GETTING STARTED WITH WEB-TA

https://myeducation.netc.navy.mil/

or via the Navy College Program website:

https://www.navycollege.navy.mil/

MARINE & Family | **Joint Education Center**

Revised 30 Mar 2016

GETTING STARTED WITH WEB-BASED TA

By now everyone has heard about the changes to the Marine Corps Tuition Assistance Program. MARADMIN 687/14 provides guidance on the new qualifications in order to use military TA and the transition to a web-based TA processing format. Additionally, MARADMIN 093/16 added the requirement that all first time TA users take the online College 101 at http://jkodirect.jten.mil.

Before providing information on how to set up the WebTA account let's first look at the new requirements to use military tuition assistance. In order to use TA for the first time Marines must meet the following criteria:

1. All first time TA users must have served a minimum of two years in the service.

2. All TA users must be eligible for promotion.

3. All first time TA users will have completed the Personal Financial Management MCI course (ID 3420G) prior to submitting a TA application.

4. First time TA users who do not have previous college experience, will be required to take one course at a time. Students who can provide documentation of an AA degree or 60 units of credit, with a GPA of 2.5 or higher, will be permitted to take two courses at a time.

5. First time TA users who have a GT score of 99 or below are required to take the Tests of Adult Basic Education (TABE) and score above grade 10.2 or higher in order to qualify for tuition assistance.

In addition, tuition assistance will not be approved for classes that have already started. TA applications must be submitted and command approved prior to the requested course start date. Also TA applications will not approved for overlapping classes. Once a course is started it must be completed before the start of the next class.

The second major change to the Marine Corps Tuition Assistance program is the transition to web-based TA processing. Marines who will be using TA are required to set up a "myeducation" account through the NETC website and process TA

online using that account. Setting up your new account is easy and only takes a few minutes. This booklet will provide step by step guidance on the WebTA program.

Before we start please remember that the rules you have grown accustomed to with paper-based tuition assistance may have changed. Below is a list of some of the things to keep in mind with processing tuition assistance applications using the online format:

1. Time limits – You can no longer bring TA applications in the day your classes begin, or during the school's add/drop period. Because the application must be reviewed and approved by your command approving authority it will take longer to complete the process. On average you should plan on 15 days from submission to receipt of voucher.

2. Mandatory codes – There are three codes that must be in the Navy College Management Information System (NCMIS) before you can process TA. Those codes must be entered into the system by personnel at the Education Center. Please make sure those codes are entered in the system before you begin processing TA.

3. No after the fact TA – Students who try and process TA after the class has begun may not be able to complete the application process. Do not wait. Process your applications at least 15 days, but no more than 60 days, before the class actually starts.

4. Education plans – Students are responsible for submitting their education plans or SOC agreements to NCMIS after they have completed 6 units.

5. Accurate information – Make sure the information on your WebTA application is correct. If you do not have the current email address for your command approving authority, you will not receive TA. If the Education Center cannot get a hold of you, you will not be able to receive TA. And lastly;

6. Be pro-active – It will be the student's responsibility to track their application. There is a link on the myeducation.cnet.navy.mil that will allow students to track

the progress of their applications. It is your responsibility to follow up with your command if it seems to be taking longer than usual to receive final approval or disapproval from your command.

GETTING STARTED WITH WEBTA

The first step to start using WebTA is to create a Navy Knowledge Online (NKO) account, if you don't already have one. In addition to allowing you to access your

WebTA account, NKO has a wide variety of study materials and test prep materials that can help you with both military and civilian educational goals.

- Log on to the WebTA URL: https://myeducation.netc.navy.mil

- Once you access WebTA 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 *(civilian TA approvers will also need to contact the Education Center to create an NKO account)*

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.

ONCE YOU HAVE SET UP YOUR NKO ACCOUNT YOU WILL BE ASKED TO LOG IN. CLICK ON:

My Tuition Assistance (WebTA)

My Education

Voluntary Education for the Sea Services

Tuition Assistance

You are signed in as ᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡᴡ

Overview

We are sorry, but you are ineligible to use this system. Please consult the eligibility section of this page for more information.

Please select one of the following options to continue:

- **My Education Home**
- **Existing Applications**
- **View Application Agreement**
- **FY Cap Status**
- **My History**
- **Sign Out**

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

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

IF YOU ARE NOT ELIGIBLE FOR WEBTA

You will get a caption that says:

"We are sorry, but you are ineligible to use this system." Please consult the eligibility secton of this page for more information.

THE REASONS FOR INELIGIBILITY are listed here with a message that 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 ~WWWWWWWWWWWWWWWWWWWW\WWW\

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 2013 Cap Status

	Semester or...	Quarter or CEU ...or...	Clock
TA Credit Units Quota:	16.0	24.0	240.0
TA Credit Units Waiver:	*You do not have a waiver.*		
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 ELIGIBLE FOR TA YOU WILL BE ASKED TO:
"Please select one of the following options to continue:"

AND THE ELIGIBILITY WINDOW WILL SAY:
"Your eligibility to use this system has been verified."

While at this screen you can also see how many units you have used and the total number of TA credit units you have remaining in your account.

Now that you have verified that you are eligible to use the WebTA system, and have credits remaining, you are ready to begin preparing your new TA application. Make sure you have the following information available before you begin:

1. course name and number (such as Introduction to Sociology, SOC 101);
2. course start and end dates;
3. Type of credits you will be receiving (semester, quarter, or clock);
4. Cost per credit hour (limit is $250 per semester, $166 per quarter, or $16.67 per clock);
5. School name and location, and the
6. Current email address for your command approving authority.

Before you begin the process you must read the Tuition Assistance Application Agreement and either agree or disagree with the conditions described. This is the same information that can be found on the back page of a paper-based TA application. Basically this provides you with necessary guidance on your responsibilities and those of the Tuition Assistance program. It is very important that you take the time to understand what you will be required to do in order to use WebTA.

If you are unsure if your school has agreed to the DoD Memorandum of Understanding and is approved to receive military tuition assistance, please go to DoD MOU website at http://www.dodmou.com/institutionlist.aspx and verify your school is in compliance with those requirements.

Application Agreement Acceptance   You are signed in as 〰〰〰〰〰〰〰〰〰〰.

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

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 TA 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.

[I Accept]   [I Do Not Accept]

Privacy Act Statement   This is an official U.S. Navy web site.

My Education version 1.4 / build 20090928

If you agree to the terms set out in this agreement click here to continue with the application process.

If you disagree with the terms then click here to close the program.

If you click the "I Do Not Accept" button the program will close and you will return to the NKO login page.

If you click the "I Accept" button the program will allow you to begin the application process. The system will guide you step by step through the process. The starting place is the default values.

My Education
Voluntary Education for the Sea Services

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.

[Yes]   [No]

The program assumes you will be attending the same school as you attended for previous courses.

If you are attending the same school hit the Yes Button.

If you are attending a different school, then hit No and make corrections on Question 25.

STEP 1

My Education
Voluntary Education for the Sea Services

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

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. ⬚

9. GI Bill Enrollment Status:
   [Post 9/11 GI Bill ▼]
10. Years of Education:
    [12 ▼]
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):

Answer questions 1 – 15. This section is for your personal information, such as name, SSN, daytime phone number, years of education, GI Bill status, and command information.

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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:
   example.marine@usmc.mil
8. CO or By Direction Authority's E-mail Address:
   [ ]

9. GI Bill Enrollment Status:
   [Post 9/11 GI Bill ▼]
10. Years of Education:
    [12 ▼]
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:
    [MCAS BEAUFORT/BEAUFORT, SC US] 🔲

[Next] [Cancel]

Privacy Act Statement

Question #8: you will be asked to type in your CO or By Direction Authority's email address. Please make sure the information is correct

Question #15: make sure that the location for the education center matches your current duty station.

Hit the Next button to move to the next screen.

STEP 2

My Education
Voluntary Education for the Sea Services

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: [BS ▼]
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: [not selected] 🔲
20. Have you Applied for Graduation?   ○ Yes   ◉ No
21. Do you have a SOCMAR agreement?   ○ Yes   ◉ No
22. If yes, SOCMAR school: [not selected] 🔲

[Previous] [Next] [Cancel]

Use the drop down menu to answer questions 16 and 17. These questions address your academic goals.

Questions 18, 19, and 20 are about graduation eligibility. Use the drop down menu to answer these questions.

Question 21 and 22 asks if you have a SOCMAR agreement. If you do please enter yes and the school it is issued by.

When you are done hit the Next button to move to the next screen.

Questions 23 and 24 are for Navy personnel only. Now we are ready to input information on the classes you will be taking. Be sure you have all the necessary information before you start this section. You need to know what course you are taking, course description, course level, the method of instruction, and the type of credit hours.

Course Request Information

25. School Name: Florida State University/Tallahassee, FL

26. Term Start – End Date (yyyy/mm/dd): 20100915 – 20101215

	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.	CRS400	COURSE400		1		I	S	3	150	50
b.										
c.										
d.										
e.										

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 $4,500.00. 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

Question30: Type or select course description from drop down menu

Question 31: Type or select course level from drop down box

Question 32: Type or select primary instructional mode from drop down menu

Question 33: Type or select credit unit from drop down box

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Course Request Information

25. School Name: Florida State University/Tallahassee, FL
26. Term Start – End Date (yyyy/mm/dd): 20100915 – 20101215

a.	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.	CRS400	COURSE400	☐	1	U	I	S	3	150	50
b.			☐							
c.			☐							
d.			☐							
e.			☐							

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 $4,500.00   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)

Course Request Information

25. School Name: Florida State University/Tallahassee, FL
26. Term Start – End Date (yyyy/mm/dd): 20100915 – 20101215

	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. ☐	RS400	COURSE400	☐	1	U	I	S	3	150	50
b.			☐							
c.			☐							
d.			☐							
e.			☐							

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 $4,500.00   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

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STEP 3

Now that you have completed the TA application process you will be asked to save the application. Please take a moment to check the document and make sure that all the coursework and school information is correction.

My Education

Voluntary Education for the Sea Services

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

If the information is correct then hit the YES button to save the application.

If the information is not correct hit the No button and you will be given the opportunity to make corrections.

Other warnings will appear based on the information you put on your TA application. Please check each one carefully to make sure that the information you have typed in is accurate. Once the information has been verified you will be able to submit your TA application to your unit approving authority.

My Education

Voluntary Education for the Sea Services

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

> These boxes will show you that the application has been created and show the status.

> Please view the application.
>
> If you need to make changes to the application hit the **Change** button.
>
> If you don't want to submit this application for approval hit the **Cancel** button.
>
> If all the information is correct and you want to submit the application for command approval then you'll hit the **Submit** button

Once you make your selection, the application will be cancelled, recalled so you can make changes, or submitted to your command's approving authority.

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STEP 4 The screen below is an example of the final step in the TA submission process. If everything is correct you can submit your application.
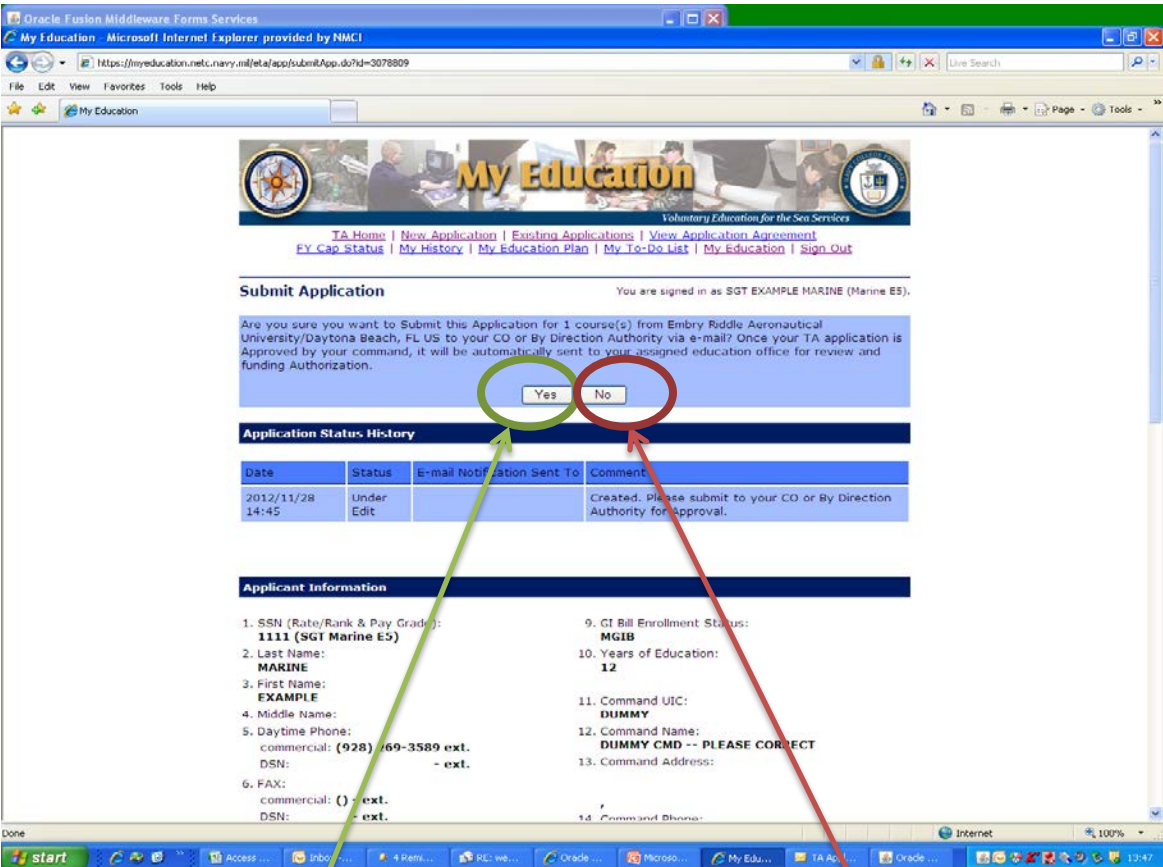
If you are sure you want to submit this application to your command for approval hit the Yes button.

If you decide that you are not ready to submit the application at this time hit the No button.

The next step is to complete the submission of the application to your approving authority. You will receive a message that the application has been submitted to your CO for approval. You can also check the status of your application on the existing applications screen.

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

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

> If your command approving authority did not receive the application you can resubmit by hitting the Resubmit button.

> If your command approving authority has not approved your TA you can cancel the application by hitting the Cancel button.

NOTIFICATION TO STUDENT FROM COMMAND APPROVING AUTHORITY

Once your command approving authority has reviewed the application, and either approved or disapproved it, students will receive an email. This email will let them know if their TA has been approved and sent on the education center for processing. If your TA application has been disapproved the reason for the decision to disapprove will be in the remarks section. Students can view the remarks by selecting the link on the email or by logging into their WebTA account.
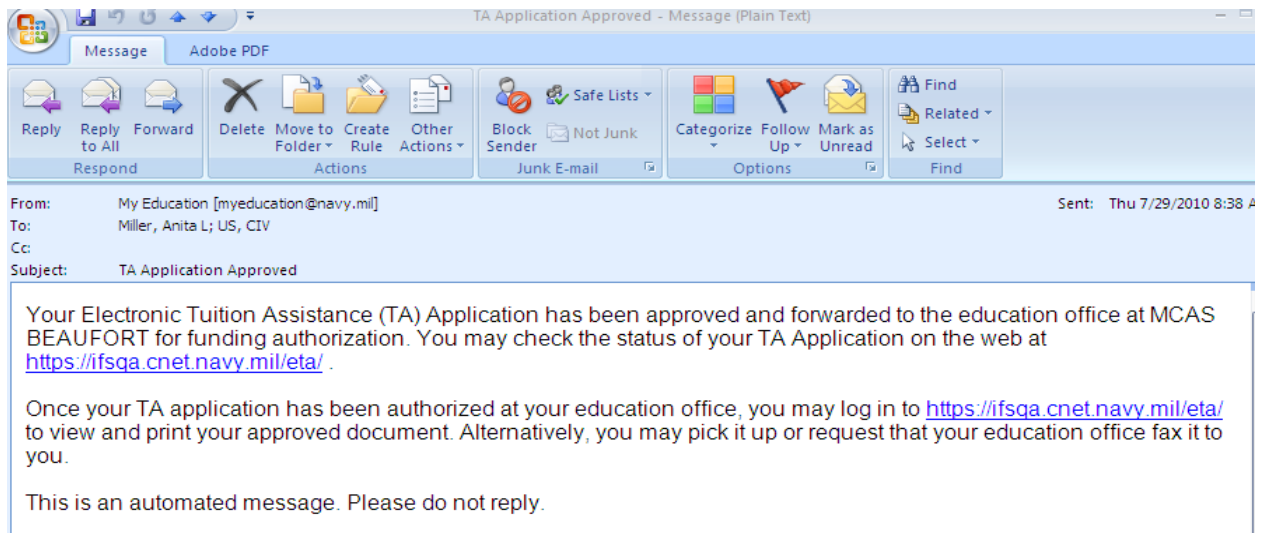
NOTIFICATION TO STUDENT FROM EDUCATION CENTER

Once your TA application has been processed you will receive an email from the Education Center notifying you that TA application has been processed and either approved or disapproved. If your application has been approved you will log into your WebTA account and print out the voucher.

If your TA application was disapproved by the Education Center you can go to the remarks section of your WebTA account for an explanation of why you were disapproved. Here are some of the most common reasons for disapproval:

- Your GPA is below 2.0;
- Your class has already started (no after the fact TA);
- You have failed to submit grades for previously completed classes; or
- You have failed to repay tuition assistance for a grade of F or a voluntary withdrawal from a previous class.

Please contact your education center for information on how to resolve these issues.

The email students receive will contain the following information:

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

PRINTING OFF YOUR VOUCHER

STEP 1

Go to your WebTA account and click on Existing Applications

STEP 2

Next Click the View button for applications under the Authorized Status portion.

	Creation Date	Last Update Date	School	Start Date	End Date	Status
View	2009/10/19 08:25	2009/10/28 09:53	Commonwealth Inst of Funeral Service/Houston, TX US	2009/10/20	2009/11/26	Authorized

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled or 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.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY with comment.

Applicant Information

NAVEDTRA 1560/5   **TUITION ASSISTANCE AUTHORIZATION**   NWA201000003   28-OCT-2009

SSN: 0   2   NAME: RATE CTRSN

SCHOOL CODE: 4588A   INSTITUTION: Commonwealth Inst of Funeral Service

ENROLLMENT INFORMATION

TERM DATES   START: 20-OCT-2009   END: 26-NOV-2009

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
FGHJ	DRAIN EM	3.0	$750.00	$775.00
DSFHG	STICK EM	3.0	$750.00	$775.00
DGH	PLANT EM	3.0	$750.00	$775.00
	TOTAL:	9.0	$2,250.00	$2,325.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition asssistance.

850-7774826
Phone
//SIGNED
E-Signed By: JOHN COLLIS 0
a4436408dd123568a2ab46b61647e3bf5f6b7101

NWA201000003   28-OCT-2009

AUTHORIZATION NUMBER   DATE AUTHORIZED   SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

A copy of this form must be returned to my Navy College Office if it is canceled or amended in any way. I will indicate action taken on the returned form. Failure to notify my Navy College Office of course cancellation or amendment may result in a collection against me, via my Commanding Officer. Student info can be found at: https://www.navycollege.navy.mil/pdfs/TAStudentNewsletter.pdf

Schools should send invoices electronically via Wide Area Work Flow (WAWF).For invoicing and grade submission information, schools should refer to the Tuition Assistance WAWF Invoice and Grade Submission Guide at: https://www.navycollege.navy.mil/ata.cfm#wawf

Correspondence may be sent to:

COMMANDING OFFICER
NETPDTC N8132
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

COMMAND APPROVING AUTHORITY DIRECTIONS

Commands will notify the Education Center of the names of those individuals who will be serving as Command Approving Authorities by sending the ByDir Letters to Dwight Fitzgerald, Camp Pendleton Education Services Officer, at dwight.fitzgerald@usmc.mil.

For Marines who have been designated as Command Approving Authority (CAA) these are the directions for receiving and approving tuition assistance applications:

From: eTA Application [ni623_demo@cnet.navy.mil]   Sent: Tue 8/11/2009 10:30 AM
To: Miller, Anita L; U5, 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://ncmisqa.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.

STEP 1

You will receive an email from *cnet.navy.mil* notifying you that an Electronic Tuition Assistance (TA) application has been submitted for approval. If you click on the URL you will be directed to KNO.

IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE

Account Management
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
Help & FAQ's
About this SSO Solution
About Partner Applications
PKI Policies (only available from the .mil domain)

Email:
netc.helpdesk@navy.mil

Help Desk: COMM: (850) 452-1001, Option 1
DSN: 922-1001, Option 1
Toll Free: (877) 253-7122, Option 2

Log in to ETA

User Name: (NKO User Name)

CAC LOGIN

Password:

Login

Please Do Not Bookmark This Page

You can either login with your **CAC card** or your **NKO user name and password.**

This system is designed to reduce the number of user names and passwords you need to remember.

STEP 2

The URL link will connect you with a log-in screen. You can log in with either your CAC or using your NKO user name and password.

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):

Approve   Reject

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.

If you approve the application, please click the Approve button. Once the application has been approved by the command approving authority, the document is forward to the Education Center for processing.

If you disapprove the application, you may leave comments in the Review Comment box. Next hit the Reject button to disapprove the application.

From there the Marine's application will be forwarded on to the Education Center for final processing. Marines are notified by email when the voucher is finished and given instructions on how to complete the process.

NOTES: