webTA Portal Access

- Log-in to the Student Portal: https://myeducation.netc.navy.mil (you can log-in with your CAC or EDIPI) and follow the on-screen instructions.

  - **NOTE:** TA requests can be submitted **as early as 60 days prior** to the course start date. TA's must be **Command and Education Office approved before the course start date.**

Using Your student webTA Portal

- Once you are logged into the webTA portal, you have (6) areas to explore – tuition assistance, education history, profile, TEB, SkillBridge, and LSP. If you are a Command Approver, you will have an extra module available.

- **First** click on the Profile icon to update your contact information.

  > This is how our office will communicate with you about your pending tuition assistance request, so please list the most often accessed email accounts as well as your preferred phone numbers.

- To start or review a request for tuition assistance, click on the Tuition Assistance dark BLUE icon. It will then take you into the TA module of the portal.

Tuition Assistance Module
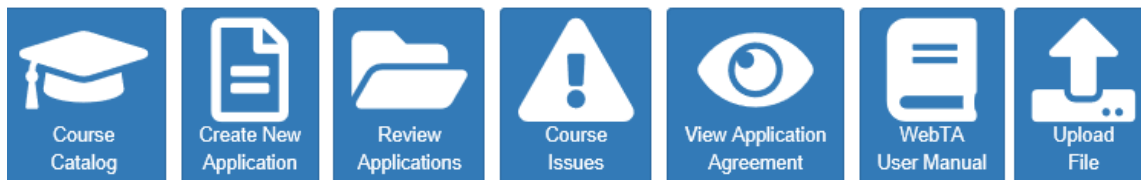
This is the main section of the webTA portal where you can submit and review applications, review any outstanding course issues, review the regulations of military TA, and upload files that are required when you submit a request for funding. There is also a webTA User Manual available for review.

Create/Submit a Request for Tuition Assistance

- Select **CREATE NEW APPLICATION**. There are four parts to the application – Service Member, Approver Information, Academic Information, and Courses. Make sure you have the course number, course title, cost, and command approver's name before starting your request.

- The webTA portal will only allow students to submit one course on each request. If you are eligible to take two courses, you will need to submit two requests.

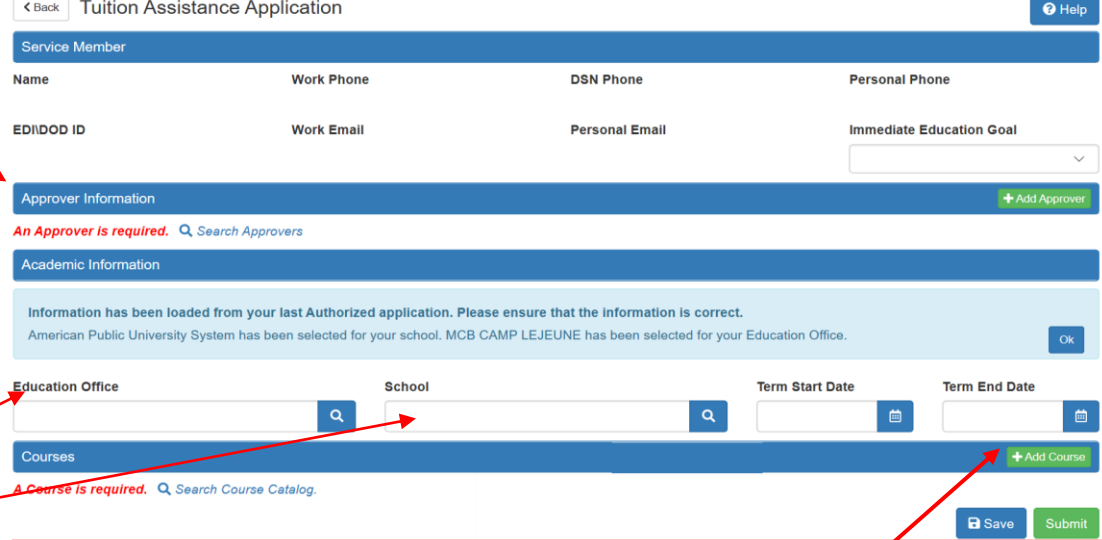Who in your command can authorize your funding? You will need to search for their name or manually enter their information.

Use the 🔍 icon to search each section. Select MCAS Yuma as your Education Office. Search and select your school name. Enter the course start and end dates then select **Add Course.**

‹ Back Tuition Assistance Application ❓ Help

Service Member

Name	Work Phone	DSN Phone	Personal Phone
EDI\DOD ID	Work Email	Personal Email	Immediate Education Goal

Approver Information ➕ Add Approver

An Approver is required. 🔍 *Search Approvers*

Academic Information

Information has been loaded from your last Authorized application. Please ensure that the information is correct.
American Public University System has been selected for your school. MCB CAMP LEJEUNE has been selected for your Education Office. Ok

Education Office	School	Term Start Date	Term End Date

Courses ➕ Add Course

A Course is required. 🔍 *Search Course Catalog.*

💾 Save Submit

When adding your course information, ensure you are putting the correct course number (i.e. MATH111) and then the title (i.e. Math Essentials). Select your course level (Lower level (100-299 course number), Upper level (300-499), Graduate level (500-699) or Vocational training. Select the location (On base, Off base or Distance Learning), Select Primary instruction Mode and Credit Unit (Semester, Quarter, or Clock) then enter the number of credit hours for the course and the cost per credit hour)

- The system will prompt you to save your request. **After saving your request, you MUST click "submit" to send it to your Command Approver.** It is important that you make sure the request has been submitted before exiting the webTA portal.
- TA is automatically routed to the Command Approver, and it is then automatically routed to the Education Center for approval.

Completing the webTA Process
- If the Command Approver does not sign off on your request within five (5) days of submission, the system will automatically send you and the approver an email reminder. Please follow-up with the command approver to make sure they are available to sign before the course start date.
- You must have a TA voucher authorized by the Education Center <u>prior to the start date of your course</u>. There is no retroactive TA per DoD and USMC regulations.
- WebTA does not send the TA Authorization form to the school automatically. **It is your responsibility to log into the webTA portal, print/save the authorization and send it to your school.**
- If your course needs to be adjusted or cancelled – for **ANY REASON** – please contact the Education Center! VolEd staff can only make changes prior to the end of your school's add/drop period.

Documentation to Upload
Select the UPLOAD FILE icon within the Tuition Assistance Module.
- The Marine Corps requires students to pursue a degree/certificate when using military tuition assistance. Once TA has funded (4) classes or you are eligible and want to take (2) classes at a time, you must have uploaded an **official degree plan,** generated from your school, that shows all courses needed for the degree, credits completed, and transfer credits (JSTs and any prior college credits) awarded.

MCAS-Yuma Voluntary Education Program (928)269-3248 or (928)269-5614
https://yuma.usmc-mccs.org/marine-family-support/voluntary-education

MARINE & Family