

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.
-

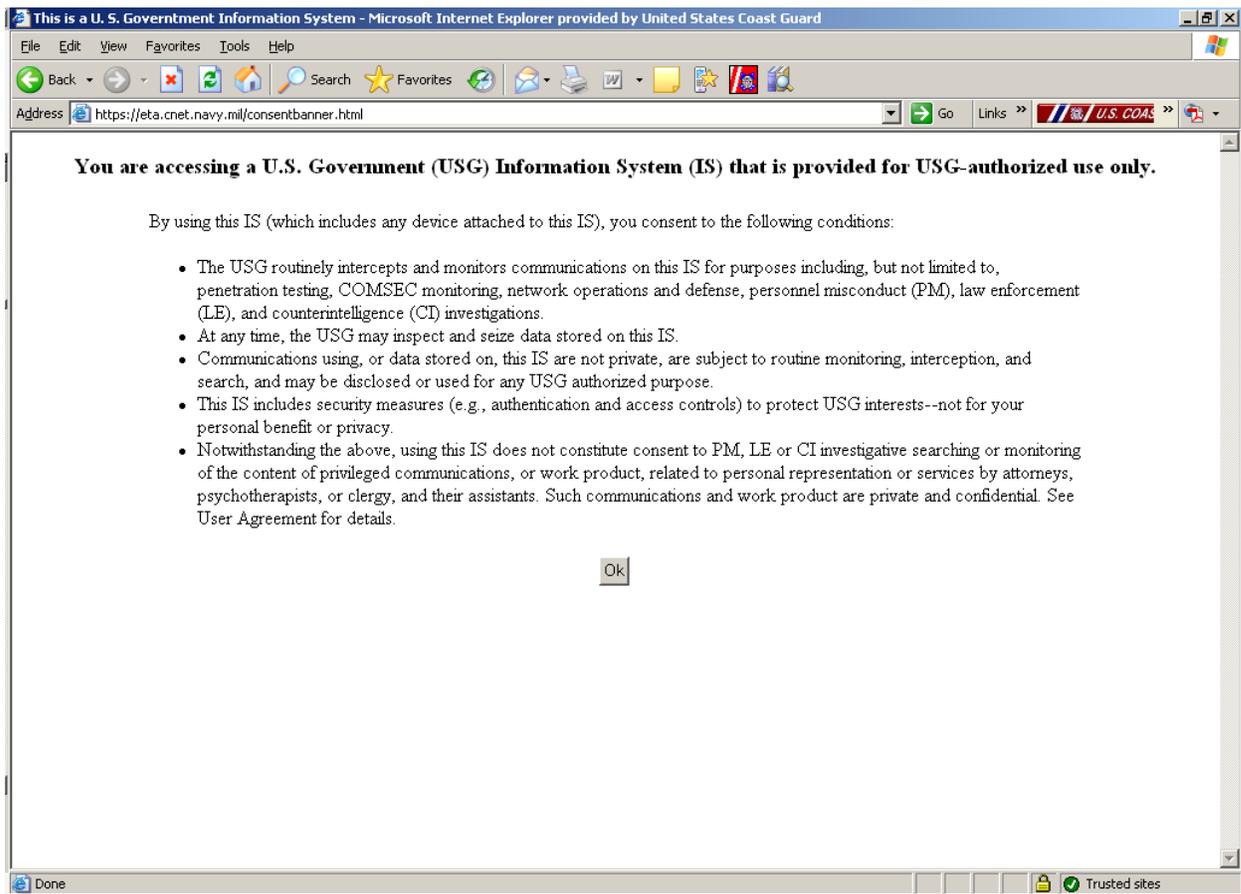
Scope

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 VoEd** Voluntary Education for the Sea Services (WebTA) site.



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

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Degree Plan (Continued)

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)

CAC LoginLogin

Account Management

[I forgot my CAC PIN](#)

[Download Security Certificate](#)

Support

Email: netc.helpdesk@navy.mil

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

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Command:
NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT AND
TECHNOLOGY COMMAND
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509

Links:
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[NETPDTTC Website](#)
[U.S. Navy Website](#)
[U.S. Navy Recruiting Website](#)
[Freedom of Information Website](#)
[No Fear Act](#)

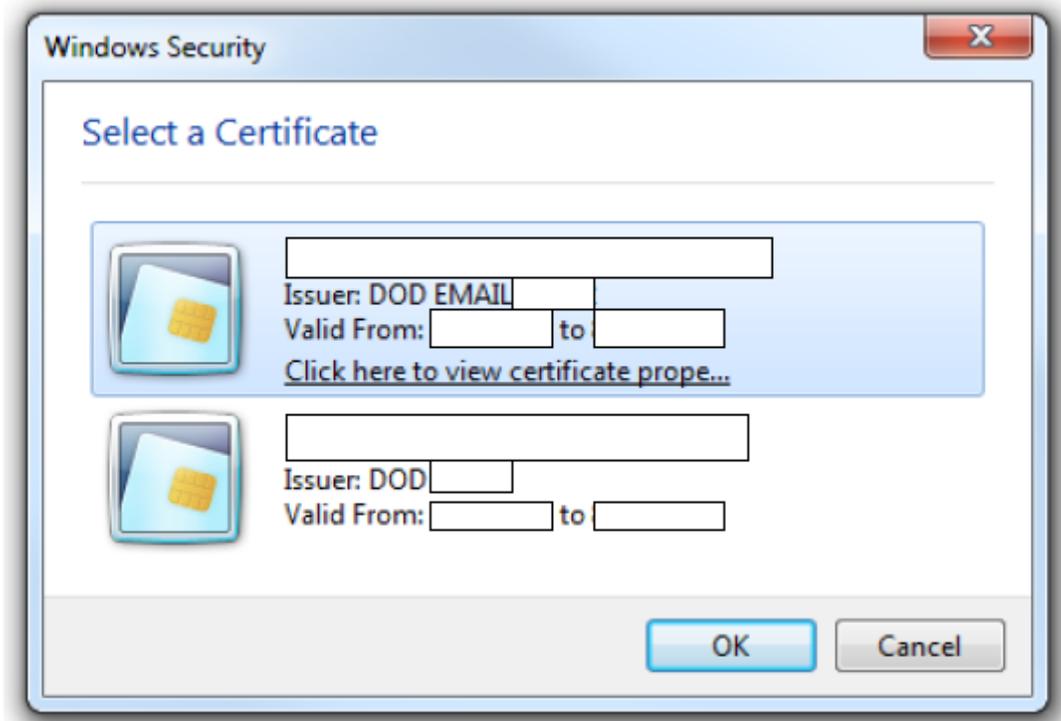


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- Click on CAC Login.

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Degree Plan (Continued)



- Select Certificate
- Select "OK"

Continued on next page.

Degree Plan (Continued)

My Education
Voluntary Education for the Sea Services

DEPARTMENT OF THE NAVY
UNITED STATES OF AMERICA
Navy College Program

DEPARTMENT OF THE NAVY
UNITED STATES MARINE CORPS
USMC Lifelong Learning

COAST GUARD TUITION

SIGN IN SUCCESSFUL

Welcome,

You are now signed in.

Please select one of the following options to continue:

- [My Tuition Assistance \(WebTA\)](#)
- [My Profile](#)
- [My History](#)
- [My Education Plan](#)
- [My To-Do List](#)
- [My Missing Grades](#)

- Select “My Education Plan”

Continued on next page.

Degree Plan (Continued)



My Education Plan

You are signed in as (E4).

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				
Name	Description	Source	Type	Upload Date
		<input type="button" value="Return"/>	<input type="button" value="Sign Out"/>	

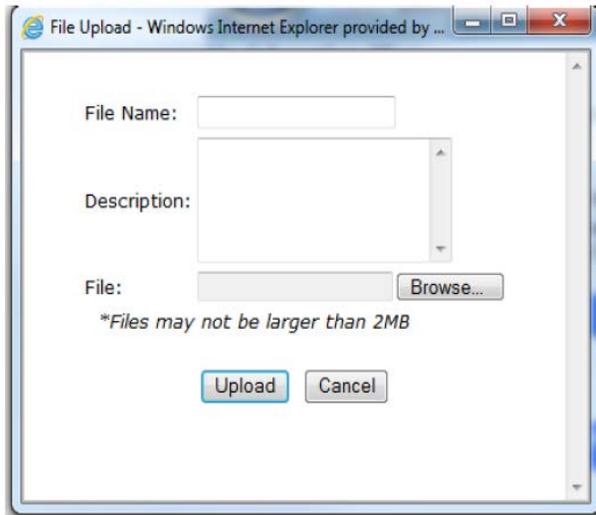
[Privacy Act Statement](#) [Accessibility / Section 508](#) This is an official U.S. Navy web site.

My Education version 15.02 / build 20150330

- Select **“Upload file”**

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Degree Plan (Continued)



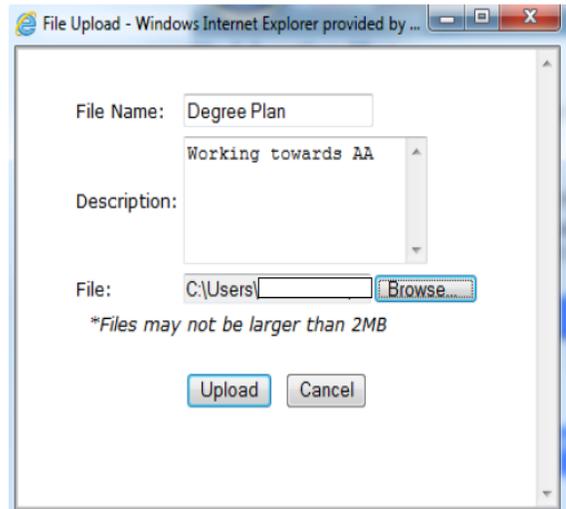
File Upload - Windows Internet Explorer provided by ...

File Name:

Description:

File:

**Files may not be larger than 2MB*



File Upload - Windows Internet Explorer provided by ...

File Name:

Description:

File:

**Files may not be larger than 2MB*

- 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)



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"Following upload, contact the CGI to review your file."

My Attachments				
Name	Description	Source	Type	Upload Date
Degree Plan	Working towards AA	WebTA		2015-06-12 13:22:54.857

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

Continued on next page.

Deleting Degree Plan



My Education Plan

You are signed in as (E4).

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**Following upload, contact the CGI to review your file.*

My Attachments					
Name	Description	Source	Type	Upload Date	
Degree Plan	Working towards AA	WebTA		2015-06-12 13:22:54.857	<input type="button" value="Delete"/>
		<input type="button" value="Return"/>	<input type="button" value="Sign Out"/>		

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- 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.
-