

webTA Instruction Sheet

www.mccslejeune-newriver.com/edu

(revised 20170714)

Eligibility Requirements

These must be completed before Marines can input a request for military TA through the webTA portal

- Read MarAdmin 687-14 and MCO 1560.25. The MarAdmin will detail the specific eligibility requirements for all Marines, which the command will verify when a request is submitted for TA.
- First-time users must complete the Higher Education Prep Course on JKO (Course # HEP US001) (<https://JKOdirect.jten.mil>). The HEP **completion certificate must be uploaded** to webTA.
- All Marines must speak with an Education Counselor from Camp Lejeune-New River to:
 - 1) Verify the Marine's GT Score. This will determine if an assessment test is required before applying for and using military tuition assistance;
 - 2) Complete an advisement session. Marines are required to have an advisement session on TA policy and procedures every fiscal year;
 - 3) Update Eligibility within the webTA portal

webTA Portal Access

- Log into the webTA portal at <https://myeducation.netc.navy.mil>. You can use a government or personal electronic device with your CAC card or SSN or EDIPI number.
- View the webTA User's Guide that is set as a hyperlink on the right, lower corner of the webpage once you are fully logged into the webTA portal (under Quick Links).
- TA requests can be submitted **as early as 60 days before** the term start date. Please remember that TA is processed in the order received – as long as all the proper documentation is included when submitted and when funds are released by HQMC for the current fiscal quarter/year. If your TA is submitted outside of the 60-day allowable window, it will be denied and you will have to resubmit.



Using Your student webTA Portal

Once you are logged into the webTA portal, click the blue graduation cap icon labeled "Tuition Assistance". You will see a graphic list of available options.



In this part of the portal you can

Available Options



- 1) create a new application,
- 2) review applications that have been created, saved, submitted, command approved, and authorized by the education center,

3) research your record to see if there are any course issues that would make you ineligible to use military TA, and 4) view the application agreement, which contains the rules and regulations for military tuition assistance. (My Training is for Sailors only; webTA User Manual is also available from this link)

Create/Submit a Request for Tuition Assistance

- From the "Tuition Assistance" screen, select "Create New Application." Make sure you have all your course information, cost, and command approver's name before starting your request.
- Enter all personal data requested. Please update your phone numbers and email addresses to your most often accessed accounts. This is how the Education Center staff will contact you if there are questions or problems regarding your request.

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Create/Submit a Request (Continued)

- Under "Approver Information," enter the name, phone, and government email address of the person within your unit who has the authority to authorize government funds. You will want to make sure this person is available to sign before submitting
- Under "Academic Information," you will need to make sure that either Camp Lejeune or MCAS New River is listed as your education center; if one of the two is not listed, please change the information using the guide boxes on the screen. If you have any other location listed when you submit your request, then our office will not receive your request (and it cannot be changed after it is command approved).
- Enter all the course information. If you are requesting funding for two courses and those courses have different start or end dates, then you must submit a separate application for each course.
- The system will prompt you to save your request. **After saving your request, you then click "submit" to send it to your Command Approver.** It is important that you make sure the request has been submitted before exiting the webTA portal.
- TA is automatically routed to the Command Approver, and it is then automatically routed to the Education Center.



Required Documents and How to Upload

- To upload the required documentation, select the green apple icon labeled "Education." This will send you to another screen where you have four options available – course history, test scores, education plan, and upload files. You will select the cloud and arrow icon labeled "Uploaded Files."



- **Camp Lejeune and MCAS New River require students to upload a statement of fees every time military TA is submitted for authorization for a non-resident school.**

This document lists the course information (number & title), term dates, and course cost. We use this documentation to verify the information on the request is correct before approving the funds.

- The Marine Corps requires students to be pursuing a degree when using military TA, so a curriculum or **degree plan** is required for the first course. Upon completion of six (6) semester hours, you must upload an **official** evaluation or SOC. This official documentation shows any credit completed and transfer credit awarded.
- If your individual GT score is 100 or above, the assessment requirement is waived; if your individual GT score is 99 or below, then it is recommended that you complete either the Peterson's or miniTABE assessment test and upload your **assessment test results** into webTA.

Completing the webTA Process

- If the Command Approver does not sign off on your request within five (5) days of submission, the system will automatically send you and the approver and email. Please follow up with the command approver to make sure they are available to sign before the term start date.
- You must have a TA voucher authorized by the Education Center prior to the start date of your course. There is not retroactive TA per DoD and USMC regulation.
- WebTA does not send the TA Authorization Form to the school automatically. **It is your responsibility to log into the webTA portal, open the authorization, sign it, and send it to your college or university.**
- If your course needs to be adjusted or cancelled – for ANY REASON – please contact the Education Center before you make any changes in the webTA portal!