

# Welcome to the New My Education Portal!

My Education Home

Tuition Assistance

NCPACE

Education

Profile

Test Environment

(LS2) Popeye, Sailor M

## Welcome to My Education



## Announcements

When printing TA vouchers, your pop-up blocker must be disabled. See [https://www.navycollege.navy.mil/pdfs/TA\\_Voucher\\_Not\\_Printing.pdf](https://www.navycollege.navy.mil/pdfs/TA_Voucher_Not_Printing.pdf) for instructions.

### Action Required!

2017-05-26

The Navy is transforming the way we process and execute our Tuition Assistance program and need your help to ensure it successfully benefits everyone. The new Academic Institution module is now available for you to upload course catalogs, degree completions, grades, course costing information, etc. Please upload your course catalog and enter your institution tuition cost now in order to take advantage of our new automated WebTA Authorization process that is coming soon. This process will use information you provide to automatically approve WebTA documents, enabling faster TA voucher authorizations, Sailor enrollments, and invoice payments!

Don't wait, upload today!!

### Announcements are here.

2017-05-19

The announcement system is now in QA. Please change any announcement through Administration -> Announcements. User must be a sysmanager.



### Service Notice

VEC Funding Applications \*\*\*VEC is accepting WebTA Applications through 31 March 2017 and funding through 31 January 2017.\*\*\*

### Quick Links

- Navy College Program
- Appointment Scheduler
- My Transcript/Degree Shopping(JST)
- Scholarship Application
- My Training



# 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)

**\*Please Do Not Bookmark This Page\***

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.

# Access “My Education”

My Education Home   Tuition Assistance   NCPACE   Education   Profile   **Test Environment** (LSZ) Popeye, Sailor M -

## Welcome to My Education

### Announcements

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**Life is worth living!** Click here for your lifeline. 1-800-273-TALK (2255 Option 1) Prevent Suicide

**NCIS Report A Crime**

24/7 ANONYMOUS TIP PERMISSION TEXT: WEB - SHAREPHONE APP

- 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

**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**

- Create New Application
- Review Applications
- Course Issues
- View Application Agreement
- My Training
- WebTA User Manual

**Eligibility**

You are eligible for Tuition Assistance.

**Your FY 2017 Cap Status**

	Total Dollars	Semester Hours	Quarterly Hours	Clock Hours
<b>Starting:</b>	4,500.00	16.0	24.0	240.0
<b>Used:</b>	1,750.00	7.0	0.0	0.0
<b>Remaining:</b>	2,750.00	9.0	13.5	135.0

- 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

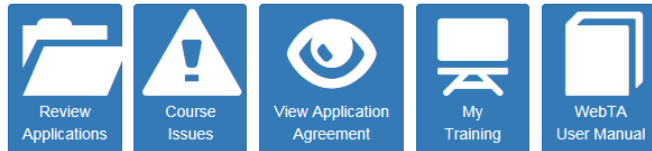
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This Tuition Assistance (TA) application allows you to request funding for specific courses. Please complete all entries on the TA application as accurately as possible. Before using this system, be sure to have the following information readily available:

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- The course number, name, and cost per credit unit of the courses you plan to take

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### Available Options



### 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

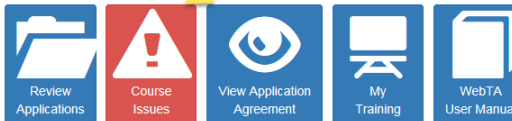
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Visit the [Navy College Web Site](#) to learn more about the Tuition Assistance program.

### Available Options



### 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	LVI	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

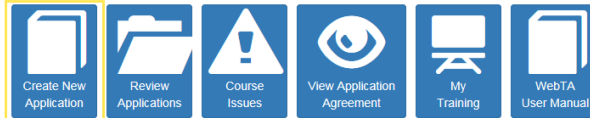
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Visit the [Navy College Web Site](#) to learn more about the Tuition Assistance program.

### Available Options



### Eligibility

You are eligible for Tuition Assistance.

### Your FY 2017 Cap Status

	Total Dollars	Semester Hours	Quarterly Hours	Clock Hours
<b>Starting:</b>	4,500.00	16.0	24.0	240.0
<b>Used:</b>	0.00	0.0	0.0	0.0
<b>Remaining:</b>	4,500.00	16.0	24.0	240.0

- Once you are eligible, select “Create New Application” to continue.

# Read the TA Application Agreement

[← Back](#) Tuition Assistance Application Agreement

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](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

[< Back](#) Tuition Assistance Application





Service Member 



<b>Name</b> (LS2) Popeye, Sailor M	<b>Work Phone</b> (777) 555-1212 x11	<b>DSN Phone</b> Add Number	<b>Personal Phone</b> (777) 777-7777
<b>EDI/DOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test_POPEYE@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test_POPEYE@navy.mil	<b>Immediate Education Goal</b> BS 

Approver Information   Approvers


Add Approver, either by [+ Manual Entry](#) or [🔍 Searching Approvers](#). **Approver is required.**

Academic Information

<b>Installation</b>	<b>School</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input type="text"/> 	Florida State University 	<input type="text"/> 	<input type="text"/> 

Courses   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

[← Back](#) Tuition Assistance Application

Service Member

<b>Name</b> (LS2) Popeye, Sailor M	<b>Work Phone</b> (777) 555-1212 x11	<b>DSN Phone</b> Add Number	<b>Personal Phone</b> <b>Required:</b> Add Number
<b>ED\IDOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test@navy.mil	<b>Immediate Education Goal</b> BS

Approver Information [Edit](#) [Search Approvers](#)

Add Approver, either by [+ Manual Entry](#) or [Search Approvers](#). **Approver is required.**

Academic Information

<b>Installation</b>	<b>School</b> Florida State University	<b>Term Start Date</b>	<b>Term End Date</b>
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Courses [+ Manual Course](#) [Search Courses](#)

Add Courses, either by [+ Manual Course](#) or [Search Courses](#)

[Save](#) [Submit](#) [Cancel](#)

- 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

[← Back](#) Tuition Assistance Application

**Service Member**

<b>Name</b> (LS2) Popeye, Sailor M	<b>Work Phone</b> (777) 555-1212 x11	<b>DSN Phone</b> Add Number	<b>Personal Phone</b> Required: Add Number
<b>EDIDOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test@navy.mil	<b>Immediate Education Goal</b> BS

**Approver Information** [✖ Clear](#) [✎ Edit](#) [🔍 Approvers](#)

<b>Name</b> Joneslocker, Davy T	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Work Phone</b> (111) 111-1111	<b>DSN Phone</b> 753-5680
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**Academic Information**

<b>Installation</b>	<b>School</b>	<b>Term Start Date</b>	<b>Term End Date</b>
<input type="text"/>	Florida State University	<input type="text"/>	<input type="text"/>

**Courses** [+ Manual Course](#) [🔍 Courses](#)

Add Courses, either by [+ Manual Course](#) or [🔍 Searching Courses](#)

[🏠 Save](#) [Submit](#) [✖ Cancel](#)

- 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 must have the same term start and end dates.

# Enter Course Information

[< Back](#) Tuition Assistance Application

### Service Member

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<b>ED/DOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test@navy.mil	<b>Immediate Education Goal</b> BS

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### Academic Information

<b>Installation</b> NAVAL STATION NORFOLK, VA	<b>School</b> Embry Riddle Aeronautical University	<b>Term Start Date</b> 2017-07-15	<b>Term End Date</b> 2017-08-31
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### Courses

Add Courses, either by [+ Manual Course](#) or [Searching Courses](#)

[Save](#) [Submit](#) [Cancel](#)

- 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

**Course Edit**

All course fields are required. Primary Instruction Mode requires a location to be selected  
By adding this course, the student acknowledges that the course is listed on their submitted Education Plan. Or a valid substitute course can also be added if designated as such.

Course:  Title:  Level:

Location:  Primary Instruction Mode:  Credit Unit:  Credit Hours:  Cost:

- 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

Course Catalog

Subject Number Title Level

Search Clear

Course	Title	Level	Credits	
ZOO3558	Coral Reefs	U		Select
ZOO4513	Animal Behavior	L	3	Select
ZOO4254Lab	Marine Invertebrate Zoo Lab	L	1	Select
ZOO5305Lab	Marine Vertebrate Zoology Lab	G	1	Select
TSL5085	ESOL Principles & Practices	G	3	Select
ZOO4304	Marine Vertebrate Zoo	G	4	Select
ZOO5514	Animal Behavior	G	3	Select
ZOOLLLL3556	Biology of Coral Reefs	U	3	Select
ZOO4304L	Marine Vertebrate Zoo Lab	G	1	Select
ZOO4254	Marine Invert Zoo	G	4	Select

1 - 10 of 13

Close

- 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

**Course Edit**

All course fields are required. Primary Instruction Mode requires a location to be selected  
By adding this course, the student acknowledges that the course is listed on their submitted Education Plan. Or a valid substitute course can also be added if designated as such.

**Additional Course Catalog Information**

- Contemporary view of animal behavior including discussion of sensory and neurobiology, biological rhythms, genetic and experiential influences on behavior, communication, orientation, migration, predator-prey relationships and social behavior. Offered concurrently with ZOO 5514; graduate students will be assigned additional work.
- Prerequisites: BSC2011

Course: ZOO4513    Title: Animal Behavior    Level: Lower Level(100-299)

Location: [dropdown]    Primary Instruction Mode: [dropdown]    Credit Unit: [dropdown]    Credit Hours: 3    Cost: \$ 0.00

Tuition Rate(Adjust Cost and Credit Unit): [dropdown]

[← Back](#)    [Close](#)    [Confirm Substitute](#)    [Confirm](#)

- 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

[← Back](#) Tuition Assistance Application(18087130)

### Service Member

<b>Name</b> (LS2) Popeye, Sailor M	<b>Work Phone</b> (777) 555-1212 x11	<b>DSN Phone</b> Add Number	<b>Personal Phone</b> <b>Required:</b> Add Number
<b>EDI\DDOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test_POPEYE_3@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test_POPEYE@navy.mil	<b>Immediate Education Goal</b> BS <input type="text"/>

### Approver Information

[✖ Clear](#) [🔗 Edit](#) [🔍 Approvers](#)

<b>Name</b> Joneslocker, Davy T	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Work Phone</b> (111) 111-1111	<b>DSN Phone</b> 753-5680
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### Academic Information

<b>Installation</b> NAVAL STATION NORFOLK, VA <input type="text"/>	<b>School</b> Embry Riddle Aeronautical University <input type="text"/>	<b>Term Start Date</b> 2017-07-15 <input type="text"/>	<b>Term End Date</b> 2017-08-31 <input type="text"/>
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### Courses

[+ Manual Course](#) [🔍 Courses](#)

ZOO4513 - Animal Behavior [🔗 Edit](#) [✖ Remove](#)

Location: Distance Learning	Level: Undergraduate	Instruction Mode: Web/Internet	Credit Units: Semester
TuitionRate:	Total Cost \$750.00 for 3 credit hours at \$250.00 per hour.	Estimate Authorized Amount \$0.00 for 0.0 credit hours.	

[🏠 Save](#) [Submit](#) [✖ Cancel](#)

- 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

[← Back](#) Tuition Assistance Application(18087131)

- Applicant's personal email may not be the same their work email.
- Application was not submitted.

**Service Member**

Name	Work Phone	DSN Phone	Personal Phone
(LS2) Popeye, Sailor M	(777) 555-1212 x11	Add Number	(777) 777-7777
EDID/DOD ID	Work Email	Personal Email	Immediate Education Goal
	netpdtc_ncmis_test_POPEYE@navy.mil	netpdtc_ncmis_test_POPEYE@navy.mil	BS

**Approver Information** [✖ Clear](#) [✎ Edit](#) [🔍 Approvers](#)

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

**Academic Information**

Installation	School	Term Start Date	Term End Date
NAVAL STATION NORFOLK, VA	Embry Riddle Aeronautical University	2017-07-15	2017-08-31


**Courses** [+ Manual Course](#) [🔍 Courses](#)

ZOO4513 - Animal Behavior			
Location: Distance Learning	Level: Undergraduate	Instruction Mode: Web/Internet	Credit Units: Semester
TuitionRate:	Total Cost \$750.00 for 3 credit hours at \$250.00 per hour.		Estimate Authorized Amount \$750.00 for 3 credit hours.

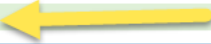
[🏠 Save](#) [Submit](#) [✖ Cancel](#)

- 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\DDOD 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

[← Back](#) Tuition Assistance Application(18087130)

**Service Member**

<b>Name</b> (LS2) Popeye, Sailor M	<b>Work Phone</b> (777) 555-1212 x11	<b>DSN Phone</b> Add Number	<b>Personal Phone</b> <b>Required:</b> Add Number
<b>ED/IDOD ID</b>	<b>Work Email</b> netpdtc_ncmis_test_POPEYE_3@navy.mil	<b>Personal Email</b> netpdtc_ncmis_test_POPEYE@navy.mil	<b>Immediate Education Goal</b> BS

**Approver Information** [✖ Clear](#) [✎ Edit](#) [🔍 Approvers](#)

<b>Name</b> Joneslocker, Davy T	<b>Work Email</b> netpdtc_ncmis_test@navy.mil	<b>Work Phone</b> (111) 111-1111	<b>DSN Phone</b> 753-5680
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**Academic Information**

<b>Installation</b> NAVAL STATION NORFOLK, VA	<b>School</b> Embry Riddle Aeronautical University	<b>Term Start Date</b> 2017-07-15	<b>Term End Date</b> 2017-08-31
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**Courses** [+ Manual Course](#) [🔍 Courses](#)

ZOO4513 - Animal Behavior [✎ Edit](#) [✖ Remove](#)

Location: Distance Learning	Level: Undergraduate	Instruction Mode: Web/Internet	Credit Units: Semester
TuitionRate:	Total Cost \$750.00 for 3 credit hours at \$250.00 per hour.	Estimate Authorized Amount \$0.00 for 0.0 credit hours.	

[🏠 Save](#) [Submit](#) [✖ Cancel](#)

- 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

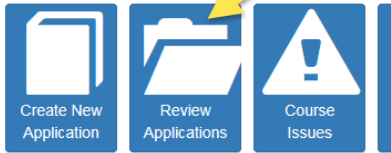
## Tuition Assistance

This Tuition Assistance (TA) application allows you to request assistance for your tuition. To use the system, be sure to have the following information ready:

- The email address and phone number of your Commanding Officer
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached
- 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 Tuition Assistance program.

### Available Options



### Eligibility

You are eligible for Tuition Assistance.

## < Back 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	<a href="#">Edit</a>	<a href="#">Cancel</a>
18087223	2017-06-20 06:35	2017-06-20 06:39	University of Maryland University College	2017-07-15	2017-09-15	Submitted	<a href="#">View</a>	<a href="#">Cancel</a>
17774846		2016-10-22 05:53	University of Maryland University College	2016-10-24	2016-12-18	Authorized	<a href="#">View</a>	
17774840		2016-10-22 05:39	University of Maryland University College	2016-08-22	2016-10-16	Authorized	<a href="#">View</a>	
17774827		2016-08-15 07:32	University of Maryland University College	2016-08-22	2016-09-18	Authorized	<a href="#">View</a>	

- 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

My Education Home   Tuition Assistance   NCPACE   Education   Profile ←

### Demographics

EDI/DOD ID	First	Middle	Last	Date of Birth
	SAILOR	MAN	POPEYE	1983-05-02

Rate/Rank	Rate/Rank Date	Pay Grade	Pay Entry Base Date	Obligation End Date(EST)	Active Duty Service Date
LS2	2005-06-16	E5	2001-08-14	2099-02-01	2001-08-14

### Contact Information

<b>Personal Email</b> <input type="text" value="netpdtc_ncmis_test_POPEYE@navy.mil"/>		<b>Work Email</b> <input type="text" value="netpdtc_ncmis_test_POPEYE@navy.mil"/>				
<b>Street Address</b> <input type="text" value="1239 MOUNTAIN MAN PLACE"/> <input type="text" value="ST. 200"/>		<b>City</b> <input type="text" value="GULF BREEZE"/>	<b>State</b> <input type="text" value="AZ"/>	<b>Country</b> <input type="text"/>	<b>Zip</b> <input type="text" value="32563"/>	<b>Zip+4</b> <input type="text"/>
<b>Personal Phone</b>	<b>International</b> <input type="text" value="US"/>	<b>Country</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>Area</b> <input type="text" value="777"/>	<b>Number</b> <input type="text" value="7777777"/>	<b>Extension</b> <input type="text"/>
<b>Work Phone</b>	<b>International</b> <input type="text" value="US"/>	<b>Country</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>Area</b> <input type="text" value="777"/>	<b>Number</b> <input type="text" value="5551212"/>	<b>Extension</b> <input type="text" value="11"/>

### Assigned Command

UIC	Command	Address
63235	NROTCU PURDUE UNIV WEST LAFAYETTE IN	NROTCU PURDUE UNIV WEST LAFAYETTE IN 1513 ARMORY BLDG , WEST LAFAYETTE,IN 479071513

Clear

- 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

**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**

[Create New Application](#) [Review Applications](#) [Course Issues](#) [View Application Agreement](#) [My Training](#) [WebTA User Manual](#)

**Eligibility**

You are eligible for Tuition Assistance.

**Your FY 2017 Cap Status**

	Total Dollars	Semester Hours	Quarterly Hours	Clock Hours
<b>Starting:</b>	4,500.00	16.0	24.0	240.0
<b>Used:</b>	0.00	0.0	0.0	0.0
<b>Remaining:</b>	4,500.00	16.0	24.0	240.0

- 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

< Back

## Education - Tuition Assistance Courses

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

The screenshot shows the 'My Education Home' dashboard. At the top, there are navigation tabs: 'My Education Home', 'Tuition Assistance', 'NCPACE', 'Education', and 'Profile'. The 'Education' tab is selected. Below the navigation, there's a 'Welcome to My Education' message with a yellow arrow pointing to the 'Education' icon in a row of three icons (Tuition Assistance, NCPACE, Education). The 'Education' section contains an overview and a list of links: 'TA Course History', 'NCPACE Course History', 'ACT, CLEP, SAT Scores', 'Print Education Plan', and 'Uploaded Files'. A yellow arrow points to the 'Uploaded Files' icon. An 'Attachment Upload' modal window is open, showing a yellow warning message: 'File size must be less than 2MB. Name and Description required.' The 'Name' field contains 'Central Texas Col' and the 'Description' field contains 'AA General Studies'. There are 'Browse' and 'Upload File' buttons at the bottom of the modal.

- 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

The screenshot shows the 'My Education Home' interface. At the top, there are navigation links: My Education Home, Tuition Assistance, NCPACE, Education, and Profile. A yellow arrow points to the 'Education' link. Below the navigation is a 'Welcome to My Education' section with four icons: Tuition Assistance (graduation cap), NCPACE (book), Education (apple), and Profile (person). A yellow arrow points to the 'Education' icon. To the right is the 'Service Notice' for VEC Funding Applications. Below that is an 'Announcements' section with a link to TA vouchers. A 'Thank You for testing Navy' message is also present. The main 'Education' section contains a list of options: TA Course History, NCPACE Course History, ACT, CLEP, SAT Scores, Print Education Plan, and Uploaded Files. A yellow arrow points to the 'Uploaded Files' icon. A modal window titled 'Attachment Upload' is open, showing a warning that file size must be less than 2MB and name and description are required. A yellow arrow points to the 'Name' field, which contains 'Central Texas Col'. The 'Description' field contains 'AA General Studies'.

- Upload your degree plan before submitted WebTA applications.