Degree Plan Reporting (WebTA) JOB AID

FOR

MEMBER

Force Readiness Command
Coast Guard Institute
June 2015
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 VoEd Voluntary Education for the Sea Services (WebTA) site.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychologists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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

Continued on next page.
• 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)

On this page, you will find links that will help you print from or save items to the Education Plan you have developed with your Education Office.

- **My Education Plan** - you can view your entire Education Plan in a printable format.
- **Upload File** - you can save a file that will become available to your Education Office or VEC Counselor.
  
  *Following upload, contact the CGI to review your file.*

### My Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Source</th>
<th>Type</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act Statement</td>
<td>Accessibility / Section 508</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My Education version 15.02 / build 20150330

- 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.
• 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.