Log-in to “My Education”

To apply for SkillBridge electronically from any computer, go to https://www.navycollege.navy.mil, and click on the My Education portal.

You may log-in via CAC or with DoD EDI.
Access “SkillBridge”

- Use My Education Home for updated announcement messages and to access the key modules.
- To begin your SkillBridge application, select “SkillBridge”.
This screen lists the information you will need in order to complete your SkillBridge application.

The “Eligibility” section shows initial eligibility based on your EAOS. Your full eligibility will be determined by the SkillBridge Program Coordinator and your command.

Additional eligibility requirements can be found in NAVADMIN 160/22 and DoDINST 1322.29.
Begin Your SkillBridge Application

The DoD SkillBridge program is an opportunity for Service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Service members with industry partners in real-world job experience. Visit the DoD SkillBridge website at https://skillbridge.osd.mil/index.htm to learn more about the SkillBridge Program.

**Available Options**

- SkillBridge Website
- Create New Application
- Review Applications
- View Application Agreement
- User Manual
- Upload File

**Eligibility**

*Based on your EAOS date, you are eligible for SkillBridge. Additional eligibility requirements to be reviewed.*

- Once you are eligible, select “Create New Application” to continue.
Read the SkillBridge Application Agreement carefully, and keep a copy for your records!

You can also review a copy by selecting the “View Application Agreement” tab.

Click “I accept” to acknowledge that you understand and agree to the terms of the SkillBridge contract.
**Update Profile Information**

- Review your profile information. Verify that email addresses are correct.
- Update and enter required information by clicking on the information needing update. Don’t forget to save the updated information.
- Select your current installation.
Enter Command Approver Information

- Add your Command Approver
- Command Approver MUST be your Commanding Officer or your Officer in Charge (OIC) with non-judicial punishment authority.
Enter Command Approver Information

- Enter your Command Approver Information
- Command Approver MUST be your Commanding Officer or your Officer in Charge (OIC) with non-judicial punishment authority.
- Official email is required. Verify email, click Select.
Enter Organization

- Search for the Organization/SkillBridge Provider by name or Opportunity Type.
- Select the provider.
Enter Program Location and Information
Enter Location and Program Dates

- Location = On or Off Base
- Program dates should be within the listed duration of the program.
Save and Submit

**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**
Application Routing

• When you click “Submit,” you’re application will be sent to the Program Coordinator for review.
  – If there is anything that requires correction, the Coordinator will send your application back to you for correction.
  – If the application is good, the coordinator will forward the application to your Command Approver.
• Your Command Approver will then receive an email with the link to review and approve or not approve your application.
Receive Command Approval Notification

You will be notified at each step of the process, so verify that your profile contains the most up-to-date information.

If you do not receive notification, you can check the status of your application in My Education by going to the SkillBridge Home Page.

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

Your application has been submitted to the OPNAV SkillBridge registrar. You will be notified once action has been taken on your application. If you have any questions in the meantime, please contact the OPNAV SkillBridge program office at 703-694-5310 or by email at Navy_Skillbridge_fct@navy.mil.
Log Out of My Education

- Be sure to log out of My Education by clicking “Logout” in the upper right corner when you have finished your session.
- This is particularly important in cases where members share work stations.
Contact Information

• OPNAV SkillBridge Program Office:
  – Phone: 703-604-5310
  – Email: Navy_Skillbridge.fct@navy.mil

• DoD SkillBridge Website:
  – https://skillbridge.osd.mil/

Policy References

• DoDINST 1322.29: https://skillbridge.osd.mil/docs/Announcement-Career-Skills-Program-JTESTAI-Program.pdf

• NAVADMIN 160/22: https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2022/NAV22160.txt?ver=cquNWohORymmvkg1tpetFA%3d%3d