



NAVY COLLEGE SASEBO JAPAN

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Web Electronic Tuition Assistance (Web eTA) Handout

CREATING/SUBMITTING AN APPLICATION:

STEP 1: Access the web site at:

<https://myeducation.netc.navy.mil> or <https://eta.cnet.navy.mil>

You may use your CAC Card or NKO User ID and Password.

IDENTITY MANAGEMENT
AN MPT&E SHARED SERVICE

Log in to ETA

User Name: (NKO User Name)

Password:

CAC LOGIN

Login

Please Do Not Bookmark This Page

You can either login with your CAC card or your NKO user name and password.

This system is designed to reduce the number of user names and passwords

Account Management

- Forgot my User Name
- Forgot my Password
- Forgot my CAC PIN
- Download Security Certificate

New Users

- Register as a New User
- Register as a Guest User
- View the Registration Tutorial

Support

- Help & FAQs
- About this SSO Solution
- About Partner Applications
- PKI Policies (only available from the mid d

Email

If you are not eligible to use the system, a message will appear.
At this point, contact your NCO and discuss how to proceed.

STEP 2: Select “My Tuition Assistance (Web TA)” and select an Option from the next menu to continue.

[My Voled Home](#) [Create TA Application](#) [Existing Applications](#) [View Application Agreement](#)
[FY Cap Status](#) [View History](#) [Sign Out](#)

Note: In order to begin a new TA application, you must read and accept your TA Application Obligation. You will be taken to the Application Agreement page and asked to Accept or Not Accept. If you do not accept, you will not be allowed to proceed. If you Accept, you will be able to proceed with completing the application.

STEP 3: **Complete the Application.** Be sure to have your Commanding Officer’s email address or the individual designated to sign TA at your command email’s address on hand. Once you have completed the application, submit your application electronically.

STEP 4: **Application Approval.** After your command approves the application electronically, your document is sent to the servicing Navy College Office. You will receive an email notification. Navy College will approve your application and return the voucher electronically via the Web eTA system. You will receive an email notification at this time. See the next page for steps to print your voucher.

PRINTING THE VOUCHER FOR AN APPROVED APPLICATION:

STEP 1: *Access the web site at <https://myeducation.netc.navy.mil> or <https://eta.cnet.navy.mil>*
You may use your CAC Card or NKO User ID and Password. (Same as Step 1 to create an application – see first page).

STEP 2: *Click on Existing Applications.*

STEP 3: *Click “View” for Existing Applications in Authorized Status*

STEP 4: *Click Print Document.* Approved document returns for student to review for accuracy, print, sign, and provide to school for payment.



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

Print Document

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

Note: If you find errors or incorrect data on your voucher, contact your servicing Navy College Office immediately.

To ensure you are fully aware of the benefits and responsibilities involved with the Tuition Assistance (TA) Program, please take a moment to review some of the highlighted information below.

- The Navy will pay for 16 semester hours or 24 quarter hours per fiscal year. TA will cover up to \$250/per semester hour or \$166.67 a quarter hour. Waivers may be requested and granted to exceed the semester/quarter hour cap, but total amount may not exceed \$4,500 in a single fiscal year.
- Students are required to produce a grade of “D” or higher. Should a student not have success in passing a class, the student will be required to reimburse the Navy 100% of the TA provided for the course.
- Should a student choose to withdraw from a class after the course start date, the student may be responsible for reimbursing partial or full amount of TA. Student should contact NCO immediately for further guidance.
- Textbooks and e-resource learning fees are not covered by TA.
- NAVADMIN 042/08 stipulates students must obtain a degree plan (also referred to as SOCNAV Agreement or Official Evaluation) and provide a copy to their servicing NCO. In addition, the NAVADMIN covers other policies and procedures for participation in the TA program.
- Officers: Please note a two-year obligation exists for utilizing TA. TA used within the last two years of an officers billeting may cause the officer to incur additional service or financial reimbursement to the Navy.

For further questions regarding TA, visit the Navy College Program Website at <https://www.navycollege.navy.mil/> or contact the Navy College Office.