

Web TA Application Procedures

1. Go to <https://www.navycollege.navy.mil/>
2. Click on top link "My Education"
3. Click on "WebTA"
4. New page will appear, Click "OK"
5. Use CAC card or NKO user name & Password to log in
6. Go to "My Tuition Assistance"
7. Go to "Create TA Application" link on left hand side
8. Ensure you assigned education office on #15 is:
NCO GULFPORT/GULFPORT, MS US
9. Fill in ALL information, including the signing official for your command
(this is not always the CO, so please check with your command)
10. The WebTA will then generate an email to the approving official. Once the command approves it, it will automatically appear on our system for approval and processing. After we approve it, it will generate an email to you with a link to access and print the TA voucher document. The document will contain a digital signature from us. Sign on the applicant's signature spot and send us and your school a copy.