MARINE & Family | **Voluntary Education Program**

USMC Web TA Step-By-Step

1. To apply for Tuition Assistance electronically from any computer, go to
   https://myeducation.netc.navy.mil/webta
2. Upload your degree plan to the Web TA portal.
   a. From the "My Education Home" select "Education" and the "Upload Files" tab.
   b. Complete the fields in the "Attachment Upload" window. Enter the name of your school in the "Name" field and your degree program in the "Description" field.
   c. Use "Browse" to locate your file which must be a PDF and then select "Upload File" to complete the action.
3. To begin your TA application, return to "My Education Home" and select "Tuition Assistance."
4. If you are eligible, you will see the option to "Create New Application."
   a. Please read and accept the TA Application Agreement. Keep a copy for your records.
   b. Review your profile information and verify that your email address is correct. If any changes are necessary, you may update your profile by going to "My Education Home" and using the "Profile" tab.
   Note: If you are not eligible, you will see a red "Eligibility" box with a list of requirements you need to fulfill. Please contact your local MCCS Education Center to resolve these items.
5. Enter your command approver (CO or By-Dir) information. You may either search for your approver or you can enter their information manually by selecting "Manual Entry." You will need their name, DSN number, and military email address.
6. Enter your installation and school information using the search window. Then enter the *term* start and end dates. All courses on a Web TA application must have the same term start and end dates. Please be sure to submit courses with different start and end dates on separate Web TA applications.
7. To enter course information, select "Manual Course." Make sure to enter the information accurately. Fill in the course number (ex. PSYC 100), title (ex. Introduction to Psychology), level, location, instruction mode, credit unit, credit hours, and cost. If your school has entered their catalog into the Academic Institution Module, you can search for your course using the "Search Course" feature. This feature will auto-populate most of the required fields. Click confirm.
8. Review all of the information on your application and make corrections if needed. Save the application.
9. Select "Submit" to send your application to your command approver.
   a. Command Notification: You will receive an email notification stating whether your TA has been approved or denied.
   b. Education Center Notification: If your command has approved your TA, your application will be forwarded to the Education Center, and you will receive a second email upon authorization.
   c. If there are any issues with your application, you will be contacted by the Education Center, and your TA will remain on hold until resolved.
10. To track the status of your application, go to the "Tuition Assistance" tab and select "Review Applications."
    a. If you document status is "under edit," you have not submitted it to your command approver.
    b. You may also view your application status as command approved or authorized.
11. To access your TA voucher once it has been authorized, go to "My Education Home" and click on the "Tuition Assistance" box. Then click on the "Review Applications" box and select the view option to access your TA voucher. Click on the "Print Document" button at the bottom of the page. Sign and submit it to your school as directed.