

# TA VOUCHER INSTRUCTIONS

1. Log on to: [myeducation.netc.navy.mil](https://myeducation.netc.navy.mil) with your CAC.
2. Select "**Tuition Assistance**". If eligible, click "**Create New Application**".
3. Enter "**Approver Information**".
4. Enter the following "**Academic Information**":
  - o Education Office: **MCB Hawaii**
  - o School
  - o Term Start Date
  - o Term End Date
5. Enter "**Course Information**":
  - o Subject (ex. ENG)
  - o Number (ex. 101)
  - o Title (ex. English Composition)
  - o Credit Hours
  - o Credit Unit (semester / quarter / clock)
  - o Location (Distance Learning or In-Person)
6. **Save** and **Submit!**

**IMPOR-  
TANT** !

- We will authorize TA up to the first day of your course, [ONLY](#) if it has been command approved
- You are responsible for submitting your authorized TA voucher to your school
- **You must submit TA for every course you take!**

# TA APPLICATION PROCESS

1. Submit TA Voucher to Command Approver
2. Command will review and either approve or deny your request at their discretion
3. Once Command Approved, TA Voucher is forwarded to the Education Center for Authorization
4. Education Center will review your account and Authorize your TA Voucher
5. You will receive an email notification once your TA has been Authorized
6. Log back on to: [myeducation.netc.navy.mil](https://myeducation.netc.navy.mil) with your CAC
7. Under "Application ID", download your TA Voucher as a PDF
8. Send your TA Voucher to your institution's finance office for processing
9. Register and take your class!