

WebTA JOB AID  
FOR  
EDUCATION SERVICES OFFICER (ESO)



Force Readiness Command  
Coast Guard Institute  
March 2014

# Electronic Tuition Assistance Application (WebTA) for the ESO

## Overview

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**User** This job aid is designed to assist Coast Guard (CG) ESO's in processing the WebTA applications and explains the correlation between CG terminology and Navy terminology.

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**When to Use** The purpose of this job aid is to identify, establish and publish a clear and standardized set of procedures to approve a WebTA request in the performance of a designated ESO's duties.

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**Scope** This Job Aid focuses on the role of the ESO. The information requested in the WebTA application is the same as the paper-based tuition assistance (TA) application. When a new application is submitted it will be reviewed and approved by the member's ESO. Once approved by the ESO, the application will be electronically forwarded to the CG Institute for authorization. The ESO still needs to validate course cost(s) and information prior to approval. The CG Institute will authorize TA funds & generate the CG Institute-1560 tuition assistance authorization (TAA) form. Once authorized, the member will logon to his/her account and download the TAA. System generated emails will be sent to the member each time the status of the WebTA application changes.

This job aid is a step-by step-instruction for the ESO to approve a WebTA application.

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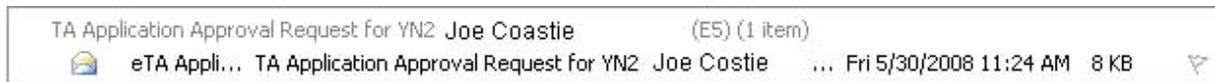
## Approving a member's WebTA Request

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### Overview

This section applies to all ESOs who approve WebTA applications. Once the member submits the WebTA application, the ESO will receive an email notification that the member is requesting approval. The member must submit all school documentation to the ESO before the ESO can approve the WebTA. Once you have validated the course information, tuition cost & fees, follow the instructions below to approve the application. Pay special attention to the fact that the school code list on the CG Institute contains some schools that ARE NOT authorized for CG TA. That list is generated by the Navy & is used for Navy & Marine Corps personnel. Our policy is different than theirs regarding what is authorized for TA. The CG does not authorize TA for clock hours, CEUs and non-credit courses IAW the Performance, Training, and Education Manual.

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- Receive email.
  - Open email.
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Subject: TA Application Approval Request for the Sailor/Marine (E5) (1 item)

An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.

Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.

<https://eta.cnet.navy.mil/eta/nid/rev.do?10834,1615387627>

The member will be notified of your approval or disapproval by an automatically generated email.

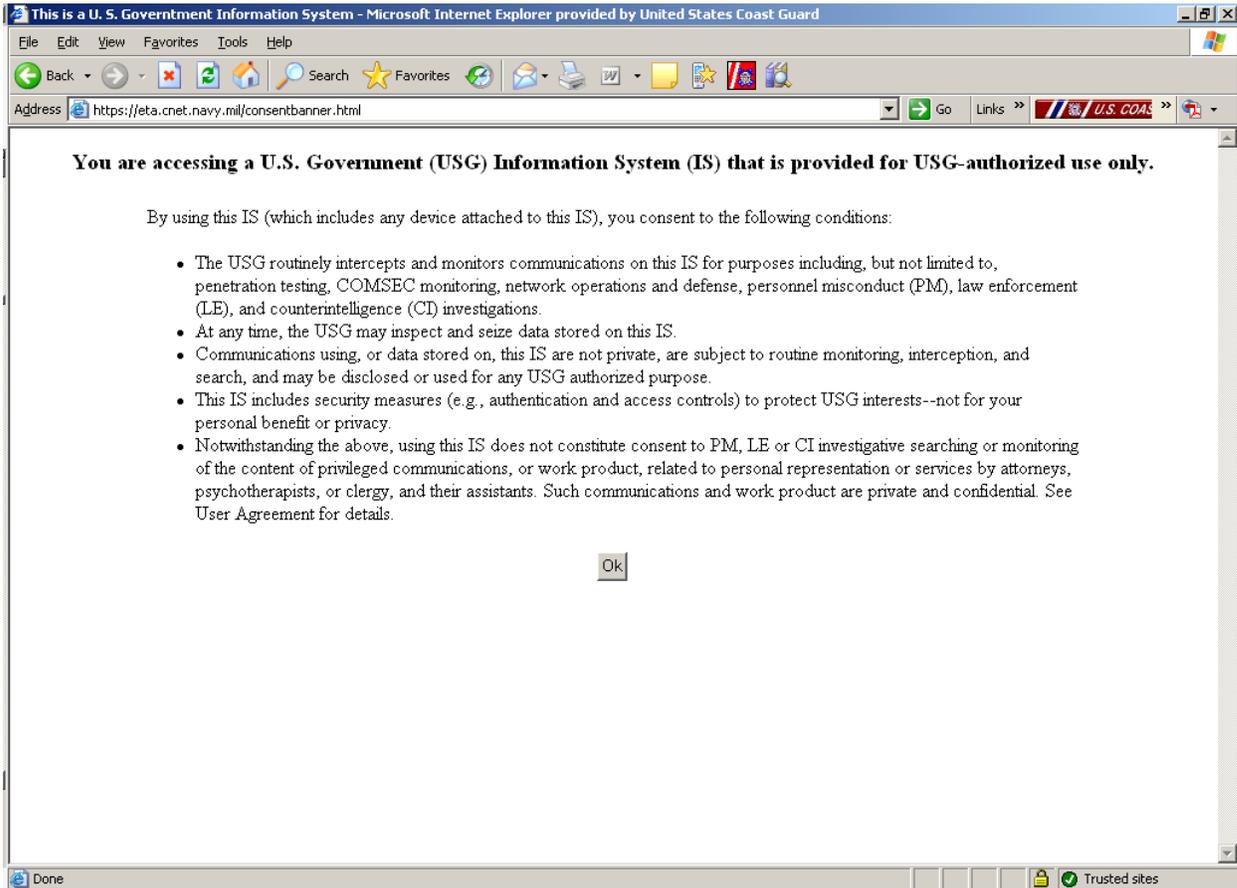
This message was sent to you by the Sailor/Marine Electronic Tuition Assistance Application System.

- Follow the directions in the email.
  - The link for accessing the WebTA webpage is <https://myeducation.netc.navy.mil>. According to the website, one should not bookmark this webpage. The link shown above (<https://WebTA.cnet.navy.mil>) will redirect you to the “myeducation” link noted above.
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# Approving a member's WebTA Request (Continued)

## Section 3



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

Continued on next page.

# Approving a member's WebTA Request (Continued)

## Section 3

### Shared Authentication Service

**DEERS Information**

DoD EDI: [Click here](#) if you don't know your DOD EDI.

  
**First Name:**  
  
**Last Name:**  
  
**Date of Birth: (yyyymmdd)**

**Account Management**

[I forgot my CAC PIN](#)

[Download Security Certificate](#)

**Support**

Email: [netc.helpdesk@navy.mil](mailto:netc.helpdesk@navy.mil)

Help Desk:  
COMM: (850) 452-1001, Option 1  
DSN: 459-1001, Option 1  
Toll Free: (877) 253-7122, Option 2

**\*Please Do Not Bookmark This Page\***

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- Use your CAC Login.

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## Approving a member's WebTA Request (Continued)

## Section 3

Review Application Your e-mail address is

Please Review and then Approve or Reject this Application.

Reviewer's Rate/Rank:

Reviewer's Last Name:

Reviewer's First Name:

Review Comment (optional):

**Application Status History**

Date	Status	E-mail Notification Sent To	Comment
2008/05/30 11:22	Submitted for Command Approval	<input type="text"/>	Submitted. You will be notified via e-mail upon Command Approval.
2008/05/30 11:17	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

**Applicant Information**

- Type in your **Rate/Rank**.
- Type in your **Last Name**.
- Type in your **First Name**.
- Scroll down to review application.
- Have school documentation (hard copy of members schedule, with all course information) in front of you. ESOs should keep all TA application documentation (hard copy or electronic) on file for 2 months (course info, grades, TA authorizations, waiver forms, etc.) for the purpose of possible random audits that will be conducted by the CG Institute Tuition Assistance and Grants (TAG) Division.
- Compare the school information and the member's personal information to the information on the screen.

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## Approving a member's WebTA Request (Continued)

## Section 3

Review Application Your e-mail address is

Please Review and then Approve or Reject this Application.

Reviewer's Rate/Rank:

Reviewer's Last Name:

Reviewer's First Name:

Review Comment (optional):

**Application Status History**

Date	Status	E-mail Notification Sent To	Comment
2008/05/30 11:22	Submitted for Command Approval	<input type="text"/>	Submitted. You will be notified via e-mail upon Command Approval.
2008/05/30 11:17	Under Edit		Created. Please submit to your CO or By Direction Authority for Approval.

**Applicant Information**

- Make sure all TA policies and procedures have been followed (i.e. not submitting application more than 90 days prior to start date, course will result in semester or quarter credit hours (no clock hours), course will receive a letter grade based on a 4.0 scale, member not receiving full MGIB benefits plus CG TA, etc.).
- If everything is correct, click on “**Approve**”.
  - By clicking on approve you are certifying that you have verified that (a) the applicant is eligible for tuition assistance, (b) the course(s) listed are being offered by an accredited institution and the applicant will earn college credit after completing the course(s) and (c) the applicant has provided you with the information from the institution showing current tuition cost (d) that no unauthorized fees are added into the cost and (e) that Officers meet the two or four year obligated service requirement for active duty and selected reserve (SELRES), respectively.
- If you find a mistake, click on “**Reject**” and type a comment to member stating why you rejected the application.
- All corrections, cancellations, extension requests or any other issues/requests will be processed under the current procedures (i.e. submit the corrections, cancellations or other requests via Training & Academia Customer Care Tracking System (TACCTS)).

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# Approving a member's WebTA Request (Continued)

## Section 3

### Review Application

Your e-mail address is

This Application may not be Approved or Rejected in its current Status.

*This application has been approved.*

### Application Status History

Date	Status	E-mail Notification Sent To	Comment
2008/05/30 13:28	Command Approved		Approved by CWO4 [redacted] and forwarded to USCG INST with comment:
2008/05/30	Submitted for Command	[redacted]	Submitted. You will be notified via e-

### Applicant Information

- |  |  |
|--|--|
| 1. SSN (Rate/Rank & Pay Grade):<br><b>SSN on file (YN2 E5)</b> | 9. GI Bill Enrollment Status:<br><b>None</b>   |
| 2. Last Name:<br><b>Coastie</b>                                | 10. Years of Education:<br><b>13</b>           |
| 3. First Name:<br><b>Joe</b>                                   | 11. Command UIC:                               |
| 4. Middle Name:<br><b>S</b>                                    | 12. Command Name:<br><b>COMMANDING OFFICER</b> |
| 5. Daytime Phone:<br>commercial: <b>(555) 555-5555 ext.</b>    | 13. Command Address:<br><b>CG INSTITUTE</b>    |

- A new status update will be added to the application, stating the ESO approved the application and the application was forwarded to the CG Institute.
- The member will receive an email notification of the status change.

**Note:** ESO's are annotated as "Command" in the WebTA software program.