

FIRST-TIME TUITION ASSISTANCE (TA) USERS

1. All first-time TA applicants are required to:
 - Review the TA Orientation Brief
 - Complete the Personal Readiness Seminar (PRS) Course
 - Complete the Skills and Interest Surveys on Career Path Decide (CPD)
 - Possess a GT score above 100.
 - If GT score is 99 or below, contact Voluntary Education Center (VEC) by sending an email to SMB_MCCSQuanticoEdCenter@usmc.mil .
2. Marines must upload the TA Orientation Brief certificate, PRS certificate, and completed CPD Goals Report to their TA account. The uploaded files MUST be in PDF.
3. Professional Military Education (PME) and TA Usage, per NAVMC 1560.25, Initial and continued usage of TA is at Commanders' discretion. Commanders, Sergeants Major, Unit Education Officers (UEO), and Command Approval Officers (CAOs) ensure Marines meet all eligibility criteria per reference (s) and have completed all PME requirements appropriate to their rank, per references (k) and (l). Marines submit documentation of PME completion to the UEO prior to submission of the first TA request, as well as the first TA request following any subsequent promotion.

Refs: (k) MCO P1400.32D W/CH-2 Enlisted Promotions, (l) MCO P1400.31C, CH-1, Vol 1 Officer Promotions

****Please direct any PME questions to your unit's appointed UEO or CAO.***

4. Upon completion of file uploads, into TA account, Marine will send an email to SMB_MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the files have been uploaded.

Instructions and illustrations for completing the requirements are provided within the following pages.

TA ORIENTATION BRIEF

This brief is designed to familiarize you with TA rules and regulations. The brief includes information on: TA directives, TA eligibility criteria, TA rules and user responsibilities, and information on alternative funding and relevant resources. This brief is required to be reviewed prior to receiving TA.

- Review the brief
- Print the “Validation of TA Orientation Brief Review” (last page)
- Print your rank, first & last name, & EDIPI
- Sign and date
- Scan and upload your “Validation of TA Orientation Brief Review” to your TA account and send an email to SMB_MCCSQuanticoEdCenter@usmc.mil to let the VEC know that the file has been uploaded.

PERSONAL READINESS SEMINAR (PRS)

This course is designed for the Active-Duty Service member seeking to attend an institute of higher learning using military Tuition Assistance (TA). Training covered in the PRS course includes the basics of personal financial management. The purpose of this course is to introduce and discuss how financial readiness impacts mission readiness. Successful completion of this training course is required prior to receiving TA.

1. Log on to JKO (Joint Knowledge Online) URL: <https://jkodirect.jten.mil>
2. Access JKO using CAC or JKO account (you may create new account).
3. To find the PRS course, select “**Course Catalog**” on the top menu bar.
 - a. Search for the “Personal Readiness Seminar” course using the course title.
4. Click enroll to launch the PRS course. When prompted by the academic integrity notice, click acknowledge to proceed.
5. Once enrolled in the PRS course, you will be redirected back the course catalog. Click Launch to begin the PRS training course.
6. The course is divided into different lessons. Click the “**Start**” bar on the upper left side to proceed with the course. Some lessons have multiple slides, click the “**Next**” bar found at the lower right side of the slide to complete each lesson.
7. To get to the next lesson, click the “**Next Lesson**” bar on the upper left side of the screen. You may review previous lessons by clicking the “**Previous Lesson**”.
8. You may stop and continue the PRS course at a later time. To complete the course, just log on to your account and click “**Resume**”.
9. Upload your certificate to your TA account and send an email to let the VEC know that the file has been uploaded.

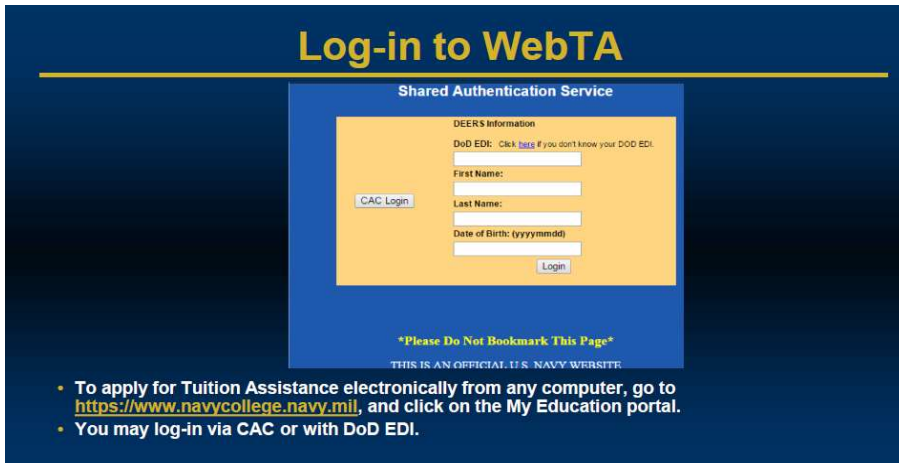
CAREER PATH DECIDE

Explore. Set a Goal. Close Education Gaps Using your Voluntary Education Benefits.

1. Go to Career Path Decide (CPD): <https://www.careerpathdecide.org/career-planning/build-your-target>
2. Scroll down and Click “Get Started” under “Federal Government Employee or Service member”
3. Take SKILLS and INTEREST surveys. When both surveys are complete, scroll down until you see “Career Pathways” Click a pathway that is close to your goal.
4. Next, click an occupation.
5. Once you have chosen an occupation, click “Set Career Goal”
6. A Congratulations screen should pop up. Click “Explore and Set Academic Goal”
7. Then choose a school that best fits your goal
8. Choose the type of program/credential by clicking “Set Goal”
9. Scroll down to “View Goals Report”
10. Then download your Goals Report and upload it onto your TA account.

UPLOADING FILES TO YOUR TA ACCOUNT

- Access your TA account: <https://myeducation.netc.navy.mil>



Log-in to WebTA

Shared Authentication Service

DEERS Information
DoD EDI: Click [here](#) if you don't know your DoD EDI.

First Name:

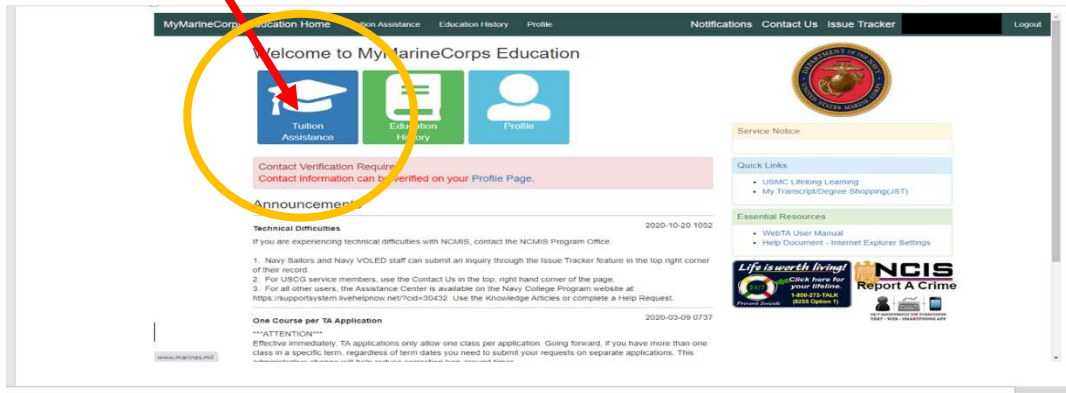
Last Name:

Date of Birth: (yyyymmdd)

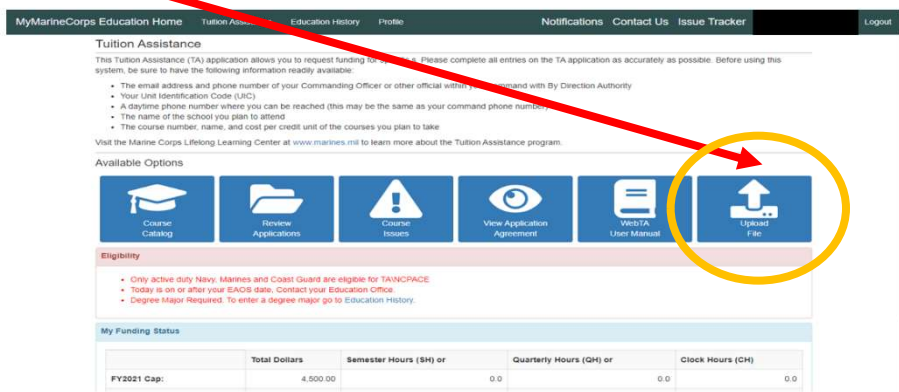
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THIS IS AN OFFICIAL U.S. NAVY WEBSITE

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

- ❑ Click on “Tuition Assistance”



- ❑ Click on “Upload File”



- ❑ Type information pertaining to the file and click “Save”
- ❑ Send email to SMB_MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the file has been uploaded

