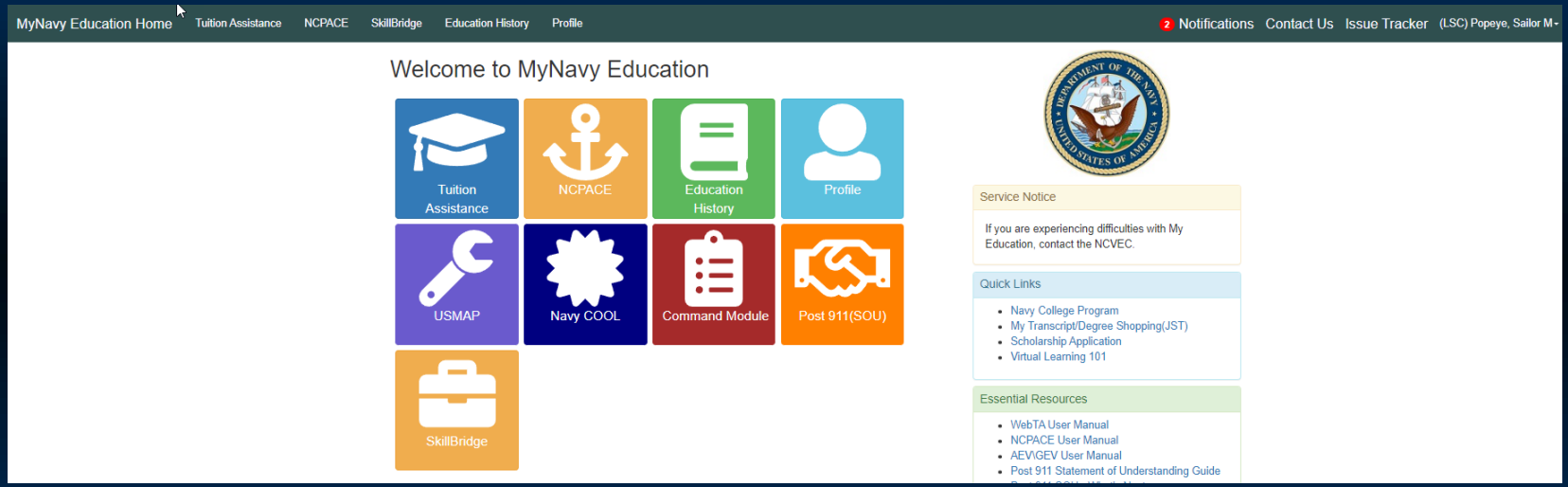
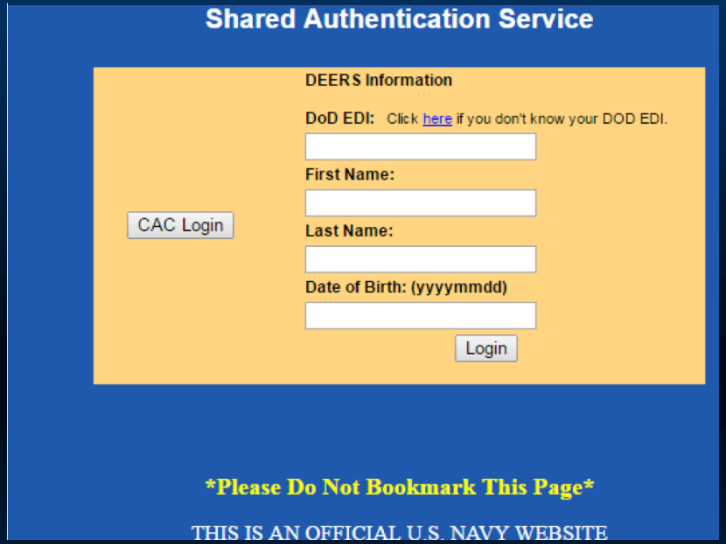
Navy TA User Guide



Welcome to MyNavy Education!

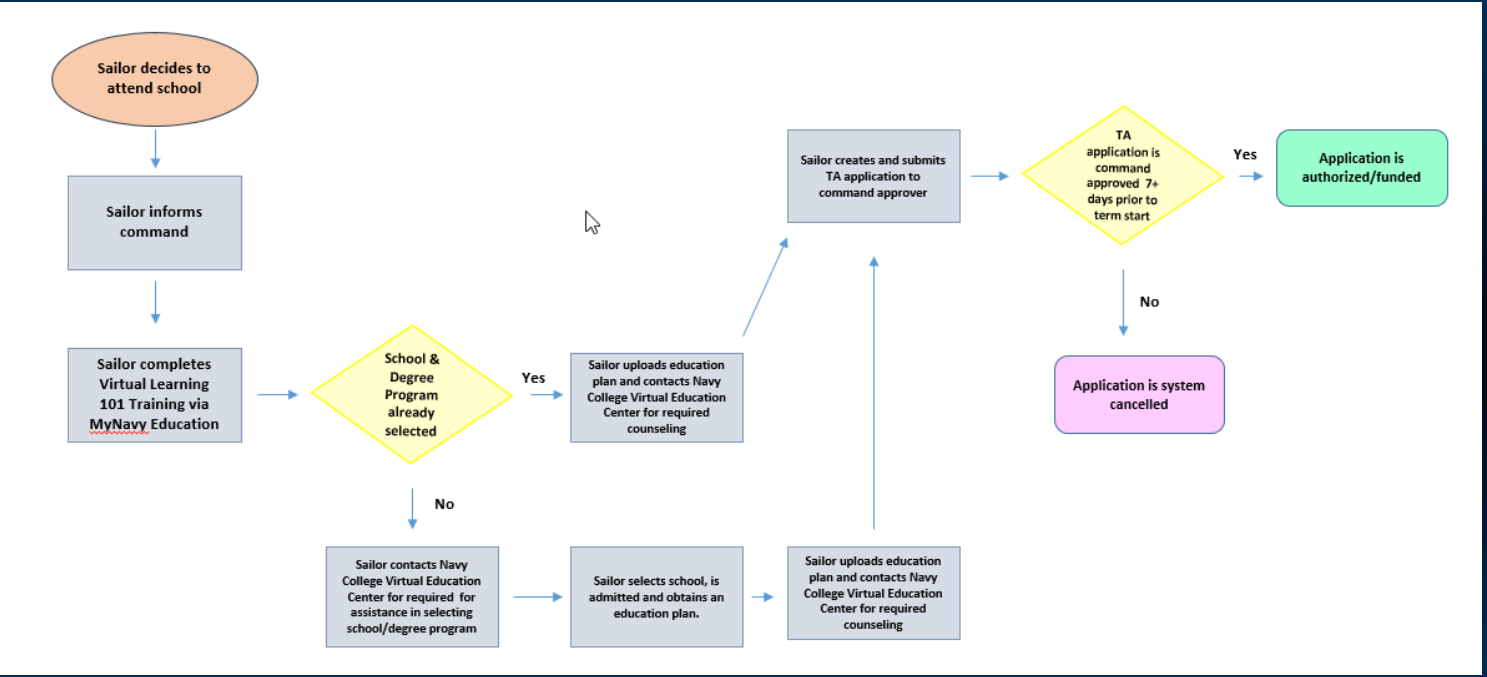
August 2024

Log-in to MyNavy Education



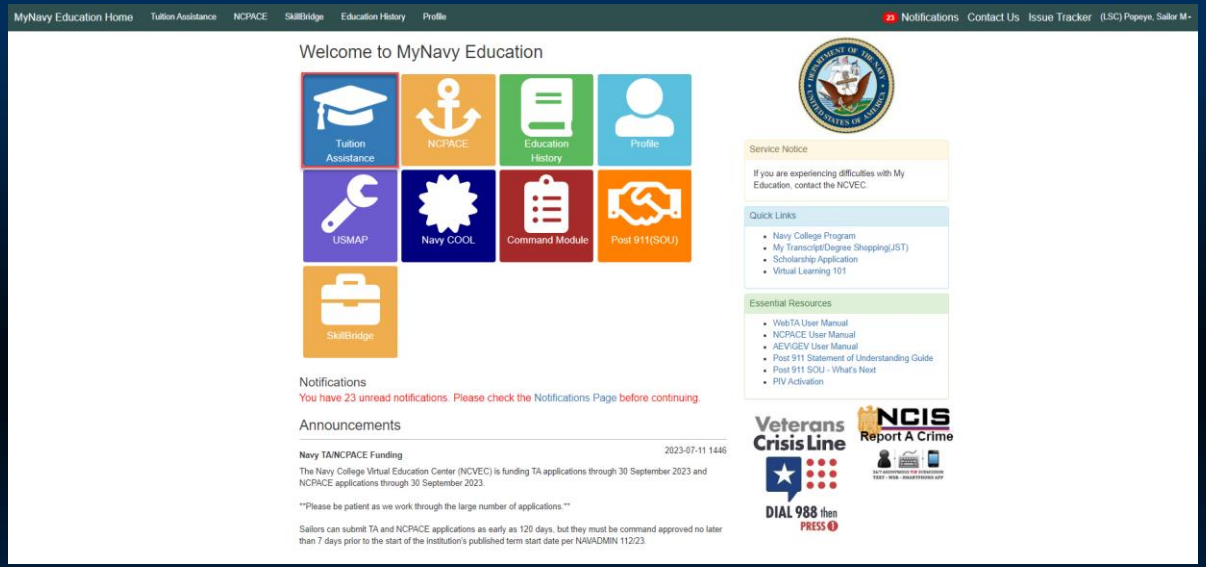
- Visit the Navy College Program website at https://www.navycollege.navy.mil, and look for MyNavy Education Login the upper right corner of the landing page.
- Direct link to MyNavy Education: https://myeducation.netc.navy.mil/webta/home.html#nbb
- You may log-in with your CAC or with your DoD ID number.

TA Process Overview



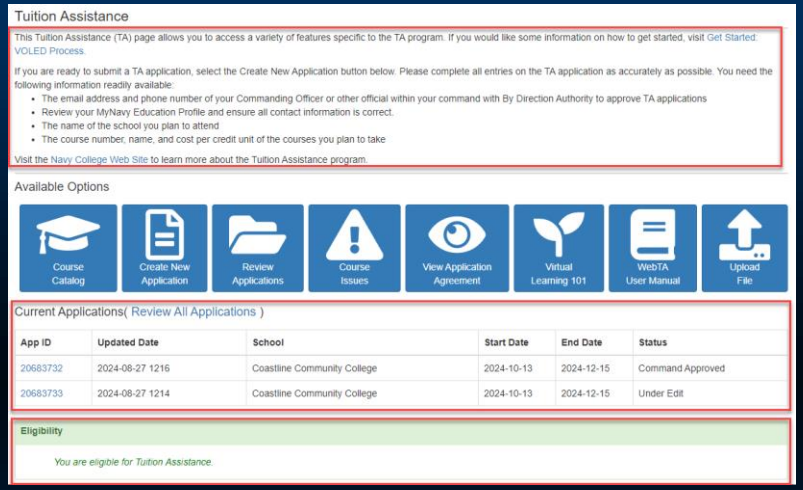
Flowchart provides an overview of the Tuition Assistance process

Access “MyNavy Education”



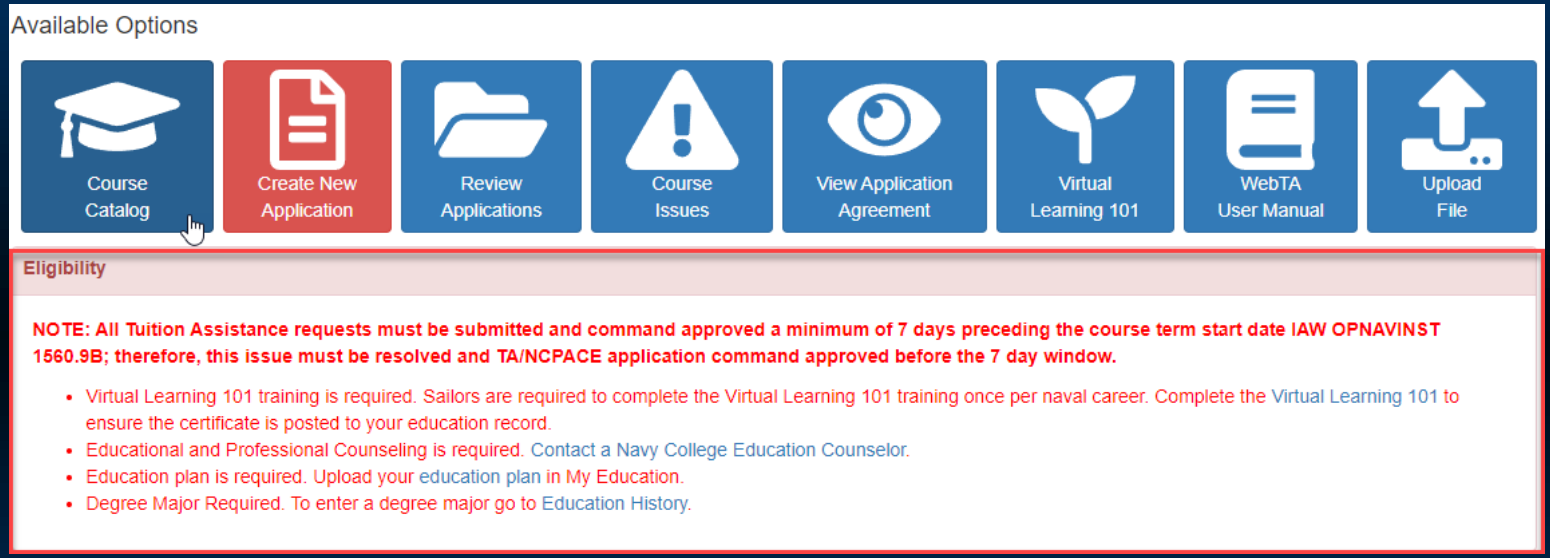
- **Use MyNavy Education Home to look for updated announcements, unread notifications, and to access Quick Links, Essential Resources, and the key program areas.**
- **Select the “Tuition Assistance” tile to create a TA funding application.**

Assemble Personal and Course Information



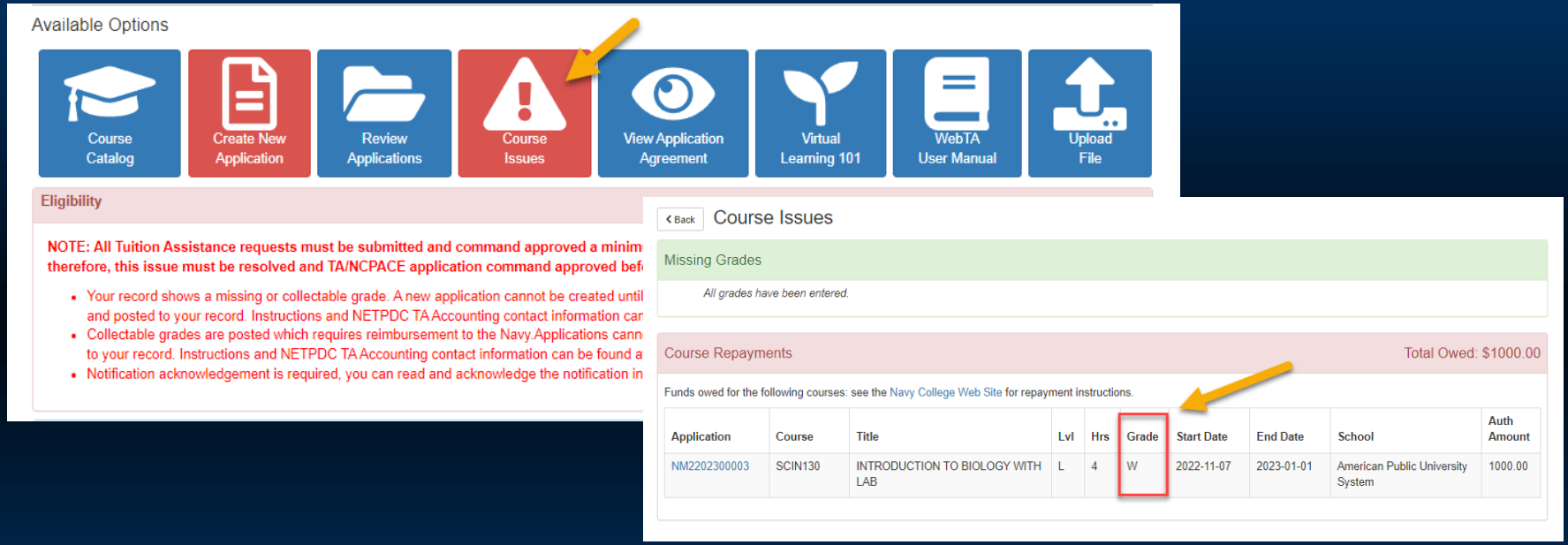
- **The Tuition Assistance screen lists information you will need to create TA applications.**
- **The "Available Options" section provides multiple tiles for easy access to Course Catalogs, Course Issues, the Application Agreement, and the Virtual Learning 101 training.**
- **Use the "Current Applications" 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



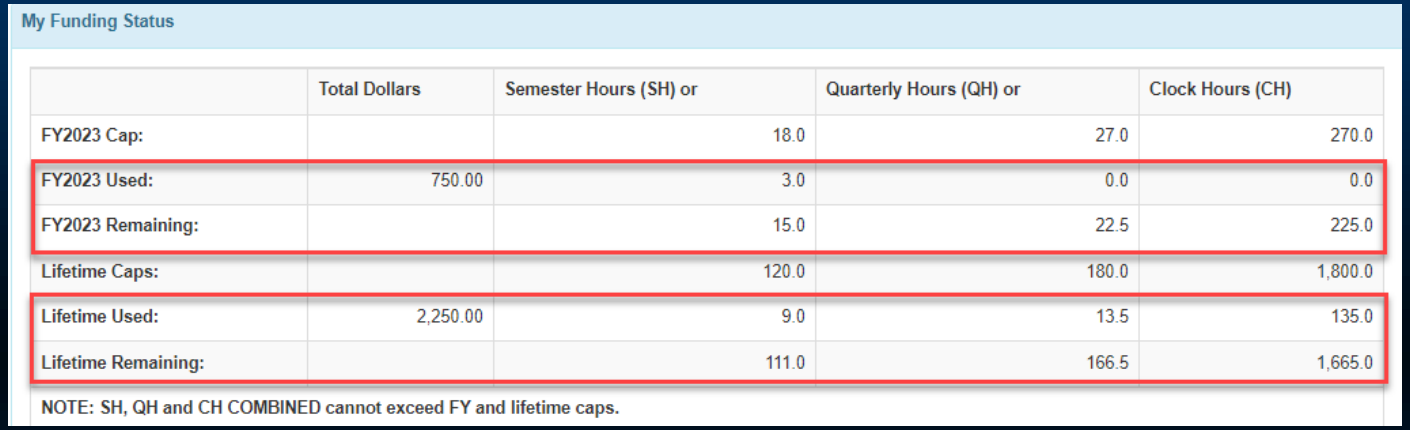
- **If the "Eligibility" section is red, listed requirements must be resolved before you can "Create New Application." Read all bullets carefully for information about actions required to become eligible.**

Check for Course Issues



- **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



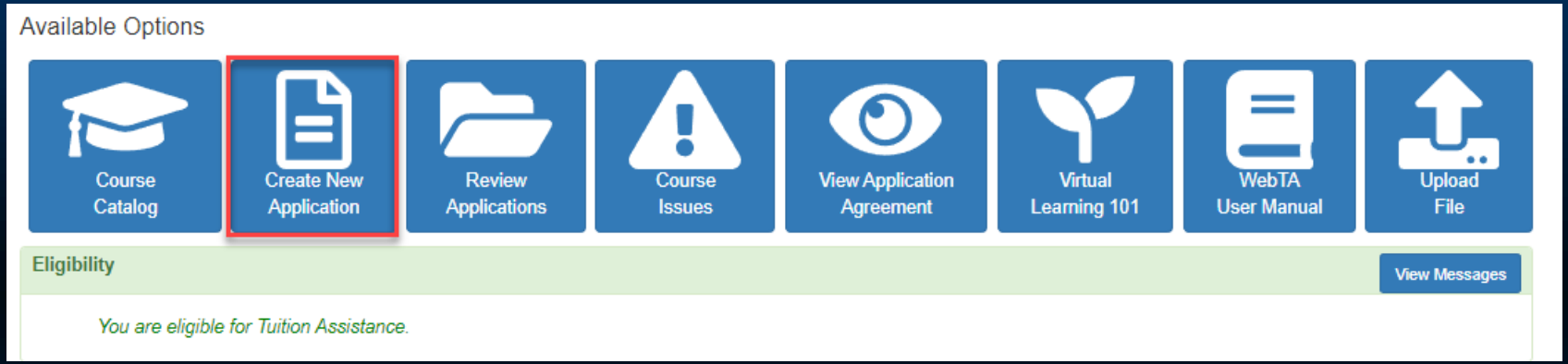
My Funding Status

	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.

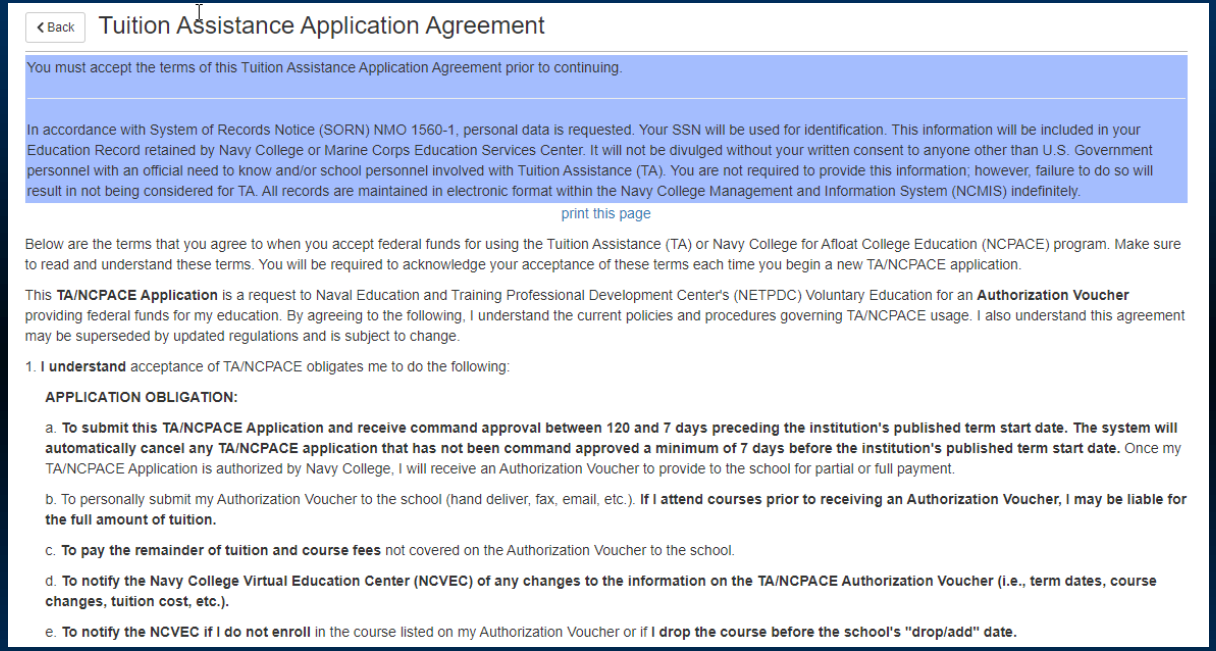
- **You will be able to monitor your TA usage via "My Funding Status." The table above shows the Sailor has used 3 SH of the allowed 18 SH for FY 23. The Sailor has also used 9 SH of the total 120 SH lifetime cap.**
- **Per OPNAVINST 1560.9B, TA funding is limited to 18 Semester Hours or the equivalent 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



- **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.**

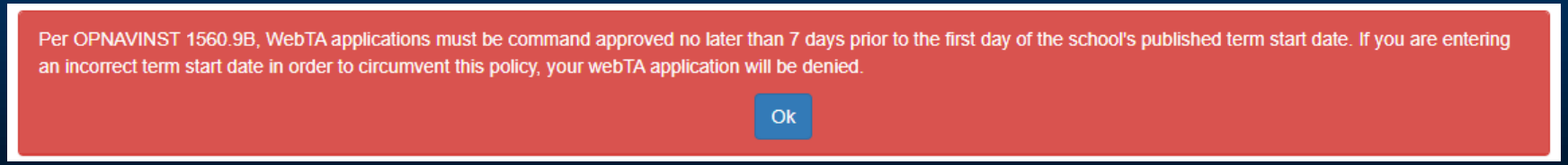
c. **To pay the remainder of tuition and course fees** not covered on the Authorization Voucher to the school.

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

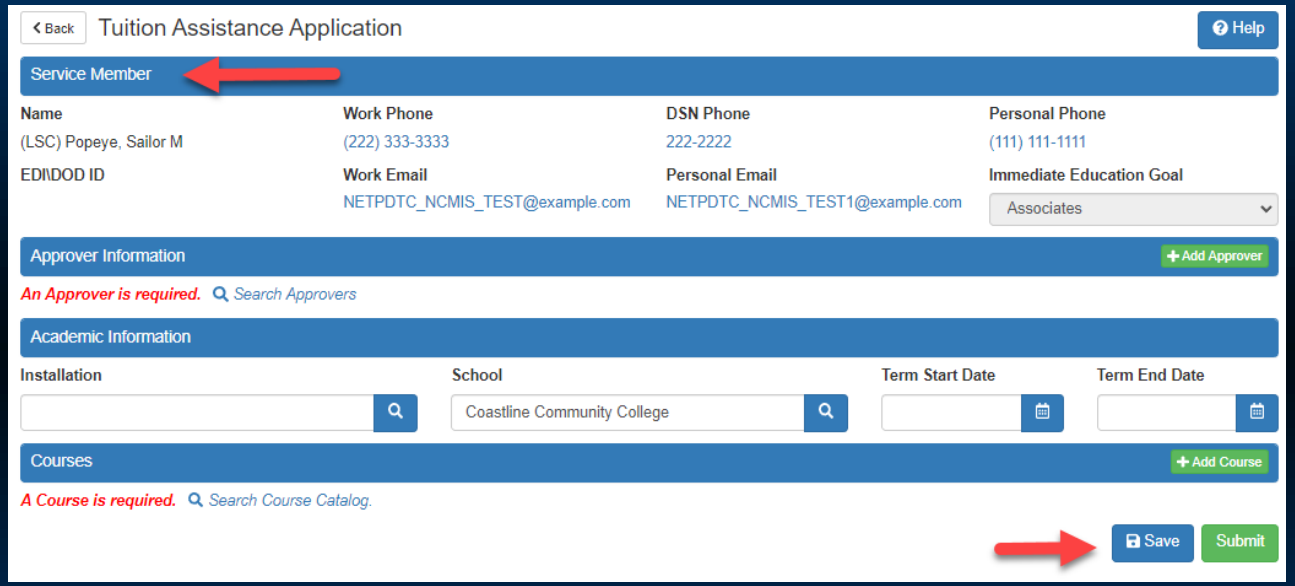


- **MyNavy Education requires you to acknowledge the current TA submission & command approval deadline each time you create a TA application. You must click the blue "Ok" button to proceed.**
- **Navy TA Policy (OPNAVINST 1560.9B) requires your application to be command approved between 120 and 7 days 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

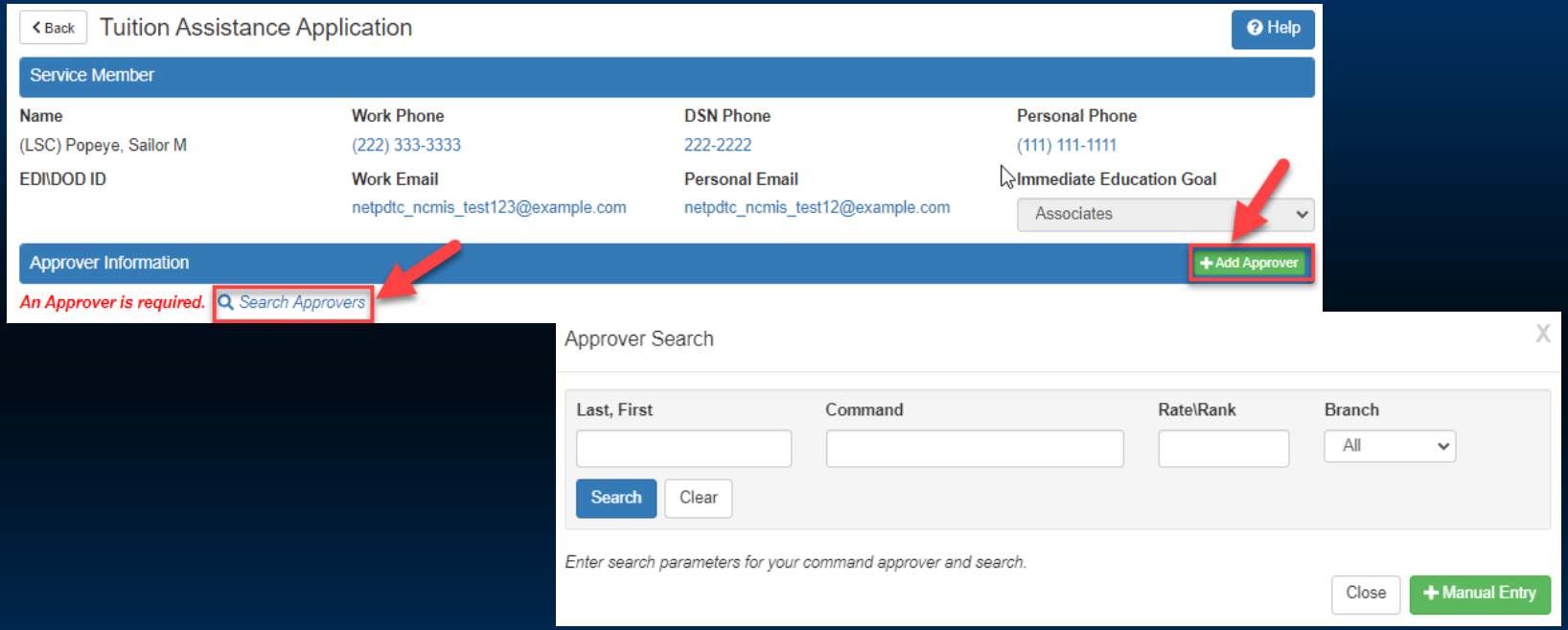
- **Click "I accept" to acknowledge that you understand and agree to the terms of the TA Agreement.**
- **Officers, please note that you are agreeing to remain on active duty for two continuous years after completing your final TA or NCPACE funded course.**

Update Profile Information



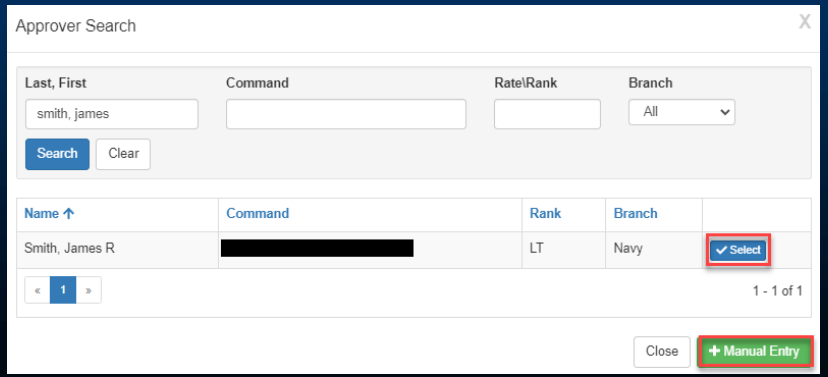
- **Review your profile information. Verify that email addresses are correct.**
- **Update and enter required information by going to MyNavy Education Home and using the Profile Tab.**
- **You will be required to save and then verify your information as correct.**

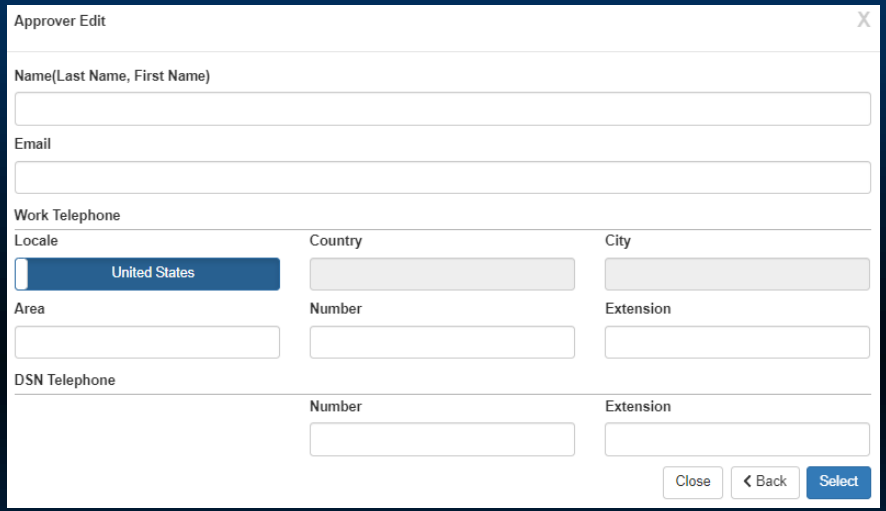
Enter Command Approver Information



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

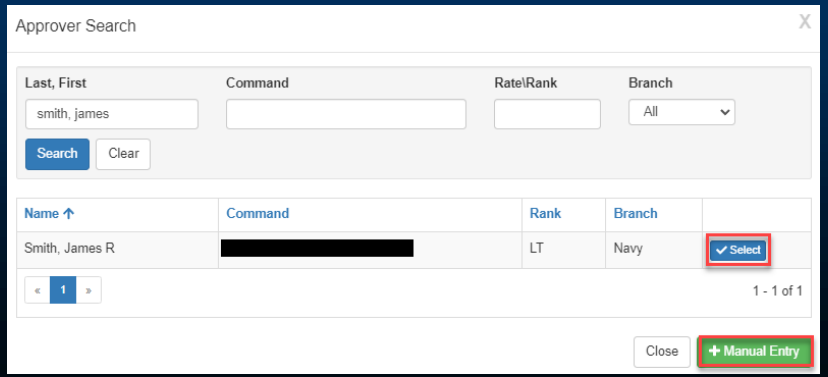
Enter Command Approver Information

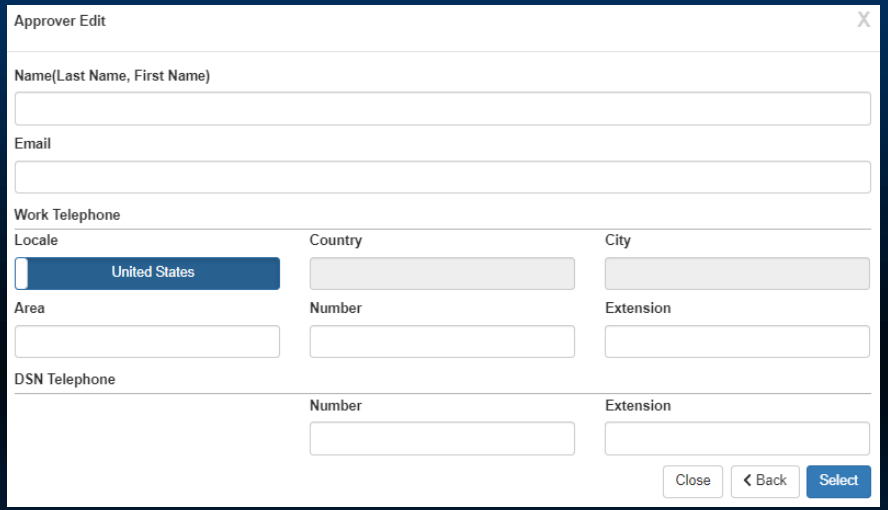




- Enter your command approver's name to search the list of command approvers who have command approver accounts. Click on the blue **Select** button to add your approver to the TA application.
- If your command approver does not appear, you can use the green **+Manual Entry** button to launch the Approver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

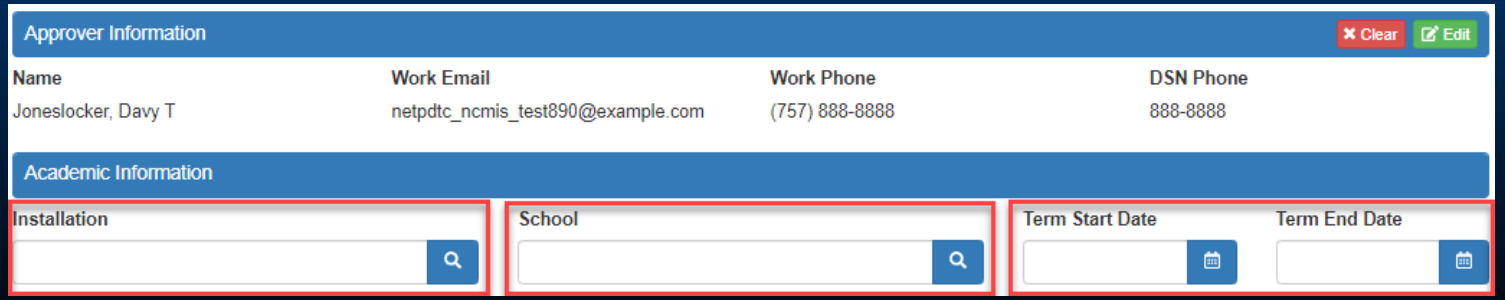
Enter Command Approver Information





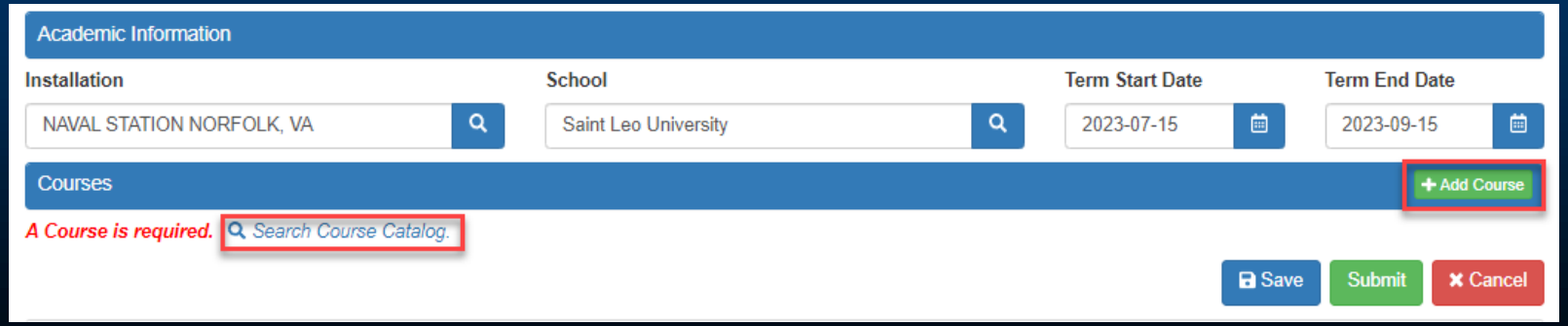
- **Command approvers who have Command Approver accounts will receive an email letting them know an application has been sent to them for approval.**
- **Command approvers who do not have Command Approver accounts will receive a similar email, but it will contain a link that will allow them to load, 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



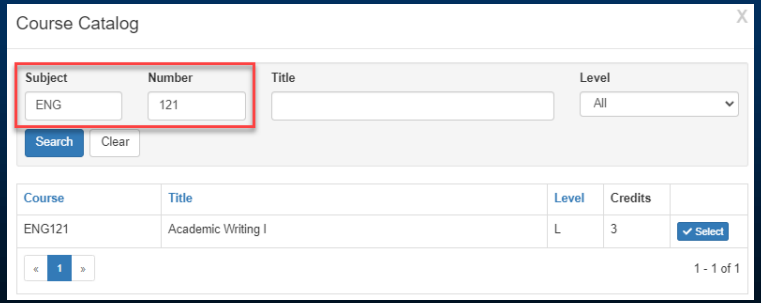
- **Search for your installation using the search window and click "select" to populate. If your installation is not in the list, you can select the Naval Installation closest to you.**
- **Select your school using the search window or confirm that you are still attending the same school. Only schools 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.**

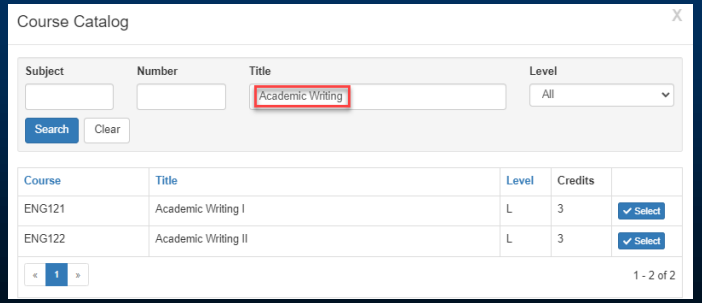
Enter Course Information

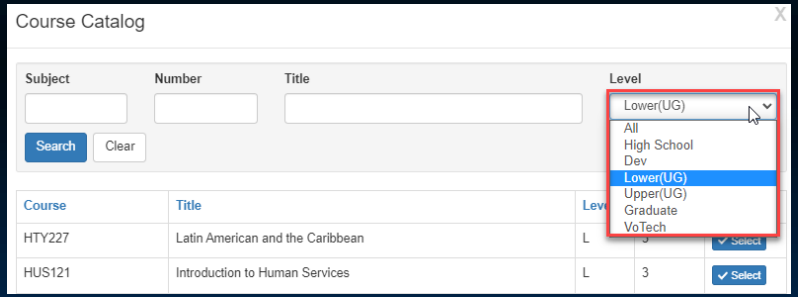


- Click on the green "+Add Course" button or the "Search Course Catalog" link to find, select and add your course to the TA application.
- Because many schools have uploaded their catalogs, MyNavy Education will default to the search course catalog option regardless of which option you select.
- You 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

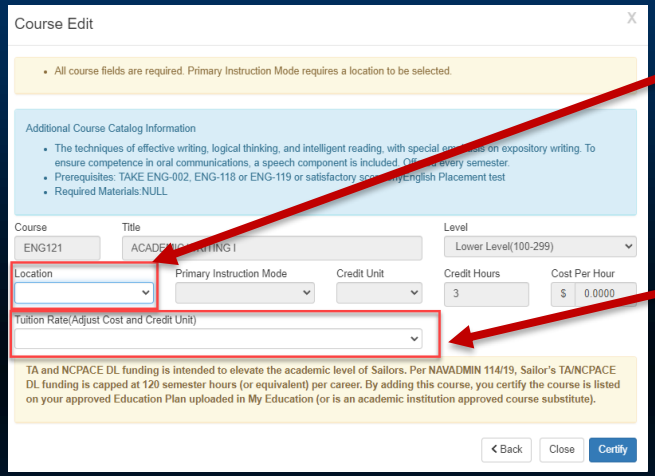


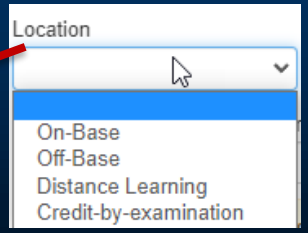


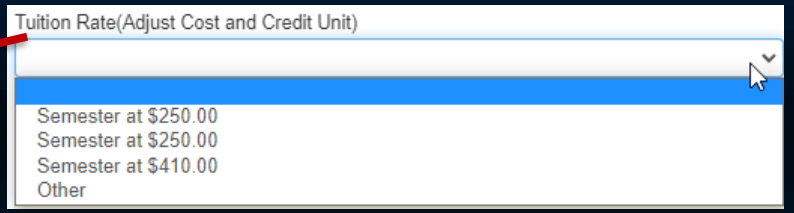


- **You can search the school catalog by using the course number, the course title and course level.**
- **Use the blue "Select" button to add the course to your application.**

Enter Course from Catalog

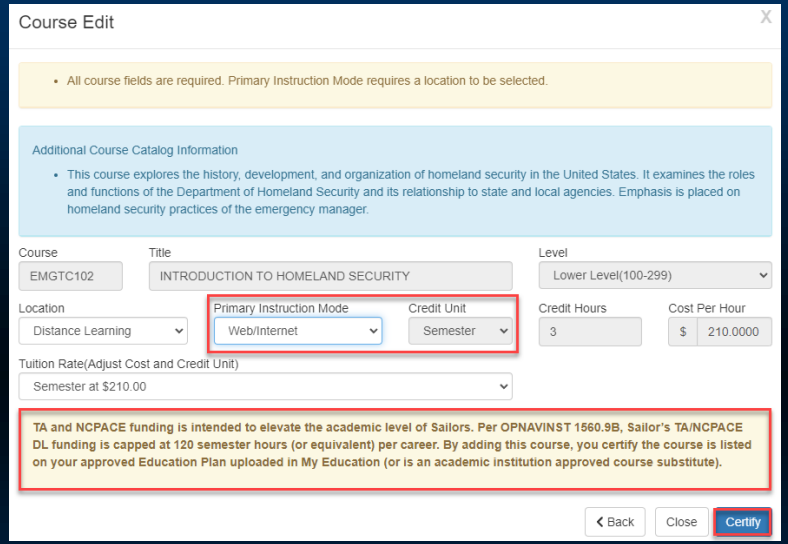






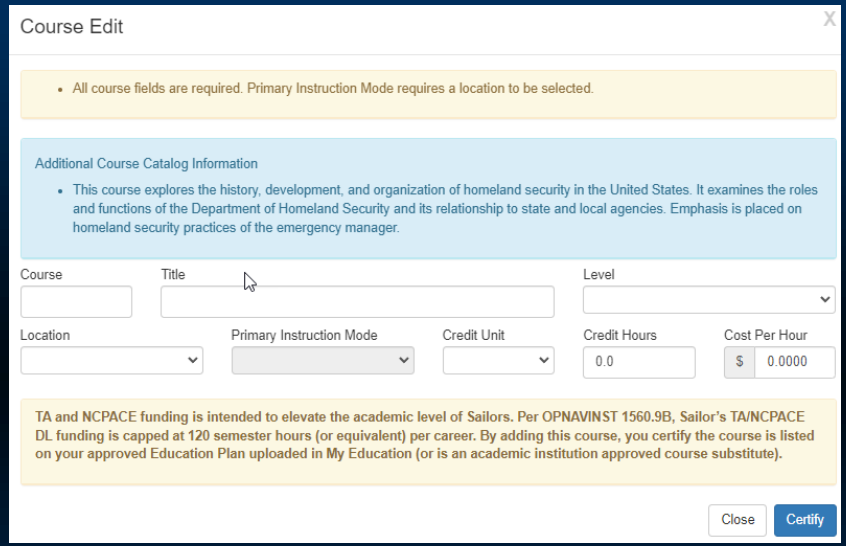
- You will still need to complete some fields when selecting courses from the uploaded catalog.
- You will need to select "Location," indicating where or how you are completing the course.
- You will also need to add the tuition cost by credit hour. Many schools have uploaded their tuition rates allowing 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



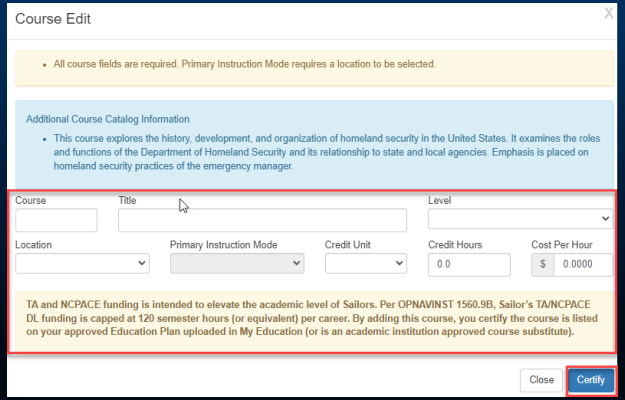
- **The "Primary Instruction Mode" and "Credit Unit" cost fields will auto-populate when Location and Tuition Rate are entered.**
- **Read the statement at the bottom of the page and click "Certify" to add the course to your application.**
- **MyNavy Education will only allow one course per application.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

Enter Course Manually



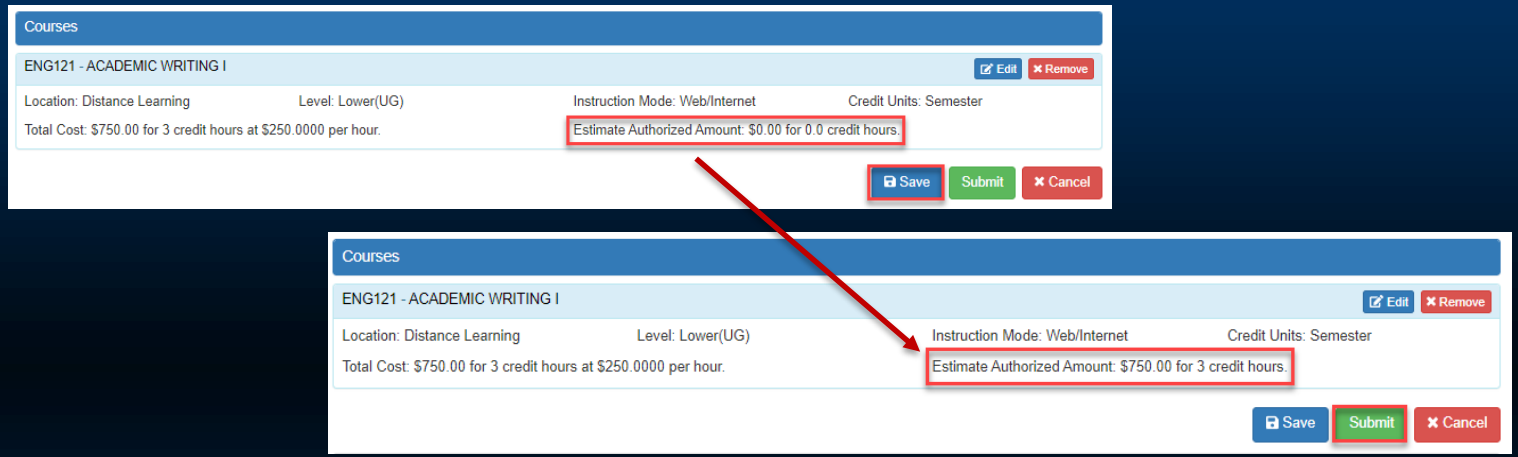
- You will need to use the manual entry option if your school has not uploaded a course catalog, or if your course is not in the uploaded catalog.
- Use the green "+Manual Course" button in the lower right corner of the Course Catalog modal to load the Course Edit modal. Complete all of the required 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



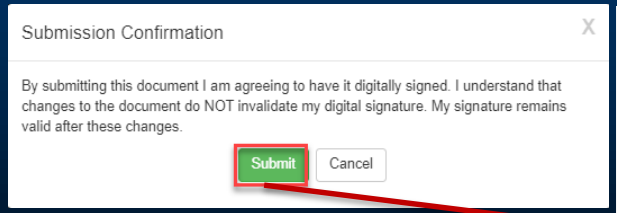
- **You will need to complete <u>all</u> of the fields when using the manual course entry option.**
- **Even if your school has not uploaded their course catalog, they may have uploaded the tuition rates. *Always select the tuition rate from the picklist whenever possible.* Entering the course "Level" 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.**

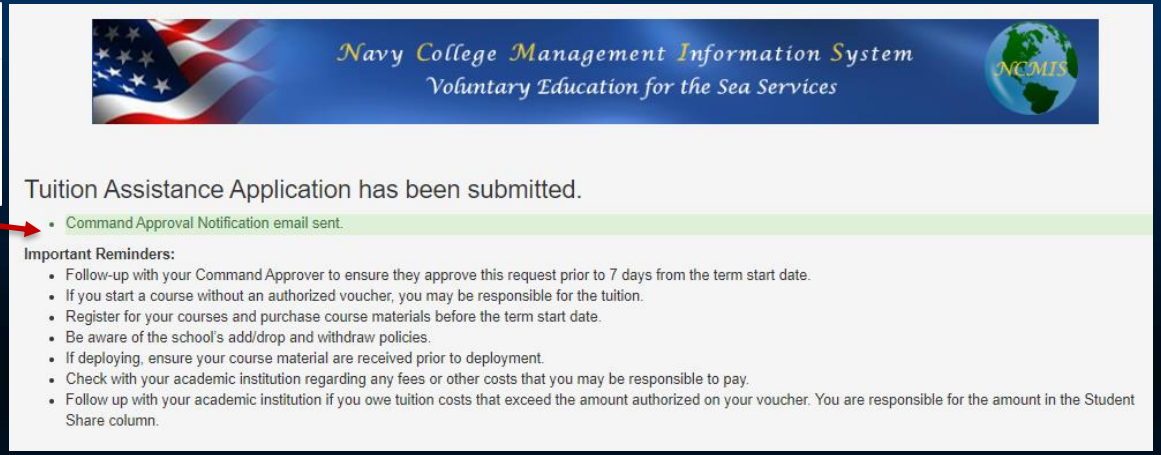
Save & Submit Your Application



- **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.**

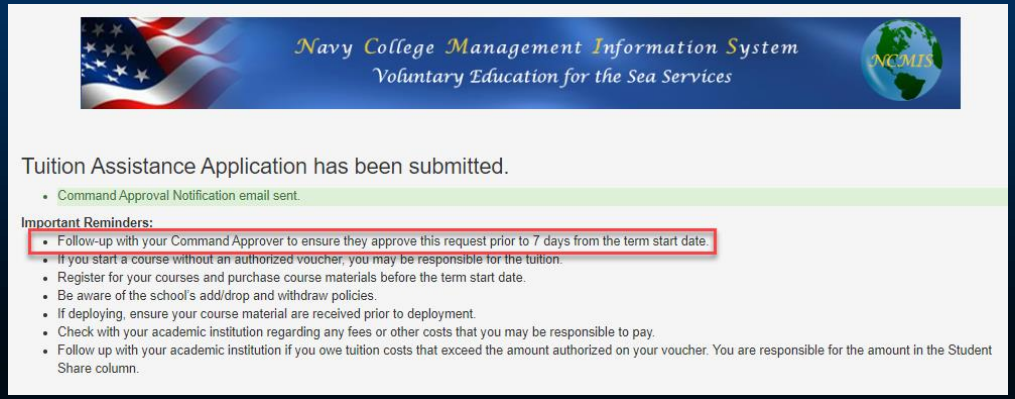
Submission Confirmation





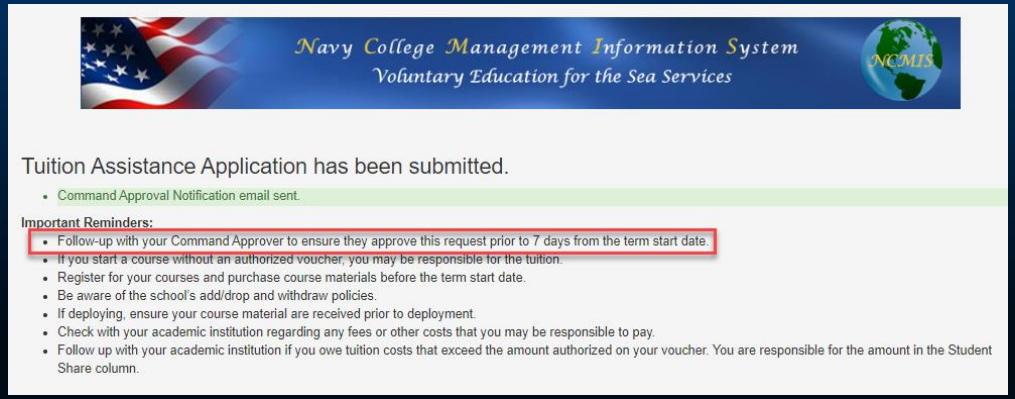
- **Read the Submission Confirmation statement, and click the "Submit" button to digitally sign your application and send it to your command approver.**
- **Confirmation that the application has been submitted appears and shows a list of important reminders. Be sure to read through each reminder carefully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

Important Reminders



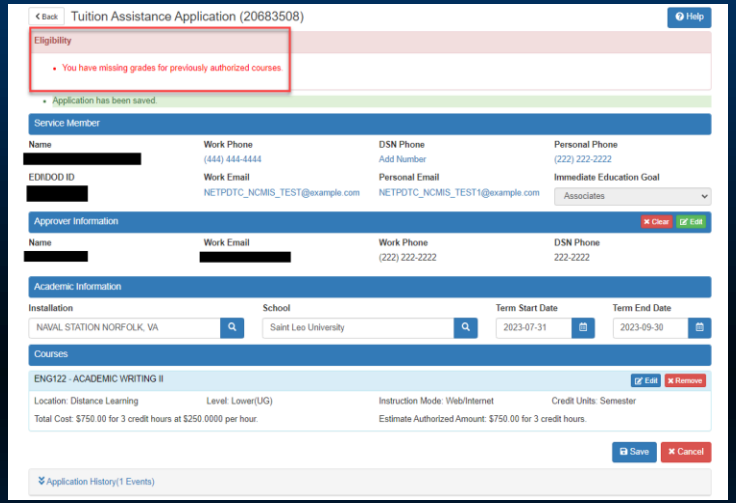
- **Remember it is *your* responsibility to ensure your TA application is command approved in time to qualify for funding.**
- **You must submit your application *and* ensure that it is command approved no later than 7 days prior to the term start date (OPNAVINST 1560.9B). Be sure to submit your application 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



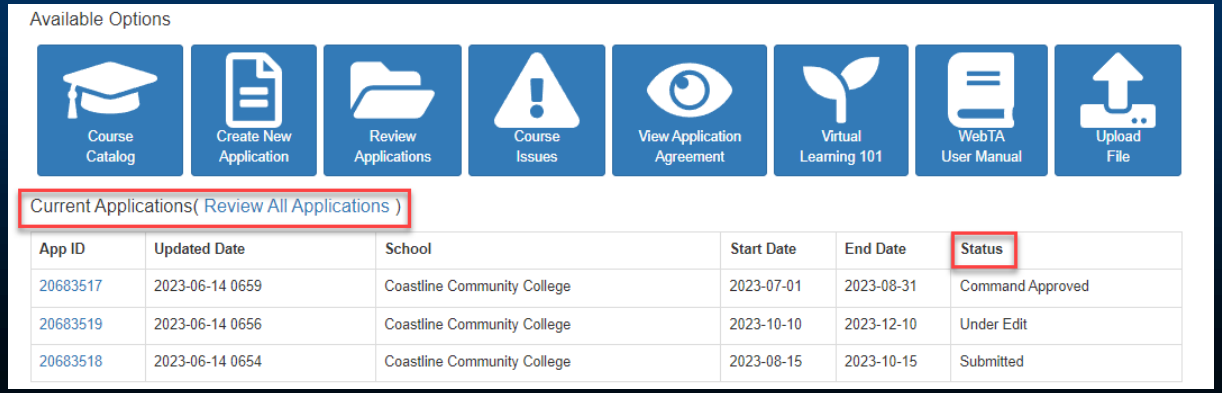
- **MyNavy Education will not allow you to submit the application once it is within the 7-day window.**
- **TA applications not command approved prior to the 7-day period will be blocked from command approval and automatically system canceled.**
- **MyNavy Education will send both you and your command 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



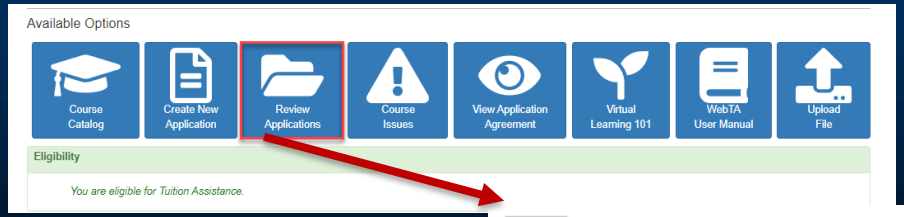
- **Several possible reasons may prevent you from submitting an application. Note the "Eligibility" message at the top of the page.**
- **The example above shows submission is blocked due to a missing grade for a previously taken TA-funded course.**
- **Take quick action to resolve any identified issues! 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



- **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



Back

Tuition Assistance Applications

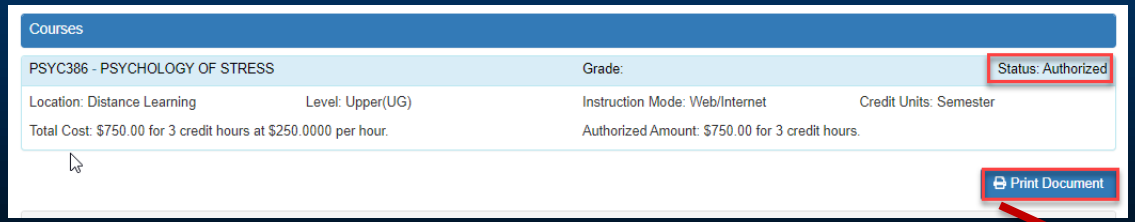
Help

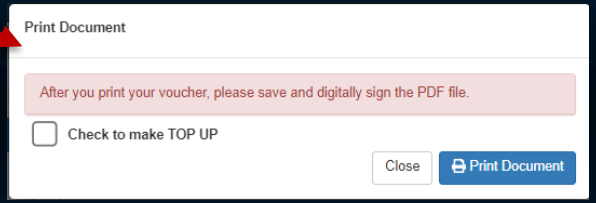
Click on the App ID to see course funding status.

App ID	Created Date	Updated Date	School	Start Date	End Date	Application Status
20801923	2023-06-12 0740	2023-06-12 0752	University of Maryland Global Campus	2023-06-14	2023-08-08	Authorized
20793758	2023-06-05 1007	2023-06-08 0806	University of Maryland Global Campus	2023-06-14	2023-08-08	Cancelled
20793780	2023-06-05 1019	2023-06-08 0805	University of Maryland Global Campus	2023-06-14	2023-08-08	Cancelled
20755437	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





- 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** NNP2023[redacted]
03-Jul-2023

ID: _____ NAME: [redacted] RATE: [redacted]
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 [redacted] (619) 407-0042
Applicant's Signature Phone

NNP2023[redacted] 03-Jul-2023 Greenlund, Mollie G
AUTHORIZATION NUMBER DATE AUTHORIZED SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

Student info can be found at: https://www.navycollege.navy.mil/ta_info.html

Schools should send invoices electronically via iRAPT (formerly WAWF). Grade submissions 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

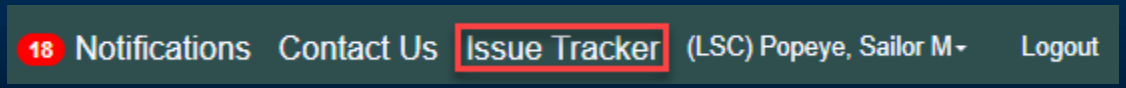
Correspondence may be sent to:

COMMANDING OFFICER
NETPDTC N83
6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5241

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.

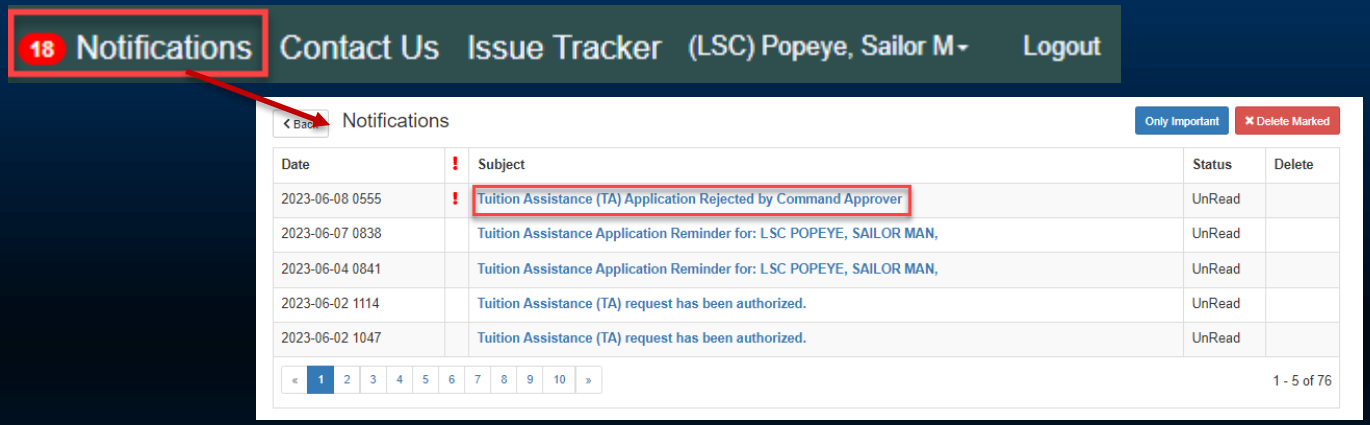
Report Grades



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

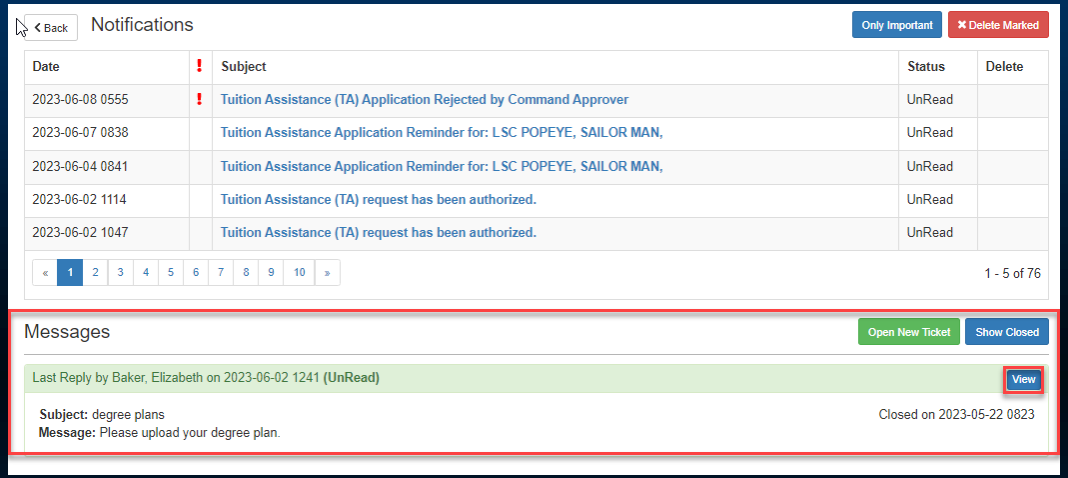
- Check your Joint Services Transcript (JST) 2 – 3 weeks after the term has ended. If a grade is posted, this means the school has submitted grades, and no action is required.
- If no grade has been posted, you will need to take action.
  - Download a copy of your unofficial transcript via your school 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



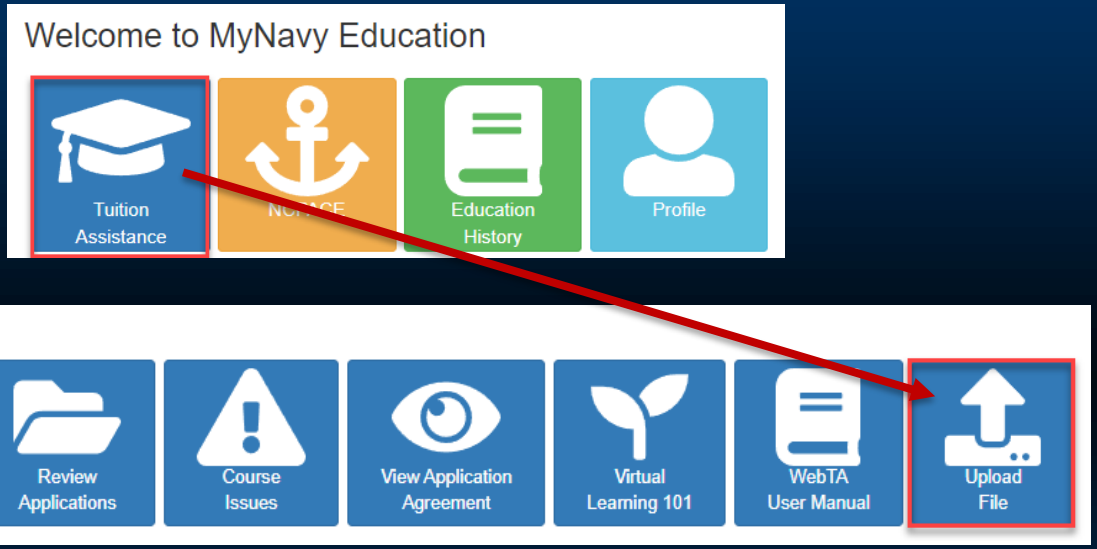
- Navy College will use Notifications via your MyNavy Education to communicate with you.
- You can access these messages by clicking on the Notification tab in MyNavy Education. The number next to Notifications shows the number of unread messages.
- Some messages will be routine system generated messages, 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



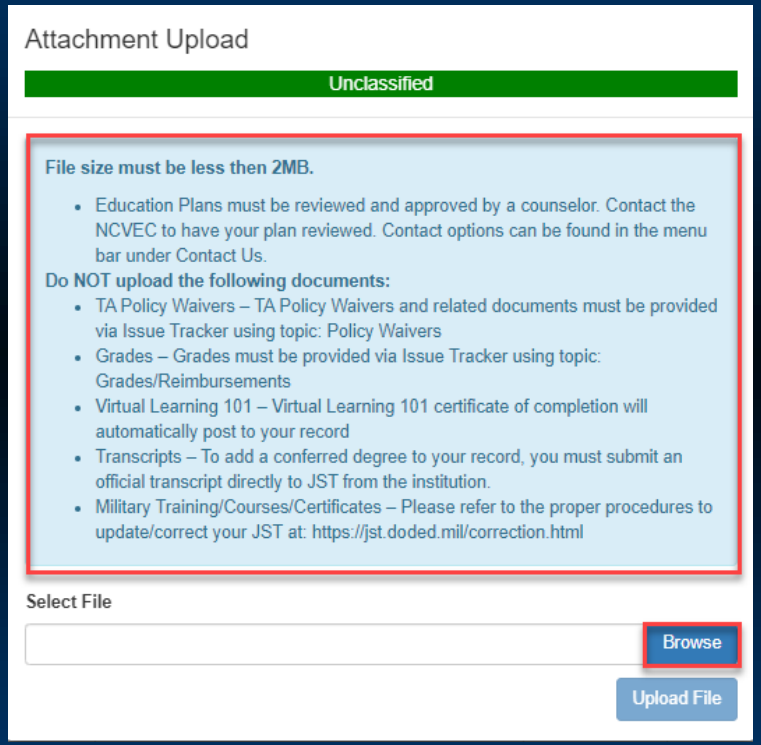
- A Navy College Counselor may reach out to you via **Messages** requesting information that may be needed to assist you with Tuition Assistance.
- Look for Messages below the list of system notification and use the “View” button to open/read the full message.
- Messages allows for two way communication,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

Upload Education Plan



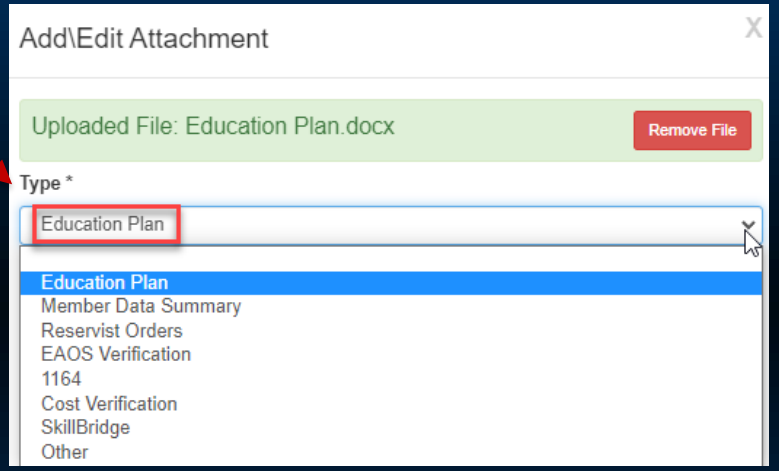
- **MyNavy Education will only allow you to upload files saved in the PDF, Word and Excel formats. Files also cannot be larger than 2 MB.**
- **Save the file to your desktop for easy access.**
- **Select the "Tuition Assistance" tile and then the "Upload File" tile.**

Upload Education Plan



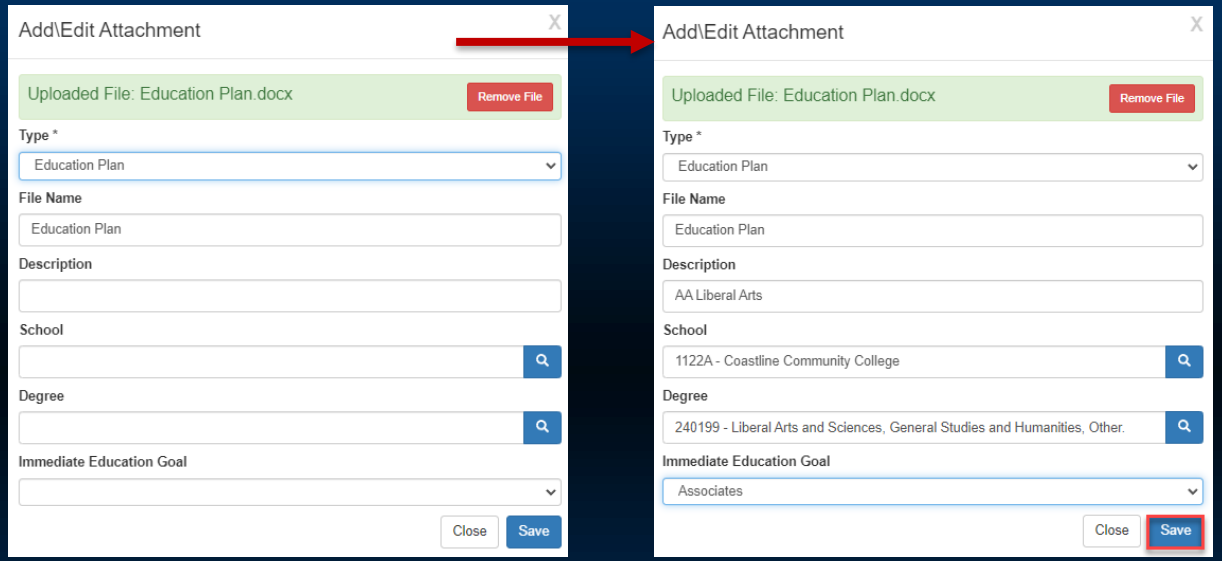
- **Review the Attachment Upload advisory notice, and follow guidelines to ensure your uploaded document can be accessed by the correct staff.**
  - **Do NOT upload TA Policy Waivers and Grades via File Upload. Doing so, will delay processing. Both should only be submitted via Issue Tracker.**
  - **Virtual 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



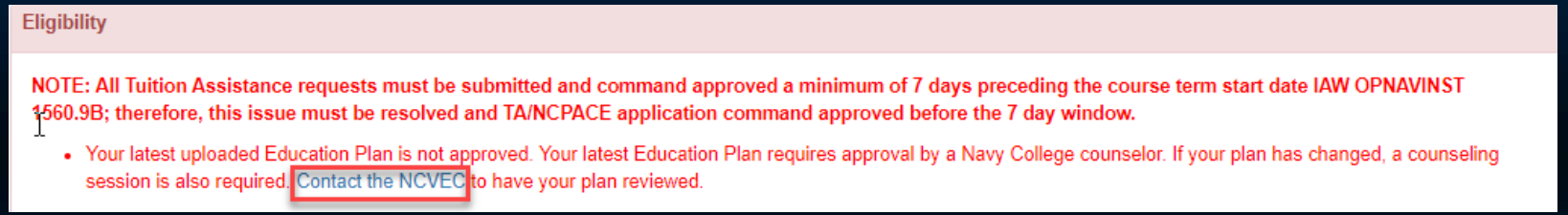
- Locate your file using the browse function and click the **Upload File** button to load the Add/Edit Attachment modal.
- Select "**Education Plan**" from the file Type drop list.

Upload Education Plan



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

Degree Plan Approval

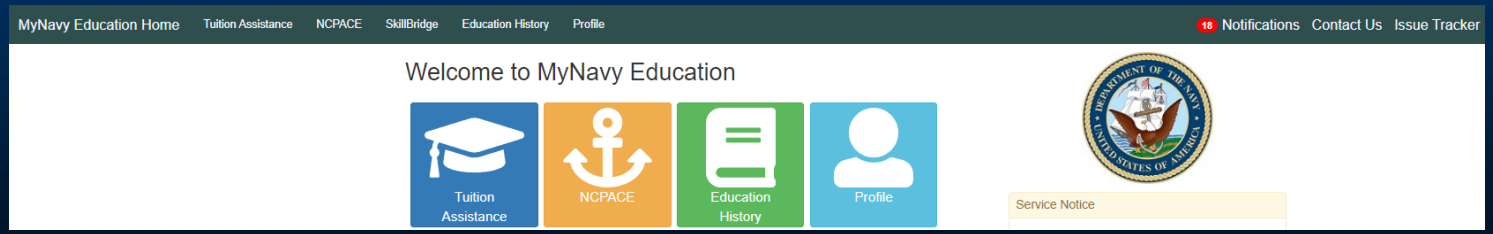


- **MyNavy Education will confirm that the upload has been successful and prompt you to contact the Navy College Virtual Education Center (NCVEC) to have it reviewed and approved.**
- **All uploaded education plans MUST be manually reviewed and approved by a NCVEC Counselor.**
- **You will NOT be able 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.**