



SPOUSE EDUCATION &  
CAREER OPPORTUNITIES

OMB Control Number: 0704-0585  
EXP: XX-XX-XXXX

# Privacy Act Statement and Security

## Authority

10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1144, Employment Assistance, Job Training Assistance, and Other Transitional Services: Department Of Labor; 10 U.S.C. 1784, Employment opportunities for military spouses; 10 U.S.C. 1784a, Education and training opportunities for military spouses to expand employment and portable career opportunities; and DoD Instruction 1342.22, Military Family Readiness.

## Principal Purpose(s)

To assist military spouses pursue licenses, certificates, certifications or associate's degrees (excluding associate's degrees in general studies, liberal arts, and interdisciplinary studies that do not have a concentration) necessary for gainful employment; to provide a record of educational endeavors and progress of military spouses participating in education services; and to manage the tuition assistance scholarship, track enrollments and funding and to facilitate communication with participants via email.

## Routine Use(s)

To civilian educational institutions, where the participant is enrolled, for the purpose of ensuring correct enrollment and billing information. To the Department of Education, Consumer Financial Protection Bureau and the Department of Justice, as appropriate, for the purpose of complying with E.O. 13607. The applicable system of records notice, DPR 46 DoD, Spouse Education and Career Opportunities (SECO) Program, and the complete list of routine uses, are located at: <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DPR-46-DoD.pdf>.

## Disclosure

Voluntary; however, failure to provide information will impact your ability to utilize the program.

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 Call **Military OneSource** to speak to a Career Coach at **800-342-9647**



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**Version:** 3.17.2

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# MyCAA Scholarship

Military Spouse Career Advancement Account

## My Career Advancement Account Scholarship

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# *Spouse Portal Views*

March 2016

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## Getting Started

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Welcome! The MyCAA Scholarship system is comprised of two online portals – one for spouses and the other for program administration (MAP). This manual is specific to the spouse portal and covers the processes completed during the lifecycle of a MyCAA Scholarship spouse. For information related to the MAP portal please consult the MAP User Manual.

- The spouse portal is accessible online at <https://aiportal.acc.af.mil/mycaa>

This manual separates several spouse processes into two categories:

- Returning Spouses – created account prior to 10/25/2010.
- New Spouses – created account on or after 10/25/2010.

# Spouse Registration

## New Spouse Registration

1. Spouse Selects Register from the homepage.

Have an account? [Log in or Register](#)

**my** Career Advancement Account  
*Apply. Advance. Achieve.*

Need Help?  
Contact a certified Career Counselor  
**800-342-9647**

Military OneSource  
SECO  
Learn. Advance. Succeed.

The My Career Advancement Account Scholarship program can help you get the credentials you need to achieve your career goal

**Who is Eligible?**  
Read the fact sheet to see if you're eligible

**What Can I Do?**  
Browse a list of approved portable careers

**Where Can I Go?**  
Search for participating institutions

**Search Programs**  
Search for programs offered at participating institutions

**For Institutions**  
Find out how your institution can participate

**Getting Started is Easy!**

1. Follow instructions to Login or Register
2. Establish MyICP with the Spouse Education and Career Opportunities program
3. Create Goal and Education & Training Plan
4. Request Financial Assistance for your course of study

[Get Started!](#)

**More resources**  
Click here for additional information and resources for military spouses

**The My Career Advancement Account (MyCAA) Scholarship Program**  
is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

**My Career Advancement Account Scholarship Program Basics:**

The My Career Advancement Account Scholarship Fact Sheet explains:

- Who is eligible to participate in the My Career Advancement Account Scholarship program
- What the My Career Advancement Account Scholarship funding does and does not pay for
- How to establish a My Career Advancement Account Scholarship program account
- How to provide feedback to the My Career Advancement Account Scholarship program
- How to get additional information and assistance

[Click here to review the updated FAQs for Spouses](#)

2. Spouse will come to the DS Logon Registration Help Page



## Registration Help

### DS Logon Resources

**Download the following document to help you connect your DS Logon account to MyCAA.**



### DS LOGON REGISTRATION & START GUIDE

[Download here](#)  
Release: July 2015 File Size: 2.2 MB

### Who is eligible for the MyCAA Scholarship Program?

Military spouses meeting the following criteria are eligible to participate in the MyCAA Scholarship program" Spouses of service members on Active Duty, under Title 10 orders Spouses of service members with pay grades of E1 through E-5, W1 through W-2, O-1 through O-2

### DS Logon is required to access MyCAA

The Department of Defense Self-Service Logon is a secure, self-service logon ID that allows DoD and Veteran Affairs affiliates to access several websites using a single username and password. The DS Logon is the same process you use to access other online services like TRICARE or MySECO, for example.

[Log in or Register](#)

3. Spouse will click the Log in or Register button. The next page will be the Notice of Consent Page. After reading the notice spouse should click OK.

## Notice and Consent Statement

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

By clicking OK you agree to the terms of the [User Agreement](#)

OK

4. Spouse comes to the DS Logon Page where they will either login with their DS Logon account or Register for a DS Logon account.

## DS LOGON ?

### Department of Defense Self-Service

[Forgot DS Logon Username?](#)

[Forgot DS Logon Password?](#)

[Login](#)

**Need a DS LOGON?**

[Register](#) ?

**Have a DS LOGON activation letter?**

[Activate](#) ?

**Need to upgrade your DS LOGON?**

[Upgrade](#) ?

**Need to manage your logon profile settings?**

[Manage](#) ?



**Phishing Alert:** We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.

**Note:** The MYCAA Scholarship program has implemented DS logon to be used when accessing the spouse portal. If a spouse does not already have a DS Logon Account, they will follow the prompts to register for a DS Logon Account. Once spouse registers for a DS Logon account they will follow prompts to create their MYCAA Account.

# Career Goal

## Creating a Goal

1. Spouse is notified that no education goal is on file (Mandatory Updates) and is prompted to create a goal (Your Next Step).

**Mandatory Updates!**  
No education goals on file. You will not be able to receive FA until an education plan is approved.

**>> Your Next Step <<**  
Tell us your Career Goal.  
[Create Goal](#)

**Account Balance**

Total Benefits Remaining:	\$4,000.00
Total Benefits Start - End:	N/A
Active Plan Type:	N/A
FY Benefits Remaining:	\$2,000.00
FY Start - End:	10/1/2012 - 9/30/2013

**Welcome to MyCAA! We are excited to get you started!!**

Now that you have created your account, we need some information from you regarding your career goals and your program of study. On the following pages, we will guide you through the process of selecting a Career Goal, and submitting an Education and Training Plan for approval. After your Plan has been approved, you will then be able to submit a request for Financial Assistance (FA).

**ATTENTION!!**

Plans are processed in the order they are received and can take up to 14 business days to be reviewed and approved. Please plan accordingly when enrolling in courses or a program of study. The My Career Advancement Account Scholarship will not pay for any courses taken without an approved Education and Training Plan.

**Remember....Be a wise consumer of educational programs and testing services.**

- Before signing up for a course of study, [contact a MyCAA Career and Education Consultant](#) for career counseling. Make sure you are choosing a portable career field and occupation that suits you best.
- Be careful when signing school documents (online or hardcopy). MyCAA only pays for tuition costs for courses approved on your MyCAA E&T Plan up to \$4,000. Costs above that amount are your responsibility.
- Determine the total cost of your education before signing any program of study contracts (e.g. books, fees, supplies and equipment, uniforms, computers, student loans, etc.). Will your salary enable you to pay costs over \$4,000?
- Check out the [Tests](#) section of the MyCAA Spouse Portal to see which ones MyCAA does and does not pay for. Note the warnings about purchasing test preparation materials.

- Spouse selects the Career Field and Occupation they wish to pursue.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Create Goal

**Let's get started! The first step is to select your Career Goal.**

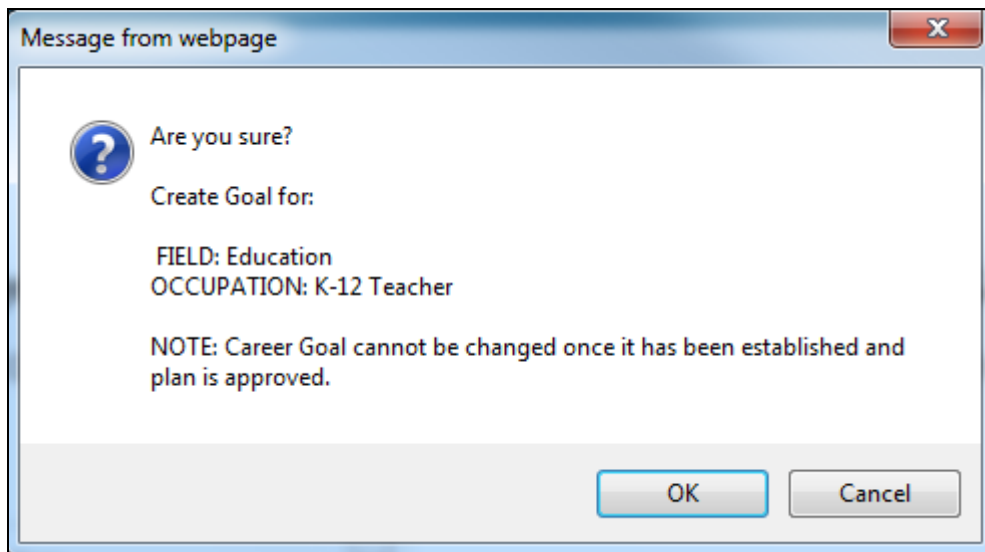
Please select an approved Career Field and Occupation using the list below. These are the portable careers that have been approved by the DoD and are eligible for the program.

Career Field:

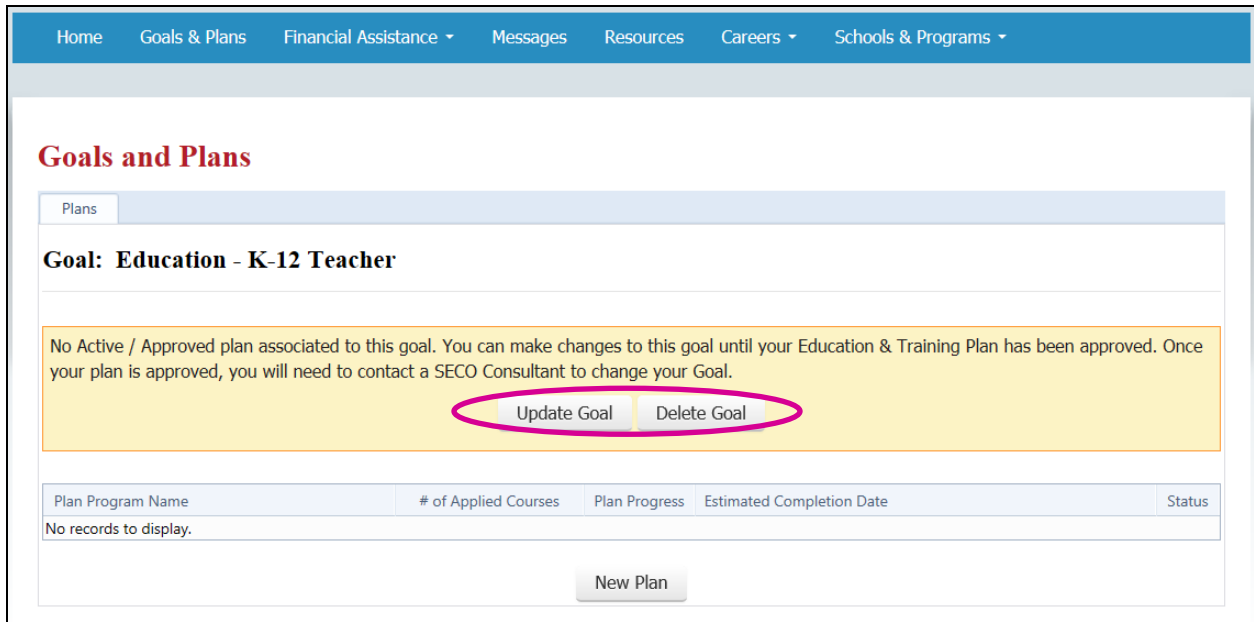
Occupation:

Don't see your desired Occupation listed? Please contact a SECO Consultant for assistance.

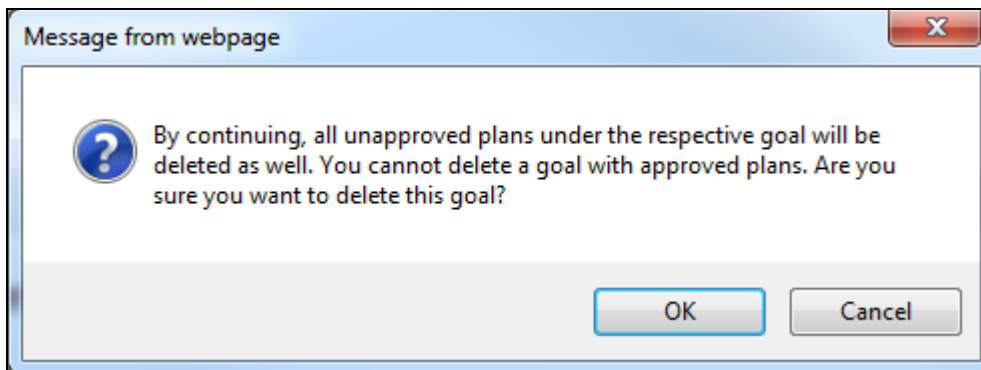
- A confirmation message provides Goal information and explains that goals cannot be changed once associated to an approved plan.



- Goals with no approved E&TP can be updated or deleted.



- Message received when a spouse elects to delete a goal that is not associated with an approved E&TP.



# Education & Training Plans

## Creating an Education and Training Plan (New Spouse)

1. Spouse is alerted to their E&TP status (Mandatory Updates) and prompted to create an Education and Training Plan (Your Next Step).

The screenshot displays the MyCAA Spouse Portal interface. At the top is a navigation bar with links: Home, Goals & Plans, Financial Assistance, Messages, Resources, Careers, and Schools & Programs. Below the navigation bar, there are three main content areas:

- Mandatory Updates!**: A message box with a red border and a pink oval around it. It contains a red exclamation mark icon and the text: "No education plans on file. You will not be able to receive FA until an education plan is approved."
- >> Your Next Step <<**: A button with a pink oval around it. The text reads: "Create your Education and Training Plan. Create Plan".
- Account Balance**: A box containing the following information:

Total Benefits Remaining:	\$4,000.00
Total Benefits Start - End:	N/A
Active Plan Type:	N/A
FY Benefits Remaining:	\$2,000.00
FY Start - End:	10/1/2012 - 9/30/2013

Below these boxes, the text reads: "Welcome to MyCAA! We are excited to get you started!!" followed by a paragraph explaining the next steps for creating an account and submitting a plan for approval. Below this is an **ATTENTION!!** section with a paragraph about processing times and a list of reminders for users.

**ATTENTION!!**

Plans are processed in the order they are received and can take up to 14 business days to be reviewed and approved. Please plan accordingly when enrolling in courses or a program of study. The My Career Advancement Account Scholarship will not pay for any courses taken without an approved Education and Training Plan.

**Remember....Be a wise consumer of educational programs and testing services.**

- Before signing up for a course of study, contact a MyCAA Career and Education Consultant for career counseling. Make sure you are choosing a portable career field and occupation that suits you best.
- Be careful when signing school documents (online or hardcopy). MyCAA only pays for tuition costs for courses approved on your MyCAA E&T Plan up to \$4,000. Costs above that amount are your responsibility.
- Determine the total cost of your education before signing any program of study contracts (e.g. books, fees, supplies and equipment, uniforms, computers, student loans, etc.). Will your salary enable you to pay costs over \$4,000?
- Check out the Tests section of the MyCAA Spouse Portal to see which ones MyCAA does and does not pay for. Note the warnings about purchasing test preparation

2. Spouse views instructional page that lists out the required information for creating a plan

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Create Education & Training Plan

### Things you will need

#### School

Name of the MyCAA-approved institution you are attending.

#### Program

Information pertaining to the program you are taking. This must include the following:

- Full name of your program
- Program type (e.g., Certification, Licensure, Associate Degree)
- Your estimated completion date of the program
- Program plan document file

#### Courses

Information pertaining to the courses for which you intend to request financial assistance. This must include the following:

- Course title
- Course code

Next Cancel

3. Spouse enters E&TP information. Uploaded file types are restricted to .doc, .docx, .xls, .xlsx, .mht and .pdf.



Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Create Education & Training Plan

### Plan Details

Now that you've told us your Career Goal, your next step is to create an Education and Training Plan. To create your Education and Training Plan, you will be asked to provide the following information about your program:

\* Approved School or Institution name: [Select School](#)

\* Full name of your program:

\* Program Type:

\* Estimated Completion Date:

School Student ID:  (Optional)

\* Program Plan Document File:

File size cannot exceed 4096KB (4MB).

**\* Required**

**Uploaded file size cannot exceed 4 MB**

4. A fiscal year (FY) waiver checkbox appears if "certification" or "licensure" is selected as the Program Type. Spouses requesting a fiscal year waiver must mark the box indicating their plan cost exceeds \$2000.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

### Create Education & Training Plan

Now that you've told us your Career Goal, your next step is to create an Education and Training Plan. To create your Education and Training Plan, you will be asked to provide the following information about your program:

\* Approved School or Institution name:

\* Full name of your program:

\* Program Type:

\* Estimated Completion Date:

School Student ID:  (Optional)

\* Program Plan Document File:

Please check box if total program cost exceeds \$2000 and Fiscal Year (FY) waiver is required:

\* Required

5. Spouse is prompted to enter the "Plan Courses" for which financial assistance will be requested

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Create Education & Training Plan

### Plan Courses

A minimum of one course must be added to submit the education plan.

**Add Course**

Course Code	Course Title	Course Level
No courses to display		

Cancel

## Create Education & Training Plan

### School Course Catalog

Can't find your course? Check another course subject or click the button below to enter your course information manually.

**Add Course Information Manually**

Course Subject Filter: ALL

Course Title Keyword Search:

Search Cancel

Course Code	Title
No records to display.	

**Note: Spouses may be required to select from the list of courses that are loaded by the school into the course catalog.**

- Courses will be shown for spouse verification after courses are loaded

## Create Education & Training Plan

### Plan Courses

A minimum of one course must be added to submit the education plan.

**Add Course**

Course Code	Course Title	Course Level
HIST1301	US History I	Undergraduate
GOVT2301	American Government I	Undergraduate

Back Next Cancel

7. Spouses are required to review all plan information before creating plan

## Create Education & Training Plan

### Plan Summary

**School/Institution:** CENTRAL TEXAS COLLEGE  
**Program Name:** Graphic Designer  
**Program Type:** Certification  
**Estimated Completion Date:** 12/31/2016  
**Student School ID:** 123456  
**Program Plan File Name:** TEST.docx  
**Fiscal Year (FY) Waiver Requested:** Yes

Course Code	Course Title	Course Level
HIST1301	US History I	Undergraduate
GOVT2301	American Government I	Undergraduate

[Back](#) [Create Plan](#) [Cancel](#)

8. While the E&TP is in a **Pending** status the spouse is permitted to update/delete their goal and plan. Spouses can have only **one plan** pending in the queue at a time.

The screenshot shows a navigation bar with links: Home, Goals & Plans, Financial Assistance, Messages, Resources, Careers, and Schools & Programs. Below the navigation bar is the 'Goals and Plans' section. A 'Plans' tab is active. The main heading is 'Goal: Information Technology - Web Designer/Graphic Designer'. A yellow message box states: 'No Active / Approved plan associated to this goal. You can make changes to this goal until your Education & Training Plan has been approved. Once your plan is approved, you will need to contact a SECO Career Counselor to change your Goal.' Below the message are 'Update Goal' and 'Delete Goal' buttons. A table below shows plan details:

Plan Program Name	Plan Progress	Estimated Completion Date	Status
Graphic Designer	Inactive	12/31/2016	Pending

Below the table is a 'New Plan' button.

9. When the E&TP is in a deferred status the spouse is required to take a specified action and resubmit their plan.

## Goals and Plans

Plans

### Goal: Information Technology - Web Designer/Graphic Designer

No Active / Approved plan associated to this goal. You can make changes to this goal until your Education & Training Plan has been approved. Once your plan is approved, you will need to contact a SECO Career Counselor to change your Goal.

[Update Goal](#) [Delete Goal](#)

You have a deferred plan on file. You may need to provide additional information. Details regarding this deferral can be found in your account Messages

Plan Program Name	Plan Progress	Estimated Completion Date	Status
Graphic Designer	Inactive	12/31/2016	Additional Information Needed

[New Plan](#)

## Spouse Plan

### Information Technology - Web Designer/Graphic Designer

\* Program Name:

Plan Status: **★ ADDITIONAL INFORMATION REQUIRED**

Plan Progress: Inactive

\* Estimated Completion Date:

Plan Type: Certificate

Institution: CENTRAL TEXAS COLLEGE

School Student ID:

Last course(s) for program completion: No

[Resubmit](#) [Update](#) [Delete](#) [Close](#)

\* Required

#### Plan File(s)

File Name	Category	Date	Size	
TEST.docx	Plans	06/05/2015	11384 Bytes	

10. The home screen's **Your Next Step** box reflects the plan status.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

**Mandatory Updates!**  
Unread messages in inbox. You will not be able to apply for FA until the messages are viewed.  
[View Message Inbox.](#)

**>> Your Next Step <<**  
Your plan for **Graphic Designer** at **CENTRAL TEXAS COLLEGE** has been DEFERRED. Additional information has been requested. Please check your Message box for details.

Welcome to MyCAA! We are excited to get you started!!

11. Spouse can view their plan status.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Goals and Plans

Plans

**Goal: Information Technology - Web Designer/Graphic Designer**

If you need to change your goal, please contact a SECO Career Counselor for assistance.


Plan Program Name	Plan Progress	Estimated Completion Date	Status
Graphic Designer	Active	12/31/2016	Approved

[New Plan](#)


12. Clicking on the Plan Program Name (from the Goals and Plan page) provides additional information to the spouse. Clicking on the File Name opens the program plan document.

## Spouse Plan

### Information Technology - Web Designer/Graphic Designer

 If you need to change your goal, please contact a SECO Career Counselor for assistance.

\* Program Name:

Plan Status:  **APPROVED on 06/05/2015 by Administrator, MyCAA**

Plan Progress: Active

\* Estimated Completion Date:  

Plan Type: Certificate

Institution: CENTRAL TEXAS COLLEGE

School Student ID:

Last course(s) for program completion: No

Fiscal Year Waiver:

Update

Close

\* Required

### Plan File(s)

File Name	Category	Date	Size
<a href="#">TEST.docx</a>	Plans	06/05/2015	11384 Bytes

13. After an E&T Plan is approved, the spouse is eligible for Financial Assistance. The approved E&TP status is reflected on the spouse's home page (Your Next Step) and an Apply for FA link is made available.

**Welcome to MyCAA! We are excited to get you started!!**

Now that you have created your account, we need some information from you regarding your career goals and your program of study. On the following pages, we will guide you through the process of selecting a Career Goal, and submitting an Education and Training Plan for approval. After your Plan has been approved, you will then be able to submit a request for Financial Assistance (FA).

**ATTENTION!!**

Plans are processed in the order they are received and can take up to 14 business days to be reviewed and approved. Please plan accordingly when enrolling in courses or a program of study. The My Career Advancement Account Scholarship will not pay for any courses taken without an approved Education and Training Plan.

**Remember....Be a wise consumer of educational programs and testing services.**

- Before signing up for a course of study, [contact a MyCAA Career and Education Consultant](#) for career counseling. Make sure you are choosing a portable career field and occupation that suits you best.
- Be careful when signing school documents (online or hardcopy). MyCAA only pays for tuition costs for courses approved on your MyCAA E&T Plan up to \$4,000. Costs above that amount are your responsibility.
- Determine the total cost of your education before signing any program of study contracts (e.g. books, fees, supplies and equipment, uniforms, computers, student loans, etc.). Will your salary enable you to pay costs over \$4,000?
- Check out the [Tests](#) section of the MyCAA Spouse Portal to see which ones MyCAA does and does not pay for. Note the warnings about purchasing test preparation

**>> Your Next Step <<**

Your Education and Training Plan for **Graphic Designer** at **CENTRAL TEXAS COLLEGE** has been APPROVED. You are now ready to apply for Financial Assistance (FA). You must now request financial assistance (FA) for each course in your plan on a course-by-course basis no more than 60 days and no less than 15 days prior to your course start dates. **All requests will be processed in the order in which they are received and cannot be taken out of order.**

**Account Balance**

Total Benefits Remaining:	\$4,000.00
Total Benefits Start - End:	N/A
Active Plan Type:	Certification
FY Benefits Remaining:	<b>\$4,000.00</b>
FY Start - End:	N/A

**APPLY FOR FA**

### Creating an Education and Training Plan (Returning Spouse)

All returning spouses will fall into one of the following **E&TP categories**:

- Spouse has previously approved plan on file that is eligible under the new guidelines.
- Spouse did not previously have any approved plans on file.
- Spouse previously had a plan designated as "other" or had an approved plan on file that no longer fits the eligibility criteria (bachelors, masters, etc).



**\*\*Previously approved plan that meets eligibility guidelines** – Spouse is provided the option to resubmit a previously approved plan for approval or create a new plan.

### Goals and Plans

Now that you've told us your Career Goal, your next step is to create an Education and Training Plan.

Guidelines allow participants to pursue only ONE program of study at a time. All previously approved plans are required to be recertified by a SECO Consultant.

**Our records show you have one or more previously approved plan(s) on file. Please select the plan you wish to resubmit for approval. If you are no longer interested in pursuing a previously approved plan, you may submit a new plan using the link below.**

#### PREVIOUSLY APPROVED PLANS

Plan	Portable Career	School	Created	Approved Date
Certificate	Child Care Worker Field: Education	AMERICAN MILITARY UNIVERSITY	1/22/2009	1/22/2009

[Create New Plan](#)

**\*\*No previously approved plan on file** – The E&TP creation process is the same as for a new spouse.

**Please refer to the [Creating an Education and Training Plan \(New Spouse\)](#) section of this manual.**

**\*\*Previously approved plan was “other” or degree type that no longer meets the program guidelines.**

Spouse will be notified that our records indicate they had one or more previously approved plan(s) on file, but the plan is no longer eligible. Plans designated as “other” are no longer eligible for the MyCAA Scholarship program.



## **Escalations and Education & Training Plans**

If a spouse has a pending escalation the spouse will be prevented from editing an Education & Training Plan, as well as prevented from creating a new Education and Training Plan if the spouse has an associated escalation that is not in a "Closed" status.

### Mandatory Update

Spouses will see a Mandatory Update that shows on their homepage (when logged in) when a spouse has a pending escalation associated to their account. This alerts the spouse to contact a certified Career Counselor in reference to their escalation and advises them until the issue is resolved they will not be able to apply for Financial Assistance or submit an Education & Training Plan for approval.


#### **Mandatory Updates!**

 Your account has been flagged as requiring attention. Please check your messages or contact a certified Career Counselor (800-342-9647 ) for an update on your account. You will not be able to apply for Financial Assistance or submit an education and training plan for approval until this is resolved.

### Create a New Education & Training Plan with an Escalation

When the spouse goes to the Goals & Plans section of their My Career Advancement Account they will see and be unable to create a new plan until the escalation(s) are closed. The "New Plan" button is greyed out/disabled for the spouse to create a New Plan and when the spouse hovers over the "New Plan" button they see an alert stating their account has been flagged.

## Goals and Plans

Your account has been flagged as requiring attention. Please check your messages or contact a certified Career Counselor (800-342-9647 [@](#)) for an  update on your account. You will not be able to apply for Financial Assistance or submit an education and training plan for approval until this is resolved.

Plans

### Goal: Animal Services - Veterinarian

If you need to change your goal, please contact a SECO Career Counselor for assistance.

Plan Program Name	Plan Progress	Estimated Completion Date	Status
Power Line Installer	Active	04/30/2016	Approved
2/10/2016 test program	Your account is currently flagged.		Approved

New Plan

### Editing an Education & Training Plan with an Escalation

When the spouse goes to the Goals & Plans section of their My Career Advancement Account and they click on their "Active Plan", the spouse will see the alert that their account has been flagged for attention. It will advise them that they will not be able to edit the plan until it is resolved. The "Update" button is also greyed out/disabled as well.

## Spouse Plan

Your account has been flagged as requiring attention. You will not be able to edit this plan until this is resolved.

### Animal Services - Veterinarian

**i** If you need to change your goal, please contact a SECO Career Counselor for assistance.

\* Program Name:

Plan Status: **✓ APPROVED on 03/01/2016 by Armor, Shining**

Plan Progress: Active

\* Estimated Completion Date:  

Plan Type: License

Institution: AMERICAN MILITARY UNIVERSITY

School Student ID:

Last course(s) for program completion: No

Fiscal Year Waiver:

\* Required

### Plan File(s)

File Name	Category	Date	Size
2 MB.pdf	Plans	03/01/2016	2080531 Bytes

[\[Attach Plan File\]](#)

# Financial Assistance

## Applying for FA

1. The FA Application begins with Terms & Conditions information.

The screenshot shows the MyCAA portal interface. At the top, there is a navigation bar with the following items: Home, Goals & Plans, Financial Assistance (highlighted in red), Messages, Resources, Careers, and Schools & Programs. A dropdown menu is open under 'Financial Assistance', with 'Apply for FA' circled in pink and 'My Enrollments' below it. The main content area is divided into two columns. The left column contains a welcome message, a paragraph of information, an attention notice, and a list of reminders. The right column contains two boxes: 'Your Next Step' and 'Account Balance'.

**Home** **Goals & Plans** **Financial Assistance** Messages Resources Careers Schools & Programs

Apply for FA  
My Enrollments

**Welcome to MyCAA! We are excited to get you started!!**

Now that you have created your account, we need some information from you regarding your career goals and your program of study. On the following pages, we will guide you through the process of selecting a Career Goal, and submitting an Education and Training Plan for approval. After your Plan has been approved, you will then be able to submit a request for Financial Assistance (FA).

**ATTENTION!!**

Plans are processed in the order they are received and can take up to 14 business days to be reviewed and approved. Please plan accordingly when enrolling in courses or a program of study. The My Career Advancement Account Scholarship will not pay for any courses taken without an approved Education and Training Plan.

**Remember....Be a wise consumer of educational programs and testing services.**

- Before signing up for a course of study, [contact a MyCAA Career and Education Consultant](#) for career counseling. Make sure you are choosing a portable career field and occupation that suits you best.
- Be careful when signing school documents (online or hardcopy). MyCAA only pays for tuition costs for courses approved on your MyCAA E&T Plan up to \$4,000. Costs above that amount are your responsibility.
- Determine the total cost of your education before signing any program of study contracts (e.g. books, fees, supplies and equipment, uniforms, computers, student loans, etc.). Will your salary enable you to pay costs over \$4,000?
- Check out the [Tests](#) section of the MyCAA Spouse Portal to see which ones MyCAA does and does not pay for. Note the warnings about purchasing test preparation materials.
- If you need help, [use your Message Box](#) to get in touch with a MyCAA Career and Education Consultant. This is the fastest way to get information and assistance.
- If you wish to submit a formal complaint regarding a school or institution, please

**>> Your Next Step <<**

Your Education and Training Plan for **Graphic Designer** at **CENTRAL TEXAS COLLEGE** has been APPROVED. You are now ready to apply for Financial Assistance (FA). You must now request financial assistance (FA) for each course in your plan on a course-by-course basis no more than 60 days and no less than 15 days prior to your course start dates. **All requests will be processed in the order in which they are received and cannot be taken out of order.**

**Account Balance**

Total Benefits Remaining:	\$4,000.00
Total Benefits Start - End:	N/A
Active Plan Type:	Certification
FY Benefits Remaining:	<b>\$4,000.00</b>
FY Start - End:	N/A

**APPLY FOR FA**

**Goal:** Energy - Electrical Power-Line Installer & Repairer      **Plan:** Power Line Installer  
 Total Tuition: \$0.00    Total Government Payment: \$0.00    Your Total Payment to School: \$0.00

1. **Terms & Conditions**
2. School & Dates
3. Courses
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You

### Terms & Conditions

**Congratulations! Now that your Education and Training Plan has been approved, you can start requesting Financial Assistance (FA) on a course-by-course basis. Please review the guidelines for Financial Assistance.**

Please review the terms and conditions below to avoid (1) having your requests for Financial Assistance be rejected during the school invoicing process or (2) having your Account suspended or closed. If this happens, you will be held responsible by your school for paying course costs.

- Check to see if there is space available in the classes you want to take PRIOR to submitting requests for Financial Assistance (FA).
- Have your school officials validate that your school and course information is correct BEFORE you submit each FA request as this information will be used to confirm the accuracy of school invoices for payment purposes.
- Submit your FA request for approval on a course-by-course basis between 60 to 15 days prior to course start dates. **If you miss this timeframe, your FA request will be rejected and your school will hold you responsible for course costs.**
- If you are about to exceed your total education benefit of \$4,000 or the \$2,000 annual cap, any partial course payments still due will be your responsibility.
- Remember, funding can ONLY be used for tuition costs for education and training programs that lead to a license, certification or Associate's degree (excluding General Studies and Liberal Arts), and costs for licensing and certification tests. The Program does not pay for books, supplies, equipment, computers, fees and other expenses. For more details, read the Fact Sheet.
- Funding CANNOT be used for partial course payments or when other sources of federal education funding are being used to pay for the same course.

To begin your application for financial assistance, please click "NEXT."

[NEXT](#)   [CANCEL](#)

2. Spouse enters their school/campus information and course dates.

**Goal:** Information Technology - Web Designer/Graphic Designer      **Plan:** Graphic Designer  
 Total Tuition: \$0.00    Total Government Payment: \$0.00    Your Total Payment to School: \$0.00

1. Terms & Conditions
2. **School & Dates**
3. Courses
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You

### School & Dates

Financial Assistance is approved and provided on a course-by-course basis. All courses included on the same request for Financial Assistance should have the same start/end dates.

If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate Financial Assistance request.

Term dates should start at least 15 days from the created date of the FA request and no later than 60 days.

Attending School: CENTRAL TEXAS COLLEGE  
(Change School)

Attending Campus:  ▼

School Student ID: 123456

**\* Required**

[BACK](#)   [NEXT](#)   [CANCEL](#)

**If the School Student ID is incorrect the spouse is instructed to change it via their F&TD**

**OR** if a spouse applies for FA from a school that requires them to select from pre-loaded term dates they will see this instead.

**Goal:** Legal - Legal Assistant or Paralegal      **Plan:** Paralegal studies  
Total Tuition: \$0.00      Total Government Payment: \$0.00      Your Total Payment to School: \$0.00

- 1. Terms & Conditions
- 2. School & Dates**
- 3. Courses
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You

### School & Dates

CENTRAL TEXAS COLLEGE requires you to select from a list pre-loaded term dates. If your term dates are not listed below or the course information is not accurate please contact MyCAA or your school.

Financial Assistance is approved and provided on a course-by-course basis. All courses included on the same request for Financial Assistance should have the same start/end dates.

If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate Financial Assistance request.

Term dates should start at least 15 days from the created date of the FA request and no later than 60 days.

Attending School: CENTRAL TEXAS COLLEGE  
[\[Change School\]](#)

Attending Campus: CENTRAL TEXAS COLLEGE

School Student ID: 12345

Select Term:  9/22/2015 - 12/15/2015 - Fall 2015

\* Required

[BACK](#)   [NEXT](#)   [CANCEL](#)

**System alerts spouse their school requires pre-loaded term dates and if they are not accurate they should contact MyCAA or**

**Note: For the spouse to have pre-loaded term dates their school must have that option selected or turned on in the AI Portal. If the school does not have that option selected the spouse will not have pre-loaded term dates.**

- 3. If spouse elects to change their school they must complete a school search.

**Goal:** Information Technology - Web Designer/Graphic Designer      **Plan:** Graphic Designer  
Total Tuition: \$0.00      Total Government Payment: \$0.00      Your Total Payment to School: \$0.00

- 1. Terms & Conditions
- 2. School & Dates**
- 3. Courses
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You

### School & Dates

Financial Assistance is approved and provided on a course-by-course basis. All courses included on the same request for Financial Assistance should have the same start/end dates.

If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate Financial Assistance request.

Term dates should start at least 15 days from the created date of the FA request and no later than 60 days.

**Warning** By changing the school you may not be allowed to select from the pre-approved courses on your education plan.

School Name:

State: ALL

**Warning for spouse that changing school won't allow them to apply pre-approved Plan Courses to request**

- When changing their school on the FA application the spouse is provided an opportunity to enter a School Student ID that is different from the E&TP's School Student ID. Spouses electing to change schools during the FA process must certify the course will transfer to the school listed on their active Education and Training Plan.

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: \$0.00    Total Government Payment: \$0.00    Your Total Payment to School: \$0.00

- Terms & Conditions
- 2. School & Dates**
- Courses
- Review & Verify
- Plan Complete
- Sign & Submit
- Thank You

## School & Dates

Financial Assistance is approved and provided on a course-by-course basis. All courses included on the same request for Financial Assistance should have the same start/end dates.

If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate Financial Assistance request.

Term dates should start at least 15 days from the created date of the FA request and no later than 60 days.

Attending School: AMERICAN MILITARY UNIVERSITY

[\[Change School\]](#)

Attending Campus: SELECT CAMPUS 

School Student ID:


\* Term Start Date:  

\* Term End Date:  

I certify course transferability to my plan school.

**\* Required**

[BACK](#)   [NEXT](#)   [CANCEL](#)

- Spouse adds courses to the FA document by clicking the  icon; spouse is then prompted to enter the course cost.



**Goal:** Information Technology - Web Designer/Graphic Designer **Plan:** Graphic Designer  
Total Tuition: \$0.00 Total Government Payment: \$0.00 Your Total Payment to School: \$0.00

1. Terms & Conditions
2. School & Dates
- 3. Courses**
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You



### FA Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have \$4,000.00 available for this 2015 Fiscal Year.

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost		
No Courses Added						

### Plan Courses

Course Code	Title	Course Level	
HIST1301	US History I	Undergraduate	
GOVT2301	American Government I	Undergraduate	

BACK NEXT CANCEL

**Goal:** Information Technology - Web Designer/Graphic Designer **Plan:** Graphic Designer  
Total Tuition: \$0.00 Total Government Payment: \$0.00 Your Total Payment to School: \$0.00

1. Terms & Conditions
2. School & Dates
- 3. Courses**
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You


### FA Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have \$4,000.00 available for this 2015 Fiscal Year.

\* Course Code:

\* Title:

\* Course Level:  

\* Cost (Do not include fees):

**Add Course** Cancel

\* Required

If spouse changes the school on FA, the spouse can enter course information manually (if the school has not enforced use of their course catalog)

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: \$0.00    Total Government Payment: \$0.00    Your Total Payment to School: \$0.00

- 1. Terms & Conditions
- 2. School & Dates
- 3. Courses**
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You

## FA Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have \$4,000.00 available for this 2015 Fiscal Year.

\* Course Code:

\* Title:

\* Course Level:

\* Cost (Do not include fees):

\* Required

**OR**

Spouse can select from a course list (if loaded into AI Portal by school).

1. Terms & Conditions
2. School & Dates
- 3. Courses**
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You

## Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have **\$4,000.00** available for this 2015 Fiscal Year.

**Spouse is notified if courses must be selected from the course catalog**

AMERICAN MILITARY UNIVERSITY requires you to select a course from their catalog. If your course is not listed below or the course information is not accurate please contact MyCAA or your school. Selecting an incorrect course can delay or cause your application to be disapproved.



Course Subject Filter:  

Course Title Keyword Search:

Search

Cancel

Course Code	Title
ACCT220	Principles of Accounting I
ACCT221	Principles of Accounting II
ACCT301	Accounting for Nonaccounting Managers
ACCT301	Accounting for Nonaccounting Managers
ACCT310	Intermediate Accounting I
ACCT311	Intermediate Accounting II
ACCT321	Cost Accounting
ACCT323	Taxation of Individuals
ACCT326	Accounting Information Systems
ACCT328	Accounting Software

















 Page size: 
262 items in 27 pages

6. Courses added to the FA are displayed. A maximum of six courses are allowed per FA document.



**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: \$15.00    Total Government Payment: \$15.00    Your Total Payment to School: \$0.00

- 1. Terms & Conditions
- 2. School & Dates
- 3. Courses**
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You


## FA Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have \$3,985.00 available for this 2015 Fiscal Year.

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost		
HIST1301 - US History I	6/30/2015	\$15.00	\$15.00	\$0.00		

## Plan Courses

Course Code	Title	Course Level	
GOVT2301	American Government I	Undergraduate	

BACK **NEXT** CANCEL

- 7. Spouse reviews and verifies personal, school and term date information.


1. Terms & Conditions
2. School & Dates
3. Courses
- 4. Review & Verify**
5. Plan Complete
6. Sign & Submit
7. Thank You

## Review & Verify

### Personal Information

**Student Name:** Mark, West

**Email Address:** mwest@mycaa.com

**Phone:** 567-512-6952 

**Sponsor Service:** Army

**Sponsor Pay Grade:** E-3

**Sponsor DOS:** 5/31/2017

### School and Term Dates

**School:** CENTRAL TEXAS COLLEGE

**Term Start Date:** 6/30/2015

**Term End Date:** 8/31/2015

### Courses

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost
HIST1301 - US History I	6/30/2015	\$15.00	\$15.00	\$0.00

Please verify your information prior to clicking Next.

BACK **NEXT** CANCEL

8. Spouse is asked if course(s) listed on the FA application are the final courses prior to plan completion.

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: **\$15.00**    Total Government Payment: **\$15.00**    Your Total Payment to School: **\$0.00**

- 1. Terms & Conditions
- 2. School & Dates
- 3. Courses
- 4. Review & Verify
- 5. Plan Complete**
- 6. Sign & Submit
- 7. Thank You

## Plan Complete

Will this course(s) complete your current Education and Training Plan?

**IMPORTANT!** If you will be completing your plan with the course(s) on this FA, please ensure your school or institution reports your program completion to MyCAA.

BACK **NEXT** CANCEL

9. Spouse agrees to program conditions, digitally signs and submits the FA Application.  
Please note: To sign the FA spouse just needs to click the "Sign" button & their name will populate.

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: \$15.00    Total Government Payment: \$15.00    Your Total Payment to School: \$0.00

1. Terms & Conditions
2. School & Dates
3. Courses
4. Review & Verify
5. Plan Complete
- 6. Sign & Submit**
7. Thank You

## Sign & Submit

### Instructions

You must agree to all certifications and conditions in order to submit this application for approval.

### Conditions & Certifications

- I understand the program will pay my tuition up to \$4,000 for a program of study, licensure and/or credential as outlined on the Fact Sheet.
- I agree to pay any amount above \$4,000 and any costs not covered by this scholarship.
- I confirm I have provided correct school and course information in my Education and Training Plan and FA request and I understand that this information will be used to validate school invoices for payment purposes.
- I confirm that I am not using other sources of federal education funding to pay for courses listed on this FA request.
- I agree no changes will be made to the course(s) listed above or to the dollar amounts without the approval of my school AND a SECO Career Counselor.
- I confirm that I have not requested to have this course paid in the past. A course cannot be retaken unless the course has been 100 percent refunded.
- I understand accounts are subject to availability of funding and funding for my entire Education and Training Plan is not guaranteed.
- I authorize my school to provide my grades or evidence of course completion within 60 days of course completion.
- I understand that my Account will be suspended or closed if these requirements are not met.

## Penalty Statement

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent application.

Sign As:

Sign


Click "NEXT" to submit your application after you have read and accepted the Conditions and Certifications.

BACK **NEXT** CANCEL

10. Spouse views enrollments in **Pending status** (identified by placing cursor over the icon to the left of the record) and has the option to edit or cancel the FA document.

Home Goals & Plans **Financial Assistance** Messages Resources Careers Schools & Programs

### My Enrollments


Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund				
 HIST1301 - US History I CENTRAL TEXAS COLLEGE Document #2574 - Created: 06/08/2015	Start: 06/30/2015 End: 08/31/2015		\$15.00	\$0.00		Edit	Cancel	Sign	Print

11. If FA documents are issued or edited by a MAP user the spouse is required to digitally sign the updated FA document.

Home Goals & Plans **Financial Assistance** Messages Resources Careers Schools & Programs

### My Enrollments

**Un-Signed FA icon is displayed to the spouse**

Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund				
 HIST1301 - US History I CENTRAL TEXAS COLLEGE Document #2574 - Created: 06/08/2015	Start: 06/30/2015 End: 08/31/2015		\$5.00	\$0.00		Edit	Cancel	<b>Sign</b>	Print

### FA Warning Feature

When a spouse is adding a course to their FA request, the portal will run a check of the previous 10 FAs requested by other spouses for that same course at that same school; this allows the portal to establish a "trend." If the spouse's course cost or duration varies higher or lower than 10% of the established trend then the spouse will get a warning message:

1. Terms & Conditions  
2. School & Dates  
**3. Courses**  
4. Review & Verify  
5. Plan Complete  
6. Sign & Submit  
7. Thank You

### Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have \$0.00 available for this 2014 Fiscal Year.

- This course from your school has an average cost of \$63.28, which differs from the cost you entered. Please verify WITH YOUR SCHOOL the information before submitting your financial assistance request.
- This course from your school has an average duration of 12 days, which differs from the duration you entered. Please verify WITH YOUR SCHOOL the information before submitting your financial assistance request.

Continue Adding Course Cancel



**Applying**

**Spouse will be given the option of continuing to add their course to the FA or cancelling the addition of the course.**

When the spouse attempts to apply for FA, they will see a Mandatory Update and they will also notice that the "Next" button has been disabled so they cannot continue to apply for FA. If the spouse hovers over the "Next" button, they will see the tool tip which states they cannot request financial assistance at this time.

1. Spouse will select from the Financial Assistance drop down menu & select "Apply for FA"

**Goal:** N/A    **Plan:** N/A  
Total Tuition: \$0.00    Total Government Payment: \$0.00    Your Total Payment to School: \$0.00

- 1. Terms & Conditions**
- 2. School & Dates
- 3. Courses
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You

**You are not able to apply for financial assistance at this time!**

**FOR THE FOLLOWING REASON:**

**Mandatory Updates!**

⚠ Your account has been flagged as requiring attention. Please check your messages or contact a certified Career Counselor (800-342-9647) for an update on your account. You will not be able to apply for Financial Assistance or submit an education and training plan for approval until this is resolved.

You are unable to request financial assistance at this time due to the reason(s) listed above


[NEXT](#)    [CANCEL](#)

2. The spouse will be unable to apply for FA until the escalation has been resolved.

## Editing FA

Prior to the course start date, spouses are permitted to delete individual courses, delete an entire FA document, or edit the last course(s) for plan completion question when the FA is in a Pending status.\*

After the course start date has passed a spouse is no longer permitted to edit the FA, delete individual courses or cancel the FA document, regardless of the approval status.


1. After clicking through the Terms & Conditions and School & Dates pages; the spouse will be presented with the option to remove courses by clicking the 

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: **\$15.00**    Total Government Payment: **\$15.00**    Your Total Payment to School: **\$0.00**


### FA Courses

Add a maximum of up to 6 courses per Financial Assistance request.

You have **\$3,985.00** available for this 2015 Fiscal Year.

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost	
HIST1301 - US History I	6/30/2015	\$15.00	\$15.00	\$0.00	


### Plan Courses

Course Code	Title	Course Level	
GOVT2301	American Government I	Undergraduate	

[BACK](#)   [NEXT](#)   [CANCEL](#)

2. After the spouse reviews the changes to the FA, the option to edit the last course for plan completion question is presented

**Goal:** Information Technology - Web Designer/Graphic Designer    **Plan:** Graphic Designer  
Total Tuition: \$15.00    Total Government Payment: \$15.00    Your Total Payment to School: \$0.00

<ol style="list-style-type: none"><li>1. Terms &amp; Conditions</li><li>2. School &amp; Dates</li><li>3. Courses</li><li>4. Review &amp; Verify</li><li><b>5. Plan Complete</b></li><li>6. Sign &amp; Submit</li><li>7. Thank You</li></ol>	<h2 style="color: #800000;">Plan Complete</h2> <p>Will this course(s) complete your current Education and Training Plan?</p> <p><b>IMPORTANT!</b> If you will be completing your plan with the course(s) on this FA, please ensure your school or institution reports your program completion to MyCAA.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"><input type="text" value="Select"/> </div> <p style="text-align: center; margin-top: 20px;"><a href="#">BACK</a>   <a href="#">NEXT</a>   <a href="#">CANCEL</a></p>
---	--

**NOTE: Spouses must agree to the Conditions and Certifications, as well as input their credentials before the edits are completed.**

### Editing FA (for Legacy Plans)

*If a spouse is editing an FA from a plan that was submitted prior to 7/27/14, then the editing of that FA will follow the below steps.*

Prior to the course start date, spouses are permitted to delete individual courses, delete an entire FA document, or edit the course cost, start/end dates, and last course(s) question when the FA is in a Pending status.\*

If the course start date has not passed and the FA is in an Approved status spouses are limited to deleting individual courses or canceling the entire FA.

After the course start date has passed a spouse is no longer permitted to edit the FA, delete individual courses or cancel the FA document, regardless of the approval status.


**\*Spouses cannot edit the course code or course title if their school enforces use of the course catalog.**

1. The Edit FA process begins with the Edit Terms & Conditions.

Home	Goals & Plans	Financial Assistance ▾	Messages	Resources	Careers ▾	Schools & Programs ▾
------	---------------	------------------------	----------	-----------	-----------	----------------------

### My Enrollments

Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund				
 <b>EDUC1301 - Intro to the Teaching Profession</b> ABC University Document #1973 - Created: 06/25/2013	<b>Start:</b> 07/18/2013 <b>End:</b> 07/31/2013		\$150.00	\$0.00		<a href="#">Edit</a>	<a href="#">Cancel</a>	<a href="#">Sign</a>	<a href="#">Print</a>

**Goal:** Education - K-12 Teacher    **Plan:** Teacher  
 Total Tuition: **\$150.00**    Total Government Payment: **\$150.00**    Your Total Payment to School: **\$0.00**

<p><b>1. Terms &amp; Conditions</b></p> <p>2. School &amp; Dates</p> <p>3. Courses</p> <p>4. Review &amp; Verify</p> <p>5. Plan Complete</p> <p>6. Sign &amp; Submit</p> <p>7. Thank You</p>	<p><b>Terms &amp; Conditions</b></p> <p><b>You are allowed to edit the following course information. All program FA rules will be verified.</b></p> <p>Course Code            Course Title            Course Cost            Start/End dates</p> <p>To edit your application for financial assistance, please click "NEXT."</p> <p style="text-align: right;">NEXT    CANCEL</p>
--	--

2. The Term dates can be edited.



**Goal:** Education - K-12 Teacher    **Plan:** Teacher  
 Total Tuition: \$150.00    Total Government Payment: \$150.00    Your Total Payment to School: \$0.00

1. Terms & Conditions
- 2. School & Dates**
3. Courses
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You

### School & Dates

Financial Assistance is approved and provided on a course-by-course basis. All courses included on the same request for Financial Assistance should have the same start/end dates.

If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate Financial Assistance request.

Term dates should start at least 15 days from today and no later than 60 days.

**⚠ Changing your Term Start fiscal year (FY) will result in your saved course list to be dropped!**

Attending School: ABC University

Attending Campus:

\* Term Start Date:

\* Term End Date:

\* Required

3. Course code, Course Title, Level, and Cost can be edited (unless the school enforces use of their course catalog). If school requires use of the course catalog spouses can only edit cost.

**Goal:** Education - K-12 Teacher    **Plan:** Teacher  
 Total Tuition: \$150.00    Total Government Payment: \$150.00    Your Total Payment to School: \$0.00

1. Terms & Conditions
2. School & Dates
- 3. Courses**
4. Review & Verify
5. Plan Complete
6. Sign & Submit
7. Thank You

### Courses

Add a maximum of up to 6 courses per Financial Assistance request.  
You have \$3,850.00 available for this 2013 Fiscal Year.

\* Course Code:

\* Title:

\* Course Level:

\* Cost (Do not include fees):

\* Required



**NOTE: Edits to costs will recalculate Spouse, Government, and Total costs on the edited FA only. Spouse, Government and Total cost balances on other FA documents will not be recalculated.**

4. Spouse is provided the option to add additional courses to the FA document.

**Goal:** Education - K-12 Teacher    **Plan:** Teacher  
Total Tuition: **\$150.00**    Total Government Payment: **\$150.00**    Your Total Payment to School: **\$0.00**

**Courses**

Add a maximum of up to 6 courses per Financial Assistance request.  
You have **\$3,850.00** available for this 2013 Fiscal Year.

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost		
EDUC1301 - Intro to the Teaching Profession	7/18/2013	\$150.00	\$150.00	\$0.00		

[Add Course](#)

[BACK](#) [NEXT](#) [CANCEL](#)

- Spouse verifies their personal information and the updated course information.

Total Tuition: **\$150.00**    Goal: Education - K-12 Teacher    Plan: Teacher  
Total Government Payment: **\$150.00**    Your Total Payment to School: **\$0.00**

1. Terms & Conditions  
2. School & Dates  
3. Courses  
**4. Review & Verify**  
5. Plan Complete  
6. Sign & Submit  
7. Thank You

**Review & Verify**

**Personal Information**

**Student Name:** Jane, Doe  
**Email Address:** spencer.mann66@gmail.com  
**Phone:** 222-222-2222  
**Sponsor Service:** Army  
**Sponsor Pay Grade:** E-5  
**Sponsor DOS:** 6/20/2016

**School and Term Dates**

**School:** ABC University  
**Term Start Date:** 7/18/2013    **Term End Date:** 7/31/2013

**Courses**

Course Code / Title	Term Start	Total Cost	Government Cost	Your Cost
EDUC1301 - Intro to the Teaching Profession	7/18/2013	\$150.00	\$150.00	\$0.00

Please verify your information prior to clicking Next.

BACK    **NEXT**    CANCEL

- Spouse is required to answer if course(s) listed on the FA application are the final course(s) for plan completion.

1. Terms & Conditions  
2. School & Dates  
3. Courses  
4. Review & Verify  
**5. Plan Complete**  
6. Sign & Submit  
7. Thank You

**Plan Complete**

Will this course(s) complete your current Education and Training Plan?  
**IMPORTANT!** If you will be completing your plan with the course(s) on this FA, please ensure your school or institution reports your program completion to MyCAA.

Select

BACK    **NEXT**    CANCEL

7. Spouse agrees to program conditions, digitally signs and submits the edited FA document.

<ul style="list-style-type: none"><li>1. Terms &amp; Conditions</li><li>2. School &amp; Dates</li><li>3. Courses</li><li>4. Review &amp; Verify</li><li>5. Plan Complete</li><li><b>6. Sign &amp; Submit</b></li><li>7. Thank You</li></ul>	<p><b>Sign &amp; Submit</b></p> <p><b>Instructions</b></p> <hr/> <p>You must agree to all certifications and conditions in order to submit this application for approval.</p> <p><b>Conditions &amp; Certifications</b></p> <hr/> <p><input type="checkbox"/> I understand the program will pay my tuition up to \$4,000 for a program of study, licensure and/or credential as outlined on the Fact Sheet.</p> <p><input type="checkbox"/> I agree to pay any amount above \$4,000 and any costs not covered by this scholarship.</p> <p><input type="checkbox"/> I confirm I have provided correct school and course information in my Education and Training Plan and FA request and I understand that this information will be used to validate school invoices for payment purposes.</p> <p><input type="checkbox"/> I confirm that I am not using other sources of federal education funding to pay for courses listed on this FA request.</p> <p><input type="checkbox"/> I agree no changes will be made to the course(s) listed above or to the dollar amounts without the approval of my school AND a SECO Consultant.</p> <p><input type="checkbox"/> I understand that I have not consented to have this document in the event of a divorce or separation.</p>
---	--

## Penalty Statement

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent application.

Sign As:

Click "NEXT" to submit your application after you have read and accepted the Conditions and Certifications.

BACK  CANCEL


## Cancel FA

Spouses can cancel FA documents prior to the course start date regardless of its status (Pending, Deferred or Approved). Canceling an FA permanently deletes the FA document.





Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## My Enrollments

Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund				
 <b>EDUC1301 - Intro to the Teaching Profession</b> ABC University Document #1973 - Created: 06/25/2013	<b>Start:</b> 07/18/2013 <b>End:</b> 07/31/2013		\$150.00	\$0.00		Edit	Cancel	Sign	Print


### Viewing Enrollments

Spouses have the ability to view all their enrollments, only enrollments with missing grades or enrollments with missing signatures.

The  icon indicates the FA document has not been approved and the  icon identifies an approved FA document.

Home Goals & Plans **Financial Assistance** Messages Resources Careers Schools & Programs

## My Enrollments


Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund				
 <b>EDUC1301 - Intro to the Teaching Profession</b> ABC University Document #1973 - Created: 06/25/2013	<b>Start:</b> 07/18/2013 <b>End:</b> 07/31/2013		\$150.00	\$0.00		Edit	Cancel	Sign	Print

### Editing FA with an Escalation on the Spouse account

When a spouse tries to edit their FA document they will be alerted that they cannot complete this action due to the escalation on their account.



1. Spouse goes to Financial Assistance drop down menu and selects "My Enrollments" and then "All Enrollments"

Help/Contact Us Flutter Shy - 464



Apply. Advance. Achieve.

Need Help?  
Contact a certified Career Counselor  
**800-342-9647**

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

Apply for FA

My Enrollments

All Enrollments

**>> Your Next Step <<**

Your Financial Assistance document has been APPROVED! Please go to 'My Enrollments' to view and print your approved FA Enrollments. **Remember to submit future requests for financial assistance (FA) no more than 60 days and no less than 15 days prior to your course start dates.** Best wishes for your classes!

**Account Balance**

Total Benefits Remaining: \$3,890.00

Total Benefits Start - End: 2/20/2016 - 2/20/2019

Active Plan Type: Licensure

FY Benefits Remaining: \$1,890.00

FY Start - End: 10/1/2015 - 9/30/2016

**Did you know...**



Now that your financial assistance request has been approved, you can provide us with some feedback on your experience with your school or institution. By clicking [HERE](#) you will be directly connected to the My Career Advancement Account Scholarship program "Rate your School" feature. Follow the instructions on how to successfully submit your feedback and be sure to be as detailed as possible.

**Welcome to the My Career Advancement Account Scholarship program! We are excited to get you started!!**

Now that you have created your account, we need some information from you regarding your career goals and your program of study. On the following pages, we will guide you through the process of selecting a Career Goal, and submitting an Education and Training Plan for approval. After your Plan has been approved, you will then be able to submit a request for Financial Assistance (FA).

- Spouse selects "Edit" to edit their FA.

## My Enrollments

	Course Code - Title	Term Dates	Grade	Government Cost	Your Cost	School Refund	
	<b>ARTS256 - ARTS 256 PHOTOGRAPHY II</b> AMERICAN MILITARY UNIVERSITY Document #1112 - Created: 03/07/2016	<b>Start:</b> 04/01/2016 <b>End:</b> 05/01/2016		\$100.00	\$0.00		<a href="#" style="border: 2px solid #c00000; border-radius: 50%; padding: 2px 5px;">Edit</a> <a href="#" style="padding: 2px 5px;">Cancel</a> <a href="#" style="padding: 2px 5px;">Sign</a> <a href="#" style="padding: 2px 5px;">Print</a>
	<b>test100 - Test</b> AUBURN UNIVERSITY Document #1095 - Created: 02/10/2016	<b>Start:</b> 02/20/2016 <b>End:</b> 03/20/2016		\$10.00	\$0.00		<a href="#" style="padding: 2px 5px;">Edit</a> <a href="#" style="padding: 2px 5px;">Cancel</a> <a href="#" style="padding: 2px 5px;">Sign</a> <a href="#" style="padding: 2px 5px;">Print</a>

- Spouse will see the "Mandatory Update" with the following text **"Your account has been flagged as requiring attention. Please check your messages or contact a certified Career Counselor (800-342-9647) for an update on your account. You will not be able to apply for Financial Assistance or submit an education and training plan for approval until this is resolved."** The "Next" button will also be disabled and if the spouse hovers over the "Next" button they will see a tool tip that explains the spouse is not able to apply for FA at this time.

Goal: N/A Plan: N/A

Total Tuition: \$0.00 Total Government Payment: \$0.00 Your Total Payment to School: \$0.00

**1. Terms & Conditions**

- 2. School & Dates
- 3. Courses
- 4. Review & Verify
- 5. Plan Complete
- 6. Sign & Submit
- 7. Thank You

**You are not able to edit your financial assistance at this time!**

**FOR THE FOLLOWING REASON:**

**Mandatory Updates!**

⚠ Your account has been flagged as requiring attention. Please check your messages or contact a certified Career Counselor (800-342-9647) for an update on your account. You will not be able to apply for Financial Assistance or submit an education and training plan for approval until this is resolved.

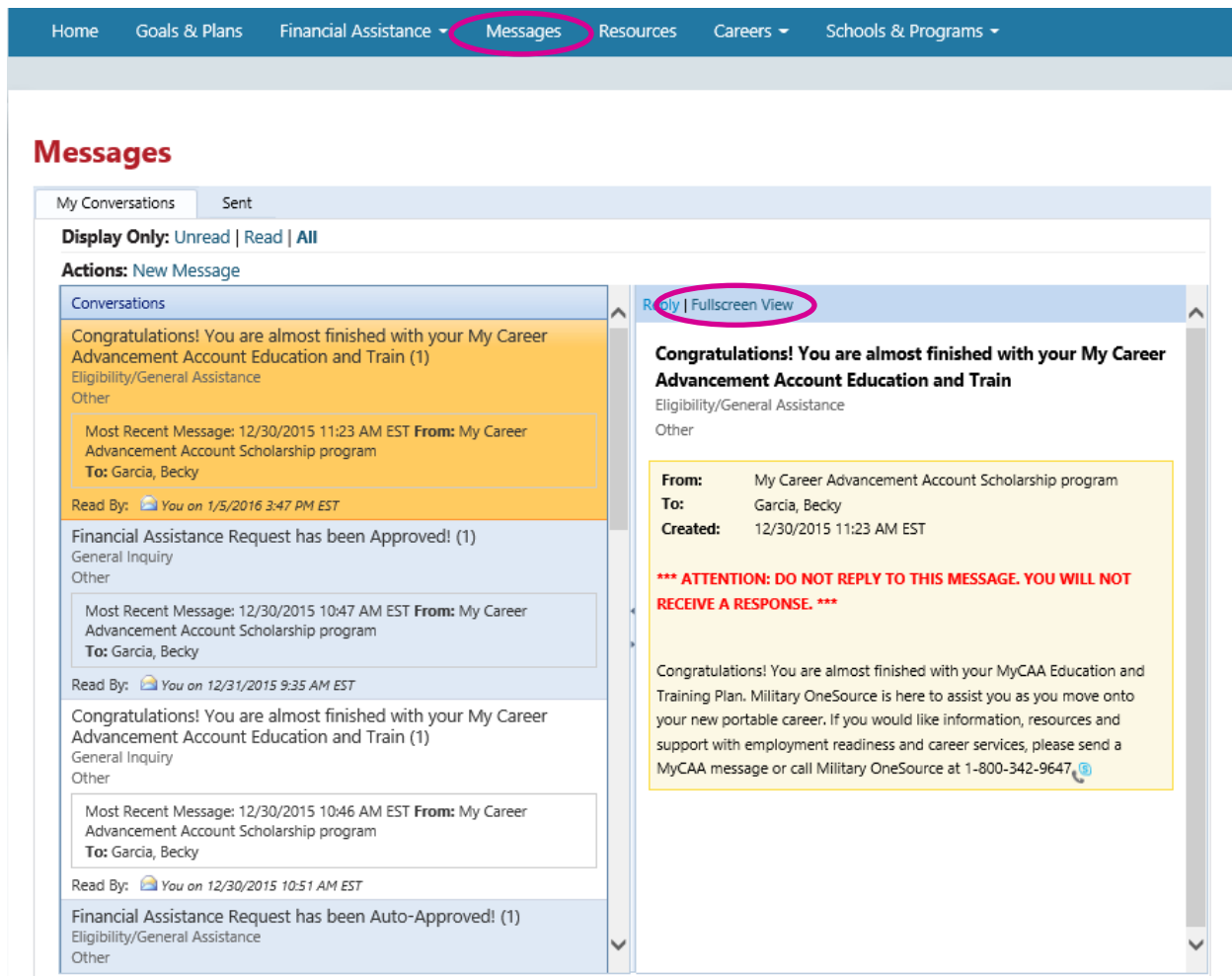
You are unable to request financial assistance at this time due to the reason(s) listed above

[NEXT](#) [CANCEL](#)

# Conversational Messaging System

## Messages

Spouses are provided a messages box to conduct correspondence with MAP users. The spouse's messages box displays a split screen view with messages listed on the left side and a reading pane on the right. Spouses have the option to display messages in full-screen view.



The spouse's messages box contains two tabs: **My Conversations** and **Sent**.

- **My Conversations:** Includes a list of all conversations, including unresolved and resolved. Clicking on a conversation allows the spouse to view the entire conversation thread in the right-side reading pane.

The **Conversations** pane, appearing on the left, provides the spouse with information regarding the most recent message. Spouses can determine *the most recent message's* author and recipient in addition to the date and time that it was sent. Furthermore, **spouses can quickly determine**

whether they have read the most recent message in the conversation by viewing the **Read by** status.

**Messages**

My Conversations Sent

Display Only: Unread | Read | All

Actions: New Message

Conversations

**Read This Please (1)**

MyCAA  
General billing questions

Most Recent Message: 1/5/2016 3:52 PM EST **From:** counselor, x51  
**To:** Garcia, Becky

Read By: You on 1/5/2016 3:53 PM EST

Congratulations! You are almost finished with your My Career Advancement Account Education and Train (1)  
Eligibility/General Assistance  
Other

Most Recent Message: 12/30/2015 11:23 AM EST **From:** My Career Advancement Account Scholarship program  
**To:** Garcia, Becky

Read By: You on 1/5/2016 3:47 PM EST

Financial Assistance Request has been Approved! (1)  
General Inquiry  
Other

Most Recent Message: 12/30/2015 10:47 AM EST **From:** My Career Advancement Account Scholarship program  
**To:** Garcia, Becky

Read By: You on 12/31/2015 9:35 AM EST

Congratulations! You are almost finished with your My Career Advancement Account Education and Train (1)  
General Inquiry  
Other

Most Recent Message: 12/30/2015 10:46 AM EST **From:** My Career

**Message flagged as important**

**Read This Please**

MyCAA  
General billing questions

**From:** counselor, x51  
**To:** Garcia, Becky  
**Created:** 1/5/2016 3:52 PM EST

TEST

Spouses are able to limit their display to only Unread, Read or All conversations

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Messages

My Conversations **Sent**

**Display Only:** Unread | Read | **All**

Actions: New Message

Conversations

Read This Please (1)  
MyCAA  
General billing questions

Most Recent Message: 1/5/2016 3:52 PM EST **From:** counselor, x51  
**To:** Garcia, Becky

Read By: You on 1/5/2016 3:53 PM EST

Congratulations! You are almost finished with your My Career Advancement Account Education and Train (1)  
Eligibility/General Assistance  
Other

Most Recent Message: 12/30/2015 11:23 AM EST **From:** My Career Advancement Account Scholarship program  
**To:** Garcia, Becky

Read By: You on 1/5/2016 3:55 PM EST

Financial Assistance Request has been Approved! (1)  
General Inquiry  
Other

Most Recent Message: 12/30/2015 10:47 AM EST **From:** My Career Advancement Account Scholarship program  
**To:** Garcia, Becky

Read By: You on 12/31/2015 9:35 AM EST

Congratulations! You are almost finished with your My Career Advancement Account Education and Train (1)  
General Inquiry  
Other

Most Recent Message: 12/30/2015 10:46 AM EST **From:** My Career

- **Sent:** The Sent tab includes each individual message sent by the spouse. Entire conversation threads cannot be viewed from the sent tab.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Messages

My Conversations **Sent**

Actions: New Message

Messages	Sent Date
<b>To:</b> Mint, Becca TEST <i>Career Connections</i> <i>Employment assistance</i>	11/25/2015

## Creating New Messages

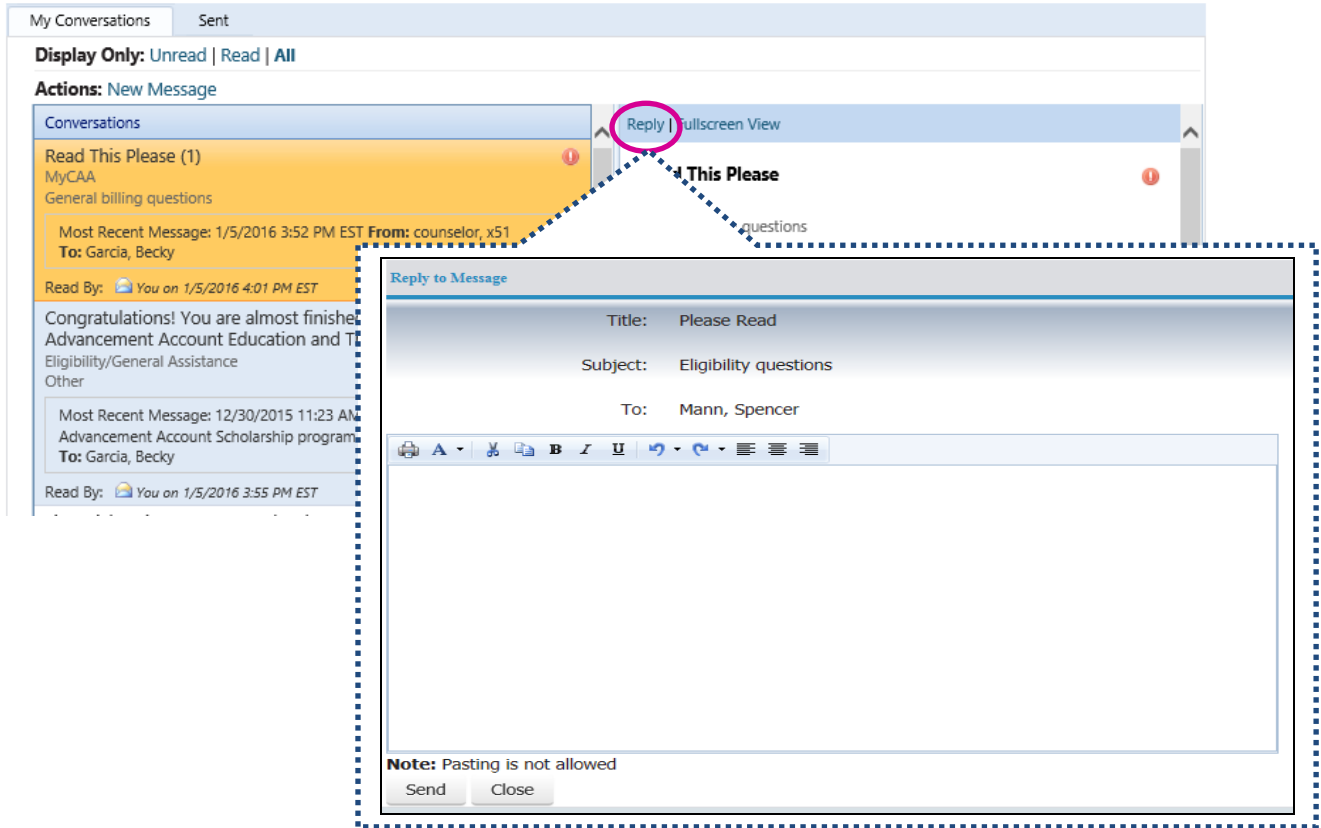
Spouses are able to create and send messages to the MAP General Messages Box. Pasting is not permitted.

The screenshot displays the MAP system's 'Messages' interface. At the top, a navigation bar includes links for Home, Goals & Plans, Financial Assistance, Messages, Resources, Careers, and Schools & Programs. The main content area is titled 'Messages' and features a 'My Conversations' tab and a 'Sent' tab. Below these tabs, there are options to 'Display Only: Unread | Read | All' and 'Actions: New Message', with the latter circled in red. A list of conversations is shown, including one from MyCAA about general billing questions and another from My Career about an advancement account scholarship program. A 'Create Message' dialog box is open, showing fields for 'Title' and 'Subject' (with a dropdown menu), a rich text editor with a toolbar, and a 'Note: Pasting is not allowed' warning. The dialog box has 'Send' and 'Close' buttons at the bottom.

## Replying to Messages

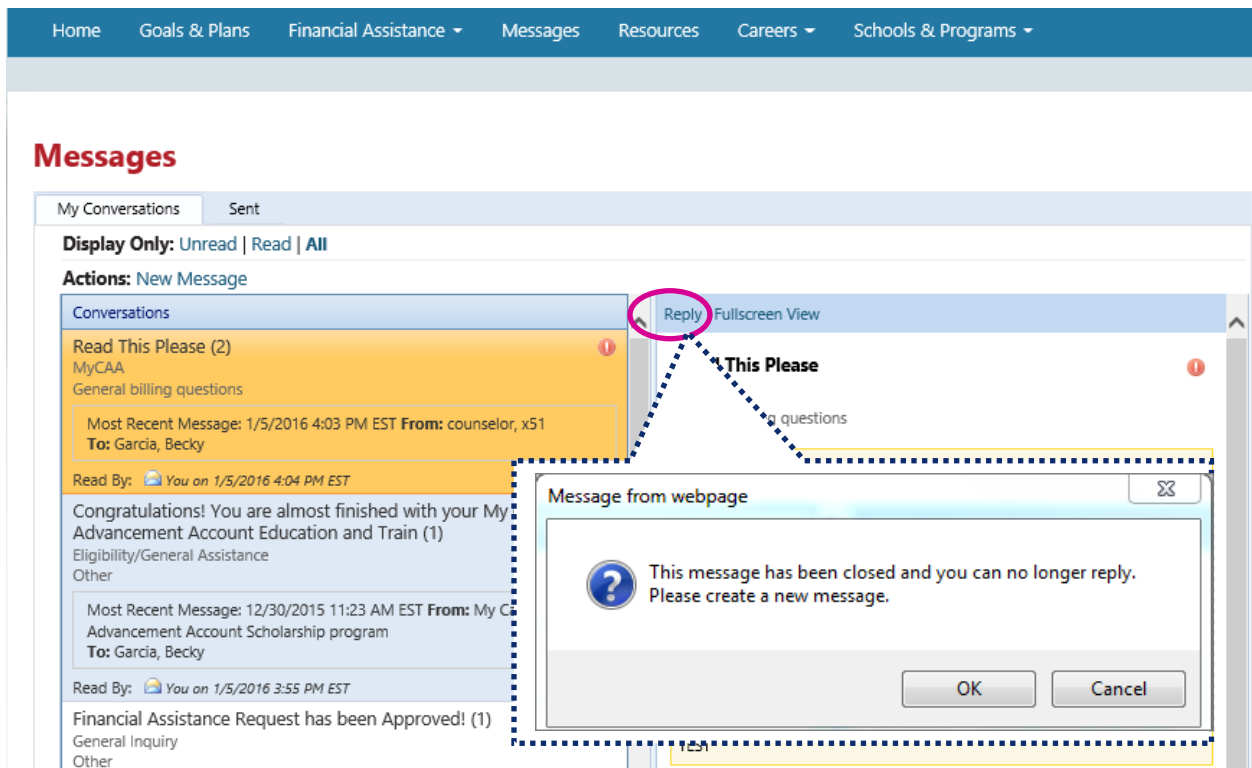
1. Spouses have the option to reply to unresolved messages sent by MAP Users.

## Messages




2. Spouses are not permitted to reply to resolved messages. Attempting to reply to a resolved message will result in the spouse being instructed to create a new message.





Any unread messages sent to the spouse's box will be considered a **FA Stopper** and the spouse will see this message in their Mandatory Updates:

**Mandatory Updates!**

 Unread messages in inbox. You will not be able to apply for FA until the messages are viewed.

[View Message Inbox.](#)

# Spouse Profile

---

## My Profile

1. Spouses are permitted to view and update limited sections of their personal information.

## My Profile

Update

### General Record Information

Profile Id: 268729  
First Name: Mark  
Middle Initial:  
Last Name: West  
DOB: 5/15/1985  
Gender: Male  
\* Years as Military Spouse: 1 - 4

### Sponsor's Information

First Name: Margery  
Last Name: West  
DOS: 5/31/2017  
Branch of Service: Army  
Service Component: Active  
Pay Grade: E-3  
Time in Service: 4 years

### Contact Information

\* Email Address: mwest@mycaa.com  
\* Preferred Phone: 567-512-6952  
 Non-US  
Alternate Phone: \_\_\_\_\_  
 Non-US

### Mailing Address

\* Street Line 1: \_\_\_\_\_  
Street Line 2: \_\_\_\_\_  
\* City: \_\_\_\_\_  
\* State: ALL

2. The contact and Mailing information can be updated.

## My Profile

Update

### General Record Information

Profile Id: 268729  
First Name: Mark  
Middle Initial:  
Last Name: West  
DOB: 5/15/1985  
Gender: Male  
\* Years as Military Spouse: 1 - 4

### Sponsor's Information

First Name: Margery  
Last Name: West  
DOS: 5/31/2017  
Branch of Service: Army  
Service Component: Active  
Pay Grade: E-3  
Time in Service: 4 years

### Contact Information

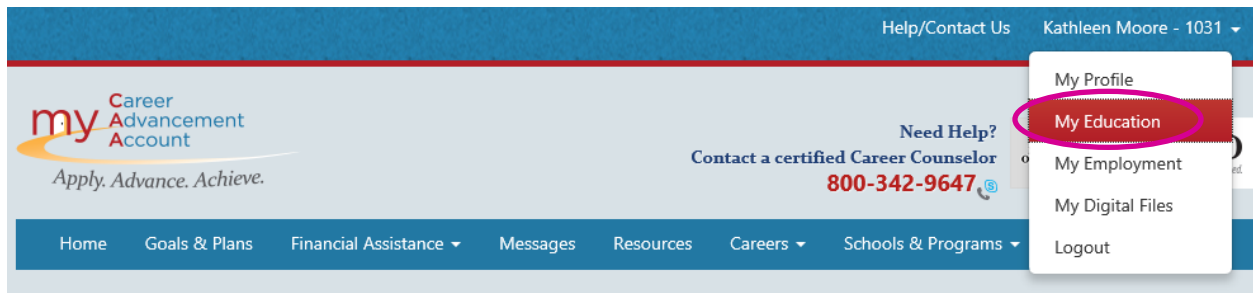
\* Email Address: mwest@mycaa.com  
\* Preferred Phone: 567-512-6952  
 Non-US  
Alternate Phone: \_\_\_-\_\_\_-\_\_\_\_  
 Non-US

### Mailing Address

\* Street Line 1:  
Street Line 2:  
\* City:  
\* State: ALL

## My Education

Spouses have the ability to view the highest level of education they reported during account registration. Additionally, spouses are able to view program completions submitted by their school(s) and MAP users. Spouses are not permitted to edit the Education section.



Help/Contact Us Kathleen Moore - 1031

my Career Advancement Account  
Apply. Advance. Achieve.

Need Help?  
Contact a certified Career Counselor  
800-342-9647

My Profile  
My Education  
My Employment  
My Digital Files  
Logout

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

### Education

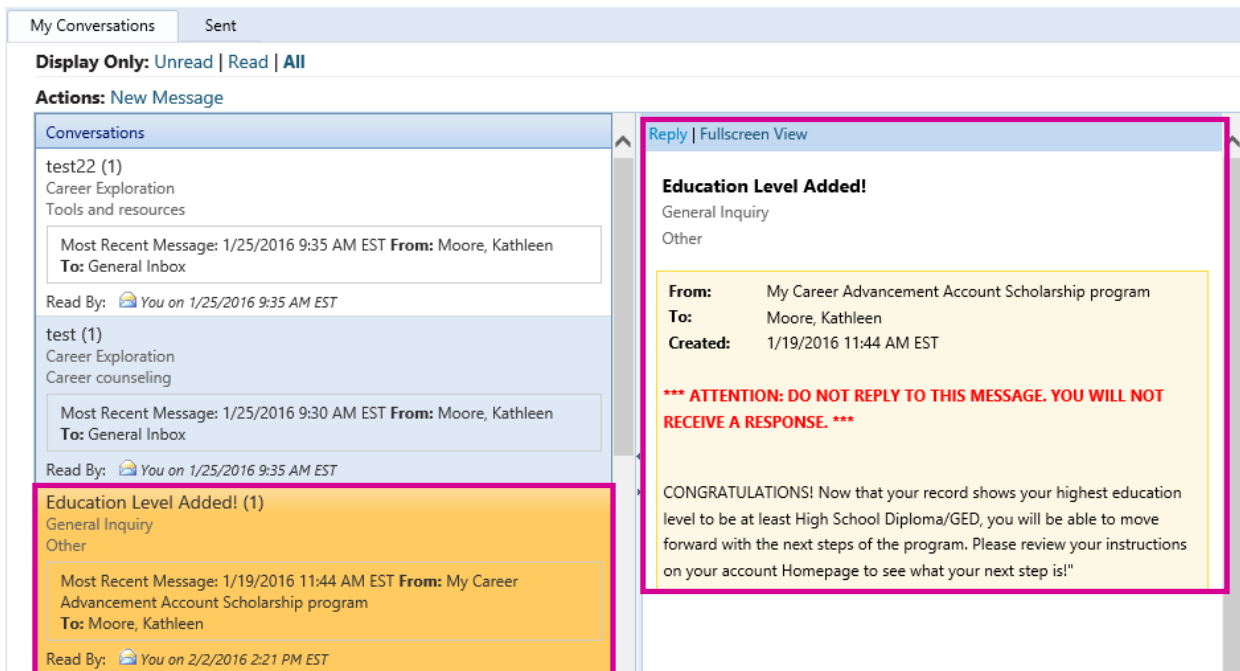
The education information shown below was provided by you and/or your institution. If you feel this information is incorrect, please contact a certified Career Counselor at 800-342-9647.

Education Level	Program Title	School Name	Date Obtained
High School Diploma/GED	High School Diploma/GED	N/A	05/2013
Less Than High School	Less Than High School	N/A	05/2013

Education level that you provided during account creation.

When the education level has been successfully added by a MAP User the following message will appear in the Spouse's inbox:

## Messages



My Conversations Sent

Display Only: Unread | Read | All

Actions: New Message

Conversations

test22 (1)  
Career Exploration  
Tools and resources  
Most Recent Message: 1/25/2016 9:35 AM EST From: Moore, Kathleen  
To: General Inbox  
Read By: You on 1/25/2016 9:35 AM EST

test (1)  
Career Exploration  
Career counseling  
Most Recent Message: 1/25/2016 9:30 AM EST From: Moore, Kathleen  
To: General Inbox  
Read By: You on 1/25/2016 9:35 AM EST

**Education Level Added! (1)**  
General Inquiry  
Other  
Most Recent Message: 1/19/2016 11:44 AM EST From: My Career Advancement Account Scholarship program  
To: Moore, Kathleen  
Read By: You on 2/2/2016 2:21 PM EST

Reply | Fullscreen View

**Education Level Added!**  
General Inquiry  
Other

**From:** My Career Advancement Account Scholarship program  
**To:** Moore, Kathleen  
**Created:** 1/19/2016 11:44 AM EST

**\*\*\* ATTENTION: DO NOT REPLY TO THIS MESSAGE. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

CONGRATULATIONS! Now that your record shows your highest education level to be at least High School Diploma/GED, you will be able to move forward with the next steps of the program. Please review your instructions on your account Homepage to see what your next step is!"

## Less than High School or GED

When a spouse indicates that they have less than a High School Diploma or GED they will see the following message in their "Your Next Step" message box:

The screenshot shows the user interface of the My Career Advancement Account portal. At the top right, there are links for 'Help/Contact Us' and the user's name 'Kathleen Moore - 1031'. The main header features the 'my Career Advancement Account' logo with the tagline 'Apply. Advance. Achieve.' and a 'Need Help?' section with the contact number '800-342-9647'. Logos for 'Military OneSource' and 'SECO' are also present. A navigation bar includes links for 'Home', 'Goals & Plans', 'Financial Assistance', 'Messages', 'Resources', 'Careers', and 'Schools & Programs'. The main content area is titled 'Welcome to the My Career Advancement Account Scholarship program! We are excited to get you started!!'. It contains a paragraph explaining the next steps, an 'ATTENTION!!' section, and an 'Account Balance' section showing 'Total Benefits Remaining: \$4,000.00'. A pink circle highlights the 'Your Next Step' message box, which contains the following text: '> > Your Next Step << Thank you for registering for the My Career Advancement Account Scholarship program. It is program policy that all participants have a High School Diploma or GED to be eligible for funding. You have indicated you do not have a high school diploma or a GED. Please contact a certified Career Counselor at 1-800-342-9647 to get instructions on your next steps.'

## My Employment

Spouses have the ability to update their employment history information.

Help/Contact Us    Becky Garcia - 293342 ▾

**my** Career Advancement Account  
Apply. Advance. Achieve.

Need help?  
Contact a certified Career Counselor  
**800-342-9647**

- My Profile
- My Education
- My Employment**
- My Digital Files
- Logout

Home    Goals & Plans    Financial Assistance ▾    Messages    Resources    Careers ▾    Schools & Programs ▾

## Employment

Please provide employment history for your last 3 employers (maximum of 6).

Job Title	Start Date	End Date
Sales Macys	11/15/2015	1/5/2016

New Employer

If spouse checked **I have never been employed** during account creation they have the opportunity to add employment information at a later date.

## Employment

Please provide employment history for your last 3 employers (maximum of 6).

I have never been employed.  
(Uncheck this box to add an employment record.)

### My Digital Files

- Spouses have the ability to upload electronic files. File types are limited to .doc, .docx, .xls, .xlsx, .mht and .pdf.

Help/Contact Us    Becky Garcia - 293342

**my** Career Advancement Account  
Apply. Advance. Achieve.

Need help?  
Contact a certified Career Counselor  
800-342-9647

- My Profile
- My Education
- My Employment
- My Digital Files**
- Logout

Home    Goals & Plans    Financial Assistance    Messages    Resources    Careers    Schools & Programs

### Digital File Folder

File Name	Category	Date	Size
No records to display.			

**Add File**

**Uploaded file size cannot exceed 4 MB**

### UPLOAD FILE

\* File Name:

Category:

File:

File size cannot exceed 4096KB (4MB).

\* Required

2. The uploaded file appears in the spouse's Digital File Folder.

Home    Goals & Plans    Financial Assistance    Messages    Resources    Careers    Schools & Programs

### Digital File Folder

File Name	Category	Date	Size
<b>Plan File</b>	Plans	06/26/2013	15495 Bytes

**Add File**

# Resources

---

The Resources page provides spouses with valuable information and links.

Home Goals & Plans Financial Assistance - Messages **Resources** Careers - Schools & Programs -

## Resources

Please use the phone numbers and links provided below for the most current MyCAA policy and program information and updates. **For current MyCAA Account owners**, remember to check your MyCAA Account Message Box regularly for additional information and updates.

### General Information

- [MyCAA Education and Training Plan Guidelines](#)
- [MyCAA Fact Sheet](#)
- MyCAA Information and Assistance:
  - 1-800-342-9647 -- Spouse Career and Education Opportunities Counselor
  - Military OneSource -- See **NEW** online Spouse Career Center Resources

### For Spouses

- [MyCAA Spouse FAQs](#)
- [MyCAA Spouse Terms and Conditions Agreement](#)
- [Military Spouse Alternative Education Funding Resources](#)

### For Schools

[Please visit our Schools Resources Page](#)

### Tests

MyCAA pays for many tests and preparatory courses of study that lead directly to a recognized professional, state, regional or national occupational license or certification. [Click here](#) for more information about tests and testing related resources.

### Links

- [American Association of Community Colleges Site](#)
- [CareerOneStop](#)
- [MilitaryHOMEFRONT](#)
- [MilitaryINSTALLATIONS](#)
- [Military OneSource](#)



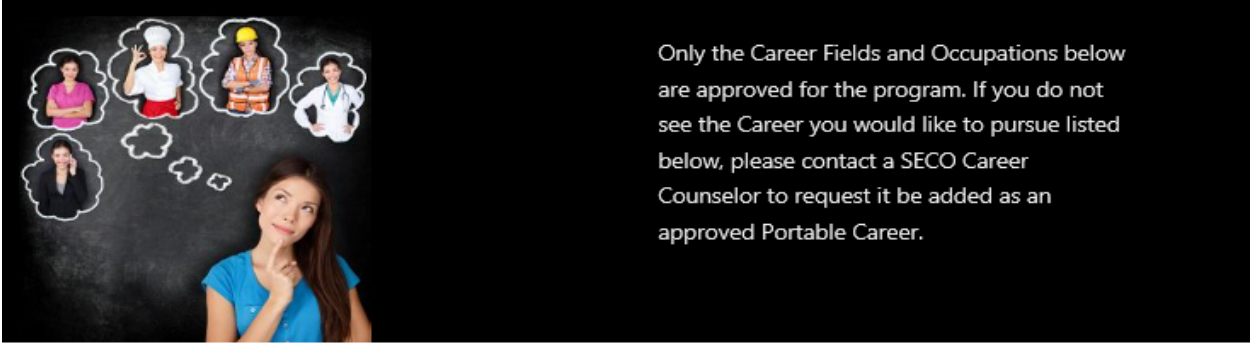
## Careers

---

### **Career Search**

1. Spouses can select a MyCAA approved career fields and occupations.

## Career Search



Only the Career Fields and Occupations below are approved for the program. If you do not see the Career you would like to pursue listed below, please contact a SECO Career Counselor to request it be added as an approved Portable Career.



### Aerospace

If you have a passion for flying or working with aircraft, then an occupation in the aerospace career field could be for...



### Animal Services

Animal Services is a growing and rewarding career that will give you the training necessary to work in areas such as ani...



### Automotive Services & Transportation

Transportation systems move people, products and personal items every day of the year - 24/7. Whether by air, road, rail...



### Business, Finance & Administration

Business and management consulting firms influence how businesses, governments, and institutions make decisions. Often w...



### Construction

Construction is not just about bricks and mortar, hammers and nails. Contractors use high-tech tools and machinery to bu...



### Education

The educational services industry includes a variety of institutions that offer academic education, vocational or career...



### Energy

The demand for energy around the world is growing, and the number of jobs to keep the energy industry humming isn't just...



### Health & Human Services

Combining medical technology and the human touch, the health care industry administers care around the clock, responding...



### Homeland Security

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs), paramedics...



### Hospitality

People travel for a variety of reasons, including for vacations, business, and visits to friends and relatives. For many...



### Information Technology

All organizations today rely on computer and information technology to conduct business and operate more efficiently. Of...



### Legal

While lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. In f...



### Skilled Trades

- When a spouse selects the approved Career Field and Occupation a list will be provided of the programs that are associated to that occupation and the participating institutions that offer those

programs.

## Aerospace

[Back to Career Search](#)

If you have a passion for flying or working with aircraft, then an occupation in the aerospace career field could be for you. The aerospace industry involves a wide array of specialties ranging from researching, designing, manufacturing, or operating aircraft and aircraft systems. Aerospace activity is very diverse, with a multitude of commercial, industrial and military applications.

Below are the MyCAA-approved occupations associated to the Aerospace career field. Select an occupation from the list below to view the programs, associated to that occupation, offered by MyCAA-participant schools.

If you'd like to learn more about these exciting careers, please visit the SECO Occupational Research page by clicking [HERE](#).

Occupation	# of Certificates and Licenses
Aircraft Electrical Engineer	0
Aircraft Flight Engineer	1
Aircraft Mechanic	0
Aircraft Mechanical Engineer	0
Aircraft Service Technician	0
Engineering Technician	1
Pilot or Copilot	0

- When the spouse selects an Occupation it will provide them a drop down menu which will show them the name of schools, school ratings, and estimated costs of the certificates and licenses offered at the institutions for those occupations.

Home   Goals & Plans   Financial Assistance ▾   Messages   Resources   Careers ▾   Schools & Programs ▾

## Aerospace

[Back to Career Search](#)

If you have a passion for flying or working with aircraft, then an occupation in the aerospace career field could be for you. The aerospace industry involves a wide array of specialties ranging from researching, designing, manufacturing, or operating aircraft and aircraft systems. Aerospace activity is very diverse, with a multitude of commercial, industrial and military applications.

Below are the MyCAA-approved occupations associated to the Aerospace career field. Select an occupation from the list below to view the programs, associated to that occupation, offered by MyCAA-participant schools.

If you'd like to learn more about these exciting careers, please visit the SECO Occupational Research page by clicking [HERE](#).

Occupation	# of Certificates and Licenses
Aircraft Electrical Engineer	0
Aircraft Flight Engineer	1
10/8 8 <b>School:</b> UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	<b>Avg. Rating:</b> ☆☆☆☆ <b>Est. Cost:</b> \$23.45
Aircraft Mechanic	0
Aircraft Mechanical Engineer	0
Aircraft Service Technician	0
Engineering Technician	1
Pilot or Copilot	0

- The spouse can select the name of the institution and it will take the spouse to the School Profile page. This page will list the address, website, school rating, student body, and campuses. They will also be able to select and view clickable tabs for Programs, Course Catalogs, and Contacts for the institution.

# UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

[Back](#)

**Address:**

3501 University Boulevard East  
Adelphi, MD 20783-8078

**Website:**

<http://www.umuc.edu/portablecareer/>

**★ School Rating (Overall):**

☆☆☆☆☆

**Student Body:**

9 students have used financial assistance through the MyCAA Scholarship Program for this school.

**Campus:**

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE - MAIN CAMPUS  
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE - EUROPE CAMPUS  
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE - ASIA CAMPUS  
UNIVERSITY OF MARYLAND - DAN CAMPUS  
DAN TEST  
WQREQWR  
Ruff's school for troubled youths

**State:**

MD  
AE  
AP  
AL  
DC  
AL  
OH

**Rating:**

☆☆☆☆☆  
☆☆☆☆☆  
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- [Programs](#)
- [Course Catalog](#)
- [Contacts](#)

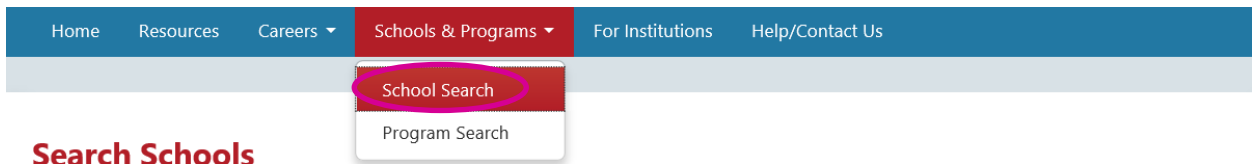
Program	Est. Cost	Program Type
10/8 3		Associate of Arts
10/8 6		Associate of Science
10/8 7	\$56.00	License, Certification or Technical
10/8 8	\$23.45	License, Certification or Technical
330 dan not auabc		Associate of Arts
aaa		Associate of Arts
Accounting		Associate of Arts
asdf		Associate of Arts
Asian Studies 1		Bachelor of Arts

# Schools & Programs

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## School Search

1. Spouses can search for information on schools participating in the MyCAA Scholarship program. Spouses have the option to search by school name, campus name, state, tax status, accreditation, and teaching method.



## Search Schools

You can search a listing of participating, approved schools using a keyword search. To view a listing of ALL schools and campuses, please enter "%" in the school name field. For a more accurate search avoid typing in words such as "The," "University" or "College."

School Name:

Campus Name:

State:  Tax Status:  Accreditation:  Teaching Method:

The appearance of hyperlinks does not constitute endorsement by the Department of Defense. School and program information is the responsibility of the providing agency or institution. The Department of Defense does not exercise any editorial control over the accuracy or content of the information you may find at these locations. Such links provided are consistent with the stated purpose of this Department of Defense website.

2. Spouse has the option to select from a search result list.

School	Overall Rating
<b>AMERICAN CAREER COLLEGE</b> AMERICAN CAREER COLLEGE- MAIN CAMPUS - CA	☆☆☆☆☆
<b>AMERICAN UNIVERSITY</b> AMERICAN UNIVERSITY- MAIN CAMPUS - DC	☆☆☆☆☆
<b>AMERICAN INTERCONTINENTAL UNIVERSITY - ONLINE</b> AMERICAN INTERCONTINENTAL UNIVERSITY - ONLINE- MAIN CAMPUS - IL	☆☆☆☆☆
<b>AMERICAN INTERNATIONAL COLLEGE</b> AMERICAN INTERNATIONAL COLLEGE- MAIN CAMPUS - MA	☆☆☆☆☆
<b>THE AMERICAN COLLEGE</b> THE AMERICAN COLLEGE- MAIN CAMPUS - PA	☆☆☆☆☆
<b>AMERICAN UNIVERSITY OF PUERTO RICO</b> AMERICAN UNIVERSITY OF PUERTO RICO - MAIN CAMPUS - PR	☆☆☆☆☆
<b>NATIONAL AMERICAN UNIVERSITY</b> NATIONAL AMERICAN UNIVERSITY - MAIN CAMPUS - SD	☆☆☆☆☆
<b>AMERICAN COMMERCIAL COLLEGE - LUBBOCK</b> AMERICAN COMMERCIAL COLLEGE - LUBBOCK- MAIN CAMPUS - TX	☆☆☆☆☆
<b>AMERICAN MILITARY UNIVERSITY</b> AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS - WV AMU - Test - AL Kurt Campus - DE AMERICAN MILITARY UNIVERSITY NORTH - MA Kurt Campus - VA DAN CAMPUS - DE KD Campus1 - SC AMU 4/27 CAMPUS - AL ABC TEST CAMPUS - rewqreqw - AL rewqreqw - AL rewqreqw - AL rewqreqw - AL rewqreqw - AL rewqreqw - AL REWQ - FL DAN CAMPUS 527 - AL rewqreqw - AL	☆☆☆☆☆

- On the School profile page, school and campus information is presented including links to the school website. Other additional information that is provide includes the school rating, student body information, programs, course catalog, and contacts for the participating institution.

# AMERICAN MILITARY UNIVERSITY

Back

**Address:**

111 West Congress Street  
Charles Town, WV 25414-1621

**Website:**

<http://www.apus.edu/>

**School Rating (Overall):**

★★★★☆

**Student Body:**

30 students have used financial assistance through the MyCAA Scholarship Program for this school.

**Accreditation Type:**

Regional

**Tax Status:**

Private For Profit

**Teaching Method:**

Online Only

**Campus:**

AMERICAN MILITARY UNIVERSITY- MAIN CAMPUS  
AMU - Test  
NORTHERN VIRGINIA CAMPUS  
Kurt Campus  
AMERICAN MILITARY UNIVERSITY NORTH  
Kurt Campus  
DAN CAMPUS  
KD Campus1  
AMU 4/27 CAMPUS  
ABC TEST CAMPUS  
rewqreqw  
rewqreqw  
rewqreqw  
rewqreqw  
rewqreqw  
rewqreqw  
rewqreqw  
REWQ  
DAN CAMPUS 527  
rewqreqw

**State:**

WV  
AL  
VA  
DE  
MA  
VA  
DE  
SC  
AL  
  
AL  
AL  
AL  
AL  
AL  
AL  
FL  
AL  
AL

**Rating:**

★★★★☆  
★★★★☆  
★☆☆☆☆  
☆☆☆☆☆  
★★★★☆  
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- Programs
- Course Catalog
- Contacts

Program	Est. Cost	Program Type
A MyCAA Program		License, Certification or Technical
Associate of Science Technical Technology		Associate of Science
Early Childhood Development	\$1,245.50	License, Certification or Technical
General Studies		Associate of Arts
Information Security Systems Analysis		Associate of Science

**NOTE: Ratings, Program, and Contact information can be shown through the tabs at the bottom of the page (program and contacts data only available if information is reported in the AI Portal by the institution).**



## Program Search

1. Spouses have the option to search for programs by school, keyword, and type.

The screenshot shows the 'Search School Programs' page. The navigation bar includes 'Home', 'Resources', 'Careers', 'Schools & Programs', 'For Institutions', and 'Help/Contact Us'. A dropdown menu is open under 'Schools & Programs', with 'Program Search' highlighted. Below the navigation is the heading 'Search School Programs' and a paragraph of instructions. The search form contains the following fields:

- School: [Find School] [Clear School]
- Degree Program Keyword:
- Degree Type: ALL (dropdown menu)
- Search button (circled in pink)

Below the form is a disclaimer: "The appearance of hyperlinks does not constitute endorsement by the Department of Defense. School and program information is the responsibility of the providing agency or institution. The Department of Defense does not exercise any editorial control over the accuracy or content of the information you may find at these locations. Such links provided are consistent with the stated purpose of this Department of Defense website."

2. Spouse selects program from the search result.

The screenshot shows the search results page. The navigation bar includes 'Home', 'Goals & Plans', 'Financial Assistance', 'Messages', 'Resources', 'Careers', and 'Schools & Programs'. The heading is 'Search School Programs' and the instructions are repeated. The search form shows the following values:

- School: [Find School]
- Degree Program Keyword: %
- Degree Type: ALL (dropdown menu)
- Search button

Below the form is a table of search results:

Program / School	Program Type
test ABC University	Associate of Arts
Associate of Arts in Business Administration (AABA) with a concentration in Business Administration AMERICAN INTERCONTINENTAL UNIVERSITY	Associate of Arts
Associate of Arts in Business Administration (AABA) with a concentration in Healthcare Administratio AMERICAN INTERCONTINENTAL UNIVERSITY	Associate of Arts

The first result is circled in pink.

# School Rating System

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Spouses are given the option to rate their school based off of a 5-star system.

## Rate School

1. Spouses can rate their school by searching for the school through the "School Search" function
2. After finding their school and clicking the link to the School's Profile, the spouse will be able to input their rating at the bottom of the page by clicking "Rate Campus."

Ratings Programs

Excellent (0)    You have not rated this campus. Do so by clicking the "Rate Campus" button below.

Very Good (0)

Good (0)    **Rate Campus**

Average (0)

Poor (0)

0 (View All)

### All Ratings

No ratings exist for this campus yet.

3. Spouses will then be able to add their rating and provide comments.

**Submit My Rating**

\* Rating: ★★★★★

\* Comment:

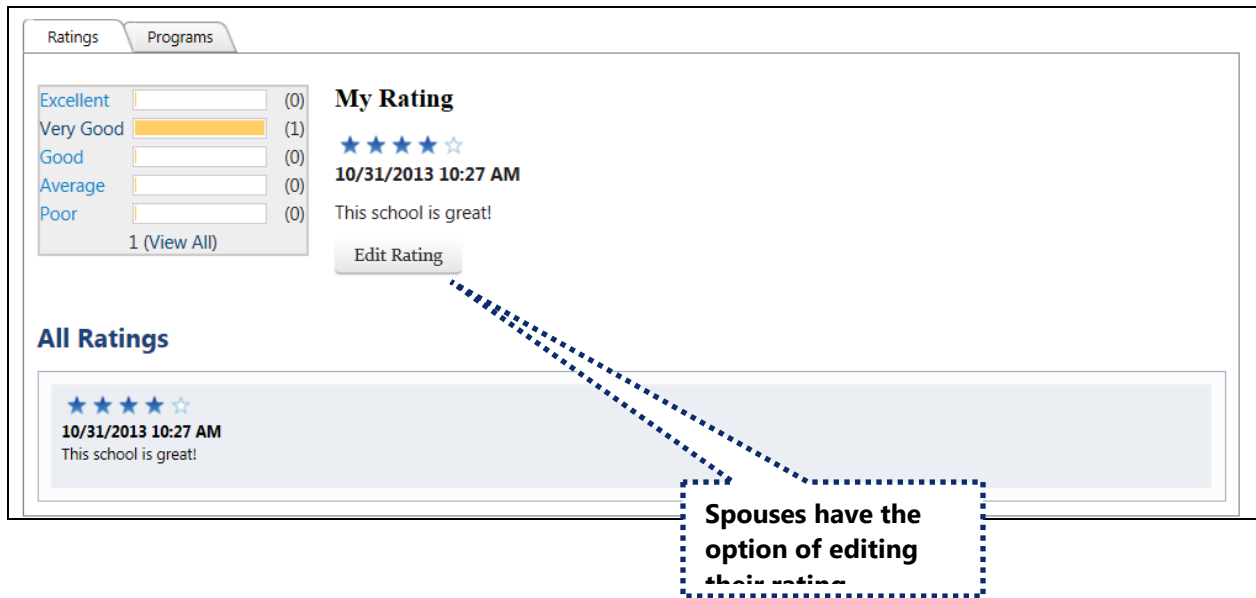
Allow this campus to contact me:

Submit    Cancel

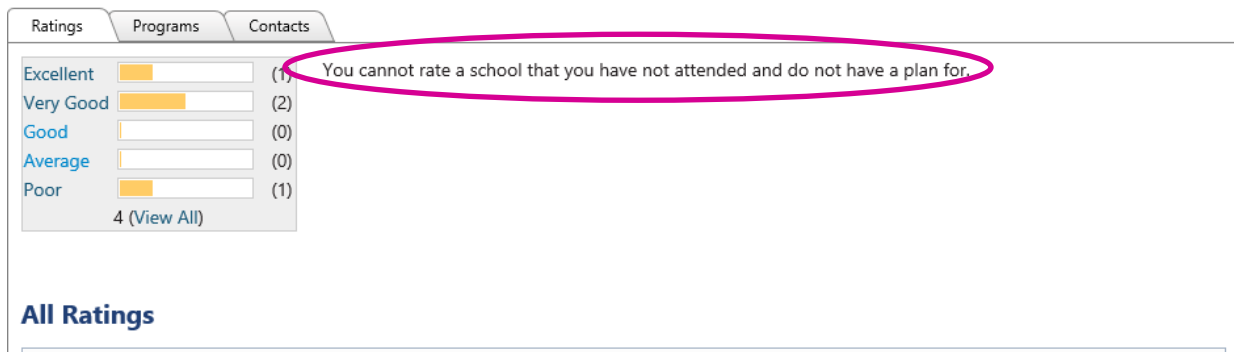
\* Required Field

**Spouses can indicate whether campuses can contact them or not in regards to ratings**

4. After submitting their rating, spouses will be able to view their submission from the school profile page.



**NOTE: Spouses are only able to rate the schools for which they've applied for FA:**



# Help Page

The Help page includes helpful resource information and a Contact Us section.

[Help/Contact Us](#) Becky Garcia - 293342

**my** Career Advancement Account  
Apply. Advance. Achieve.

Need help?  
Contact a certified Career Counselor  
800-342-9647

Military OneSource  
SECO  
Learn. Advise. Succeed.

Home Goals & Plans Financial Assistance Messages Resources Careers Schools & Programs

## Help

**Counseling Services** Counselors at Military OneSource Spouse Career Center (MyCAA) are available Monday through Friday from seven am until ten pm (7am-10pm) eastern time and Saturday from ten am until five pm (10am-5pm) eastern time at 1-800-342-9647.

Contact a Military OneSource (MOS) Career and Education Consultant to receive assistance with:

- Career Interest & Other Self-Assessments
- Career Exploration & Decision Making
- Selection of Programs of Study and Schools
- Additional Sources of Financial Assistance
- MyCAA Education and Training Plans
- School & Employment Readiness
- Resume Writing, Interviewing and Job Searching
- Networking, Spouse Employment Partners, and more!

**MyCAA Message Box** Use your MyCAA Account Message Box as the fastest way to receive information, updates and assistance from MOS Career and Education Consultants.

**Website Assistance** Having trouble using the MyCAA Spouse Portal? Contact the MyCAA HELP DESK for technical assistance by sending an email to [MYCAAHELP@militaryonesource.com](mailto:MYCAAHELP@militaryonesource.com).

**Resource Page** Access Key MyCAA Resources that contain the most up to date MyCAA policy and program information. Includes NEW Guidelines for Spouses who established MyCAA Accounts after the February 2010 program pause.

**Feedback** Tell MyCAA what is working and what improvements are needed. Ideas, recommendations and concerns are always welcomed!

## Contact Us

Please share **Your Portable Career Experience & Employment Outcomes** with us. Your successes will inspire other spouses to pursue their career goals and will be used to measure the success of the MyCAA program.

### MEDIA INQUIRIES

Contact Department of Defense Public Affairs -- (703) 697-5131

### FEEDBACK

If you want to send us your comments, ideas and recommendations about the MyCAA Program or website, please use [MyCAAFeedback@militaryonesource.com](mailto:MyCAAFeedback@militaryonesource.com).

### SCHOOL REPRESENTATIVES

School representatives should visit the [School Resource](#) page for further assistance.