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 Course

   - Possess a GT score above 100

     o If GT score is 99 or below, contact Education Office by sending an email to MCCSQuanticoEdCenter@usmc.mil.

2. MCINCR-MCB Quantico Marines will upload a copy of the certificate for the PRS course to their TA accounts

3. Marines must also upload the signed and completed "Validation of TA Orientation Brief Review" certificate to their TA account

Upon completion of file uploads, into TA account, Marine will send an email to MCCSQuanticoEdCenter@usmc.mil to inform the Voluntary Education Center (VEC) that the files have been uploaded

Instructions and illustrations for completing the aforementioned 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 ad relevant resources. This brief is required to be reviewed prior to receiving TA.

☐ Review the brief
☐ Print the "Validation of TA Orientation Brief Review" (page 46)
☐ 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 MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (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 MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.

UPLOADING FILES TO YOUR TA ACCOUNT

☐ Access your TA account: https://myeducation.netc.navy.mil/webta/home.html#nbb
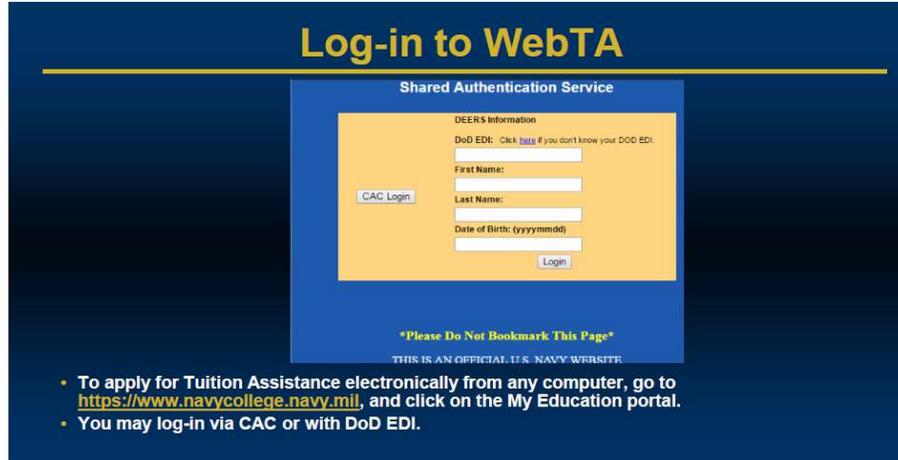
☐ Click on "Tuition Assistance"
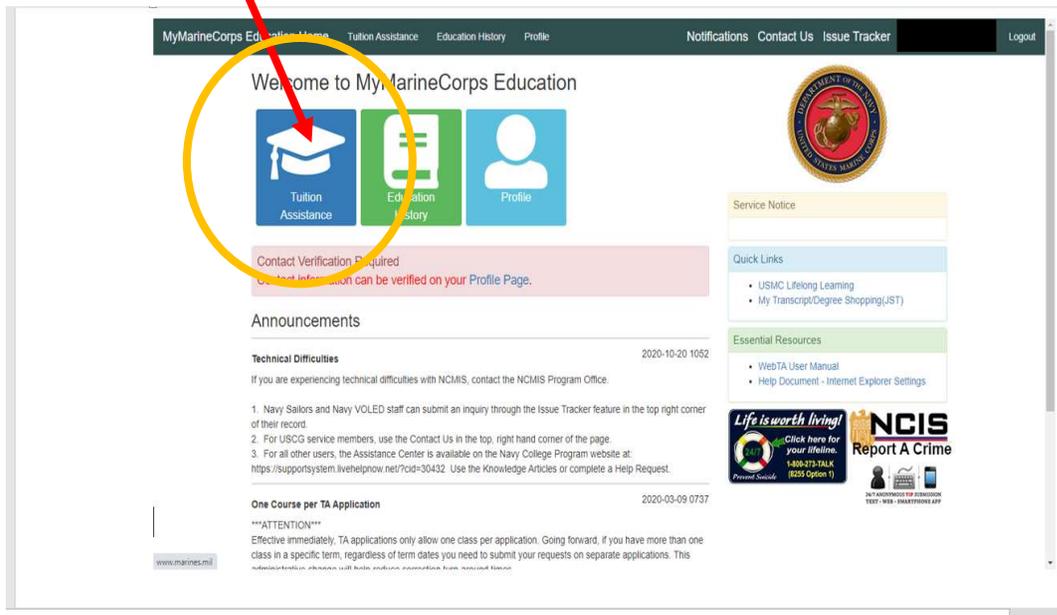
☐ Click on "Upload File"
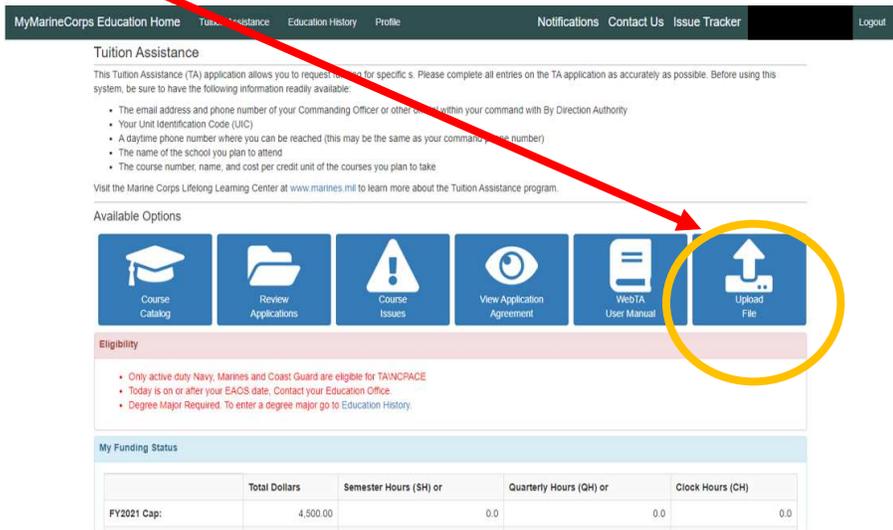
☐ Type information pertaining to the file and click "Save"
☐ Send email to MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the file has been uploaded