

### WebTA User Guide for Sailors

November 2012



# Log-in to WebTA

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

- To apply for Tuition Assistance electronically from any computer, go to <u>https://www.navycollege.navy.mil</u>, and click on the MyEducation portal.
- You may log-in via CAC or NKO.



### **Access "MyEducation"**



- Use this screen to review or update your status.
- If you have used TA before, be sure all your grades have been posted (otherwise, you will not be eligible to apply for additional TA, and you could be issued a Letter of Indebtedness for not having successfully completed previous courses).
- To begin your new TA application, click the "My Tuition Assistance (WebTA)" link.



# Assemble Personal and Course Information



- This screen lists the information you will need in order to complete your WebTA application.
- Note: Navy TA pays fees that are directly related to the Course of Instruction (COI), NOT TO INCLUDE fees for application, registration, student activities, parking, textbooks, computers, or other consumable items.
- "Eligibility" either welcomes you or cites the issues for you to address in order to continue.



## **Begin Your TA Application**



Once you are eligible, select "Create TA Application" to continue.



# Read the TA Application Agreement



TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out

#### Application Agreement Acceptance

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

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

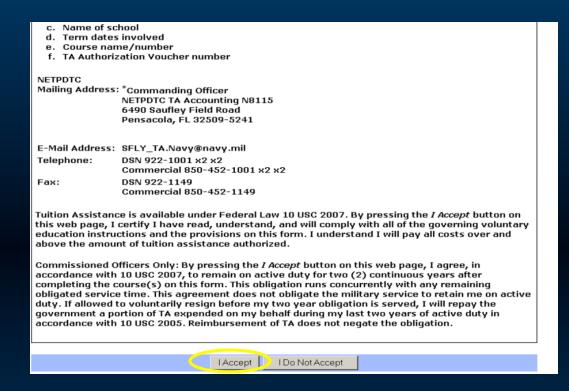
Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone 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

Read the TA Application Agreement carefully, and keep a copy for your records!



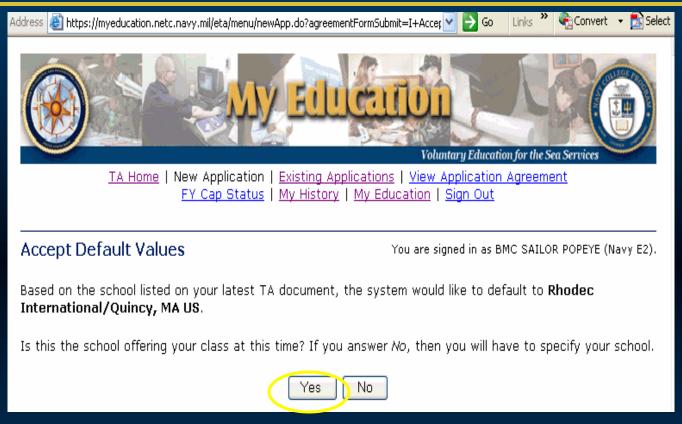
### **Accept the TA Contract**



- Click "I accept" to acknowledge that you understand and agree to the terms of the TA contract.
- Officers, please note that you are agreeing to remain on active duty for two continuous years
  after completing your final course funded by TA.



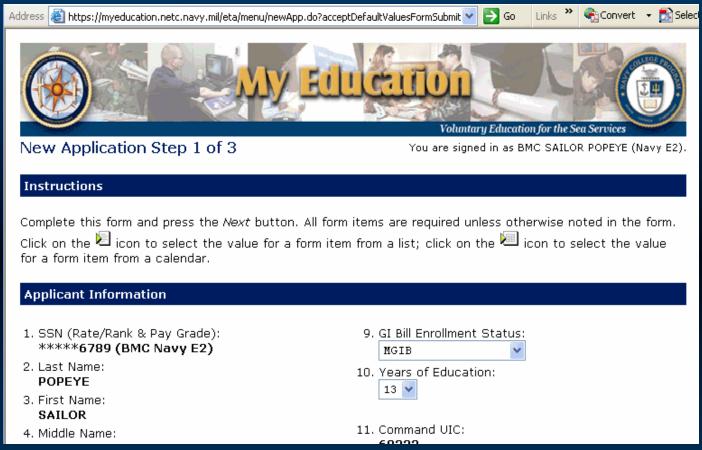
### Select Your Academic Institution



 Click "Yes" if you plan to attend the same school that you most recently attended; or "No" to change schools.



### **Build Your Profile**



- We collect some of this information for statistical purposes only.
- Since you may be eligible for more than one GI Bill program, choose the one that you will
  most likely use at some point in the future.



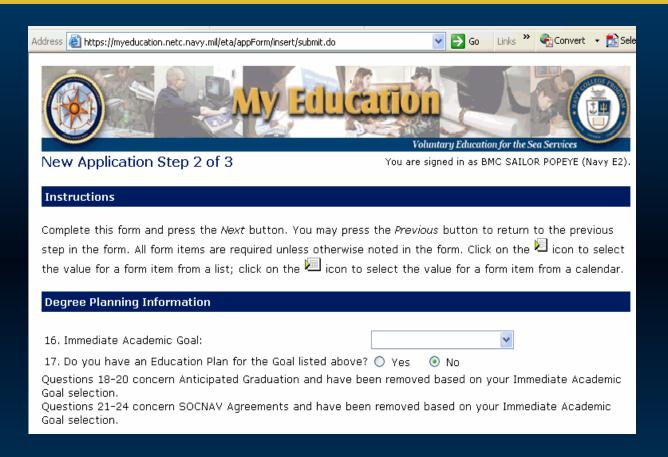
# Build Your Profile continued

Address 🥘 https://myeducation.netc.navy.mil/eta/menu/newApp	o.do?acceptDefaultValuesFormSubmit 🔻 🔁 Go 🕒 Links 🤲 🍨 Convert 🔻 🔁 Se
2. Last Name: POPEYE	10. Years of Education:
3. First Name: SAILOR	
4. Middle Name: MAN	11. Command UIC: <b>68322</b>
5. Daytime Phone ( <u>click here</u> for int'l numbers): commercial: (777) 555-1212 <sub>ext.</sub> 69	12. Command Name: COMMANDING OFFICER  13. Command Address:
DSN: ext.	NETPDTC PENSACOLA FL N831B
6. FAX ( <u>click here</u> for int'l numbers):  commercial: ( )	6490 SAUFLEY FIELD RDPENSACOLA, FL 325095240  14. Command Phone (click here for int'l numbers):
DSN:ext	commercial: (850) 452 - 1001 ext. 1593
7. Applicant's E-mail Address: william.d.gibson1@navy.mil	DSN: ext.
8. CO or By Direction Authority's E-mail Addres anita.1.miller@navy.mil	s:  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 NCO PENSACOLA/PENSACOLA, FL US
(	Next Cancel

- Ensure that the Assigned Education Office corresponds to your current duty station OR to the Virtual Education Center (VEC).
- If you need to change the default, type the name of your base and %.



### Plan Your Degree Program



- Use the drop-down menu to select your <u>immediate</u> academic goal.
- Note that you must have an Education Plan or Degree Plan on file at your Navy College Office or the Virtual Education Center in order to process Web TA.



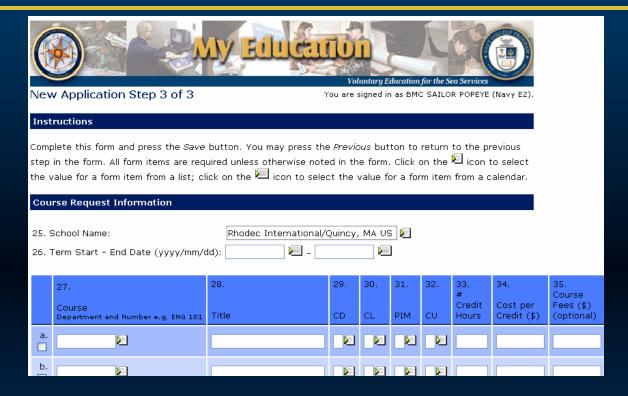
# Plan Your Degree Program continued

	Voluntary Education for the Sea Services	
New Application Step 2 of 3	You are signed in as BMC SAILOR POPEYE (Navy E2).	
Instructions		
Consulate this forms and muses the Manth button. Van man man a	bl- P	
Complete this form and press the <i>Next</i> button. You may press the <i>Previous</i> 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 se	elect the value for a form Item from a calendar.	
Degree Planning Information		
Degree Flamming Information		
16. Immediate Academic Goal:	BS ✓	
17. Do you have an Education Plan for the Goal listed above?	O Yes   No	
18. Anticipated Graduation Date if within next 12 months (yyy)	//mm): 💹 💹	
19. If graduating within next 12 months, School Issuing Degree	e: not selected	
20. Have you Applied for Graduation?	O Yes 💿 No	
21. Do you have a SOCNAV agreement?	O Yes 💿 No	
22. If yes, SOCNAV:	not selected	
23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?	O Yes   No	
24. If yes, NCPDLP School:	not selected	
Previous Next	Cancel	

- Once you complete 6 or more semester hours of undergraduate credit with one Academic Institution (AI) that is a member of Service members Opportunity Colleges - Navy (SOCNAV), you may ask that AI to officially evaluate all your credits and provide you a SOCNAV Agreement. This is an important step toward degree completion!
- You can click "Links of Interest" on the Navy College website to identify NCPDLP schools.



### **Identify Your Course(s)**



- To find your Academic Institution, type its name and %.
- Use the calendars to select the Term Start and End Dates.
- If your course is not listed, enter it manually; then use the drop-down menus to complete the course information.



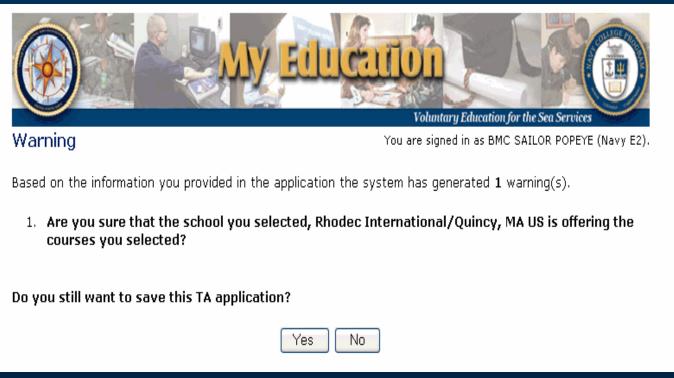
# Identify Your Course(s) continued



- Remember that Navy TA pays fees that are directly related to the Course of Instruction (COI), not to include fees for application, registration, student activities, parking, textbooks, computers, or non-consumable items.
- IF the combined cost for tuition and authorized fees exceeds the \$250 per semester hour TA cap, then you must use an alternate source of funding to make-up the difference.



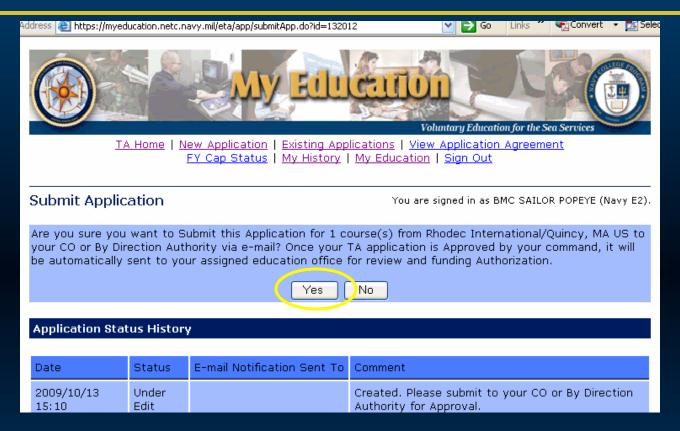
# **Check Your Application**



- This warning enables you to check your selection and make changes if necessary.
- Select "No" to make changes; or "Yes" to continue.



# **Submit Your Application**



- Select "Yes" to electronically submit your TA application to your Commanding Officer (or By Direction Authority) for approval.
- Your CO/BYDIRCO will ensure your eligibility for TA; approve your application; and electronically forward it to the Virtual Education Center (VEC) to authorize the funds.
- VEC staff will ensure that your Course Request is consistent with your Education Plan; then authorize the funds and send you an email advising you to print your TA Voucher and submit it to your school to enroll in your course(s).



### **Confirm Your Intent**



TA Home | New Application | Existing Applications | View Application Agreement
FY Cap Status | My History | My Education | Sign Out

#### View Application

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

You may perform the following Operations on this Application: Change | Submit | Cancel

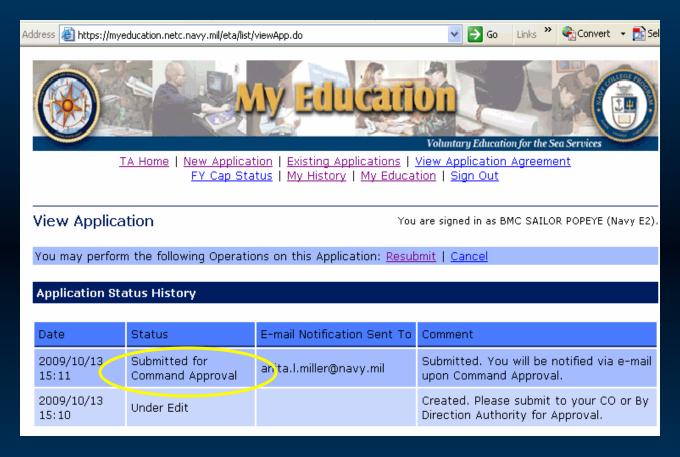
#### **Application Status History**

Date	Status	E-mail Notification Sent To	Comment
2009/10/13	Under		Created. Please submit to your CO or By Direction
15:10	Edit		Authority for Approval.

 If you want to change or cancel your WebTA application, you must do so BEFORE submitting it to your CO/BYDIRCO for approval.



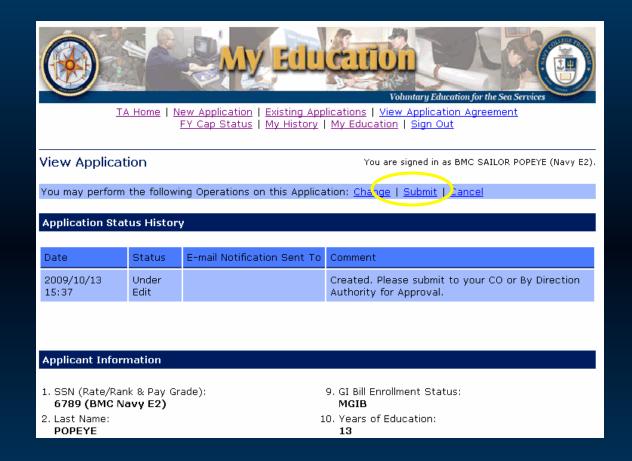
# Confirm Your Intent



You cannot edit or cancel your WebTA request once you submit it for command approval.



### **View Your Status**



If no changes are required, submit your Web TA request to your CO/BYDIRCO for approval.



## **Secure Command Approval**

From: eTA Application [n623\_demo@cnet.navy.mil]

Sent: Tue 8/11/2009 10:30 AM

To: Miller, Anita L; US, CIV

Cc:

Subject: TA Application Approval Request for PS1 CHANNELL BEAUGARD (Navy E6)

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://ncmisga.cnet.navy.mil/eta/nid/rev.do?27651,1532650541

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

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

Your CO/BYDIRCO receives an email requesting to approve or deny your TA.



# Secure Command Approval continued

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

#### The URL re-directs your Approving Official to a log-in screen to certify that you:

- Have time to complete the course(s) requested, given current/anticipated assigned military duties;
- Have served one year onboard your FIRST permanent duty station;
- Will be on ACDU through the last day of the course(s) requested;
- Passed your most recent advancement exam, if applicable, and are recommended for advancement/promotion;
- Have not received NJP within 6 months or are pending administration separation.



# Secure Command Approval continued



- Your Approving Official will complete the requested information; then select "Approve" or "Reject."
- Every 5 days, the system will generate an email to you and your command, reminding you that your TA is still pending. If your command takes no action to approve or reject your request, the system will automatically deny your Web TA application 15 days after the Course Start Date.



# Receive Approval Notification

----Original Message----

From: eTA Application [mailto:n623\_demo@cnet.navy.mil]

Sent: Wednesday, August 12, 2009 10:29 To: Gibson, William D CIV NETPDTC, N85

Subject: TA Application Approved

Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at NCO BALBOA for funding authorization. You may check the status of your TA Application on the web at <a href="https://ncmisga.cnet.navy.mil/eta">https://ncmisga.cnet.navy.mil/eta</a>.

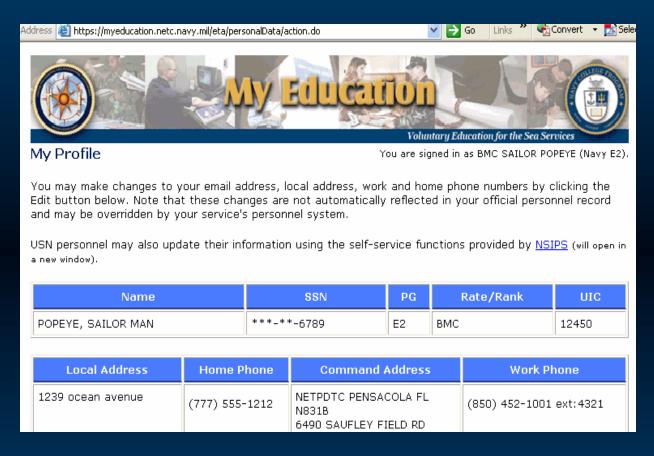
Once your TA Application has been Authorized at your education office, you may pick it up or request that your education office fax it to you.

This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

- Web TA electronically transmits your Approving Official's decision to you.
- Web TA automatically forwards Command Approvals to the Virtual Education Center (VEC) to authorize the funds.
- The VEC will send you an email advising you to print your TA Voucher and submit it to your academic institution to pay for your course(s) -- BEFORE they begin!
- IF the cost of your tuition and fees exceeds the TA cap of \$250 per semester hour of credit, then you must use an alternate source of funding to make-up the difference.
- You may review the status of your Web TA application at any time.



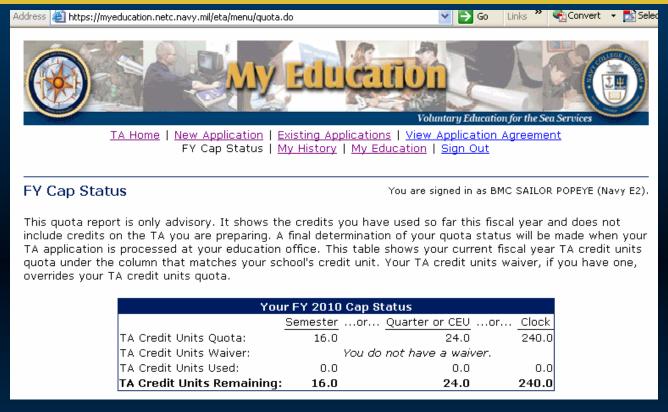
### **Update Your Personal Profile**



You may use this screen to update your personal information.



# Check Your Current FY TA Usage



- Navy TA funds 16 semester hours, 24 quarter hours, 240 clock hours, or a combination thereof, per Fiscal Year (FY).
- Navy is not currently authorizing waivers to exceed these caps.
- If you have reached your FY quota, then you must use an alternate source to fund your offduty courses; consider taking examinations-for-credit; or wait until the new FY begins on 01 Oct to apply for additional TA.



## **Check Your TA Course History**



This screen reflects your TA-funded course titles, dates, and grades to date.



# Confirm Your Course Completion Status



- Be sure that our database reflects a grade for all your TA-funded courses or we will not be able to process additional TA for you.
- To submit a grade, please mail, fax, or scan your grade report(s) to:
   Commanding Officer, NETPDTC TA Accounting Office, N8132, 6490 Saufley Field Road,
   Pensacola, FL 32509-5241; or DSN 753-6402/ Comm 950-473-6402; or
   SFLY TA.Navy@navy.mil.
- Remember, you must reimburse the Navy the full cost of your TA Voucher if you fail a course; withdraw for non-military reasons; or exceed the 6-month window for an "Incomplete." Once you submit payment to the Point of Contact above, we will immediately reinstate your TA eligibility.
- In case of unanticipated TAD, PCS, change in work schedule, hospitalization, or emergency leave, you may request a command-sponsored "Waiver of TA Reimbursement." Please contact your Navy College Office or the VEC for details.



### **Review Your SMART!**

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

 Use this screen to access your SMART, which documents the college credits the American Council on Education (ACE) recommends for your Navy training and rating experience. Use these credits to fulfill degree requirements at a SOCNAV institution to help you complete your college degree more quickly and economically!