMPLE (Marine E5).

You are now signed in.

Please select one of the following options to continue:

- [My Tuition Assistance \(WebTA\)](#)
- [My Profile](#)
- [My History](#)
- [My Education Plan](#)
- [My To-Do List](#)
- [My Missing Grades](#)
- [My Transcript/Degree Shopping \(SMART\)](#)

Sign Out

This is an official U.S. Navy web site.

- To start an application select “**My Tuition Assistance (WebTA)**”



If you are eligible...

You will get a caption that says:

“Please select one of the following options to continue:”

And the Eligibility window says:

“Your eligibility to use this system has been verified.”

Tuition Assistance You are signed in as [username]

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

Overview

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College web site at www.navycollege.navy.mil to learn more about the Tuition Assistance program.

Eligibility

Your eligibility to use this system has been verified.

Your FY 2010 Cap Status

	Semester ...or...	Quarter or CEU ...or...	Clock
TA Credit Units Quota:	16.0	24.0	240.0
TA Credit Units Waiver:	<i>You do not have a waiver.</i>		
TA Credit Units Used:	0.0	0.0	0.0
TA Credit Units Remaining:	16.0	24.0	240.0

Your Web TA Applications

You may now perform the following operations:



If you are not eligible...

You will get a caption that says:

“We are sorry, but you are ineligible to use this system.” The Eligibility window will list the things you need to correct in order to use WebTA.

You must work with your Education Office to clear these items.

My Education
Voluntary Education for the Sea Services

Tuition Assistance You are signed in as [User Name]

Overview

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College website at www.navycollege.navy.mil to learn more about the Tuition Assistance program.

Eligibility

Sorry, but you are ineligible to use this system for the following reason(s):

- You are not active duty personnel.
- Your **Expiration of Active Obligated Service (EAOS) date** has occurred**.
- You must be counseled by the Education Office concerning your academic goals.
- You must be counseled by the Education Office about Tuition Assistance (TA) Policy.

*Please contact your Education Office for more information. To find your Education Office, click [here](#)

Your FY 2010 Cap Status



Create TA Application

Tuition Assistance You are signed in as SGT MARINE EXAMPLE (Marine E5).

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [My Education Plan](#)
- [My To-Do List](#)
- [Sign Out](#)

Overview

This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Marine Corps Community Services web site at www.usmc-mccs.org to learn more about the Tuition Assistance program.

Eligibility

Your eligibility to use this system has been verified.

Your FY 2010 Cap Status for Academic Goal: BS	
TA Fundina Ouota (\$):	4,500.00

- Select “Create TA Application” to start a new TA



Application Agreement

- The first screen is the Application Agreement Acceptance page.
- “I Accept” indicates the member has read and will comply.
- “I Do Not Accept” closes the program.



Application Agreement Acceptance

You are signed in as [username]

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

[print this page](#)

This TA Application is a request to my servicing Education Center for a TA Authorization Voucher providing federal funds for my education.

A. I understand acceptance of TA obligates me to the following:

APPLICATION OBLIGATION:

1. To submit this TA Application request to my servicing Education Center PRIOR to the start of the term. My TA Application will not be authorized by Navy after the school's late registration deadline or full-time enrollment deadline. If my application is approved, I will receive a TA Authorization Voucher to

Mail Address: SFLY_TA.Navy@navy.mil
Telephone: DSN 922-1001 x2 x2
Commercial 850-452-1001 x2 x2
Fax: DSN 922-1149
Commercial 850-452-1149

Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the *I Accept* button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the *I Accept* button on this web page, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of the expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

[Privacy Act Statement](#)

This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928



Default Values

Address <https://myeducation.netc.navy.mil/eta/menu/newApp.do?agreementFormSubmit=I+Accep> Go Links Convert Select



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

Accept Default Values

You are signed in as BMC SAILOR POPEYE (Navy E2).

Based on the school listed on your latest TA document, the system would like to default to **Rhodec International/Quincy, MA US**.

Is this the school offering your class at this time? If you answer No, then you will have to specify your school.

- The system assumes you are attending the school most recently attended if you have used TA before
- Select “Yes” if it is the same school or “No” to select a new school **Change school name on question #25





New Application Step 1 of 3



New Application Step 1 of 3

You are signed in as SGT MARINE EXAMPLE (Marine E5).

Instructions

Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

Applicant Information

- SSN (Rate/Rank & Pay Grade):
*****1111 (SGT Marine E5)
- Last Name:
EXAMPLE
- First Name:
MARINE
- Middle Name:
ONE
- Daytime Phone ([click here](#) for int'l numbers):
commercial: () - ext.
DSN: - ext.
- FAX ([click here](#) for int'l numbers):
commercial: () - ext.
- GI Bill Enrollment Status:
Post 9/11 GI Bill
- Years of Education:
12
- Command UIC:
14002 1FZ
- Command Name:
COMMANDING OFFICER
- Command Address:
HQ MARFORRES
4400 DAUPHINE STREET
NEW ORLEANS, LA 701465400
- Command Phone ([click here](#) for int'l numbers):

- **Questions 1-15: Fill in all blanks**



Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
*****1111 (SGT Marine E5)

2. Last Name:
EXAMPLE

3. First Name:
MARINE

4. Middle Name:
ONE

5. Daytime Phone ([click here](#) for int'l numbers):
commercial: () - ext.

DSN: - ext.

6. FAX ([click here](#) for int'l numbers):
commercial: () - ext.

DSN: - ext.

7. Applicant's E-mail Address:

8. CO or By Direction Authority's E-mail Address:

9. GI Bill Enrollment Status:

10. Years of Education:

11. Command UIC:

14002 1FZ

12. Command Name:

COMMANDING OFFICER

13. Command Address:

HQ MARFORRES
4400 DAUPHINE STREET
NEW ORLEANS, LA 701465400

14. Command Phone ([click here](#) for int'l numbers):

commercial: () - ext.

DSN: - ext.

15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:

[Privacy Act Statement](#)

- **Question #8:** Type in CO or By Direction Authority's email address. Please make sure the email is correct. If you copied and pasted the email address, it must not have blank spaces at the end
- **Question #15:** Ensure education office corresponds to the current duty station
- Search for duty station by entering complete or partial name. Use base name not city to search for education office





New Application Step 2 of 3



New Application Step 2 of 3

You are signed in as SGT MARINE EXAMPLE (Marine E5).

Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

Degree Planning Information

16. Immediate Academic Goal:
17. Do you have an Education Plan for the Goal listed above? Yes No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):
19. If graduating within next 12 months, School Issuing Degree:
20. Have you Applied for Graduation? Yes No
21. Do you have a SOCMAR agreement? Yes No
22. If yes, SOCMAR school:

- **Question 16:** Use drop down to select immediate academic goal
- **Question 17:** Answer if you have an Education Plan/Degree Plan for the academic goal
- **Questions 18-20:** If you are graduating within 12 months, select anticipated graduation date, select the school issuing your degree, and select if you have or have not applied for graduation
- **Questions 21-22:** Select if you have a SOCMAR agreement, if “yes” select the school you have it with



Course Request Information

25. School Name:

26. Term Start - End Date (yyyy/mm/dd): -

	27. Course Dept & No e.g. ENG 101	28. Title	29. Foreign Lang	30. CD	31. CL	32. PIM	33. CU	34. # Credit Hours	35. Cost per Credit (\$)	36. Course Fees (\$) (optional)
a.	<input type="text" value="CRS400"/>	<input type="text" value="COURSE400"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="U"/>	<input type="text" value="I"/>	<input type="text" value="S"/>	<input type="text" value="3"/>	<input type="text" value="150"/>	<input type="text" value="50"/>
b.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Checked

Previous Save Cancel

Grand Total TA Authorized will be reduced if:
 1. Hourly cost exceeds \$250.00 per semester hour or equivalent.
 2. Total fiscal year TA funding quota authorized exceeds \$4,500,000. See FY Cap Status for details.

- Question 25:** Find school name by using partial or full name
- Question 26:** Use drop down Calendar to select term start/end dates
- Question 27:** Select box to the right of the blank box to view University course listing. If course is not listed, enter course manually
- Question 28:** Type course title if it is not entered automatically after entering course department and number
- Question 29:** Select if course is a foreign language
- Question 30:** Type or select course description from drop down box
- Question 31:** Type or select course level from drop down box
- Question 32:** Type or select primary instructional mode from drop down
- Question 33:** Type or select Credit Unit from drop down



Course Request Information

25. School Name:

26. Term Start - End Date (yyyy/mm/dd): -

	27. Course Dept & No e.g. ENG 101	28. Title	29. Foreign Lang	30. CD	31. CL	32. PIM	33. CU	34. # Credit Hours	35. Cost per Credit (\$)	36. Course Fees (\$) (optional)
a. <input type="checkbox"/>	<input type="text" value="CRS400"/>	<input type="text" value="COURSE400"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="U"/>	<input type="text" value="I"/>	<input type="text" value="S"/>	<input type="text" value="3"/>	<input type="text" value="150"/>	<input type="text" value="50"/>
b. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grand Total TA Authorized will be reduced if:

1. Hourly cost exceeds \$250.00 per semester hour or equivalent.
2. Total fiscal year TA funding quota authorized exceeds \$4,500,000. See FY Cap Status for details.

- **Question 34:** Enter the total number of credit hours
- **Question 35:** Enter the cost per credit (student is responsible for correct cost)
- **Question 36:** Enter TA fee (optional) only for courses that have a mandatory fee for course enrollment (this does not include the online book fee)



Test Information

25. School Name:

26. Term Start - End Date (yyyy/mm/dd): -



	27. Course Dept & No e.g. ENG 101	28. Title	29. Foreign Lang	30. CD	31. CL	32. PIM	33. CU	34. # Credit Hours	35. Cost per Credit (\$)	36. Course Fees (\$) (optional)
a. <input type="checkbox"/>	<input type="text" value="CRS400"/>	<input type="text" value="COURSE400"/>	<input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="U"/>	<input type="text" value="I"/>	<input type="text" value="S"/>	<input type="text" value="3"/>	<input type="text" value="150"/>	<input type="text" value="50"/>
b. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grand Total TA Authorized will be reduced if:
 1. Hourly cost exceeds \$250.00 per semester hour or equivalent.
 2. Total fiscal year TA funding quota authorized exceeds \$4,500,000. See FY Cap Status for details.

- To clear course information, click box left of “Course Dept & No” and click “Clear Checked”. This will remove all course information on that line
- Select “Save” to submit application
- A warning appears giving you the option to make changes



Submit Application



Warning

You are signed in as SGT MARINE EXAMPLE (Marine E5).

Based on the information you provided in the application the system has generated **1** warning(s).

1. **Are you sure that the school you selected, Florida State University/Tallahassee, FL is offering the courses you selected?**

Do you still want to save this TA application?

Yes No

[Privacy Act Statement](#)

This is an official U.S. Navy web site.

My Education version 1.6 / build 20100618

- Select “Yes” when TA document is completed.
- Select “No” to make changes
- Other warnings may appear depending on your inputs



View Application



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)
[FY Cap Status](#) | [My History](#) | [My Education Plan](#) | [My To-Do List](#) | [My Education](#) | [Sign Out](#)

View Application

You are signed in as SGT MARINE EXAMPLE (Marine E5).

You may perform the following Operations on this Application: [Change](#) | [Submit](#) | [Cancel](#)

This application has been created.

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2010/07/28 08:30	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):

1111 (SGT Marine E5)

2. Last Name:

EXAMPLE

9. GI Bill Enrollment Status:

Post 9/11 GI Bill

10. Years of Education:

12

- Click submit to forward to CO or By Direction Authority for approval



Oracle Fusion Middleware Forms Services
My Education - Microsoft Internet Explorer provided by NMCI
https://myeducation.netc.navy.mil/eta/app/submitApp.do?id=3078809

My Education

Voluntary Education for the Sea Services

[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)
[FY Cap Status](#) | [My History](#) | [My Education Plan](#) | [My To-Do List](#) | [My Education](#) | [Sign Out](#)

Submit Application

You are signed in as SGT EXAMPLE MARINE (Marine E5).

Are you sure you want to Submit this Application for 1 course(s) from Embury Riddle Aeronautical University/Daytona Beach, FL US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2012/11/28 14:45	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

Applicant Information

1. SSN (Rate/Rank & Pay Grade): 1111 (SGT Marine E5)	9. GI Bill Enrollment Status: MGIB
2. Last Name: MARINE	10. Years of Education: 12
3. First Name: EXAMPLE	11. Command UIC: DUMMY
4. Middle Name:	12. Command Name: DUMMY CMD -- PLEASE CORRECT
5. Daytime Phone: commercial: (928) 269-3589 ext. DSN: - ext.	13. Command Address:
6. FAX: commercial: () - ext. DSN: - ext.	14. Command Phone:

Done Internet 100% 13:47



Submitted to By Direction Authority



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)
[FY Cap Status](#) | [My History](#) | [My Education Plan](#) | [My To-Do List](#) | [My Education](#) | [Sign Out](#)

View Application

You are signed in as SGT MARINE EXAMPLE (Marine E5).

You may perform the following Operations on this Application: [Resubmit](#) | [Cancel](#)

This application has been submitted to your CO or By Direction Authority via e-mail.

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2010/07/28 10:32	Submitted for Command Approval	anita.l.miller@navy.mil	Submitted. You will be notified via e-mail upon Command Approval.
2010/07/28 10:31	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
1111 (SGT Marine E5)
2. Last Name:
EXAMPLE

9. GI Bill Enrollment Status:
Post 9/11 GI Bill
10. Years of Education:
12

- Student can view status of TA applications here and on the “Existing Applications” screens



Student Options



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)
[FY Cap Status](#) | [My History](#) | [My Education Plan](#) | [My To-Do List](#) | [My Education](#) | [Sign Out](#)

View Application

You are signed in as SGT MARINE EXAMPLE (Marine E5).

You may perform the following Operations on this Application: [Resubmit](#) | [Cancel](#)

This application has been submitted to your CO or By Direction Authority via e-mail.

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2010/07/28 10:32	Submitted for Command Approval	anita.l.miller@navy.mil	Submitted. You will be notified via e-mail upon Command Approval.
2010/07/28 10:31	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
1111 (SGT Marine E5)
2. Last Name:
FXAMPI F

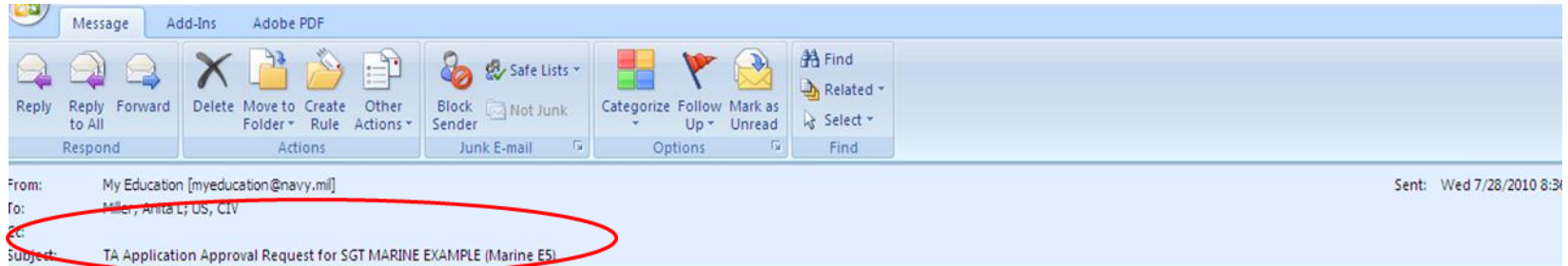
9. GI Bill Enrollment Status:
Post 9/11 GI Bill
10. Years of Education:
12



- The student has the option of canceling or resubmitting the document only if the Command has not processed the application.



Command Approval



An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding. Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.

<https://ifsqa.cnet.navy.mil/eta/nid/rev.do?30054.1216084768>

The member will be notified of your approval or disapproval by an automatically generated email.

This is an automated message. Please do not reply.

- The approving official receives an email requesting approval or disapproval in TA funding
- To approve or disapprove click on URL listed, or cut and paste the URL to the web



Command Approval

The URL redirects you to a Log-in screen

IDENTITY MANAGEMENT AN MPT&E SHARED SERVICE	
<p>Log in to ETA</p> <p>User Name: (NKO User Name) <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="CAC LOGIN"/> <input type="button" value="Login"/></p> <p>*Please Do Not Bookmark This Page*</p> <p>You can either login with your CAC card or your NKO user name and password.</p> <p>This system is designed to reduce the number of user names and passwords you need to remember.</p>	<p>Account Management</p> <p>I forgot my User Name I forgot my Password I forgot my CAC PIN Download Security Certificate</p> <p>New Users</p> <p>Register as a New User Register as a Guest User View the Registration Tutorial</p> <p>Support</p> <p>Help & FAQ's About this SSO Solution About Partner Applications PKI Policies (only available from the .mil domain)</p> <p>Email: netc.helpdesk@nav.mil</p> <p>Help Desk: COMM: (850) 452-1001, Option 1 DSN: 922-1001, Option 1 Toll Free: (877) 253-7122, Option 2</p>

The approving official logs-in by CAC or NKO user name and password



Command Approval

My Education
Voluntary Education for the Sea Services

Review Application Your e-mail address is *anita.l.miller@navy.mil.*

Please Review and then Approve or Reject this Application.

Reviewer's Rate/Rank:

Reviewer's Last Name:

Reviewer's First Name:

Review Comment (optional):

Application Status History

2009/08/11 10:31	Submitted for Command Approval	anita.l.miller@navy.mil	Resubmitted. You will be notified via e-mail upon Approval.
2009/08/11 10:29	Submitted for Command Approval	anita.l.miller@navy.mil	Submitted. You will be notified via e-mail upon Command Approval.
2009/08/11 10:24	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

Complete the reviewer's Information and select "Approve" or "Reject"

Once Command approves TA, the document is forwarded to the Education Office Portal for approval.

Applicant is able to view comments.



Notification Student from Approving Official

The screenshot shows an email window titled "TA Application Approved - Message (Plain Text)". The interface includes a ribbon with "Message" and "Adobe PDF" tabs, and a ribbon menu with sections for "Respond", "Actions", "Junk E-mail", "Options", and "Find". The email header shows:

From: My Education [myeducation@navy.mil] Sent: Thu 7/29/2010 8:38 A
To: Miller, Anita L; US, CIV
Cc:
Subject: TA Application Approved

The body of the email contains the following text:

Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at MCAS BEAUFORT for funding authorization. You may check the status of your TA Application on the web at <https://ifsqa.cnet.navy.mil/eta/>.

Once your TA application has been authorized at your education office, you may log in to <https://ifsqa.cnet.navy.mil/eta/> to view and print your approved document. Alternatively, you may pick it up or request that your education office fax it to you.

This is an automated message. Please do not reply.

- Student receives an email on approval or disapproval of TA by Command Approving Official



Notification to Student from Education Office

Your request for tuition assistance has been approved.

Please log in to <https://myeducation.netc.navy.mil/> to view and print your approved document. Click on "My Tuition Assistance (WebTA)" then "Existing Applications". Look for existing applications with an "Authorized" status. Click "View" and then "Print Document".

You may also contact your education office to have the document faxed or mailed to you.

Education Office Comment:

Example of comments entered by the ed office signer/authorizer

School: Park University
Term Start Date: 01-Nov-2010
Term End Date: 31-Dec-2010

- Student receives an email on approval or disapproval of TA by Education Office
- Student may review the status of the TA application selecting URL in email or by logging in to the WEB TA account



After Approval of TA

Return to <https://myeducation.netc.navy.mil/>

- My Education Home
- Create TA Application
- Existing Applications
- View Application Approval
- FY Cap Status
- My History
- Sign Out

1 Click on Existing Applications

2 Click View for Existing Applications in Authorized Status

	Creation Date	Last Update Date	School	Start Date	End Date	Status
View	2009/10/19 09:45	2009/10/28 09:53	Commonwealth Inst of Funeral Service/Houston, TX US	2009/10/20	2009/11/20	Authorized

3 Click Print Document. Approved document returns for student to print and provide to school.

You may perform the following Operations on this Application: none (Operations are not permitted on Canceled, Authorized or Not Authorized Applications.)

[Print Document](#)

Application Status History			
Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorland@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY

Applicant Information



Contact Information

EDUCATION PROGRAM

of

**Personal and Professional Development Programs,
Marine and Family Programs, MCCS**

Location: Jerry W. Marvel Training and Education Building 4335, Room 217

Phone: 252-466-3500

Hours of Operation: 0700 – 1630, Monday – Friday