

STANDARD OPERATING PROCEDURES (SOP)  
FOR  
COAST GUARD'S TRAINING SYSTEM  
VOLUNTARY EDUCATION FOR SEA SERVICES  
(WEBTA)  
FOR THE MEMBER



Office of Training, Workforce Performance & Development (CG-132)  
Human Resources Directorate  
Coast Guard Headquarters  
Washington, DC  
December 2009

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# SECTION 1

## Introduction

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### Overview

The “**My Education**” Voluntary Education for the Sea Services” is the WebTA, which the Navy uses in the field. The CG has been offered to use this same e-application. The application is written for Navy personnel. This SOP is generated to assist CG members in processing the Navy WebTA application with what the CG needs and explains CG terms vice Navy terms. It allows CG members to request tuition assistance funding for specific courses that earn college credit. When a new WebTa application is submitted it will be reviewed and approved by the members Education Service Officer (ESO). Once approved by the ESO, the application will be forwarded to the Coast Guard Institute (CGI). The member will receive email notifications through out the approval process. Each notification will state the status of the application.

This SOP gives a step-by step-instruction for the member to submit a WebTA.

The member/student is responsible for:

- Submitting the WebTA application no later than 14 days prior to the class start date (no clock hours or CEUs or non-credit courses are authorized).
- Provide the TA Authorization (TAA) to the school.
- Provide a grade report to the ESO after the course. If no grade is posted in WebTA for prior course(s), WebTA will not allow a new WebTA application if the grade is missing over 42 days.
- Notify the ESO of any change(s) or cancellation of course(s).
- Recommend you keep all personal TA files (i.e. TA Authorizations, proof of tuition cost & fees, etc.) for at least one year. The CG is randomly auditing students.

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### Purpose

The purpose of this SOP is to identify, establish and publish a clear and standardized set of procedures for Voluntary Education for the Sea Services (WebTA).

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## SECTION 2

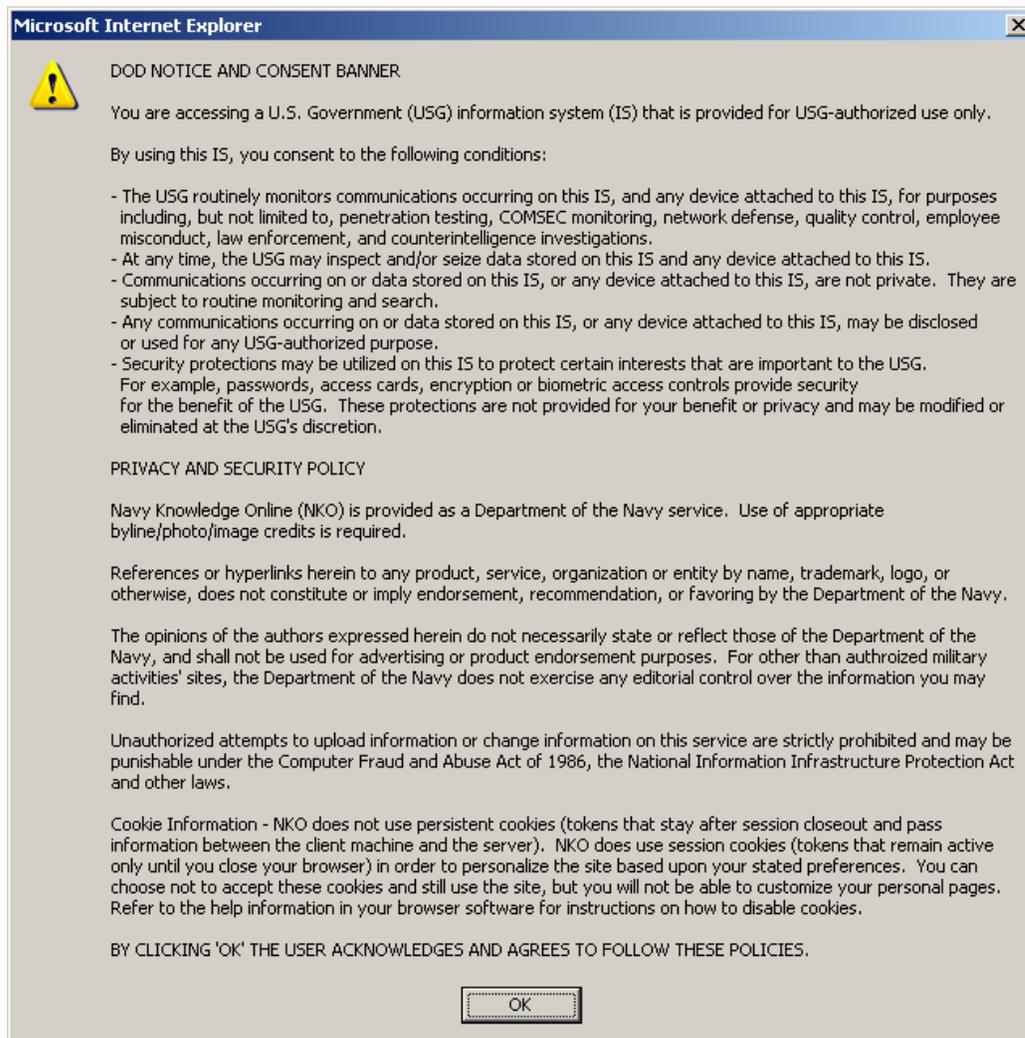
### Establishing a NKO Log on

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#### Overview

The member must first establish a Navy Knowledge Online (NKO) username and password in order to log into the **My Education** Voluntary Education for the Sea Services (WebTA) site. To obtain a NKO log on, go to <https://wwwa.nko.navy.mil/portal/home/> (Click on link).

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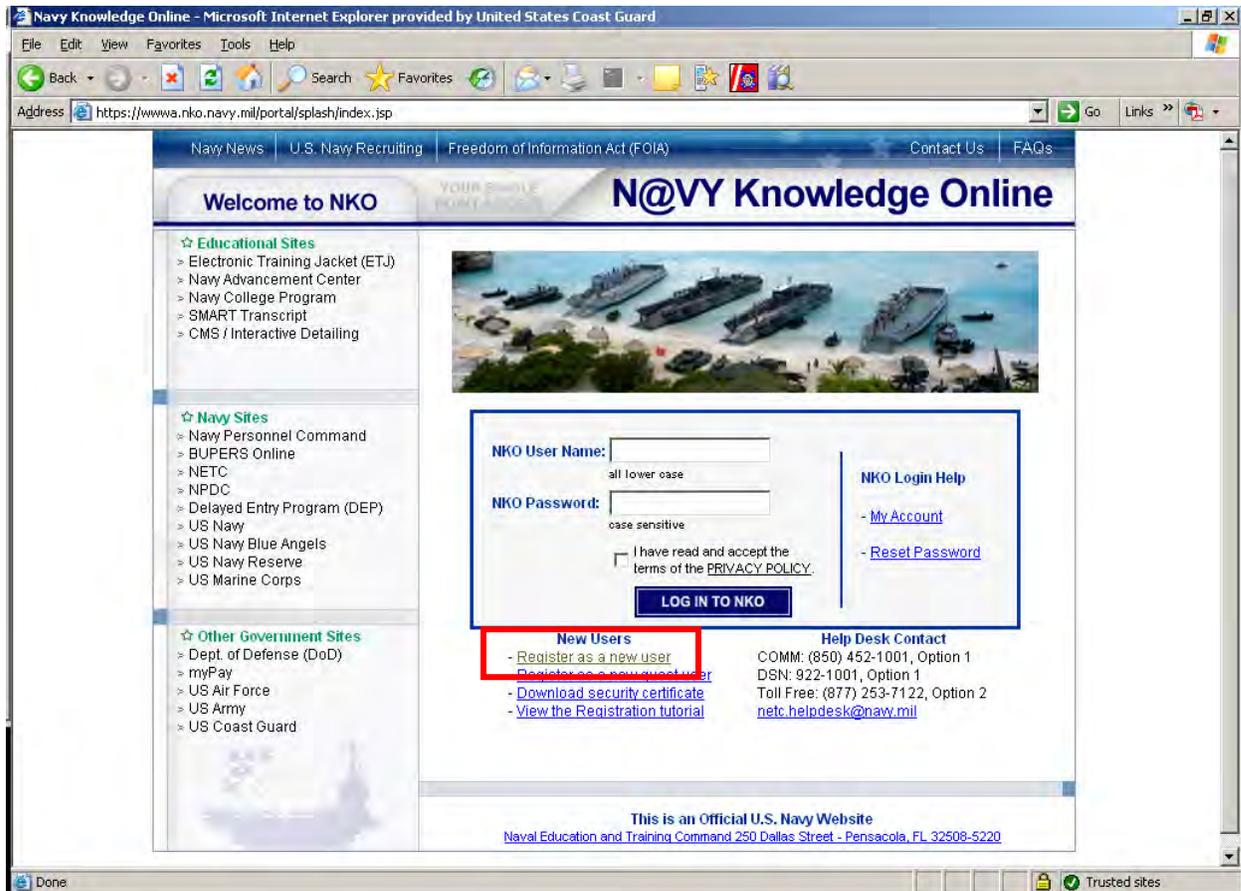
- This is the US Government privacy and security policy.
- Click on “Ok”

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Continued on next page.

## Establishing a NKO Log on (Continued)

## Section 2



- This is the Navy Knowledge Online (NKO) Home page.
- Click on “**Register as a new user**” (see red square).

**Note:** If you are a member of the **USPHS**, go to **Appendix A** of this manual for instructions on “**How to obtain a guest log on for NKO**”.

Continued on next page.

## Establishing a NKO Log on (Continued)

## Section 2

Please enter the following information  
\* = REQUIRED

First Name:	<input type="text" value="Joe"/>	*
Middle Name:	<input type="text" value="John"/>	
Last Name:	<input type="text" value="Cpastie"/>	*
Social Security Number:	<input type="text" value="*****"/>	*
	Example: 123456789	
Day of Birth:	<input type="text" value="4"/>	*
Month of Birth:	<input type="text" value="May"/>	*
Year of Birth:	<input type="text" value="1985"/>	*

- Type in your **First Name**.
- Type in your **Middle Name**.
- Type in your **Last Name**.
- Type in your **Social Security Number**.
- **Day of Birth** – Use the drop down menu to select the day you were born.
- **Month of Birth** – Use the drop down menu to select the month you were born.
- **Year of Birth** – Use the drop down menu to select the year you were born.
- Click on “**Continue**”.



- Click on “**OK**”.

Continued on next page.

## Establishing a NKO Log on (Continued)

## Section 2

Please enter the following information for approval.

Your user name is: joe.coastie

..... \* Password Requirements  
Passwords must contain at a minimum nine (9) characters, including at least two lower case letters, two uppercase letters, two numbers, and two special characters.

Confirm Password: .....

Primary Community: My Career \*

Office Phone Number: 425-787-59623 \* \*  
Example: XXX-XXX-XXXX ext. XXXXX

Zip code: 73052 \*

Email: Joe.J.Costie@uscg.mil \* \*

Alternate email: joeblow@hotmail.com

- Take note of your username.
- **Password**- Type in a password that can be remembered easily. Be sure to read the password requirements.
- **Confirm Password** – Type in the password again exactly the same. (take note of password)
- **Primary Community** – Use the drop down menu to select “**My Career**” unless your specific area of study is listed.
- **Office phone** – Type in a work number that you can be reached at.
- **Zip Code** – Type in the zip code where you currently live.
- **Email** – Type in your email address listed in global (work email address).
- **Alternate Email** – Type in an alternate email address that you can be reached at (home email address).
- Click on “**Register**”.

Continued on next page.



- This screen validates your request for a log on. Be sure to make a note of your username and password and keep in a safe place. When you are approved you will receive an email notification from NKO and/or you should be able to log on within 48 hours of the request date. If your log on is denied or you have any other problems, please contact your ESO. If you forget your password, go to the NKO homepage and click on the “reset password” link and answer the questions in the dialogue box. The NKO system will email you a new temporary password. Please **DO NOT** contact the CGI for a NKO password reset. The CGI can not do password resets for NKO.

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## SECTION 3

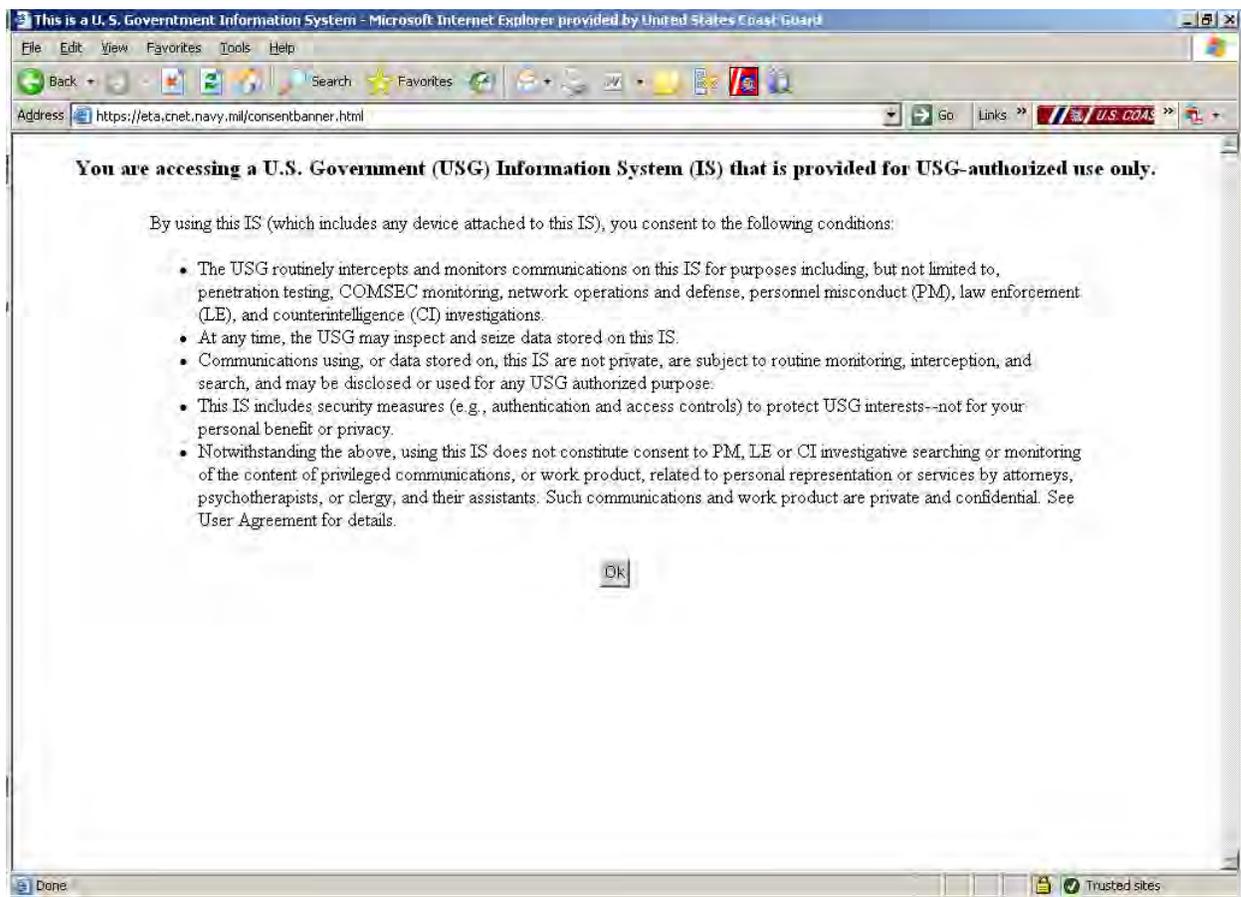
### New Application

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#### Overview

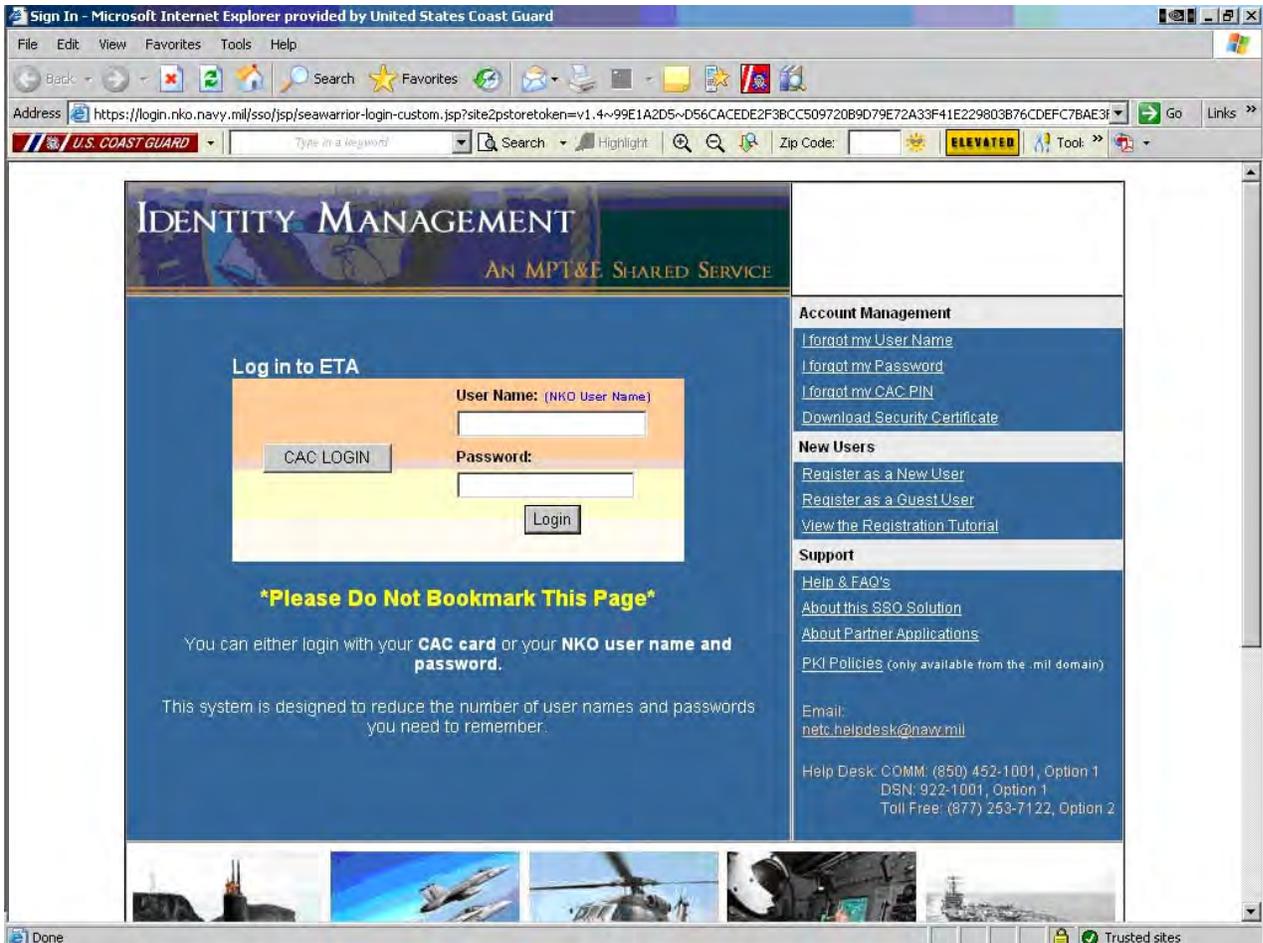
Once your NKO account has been established, go to <https://eta.cnet.navy.mil> (click on link) to access the **My VoIEd** Voluntary Education for the Sea Services (eTA) site.

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- This is the US Government privacy and security policy.
  - Click on “**Ok**”
- 

Continued on next page.



- Type in your **User Name**.
- Type in your **Password**.
- Click on “**Login**”.
- OR use your CAC card.

**Note:** the first time you log into WebTA, you must use your NKO User ID & password. By doing this, the system will “match” your NKO ID/password to your CAC. After this first time, you can use your CAC to logon to WebTA.

Continued on next page.



**Note:** During the entire process of filling out the application, please be sure to review your answers before submitting each page. The “Back” button can not be used. If you use the “Back” button you will have to start over. There is another chance at the end of the procedures to edit the application before the final submittal.

**Note 2:** Please pay attention to the specific instructions in this SOP, some of the CG member instructions are different than the instructions listed on the screen (instructions for the Navy).

- This is the **My Education** site homepage.
- To fill out a new application:
  - Click on “**My Tuition Assistance (WebTA)**”. (see red square)

Continued on next page.

**My Education**  
Voluntary Education for the Sea Services

Tuition Assistance You are signed in as BMC SAILOR POPEYE (Navy E2).

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

**Overview**

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

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

**Eligibility**

Your eligibility to use this system has been verified.

[New FY 2010 Cap Status](#)

- “**Eligibility**” either welcomes you as eligible or details any eligibility issues
- To create a new application:
  - Click on “**Create TA Application**”. (see red square)

Continued on next page.



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

## Application Agreement Acceptance

You are signed in as BMC SAILOR POPEYE

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

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

[print this page](#)

- This is the Application Agreement Acceptance screen.
- Read the Application Obligation carefully!
- Once the obligation is read and understood, scroll down to the bottom of the screen.

Continued on next page.

c. Name of school  
d. Term dates involved  
e. Course name/number  
f. TA Authorization Voucher number

NETPDTC  
Mailing Address: \*Commanding Officer  
NETPDTC TA Accounting N8115  
6490 Saufley Field Road  
Pensacola, FL 32509-5241

E-Mail Address: SFLY\_TA.Navy@navy.mil  
Telephone: DSN 922-1001 x2 x2  
Commercial 850-452-1001 x2 x2  
Fax: DSN 922-1149  
Commercial 850-452-1149

Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the *I Accept* button on this web page, I certify I have read, understand, and will comply with all of the governing voluntary education instructions and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the *I Accept* button on this web page, 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 form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

- Click on “**I Accept**”.

**Note:** By clicking “I Accept” you are stating you understand and agree with the Application Agreement

Continued on next page.

Address https://myeducation.netc.navy.mil/eta/menu/newApp.do?agreementFormSubmit=I+Accer Go Links Convert Select

**My Education** *Voluntary Education for the Sea Services*

[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

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**Accept Default Values** You are signed in a

Based on the school listed on your latest TA document, the system would like to default to **Rhodec International/Quincy, MA US**.

Is this the school offering your class at this time? If you answer *No*, then you will have to specify your school.

- If you are attending the same school as the previous time you received TA, click on “**Yes**”.
- If you are attending a different school, click on “**No**”.
- The last school you attended is located in the first sentence on this screen. (see red square)

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Continued on next page.

New Application Step 1 of 3 You are signed in as YN2 E5 \*\*\*\*\*2222

**Instructions**

Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

**Applicant Information**

<p>1. SSN (Rate/Rank &amp; Pay Grade): *****2222 (YN2 E5)</p> <p>2. Last Name: COASTIE</p> <p>3. First Name: JOE</p> <p>4. Middle Name: S</p> <p>5. Daytime Phone (<a href="#">click here</a> for int'l numbers): commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/> DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/></p> <p>6. FAX (<a href="#">click here</a> for int'l numbers): commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/> DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/></p> <p>7. Applicant's E-mail Address: <input type="text" value="JoeCoastie@uscg.mil"/></p> <p>8. CO or By Direction Authority's E-mail Address: <input type="text"/></p>	<p>9. GI Bill Enrollment Status: <input type="text"/></p> <p>10. Years of Education: <input type="text"/></p> <p>11. Command UIC: <b>6210071</b></p> <p>12. Command Name: <b>COMMANDING OFFICER</b></p> <p>13. Command Address: <b>CG INSTITUTE 5900 SW 64TH ST RM 235 OKLAHOMA CITY, OK 731696990</b></p> <p>14. Command Phone (<a href="#">click here</a> for int'l numbers): commercial: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/> DSN: <input type="text"/> - <input type="text"/> ext. <input type="text"/></p> <p>15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one: <input type="text" value="USCG INST/OKLAHOMA CITY, OK US"/></p>
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- Verify or type in the information needed on this page.
- Please pay attention to the specific instructions on the following pages for this screen, some of the CG members instructions are different than the instructions listed on the screen.
- If any of the defaulted information on this screen is not correct:
  - Edit personal information in Direct Access (DA).
  - Contact your SPO for unit information edits. (If you are PCS enroute, your new duty station won't show until after your SPO processes your PCS reporting endorsement.)
  - Once information is processed in DA, you can return to this site to fill out and submit the application.

**(instructions for this screen cont. on next page)**

Continued on next page.

## New Application (Continued)

## Section 3

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1. SSN (Rate/Rank & Pay Grade):  
\*\*\*\*\*2222 (YN2 E5)

1. **SSN** – Verify the last four of your social security number is correct.

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2. Last Name:  
**COASTIE**

2. **Last Name** – Verify your last name is correct.

---

3. First Name:  
**JOE**

3. **First Name** – Verify your first name is correct.

---

4. Middle Name:  
**S**

4. **Middle Name** - Verify your middle initial is correct.

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Continued on next page.

5. Daytime Phone ([click here](#) for int'l numbers):

commercial: (  )  -  ext.

DSN:  -  ext.

5. Day time phone:

- **Commercial** – Type in a number you can be reached at during the day. It does not have to be a work number.
- **DSN** – Ignore this field, does not apply to CG members.

6. FAX ([click here](#) for int'l numbers):

commercial: (  )  -  ext.

DSN:  -  ext.

6. FAX:

- **Commercial** – Type in a number you can receive faxes at. It does not have to be a work fax number. **This field is optional.**
- **DSN** – Ignore this field, does not apply to CG members.

7. Applicant's E-mail Address:

7. **Applicant Email Address** – Type in your work email address listed in global.

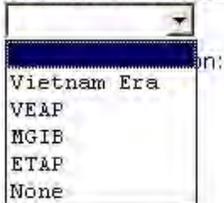
**Note:** personal email addresses are accepted for Reservists ONLY!

Continued on next page.

8. CO or By Direction Authority's E-mail Address:

8. **CO or By Direction Authority's Email Address** – Type in your **ESO's** work email address that is listed in global (NOT THE CO OF YOUR UNIT). If there is more than one ESO at your unit, type in the ESO that will be approving this TA request. Only permanent ESO's designated to approve eTA's will be listed in this block.
- 

9. GI Bill Enrollment Status:



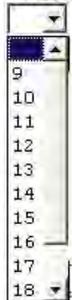
on:

9. **GI Bill Enrollment Status** – Use the drop down menu to select the GI Bill Enrollment Status that applies to you. If you are not using your GI Bill benefits for the course on this application, click on “**None**”.

**Note:** The only time you can use MGIB and CG TA for the same course(s) is when you are using the active duty MGIB Top-Up program. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized. Reservists can use REAP and CG TA for the same course(s). If you are using REAP, please see your ESO before submitting your eTA application.

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10. Years of Education:



10. **Years of Education** – Use the drop down menu to select the number of years of education you have currently completed.
- ie... when you graduated high school you completed 12 years of school, 12 + the number of years of college you've already completed = the number you will click on.
- 

Continued on next page.

11. Command UIC:  
**6210071**

11. **Command UIC** – Verify your units OPFAC number is correct. If it's not correct, contact your ESO for guidance.

---

12. Command Name:  
**COMMANDING OFFICER**

12. **Commanding Name** – Will default to “**Commanding Officer**”.

---

13. Command Address:  
**CG INSTITUTE  
5900 SW 64TH ST RM 235  
OKLAHOMA CITY, OK 731696990**

13. **Command Address** – Verify your units name and address is correct.

---

14. Command Phone ([click here](#) for int'l numbers):

commercial: (  )  -  ext.

DSN:  -  ext.

14. **Command Phone:**

- **Commercial** – Type in your ESO's work phone number.
  - **DSN** – Omit this field, does not apply to CG members.
- 

Continued on next page.

15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:

USCG INST/OKLAHOMA CITY, OK US

15. Your Assigned education office – Verify your unit’s city, state and country is correct.

**Applicant Information**

1. SSN (Rate/Rank & Pay Grade):  
\*\*\*\*\*2222 (YN2 E5)

2. Last Name:  
COASTIE

3. First Name:  
JOE

4. Middle Name:  
S

5. Daytime Phone (click here for int'l numbers):

commercial: (555) 555-5555 ext. [ ]

DSN: [ ]-[ ] ext. [ ]

6. FAX (click here for int'l numbers):

commercial: (555) 555-5555 ext. [ ]

DSN: [ ]-[ ] ext. [ ]

7. Applicant's E-mail Address:

Joe.J.Coastie@uscg.mil

8. CO or By Direction Authority's E-mail Address:

Joe.Coasties.E50@uscg.mil

9. GI Bill Enrollment Status:

None

10. Years of Education:

13

11. Command UIC:

6210071

12. Command Name:

COMMANDING OFFICER

13. Command Address:

CG INSTITUTE  
5900 SW 64TH ST RM 235  
OKLAHOMA CITY, OK 731696990

14. Command Phone (click here for int'l numbers):

commercial: (555) 555-5555 ext. [ ]

DSN: [ ]-[ ] ext. [ ]

15. Your Assigned NCO is listed. If you are located at a different duty station that does not correspond to this NCO or if no NCO is assigned, please select one:

USCG INST/OKLAHOMA CITY, OK US

Next

- Review entries.
- Click on “Next”.

Continued on next page.

### Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

### Degree Planning Information

16. Immediate Academic Goal: BS 

17. Do you have an Education Plan for the Goal listed above?  Yes  No

18. Anticipated Graduation Date if within next 12 months (yyyy/mm):  

19. If graduating within next 12 months, School Issuing Degree: not selected 

20. Have you Applied for Graduation?  Yes  No

21. Do you have a SOCNAV agreement?  Yes  No

22. If yes, SOCNAV: not selected 

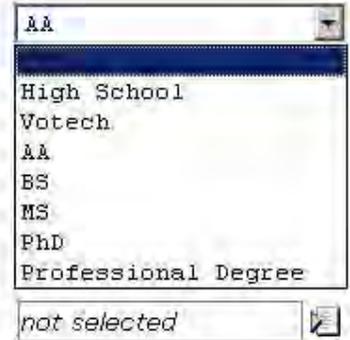
23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?  Yes  No

24. If yes, NCPDLP School: not selected 

- After question #16 is answered the screen will redirect to the correct set of the questions that meets your criteria.
- Answer all questions.
- All the questions that are available and the directions on how to answer them are listed on the following pages. Only use the directions for the questions that you see on the screen. Otherwise it does not apply to you. Be sure to read all the directions for each visible question, some of the questions do not apply to CG members.

Continued on next page.

16. Immediate Academic Goal:



The screenshot shows a dropdown menu with the following options: AA, High School, Votech, AA, BS, MS, PhD, and Professional Degree. The 'AA' option is currently selected. Below the menu is a text box containing the text 'not selected'.

- Use the down arrow to select your present academic goal.

**Note:** do not select High School or Votech as these are not authorized. High school MAY be authorized under special conditions and with prior approval from CG-132.

---

17. Do you have an Education Plan for the Goal listed above?

Yes  No

- Click “**Yes**” if you have contacted the CGI VE Dept. for a GG assessment/degree plan for your present academic goal.
  - Click “**No**” if you have not.
- 

Continued on next page.

18. Anticipated Graduation Date if within next 12 months (yyyy/mm):  

- **If you do not plan on graduating with in the next 12 months, skip this step otherwise:**
  - Type in the graduation date [use this format- (yyyy/mm)] or
  - Click on the  icon, select the month of your anticipated graduation date. (Use the arrows on each side of the word “Year” to change to a different year if needed.)
- 

19. If graduating within next 12 months, School Issuing Degree:  

- **If you skipped #18, skip this step also, otherwise**
- Click on the 
- Read the directions to locate your school with the “**Assist Window**”
- Click on the school name to populate the text box.

**Note:** If your school is not listed contact your ESO.

---

20. Have you Applied for Graduation?  Yes  No

- **If you skipped #18 & #19, skip this step also, otherwise**
  - Answer the question as it applies to you, Click “**Yes**” or “**No**”.
- 

Continued on next page.

21. Do you have a SOCNAV agreement?  Yes  No

- For CG members this question refers to a SOCCOAST agreement, Click “Yes” or “No”.
- 

22. If yes, SOCNAV:

not selected 

- **If you clicked “No” on the previous question, skip this step.**
  - If you clicked “Yes” on the previous question:
    - Click on the 
    - Read the directions to locate your SOCCOAST school with the “Assist Window”
    - Click on the school name to populate the text box.
- 

23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?  Yes  No

- For CG members this question refers to the DANTES program, Click “Yes” or “No”

24. If yes, NCPDLP School:

not selected 

- For CG members this question refers to a DANTES program,
  - **If you clicked “No” on the previous question, skip this step.**
  - If you clicked “Yes” on the previous question:
    - Click on the 
    - Read the directions to locate your DANTES school with the “Assist Window”
    - Click on the school name to populate the text box.
- 

Continued on next page.

## Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

## Degree Planning Information

16. Immediate Academic Goal:	<input type="text" value="BS"/>
17. Do you have an Education Plan for the Goal listed above?	<input checked="" type="radio"/> Yes <input type="radio"/> No
18. Anticipated Graduation Date if within next 12 months (yyyy/mm):	<input type="text" value="2009/06"/> 
19. If graduating within next 12 months, School Issuing Degree:	<input type="text" value="Oklahoma City Community College/Oklahoma City, OK US"/> 
20. Have you Applied for Graduation?	<input checked="" type="radio"/> Yes <input type="radio"/> No
21. Do you have a SOCNAV agreement?	<input checked="" type="radio"/> Yes <input type="radio"/> No
22. If yes, SOCNAV:	<input type="text" value="Oklahoma City Community College/Oklahoma City, OK US"/> 
23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
24. If yes, NCPDLP School:	<input type="text" value="not selected"/> 

- Review your answers.
- Click on “Next”

Continued on next page.

# New Application (Continued)

# Section 3

Complete this form and press the *Save* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the  icon to select the value for a form item from a list; click on the  icon to select the value for a form item from a calendar.

### Course Request Information

25. School Name:  

26. Term Start - End Date (yyyy/mm/dd):   -  

	27. Course Department and Number e.g. ENG 101	28. Title	29. CD	30. CL	31. PIM	32. CU	33. # Credit Hours	34. Cost per Credit (\$)	35. Course Fees (\$) (optional)
a.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
b.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
c.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
d.	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear Checked

Previous Save Cancel

- Read the directions and fill out questions 25-35.

**(instructions for this screen cont. on next page)**

Continued on next page.

## New Application (Continued)

## Section 3

25. School Name:

Excelsior College/Albany, NY

- This field will default to the correct school, if you are attending the same school as the previous time you received TA, and if you clicked “yes” on the screen that asked earlier “if the system can default to this school”.
- If no school name displays or the wrong school name displays, click on the 
  - Read the directions to locate your school with the “**Assist Window**”
  - Click on the school name to populate the text box.

26. Term Start - End Date (yyyy/mm/dd):

-

- Type in the year, month and day the course begins, in the first field, and the year, month and day the course ends, in the second field.
- Use the calendar icons if needed or use the format shown above.

**Note 1:** All applications must be received **no later than 14 days prior to the course start date.**

**Note 2:** Only list the courses you are taking that have the same start/end dates per application. (i.e. If you are taking 3 courses, 2 of them start/end on the same date, only list those 2 courses on this application, fill out a separate application for the third course since it has a different start/end dates).

27.

Course  
Department and Number e.g. ENG 101

a. ENGL1213 

- **27. a.** – type in the course department and number.
  - Some schools and their courses are listed in the “**Assist Window**”. That information is also found on your schedule the school gave you. **Type in the course department and number exactly how it appears on your schedule.**

Continued on next page.



- **28. a.** – type in the long title of the course (if not already populated by previous step) exactly how it appears on your schedule.
- 



- **29. a.** – type in the location the course will be taken.
    - **1** – On – base
    - **2** – Off – base
    - **3** – Distance Learning (Online Course)
    - **4** – Credit-by-examination
- 

Continued on next page.



- **30. a.** – type in the course level.
    - **D** – Developmental Level (only applicable if college credit is received)
    - **L** – Lower Level(100-299)
    - **U** – Upper (300-499)
    - **G** – Graduate Level (500>) (Masters & Doctoral level)
    - **V** – **is not applicable for CG members.**
- 



- **31. a.** – type in courses Primary Instructional Mode:
    - **I** - Instructed course
    - **W** - Web based course
    - **C ,P , T , V** **are not authorized at this time.**
- 

Continued on next page.



- **32. a.** – Type in the type of credit hours:
    - **S** – Semester hours
    - **Q** – Quarterly Hours
    - **C & K are not applicable for CG members.**
- 



- **33. a.** –Type in the number of credits hours.
- 

Continued on next page.

34.  
Cost per  
Credit (\$)

54.55

- **34. a.** –Type in the Cost per Credit.
- 

35.  
Course  
Fees (\$)  
(optional)

35.00

- **35. a.** –Type in the Course Fees - cost accrued from internet, lab, shop or studio fees. These are the only four types of fees authorized for CG TA.
- 

Continued on next page.

## New Application (Continued)

## Section 3

27.	28.	29.	30.	31.	32.	33.	34.	35.
Course Department and Number e.g. ENG 101	Title	CD	CL	PIM	CU	# Credit Hours	Cost per Credit (\$)	Course Fees (\$) (optional)
a. ENG 231	PROFESSIONAL WRITING	2	L	I	S	3	54.55	36.00
b.								
c.								
d.								
e. Term/Semester Fees (optional)								

Previous Save

- If taking more than one course, go to row “b” to enter the second course and “c” for the third, etc.
- Row “e” – Ignore, does not apply to CG members.
- Review your entries carefully.
- Click on “Save”.

**Remember:** all courses listed must have same start/end dates, courses with different start/end dates must be submitted on a separate application.

Continued on next page.



### Warning

You are signed in as BMC SAILOR POPEYE (Navy E2).

Based on the information you provided in the application the system has generated **1** warning(s).

1. **Are you sure that the school you selected, Rhodex International/Quincy, MA US is offering the courses you selected?**

**Do you still want to save this TA application?**

- If the system detects any warnings, it will let you know at this time.
- Click on **“Yes”** after you acknowledge the warnings and if you want to continue the application.
- Click on **“No”** if you do not want to continue the application.

---

Continued on next page.



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

**View Application**

You are signed in as BMC SAILOR POPEYE (Navy E2).

You may perform the following Operations on this Application: [Change](#) | [Submit](#) | [Cancel](#)

**Application Status History**

Date	Status	E-mail Notification Sent To	Comment
2009/10/13 15:10	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

- Scroll down to review your entire application.
- After reviewing, scroll back to the top of the page.
- If everything looks good, click on “**Submit**”. (see red square)
- You can cancel your application if needed, click on “**Cancel**”. (see red square)
- If any information needs to be changed, click on “**Change**”. (see red square)
  - This will redirect you do the beginning of the application.
  - Change your information as needed.
  - Click “**Next**” for each screen, until you get back to here, then click on “**Submit**”.

Continued on next page.

Address  <https://myeducation.netc.navy.mil/eta/app/submitApp.do?id=132012>  Go  Links  Convert  Select



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My Education](#) | [Sign Out](#)

## Submit Application

You are signed in as BMC SAILOR POPEYE (Navy E2).

Are you sure you want to Submit this Application for 1 course(s) from Rhodec International/Quincy, MA US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.

## Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/10/13 15:10	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

- Click on “**Yes**” to submit.
- If you do not want to submit the application, click on “**No**”.

Continued on next page.



[TA Home](#) | [New Application](#) | [Existing Applications](#) | [View Application Agreement](#)  
[FY Cap Status](#) | [My History](#) | [My VoEd](#) | [Sign Out](#)

**View Application**

You are signed in as YN2

( E5).

You may perform the following Operations on this Application: [Resubmit](#) | [Cancel](#)

*This application has been submitted to your CO or By Direction Authority via e-mail.*

**Application Status History**

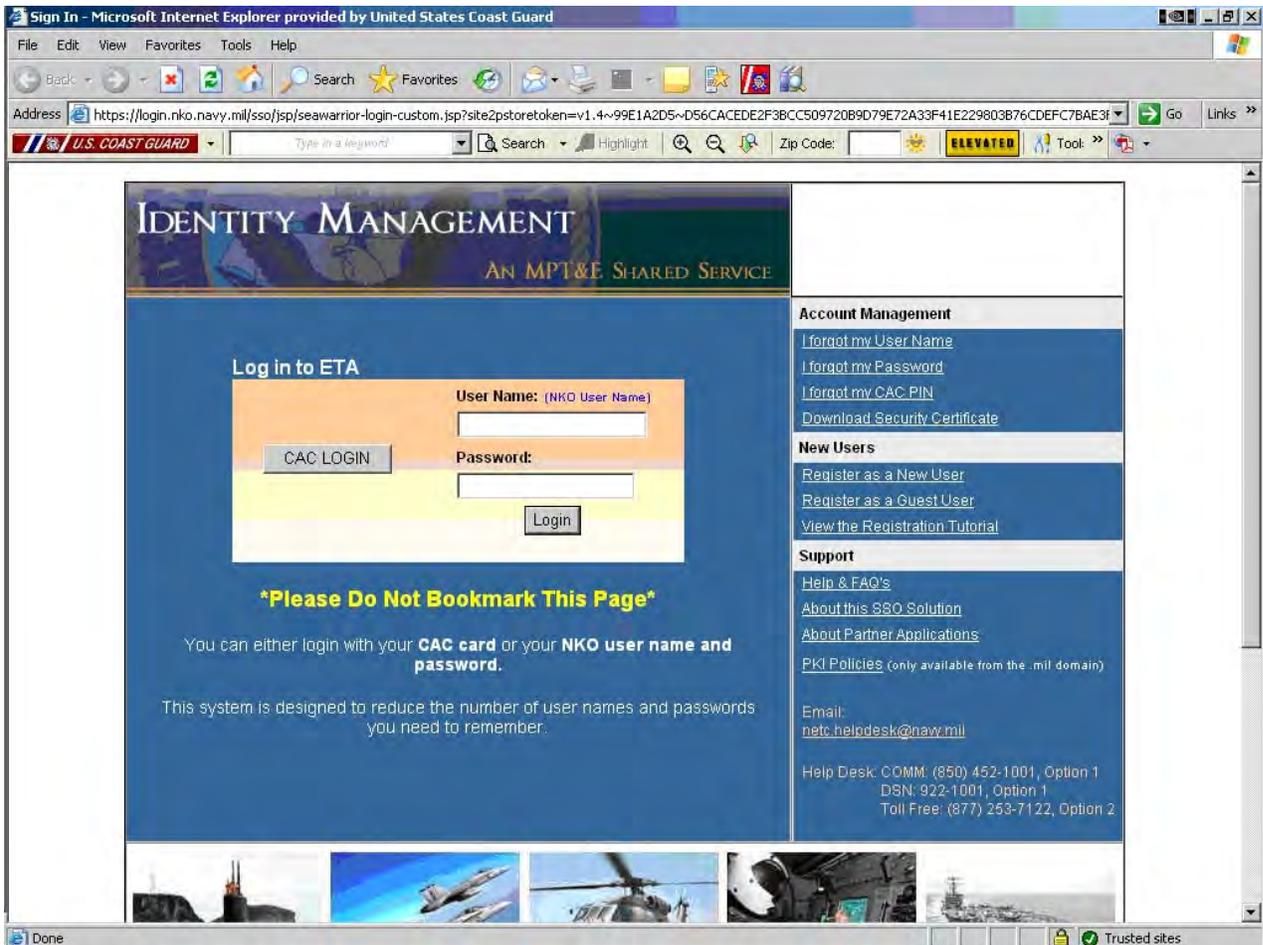
Date	Status	E-mail Notification Sent To	Comment
2009/03/30 10:00	Submitted for Command Approval	[Redacted]@uscg.mil	Submitted. You will be notified via e-mail upon Command Approval.
2009/03/30 09:56	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

**Applicant Information**

- At this time the application is submitted to your ESO for approval.
- The application can still be canceled if needed, click on “**Cancel**”.
- Submit all school documentation to your ESO ASAP. Your ESO can not approve your eTA application without this documentation. Your TA request is not funded until it is approved by CGI at which time the TA Authorization letter will be generated, signed and returned to the ESO and the member (if valid business type email address is in Direct Access) via TACCTS.
- You will be notified by email upon ESO approval.
- If approved - ESO will forward application to CGI.
- If not approved -you will have to work with them to determine when to reapply.

## View Existing Applications or Print Authorization

## Section 3



- To view your existing applications or check the status:
  - Type in your **User Name**.
  - Type in your **Password**.
  - Click on **“Login”**.

Continued on next page.

## View Existing Applications or Print Authorization (Continued)

## Section 3

The screenshot shows the 'My Education' web application interface. At the top, there is a banner with the text 'My Education' and 'Voluntary Education for the Sea Services'. Below the banner, the user is signed in as 'BMC SAILOR POPEYE (Navy E2)'. The main content area is titled 'Tuition Assistance' and contains a navigation menu on the left and an 'Overview' section on the right. The navigation menu includes links for 'My Education Home', 'Create TA Application', 'Existing Applications', 'View Application Agreement', 'FY Gap Status', 'My History', and 'Sign Out'. The 'Existing Applications' link is highlighted with a red box. The 'Overview' section provides information about the Tuition Assistance (TA) application and lists requirements for funding, such as having a Commanding Officer's contact information, a Unit Identification Code (UIC), a daytime phone number, the name of the school, course details, and applicable fees. A link to the Navy College website is also provided.

**Tuition Assistance** You are signed in as BMC SAILOR POPEYE (Navy E2).

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Gap Status](#)
- [My History](#)
- [Sign Out](#)

**Overview**

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

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

**Eligibility**

Your eligibility to use this system has been verified.

- Click on “**Existing Application**”.

Continued on next page.

## View Existing Applications or Print Authorization (Continued)

## Section 3

---

### Existing TA Applications Status Description

You are signed in as:

TA applications are in one of the following categories:

- **Under Edit** - This status is used for a TA Application that you are still in the process of completing. For your convenience, the system allows you to save a TA Application in this status in case you start the TA Application and then realize you need more information to complete it.
- **Submitted for Command Approval** - When you complete a TA Application, you must submit it to your CO or command individual with By Direction Authority for approval. The TA Application is in this status between the time that you submit it and the time that your command approves or rejects it. You may not change any parts of your TA Application in this status.
- **Command Approved** - This status is indicated after your command has approved your course(s) and your TA Application has been sent to your assigned education office for review and funding authorization. You may not change a TA Application in this status.
- **Authorized** - This status is indicated after the TA Application has been authorized by the assigned education office. You must contact your education office if you need to make changes to the authorized TA Voucher.
- **Not Authorized** - This status is indicated if your assigned education office was not able to process your request. Contact your education office for details. Your TA Application will remain in an accessible status for 10 days after the education office has determined your TA cannot be authorized at the time it was presented to them.
- **Canceled** - This status is indicated when a TA Application has been retracted. You may cancel a TA Application if it is in one of the first three categories: Under Edit, Submitted for Command Approval, or

- Scroll down.

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Continued on next page.

## View Existing Applications or Print Authorization (Continued)

## Section 3

between the time that you submit it and the time that your command approves or rejects it. You may not change any parts of your TA Application in this status.

- **Command Approved** - This status is indicated after your command has approved your course(s) and your TA Application has been sent to your Navy College Office (NCO) for review and funding authorization. You may not change a TA Application in this status.
- **Authorized** - This status is indicated after the TA Application has been authorized by the Navy College Office. You must contact your Navy College Office if you need to make changes to the authorized TA Voucher.
- **Not Authorized** - This status is indicated if your Navy College Office (NCO) was not able to process your request. Contact your NCO for details. Your TA Application will remain in an accessible status for 10 days after the NCO has determined your TA cannot be authorized at the time it was presented to them.
- **Canceled** - This status is indicated when a TA Application has been retracted. You may cancel a TA Application if it is in one of the first three categories: Under Edit, Submitted for Command Approval, or Command Approved. If you need to cancel your TA Application or TA Authorization after it has been Authorized or Not Authorized, you must contact your Navy College Office.

	Creation Date	Last Update Date	School	Start Date	End Date	Status
<a href="#">View</a>	2008/06/02 12:53	2008/06/02 12:53	Oklahoma City Community College/Oklahoma City, OK US	2008/01/02	2008/02/05	Submitted for Command Approval
<a href="#">View</a>	2008/05/30 11:17	2008/05/30 13:45	Oklahoma City Community College/Oklahoma City, OK US	2008/08/26	2008/12/01	Authorized

This is an official U.S. Navy web site.  
Web Tuition Assistance Application version 0.4 / build 20080324

- The status is located in the last column. (See red square).
- To view the entire application or the comments, click on “**View**”. (see red circle)

Continued on next page.

## View Existing Applications or Print Authorization (Continued)

## Section 3

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled or Authorized or Not Authorized Applications.)

[Print Document](#)

### Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY with comments.

### Applicant Information

- View the entire history of the application or
- If an application has been approved, click on “**Print Document**” to print the signed authorization to provide to the school.
- You should also receive a system generated email notification once your application is approved.

**Tuition Assistance** You are signed in as BMC SAILOR POPEYE (Navy E2).

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- **[FY Cap Status](#)**
- [My History](#)
- [Sign Out](#)

**Overview**

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

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

**Eligibility**

Your eligibility to use this system has been verified.

Your FY 2010 Cap Status

- To view your TA Cap status for the current fiscal year:
  - Click on “**FY Cap Status**”.

Continued on next page.

**FY Cap Status**

You are signed in as YN2

( E5)

A quota warning is only advisory. A final determination of your quota status will be made when your TA application is processed at an appropriate education office. This table shows your current fiscal year TA funding quota usage. Both TA funding used and DANTES funding used count towards your TA funding quota. The academic goal shown here is the highest academic goal found in your existing TA documents.

The quota usage shown here does not include any TA applications that you have entered via this system but that have not yet been processed by the education office.

<b>Your FY 2009 Cap Status for Academic Goal: BS</b>	
TA Funding Quota (\$):	4,500.00
TA Funding Used (\$):	0.00
DANTES Funding Used (\$):	0.00
<b>TA Funding Quota Remaining (\$):</b>	<b>4,500.00</b>

[Privacy Act Statement](#) [Home](#) [Help](#) [Web Site](#)

My VolEd version 1.0 / build 20090206

- The amount shown does not include applications that have not been authorized by the CGI yet.

The screenshot shows the 'My Education' web application interface. At the top, there is a banner with the text 'My Education' and 'Voluntary Education for the Sea Services'. Below the banner, the user is signed in as 'BMC SAILOR POPEYE (Navy E2)'. The main content area is titled 'Tuition Assistance' and contains a navigation menu on the left and an 'Overview' section on the right. The navigation menu includes links for 'My Education Home', 'Create TA Application', 'Existing Applications', 'View Application Agreement', 'FY Cap Status', 'My History', and 'Sign Out'. The 'My History' link is highlighted with a red box. The 'Overview' section provides information about the Tuition Assistance (TA) application process and lists the required information for an application. Below the 'Overview' section, there is an 'Eligibility' section stating that the user's eligibility to use the system has been verified.

**My Education**  
Voluntary Education for the Sea Services

You are signed in as BMC SAILOR POPEYE (Navy E2).

**Tuition Assistance**

Please select one of the following options to continue:

- [My Education Home](#)
- [Create TA Application](#)
- [Existing Applications](#)
- [View Application Agreement](#)
- [FY Cap Status](#)
- [My History](#)
- [Sign Out](#)

**Overview**

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

- The email address and phone number of your Commanding Officer or other official within your command with By Direction Authority
- Your Unit Identification Code (UIC)
- A daytime phone number where you can be reached (this may be the same as your command phone number)
- The name of the school you plan to attend
- The course number, name, and cost per credit unit of the courses you plan to take
- The amount of any applicable fees (if any)

Visit the Navy College web site at [www.navycollege.navy.mil](http://www.navycollege.navy.mil) to learn more about the Tuition Assistance program.

**Eligibility**

Your eligibility to use this system has been verified.

- To view the history of courses that you have applied CG Tuition Assistance to:
  - Click on “**View History**”.

Continued on next page.

## View History (Continued)

## Section 3

My History You are signed in as YN2 ( ES).

**Course History**

Course	Title	Prog	Lvl	Hrs	Grd	Start Dt	Comp Dt	School
MAT113	COLLEGE MATH	TA	L	3.0	A	2006-03-06	2006-06-30	Excelsior College
CJ110	INTRO TO LAW ENFORCE	TA	L	3.0	D	2006-03-06	2006-06-30	Excelsior College
HIS233	SPORTS IN HISTORY	TA	L	3.0	F	2004-11-01	2005-02-25	Excelsior College

- Use the scroll bar (see red circle) to view the entire history of courses.

# APPENDIX A

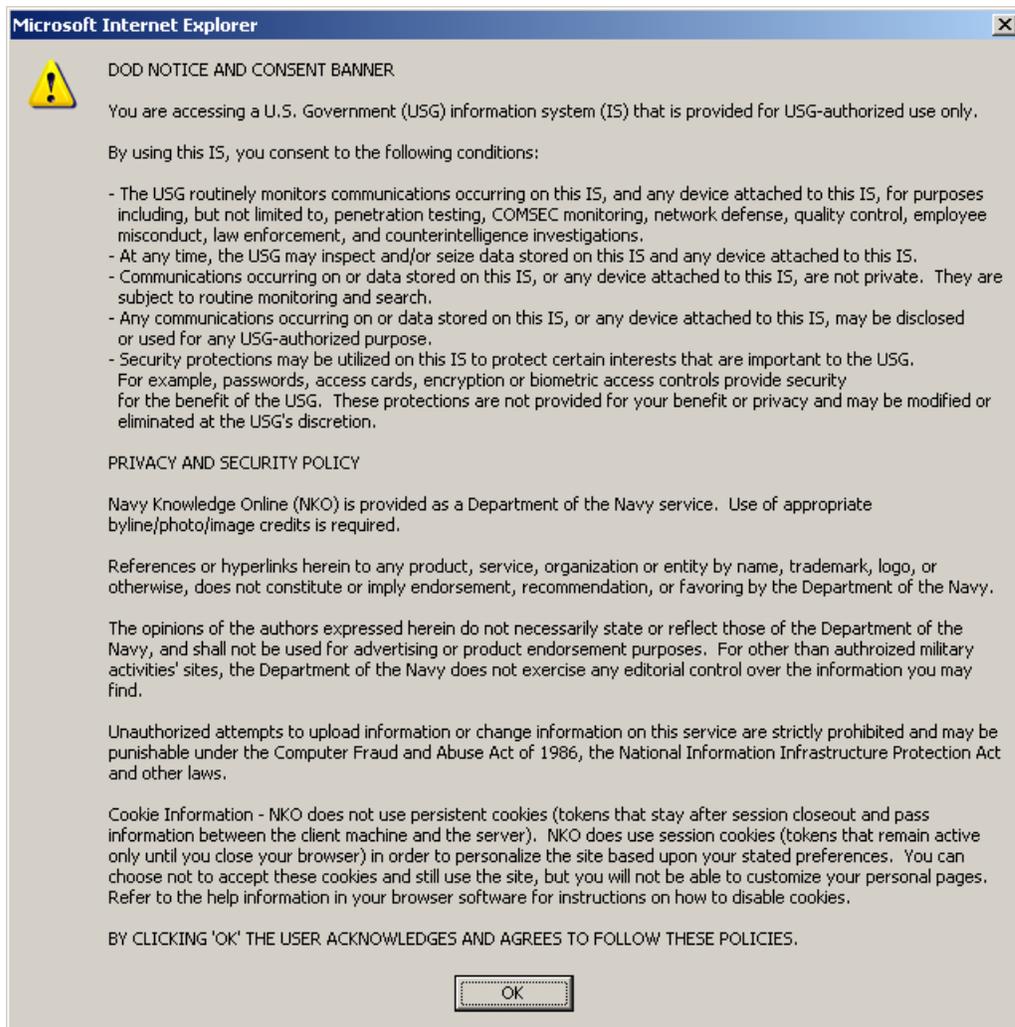
## Establishing a NKO Guest Log on

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### Overview

The USPHS member must first establish a Navy Knowledge Online (NKO) username and password in order to log into the **My Education** Voluntary Education for the Sea Services (WebTA) site. To obtain a NKO log on, go to <https://wwwa.nko.navy.mil/portal/home/> (Click on link).

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- This is the US Government privacy and security policy.
  - Click on “Ok”
-

Continued on next page.

# Establishing a NKO Guest Log on (Continued)

## Appendix A

Navy News | U.S. Navy Recruiting | Freedom of Information Act (FOIA) | Contact Us | FAQs

Welcome to NKO | YOUR SINGLE POINT ACCESS | **N@VY Knowledge Online**

**☆ Educational Sites**

- > Electronic Training Jacket (ETJ)
- > Navy Advancement Center
- > Navy College Program
- > SMART Transcript
- > CMS / Interactive Detailing

**☆ Navy Sites**

- > Navy Personnel Command
- > BUPERS Online
- > NETC
- > NPDC
- > Delayed Entry Program (DEP)
- > US Navy
- > US Navy Blue Angels
- > US Navy Reserve
- > US Marine Corps

**☆ Other Government Sites**

- > Dept. of Defense (DoD)
- > myPay
- > US Air Force
- > US Army
- > US Coast Guard

**NKO User Name:**   
all lower case

**NKO Password:**   
case sensitive

I have read and accept the terms of the [PRIVACY POLICY](#).

**LOG IN TO NKO**

**NKO Login Help**

- [My Account](#)
- [Reset Password](#)

**New Users**

- [Register as a new user](#)
- [Register as a new guest user](#)
- [Download security certificate](#)
- [View the Registration tutorial](#)

**Help Desk Contact**

COMM: (850) 452-1001, Option 1  
DSN: 922-1001, Option 1  
Toll Free: (877) 253-7122, Option 2  
[netc.helpdesk@navy.mil](mailto:netc.helpdesk@navy.mil)

This is an Official U.S. Navy Website  
Naval Education and Training Command 250 Dallas Street - Pensacola, FL 32508-5220

- This is the Navy Knowledge Online (NKO) Home page.
- Click on “**Register as a new guest user**” (see red square).

Continued on next page.

## Establishing a NKO Guest Log on (Continued)

## Appendix A

**NOTICE:** You must have previously arranged with your NKO sponsor in order to complete the guest registration process. Not all NKO users can sponsor Guest Accounts, only those with Administrator privileges.

NKO will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to NKO. However, you must provide such information in order to register for an account on NKO.

Please enter the following information  
\* = REQUIRED

First Name:  \*

Middle Name:

Last Name:  \*

Social Security Number:  \*  
Example: 123456789

Day of Birth:  \*

Month of Birth:  \*

Year of Birth:  \*

Sponsor's NKO Username:  \*

### Privacy Act Statement

**Authority:** 10 U.S.C. Section 5013, Secretary of the Navy; 10 U.S.C. 5041 Headquarters Marine Corps; 5 U.S.C. 301, Departmental Regulations; 14 U.S.C. 93, Commandant, U.S. Coast Guard General Powers; 10 U.S.C. 8013, Secretary of the Air Force; 10 U.S.C. Section 3013, Secretary of The Army; E.O 9397 (SSN).

**Principal Purpose:** This information will be used to verify the

- Type in your **First Name**.
- Type in your **Middle Name**.
- Type in your **Last Name**.
- Type in your **Social Security Number**.
- **Day of Birth** – Use the drop down menu to select the day you were born.
- **Month of Birth** – Use the drop down menu to select the month you were born.
- **Year of Birth** – Use the drop down menu to select the year you were born.
- **Type in your sponsor's NKO Username** – At this time Joe Harvey, the Tuition Assistance Dept. Head at the Coast Guard Institute is the only person authorized to sponsor CG NKO Guest. His username is **joseph.harvey.2**, all lower case.

**Note:** It is very important to type Mr. Harvey's username exactly as it appears above or he will not receive the email requesting your log in.

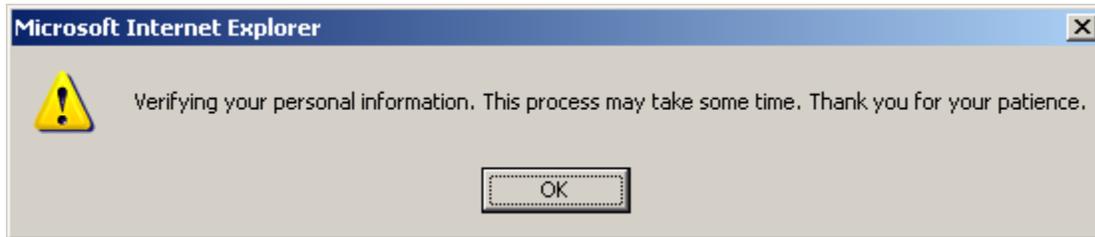
- Click on "**Continue**".

Continued on next page.

## Establishing a NKO Guest Log on (Continued)

---

## Appendix A



- Click on “**OK**”

---

Continued on next page.

## Establishing a NKO Guest Log on (Continued)

## Appendix A

Please enter the following information for approval:

Your user name is:

Password:  \* **Password Requirements**  
*Passwords must contain a minimum of fourteen (14) characters, including at least one lowercase letter, one uppercase letter, one number, and one special character.*

Confirm Password:  \*

Primary Community:

Phone Number:  \*\*

Zip code:  \*

Email:  \*\*

Alternate email:

Reason for sponsorship:

\* = REQUIRED  
\*\* Email and Phone Number are required fields for registration only. This information is displayed to other users on the NKO White Pages and other community pages. If you do not desire this information to be shared, click the Manage Profile link on the home page. Once in the Update Profile page you can remove your email and phone number and it will no longer be displayed.

- Take note of your username.
- **Password**- Type in a password that can be remembered easily. Be sure to read the password requirements.
- **Confirm Password** – Type in the password again exactly the same. (take note of password)
- **Primary Community** – Use the drop down menu to select “**My Career**” unless your specific area of study is listed.
- **Phone** – Type in a number that you can be reached at.
- **Zip Code** – Type in the zip code where you currently live.
- **Email** – Type in your email address listed in global (work email address).
- **Alternate Email** – Type in an alternate email address that you can be reached at (home email address).
- Click on “**Register**”.

Continued on next page.



### NKO Guest Registration Confirmation

Your request for a guest account has been accepted, and your sponsor notified by email. When approved, your username will be

Close Window

- Read the confirmation.
- Click on “**Close Window**”
- Once your sponsor approves your guest log in, you will receive an email from [ile.support@navy.mil](mailto:ile.support@navy.mil), stating your guest log in has been approved.
- You must log into NKO first. <https://www.nko.navy.mil/portal/home/> with your username and password.
- Then go to eTA and log in with your username and password. To log into eTA and submit a TA Application, see Section 3 of this manual.

Continued on next page.

## Establishing a NKO Guest Log on (Continued)

## Appendix A



- Your sponsor will also send you an email stating your guest log in was approved and directions on how to log in.