Degree Plan Reporting (WebTA) JOB AID

FOR

MEMBER

Force Readiness Command
Coast Guard Institute
June 2015

Degree Plan Reporting
(WebTA) for the Member

Overview

User

The "**My Education**" Voluntary Education for the Sea Services" is the WebTA, which the Navy uses in the field. The Coast Guard (CG) has been offered to use this same e-application. The application is written for Navy personnel. This job aid is generated to assist CG members in reporting their degree plan in WebTA. It allows CG members to report their own degree plan. This job aid gives a step-by step-instruction for the member to submit a degree plan in WebTA.

The member/student is responsible for:

- Submitting the degree plan in WebTA.

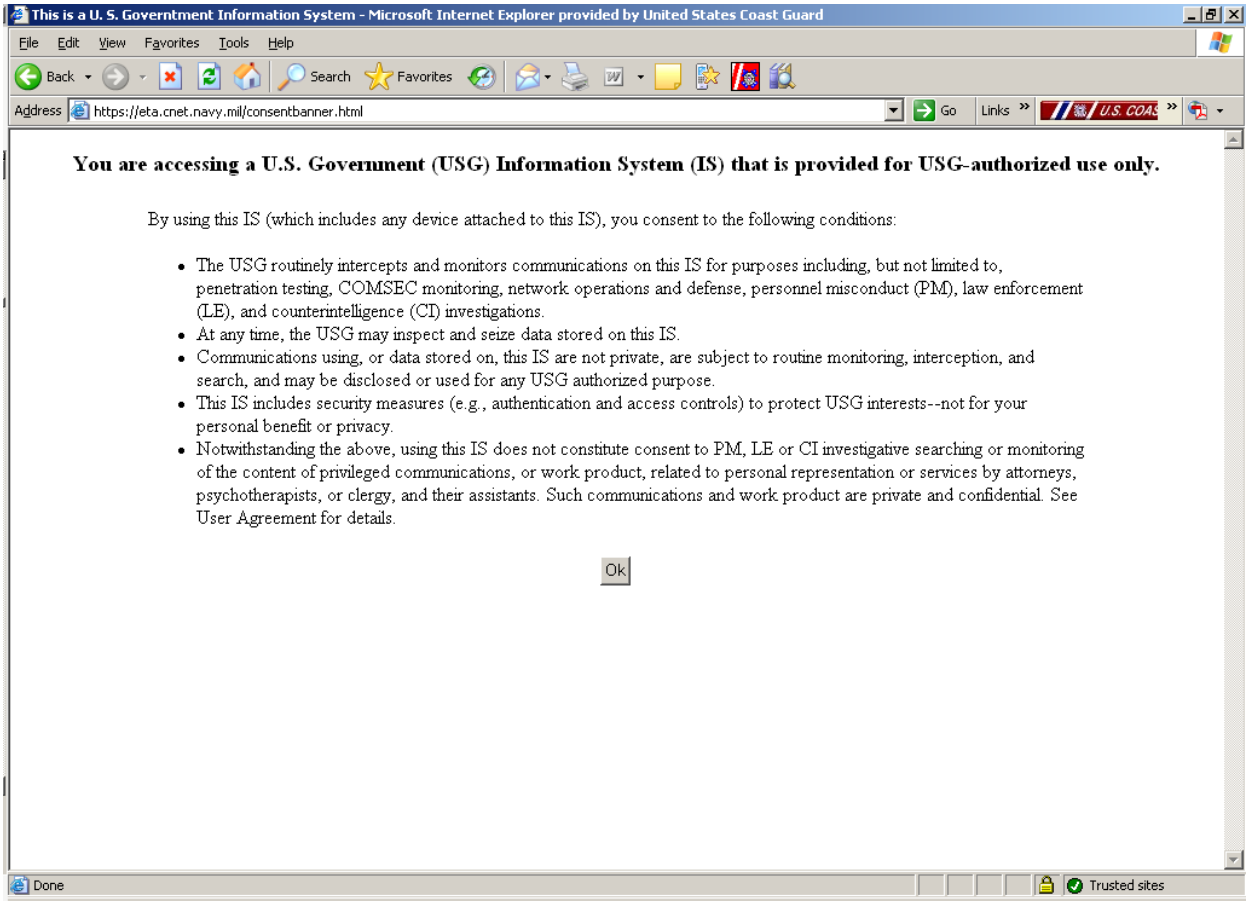
Scope

The purpose of this job aid is to identify, establish and publish a clear and standardized set of procedures for submitting a degree plan in Voluntary Education for the Sea Services (WebTA).

Degree Plan

Overview

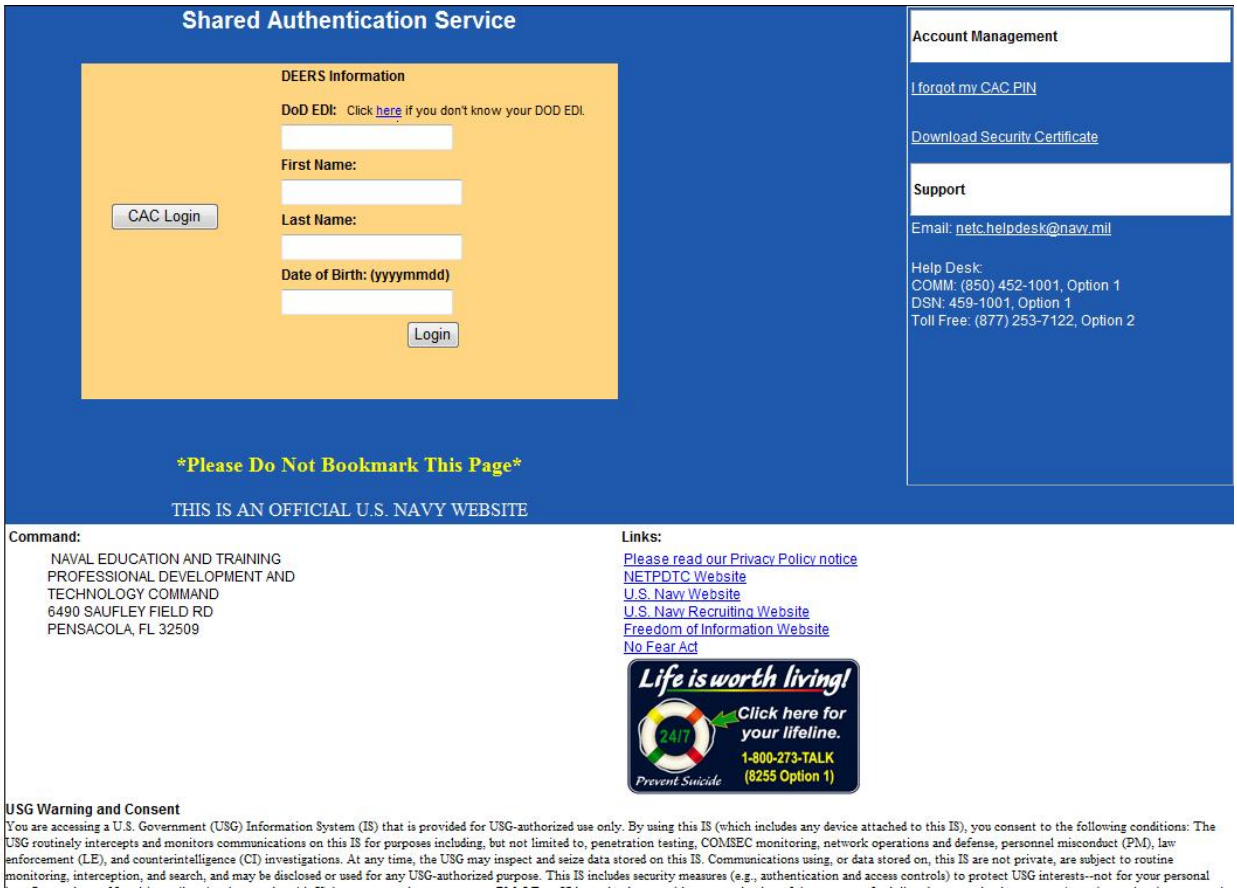
Once your NKO account has been established, go to https://myeducation.netc.navy.mil/consentbanner.html (click on link) to access the **My VolEd** Voluntary Education for the Sea Services (WebTA) site.



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

Continued on next page.

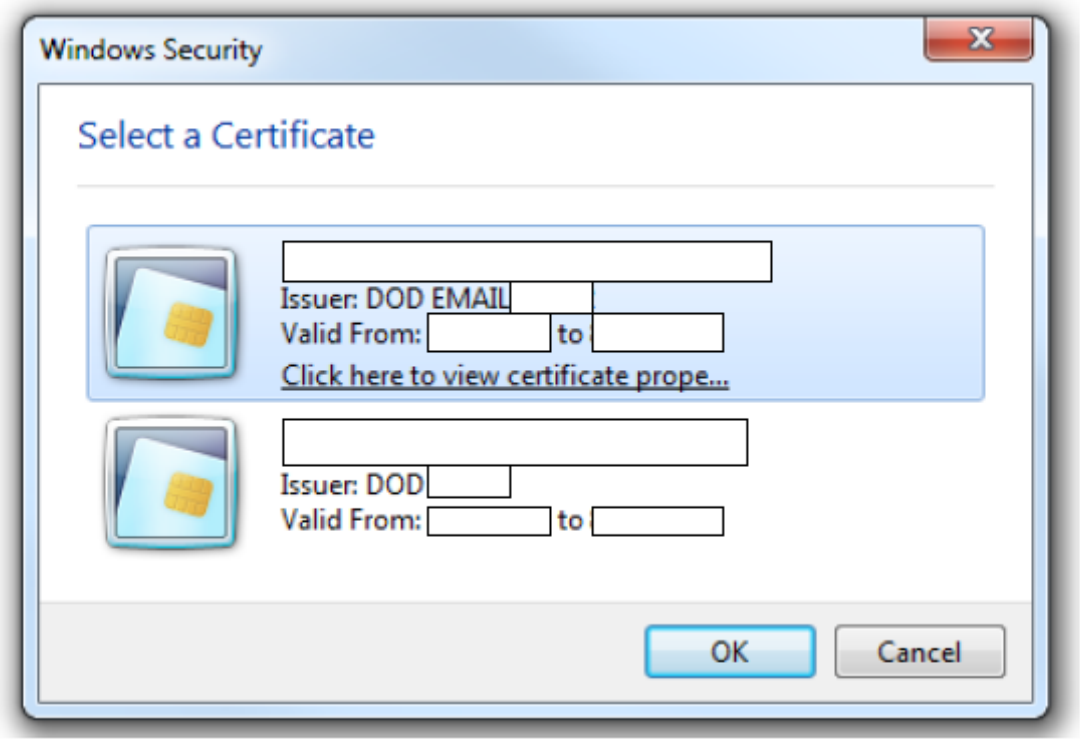
Degree Plan (Continued)



- Click on CAC Login.

Continued on next page.

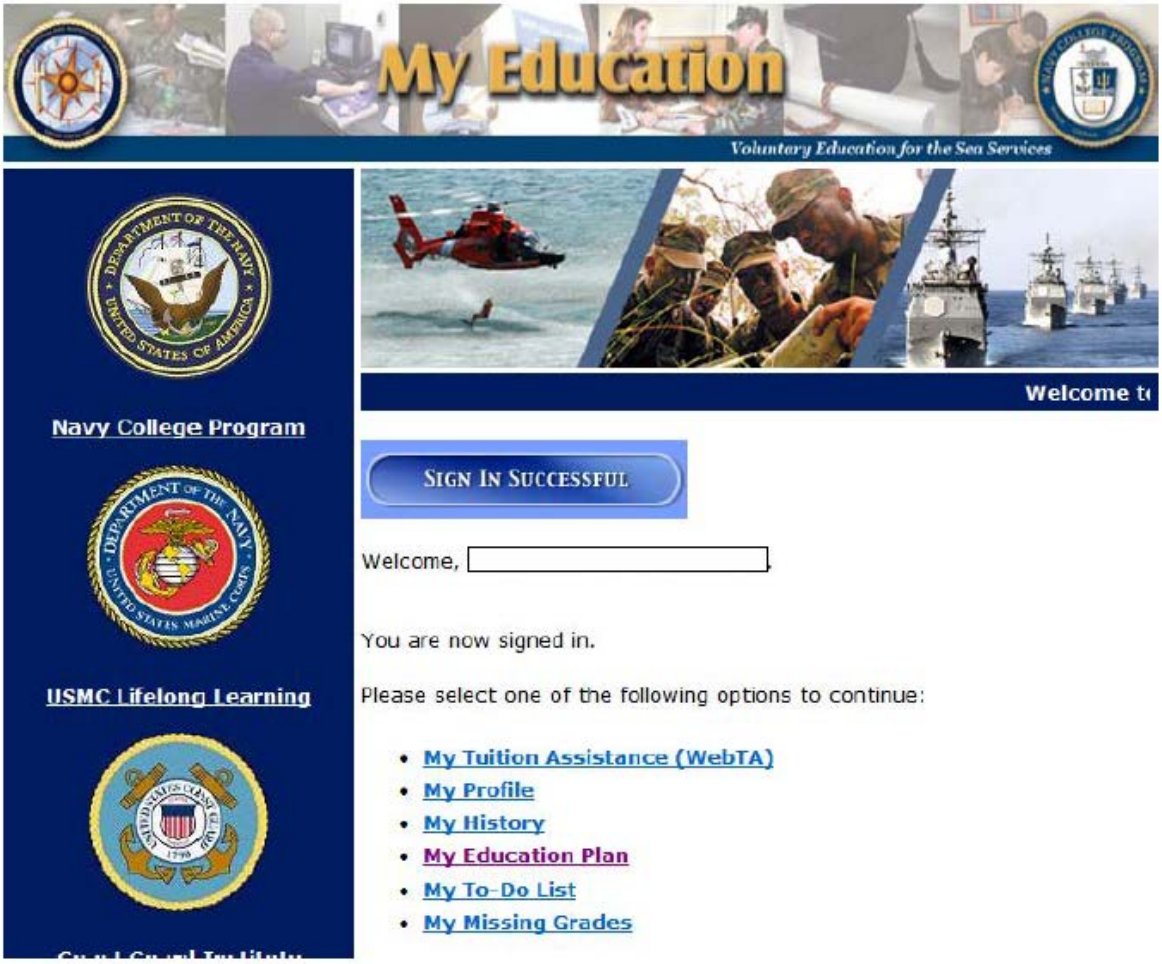
Degree Plan (Continued)



- Select Certificate
- Select “OK”

Continued on next page.

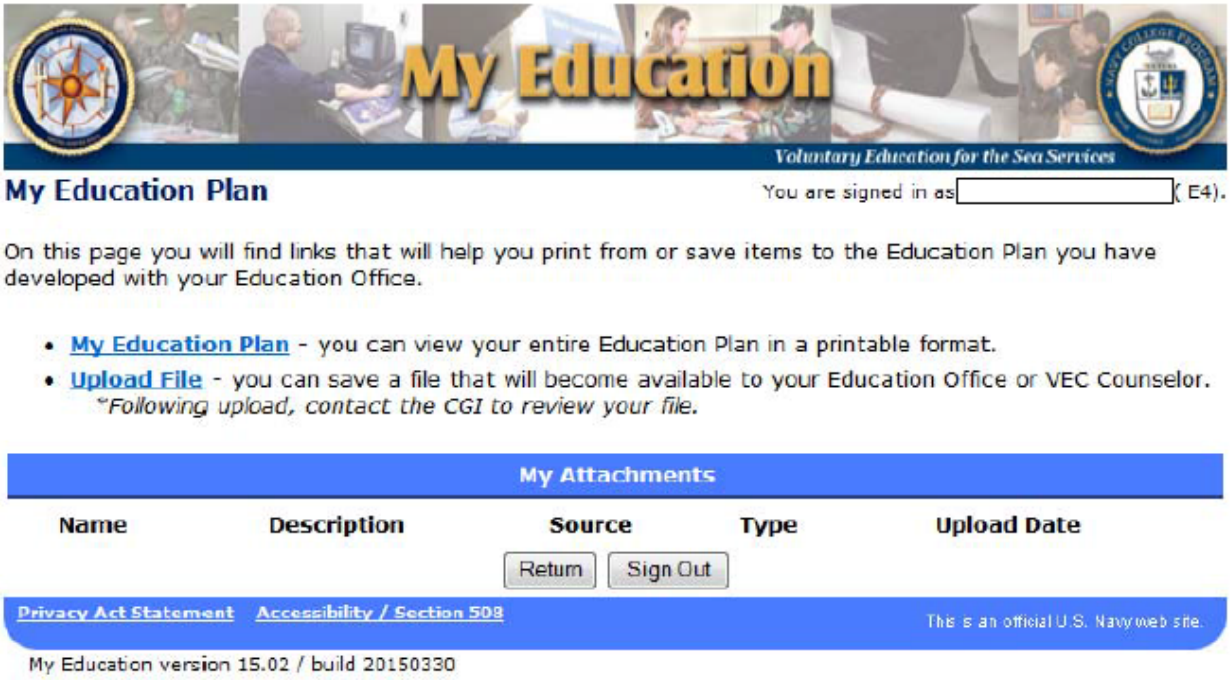
Degree Plan (Continued)



- Select "**My Education Plan**"

Continued on next page.

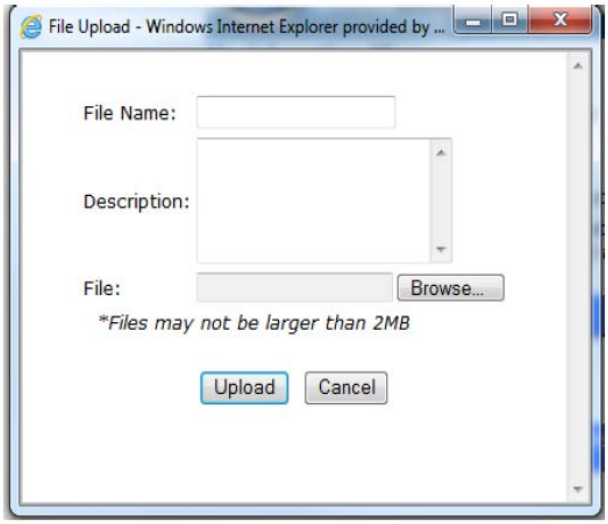
Degree Plan (Continued)

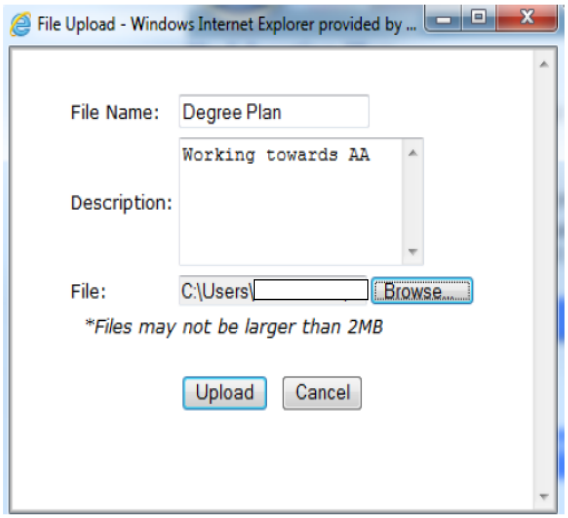


- Select "**Upload file**"

Continued on next page.

Degree Plan (Continued)

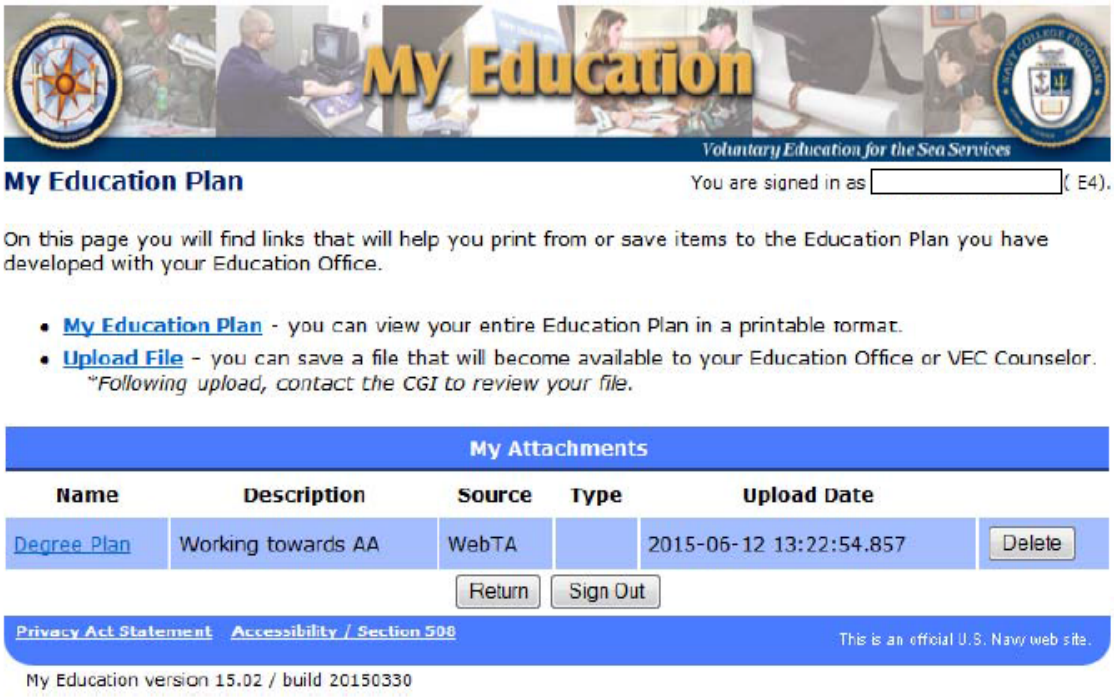




- Fill out File Name. (Degree Plan)
- Fill out Description – Working toward (AA, BS, MS)
- Then browse and attach file.
- Once completed push “Upload”

Continued on next page.

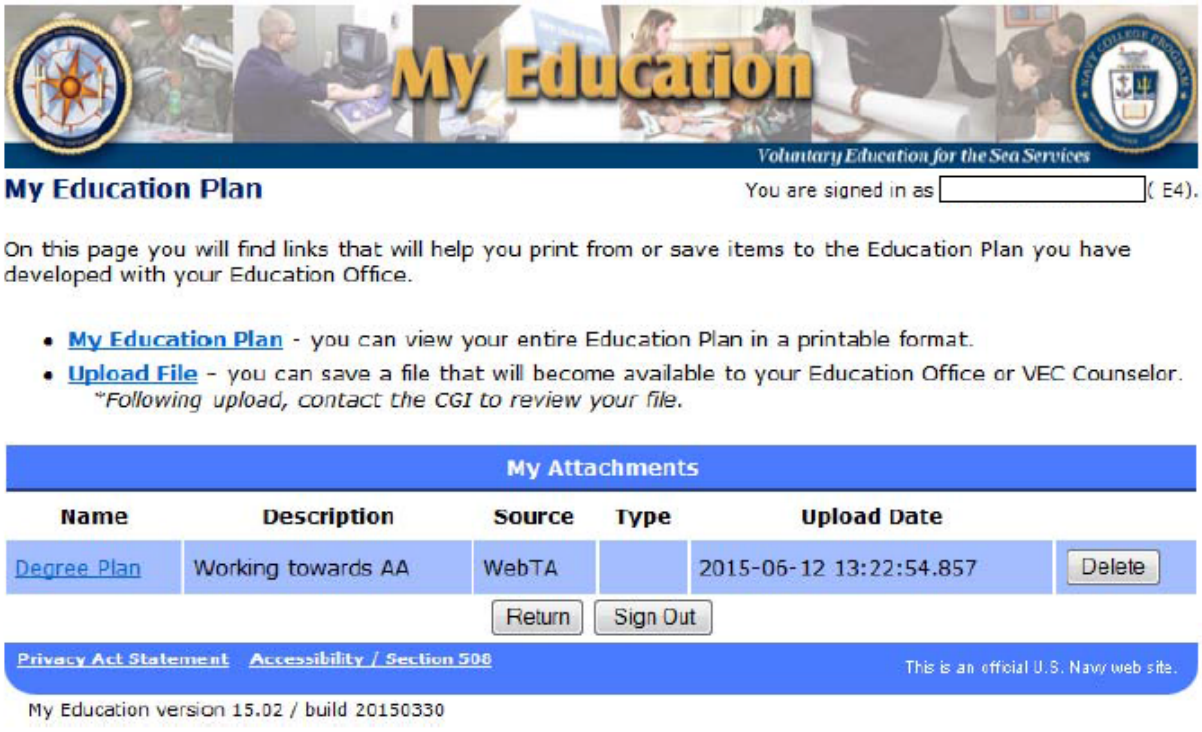
Degree Plan (Continued)



- Once you have uploaded your degree. Your education plan screen has been updated.

Continued on next page.

Deleting Degree Plan



- Please complete all steps outlined on pages 3-6. Once done you will see the above screen with your current degree plan on file.
- To delete press the delete button.