Welcome to the New My Education Portal!

Log-in to WebTA

- 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.

Access "My Education"

- **Use My Education Home for updated announcement messages and to access the key modules.**
- **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 WebTA application, select "Tuition Assistance".**

Assemble Personal and Course Information

- **This screen lists the information you will need in order to complete your WebTA application.**
- **The "Eligibility" section either welcomes you or cites the issues for you to address in order to continue.**
- **If the "Course Issues" box is red, you will need to resolve the pending issues before being allowed to create a new application.**

Complete Outstanding Requirements

Tuition Assistance

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

Visit the Navy College Web Site to learn more about the Tuition Assistance program.

Available Options

| Review Applications | Course Issues | View Application Agreement | My Training | WebTA User Manual |

Eligibility

- TA policy and procedures training is required.
- Higher Education Preparatory Course is required.
- Educational and Professional Counseling is required.
- You have not uploaded an Education Plan.

- **You will not be able to create a WebTA Application if the system shows that you have outstanding eligibility requirements.**
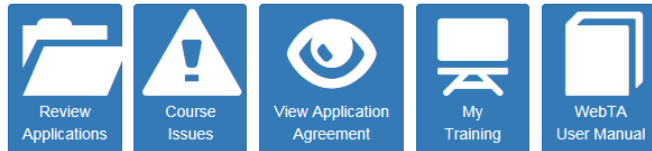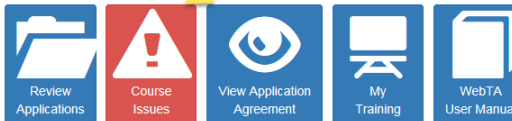
Check for Course Issues

Tuition Assistance

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Available Options

| Review Applications | Course Issues | View Application Agreement | My Training | WebTA User Manual |

Eligibility

- You owe money for past TA. View Course Issues for additional information.

← Back Tuition Assistance Course Issues

Missing Grades

All grades have been entered.

Course Repayments   Total Owed: $750.00

Funds owed for the following courses: see the Navy College Web Site for repayment instructions.

Application	Course	Title	Lvl	Hrs	Grade	Start Date	End Date	School	Auth Amount
NDB201700439	CMIT320	NETWORK SECURITY	U	3	D	2017-02-20	2017-04-16	University of Maryland University College	750.00

- **Go to the "Tuition Assistance" tab to locate the "Course Issues" tab. There are no pending issues if the tab is blue.**
- **If the "Course Issues" tab is red, you will need to resolve the pending issues. The system will not allow you to submit additional WebTA applications until you have done so.**
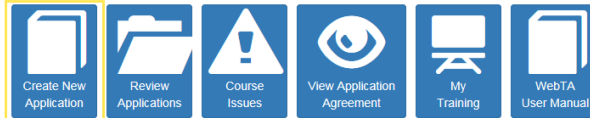
Begin Your TA Application

- **Once you are eligible, select "Create New Application" to continue.**

Read the TA Application Agreement

Tuition Assistance Application Agreement

< Back

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. By agreeing to the following, I understand the current policies and procedures governing TA usage and this agreement may be superseded by updated regulations; therefore, is subject to change.

A. **I understand** acceptance of TA obligates me to the following:

APPLICATION OBLIGATION:

1. **To submit this TA Application and receive command approval between 120 – 14 days preceding the term start date. WebTA Applications submitted or command approved within 14 days of the start date will be automatically denied.** Once my TA Application is approved, I will receive a TA Authorization Voucher to take to the school for partial or full payment.

2. To personally submit my TA Authorization Voucher to the school (hand deliver, fax, email, etc). **If I attend courses prior to receiving a TA Authorization Voucher, I am liable for the full amount of tuition.**

3. **To pay the remainder of tuition and course fees** not covered on the TA Authorization Voucher to the school.

- **Read the TA Application Agreement carefully, and keep a copy for your records!**
- **You can also review a copy by selecting the "View Application Agreement" tab.**

Accept the TA Contract

QUESTIONS REGARDING TUITION ASSISTANCE:

VEC

Mailing Address: NETPDC (N2)

Attn: Virtual Education Center
472 Polaris Street, Ste 214
Virginia Beach, VA 23461-2015

E-Mail Address: Submit Help Request Ticket http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432

Telephone: DSN 492-4684
Commercial (877)838-1659

Fax: DSN 492-5095
Commercial (757) 492-5095

By pressing the I Accept button, I certify all courses listed on this TA application are required for my degree completion. I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions of this agreement. 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, 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 TA Application. 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.

Reference: Federal Law 10 USC 2005 and 2007, DODD 1322.8E, DODI 1322.25, SECNAVINST 1560.4A, OPNAVINST 1560.4A, NETCINST 1560.3., NAVADMIN 042/08, NAVADMIN 105/10, NAVADMIN 245/10, NAVADMIN 029/12, NAVADMIN 305/12, NAVADMIN 190/14, NAVADMIN 219/16.

Updated 15 March 2017

[I Accept]   [I Do Not Accept]

- **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.**

Update Profile Information

Tuition Assistance Application

< Back

Service Member

Name	Work Phone	DSN Phone	Personal Phone
(LS2) Popeye, Sailor M	(777) 555-1212 x11	Add Number	(777) 777-7777

EDI\DOD ID	Work Email	Personal Email	Immediate Education Goal
	netpdtc_ncmis_test_POPEYE@navy.mil	netpdtc_ncmis_test_POPEYE@navy.mil	BS

Approver Information   ✏ Edit   🔍 Approvers

Add Approver, either by + Manual Entry or 🔍 Searching Approvers . **Approver is required.**

Academic Information

Installation	School	Term Start Date	Term End Date
	Florida State University		

Courses   + Manual Course   🔍 Courses

Add Courses, either by + Manual Course or 🔍 Searching Courses

💾 Save   Submit   ✖ Cancel

- **Review your profile information. Verify that email addresses are correct.**
- **Update and enter required information by going to "My Education Home" and using the "Profile" Tab. Don't forget to save the updated information.**

Enter Command Approver Information

- **Enter your Command Approver Information**
- **You can manually enter the information or search a list of Command Approvers with established accounts.**
- **If manually entering, click "select " to populate the fields. Use "Edit" to make changes.**

Enter Installation and School Information

- **Search for your installation using the search window and "select" to populate.**
- **Select your school using the search window or confirm that you are still attending the same school.**
- **Enter the institution's published term start and end dates using the calendar functions. All courses on a WebTA application <u>must</u> have the same term start and end dates.**

Enter Course Information

- **To enter your course information manually, select "Manual Course".**
- **If your school has entered their catalog into the Academic Institution Module, you can search for your course using the "Search Course" feature.**

Enter Course Manually

- When manually entering course information, complete the required fields and select "Confirm" if the course is listed on the education plan in your My Education Account.
- Select "Confirm Substitute" if the course is a school approved substitution for a course on the education plan in your My Education Account.

Enter Course with Search Feature

- If your school has uploaded their catalog to the Academic Institution Module, you will be able to add course information by locating your course(s) in the school catalog and adding it to your WebTA application by using the "Select" button.

Enter Course with Search Feature

- **Complete the remaining course information. Some fields will automatically populate.**
- **Select "Confirm" if the course is listed on the education plan in your My Education Account or "Confirm Substitute" if the course is a school approved substitution for a course on your degree plan.**

Submit Your WebTA Application

- **Review your course information and select "Save".**
- **Select "Submit" to forward to your Command Approver. Your Command Approver will receive an email with a link to your WebTA application. He/she will ensure your eligibility for TA; approve your application, and electronically forward it for funding.**

Review System Messages

- **When you select "Save," the system may present you with errors/issues to resolve.**
- **Correct any system error messages.**
- **Select "Save" and then "Submit".**

Review System Messages

Document is Submitted for Command Approval: Application may be cancelled or resubmitted at this stage.

< Back   Tuition Assistance Application(18087130)

• Command Approval Notification email sent.

Service Member

Name	**Work Phone**	**DSN Phone**	**Personal Phone**
(LS2) Popeye, Sailor M	(777) 555-1212 x11	Add Number	Add Number
EDI\DOD ID	**Work Email**	**Personal Email**	**Immediate Education Goal**
	netpdtc_ncmis_test_POPEYE_3@navy.mil	netpdtc_ncmis_test_POPEYE@navy.mil	BS

Approver Information

Name	**Work Email**	**Work Phone**	**DSN Phone**
Joneslocker, Davy T	netpdtc_ncmis_test@navy.mil	(111) 111-1111	753-5680

Academic Information

- **Review system messages to confirm that your WebTA application has been submitted for Command Approval.**

Submit Your WebTA Application

- **Funding officials 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 to submit it to your school to enroll in your course(s).**

Receive Command Approval Notification

From: sfly_ncmis_mgmt_ofc@navy.mil [mailto:sfly_ncmis_mgmt_ofc@navy.mil]
Sent: Wednesday, June 14, 2017 6:02 AM
Subject: Tuition Assistance (TA) Application Command Approved, Advanced to VEC for Authorization

Tuition Assistance (TA) Application Command Approved, Advanced to VEC for Authorization.

_____

School:Embry Riddle Aeronautical University

Term Start Date:2017-06-30

Term End Date:2017-08-31

Course Title   Credit Hours
ENG1301   English Composition I   3 hours
_____

This is an auto-generated email. Please do not reply.

- My Education system electronically transmits your command approving official's decision to you.
- WebTA automatically forwards command approved applications to your funding officials to authorize the funds.
- My Eductaion will send you an email once your voucher is funded advising you to print your TA Voucher and submit it to your school to pay for your course(s) -- BEFORE the term begins!
- If the cost of your tuition 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.

How to Track Document Status

Tuition Assistance

This Tuition Assistance (TA) application allows you to requ... system, be sure to have the following information readily a...

- The email address and phone number of your Com...
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reache...
- The name of the school you plan to attend
- The course number, name, and cost per credit unit

Visit the Navy College Web Site to learn more about the T...

Available Options

| Create New Application | Review Applications | Course Issues |
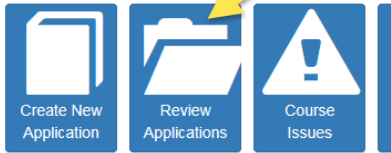
Eligibility

You are eligible for Tuition Assistance.

Tuition Assistance Applications

App ID	Created Date	Updated Date	School	Start Date	End Date	Status		
18087224	2017-06-20 06:40	2017-06-20 06:42	University of Maryland University College	2017-09-15	2017-11-15	Under Edit	Edit	✖ Cancel
18087223	2017-06-20 06:35	2017-06-20 06:39	University of Maryland University College	2017-07-15	2017-09-15	Submitted	View	✖ Cancel
17774846		2016-10-22 05:53	University of Maryland University College	2016-10-24	2016-12-18	Authorized	View	
17774840		2016-10-22 05:39	University of Maryland University College	2016-08-22	2016-10-16	Authorized	View	
17774827		2016-08-15 07:32	University of Maryland University College	2016-08-22	2016-09-18	Authorized	View	

- Go to the "Tuition Assistance" tab and select the "Review Applications" tab to check on the status of your WebTA applications.
- Note: If your document status is "Under Edit," you have not yet submitted it to your Command Approver.
- You can cancel or resubmit your WebTA application up until the final authorization.

Receive Funding Notification

From: sfly_ncmis_mgmt_ofc@navy.mil [mailto:sfly_ncmis_mgmt_ofc@navy.mil]
Sent: Wednesday, June 14, 2017 6:02 AM
Subject: Tuition Assistance (TA) Application Command Approved, Advanced to VEC for Authorization

Tuition Assistance (TA) Application Command Approved, Advanced to VEC for Authorization.

_____

School:Embry Riddle Aeronautical University

Term Start Date:2017-06-30

Term End Date:2017-08-31

Course Title   Credit Hours
ENG1301   English Composition I   3 hours
_____

This is an auto-generated email. Please do not reply.

- **My Education electronically notifies you once your TA application is funded. You will then need to go back into your My Education Account," select the "Tuition Assistance" tab and then the "Review Applications" tab to view and print your voucher. The system also allows you the option to save and digitally sign your voucher.**
- **Don't forget to contact your education office or funding office If you decide not to take the course or if you need to modify your voucher.**

Update Your Personal Profile

- **It is important to ensure that your contact information up to date and accurate.**
- **Go to My Education Home to locate the "Profile" tab to view and update your personal contact information.**
- **Don't forget to save.**

Check Your Current FY TA Usage

- **If you have reached your FY quota, then you must use an alternate source to fund your off-duty courses. Consider taking examinations-for-credit.**
- **Submit WebTA applications well in advance for courses starting on or after 01 October (even if you currently have zero credits remaining for the current fiscal year.)**

Check Your TA Course History

Application	Course	Title	Lvl	Hrs	Grade	Start Date	End Date	School
NWC201602407	TCM 337	QUALITY CONTROL AND MEASUREMENT	U	3	C	2016-08-22	2016-12-15	Missouri State University - Springfield
NWC201601045	ENG321	WRITING II: BEGINNING TECHNICAL WRITING	U	3	A	2016-02-09	2016-05-12	Missouri State University - Springfield
NWC201600555	TCM455	SAFETY MANAGEMENT	U	3	A	2016-01-11	2016-05-12	Missouri State University - Springfield
NWC201502469	BMS 100	CONCEPTS AND ISSUES IN THE LIFE SCIENCES	L	3	C	2015-08-17	2015-12-10	Missouri State University - Springfield
NWC201501961	HST122	SURVEY OF THE HISTORY OF THE UNITED STATES SINCE 1877	L	3	B	2015-06-08	2015-07-31	Missouri State University - Springfield
NWC201500794	PLS101	AMERICAN DEMOCRACY AND CITIZENSHIP	L	3	A	2015-01-12	2015-05-14	Missouri State University - Springfield

- **You can check your TA Course History by selecting "My Education Home," the "Education" tab, and then the "TA Course History" tab.**

Confirm Your Course Completion Status

< Back   **Education - Tuition Assistance Courses**

Application	Course	Title	Lvl	Hrs	Grade	Start Date	End Date	School
NWC201602407	TCM 337	QUALITY CONTROL AND MEASUREMENT	U	3	C	2016-08-22	2016-12-15	Missouri State University - Springfield
NWC201601045	ENG321	WRITING II: BEGINNING TECHNICAL WRITING	U	3	A	2016-02-09	2016-05-12	Missouri State University - Springfield
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NWC201502469	BMS 100	CONCEPTS AND ISSUES IN THE LIFE SCIENCES	L	3	C	2015-08-17	2015-12-10	Missouri State University - Springfield
NWC201501961	HST122	SURVEY OF THE HISTORY OF THE UNITED STATES SINCE 1877	L	3	B	2015-06-08	2015-07-31	Missouri State University - Springfield
NWC201500794	PLS101	AMERICAN DEMOCRACY AND CITIZENSHIP	L	3	A	2015-01-12	2015-05-14	Missouri State University - Springfield

- **Be sure that the database reflects a grade for all your completed TA-funded courses.**
- **If you have missing grades, contact your school to have the school enter the missing grades via the Academic Institution Module.**

How to Upload your School Degree Plan

- **From "My Education Home," select "Education" tab and the "Upload Files" tab.**
- **Complete the fields in the "Attachment Upload" window. Enter the name of your school in the "Name" field and your degree program in the "Description" field.**
- **Use "Browse" to locate your file and then select "Upload File" to complete the action.**

How to Upload your School Degree Plan

- **Upload your degree plan before submitted WebTA applications.**