



Web Electronic Tuition Assistance (Web TA) Handout

Creating/Submitting an Application:

STEP 1: Access the website at <https://myeducation.netc.navy.mil/>

Login is using your CAC or by entering your DoD EDI, First and Last Name, and Date of Birth

Shared Authentication Service	
<p style="text-align: center;">DEERS Information</p> <p>DoD EDI: Click here if you don't know your DOD EDI.</p> <p>First Name:</p> <p>Last Name:</p> <p>Date of Birth: (yyyymmdd)</p> <p style="text-align: right;"><input type="button" value="Login"/></p>	<p>Account Management</p> <p>I forgot my CAC PIN</p> <p>Download Security Certificate</p> <p>Support</p> <p>USMAP Support: usmap@navy.mil 850-473-6157</p> <p>NRTC Support: nrtc@navy.mil 850-473-6070</p> <p>Tuition Assistance/Counseling: vec@navy.mil (877) 838-1659 or DSN 492-4684</p> <p>My Education/NCMIS Technical Support: NCMIS-USER-SUPPORT@NAVY.MIL 850-473-6063</p> <p>NETC Support Center: COMM: (850) 452-1001, Option 1 DSN: 459-1001, Option 1 Toll Free: (877) 253-7122, Option 1 Email: netc_helpdesk@navy.mil</p>
<p>*Please Do Not Bookmark This Page*</p> <p>THIS IS AN OFFICIAL U.S. NAVY WEBSITE</p>	

STEP 2: Select “My Tuition Assistance (Web TA)” and select an Option from the next menu to continue.

If you are not eligible to use the system, a message on the left of the screen will appear: “**We are sorry, but you are ineligible to use this system.**” At this point, contact Navy College Office (NCO) Hawaii and discuss how to proceed.

Note: In order to begin a new TA application, you must read and accept your TA Application Obligation. You will be taken to the Application Agreement page and asked to Accept or Not Accept. If you do not accept, you will not be allowed to proceed. If you accept, you will be able to proceed with completing the application.

STEP 3: Complete the Application.

Be sure to have your CO’s email address or the email address of the individual designated to sign TA at your command. Once you have completed the application, submit your application electronically.

STEP 4: Application Approval.

After your command approves the application electronically, your document is sent to the Virtual Education Center (VEC) who will compare your TA Request with your Degree Plan. VEC will authorize your TA Request and will send you an authorization email.

See the next page for steps to print your voucher.

Printing the Voucher for an Approved Application:

STEP 1: Access the website at <https://myeducation.netc.navy.mil/>

Same as Step 1 in *Creating/Submitting an Application* on the first page.

STEP 2: Select “My Tuition Assistance (WebTA)”

STEP 3: Click on “Existing Applications” on the left of the screen.

The following screen is displayed:

Existing TA Applications Status Description You are signed in as [REDACTED]

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.
**Command Approval does not mean that your TA request is authorized for funding. Your TA is funded when you receive a voucher.*
- **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 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 assigned education office.

Creation Date	Last Update Date	School	Start Date	End Date	Status
View 2016/02/18 14:46	2016/02/25 14:37	[REDACTED]	2016/02/29	2016/04/24	Authorized
View 2015/12/15 12:56	2015/12/18 12:31	[REDACTED]	2016/01/04	2016/02/28	Authorized

[Privacy Act Statement](#) [Accessibility / Section 508](#) My Education version 16.01 / build 20151217

STEP 4: Click “View” for applications in **AUTHORIZED** status.

STEP 5: Click “Print Document” at the top of the page.

Review document for accuracy. Print, sign, and provide to school for payment.

Note: If you find errors on your voucher, contact NCO Hawaii immediately.

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