



WebTA Application Process

Student Responsibilities

- Submit WebTA application no later than 14 days prior to the class start date.
- Provide TA Authorization to school.
- Provide a grade report to the ESO after the course.
- Notify the ESO of any change(s) or cancellation of course(s).
- Recommend you keep all your personal TA files for at least one year. The CG randomly audits students.

1. Establish a Navy Knowledge Online (NKO) username and password.

<https://wwwa.nko.navy.mil/portal/home/>

- a. "Register as a new user".
- b. Fill out the form with your information.
- c. Take note of your username and password!
- d. Once that is done, click "Register".
- e. It will take up to 48 hrs for approval. When you are approved, you will receive an email notification from NKO.
* Usually takes 5 minutes, unless network problems.

2. Once your NKO account has been established go to <https://eta.cnet.navy.mil/> <https://myeducation.netc.navy.mil/>

- a. Type in your username and password and click "Login"
 - b. Click on "My Tuition Assistance (WebTA)".
 - c. On the next screen click "Create TA Application" on the menu on the left side.
 - d. Follow the steps and fill out the required information.
 - e. FYI: The CO or By Direction Authority's Email Address is your ESO's email. debra.a.annam@uscg.mil
 - f. Continue to follow the application process and "Submit" application.
 - g. FAX or Scan/Email course registration to ESO must include course start/end date, cost, + course name
- IF you have any questions PLEASE ask your ESO!

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