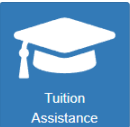



# Navy TA User Guide

MyNavy Education Home Tuition Assistance NCPACE SkillBridge Education History Profile 2 Notifications Contact Us Issue Tracker (LSC) Popeye, Sailor M

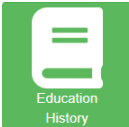
## Welcome to MyNavy Education



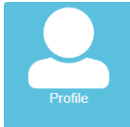
Tuition Assistance



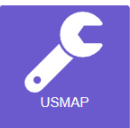
NCPACE




Education History



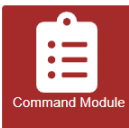
Profile




USMAP




Navy COOL




Command Module



Post 911(SOU)



SkillBridge



**Service Notice**

If you are experiencing difficulties with My Education, contact the NCVEC.

**Quick Links**

- Navy College Program
- My Transcript/Degree Shopping(JST)
- Scholarship Application
- Virtual Learning 101

**Essential Resources**

- WebTA User Manual
- NCPACE User Manual
- AEV/GEV User Manual
- Post 911 Statement of Understanding Guide

Welcome to MyNavy Education!

# Log-in to MyNavy Education

Shared Authentication Service

DEERS Information

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

First Name:

Last Name:

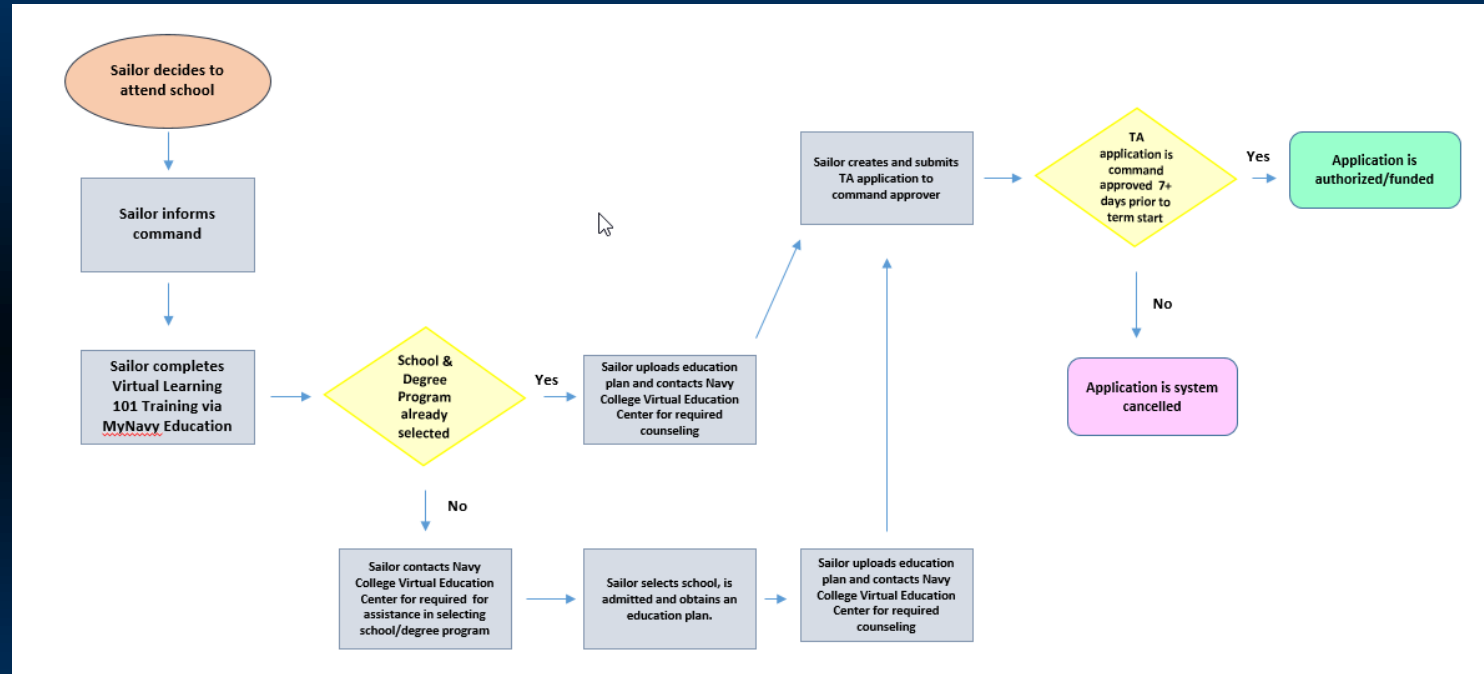
Date of Birth: (yyyymmdd)

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

THIS IS AN OFFICIAL U.S. NAVY WEBSITE

- Visit the Navy College Program website at <https://www.navycollege.navy.mil>, and look for MyNavy Education Login the upper right corner of the landing page.
- Direct link to MyNavy Education: <https://myeducation.netc.navy.mil/webta/home.html#nbb>
- You may log-in with your CAC or with your DoD ID number.

# TA Process Overview



Flowchart provides an overview of the Tuition Assistance process

# Access “MyNavy Education”

MyNavy Education Home | Tuition Assistance | NCPACE | SkillBridge | Education History | Profile | Notifications | Contact Us | Issue Tracker | (ISC) Paperwork, Sailor M-

## Welcome to MyNavy Education

Tuition Assistance

USMAP

SkillBridge

NCPACE

Navy COOL

Education History

Command Module

Profile

Post 9/11(SOU)

### Service Notice

If you are experiencing difficulties with My Education, contact the NCVEC.

### Quick Links

- Navy College Program
- My Transcript/Degree Shipping(JST)
- Scholarship Application
- Virtual Learning 101

### Essential Resources

- WebTA User Manual
- NCPACE User Manual
- AEWGEV User Manual
- Post 9/11 Statement of Understanding Guide
- Post 9/11 SOU - What's Next
- PIV Activation

### Notifications

You have 23 unread notifications. Please check the Notifications Page before continuing.

### Announcements

**Navy TA/NCPACE Funding** 2023-07-11 1446  
The Navy College Virtual Education Center (NCVEC) is funding TA applications through 30 September 2023 and NCPACE applications through 30 September 2023.  
\*\*Please be patient as we work through the large number of applications.\*\*  
Sailors can submit TA and NCPACE applications as early as 120 days, but they must be command approved no later than 7 days prior to the start of the institution's published term start date per NAVADMIN 11223.

**Veterans Crisis Line**  
DIAL 988 then PRESS 1

**NCIS Report A Crime**  
1-800-841-2874

- Use MyNavy Education Home to look for updated announcements, unread notifications, and to access Quick Links, Essential Resources, and the key program areas.
- Select the “**Tuition Assistance**” tile to create a TA funding application.

# Assemble Personal and Course Information

### Tuition Assistance


This Tuition Assistance (TA) page allows you to access a variety of features specific to the TA program. If you would like some information on how to get started, visit [Get Started](#).  
VOLED Process.


If you are ready to submit a TA application, select the [Create New Application](#) button below. Please complete all entries on the TA application as accurately as possible. You need 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 to approve TA applications
- Review your MyNavy Education Profile and ensure all contact information is correct.
- 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


[Course Catalog](#)


[Create New Application](#)


[Review Applications](#)

[Course Issues](#)

[View Application Agreement](#)

[Virtual Learning 101](#)

[WebTA User Manual](#)

[Upload File](#)

#### Current Applications( [Review All Applications](#) )

App ID	Updated Date	School	Start Date	End Date	Status
20683732	2024-08-27 1216	Coastline Community College	2024-10-13	2024-12-15	Command Approved
20683733	2024-08-27 1214	Coastline Community College	2024-10-13	2024-12-15	Under Edit









#### Eligibility

You are eligible for Tuition Assistance.

- The Tuition Assistance screen lists information you will need to create TA applications.
- The “**Available Options**” section provides multiple tiles for easy access to **Course Catalogs**, **Course Issues**, the **Application Agreement**, and the **Virtual Learning 101** training.
- Use the “**Current Applications**” area to quickly monitor the status of recently created TA applications.
- The “**Eligibility**” section either welcomes you or cites issues for you to resolve in order to continue.

# Complete Outstanding Requirements

Available Options

 Course Catalog	 Create New Application	 Review Applications	 Course Issues	 View Application Agreement	 Virtual Learning 101	 WebTA User Manual	 Upload File
---	---	--	--	---	---	--	--

Eligibility




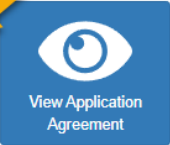
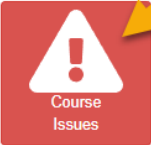
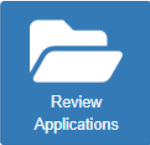
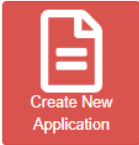
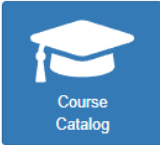
**NOTE: All Tuition Assistance requests must be submitted and command approved a minimum of 7 days preceding the course term start date IAW OPNAVINST 1560.9B; therefore, this issue must be resolved and TA/NCPACE application command approved before the 7 day window.**

- Virtual Learning 101 training is required. Sailors are required to complete the Virtual Learning 101 training once per naval career. Complete the [Virtual Learning 101](#) to ensure the certificate is posted to your education record.
- Educational and Professional Counseling is required. [Contact a Navy College Education Counselor](#).
- Education plan is required. Upload your [education plan](#) in My Education.
- Degree Major Required. To enter a degree major go to [Education History](#).

- If the “**Eligibility**” section is red, listed requirements must be resolved before you can “Create New Application.” Read all bullets carefully for information about actions required to become eligible.

# Check for Course Issues

Available Options



**Eligibility**

**NOTE:** All Tuition Assistance requests must be submitted and command approved a minimum of 30 days before the start of the course. Therefore, this issue must be resolved and TA/NCPACE application command approved before the course start date.

- Your record shows a missing or collectable grade. A new application cannot be created until the grade is posted to your record. Instructions and NETPDC TA Accounting contact information can be found in the User Manual.
- Collectable grades are posted which requires reimbursement to the Navy. Applications cannot be created until the grade is posted to your record. Instructions and NETPDC TA Accounting contact information can be found in the User Manual.
- Notification acknowledgement is required, you can read and acknowledge the notification in the User Manual.

[Back](#) **Course Issues**

**Missing Grades**

All grades have been entered.

**Course Repayments** Total Owed: \$1000.00

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
NM2202300003	SCIN130	INTRODUCTION TO BIOLOGY WITH LAB	L	4	W	2022-11-07	2023-01-01	American Public University System	1000.00

- Other eligibility issues preventing creation of an application are “Course Issues.”
- If the “Course Issues” tile is blue, there are no pending issues; however,
- If the “Course Issues” tile is red, you will need to resolve any pending issues. Clicking on the red tile will show “Missing Grades” or “Course Repayment Requirements.”

# My Funding Status









My Funding Status				
	Total Dollars	Semester Hours (SH) or	Quarterly Hours (QH) or	Clock Hours (CH)
FY2023 Cap:		18.0	27.0	270.0
FY2023 Used:	750.00	3.0	0.0	0.0
FY2023 Remaining:		15.0	22.5	225.0
Lifetime Caps:		120.0	180.0	1,800.0
Lifetime Used:	2,250.00	9.0	13.5	135.0
Lifetime Remaining:		111.0	166.5	1,665.0
NOTE: SH, QH and CH COMBINED cannot exceed FY and lifetime caps.				

- You will be able to monitor your TA usage via “**My Funding Status.**” The table above shows the Sailor has used 3 SH of the allowed 18 SH for FY 23. The Sailor has also used 9 SH of the total 120 SH lifetime cap.
- Per OPNAVINST 1560.9B, TA funding is limited to 18 Semester Hours or the equivalent Quarter Hours and Clock Hours per fiscal year. The My Funding Status chart will track the conversions if you switch to a college/school that uses a different type of credit unit.



# Begin Your TA Application

Available Options

 Course Catalog	 Create New Application	 Review Applications	 Course Issues	 View Application Agreement	 Virtual Learning 101	 WebTA User Manual	 Upload File
---	---	--	--	---	---	--	--

Eligibility

*You are eligible for Tuition Assistance.*

[View Messages](#)

- When MyNavy Education shows you're eligible, select the **“Create New Application”** tile to create a Tuition Assistance application.

# Read the TA Application Agreement

[< Back](#) Tuition Assistance Application Agreement

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

In accordance with System of Records Notice (SORN) NMO 1560-1, personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by Navy College or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than U.S. Government personnel with an official need to know and/or school personnel involved with Tuition Assistance (TA). You are not required to provide this information; however, failure to do so will result in not being considered for TA. All records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

[print this page](#)

Below are the terms that you agree to when you accept federal funds for using the Tuition Assistance (TA) or Navy College for Afloat College Education (NCPACE) program. Make sure to read and understand these terms. You will be required to acknowledge your acceptance of these terms each time you begin a new TA/NCPACE application.

This **TA/NCPACE Application** is a request to Naval Education and Training Professional Development Center's (NETPDC) Voluntary Education for an **Authorization Voucher** providing federal funds for my education. By agreeing to the following, I understand the current policies and procedures governing TA/NCPACE usage. I also understand this agreement may be superseded by updated regulations and is subject to change.

1. I **understand** acceptance of TA/NCPACE obligates me to do the following:

**APPLICATION OBLIGATION:**

- a. To submit this TA/NCPACE Application and receive command approval between 120 and 7 days preceding the institution's published term start date. The system will automatically cancel any TA/NCPACE application that has not been command approved a minimum of 7 days before the institution's published term start date. Once my TA/NCPACE Application is authorized by Navy College, I will receive an Authorization Voucher to provide to the school for partial or full payment.
- b. To personally submit my Authorization Voucher to the school (hand deliver, fax, email, etc.). If I attend courses prior to receiving an Authorization Voucher, I may be liable for the full amount of tuition.
- c. To pay the remainder of tuition and course fees not covered on the Authorization Voucher to the school.
- d. To notify the Navy College Virtual Education Center (NCVEC) of any changes to the information on the TA/NCPACE Authorization Voucher (i.e., term dates, course changes, tuition cost, etc.).
- e. To notify the NCVEC if I do not enroll in the course listed on my Authorization Voucher or if I drop the course before the school's "drop/add" date.

- 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](#)” tile.

# Accept the TA Agreement

Per OPNAVINST 1560.9B, WebTA applications must be command approved no later than 7 days prior to the first day of the school's published term start date. If you are entering an incorrect term start date in order to circumvent this policy, your webTA application will be denied.

Ok

- MyNavy Education requires you to acknowledge the current TA submission & command approval deadline each time you create a TA application. You must click the blue “Ok” button to proceed.
- Navy TA Policy (OPNAVINST 1560.9B) requires your application to be command approved between 120 and 7 days prior to the published term start date to qualify for funding.
- You will be blocked from TA submission and your command approver will be blocked from command approving when the application is within the 7-day window.
- Be sure to submit your TA application early enough to allow your command approver time for processing.
- It is your responsibility to follow-up with your command approver to ensure your application is command approved in time to qualify for funding.

# Accept the TA Agreement

By pressing the *I Accept* button, I certify all courses listed on this TA/NCPACE application are required by the education plan on file in MyNavy Education, which has been reviewed and approved by a Navy College Education Counselor. 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 exceeding the amount of TA/NCPACE 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/NCPACE 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 TA/NCPACE expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. The Navy reserves the right to enforce this active duty service obligation. Reimbursement of TA/NCPACE does not negate the obligation.

References: 10 USC 2005 and 2007, DoDD 1322.08E, DoDI 1322.25, SECNAVINST 1560.4B, OPNAVINST 1560.9B, NETCINST 1560.3A., MILPERSMAN 1160-040.

I Accept

I Do Not Accept

- Click “**I accept**” to acknowledge that you understand and agree to the terms of the TA Agreement.
- **Officers**, please note that you are agreeing to remain on active duty for two continuous years after completing your final TA or NCPACE funded course.

# Update Profile Information

The screenshot shows the 'Tuition Assistance Application' form. At the top left is a '< Back' button and at the top right is a 'Help' button. Below the title bar is a blue header with the 'Service Member' tab selected, indicated by a red arrow. The form contains several sections: a profile information section with fields for Name, Work Phone, DSN Phone, Personal Phone, Work Email, Personal Email, and Immediate Education Goal; an 'Approver Information' section with a '+ Add Approver' button and a red message 'An Approver is required.'; an 'Academic Information' section with fields for Installation, School, Term Start Date, and Term End Date; and a 'Courses' section with a '+ Add Course' button and a red message 'A Course is required.'. At the bottom right, there are 'Save' and 'Submit' buttons, with a red arrow pointing to the 'Save' button.

< Back Tuition Assistance Application Help

Service Member

Name (LSC) Popeye, Sailor M  
EDNOD ID

Work Phone (222) 333-3333  
Work Email NETPDTN\_NCMIS\_TEST@example.com

DSN Phone 222-2222  
Personal Email NETPDTN\_NCMIS\_TEST1@example.com

Personal Phone (111) 111-1111  
Immediate Education Goal Associates

Approver Information + Add Approver  
An Approver is required. Search Approvers

Academic Information

Installation School Term Start Date Term End Date

Coastline Community College

Courses + Add Course  
A Course is required. Search Course Catalog.

Save Submit

- Review your profile information. Verify that email addresses are correct.
- Update and enter required information by going to [MyNavy Education Home](#) and using the **Profile** Tab.
- You will be required to save and then verify your information as correct.

# Enter Command Approver Information

The screenshot displays the 'Tuition Assistance Application' form. The 'Service Member' section contains fields for Name, Work Phone, DSN Phone, Personal Phone, ED/DOD ID, Work Email, Personal Email, and Immediate Education Goal. The 'Approver Information' section has a red message 'An Approver is required.' and a 'Search Approvers' link. A red arrow points to the '+ Add Approver' button. Below, the 'Approver Search' modal is open, showing search criteria: Last, First, Command, Rate/Rank, and Branch. The modal includes 'Search' and 'Clear' buttons, a 'Close' button, and a '+ Manual Entry' button.

**Tuition Assistance Application**

**Service Member**

Name (LSC) Popeye, Sailor M	Work Phone (222) 333-3333	DSN Phone 222-2222	Personal Phone (111) 111-1111
ED/DOD ID	Work Email netpdtc_ncmis_test123@example.com	Personal Email netpdtc_ncmis_test12@example.com	Immediate Education Goal Associates

**Approver Information**

An Approver is required. [Search Approvers](#) [+ Add Approver](#)

**Approver Search**

Last, First	Command	Rate/Rank	Branch
<input type="text"/>	<input type="text"/>	<input type="text"/>	All
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Enter search parameters for your command approver and search.

- Enter your Command Approver Information
- You can use the green **+Add Approver** button or the **Search Approvers** link to launch the Approver Search modal.

# Enter Command Approver Information

Approver Search

Last, First Command Rate/Rank Branch

smith, james

Search Clear

Name ↑	Command	Rank	Branch	
Smith, James R		LT	Navy	✓ Select

1 - 1 of 1

Close + Manual Entry

Approver Edit

Name (Last Name, First Name)

Email

Work Telephone

Locale Country City

United States

Area Number Extension

DSN Telephone

Number Extension

Close < Back Select

- Enter your command approver's name to search the list of command approvers who have command approver accounts. Click on the blue **Select** button to add your approver to the TA application.
- If your command approver does not appear, you can use the green **+Manual Entry** button to launch the Approver Edit modal. Complete all of the required information and click "Select" to add the approver to your application.

# Enter Command Approver Information

Approver Search

Last, First Command Rate/Rank Branch

smith, james

Search Clear

Name ↑	Command	Rank	Branch	
Smith, James R		LT	Navy	✓ Select

< 1 >

1 - 1 of 1

Close + Manual Entry

Approver Edit

Name (Last Name, First Name)

Email

Work Telephone

Locale Country City

United States

Area Number Extension

DSN Telephone

Number Extension

Close < Back Select

- Command approvers who have Command Approver accounts will receive an email letting them know an application has been sent to them for approval.
- Command approvers who do not have Command Approver accounts will receive a similar email, but it will contain a link that will allow them to load, review and process your TA application. Make absolutely sure the email address you enter for your command approver is correct, or they will not be able to access and process your application.



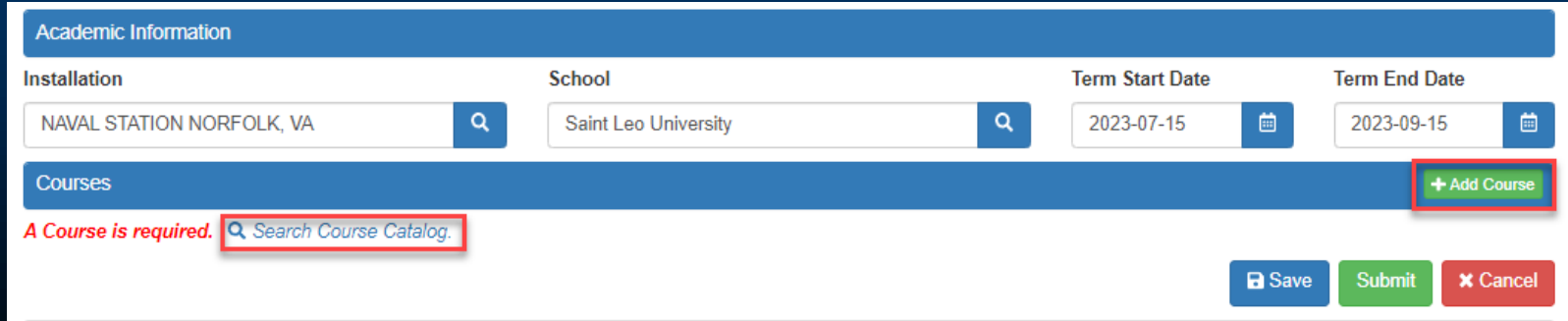
# Enter Installation and School Information

Approver Information				<a href="#">Clear</a>	<a href="#">Edit</a>
Name	Work Email	Work Phone	DSN Phone		
Joneslocker, Davy T	netpdtc_ncmis_test890@example.com	(757) 888-8888	888-8888		

Academic Information			
Installation	School	Term Start Date	Term End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">Calendar</a>	<a href="#">Calendar</a>

- Search for your installation using the search window and click “select” to populate. If your installation is not in the list, you can select the Naval Installation closest to you.
- Select your school using the search window or confirm that you are still attending the same school. Only schools that have a fully executed Department of Defense Memorandum Of Understanding (DoD MOU) are eligible to receive TA funding. Contact the Navy College Virtual Education Center (NCVEC) for assistance if your school has a DoD MOU, and you cannot locate them in the search list.
- Enter the institution’s published term start and end date using the calendar functions. Be sure to enter the term dates and not the course dates.

# Enter Course Information



Academic Information

Installation: NAVAL STATION NORFOLK, VA

School: Saint Leo University

Term Start Date: 2023-07-15

Term End Date: 2023-09-15

Courses

**+ Add Course**

*A Course is required.* [Search Course Catalog.](#)

**Save** **Submit** **Cancel**

- Click on the green “**+Add Course**” button or the “Search Course Catalog” link to find, select and add your course to the TA application.
- Because many schools have uploaded their catalogs, MyNavy Education will default to the search course catalog option regardless of which option you select.
- You should always select your courses from the school catalog, if that option is available, since it ensures course information is correct and reduces the need for voucher modifications. You should only use the manual option if your school has not uploaded a course catalog or if your course is not available in the uploaded course catalog.

# Search Catalog

Course Catalog

Subject	Number	Title	Level
ENG	121		All

Search Clear

Course	Title	Level	Credits	
ENG121	Academic Writing I	L	3	Select

< 1 > 1 - 1 of 1

Course Catalog

Subject	Number	Title	Level
		Academic Writing	All

Search Clear

Course	Title	Level	Credits	
ENG121	Academic Writing I	L	3	Select
ENG122	Academic Writing II	L	3	Select

< 1 > 1 - 2 of 2

Course Catalog

Subject	Number	Title	Level

Search Clear

Course	Title	Level	Credits	
HTY227	Latin American and the Caribbean	L		Select
HUS121	Introduction to Human Services	L	3	Select

Lower(UG)  
All  
High School  
Dev  
Lower(UG)  
Upper(UG)  
Graduate  
VoTech

- You can search the school catalog by using the course number, the course title and course level.
- Use the blue “Select” button to add the course to your application.

# Enter Course from Catalog

Course Edit

All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

- The techniques of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Offered every semester.
- Prerequisites: TAKE ENG-002, ENG-118 or ENG-119 or satisfactory score on English Placement test
- Required Materials: NULL

Course: ENG121 Title: ACADEMIC WRITING I Level: Lower Level(100-299)

Location: Primary Instruction Mode: Credit Unit: Credit Hours: 3 Cost Per Hour: \$ 0.0000

Tuition Rate(Adjust Cost and Credit Unit)

TA and NCPACE DL funding is intended to elevate the academic level of Sailors. Per NAVADMIN 114/19, Sailor's TA/NCPACE DL funding is capped at 120 semester hours (or equivalent) per career. By adding this course, you certify the course is listed on your approved Education Plan uploaded in My Education (or is an academic institution approved course substitute).

< Back Close Certify

Location

On-Base  
Off-Base  
Distance Learning  
Credit-by-examination

Tuition Rate(Adjust Cost and Credit Unit)

Semester at \$250.00  
Semester at \$250.00  
Semester at \$410.00  
Other

- You will still need to complete some fields when selecting courses from the uploaded catalog.
- You will need to select "Location," indicating where or how you are completing the course.
- You will also need to add the tuition cost by credit hour. Many schools have uploaded their tuition rates allowing you to select the correct rate from the picklist. **Always use the rate in the picklist if available and current.**
- If you manually enter the tuition rate, you will be asked to upload a *Cost Verification Sheet*, a document from your school verifying the tuition rate you entered.

# Enter Course from Catalog

Course Edit

• All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

• This course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the Department of Homeland Security and its relationship to state and local agencies. Emphasis is placed on homeland security practices of the emergency manager.

Course: EMGTC102 Title: INTRODUCTION TO HOMELAND SECURITY Level: Lower Level(100-299)

Location: Distance Learning Primary Instruction Mode: Web/Internet Credit Unit: Semester

Credit Hours: 3 Cost Per Hour: \$ 210.0000

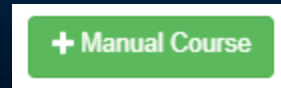
Tuition Rate(Adjust Cost and Credit Unit): Semester at \$210.00

TA and NCPACE funding is intended to elevate the academic level of Sailors. Per OPNAVINST 1560.9B, Sailor's TA/NCPACE DL funding is capped at 120 semester hours (or equivalent) per career. By adding this course, you certify the course is listed on your approved Education Plan uploaded in My Education (or is an academic institution approved course substitute).

< Back Close Certify

- The “Primary Instruction Mode” and “Credit Unit” cost fields will auto-populate when Location and Tuition Rate are entered.
- Read the statement at the bottom of the page and click “**Certify**” to add the course to your application.
- MyNavy Education will only allow one course per application. If you are planning to take 2 courses, you will need to create a separate application.

# Enter Course Manually



Course Edit

- All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

- This course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the Department of Homeland Security and its relationship to state and local agencies. Emphasis is placed on homeland security practices of the emergency manager.

Course

Title

Level

Location

Primary Instruction Mode

Credit Unit

Credit Hours

0.0

Cost Per Hour

\$ 0.0000

TA and NCPACE funding is intended to elevate the academic level of Sailors. Per OPNAVINST 1560.9B, Sailor's TA/NCPACE DL funding is capped at 120 semester hours (or equivalent) per career. By adding this course, you certify the course is listed on your approved Education Plan uploaded in My Education (or is an academic institution approved course substitute).

Close

Certify

- You will need to use the manual entry option if your school has not uploaded a course catalog, or if your course is not in the uploaded catalog.
- Use the green “+Manual Course” button in the lower right corner of the Course Catalog modal to load the Course Edit modal. Complete all of the required fields, read the statement at the bottom of the modal and click the blue “Certify” button to add the course to your application.

# Enter Course Manually

Course Edit

• All course fields are required. Primary Instruction Mode requires a location to be selected.

Additional Course Catalog Information

- This course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the Department of Homeland Security and its relationship to state and local agencies. Emphasis is placed on homeland security practices of the emergency manager.

Course Title Level

Location Primary Instruction Mode Credit Unit Credit Hours Cost Per Hour

0.0 \$ 0.0000

TA and NCPACE funding is intended to elevate the academic level of Sailors. Per OPNAVINST 1560.9B, Sailor's TANCPACE DL funding is capped at 120 semester hours (or equivalent) per career. By adding this course, you certify the course is listed on your approved Education Plan uploaded in My Education (or is an academic institution approved course substitute).

Close Certify

- You will need to complete all of the fields when using the manual course entry option.
- Even if your school has not uploaded their course catalog, they may have uploaded the tuition rates. **Always select the tuition rate from the picklist whenever possible.** Entering the course “Level” will load the Tuition Rate picklist.
- If you manually enter the tuition rate, you will be asked to upload a *Cost Verification Sheet* which is a document from your school verifying the tuition rate you entered.
- Verify all entries are correct before adding the course to the application.
- Read the statement at the bottom of the page and click “**Certify**” to add the course to your application.

# Save & Submit Your Application

Courses

ENG121 - ACADEMIC WRITING I Edit Remove

Location: Distance Learning      Level: Lower(UG)      Instruction Mode: Web/Internet      Credit Units: Semester

Total Cost: \$750.00 for 3 credit hours at \$250.0000 per hour.      Estimate Authorized Amount: \$0.00 for 0.0 credit hours.

Save Submit Cancel

Courses

ENG121 - ACADEMIC WRITING I Edit Remove

Location: Distance Learning      Level: Lower(UG)      Instruction Mode: Web/Internet      Credit Units: Semester

Total Cost: \$750.00 for 3 credit hours at \$250.0000 per hour.      Estimate Authorized Amount: \$750.00 for 3 credit hours.

Save Submit Cancel

- Once you have added your course, you are ready to save and submit your application.
- You must click “**Save**” prior to submitting the application. As long as there are no system issues that prevent you from submitting, you will see an Estimated Authorized Amount added to the application. This is an estimate of the amount Navy Tuition Assistance will fund.
- Review your application one more time to ensure everything is correct and click “**Submit**” to send the application to your command approver for review.




# Submission Confirmation

Submission Confirmation


By submitting this document I am agreeing to have it digitally signed. I understand that changes to the document do NOT invalidate my digital signature. My signature remains valid after these changes.

Submit

Cancel



*Navy College Management Information System*  
*Voluntary Education for the Sea Services*



Tuition Assistance Application has been submitted.


• Command Approval Notification email sent.

Important Reminders:

- Follow-up with your Command Approver to ensure they approve this request prior to 7 days from the term start date.
- If you start a course without an authorized voucher, you may be responsible for the tuition.
- Register for your courses and purchase course materials before the term start date.
- Be aware of the school's add/drop and withdraw policies.
- If deploying, ensure your course material are received prior to deployment.
- Check with your academic institution regarding any fees or other costs that you may be responsible to pay.
- Follow up with your academic institution if you owe tuition costs that exceed the amount authorized on your voucher. You are responsible for the amount in the Student Share column.

- Read the Submission Confirmation statement, and click the “**Submit**” button to digitally sign your application and send it to your command approver.
- Confirmation that the application has been submitted appears and shows a list of important reminders. Be sure to read through each reminder carefully to ensure you are able to receive TA funding and register for your course without issue.

# Important Reminders



*Navy College Management Information System*  
*Voluntary Education for the Sea Services*

Tuition Assistance Application has been submitted.


- Command Approval Notification email sent.

Important Reminders:

- Follow-up with your Command Approver to ensure they approve this request prior to 7 days from the term start date.
- If you start a course without an authorized voucher, you may be responsible for the tuition.
- Register for your courses and purchase course materials before the term start date.
- Be aware of the school's add/drop and withdraw policies.
- If deploying, ensure your course material are received prior to deployment.
- Check with your academic institution regarding any fees or other costs that you may be responsible to pay.
- Follow up with your academic institution if you owe tuition costs that exceed the amount authorized on your voucher. You are responsible for the amount in the Student Share column.

- Remember it is **your** responsibility to ensure your TA application is command approved in time to qualify for funding.
- You must submit your application **and** ensure that it is command approved **no later than 7 days prior to** the term start date (OPNAVINST 1560.9B). Be sure to submit your application early enough to allow your command approver adequate time to review and process the application. Navy College Virtual Education Center (NCVEC) counselors usually recommend submitting your application at least 30 days prior to the term start date. MyNavy Education will allow submission up to 120 days prior to the term start date.
- **Monitor the status of your application and follow-up with your command approver if needed.**

# Important Reminders



*Navy College Management Information System*  
*Voluntary Education for the Sea Services*

Tuition Assistance Application has been submitted.

- Command Approval Notification email sent.

Important Reminders:

- Follow-up with your Command Approver to ensure they approve this request prior to 7 days from the term start date.
- If you start a course without an authorized voucher, you may be responsible for the tuition.
- Register for your courses and purchase course materials before the term start date.
- Be aware of the school's add/drop and withdraw policies.
- If deploying, ensure your course material are received prior to deployment.
- Check with your academic institution regarding any fees or other costs that you may be responsible to pay.
- Follow up with your academic institution if you owe tuition costs that exceed the amount authorized on your voucher. You are responsible for the amount in the Student Share column.

- **MyNavy Education will not allow you to submit the application once it is within the 7-day window.**
- **TA applications not command approved prior to the 7-day period will be blocked from command approval and automatically system canceled.**
- **MyNavy Education will send both you and your command approver a reminder email every three days if the application is not command approved.**
- **You should follow-up with your command approver right away if you received a reminder email.**


# Review System Messages


The screenshot displays a web form titled "Tuition Assistance Application (20683508)". At the top, a red-bordered box highlights the "Eligibility" section, which contains a red bullet point stating: "You have missing grades for previously authorized courses." Below this, a green bar indicates "Application has been saved." The form is divided into several sections: "Service Member" (with fields for Name, Work Phone, DSN Phone, Personal Phone, EDIDOD ID, Work Email, Personal Email, and Immediate Education Goal), "Approver Information" (with fields for Name, Work Email, Work Phone, and DSN Phone), "Academic Information" (with fields for Installation, School, Term Start Date, and Term End Date), and "Courses" (showing "ENG122 - ACADEMIC WRITING II" with details on location, level, instruction mode, credit units, total cost, and authorized amount). At the bottom, there are "Save" and "Cancel" buttons, and a link to "Application History(1 Events)".


- Several possible reasons may prevent you from submitting an application. Note the “Eligibility” message at the top of the page.
- The example above shows submission is blocked due to a missing grade for a previously taken TA-funded course.
- Take quick action to resolve any identified issues! You will still be required to submit your TA application and have it command approved in time to qualify for funding. Submission will be allowed once the issue is resolved.


# Application Status


Available Options


  
Course Catalog


  
Create New Application


  
Review Applications

  
Course Issues

  
View Application Agreement

  
Virtual Learning 101

  
WebTA User Manual

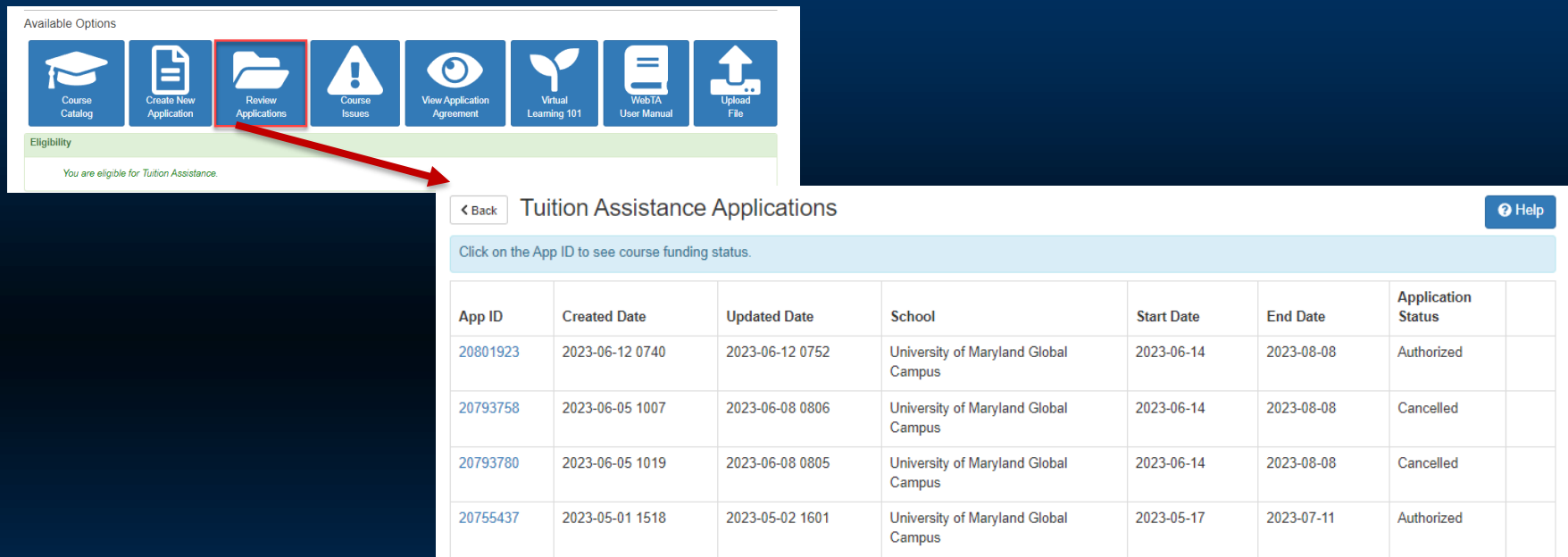
  
Upload File

Current Applications( [Review All Applications](#) )

App ID	Updated Date	School	Start Date	End Date	Status
<a href="#">20683517</a>	2023-06-14 0659	Coastline Community College	2023-07-01	2023-08-31	Command Approved
<a href="#">20683519</a>	2023-06-14 0656	Coastline Community College	2023-10-10	2023-12-10	Under Edit
<a href="#">20683518</a>	2023-06-14 0654	Coastline Community College	2023-08-15	2023-10-15	Submitted

- You can quickly monitor the status of your TA applications in the Current Applications area.
  - Under Edit means your application has not been submitted to the Command Approver.
  - Submitted means the application has been submitted to the Command Approver but has not been command approved.
  - Command Approved means the application has been command approved, but has not been Authorized or funded.
- Always monitor your application status until you see that it has been **Authorized**.
- If you start a class/term without an Authorization Voucher, you may be liable for the entire tuition cost.

# Review Applications



Available Options

Course Catalog

Create New Application

Review Applications

Course Issues

View Application Agreement

Virtual Learning 101

WebTA User Manual

Upload File

Eligibility

You are eligible for Tuition Assistance.

< Back Tuition Assistance Applications Help

Click on the App ID to see course funding status.

App ID	Created Date	Updated Date	School	Start Date	End Date	Application Status	
<a href="#">20801923</a>	2023-06-12 0740	2023-06-12 0752	University of Maryland Global Campus	2023-06-14	2023-08-08	Authorized	
<a href="#">20793758</a>	2023-06-05 1007	2023-06-08 0806	University of Maryland Global Campus	2023-06-14	2023-08-08	Cancelled	
<a href="#">20793780</a>	2023-06-05 1019	2023-06-08 0805	University of Maryland Global Campus	2023-06-14	2023-08-08	Cancelled	
<a href="#">20755437</a>	2023-05-01 1518	2023-05-02 1601	University of Maryland Global Campus	2023-05-17	2023-07-11	Authorized	

- Use the **Review Applications** tile to look for Authorized applications. This area also records all of the applications you have created in the past regardless of the status.
- Click on the App ID number to open/view the application.

# Print Authorized TA

Courses			
PSYC386 - PSYCHOLOGY OF STRESS		Grade:	Status: Authorized
Location: Distance Learning	Level: Upper(UG)	Instruction Mode: Web/Internet	Credit Units: Semester
Total Cost: \$750.00 for 3 credit hours at \$250.0000 per hour.		Authorized Amount: \$750.00 for 3 credit hours.	
			<a href="#">Print Document</a>

Print Document

After you print your voucher, please save and digitally sign the PDF file.

☐ Check to make TOP UP

[Close](#) [Print Document](#)

- Verify your application has been Authorized or funded.
- Use the [Print Document](#) button to launch the Print Document modal.
- Do not check the “Check to make TOP UP” box unless you are using the Top Up program. Contact the Navy College Virtual Education Center for more information on this program.
- Click the [Print Document](#) button to generate the voucher in a PDF format.
- Print or download the PDF version of your voucher, and send it to your school.
- The school will use the voucher to bill Navy Tuition Assistance for the authorized amount.

# TA Authorization Voucher

NAVEDTRA 1560/5 TUITION ASSISTANCE AUTHORIZATION/VOUCHER NNP202303-Jul-2023

ID: \_\_\_\_\_ NAME: \_\_\_\_\_ RATE: \_\_\_\_\_  
SCHOOL: 2762A University of Charleston EAOS: 22-Mar-2024

**ENROLLMENT INFORMATION**

TERM DATES	START:	21-Aug-2023	END:	08-Oct-2023	
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE	
ORGL305	PRINCIPLES AND ISSUES OF HUMAN RESOURCES	3.0	\$750.00	\$0.00	
TOTAL:		3.0	\$750.00	\$0.00	

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

\*/Digitally signed by \_\_\_\_\_ (619) 407-0042  
Applicant's Signature Phone  
Greenland, Mollie G  
9625 60776046-4104095-200805-5-00001-076

NNP202303-Jul-2023  
AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

Student info can be found at: [https://www.navycollege.navy.mil/ta\\_info.html](https://www.navycollege.navy.mil/ta_info.html)  
Schools should send invoices electronically via iRAPT (formerly WAWF). Grade submission are made through the Academic Institution Module. Schools can find reference material for invoicing and grade posting at <https://www.navycollege.navy.mil/information-for-academic-institutions/tuition-assistance-billing-invoicing.htm>

Correspondence may be sent to:  
COMMANDING OFFICER  
NETPOTC NSI  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32508-0241

**FOR OFFICIAL USE ONLY:** This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

- Your school will use the voucher to bill the Navy for the Authorized amount.
- You will need to pay for any portion of the tuition not covered by TA, school fees, and textbook charges.
- Be sure to contact the Navy College Virtual Education Center (NCVEC) if you need to make any changes to your TA voucher.
- You will also need to contact the NCVEC to have the TA voucher canceled if you decide not to take the course.
  - If you have registered for the course, you will need to contact the school directly to drop the course. The NCVEC cannot assist you with the drop process.
  - Be careful! Withdrawing from the course is **NOT** the same thing as dropping the course.
  - Withdrawing from the course may mean you will owe the school all or part of the tuition cost. Contact your school for information on their withdrawal policy.



# Report Grades

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18 Notifications Contact Us **Issue Tracker** (LSC) Popeye, Sailor M- Logout

You are required to submit course completion grades to close out your TA obligation.

- Check your Joint Services Transcript (JST) 2 – 3 weeks after the term has ended. If a grade is posted, this means the school has submitted grades, and no action is required.
- If no grade has been posted, you will need to take action.
  - Download a copy of your unofficial transcript via your school portal and submit to NETPDC TA Accounting via **Issue Tracker** in your MyNavy Education account as proof of successful course completion.
- Failure to provide a grade report to NETPDC within 60-days of the term end date will lead to formal resolution/collection efforts such as a letter of indebtedness and collection action.
- **\*\*Please review the Tuition Assistance Application Agreement for additional information.**

# Review any Notifications

18 Notifications Contact Us Issue Tracker (LSC) Popeye, Sailor M Logout

< Back Notifications Only Important Delete Marked


Date	Subject	Status	Delete
2023-06-08 0555	Tuition Assistance (TA) Application Rejected by Command Approver	UnRead	
2023-06-07 0838	Tuition Assistance Application Reminder for: LSC POPEYE, SAILOR MAN,	UnRead	
2023-06-04 0841	Tuition Assistance Application Reminder for: LSC POPEYE, SAILOR MAN,	UnRead	
2023-06-02 1114	Tuition Assistance (TA) request has been authorized.	UnRead	
2023-06-02 1047	Tuition Assistance (TA) request has been authorized.	UnRead	

< 1 2 3 4 5 6 7 8 9 10 > 1 - 5 of 76

- Navy College will use Notifications via your MyNavy Education to communicate with you.
- You can access these messages by clicking on the **Notification** tab in MyNavy Education. The number next to Notifications shows the number of unread messages.
- Some messages will be routine system generated messages, but some of these may require your quick action (such as a TA application being rejected by your command approver).
- You can mark a Notification for deletion only after it has been read.

# Review any Notifications

[< Back](#) Notifications [Only Important](#) [Delete Marked](#)

Date	Subject	Status	Delete
2023-06-08 0555	 Tuition Assistance (TA) Application Rejected by Command Approver	UnRead	
2023-06-07 0838	Tuition Assistance Application Reminder for: LSC POPEYE, SAILOR MAN,	UnRead	
2023-06-04 0841	Tuition Assistance Application Reminder for: LSC POPEYE, SAILOR MAN,	UnRead	
2023-06-02 1114	Tuition Assistance (TA) request has been authorized.	UnRead	
2023-06-02 1047	Tuition Assistance (TA) request has been authorized.	UnRead	

[<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [>](#)

1 - 5 of 76

Messages [Open New Ticket](#) [Show Closed](#)

Last Reply by Baker, Elizabeth on 2023-06-02 1241 (UnRead) [View](#)

Subject: degree plans  
Message: Please upload your degree plan.

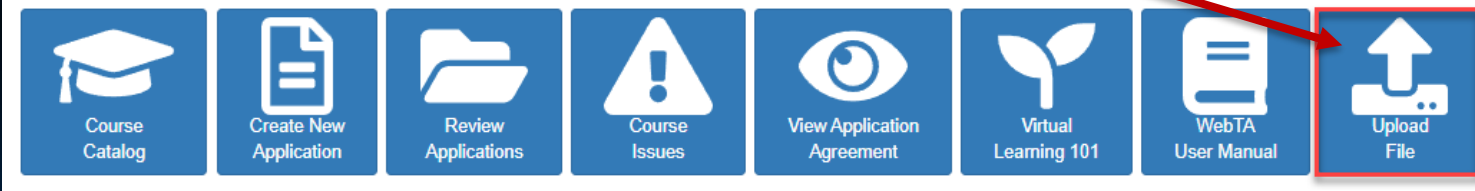
Closed on 2023-05-22 0823

- A Navy College Counselor may reach out to you via **Messages** requesting information that may be needed to assist you with Tuition Assistance.
- Look for Messages below the list of system notification and use the “View” button to open/read the full message.
- Messages allows for two way communication, so you have the ability to respond with the requested information or ask questions if needed.

# Upload Education Plan



## Available Options



- MyNavy Education will only allow you to upload files saved in the PDF, Word and Excel formats. Files also **cannot** be larger than 2 MB.
- Save the file to your desktop for easy access.
- Select the “**Tuition Assistance**” tile and then the “**Upload File**” tile.

# Upload Education Plan

## Attachment Upload

Unclassified

File size must be less than 2MB.

- Education Plans must be reviewed and approved by a counselor. Contact the NCVEC to have your plan reviewed. Contact options can be found in the menu bar under Contact Us.

### Do NOT upload the following documents:

- TA Policy Waivers – TA Policy Waivers and related documents must be provided via Issue Tracker using topic: Policy Waivers
- Grades – Grades must be provided via Issue Tracker using topic: Grades/Reimbursements
- Virtual Learning 101 – Virtual Learning 101 certificate of completion will automatically post to your record
- Transcripts – To add a conferred degree to your record, you must submit an official transcript directly to JST from the institution.
- Military Training/Courses/Certificates – Please refer to the proper procedures to update/correct your JST at: <https://jst.doded.mil/correction.html>

Select File

Browse

Upload File

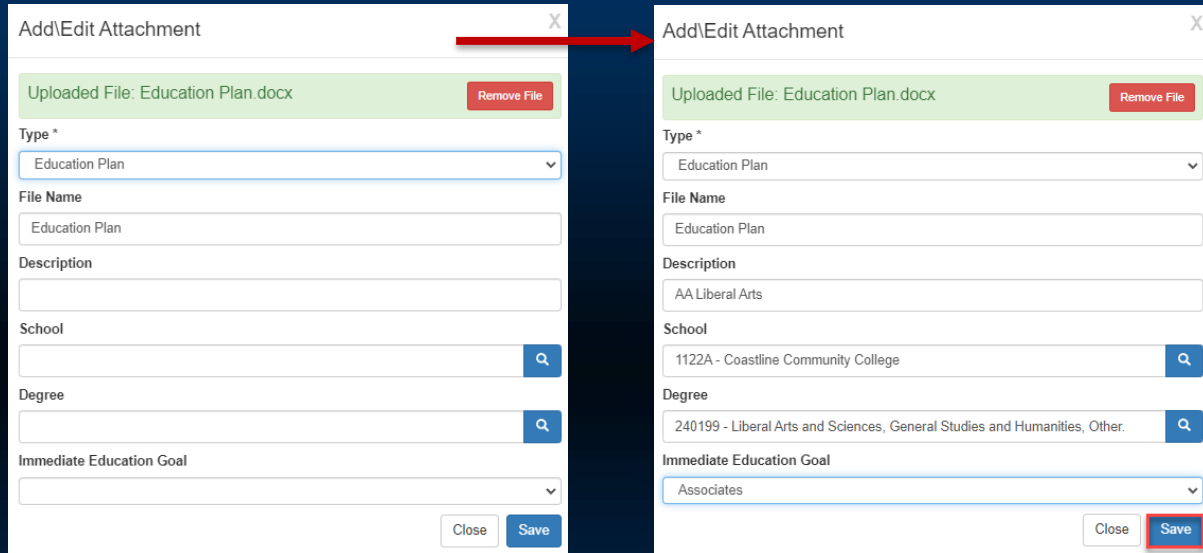
- Review the Attachment Upload advisory notice, and follow guidelines to ensure your uploaded document can be accessed by the correct staff.
  - Do NOT upload TA Policy Waivers and Grades via File Upload. Doing so, will delay processing. Both should **only** be submitted via Issue Tracker.
  - Virtual Learning 101 course completion automatically posts to MyNavy Education.
  - Do not submit transcripts and military course completion documents for Joint Services Transcript (JST) updates here. JST staff do **not** have access to MyNavy Education. Follow guidelines on the JST site at <https://jst.doded.mil/>.

# Upload Education Plan

The image shows two screenshots of a web application interface. The left screenshot is a 'Select File' dialog box. It has a text input field containing 'Education Plan.docx', a 'Browse' button, and an 'Upload File' button which is highlighted with a red rectangular box. A red arrow points from this button to the right screenshot. The right screenshot is an 'Add/Edit Attachment' modal window. At the top, it says 'Uploaded File: Education Plan.docx' next to a 'Remove File' button. Below this is a 'Type \*' dropdown menu. The 'Education Plan' option is selected and highlighted with a red rectangular box. The dropdown list shows other options: 'Education Plan', 'Member Data Summary', 'Reservist Orders', 'EAOS Verification', '1164', 'Cost Verification', 'SkillBridge', and 'Other'.

- Locate your file using the browse function and click the **Upload File** button to load the Add/Edit Attachment modal.
- Select “**Education Plan**” from the file Type drop list.

# Upload Education Plan



The image displays two side-by-side screenshots of the 'Add/Edit Attachment' modal form, illustrating the final step of the upload process. A red arrow points from the 'Save' button in the left screenshot to the 'Save' button in the right screenshot, indicating the action to be taken.

**Left Screenshot (Initial State):**

- Modal Title:** Add/Edit Attachment
- Uploaded File:** Education Plan.docx (with a Remove File button)
- Type \***: Education Plan (dropdown menu)
- File Name**: Education Plan (text input)
- Description**: (empty text input)
- School**: (empty text input with a search icon)
- Degree**: (empty text input with a search icon)
- Immediate Education Goal**: (empty dropdown menu)
- Buttons:** Close, Save

**Right Screenshot (Final State):**

- Modal Title:** Add/Edit Attachment
- Uploaded File:** Education Plan.docx (with a Remove File button)
- Type \***: Education Plan (dropdown menu)
- File Name**: Education Plan (text input)
- Description**: AA Liberal Arts (text input)
- School**: 1122A - Coastline Community College (text input with a search icon)
- Degree**: 240199 - Liberal Arts and Sciences, General Studies and Humanities, Other. (text input with a search icon)
- Immediate Education Goal**: Associates (dropdown menu)
- Buttons:** Close, Save (highlighted with a red box)

- Complete the Add/Edit Attachment modal with all of the required information.
- Click **Save** button to complete the upload process.

# Degree Plan Approval

## Tuition Assistance

- Your file uploaded successfully. View all files under Education History.

Education Plans require approval by an Education Counselor. [Contact an Education Counselor](#) to review your education plan and tuition assistance eligibility.

## Eligibility

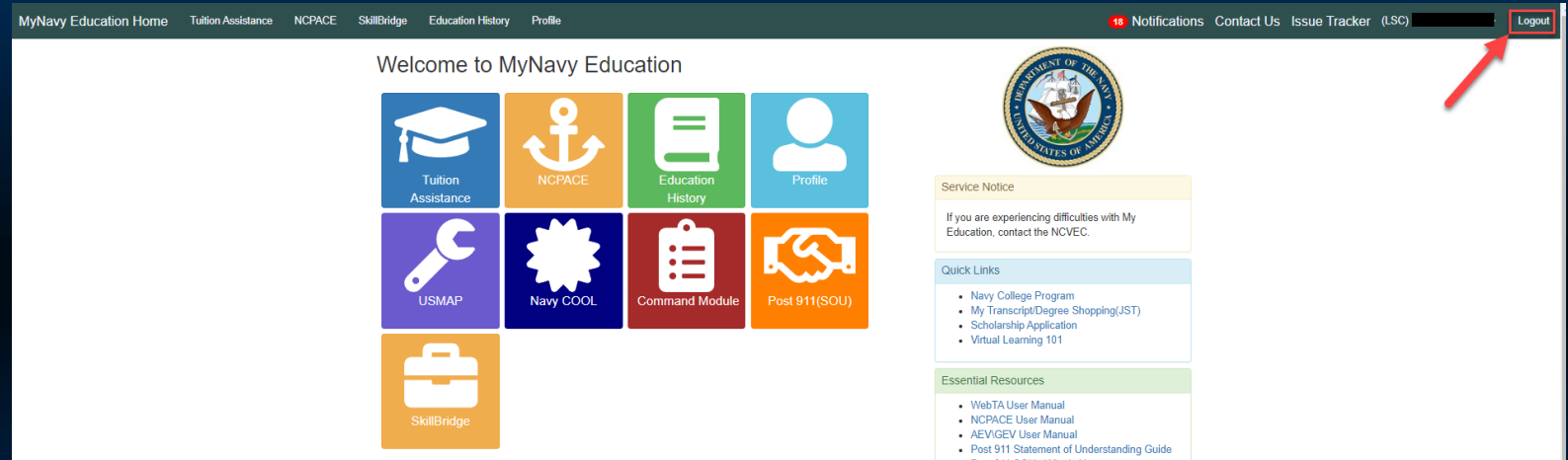
**NOTE:** All Tuition Assistance requests must be submitted and command approved a minimum of 7 days preceding the course term start date IAW OPNAVINST 1560.9B; therefore, this issue must be resolved and TA/NCPACE application command approved before the 7 day window.

- Your latest uploaded Education Plan is not approved. Your latest Education Plan requires approval by a Navy College counselor. If your plan has changed, a counseling session is also required. [Contact the NCVEC](#) to have your plan reviewed.

- MyNavy Education will confirm that the upload has been successful and prompt you to contact the Navy College Virtual Education Center (NCVEC) to have it reviewed and approved.
- All uploaded education plans **MUST** be manually reviewed and approved by a NCVEC Counselor.
- You will **NOT** be able to create new TA applications until your plan is approved.
- Click on the [Contact the NCVEC](#) link for contact options.

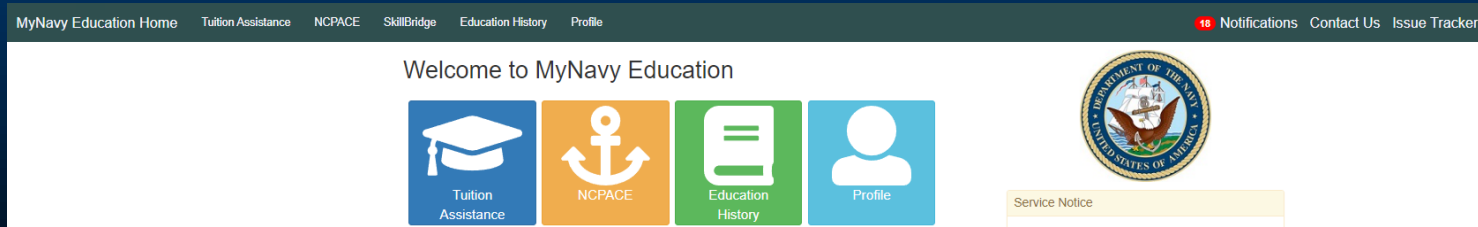


# Log Out of MyNavy Education



- Log out of MyNavy Education by using **Logout** in the upper right corner when you have finished your session.
- This is particularly important in cases when Sailors share computer work stations.

# MyNavy Education



Good luck to you as you pursue your education!

- Navy College Virtual Education Center (NCVEC) staff are standing by to assist you along the way.
- Contact us:
  - Phone: 833-330-MNCC (6622) select Option 3 “Education and Training” and Option 1 “Navy College Tuition Assistance (TA).”
  - Issue Tracker (My Education): <https://myeducation.netc.navy.mil/webta/home.html>
  - Live Chat (during customer service hours): <https://30432.livehelpnow.net/>
  - Navy College Assistance Center (submit Help Request): <https://30432.livehelpnow.net/>
  - Navy College Counselors are available to assist 0600 – 1800 EST, Mon – Fri (closed on Fed Holidays). If the Navy College Counselors are all on calls, or if you call during other hours, a MyNavy Career Center Agent will create a case and forward it to the NCVEC for follow-up.