https://www.okinawa.usmc-mccs.org/skillbridge https://www.skillbridge.mil

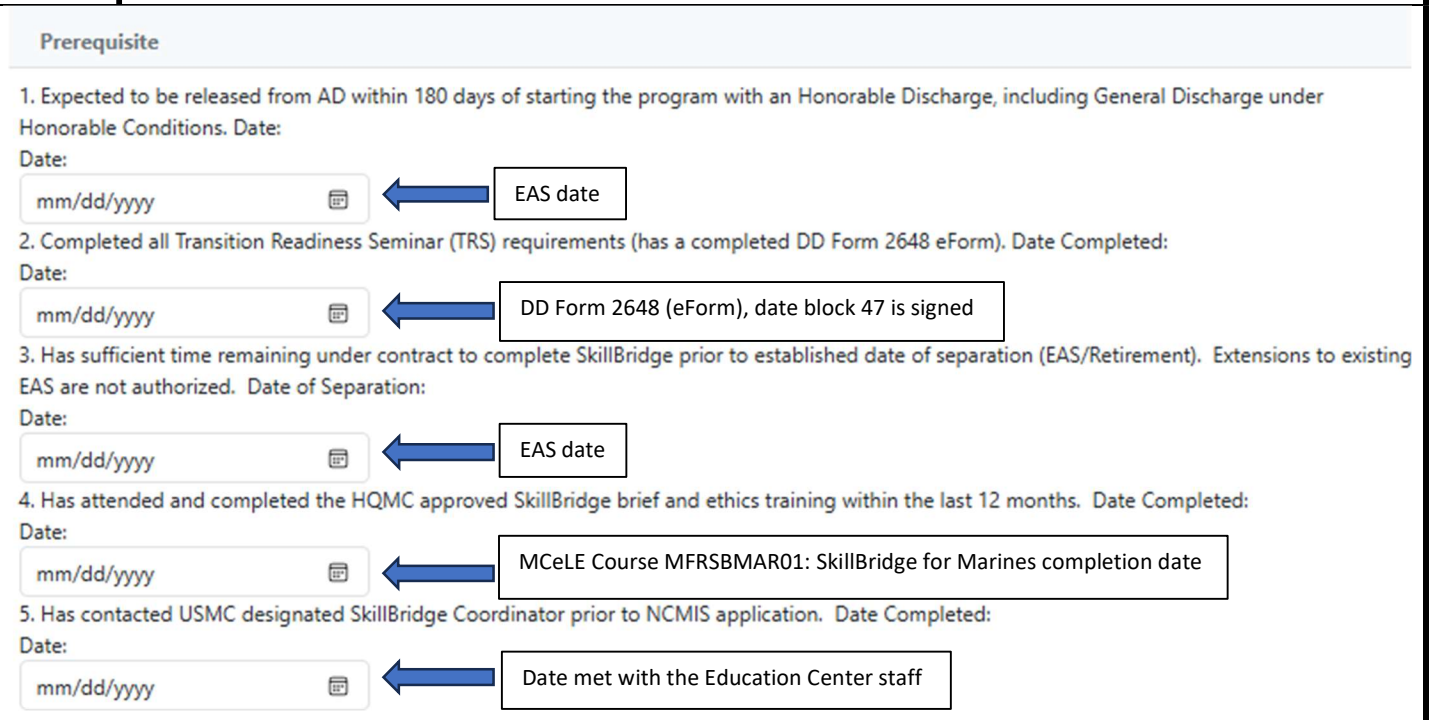
MYMARINECORPS EDUCATION SKILLBRIDGE APPLICATION INSTRUCTIONS

Marines must first meet with an MCCS Education Center staff member to have their documents reviewed.
If no discrepancies are found, the SkillBridge Coordinator will unlock the Marine's online MyMarineCorps Education SkillBridge application for Command Approval found here: https://myeducation.netc.navy.mil/.
For assistance, contact the nearest MCCS Education Center or email skillbridge@okinawa.usmc-mccs.org.

STEP 1 **Search and select your local MCCS Education Center** using the search window.



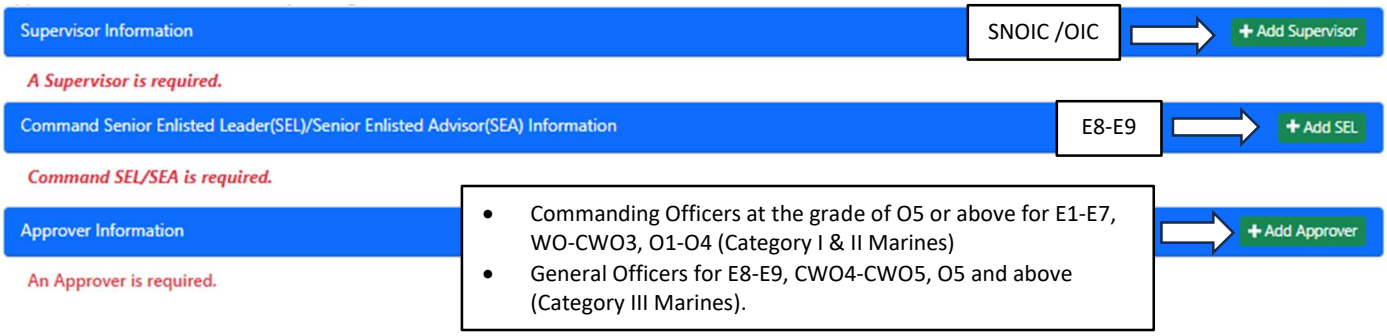
STEP 2 **Complete the "Prerequisites" section** by entering the appropriate date into each item.



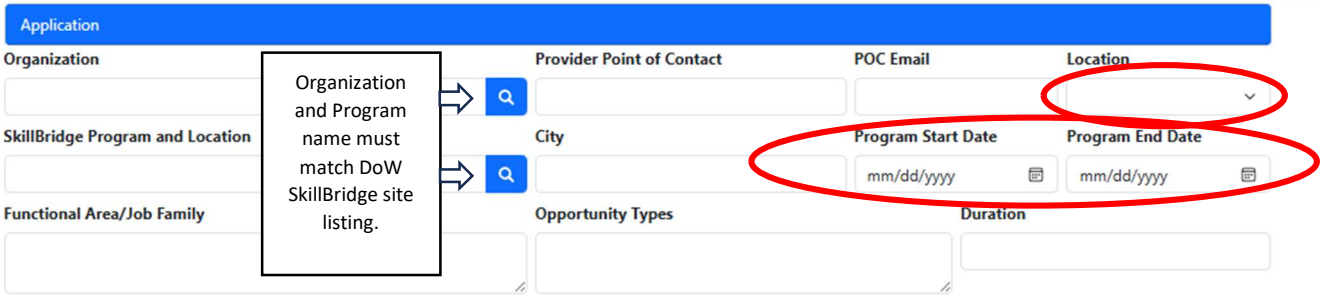
STEP 3 **Skip the "Required Documents" section for now.**



STEP 4 **Complete the Supervisor, Command Senior Enlisted Leader (SEL)/Senior Enlisted Advisor (SEA), and Approver* Information sections** by clicking on the corresponding green buttons. Enter the name, pay grade, work email, and DSN number of each individual. ***If the emails are incorrect, your Reviewers and Approver WILL NOT receive your application.***

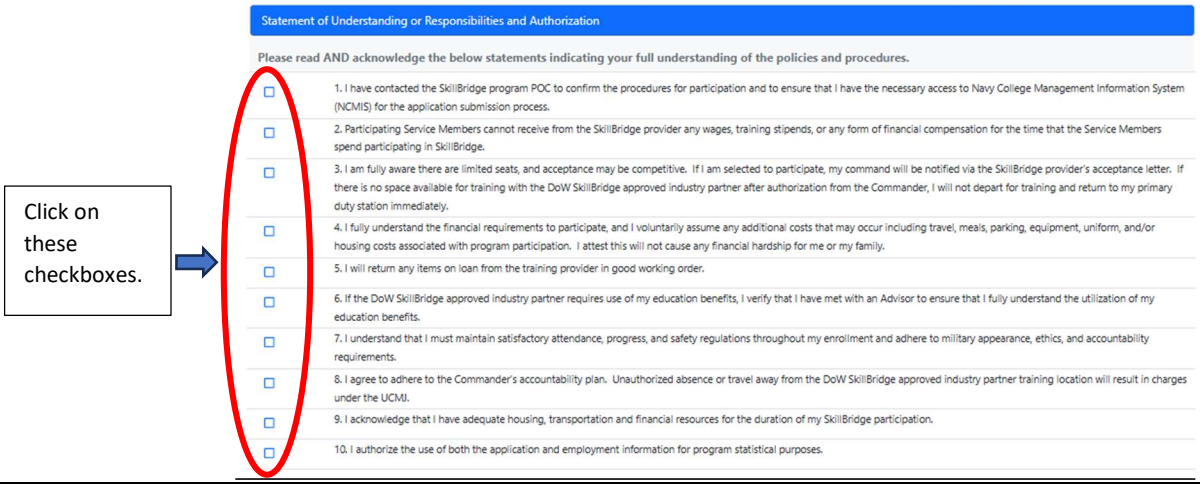


STEP 5	**Complete the "Application" section** by inputting information into the "Organization," "SkillBridge Program and Location," "Location," "Program Start Date," and "Program End Date" fields.

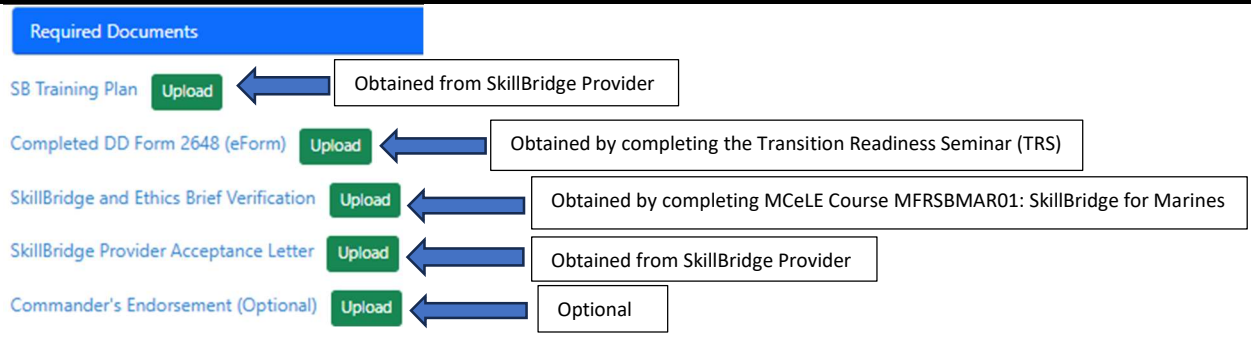


- *If no programs are listed, click the "+Manual Add Program/Location" button to manually enter the information.*
- *If programs are listed without the appropriate location, click on "+Edit Program/Location Data" button to manually enter the information.*
- *The "Functional Area/Job Family," "Provider Point of Contact, "POC Email," "City" "Opportunity Types," and "Duration" fields will autopopulate upon saving the application.*
- *If participating in a DIB/CBP/ICE program, contact skillbridge@okinawa.usmc-mccs.org.*

STEP 6	**Complete the "Statement of Understanding or Responsibilities and Authorization" section** by reviewing the statements and clicking each checkbox. Then, click the "**SAVE"** button at the bottom of the page.



STEP 7	**Complete the "Required Documents" section by uploading the appropriate files.** *Files must be PDF or JPG and less than 2MB.*



STEP 8	Click the "**SAVE**" button again then click the "**SUBMIT**" button to forward the application to the listed Reviewers and Approver. • Email notifications will be sent to the Marine regarding the application's status. • Contact skillbridge@okinawa.usmc-mccs.org for any questions or technical difficulties. *The Marine is responsible for coordinating with their chain of command to ensure required action is completed by the Supervisor, SEL/SEA, and Approver.*
STEP 9	The **Commander's endorsement letter** is generated electronically within MyMarineCorps Education. • Once the online application is approved, the Marine must contact the SkillBridge Coordinator (skillbridge@okinawa.usmc-mccs.org) for the final Commander's endorsement letter. • After receiving the endorsement letter, the Marine must submit their SkillBridge documents and endorsement to **IPAC Outbound** and/or **S-1** to initiate participation.