



Patuxent River Navy College Office Instructions for Web Electronic Tuition Assistance (Web eTA)

You can now apply for Navy Tuition Assistance Online!

Requirements to access the WebTA website:

- Must have received Navy TA counseling from the Navy College Office or Navy Virtual Education Center and have documented TA counseling in Navy College Office database.

Eligibility to use WebTA:

- Must be active duty
- Course completion must occur by EAOS date
- Must not be enrolled in: STA-21, GEV, AEV
- Must not have any outstanding TA waivers
- Must not have missing or overdue grades
- Must have received TA Policy Counseling by a Navy College Office
- Must have an official degree plan, SOCNAV agreement, or Individual Education Plan with the Navy College Office.
- Must not have used TA quota of credits for the fiscal year

Information to have readily available:

- The email address of your CO or By Direction
- The name of the School where you are taking course/s
- The course name and number
- The tuition amount per credit
- The number and type of credit hour
- The amount of any applicable fees
- **Block 7:** type in your official email address
- **Block 15** of the Application should say: NCO Patuxent River, MD

Please submit separate TA Applications for courses having different start and end dates.

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.

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 notifying you of your digitally signed TA voucher.

***You no longer have to come into the NCO to pick you your TA!!.
Print the voucher, sign it and send/take it to your school***

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.)

Application Status History			
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 with comment.

Applicant Information

For any modifications to your TA Voucher you must contact the Navy College Office.

To register for your course/s:

- Sign your TA Authorization Voucher and submit it to your school.

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