Web Tuition Assistance (WebTA)
Let’s get started....Log-In

- Log on to the WebTA URL:  https://myeducation.netc.navy.mil

- Once you access WebTA you can use CAC or NKO user name and password to log-in

- If you do not have NKO account go to www.nko.navy.mil to create one (civilian TA approvers will also need to contact the Education Center to create an NKO account)
To start an application select “My Tuition Assistance (WebTA)”
If you are eligible

You will get a caption that says:
“Please select one of the following options to continue:”

And the Eligibility window says:
“Your eligibility to use this system has been verified.”
If you are not eligible

You will get a caption that says:

“We are sorry, but you are ineligible to use this system.” The Eligibility window will lists the things you need to correct in order to use WebTA.

You must work with your Education Office to clear these items.
Create TA Application

- Select “Create TA Application” to start a new TA
Application Agreement

- The first screen is the Application Agreement Acceptance page.
- “I Accept” indicates the member has read and will comply.
- “I Do Not Accept” closes the program.
The system assumes you are attending the school most recently attended if you have used TA before.

Select “Yes” if it is the same school or “No” to select a new school. **Change school name on question #25**
New Application Step 1 of 3

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SSN (Rate/Rank &amp; Pay Grade):</td>
<td>SGT Marine E5</td>
</tr>
<tr>
<td>2. Last Name:</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>3. First Name:</td>
<td>MARINE</td>
</tr>
<tr>
<td>4. Middle Name:</td>
<td>ONE</td>
</tr>
<tr>
<td>5. Daytime Phone (<a href="#">link</a> for int'l numbers):</td>
<td></td>
</tr>
<tr>
<td>6. FAX (<a href="#">link</a> for int'l numbers):</td>
<td></td>
</tr>
<tr>
<td>7. GI Bill Enrollment Status:</td>
<td>Post 9/11 GI Bill</td>
</tr>
<tr>
<td>8. Years of Education:</td>
<td>12</td>
</tr>
<tr>
<td>9. Command UIC:</td>
<td>14002 1FZ</td>
</tr>
<tr>
<td>10. Command Name:</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>11. Command Address:</td>
<td>HQ MARFORRES, 4400 DAUPHINE STREET, NEW ORLEANS, LA 70146-5400</td>
</tr>
<tr>
<td>12. Command Phone (<a href="#">link</a> for int'l numbers):</td>
<td></td>
</tr>
</tbody>
</table>

• Questions 1-15: Fill in all blanks
• **Question #8:** Type in CO or By Direction Authority’s email address. Please make sure the email is correct. If you copied and pasted the email address, it must not have blank spaces at the end.

• **Question #15:** Ensure education office corresponds to the current duty station.

• Search for duty station by entering complete or partial name. Use base name not city to search for education office.
• **Question 16:** Use drop down to select immediate academic goal

• **Question 17:** Answer if you have an Education Plan/Degree Plan for the academic goal

• **Questions 18-20:** If you are graduating within 12 months, select anticipated graduation date, select the school issuing your degree, and select if you have or have not applied for graduation

• **Questions 21-22:** Select if you have a SOCMAR agreement, if “yes” select the school you have it with
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>25.</strong></td>
<td>Find school name by using partial or full name</td>
</tr>
<tr>
<td><strong>26.</strong></td>
<td>Use drop down Calendar to select term start/end dates</td>
</tr>
<tr>
<td><strong>27.</strong></td>
<td>Select box to the right of the blank box to view University course listing. If course is not listed, enter course manually</td>
</tr>
<tr>
<td><strong>28.</strong></td>
<td>Type course title if it is not entered automatically after entering course department and number</td>
</tr>
<tr>
<td><strong>29.</strong></td>
<td>Select if course is a foreign language</td>
</tr>
<tr>
<td><strong>30.</strong></td>
<td>Type or select course description from drop down box</td>
</tr>
<tr>
<td><strong>31.</strong></td>
<td>Type or select course level from drop down box</td>
</tr>
<tr>
<td><strong>32.</strong></td>
<td>Type or select primary instructional mode from drop down</td>
</tr>
<tr>
<td><strong>33.</strong></td>
<td>Type or select Credit Unit from drop down</td>
</tr>
</tbody>
</table>
**Question 34:** Enter the total number of credit hours

**Question 35:** Enter the cost per credit (student is responsible for correct cost)

**Question 36:** Enter TA fee (optional) only for courses that have a mandatory fee for course enrollment (this does not include the online book fee)

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<table>
<thead>
<tr>
<th>Course Request Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>25. School Name: Florida State University/Tallahassee, FL</td>
</tr>
<tr>
<td>26. Term Start - End Date (yyyy/mm/dd): 20100918 - 20101218</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>27. Course Dept &amp; No.</th>
<th>28. Title</th>
<th>29. Foreign Lang</th>
<th>30. CD</th>
<th>31. CL</th>
<th>32. PIM</th>
<th>33. CU</th>
<th>34. # Credit Hours</th>
<th>35. Cost per Credit ($)</th>
<th>36. Course Fees ($) (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>CRS400</td>
<td>COURSE400</td>
<td>☐</td>
<td>1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>3</td>
<td>150</td>
<td>50</td>
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<tr>
<td>b.</td>
<td></td>
<td></td>
<td>☐</td>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<td></td>
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</table>

Grand Total TA Authorized will be reduced if:
1. Hourly cost exceeds $250.00 per semester hour or equivalent.
2. Total fiscal year TA funding minus authorized exceeds $4,500.00. See FY Can Status for details.

- Previous  Save  Cancel
To clear course information, click box left of “Course Dept & No” and click “Clear Checked”. This will remove all course information on that line.

Select “Save” to submit application.

A warning appears giving you the option to make changes.
Submit Application

- Select “Yes” when TA document is completed.
- Select “No” to make changes
- Other warnings may appear depending on your inputs
Click submit to forward to CO or By Direction Authority for approval
Submit Application

Are you sure you want to Submit this Application for 1 course(s) from Embry Riddle Aeronautical University/Daytona Beach, FL US to your CO or By Direction Authority via e-mail? Once your TA application is Approved by your command, it will be automatically sent to your assigned education office for review and funding Authorization.

[Yes] [No]

Application Status History

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>E-mail Notification Sent To</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/11/28</td>
<td>Under</td>
<td></td>
<td>Created. Please submit to your CO or By Direction Authority for Approval.</td>
</tr>
<tr>
<td>14:45</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant Information

1. SSN (Rate/Rank & Pay Grade):
   1111 (SGT Marine E5)
2. Last Name:
   MARINE
3. First Name:
   EXAMPLE
4. Middle Name:
5. Daytime Phone:
   commercial: (928) 269-3589 ext.
   DSN: - ext.
6. FAX:
   commercial: () - ext.
   DSN: - ext.
7. Address:
   8. City:
   9. GI Bill Enrollment Status:
   MGIB
10. Years of Education:
   12
11. Command UIC:
   DUMMY
12. Command Name:
   DUMMY CMD -- PLEASE CORRECT
13. Command Address:
   14. Command Phone:
• Student can view status of TA applications here and on the “Existing Applications” screens
Student Options

- The student has the option of canceling or resubmitting the document only if the Command has not processed the application.
Command Approval

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.


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

This is an automated message. Please do not reply.

• The approving official receives an email requesting approval or disapproval in TA funding

• To approve or disapprove click on URL listed, or cut and paste the URL to the web
Notification To Student From Approving Official

Your Electronic Tuition Assistance (TA) Application has been approved and forwarded to the education office at MCAS BEAUFORT for funding authorization. You may check the status of your TA Application on the web at https://ifsqavn.usmilt/eta/.

Once your TA application has been authorized at your education office, you may log in to https://ifsqavn.usmilt/eta/ to view and print your approved document. Alternatively, you may pick it up or request that your education office fax it to you.

This is an automated message. Please do not reply.

• Student receives an email on approval or disapproval of TA by Command Approving Official
Notification To Student From Education Office

Your request for tuition assistance has been approved.

Please log in to https://myeducation.netc.navy.mil/ to view and print your approved document. Click on "My Tuition Assistance (WebTA)" then "Existing Applications". Look for existing applications with an "Authorized" status. Click "View" and then "Print Document".

You may also contact your education office to have the document faxed or mailed to you.

Education Office Comment:
Example of comments entered by the ed office signer/authorizer

School: Park University
Term Start Date: 01-Nov-2010
Term End Date: 31-Dec-2010

- Student receives an email on approval or disapproval of TA by Education Office

- Student may review the status of the TA application selecting URL in email or by logging in to the WEB TA account
After approval of TA

Return to [https://myeducation.netc.navy.mil/](https://myeducation.netc.navy.mil/)

1. Click on **Existing Applications**

2. Click **View** for Existing Applications in Authorized Status

3. Click **Print Document**. Approved document returns for student to print and provide to school.

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**Application Status History**

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<th>Status</th>
<th>E-mail Notification Sent To</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009/11/03 01:26</td>
<td>Authorized</td>
<td></td>
<td>Your application for tuition assistance has been approved.</td>
</tr>
<tr>
<td>2009/10/19 14:28</td>
<td>Command Approved</td>
<td><a href="mailto:charles.giorlando@navy.mil">charles.giorlando@navy.mil</a></td>
<td>Approved by SGT PEP PER and forwarded to NCO SIGONELLA SICILY with payment.</td>
</tr>
</tbody>
</table>
After printing, Marine must sign and deliver to the school.