

# AFCT Request

1. Go to **myeducation.netc.navy.mil** and log in with your CAC.
2. Select **AFCT Request**, then click **Create New Application**.
3. Fill out the **Approver Information** section:
  - o Enter your **O-5 Commanding Officer (CO)** as the approver.
  - o If your CO is not an O-5, they will need to upload a **By Direction letter** confirming they have approver authority. (Note: the Education Office does not maintain a list of approvers.)
4. Fill out the **Application** section:
  - o For **Testing Location**, enter **MCB Hawaii**.
  - o Under **Program Category**, select your reason for taking the AFCT.
5. Click **Save and Submit** to send your AFCT Request.
6. Your Command Approver will receive an email with a link to review and approve your request. If required, they will upload a By Direction letter at this stage.
7. Once your request is approved, you will receive a confirmation email.

# AFCT Scheduling

1. Go to **myeducation.netc.navy.mil** and log in with your CAC.
2. Select **Review Application**.
3. Click on your **authorized application**.
  - Note: you will not be able to schedule a test date until your application has been authorized.
4. Select **Schedule AFCT**.
5. For location, select **MCB Hawaii**.
6. On your desired testing date, click **Reserve**.
7. Click **Confirm Appointment**.
  - If completed correctly, your scheduled appointment date and time will be displayed on screen.