WebTA JOB AID

FOR

MEMBER

Force Readiness Command
Coast Guard Institute
March 2014

Electronic Tuition Assistance Application
(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 processing the Navy WebTA application with what the CG needs and explains CG terms vice Navy terms. It allows CG members to request tuition assistance funding for specific courses that earn college credit. When a new WebTA application is submitted it will be reviewed and approved by the members Education Service Officer (ESO). Once approved by the ESO, the application will be forwarded to the CG Institute. The member will receive email notifications throughout the approval process. Each notification will state the status of the application.

This job aid gives a step-by step-instruction for the member to submit a WebTA.

The member/student is responsible for:
- Submitting the WebTA application no later than 14 days prior to the class start date (no clock hours or CEUs or non-credit courses are authorized).
- Provide the Tuition Assistance Authorization (TAA) to the school.
- Provide a grade report to the ESO after the course. If no grade is posted in WebTA for prior course(s), WebTA will not allow a new WebTA application if the grade is missing over 42 days.
- Notify the ESO of any change(s) or cancellation of course(s).
- Recommend you keep all personal TA files (i.e. TA Authorizations, proof of tuition cost & fees, etc.) for at least one year. The CG is randomly auditing students.


Scope

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

New Application

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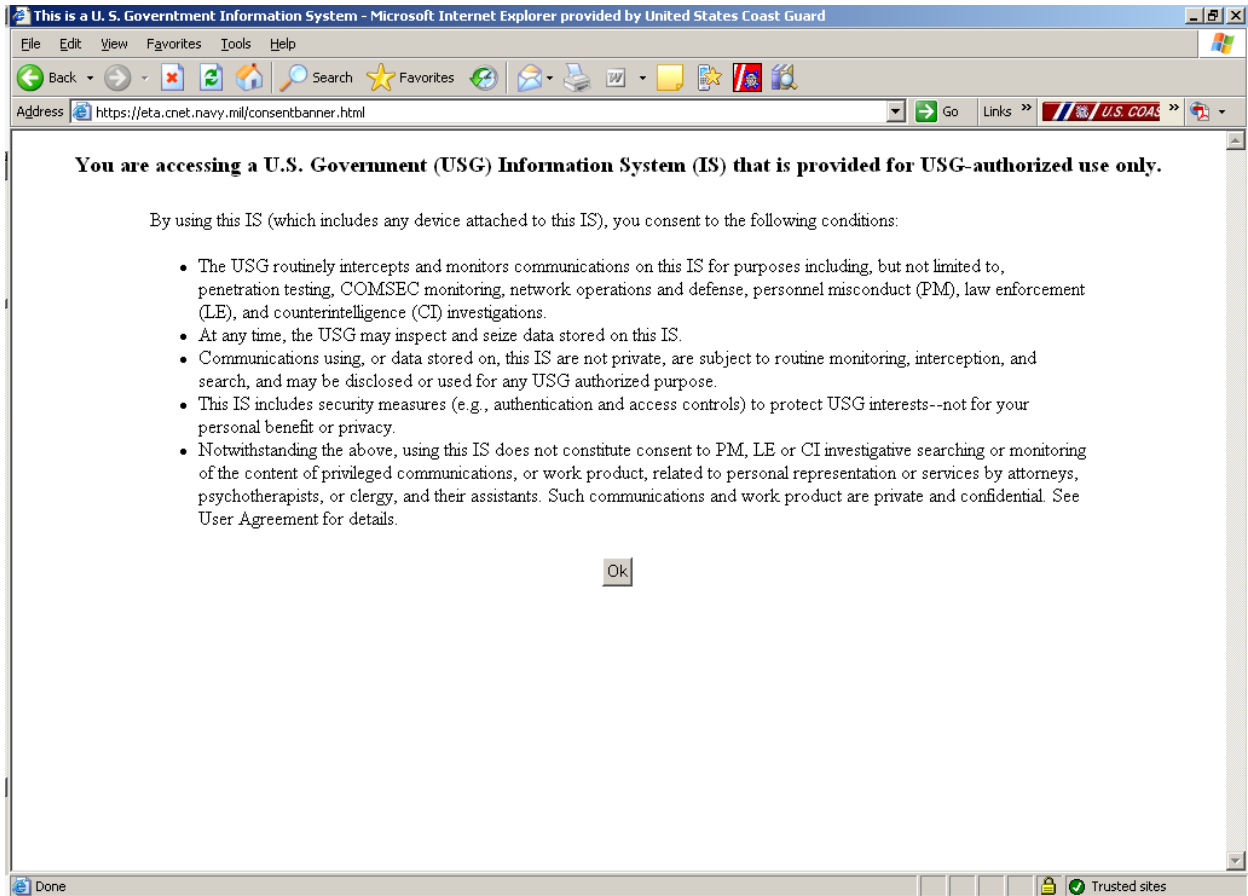
- This is the US Government privacy and security policy.
- Click on "**Ok**"

New Application (Continued)

- Use your CAC card.

New Application (Continued)

Note: During the entire process of filling out the application, please be sure to review your answers before submitting each page. **The "Back" button <u>cannot</u> be used. If you use the "Back" button you will have to start over.** There is another chance at the end of the procedures to edit the application before the final submittal.

Note 2: Please pay attention to the specific instructions in this job aid, some of the CG member instructions are different than the instructions listed on the screen (instructions for the Navy).

- This is the **My Education** site homepage.
- To fill out a new application:
  - o Click on "**My Tuition Assistance (WebTA)".** (see red square)

WebTA Job Aid (Member)
March 2014

New Application (Continued)

- "**Eligibility**" either welcomes you as eligible or details any eligibility issues
- To create a new application:
    - Click on "**Create TA Application".** (see red square)

New Application (Continued)

Application Agreement Acceptance
You are signed in as BMC SAILOR POPEYE (M

You must accept the terms of this Tuition Assistance Application Agreement prior to continuing.

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the end of the last TA funded course. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

print this page

- This is the Application Agreement Acceptance screen.
- Read the Application Obligation carefully!
- Once the obligation is read and understood, scroll down to the bottom of the screen.

New Application (Continued)

___

```
     c. Name of school
     d. Term dates involved
     e. Course name/number
     f. TA Authorization Voucher number

NETPDTC
Mailing Address: *Commanding Officer
                  NETPDTC TA Accounting N8115
                  6490 Saufley Field Road
                  Pensacola, FL 32509-5241


E-Mail Address: SFLY_TA.Navy@navy.mil
Telephone:      DSN 922-1001 x2 x2
                Commercial 850-452-1001 x2 x2
Fax:            DSN 922-1149
                Commercial 850-452-1149


Tuition Assistance is available under Federal Law 10 USC 2007. By pressing the I Accept button on
this web page, I certify I have read, understand, and will comply with all of the governing voluntary
education instructions and the provisions on this form. I understand I will pay all costs over and
above the amount of tuition assistance authorized.

Commissioned Officers Only: By pressing the I Accept button on this web page, I agree, in
accordance with 10 USC 2007, to remain on active duty for two (2) continuous years after
completing the course(s) on this form. This obligation runs concurrently with any remaining
obligated service time. This agreement does not obligate the military service to retain me on active
duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the
government a portion of TA expended on my behalf during my last two years of active duty in
accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.
```

I Accept	I Do Not Accept

- Click on "**I Accept**".

Note: By clicking "I Accept" you are stating you understand and agree with the Application Agreement

___

New Application (Continued)

- If you are attending the same school as the previous time you received TA, click on "**Yes**".
- If you are attending a different school, click on "**No**".
- The last school you attended is located in the first sentence on this screen. (see red square)

New Application (Continued)

New Application Step 1 of 3   You are signed in as YN2 CHRISTOPHER LEFTWICH / EE

Instructions

Complete this form and press the *Next* button. All form items are required unless otherwise noted in the form. Click on the 🔲 icon to select the value for a form item from a list; click on the 📅 icon to select the value for a form item from a calendar.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
   *****2222 **(YN2 E5)**
2. Last Name:
   COASTIE
3. First Name:
   JOE
4. Middle Name:
   S
5. Daytime Phone (click here for int'l numbers):
   commercial: (   )   -   ext.
   DSN: -   ext.
6. FAX (click here for int'l numbers):
   commercial: (   )   -   ext.
   DSN: -   ext.
7. Applicant's E-mail Address:
   JoeCoastie@uscg.mil
8. CO or By Direction Authority's E-mail Address:

9. GI Bill Enrollment Status:

10. Years of Education:

11. Command UIC:
    6210071
12. Command Name:
    COMMANDING OFFICER
13. Command Address:
    CG INSTITUTE
    5900 SW 64TH ST RM 235
    OKLAHOMA CITY, OK 731696990
14. Command Phone (click here for int'l numbers):
    commercial: (   )   -   ext.
    DSN: -   ext.
15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:
    USCG INST/OKLAHOMA CITY, OK US

Next   Cancel

- Verify or type in the information needed on this page.
- Please pay attention to the specific instructions on the following pages for this screen, some of the CG members instructions are different than the instructions listed on the screen.
- If any of the defaulted information on this screen is not correct:
  - Edit personal information in Direct Access (DA).
  - Contact your servicing support office (SPO) for unit information edits. (If you are executing a permanent change of station (PCS) enroute, your new duty station won't show until after your SPO processes your PCS reporting endorsement.)
  - Once information is processed in DA, you can return to this site to fill out and submit the application.

    (instructions for this screen cont. on next page)

10

New Application (Continued)

1. SSN (Rate/Rank & Pay Grade):
   *****2222 **(YN2 E5)**

   1. **SSN** – Verify the last four of your social security number is correct.

2. Last Name:
   COASTIE

   2. **Last Name** – Verify your last name is correct.

3. First Name:
   JOE

   3. **First Name** – Verify your first name is correct.

4. Middle Name:
   S

   4. **Middle Name** - Verify your middle initial is correct.

New Application (Continued)

5. Daytime Phone (click here for int'l numbers):

commercial: (555) 555 – 5555 ext. [ ]

DSN: [ ] – [ ] ext. [ ]

     5. **Day time phone**:
- **Commercial** – Type in a number you can be reached at during the day. It does not have to be a work number.
- **DSN –** Ignore this field, does not apply to CG members.

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6. FAX (click here for int'l numbers):

commercial: ([ ]) [ ] – [ ] ext. [ ]

DSN: [ ] – [ ] ext. [ ]

     6. **FAX**:
- **Commercial** – Type in a number you can receive faxes at. It does not have to be a work fax number. **This field is optional.**
- **DSN –** Ignore this field, does not apply to CG members.

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7. Applicant's E-mail Address:

[ ]

     7. **Applicant Email Address** – Type in your work email address listed in global.

Note: personal email addresses are accepted for Reservists ONLY!
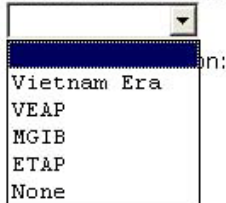
New Application (Continued)

8. CO or By Direction Authority's E-mail Address:

8. **CO or By Direction Authority's Email Address** – Type in your **ESO's** work email address that is listed in global **(NOT THE CO OF YOUR UNIT)**. If there is more than one ESO at your unit, type in the ESO that will be approving this TA request. Only permanent ESO's designated to approve WebTA's will be listed in this block.

9. GI Bill Enrollment Status:

Vietnam Era
VEAP
MGIB
ETAP
None
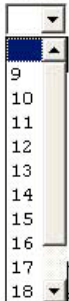
9. **GI Bill Enrollment Status** – Use the drop down menu to select the GI Bill Enrollment Status that applies to you. If you are not using your GI Bill benefits for the course on this application, click on "**None**".

Note: The only time you can use MGIB and CG TA for the same course(s) is when you are using the active duty MGIB Top-Up program. Any other use of both programs for the same course(s) is considered a duplicate payment from the Federal Treasury and is not authorized. Reservists can use REAP and CG TA for the same course(s). If you are using REAP, please see your ESO before submitting your WebTA application.

10. Years of Education:

9
10
11
12
13
14
15
16
17
18

10. **Years of Education** – Use the drop down menu to select the number of years of education you have currently completed.
   - ie… when you graduated high school you completed 12 years of school, 12 + the number of years of college you've already completed = the number you will click on.

New Application (Continued)

11. Command UIC:
    6210071

   > 11. **Command UIC –** Verify your units OPFAC number is correct. If it's not correct, contact your ESO for guidance.

12. Command Name:
    COMMANDING OFFICER

   > 12. **Commanding Name –** Will default to "**Commanding Officer**".

13. Command Address:
    CG INSTITUTE
    5900 SW 64TH ST RM 235
    OKLAHOMA CITY, OK 731696990

   > 13. **Command Address –** Verify your units name and address is correct.

14. Command Phone (<u>click here</u> for int'l numbers):
    commercial: ( ) – ext.
    DSN: – ext.

   > 14. **Command Phone:**
   >   - **Commercial –** Type in your ESO's work phone number.
   >   - **DSN –** Omit this field, does not apply to CG members.

New Application (Continued)

15. Your Assigned education office is listed. If you are located at a different duty station that does not correspond to this education office or if no education office is assigned, please select one:

USCG INST/OKLAHOMA CITY, OK US

15. **Your Assigned education office** – Verify your unit's city, state and country is correct.

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
   *****2222 (YN2 E5)

2. Last Name:
   COASTIE

3. First Name:
   JOE

4. Middle Name:
   S

5. Daytime Phone (click here for int'l numbers):
   commercial: (555) 555 –5555 ext.
   DSN: – ext.

6. FAX (click here for int'l numbers):
   commercial: (555) 555 –5555 ext.
   DSN: – ext.

7. Applicant's E-mail Address:
   Joe.J.Coastie@uscg.mil

8. CO or By Direction Authority's E-mail Address:
   Joe.Coasties.ESO@uscg.mil

9. GI Bill Enrollment Status:
   None

10. Years of Education:
    13

11. Command UIC:
    6210071

12. Command Name:
    COMMANDING OFFICER

13. Command Address:
    CG INSTITUTE
    5900 SW 64TH ST RM 235
    OKLAHOMA CITY, OK 731696990

14. Command Phone (click here for int'l numbers):
    commercial: (555) 555 –5555 ext.
    DSN: – ext.

15. Your Assigned NCO is listed. If you are located at a different duty station that does not correspond to this NCO or if no NCO is assigned, please select one:
    USCG INST/OKLAHOMA CITY, OK US

[Next]

- Review entries.
- Click on **"Next".**

WebTA Job Aid (Member)
March 2014

New Application (Continued)

New Application Step 2 of 3   *Voluntary Education for the Sea Services*

You are signed in as

Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the ▣ icon to select the value for a form item from a list; click on the ▤ icon to select the value for a form item from a calendar.

Degree Planning Information
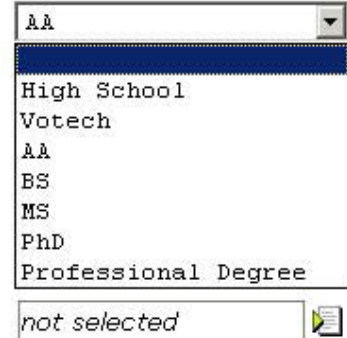
16. Immediate Academic Goal: [BS ▾]

17. Do you have an Education Plan for the Goal listed above?   ○ Yes   ◉ No

18. Anticipated Graduation Date if within next 12 months (yyyy/mm): [   ] ▤

19. If graduating within next 12 months, School Issuing Degree: [not selected] ▣

20. Have you Applied for Graduation?   ○ Yes   ◉ No

21. Do you have a SOCNAV agreement?   ○ Yes   ◉ No

22. If yes, SOCNAV: [not selected] ▣

23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?   ○ Yes   ◉ No

24. If yes, NCPDLP School: [not selected] ▣

[Previous]   [Next]   [Cancel]

- After question #16 is answered the screen will redirect to the correct set of the questions that meets your criteria.
- Answer all questions.
- All the questions that are available and the directions on how to answer them are listed on the following pages. Only use the directions for the questions that you see on the screen. Otherwise it does not apply to you. Be sure to read all the directions for each visible question, some of the questions do not apply to CG members.

Continued on next page.

New Application (Continued)

16. Immediate Academic Goal:

```
AA                              ▼
                    (blank)
High School
Votech
AA
BS
MS
PhD
Professional Degree
not selected          ▶
```

- Use the down arrow to select your present academic goal.

Note: do not select High School or Votech as these are not authorized. High school MAY be authorized under special conditions and with prior approval from CG-132.

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17. Do you have an Education Plan for the Goal listed above?   ○ Yes   ◉ No

- Click "**Yes**" if you have contacted the CG Institute Registars Office (RO) Dept. for a CG assessment/degree plan for your present academic goal.
- Click "**No**" if you have <u>not</u>.

New Application (Continued)

_____

18. Anticipated Graduation Date if within next 12 months (yyyy/mm): [   ] 📑

- **If you do <u>not</u> plan on graduating with in the next 12 months, skip this step otherwise:**

- Type in the graduation date [use this format- (yyyy/mm)] or

- Click on the   📑   icon, select the month of your anticipated graduation date. (Use the arrows on each side of the word "Year" to change to a different year if needed.

_____

19. If graduating within next 12 months, School Issuing Degree: [not selected] 📑

- **If you skipped #18, skip this step also, otherwise**
- Click on the   📑

- Read the directions to locate your school with the "**Assist Window**"
- Click on the school name to populate the text box.

Note: If your school is not listed contact your ESO.

_____

20. Have you Applied for Graduation?   ⦿ Yes   ○ No

- **If you skipped #18 & #19, skip this step also, otherwise**
- Answer the question as it applies to you, Click "**Yes**" or "**No**".

_____

New Application (Continued)

21. Do you have a SOCNAV agreement?   ○ Yes   ● No

- For CG members this question refers to a SOCCOAST agreement, Click "**Yes**" or "**No**".

22. If yes, SOCNAV: not selected [icon]

- **If you clicked "No" on the previous question, skip this step.**
- If you clicked "Yes" on the previous question:
    - Click on the [icon]
    - Read the directions to locate your SOCCOAST school with the "**Assist Window**"
    - Click on the school name to populate the text box.

23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?   ○ Yes   ● No

- For CG members this question refers to the DANTES program, Click "**Yes**" or "**No**"

24. If yes, NCPDLP School: not selected [icon]

- For CG members this question refers to a DANTES program,
- **If you clicked "No" on the previous question, skip this step.**
- If you clicked "Yes" on the previous question:
    - Click on the [icon]
    - Read the directions to locate your DANTES school with the "**Assist Window**"
    - Click on the school name to populate the text box.

New Application (Continued)

Instructions

Complete this form and press the *Next* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the icon to select the value for a form item from a list; click on the icon to select the value for a form item from a calendar.

Degree Planning Information

16. Immediate Academic Goal: `BS`

17. Do you have an Education Plan for the Goal listed above?   ⦿ Yes   ○ No

18. Anticipated Graduation Date if within next 12 months (yyyy/mm):   `2009/06`

19. If graduating within next 12 months, School Issuing Degree: `Oklahoma City Community College/Oklahoma City, OK US`

20. Have you Applied for Graduation?   ⦿ Yes   ○ No

21. Do you have a SOCNAV agreement?   ⦿ Yes   ○ No

22. If yes, SOCNAV: `Oklahoma City Community College/Oklahoma City, OK US`

23. Are you enrolled in a Navy College Program Distance Learning Partnership (NCPDLP)?   ○ Yes   ⦿ No

24. If yes, NCPDLP School: *not selected*

[Previous] [Next] [Cancel]

- Review your answers.
- Click on "**Next**"

New Application (Continued)

Course Request Information

25. School Name: Ashford University/Clinton, IA US 📄

26. Term Start - End Date (yyyy/mm/dd): _____ 📅 - _____ 📅

	27. Course Dept & No e.g. ENG 101	28. Title	29. Foreign Lang	30. CD	31. CL	32. PIM	33. CU	34. # Credit Hours	35. Cost per Credit ($)	36. Course Fees ($) (optional)
a. ☐	☐ 📄	☐	☐	📄	📄	📄	📄	☐	☐	☐
b. ☐	☐ 📄	☐	☐	📄	📄	📄	📄	☐	☐	☐
c. ☐	☐ 📄	☐	☐	📄	📄	📄	📄	☐	☐	☐
d. ☐	☐ 📄	☐	☐	📄	📄	📄	📄	☐	☐	☐
e. ☐	☐ 📄	☐	☐	📄	📄	📄	📄	☐	☐	☐

Clear Checked

Previous | Save | Cancel

- Read the directions and fill out questions 25-36.

(instructions for this screen cont. on next page)

Continued on next page.

New Application (Continued)

25. School Name: Excelsior College/Albany, NY

- This field will default to the correct school, if you are attending the same school as the previous time you received TA, and if you clicked "yes' on the screen that asked earlier "if the system can default to this school".

- If no school name displays or the wrong school name displays, click on the
  - Read the directions to locate your school with the "**Assist Window**"
  - Click on the school name to populate the text box.

26. Term Start – End Date (yyyy/mm/dd):

- Type in the year, month and day the course begins, in the first field, and the year, month and day the course ends, in the second field.
- Use the calendar icons if needed or use the format shown above.

Note 1: All applications must be received **no later than 14 days prior to the course start date**.
Note 2: Only list the courses you are taking that have the same start/end dates per application. (i.e. If you are taking 3 courses, 2 of them start/end on the same date, only list those 2 courses on this application, fill out a separate application for the third course since it has a different start/end dates).
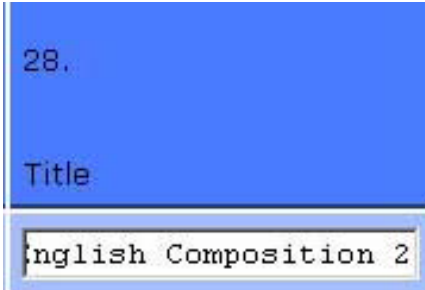
27.

Course
Department and Number e.g. ENG 101

a. ENGL1213

- **27. a.** – type in the course department and number.
  - Some schools and their courses are listed in the "**Assist Window**". That information is also found on your schedule the school gave you. **Type in the course department and number exactly how is appears on your schedule.**

New Application (Continued)

- **28. a.** – type in the long title of the course (if not already populated by previous step) exactly how is appears on your schedule.

- **29.a.-** Check box if course is a foreign language (i.e. Spanish, French)

- **30. a.** – type in the location the course will be taken.
  - o **1** – On – base
  - o **2** – Off – base
  - o **3** – Distance Learning (Online Course)
  - o **4 –** Credit-by-examination

New Application (Continued)

- **31. a.** – type in the course level.
  - **D** – Developmental Level (only applicable if college credit is received)
  - **L** – Lower Level(100-299)
  - **U** – Upper (300-499)
  - **G** – Graduate Level (500>) (Masters & Doctoral level)
  - **V – is not applicable for CG members.**

- **32. a.** – type in courses Primary Instructional Mode:
  - **I** - Instructed course
  - **W** - Web based course
  - **C, P**, **T, V are not authorized at this time.**

New Application (Continued)

33.
CU

- **33. a.** – Type in the <u>type</u> of credit hours:
  - o **S** – Semester hours
  - o **Q** – Quarterly Hours
  - o **C & K are not applicable for CG members**.

34.
#
Credit
Hours

- **34. a.** –Type in the number of credits hours.

New Application (Continued)

- **35. a.** –Type in the Cost per Credit.

- **36. a.** –Type in the Course Fees - cost accrued from internet, lab, shop or studio fees. These are the only four types of fees authorized for CG TA.

New Application (Continued)

Instructions

Complete this form and press the *Save* button. You may press the *Previous* button to return to the previous step in the form. All form items are required unless otherwise noted in the form. Click on the 🗒 icon to select the value for a form item from a list; click on the 🗒 icon to select the value for a form item from a calendar.

Course Request Information

25. School Name: Ashford University/Clinton, IA US 🗒

26. Term Start - End Date (yyyy/mm/dd): [_____] 🗒 - [_____] 🗒

	27. Course Dept & No e.g. ENG 101	28. Title	29. Foreign Lang	30. CD	31. CL	32. PIM	33. CU	34. # Credit Hours	35. Cost per Credit ($)	36. Course Fees ($) (optional)
a. ☐	[___] 🗒	[_____]	☐	🗒	🗒	🗒	🗒	[___]	[___]	[___]
b. ☐	[___] 🗒	[_____]	☐	🗒	🗒	🗒	🗒	[___]	[___]	[___]
c. ☐	[___] 🗒	[_____]	☐	🗒	🗒	🗒	🗒	[___]	[___]	[___]
d. ☐	[___] 🗒	[_____]	☐	🗒	🗒	🗒	🗒	[___]	[___]	[___]
e. ☐	[___] 🗒	[_____]	☐	🗒	🗒	🗒	🗒	[___]	[___]	[___]

[Clear Checked]

[Previous] [Save] [Cancel]

- If taking more than one course, go to row "b" to enter the second course and "c" for the third, etc.
- Row "e" – Ignore, does not apply to CG members.
- Review your entries carefully.
- Click on "**Save**".

Remember: all courses listed must have same start/end dates, courses with different start/end dates must be submitted on a separate application.

_____

New Application (Continued)

- If the system detects any warnings, it will let you know at this time.
- Click on "**Yes**" after you acknowledge the warnings and if you want to continue the application.
- Click on "**No**" if you do not want to continue the application.

New Application (Continued)

- Scroll down to review your entire application.
- After reviewing, scroll back to the top of the page.
- If everything looks good, click on "**Submit**". (see red square)
- You can cancel your application if needed, click on "**Cancel**". (see red square)
- If any information needs to be changed, click on "**Change**". (see red square)
    - o This will redirect you do the beginning of the application.
    - o Change your information as needed.
    - o Click "**Next**" for each screen, until you get back to here, then click on "**Submit".**

New Application (Continued)

- Click on "**Yes**" to submit.
- If you do not want to submit the application, click on "**No**".

Continued on next page.

New Application (Continued)

- At this time the application is submitted to your ESO for approval.
- The application can still be canceled if needed, click on "**Cancel**".
- Submit all school documentation to your ESO ASAP. Your ESO cannot approve your WebTA application without this documentation. Your TA request is not funded until it is approved by CG Institute at which time the TAA letter will be generated, signed and returned to the ESO and the member (if valid business type email address is in Direct Access) via Training &Academia Customer Care Tracking System (TACCTS).
- You will be notified by email upon ESO approval.
- If approved - ESO will forward application to CG Institute.
- If not approved -you will have to work with them to determine when to reapply.

View Existing Applications or Print Authorization

- Use your CAC card.

View Existing Applications
or Print Authorization
(Continued)

- Click on "**Existing Application**".

View Existing Applications
or Print Authorization
(Continued)

Existing TA Applications Status Description   You are signed in as '

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.

- **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

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- Scroll down.

View Existing Applications
or Print Authorization
(Continued)

_____

- The status is located in the last column. (See red square).
- To view the entire application or the comments, click on "**View**". (see red circle)

_____

View Existing Applications
or Print Authorization
(Continued)

You may perform the following Operations on this Application: *none* (Operations are not permitted on Canceled or Authorized or Not Authorized Applications.)

Print Document

Application Status History

Date	Status	E-mail Notification Sent To	Comment
2009/11/03 01:26	Authorized		Your application for tuition assistance has been approved.
2009/10/19 14:28	Command Approved	charles.giorlando@navy.mil	Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY

Applicant Information

- View the entire history of the application or
- If an application has been approved, click on "**Print Document**" to print the signed authorization to provide to the school.
- You should also receive a system generated email notification once your application is approved.

FY Cap Status

- To view your TA Cap status for the current fiscal year:
  - Click on "**FY Cap Status**".

FY Cap Status (Continued)

FY Cap Status   You are signed in as YN2   (E5).

A quota warning is only advisory. A final determination of your quota status will be made when your TA application is processed at an appropriate education office. This table shows your current fiscal year TA funding quota usage. Both TA funding used and DANTES funding used count towards your TA funding quota. The academic goal shown here is the highest academic goal found in your existing TA documents.

The quota usage shown here does not include any TA applications that you have entered via this system but that have not yet been processed by the education office.

Your FY 2009 Cap Status for Academic Goal: BS	
TA Funding Quota ($):	4,500.00
TA Funding Used ($):	0.00
DANTES Funding Used ($):	0.00
TA Funding Quota Remaining ($):	**4,500.00**

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- The amount shown does not include applications that have not been authorized by the CG Institute yet.

View History

- To view the history of courses that you have applied CG Tuition Assistance to:
    - Click on "**View History**".

View History (Continued)

My History   You are signed in as YN2   (E5).

Course History

Course	Title	Prog	Lvl	Hrs	Grd	Start Dt	Comp Dt	School
MAT113	COLLEGE MATH	TA	L	3.0	A	2006-03-06	2006-06-30	Excelsior College
CJ110	INTRO TO LAW ENFORCE	TA	L	3.0	D	2006-03-06	2006-06-30	Excelsior College
HIS233	SPORTS IN HISTORY	TA	L	3.0	F	2004-11-01	2005-02-25	Excelsior College

- Use the scroll bar (see red circle) to view the entire history of courses.