MyCAA

Spouse Portal

Spouse Portal Views

November 26, 2024

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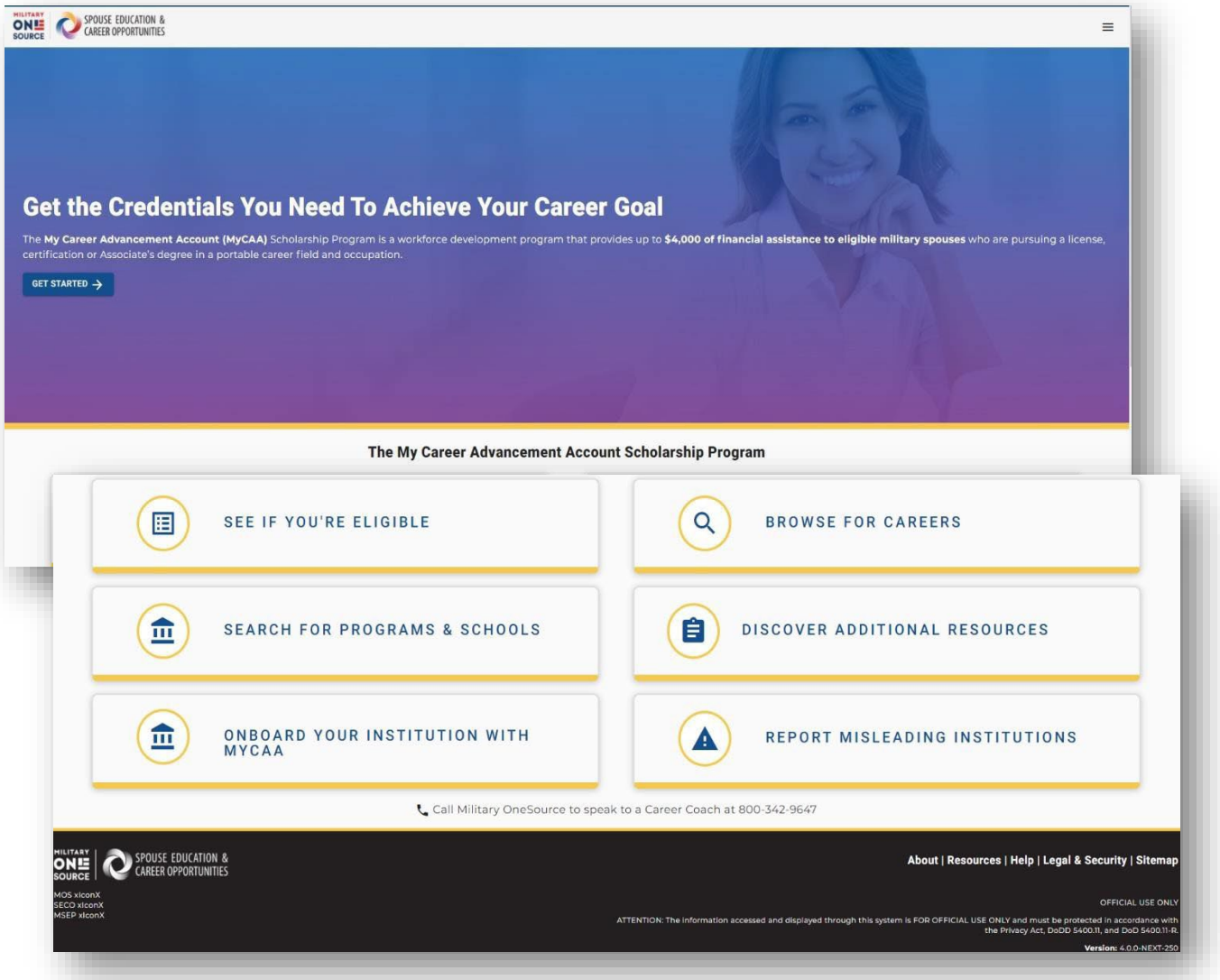
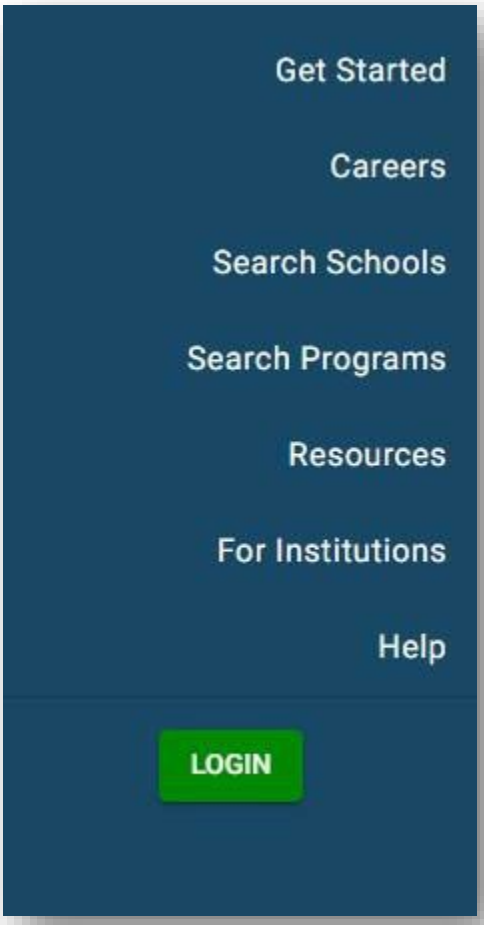
MyCAA Homepage/Menu

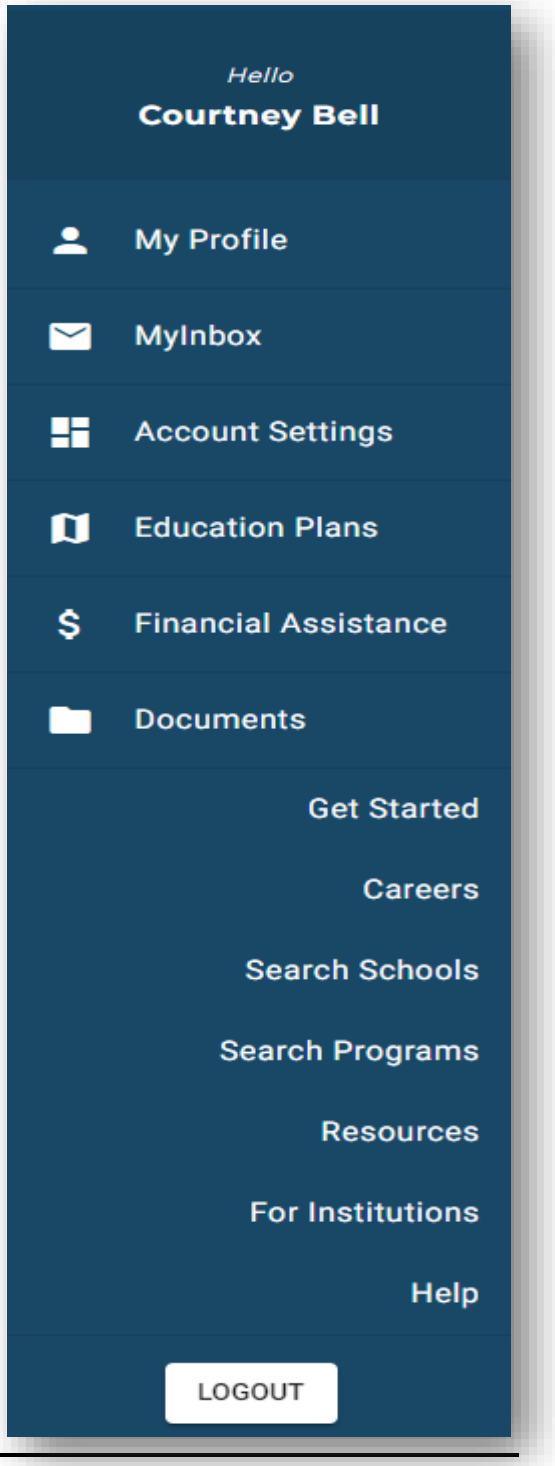
Screenshots in this section will show the public-facing Homepage of the MyCAA Spouse portal and the perpetual drop-down, navigation menu.

Homepage



Menu (Public)

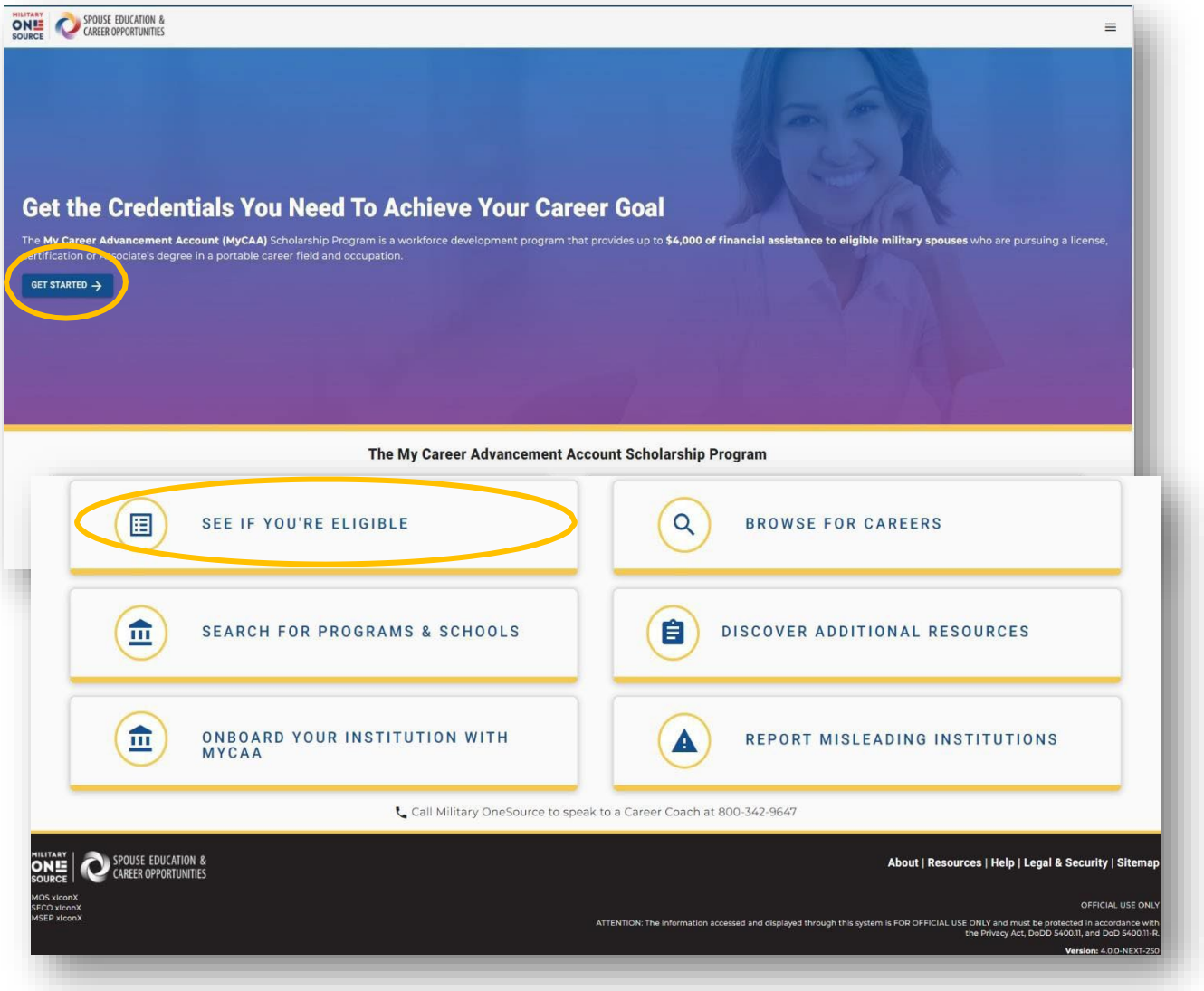

Get Started
Careers
Search Schools
Search Programs
Resources
For Institutions
Help
LOGIN


Hello
Courtney Bell
My Profile
MyInbox
Account Settings
Education Plans
Financial Assistance
Documents
Get Started
Careers
Search Schools
Search Programs
Resources
For Institutions
Help
LOGOUT

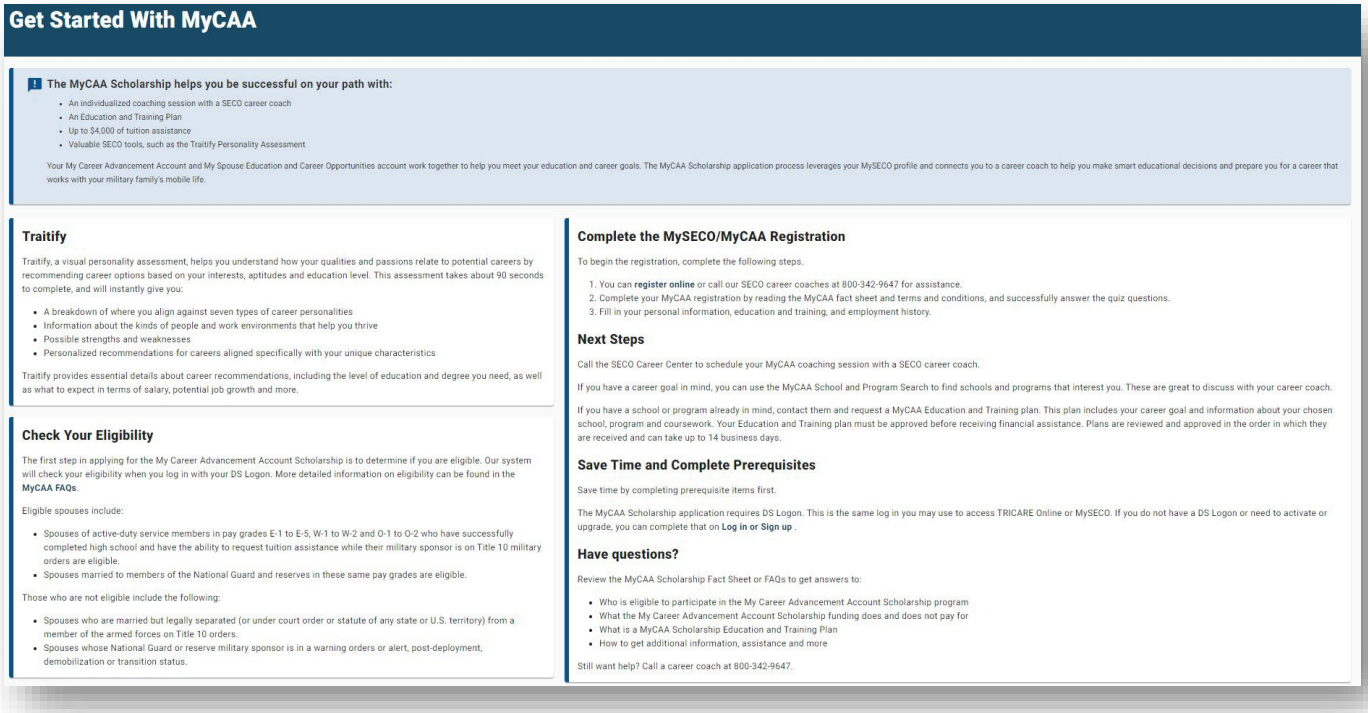
Spouse Account

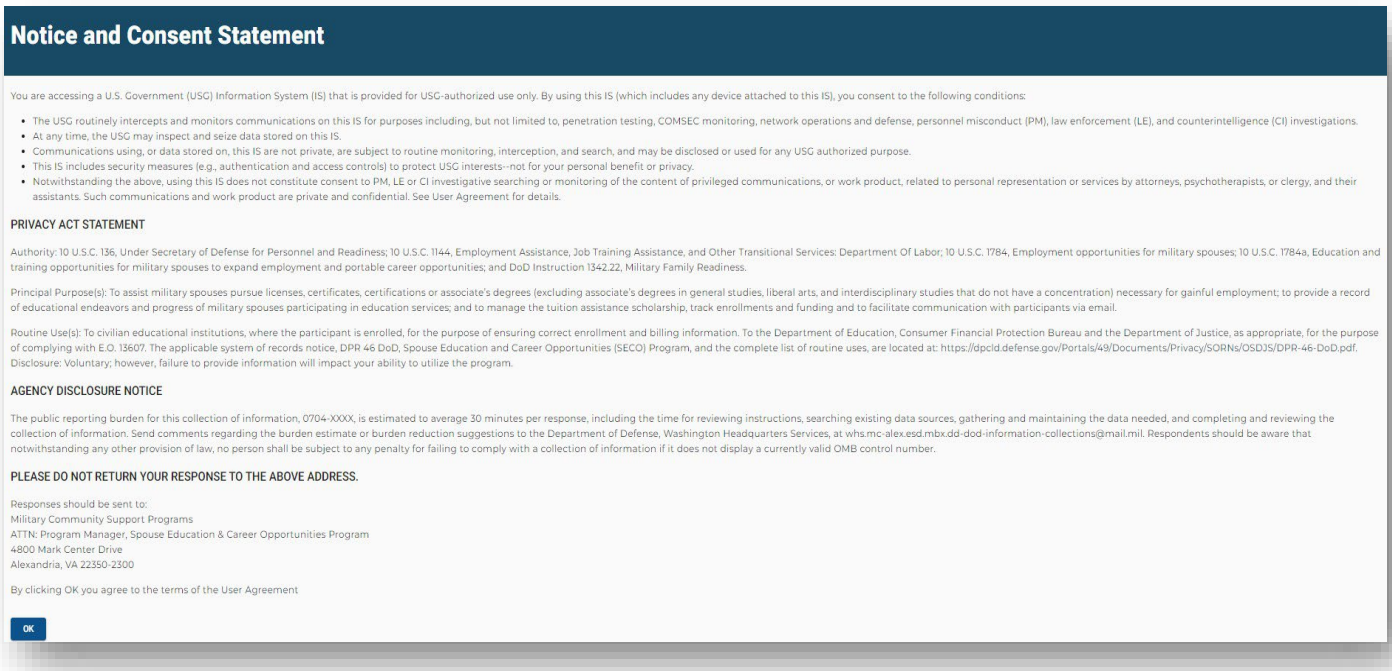
This section will focus on the creation of a Spouse account and the initial pages a spouse will see once they access the portal.

Registering an Account



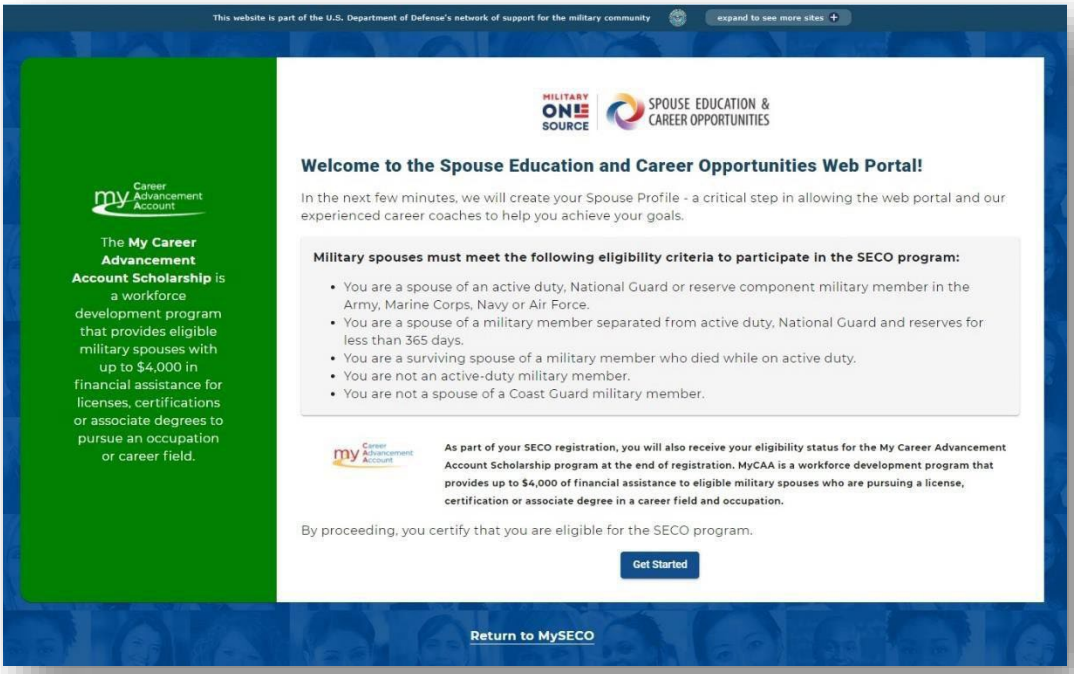
NOTE: If a spouse lands on the MyCAA page they will be re-directed to the MySECO website by to complete the registration process.

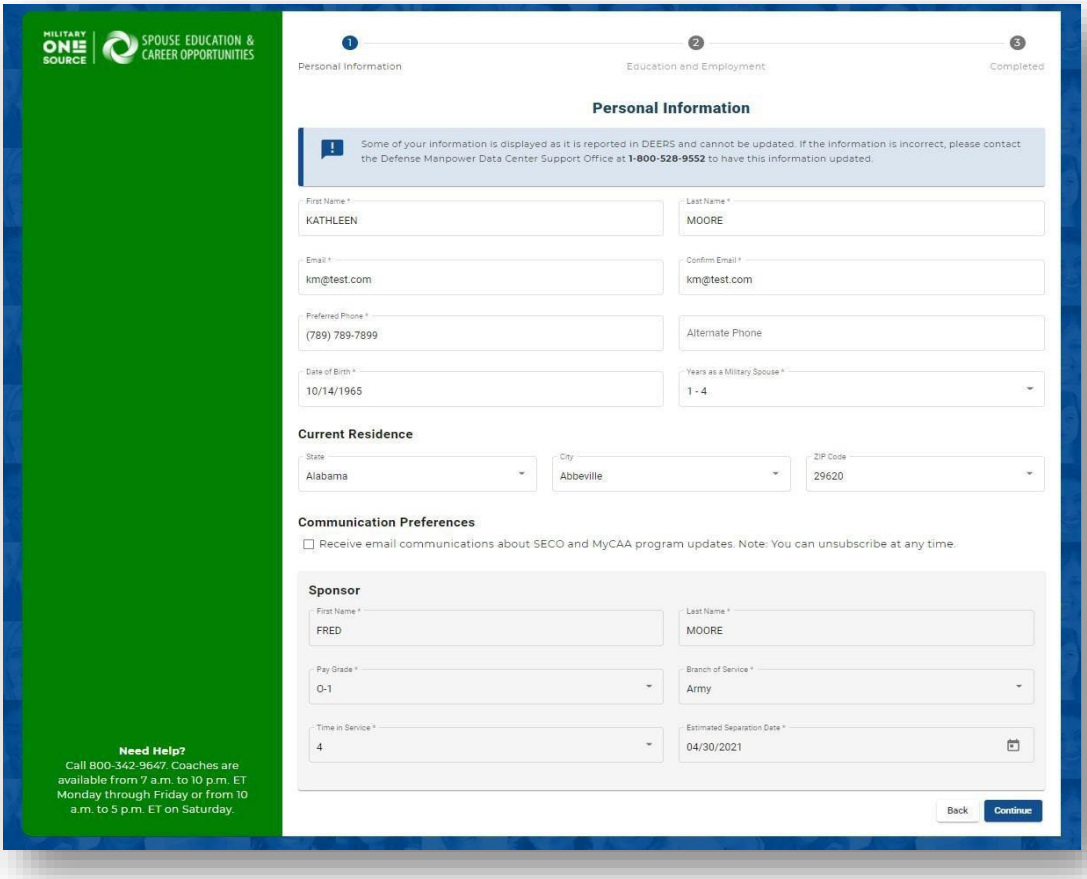


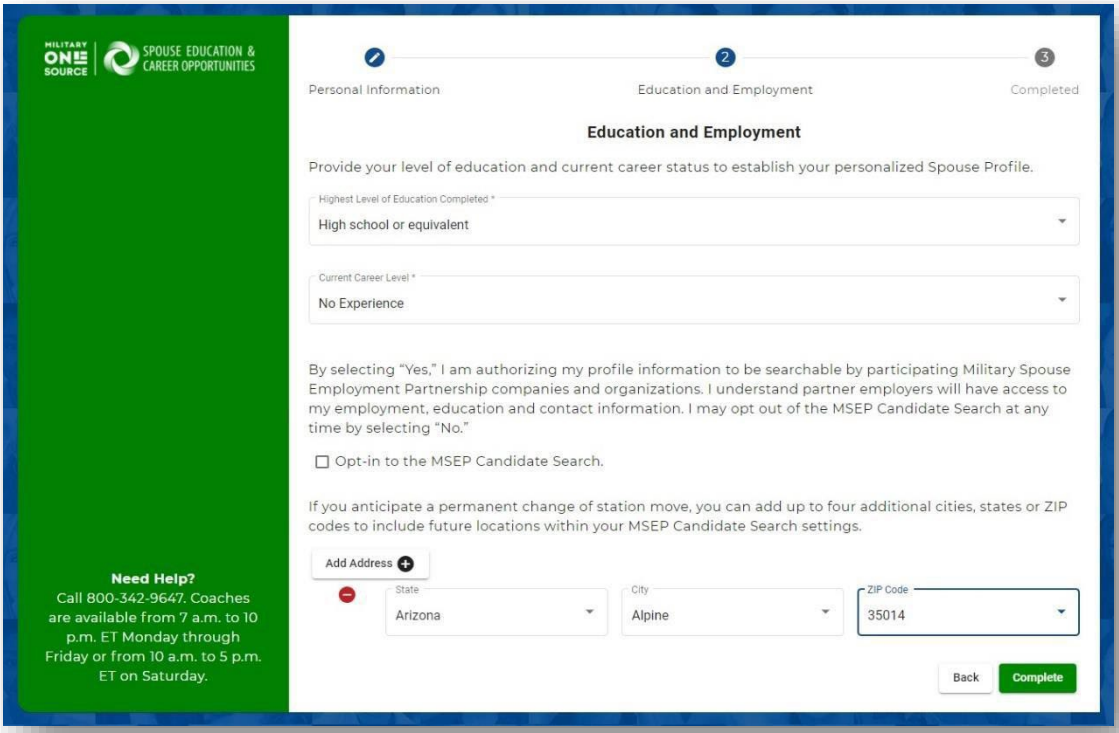


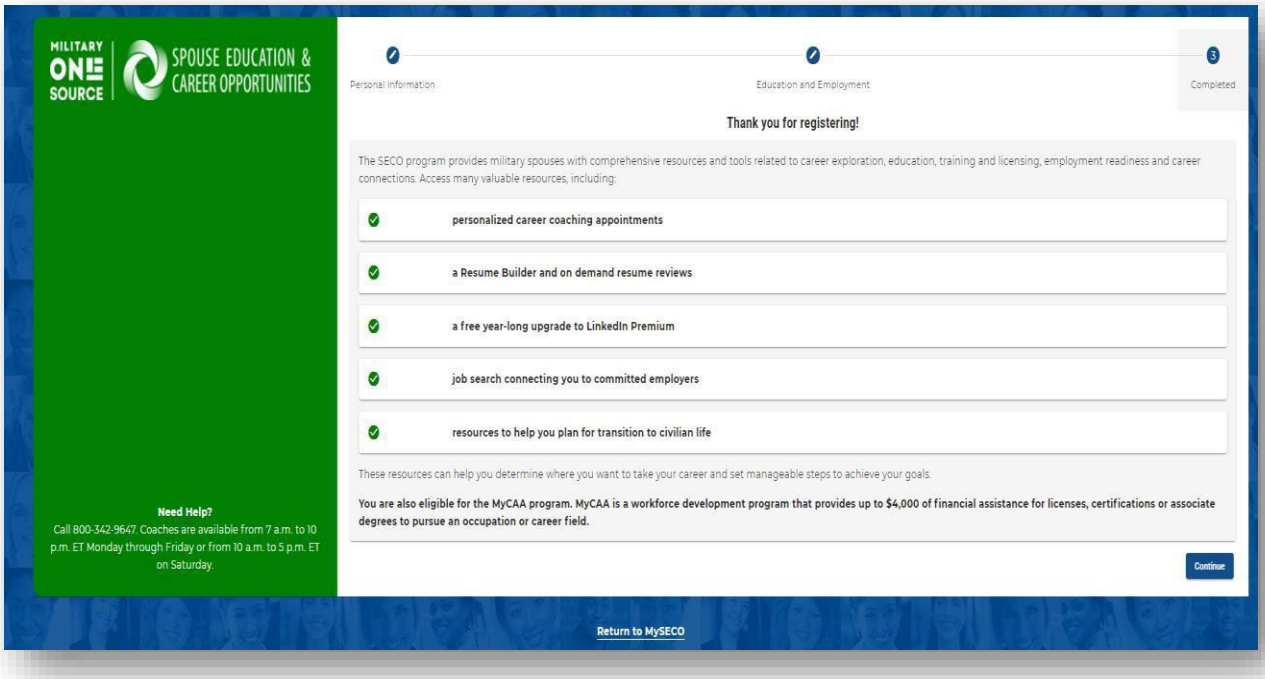
DS Logon Authentication (NOT PICTURED)

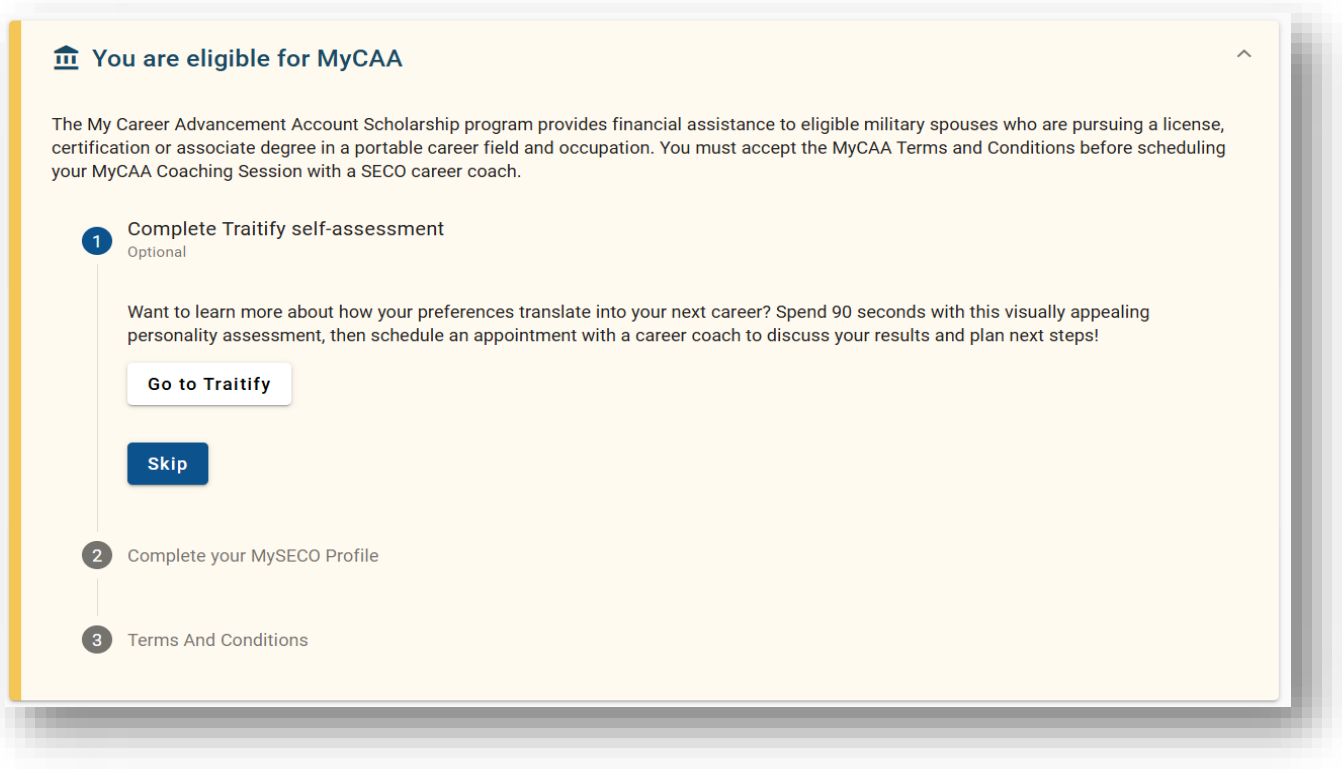
Note: Once a spouse navigates past DS Logon they will be prompted to fill out their MySECO profile.



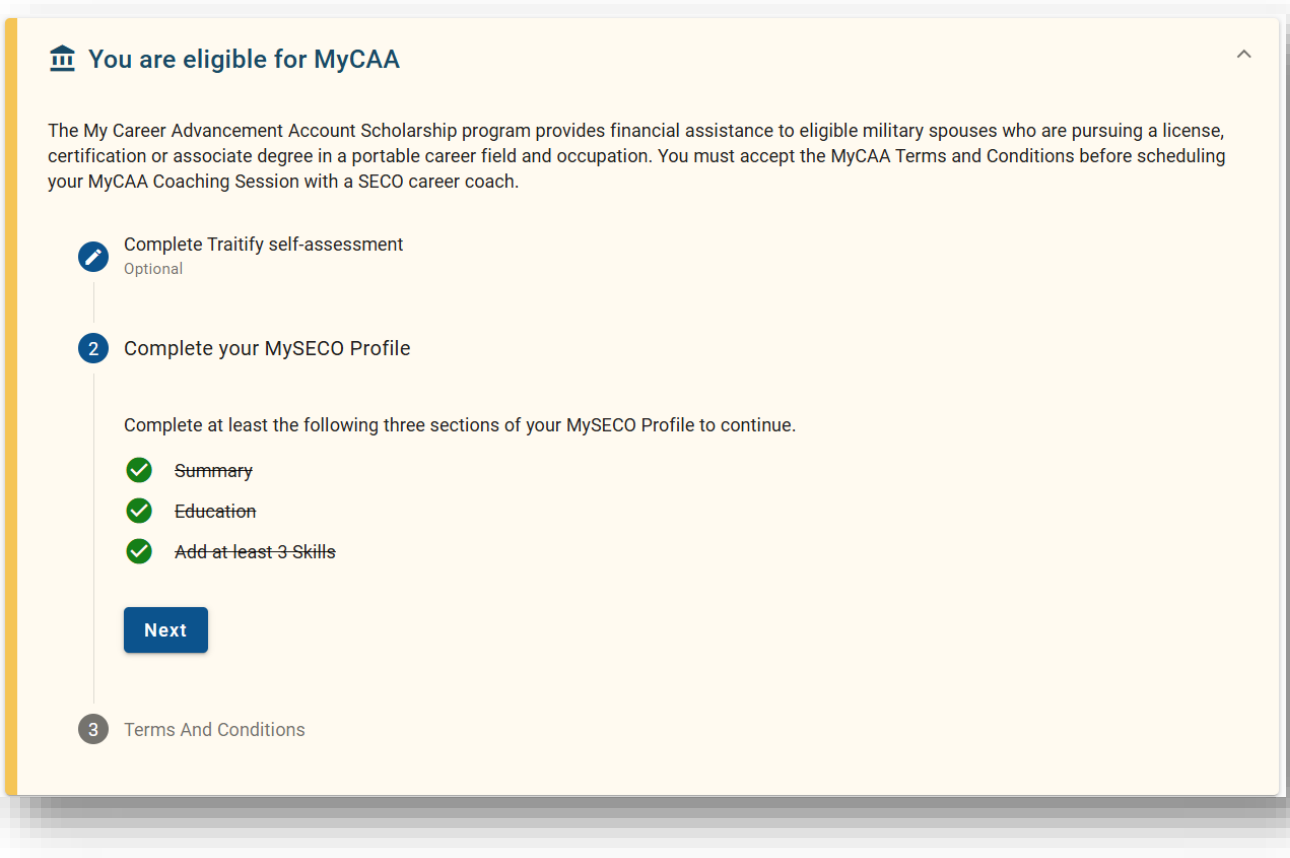



MILITARY ONE SOURCE
SPOUSE EDUCATION & CAREER OPPORTUNITIES
Personal Information
2
Education and Employment
3
Completed
Education and Employment
Provide your level of education and current career status to establish your personalized Spouse Profile.
Highest Level of Education Completed *
High school or equivalent
Current Career Level *
No Experience
By selecting "Yes," I am authorizing my profile information to be searchable by participating Military Spouse Employment Partnership companies and organizations. I understand partner employers will have access to my employment, education and contact information. I may opt out of the MSEP Candidate Search at any time by selecting "No."
Opt-in to the MSEP Candidate Search.
If you anticipate a permanent change of station move, you can add up to four additional cities, states or ZIP codes to include future locations within your MSEP Candidate Search settings.
Add Address
State
Arizona
City
Alpine
ZIP Code
35014
Back
Complete
Need Help?
Call 800-342-9647. Coaches are available from 7 a.m. to 10 p.m. ET Monday through Friday or from 10 a.m. to 5 p.m. ET on Saturday.


MILITARY ONE SOURCE
SPOUSE EDUCATION & CAREER OPPORTUNITIES
Personal Information
Education and Employment
3
Completed
Thank you for registering!
The SECO program provides military spouses with comprehensive resources and tools related to career exploration, education, training and licensing, employment readiness and career connections. Access many valuable resources, including:
personalized career coaching appointments
a Resume Builder and on demand resume reviews
a free year-long upgrade to LinkedIn Premium
job search connecting you to committed employers
resources to help you plan for transition to civilian life
These resources can help you determine where you want to take your career and set manageable steps to achieve your goals.
You are also eligible for the MyCAA program. MyCAA is a workforce development program that provides up to $4,000 of financial assistance for licenses, certifications or associate degrees to pursue an occupation or career field.
Continue
Return to MySECO
Need Help?
Call 800-342-9647. Coaches are available from 7 a.m. to 10 p.m. ET Monday through Friday or from 10 a.m. to 5 p.m. ET on Saturday.



NOTE: On this page the spouse can either go to Tratify or click "Skip" to move the MySECO Profile checklist required to proceed to the MyCAA Terms and Conditions.



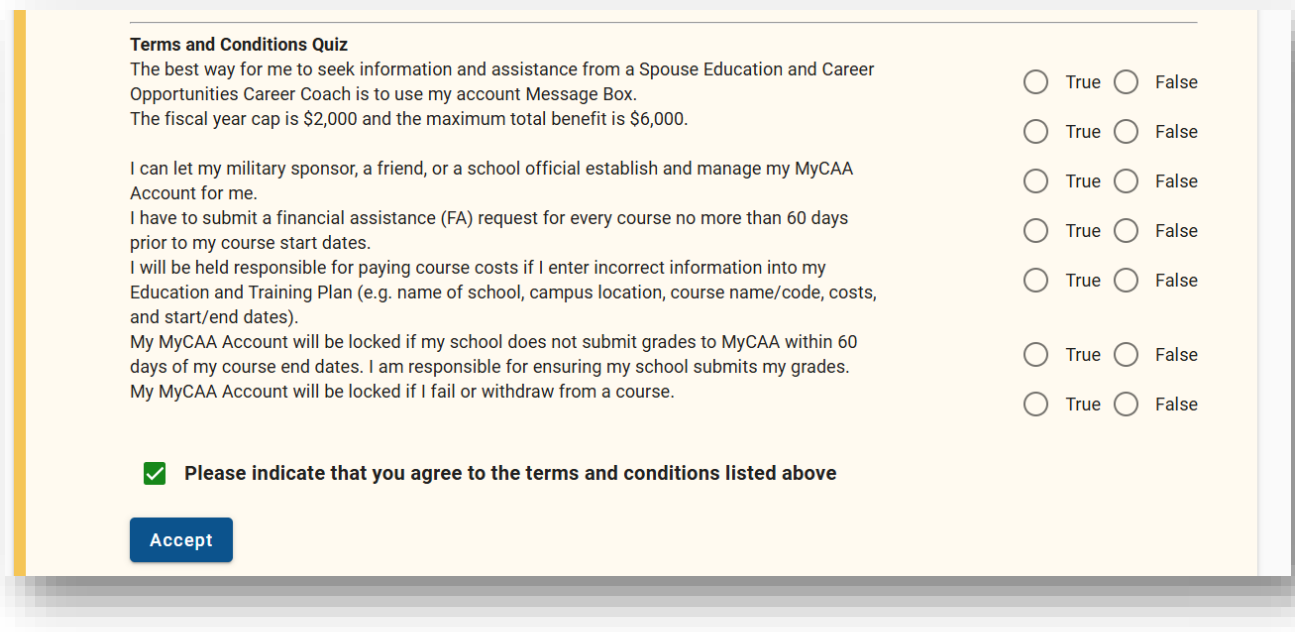
NOTE: If the Summary, Education and at least three Skills are listed on the spouse profile, the Next button will be selectable to navigate to the MyCAA Terms and Conditions.

3 Terms And Conditions

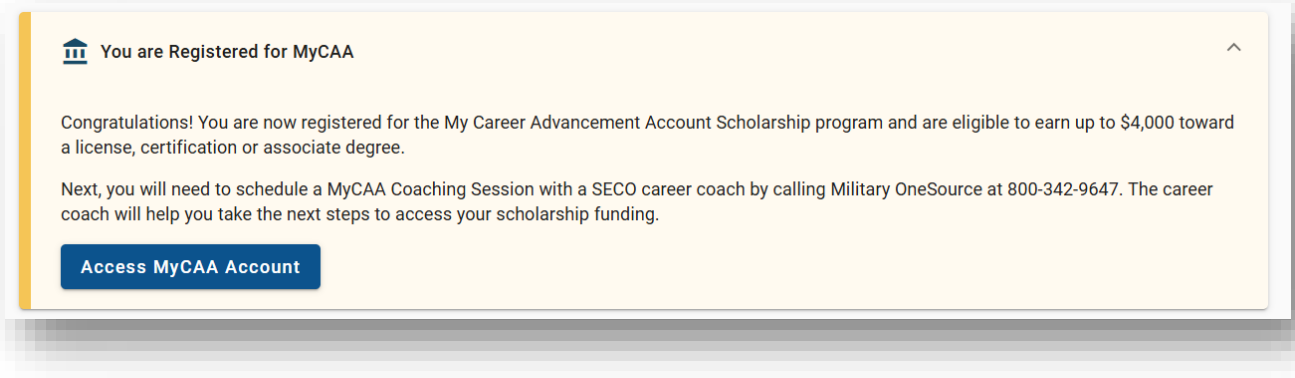
1. I agree that I am solely responsible for the establishment and management of my My Career Advancement Account Scholarship Account. Under no circumstances shall I share my account username or password with anyone, including but not limited to my military sponsor or school representatives.
2. I understand that I must have a high school diploma or general equivalency diploma (GED) to participate in the My Career Advancement Account Scholarship program.
3. I agree to develop an Education and Training Plan in coordination with school officials. I understand that a Spouse Education & Career Opportunities Career Coach is required to approve this plan prior to my requesting My Career Advancement Account Scholarship financial assistance.
4. I understand MyCAA funding is only available for 36 months from the start date of the first course funded by the My Career Advancement Account Scholarship program.
5. I understand that the maximum My Career Advancement Account Scholarship financial assistance benefit is $4,000 and that there is a $2,000 annual fiscal year spending cap.
6. I understand that My Career Advancement Account Scholarship funding cannot be used to audit, to repeat a course (unless the My Career Advancement Account Scholarship receives a full reimbursement), or to pay for non-academic credit / ungraded courses such as college / freshman orientation programs, internships, practicums or supervised clinical assignments.
7. I understand that I must submit a My Career Advancement Account Scholarship financial assistance (FA) request for each course in my Education and Training Plan on a course-by-course basis. FA request(s) must always be applied for by me no more than 60 days prior to the start date of the course/program. All FA requests must be applied for before the start of the course and before the Active Duty member's date of separation or when he/she is no longer serving on Title 10 orders. I understand that failure to do so will result in my being held responsible for pay course costs.
8. I agree to allow the Department of Defense and my school to share information which is necessary for the My Career Advancement Account Scholarship program administration and paying of school invoices. I understand I am responsible for ensuring that my grades are posted in the Academic Institution (AI) Portal within 60 days of course completion by school officials. I understand I will not be allowed to use additional My Career Advancement Account Scholarship funding until my grades are posted.
9. I understand if I fail or withdraw from a course, my My Career Advancement Account Scholarship program account will be suspended and no financial assistance requests can be applied for until I contact a Spouse Education & Career Opportunities Career Coach. If a second failure or withdrawal is made, I understand that I will not be allowed to receive any further funds from the My Career Advancement Account Scholarship.
10. I understand that if I receive a grade of incomplete, I am required to attain a satisfactory grade within 6 months of the course end date unless a shorter term is specified by my school. I understand that my account will be suspended and no additional My Career Advancement Account Scholarship funding will be provided until I complete this course.
11. I understand that waivers related to course failures, withdrawals and incompletes are authorized for "hardship" cases (e.g. unanticipated health issues, permanent change of duty location, temporary duty assignments, emergency leave of the military member, or hospitalization for a length of time that precludes course completion). Waiver requests must be signed by my military sponsor's supervisor or higher authority and uploaded into my My Career Advancement Account Scholarship Account eFile. They must include:
    a. Name/title/code of course(s) for which the wavier is requested
    b. Reason for the Wavier
    c. Name, title and command for military sponsor's supervisor or higher authority

IN SUMMARY: I have read the above Spouse Terms and Conditions Agreement. I understand that non-compliance may result in (1) my being held responsible for tuition and examination costs; (2) indefinite suspension of my My Career Advancement Account Scholarship Account; or (3) in the case of fraud, permanent closure of my My Career Advancement Account Scholarship Account. I agree to follow the My Career Advancement Account Scholarship Guidelines and to honor these terms and conditions, including the requirement to notify the My Career Advancement Account Scholarship when I find gainful employment in a portable career field and occupation.

Last Updated: 27 March 2024

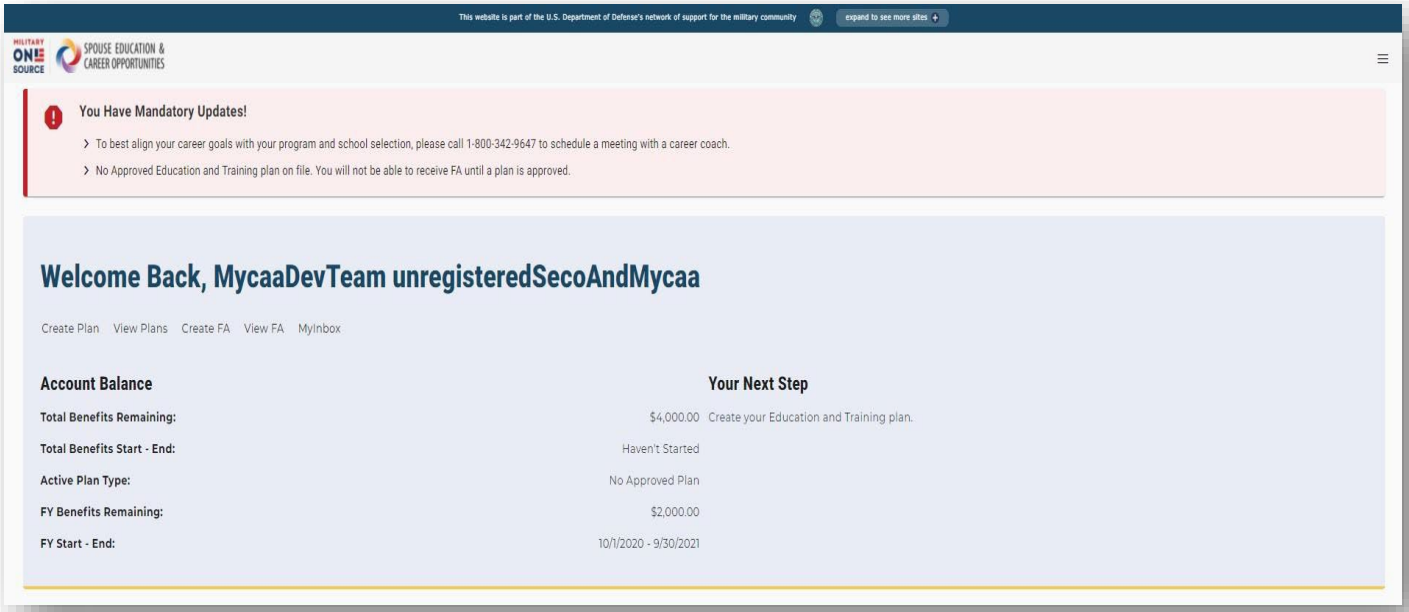


NOTE: After reading the MyCAA Terms and Conditions, the spouse will be required to complete a quiz before agreeing and accepting the terms and conditions.



NOTE: Once the spouse has registered their MySECO account they will be prompted to set up a specialty consultation with a SECO career coach, and they will be able to access their MyCAA account.

Spouse Dashboard in

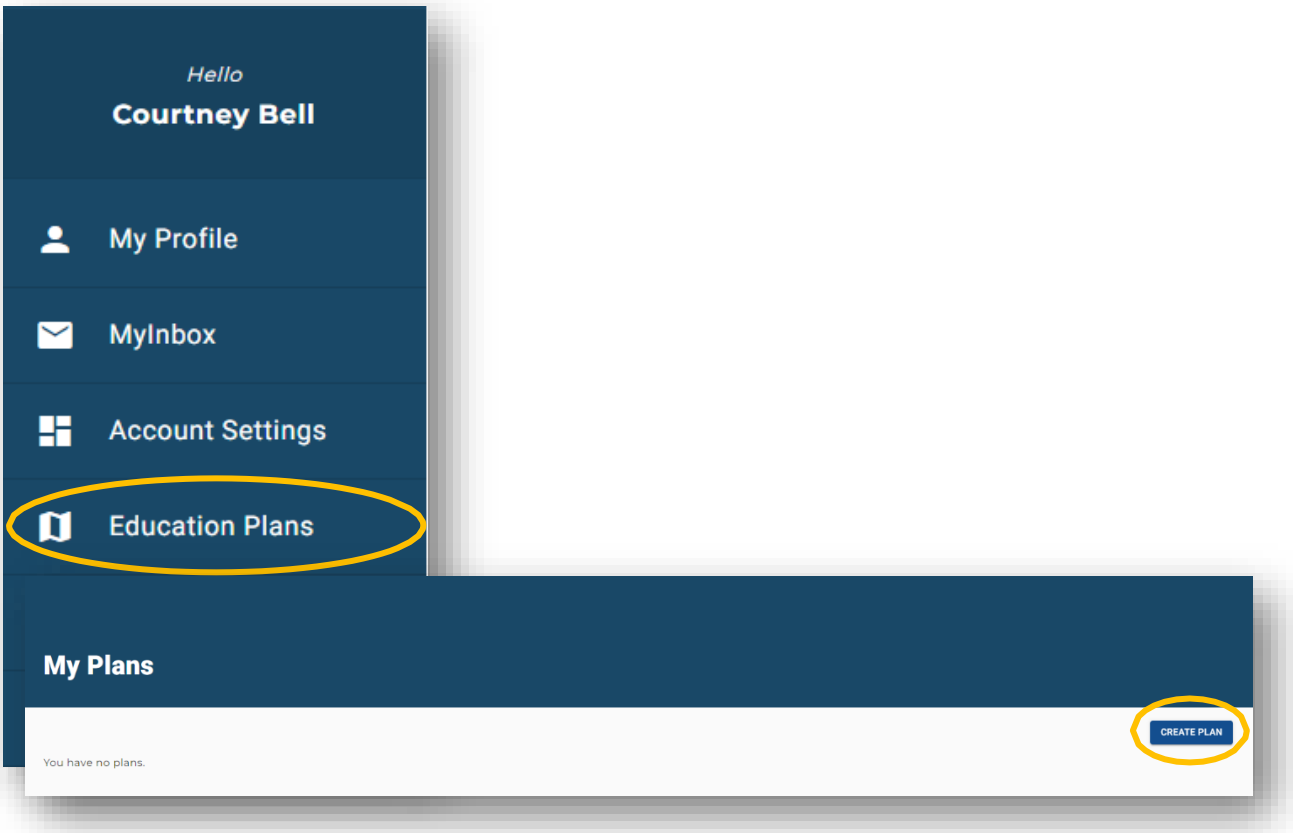


NOTE: When a spouse sees their account dashboard they will be prompted to schedule a meeting with a SECO career coach.

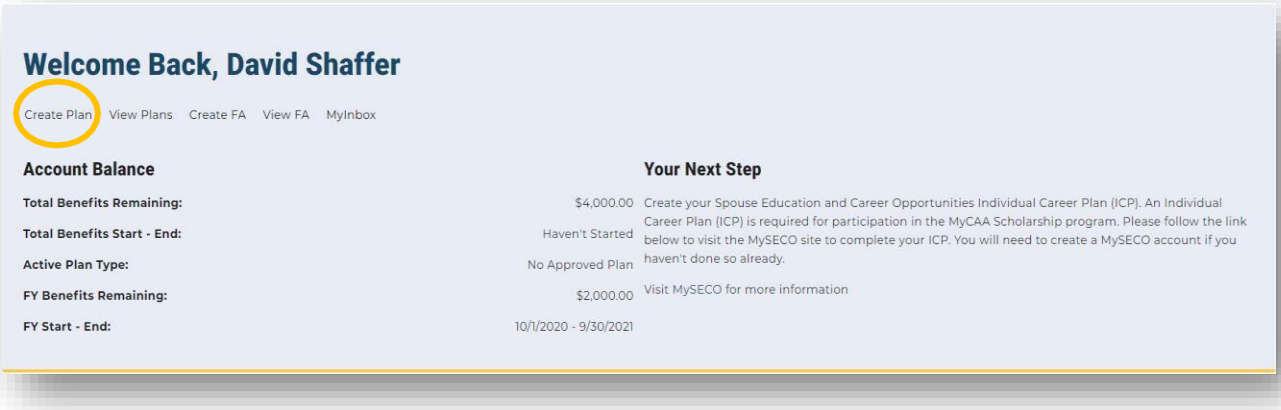
Education&Training (E&T) Plans

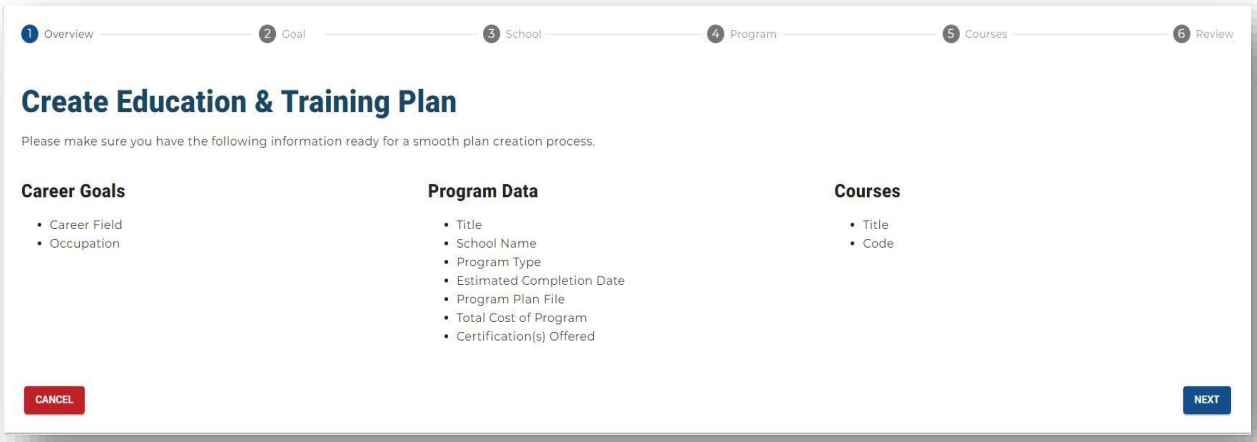
Once a spouse creates their MySECO account and they are eligible for MyCAA, they will be able to log into MyCAA and start creating their (E&T) Plan. This involves selecting an approved, MyCAA-participant school and inputting all the necessary program information provided by the school. E&T Plans also allow SECO Career Coaches to track the progress of a spouse's program.

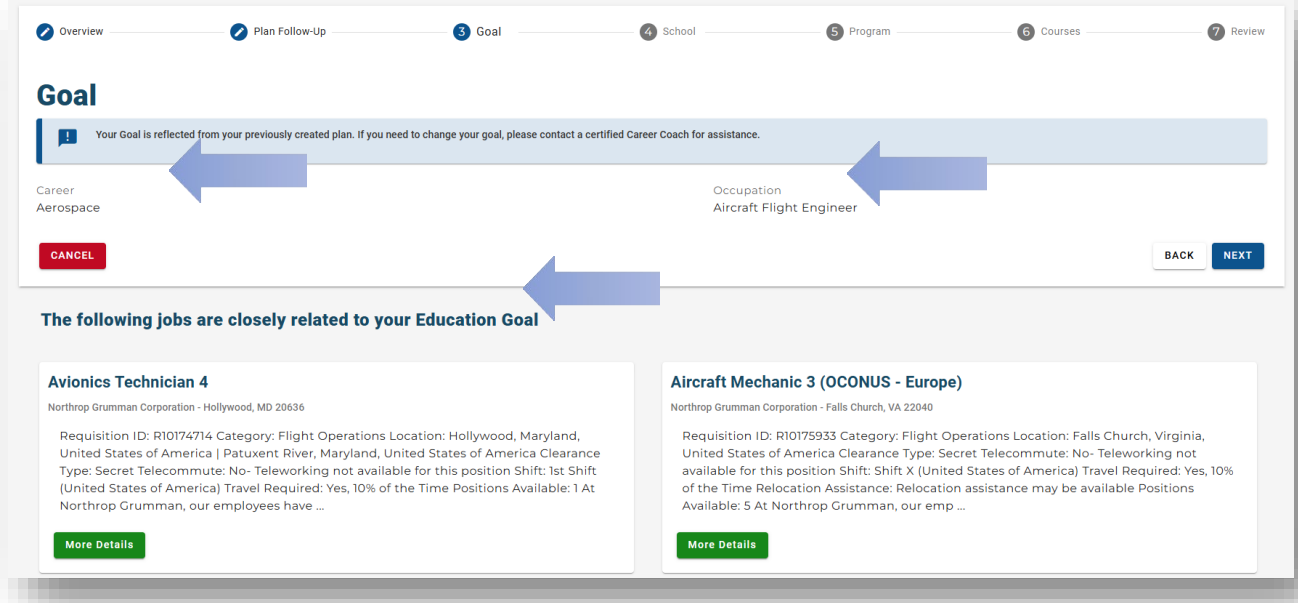
Creating E&T Plan



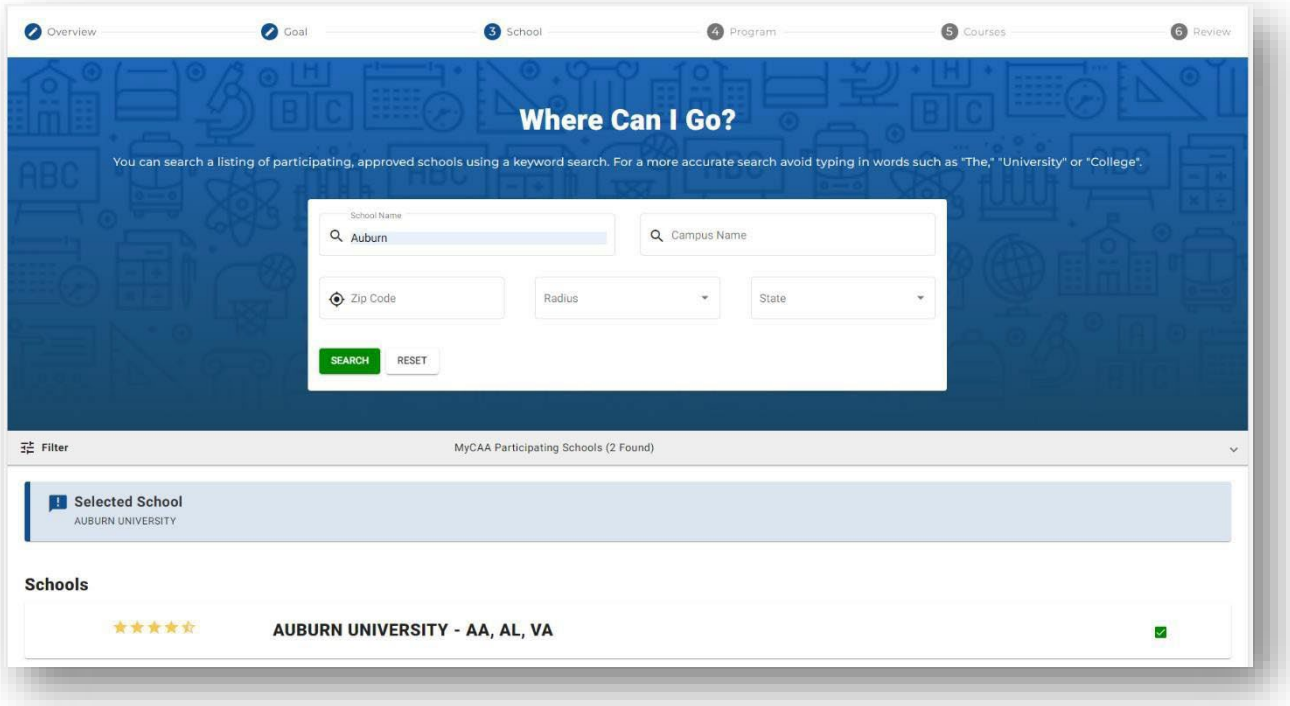
-OR-





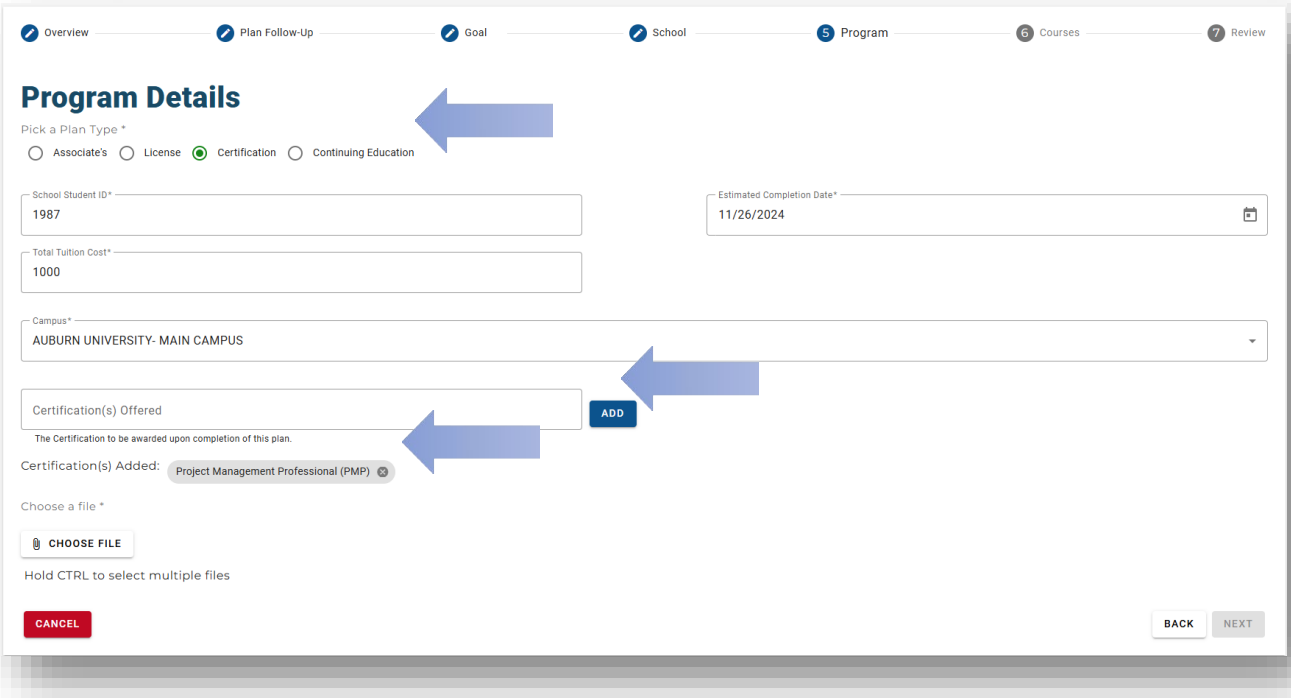


NOTE: When the spouse provides the Career and Occupation field for the Education and Training Plan, the spouse is shown job postings from MSEP partners that are directly related. The spouse could go directly to the job posting in SECO or complete the Education Training Plan in MyCAA.

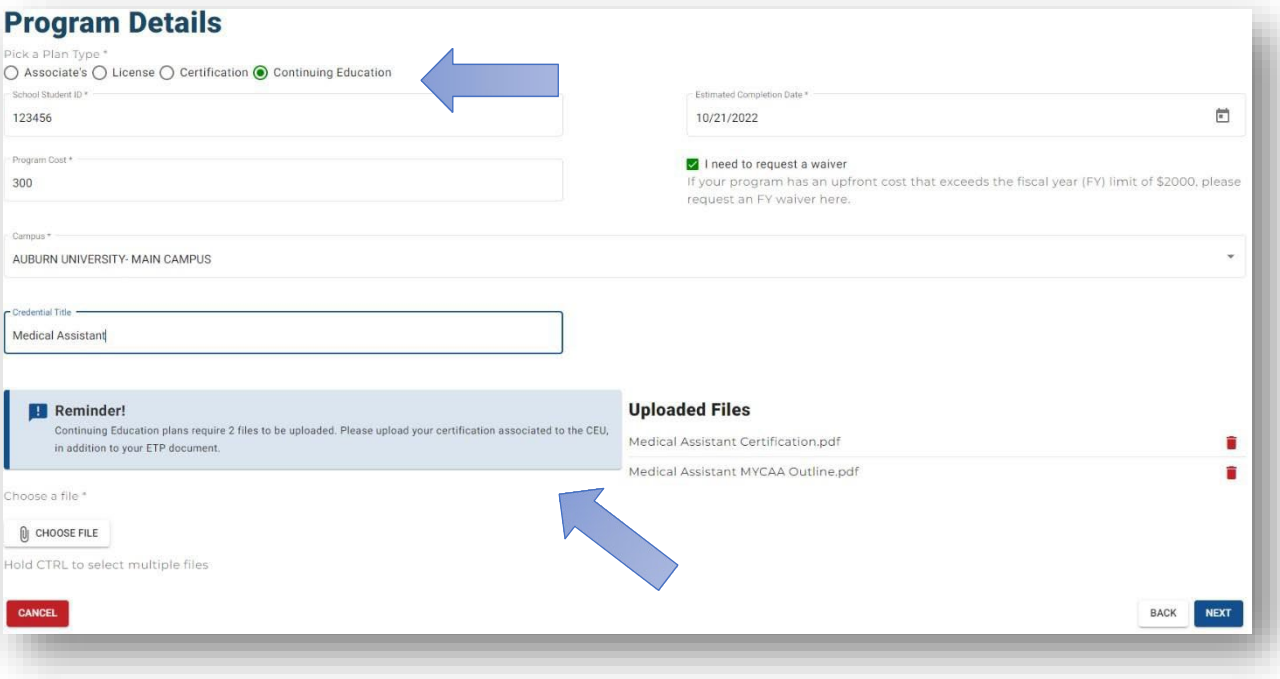


NOTE: Spouse will be able to select Career Field and Occupation if it has not already been selected on a previous plan.

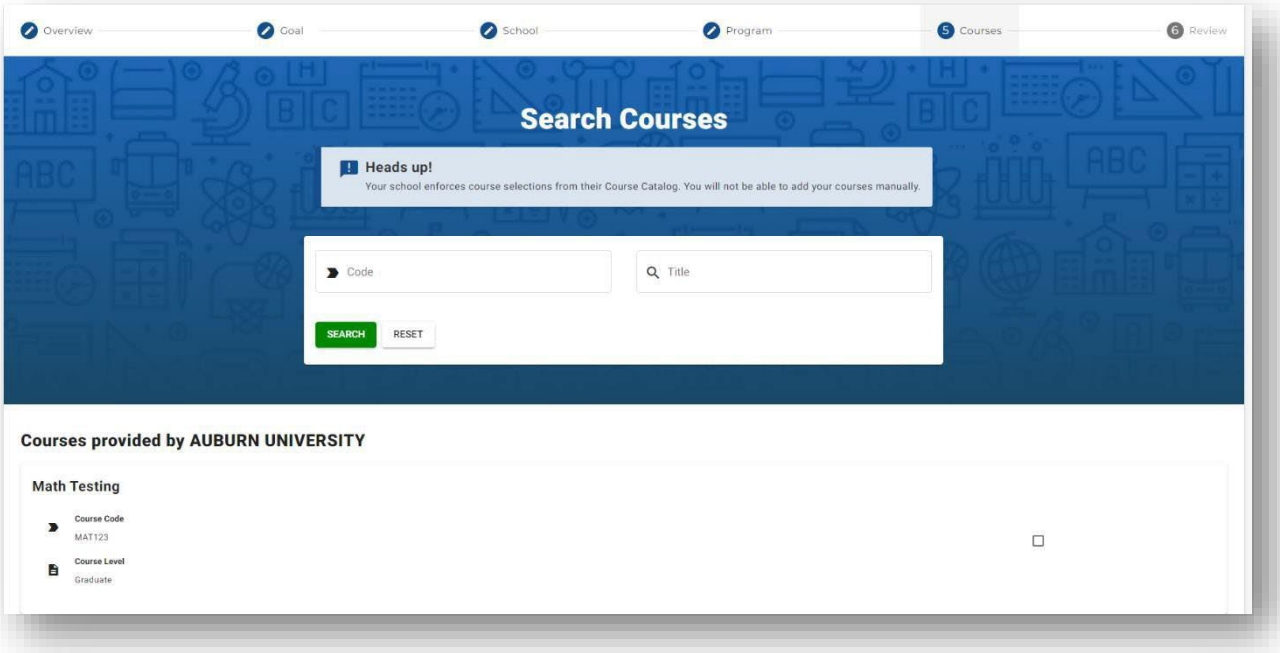
The spouse will need to choose their "Plan Type" for the program details to populate.



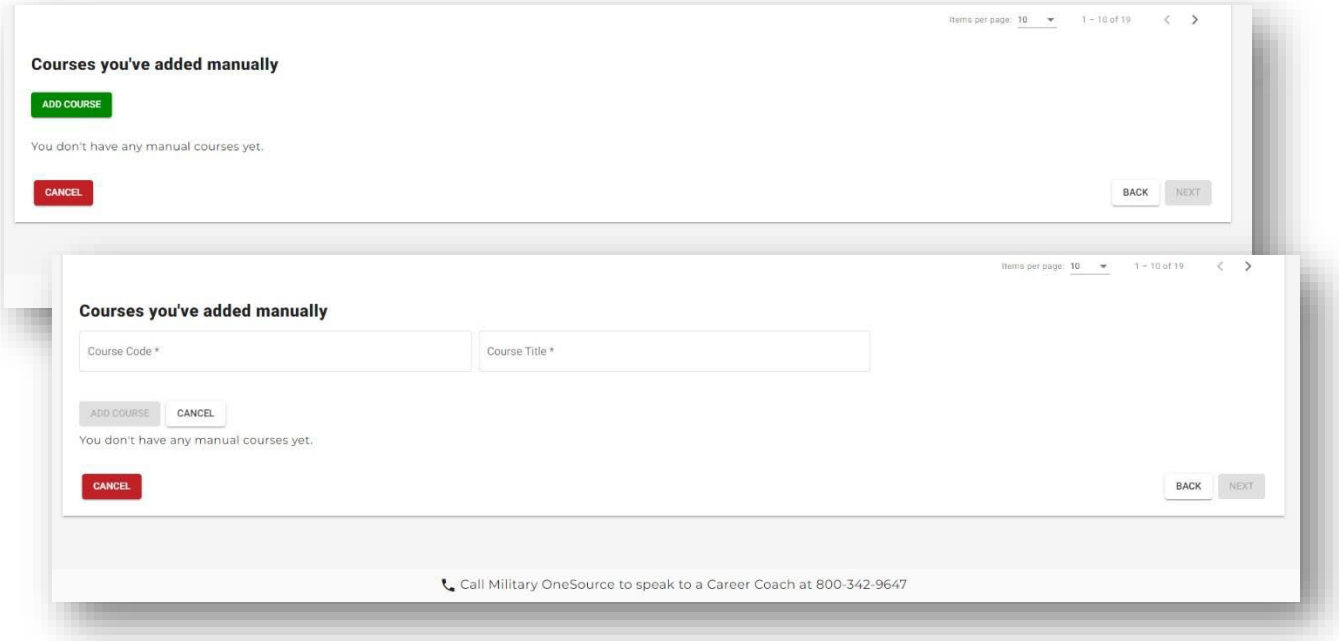
NOTE: If a spouse selects Certification, they will be required to input the type of certification they are obtaining by free typing it in the Certification(s) Offered box. Any Certifications added will be displayed below the Certification(s) Offered field.



NOTE: If a spouse selects Continuing Education the credential title field will appear as a required field and the spouse will be prompted to upload two documents, their current credential and their ETP document.

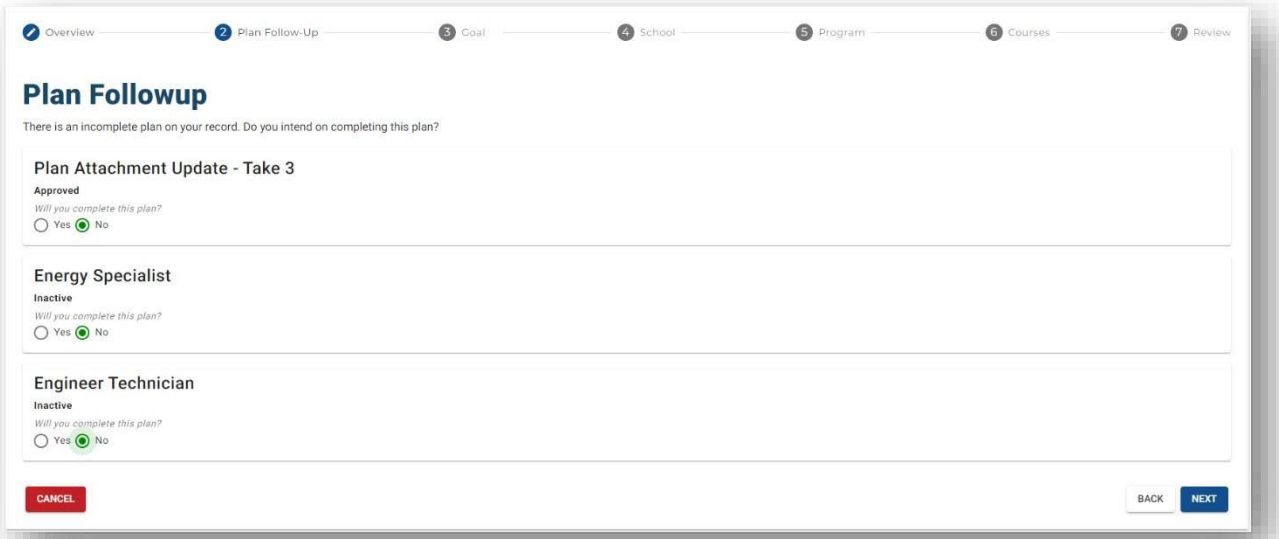


Note: If the spouse has selected a school that requires them to select courses from their course catalog they will receive a "Heads up" message.

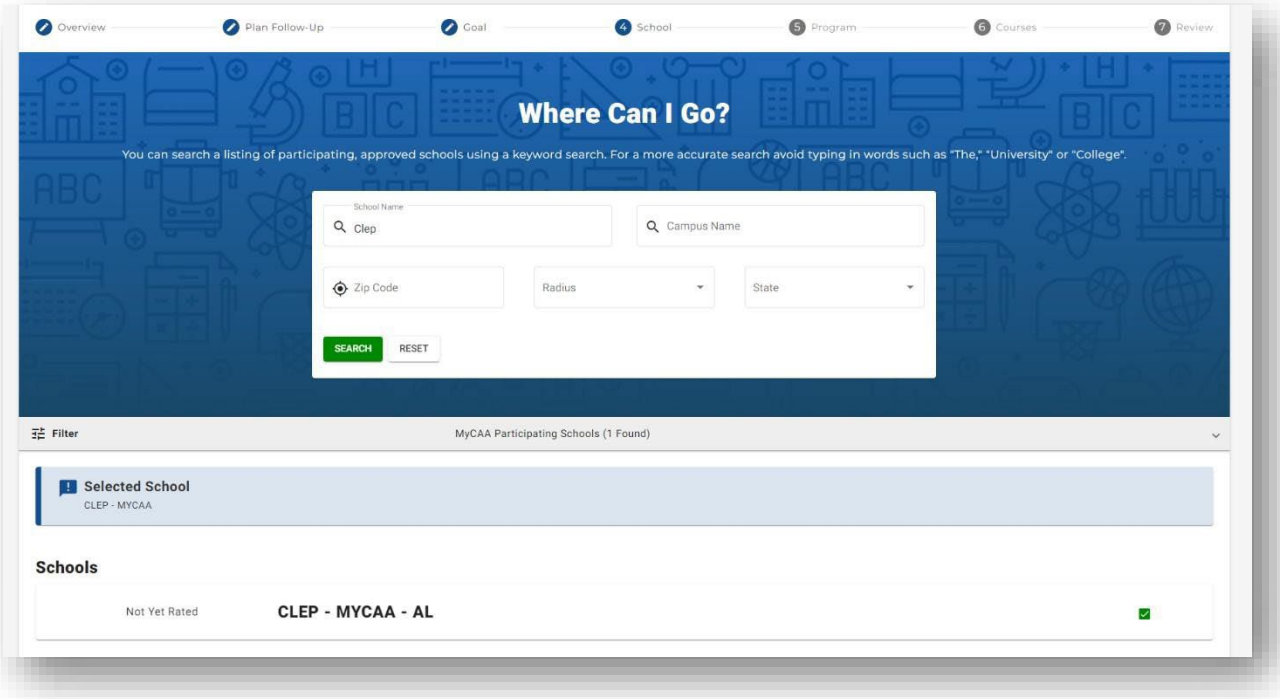


Note: If a school does not require the use of their course catalog the spouse will have the option to add courses manually.

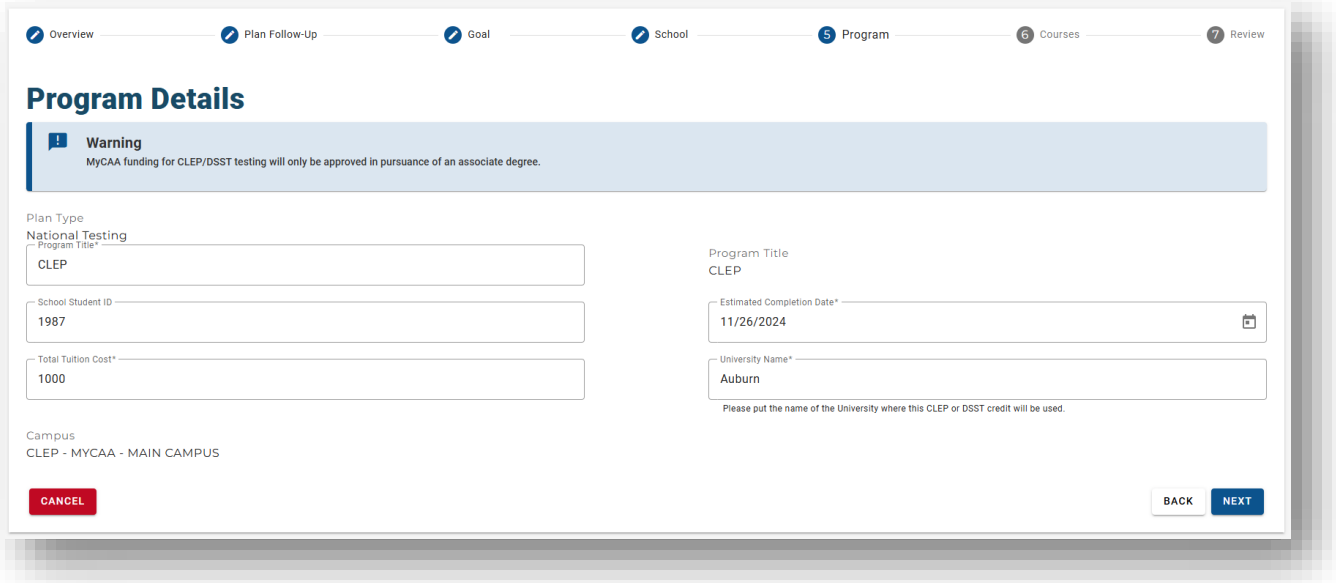
Plan Follow-up
When a spouse has pending or inactive plans on their account, they will be prompted to decide what to do with those plans.



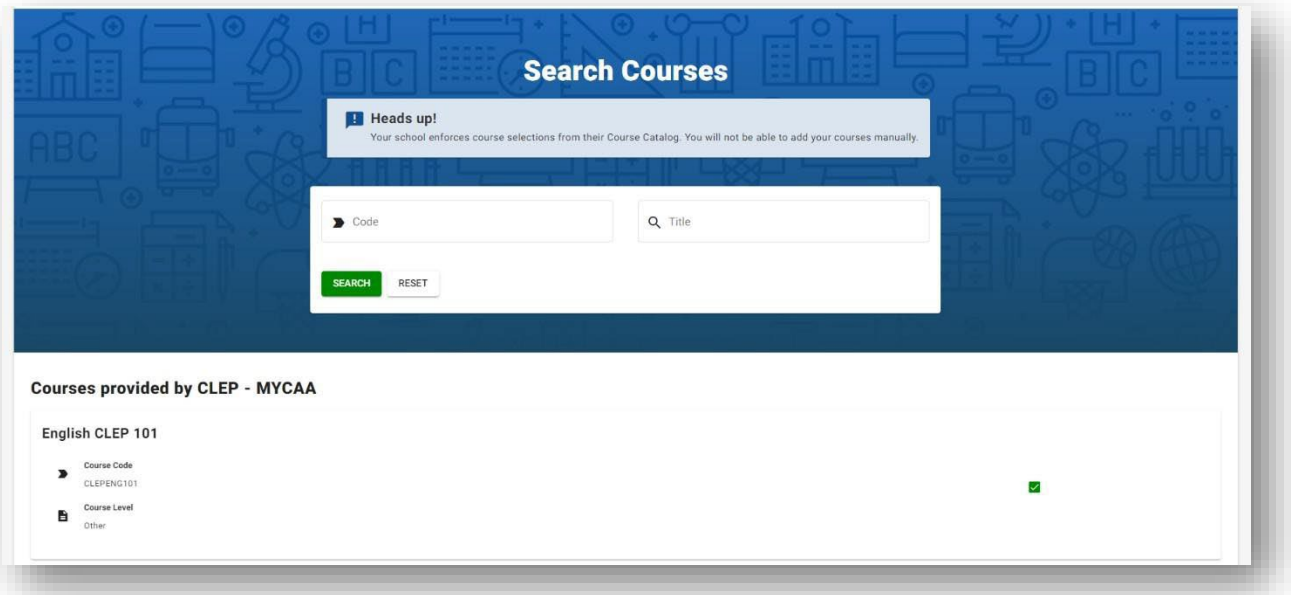
CLEP Testing E&T Plans



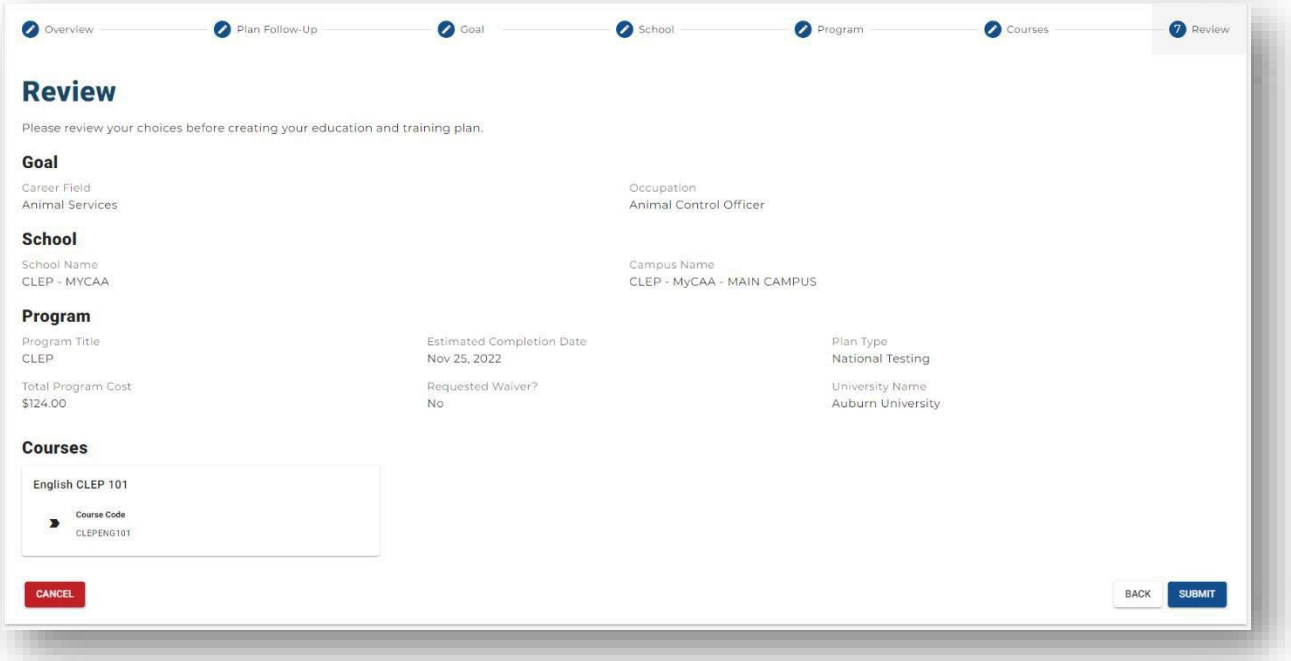
When a spouse creates a CLEP plan they will need to choose the CLEP school on the "School" step.



The spouse will enter information like normal on step 5. Changes to this page include the warning at the top of the page, the addition of the free type field for the "University name", and the ability to upload an ETP document has been removed.

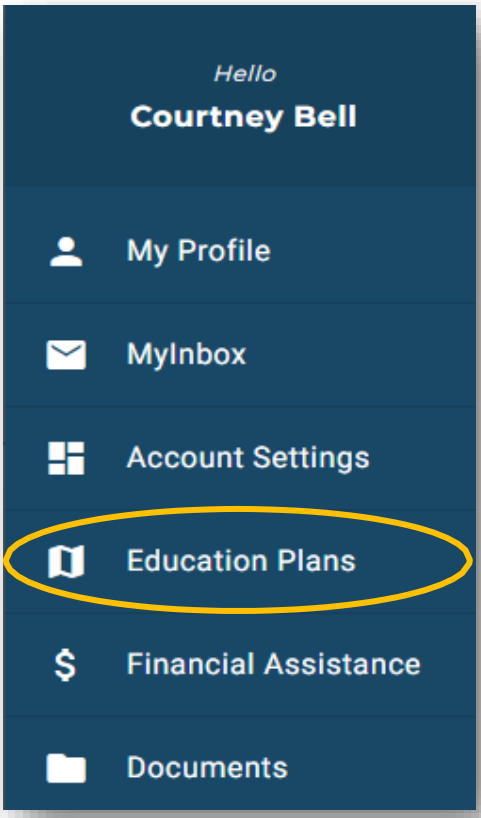


Spouses are forced to choose from the list of courses provided by CLEP. The free type field is not available.

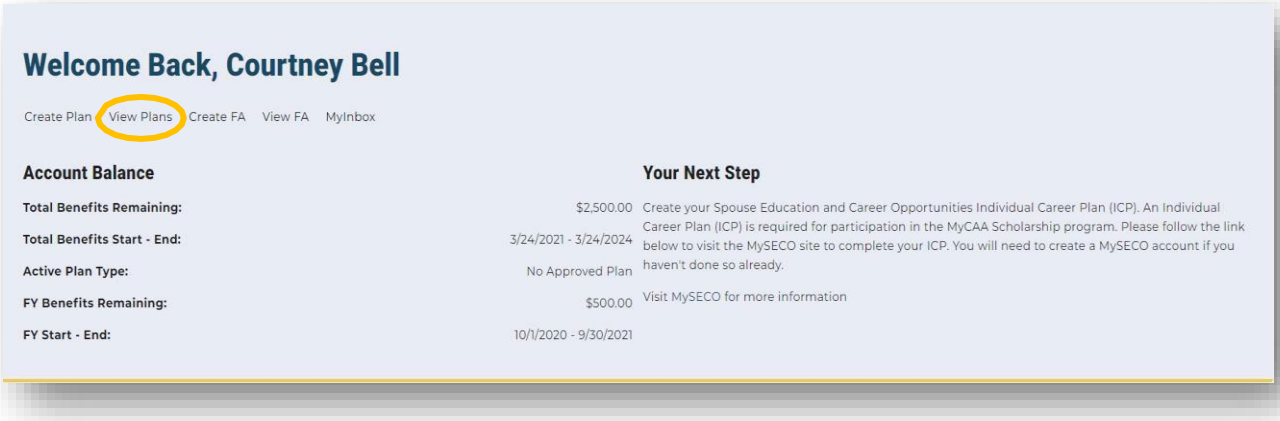


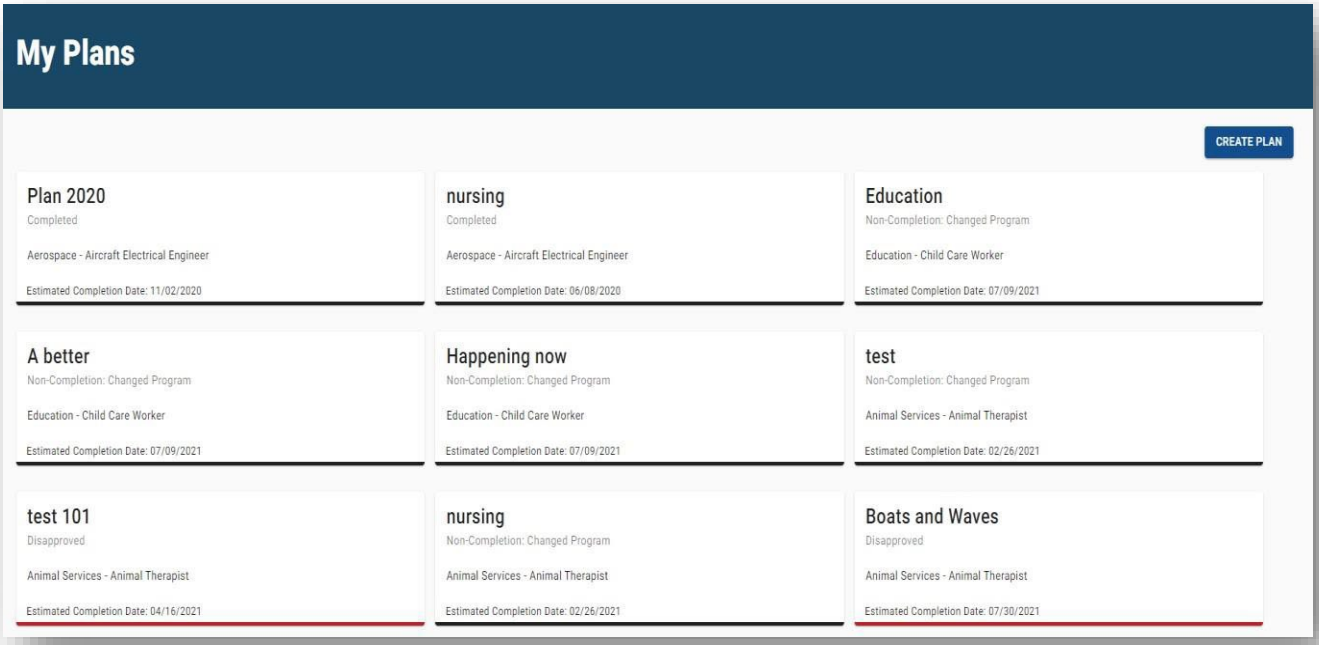
The spouse will review their plan and submit like normal.

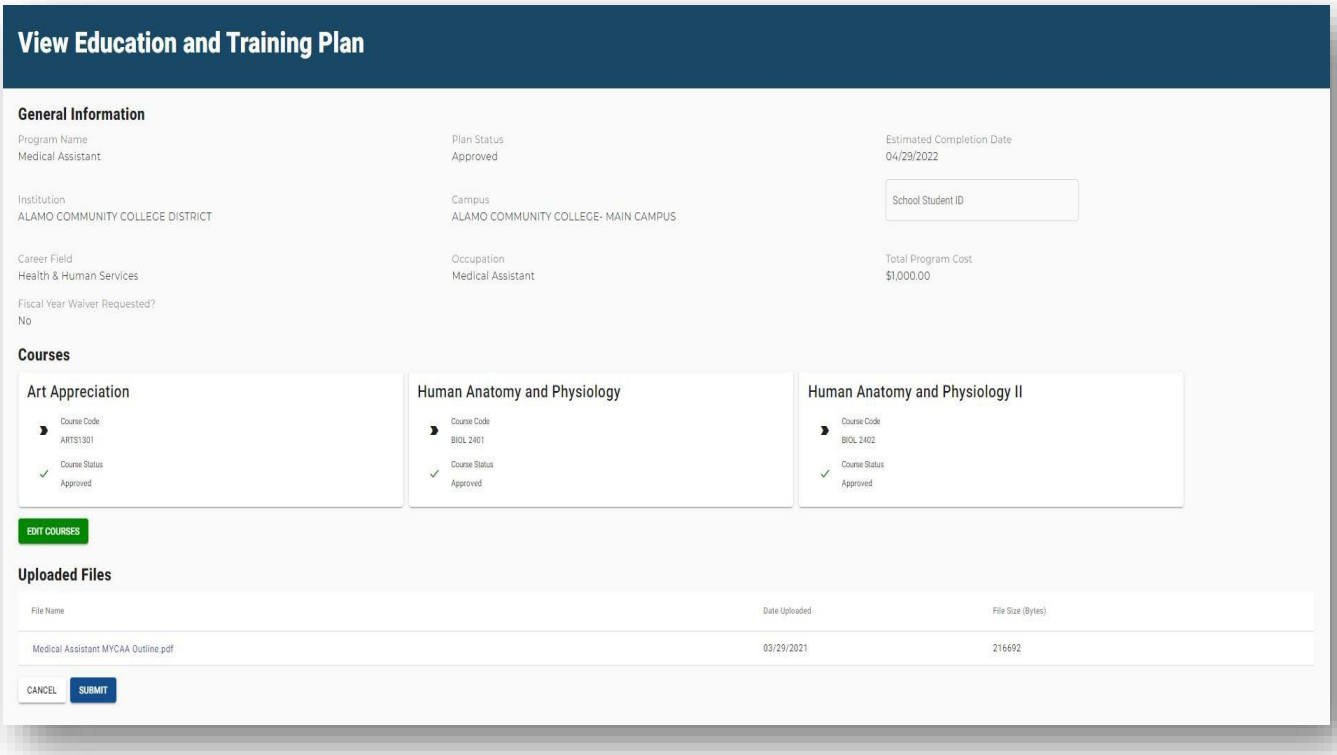
View E&T Plans



-OR-

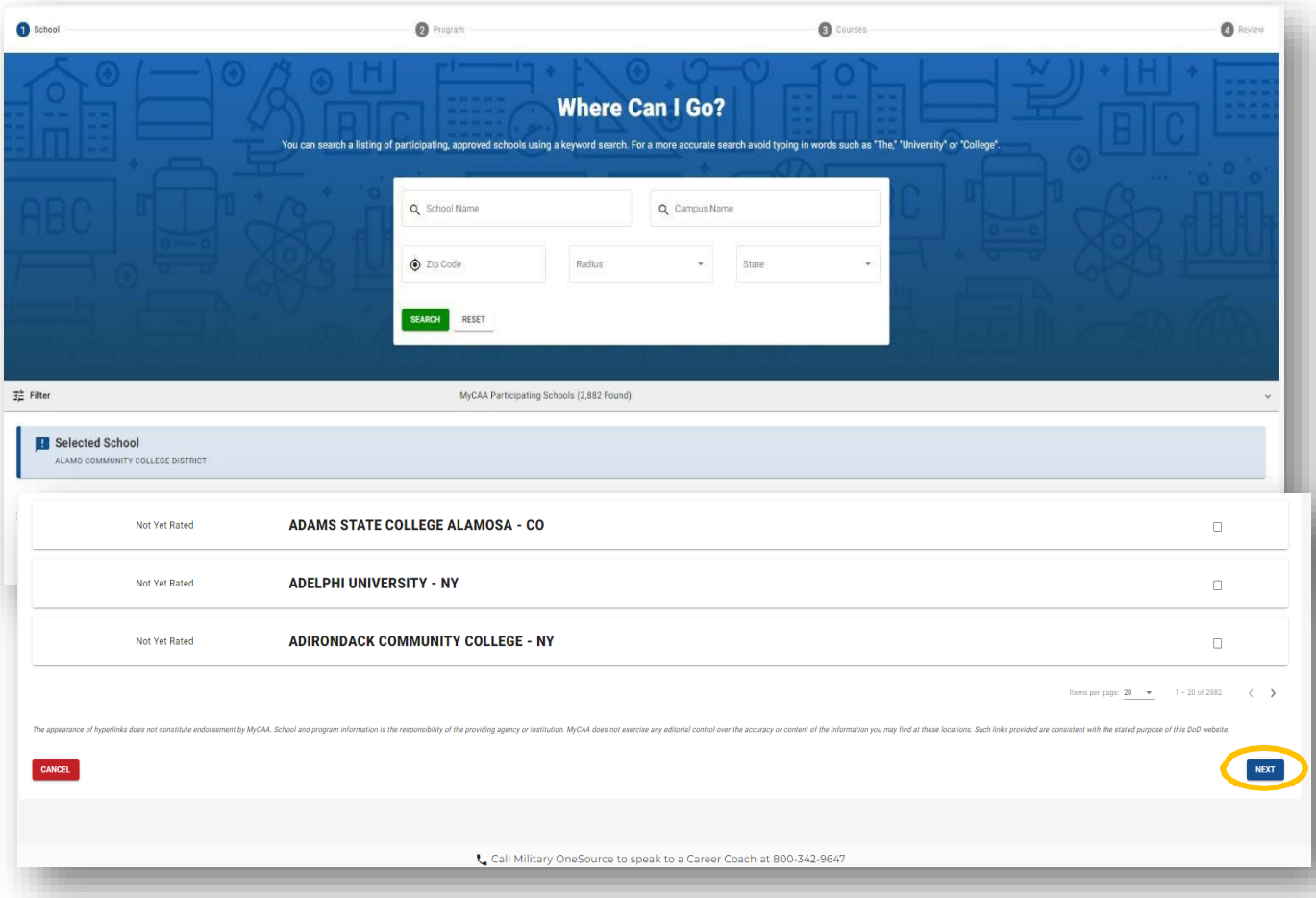



My Plans
CREATE PLAN
Plan 2020
Completed
Aerospace - Aircraft Electrical Engineer
Estimated Completion Date: 11/02/2020
nursing
Completed
Aerospace - Aircraft Electrical Engineer
Estimated Completion Date: 06/08/2020
Education
Non-Completion: Changed Program
Education - Child Care Worker
Estimated Completion Date: 07/09/2021
A better
Non-Completion: Changed Program
Education - Child Care Worker
Estimated Completion Date: 07/09/2021
Happening now
Non-Completion: Changed Program
Education - Child Care Worker
Estimated Completion Date: 07/09/2021
test
Non-Completion: Changed Program
Animal Services - Animal Therapist
Estimated Completion Date: 02/26/2021
test 101
Disapproved
Animal Services - Animal Therapist
Estimated Completion Date: 04/16/2021
nursing
Non-Completion: Changed Program
Animal Services - Animal Therapist
Estimated Completion Date: 02/26/2021
Boats and Waves
Disapproved
Animal Services - Animal Therapist
Estimated Completion Date: 07/30/2021

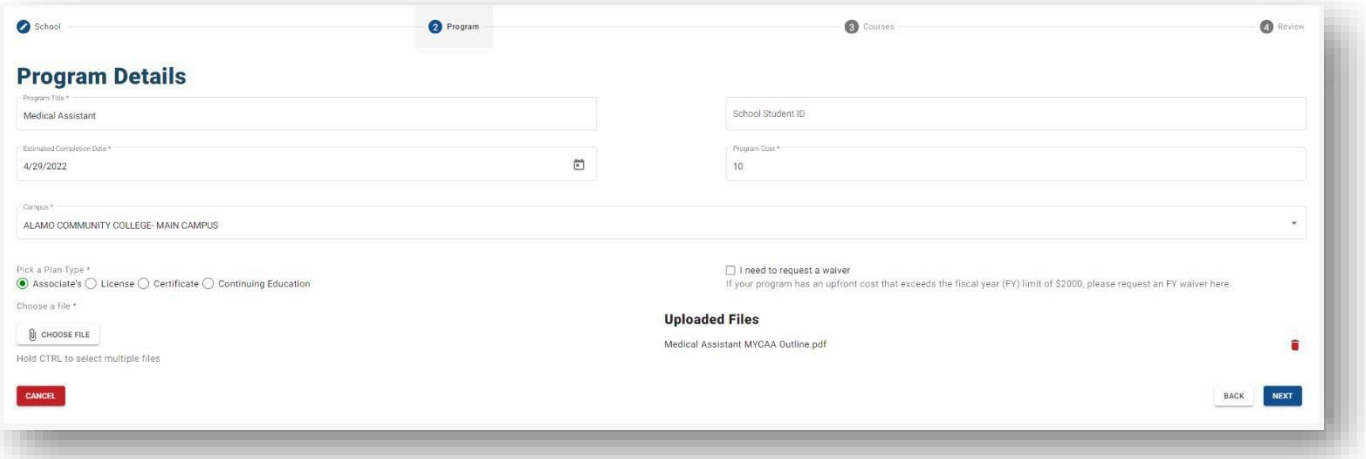

View Education and Training Plan
General Information
Program Name
Medical Assistant
Plan Status
Approved
Estimated Completion Date
04/29/2022
Institution
ALAMO COMMUNITY COLLEGE DISTRICT
Campus
ALAMO COMMUNITY COLLEGE- MAIN CAMPUS
School Student ID
Career Field
Health & Human Services
Occupation
Medical Assistant
Total Program Cost
$1,000.00
Fiscal Year Waiver Requested?
No
Courses
Art Appreciation
Course Code
ARTS1301
Course Status
Approved
Human Anatomy and Physiology
Course Code
BIOL 2401
Course Status
Approved
Human Anatomy and Physiology II
Course Code
BIOL 2402
Course Status
Approved
EDIT COURSES
Uploaded Files
File Name
Date Uploaded
File Size (Bytes)
Medical Assistant MYCAA Outline.pdf
03/29/2021
216692
CANCEL
SUBMIT

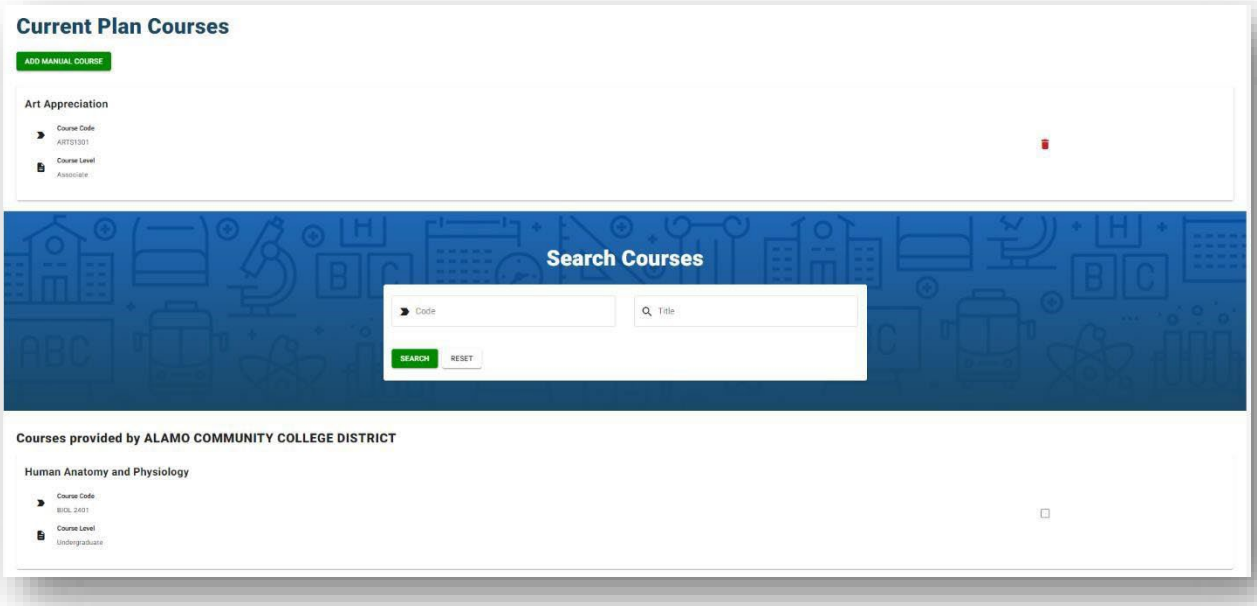
Edit E&T Plan

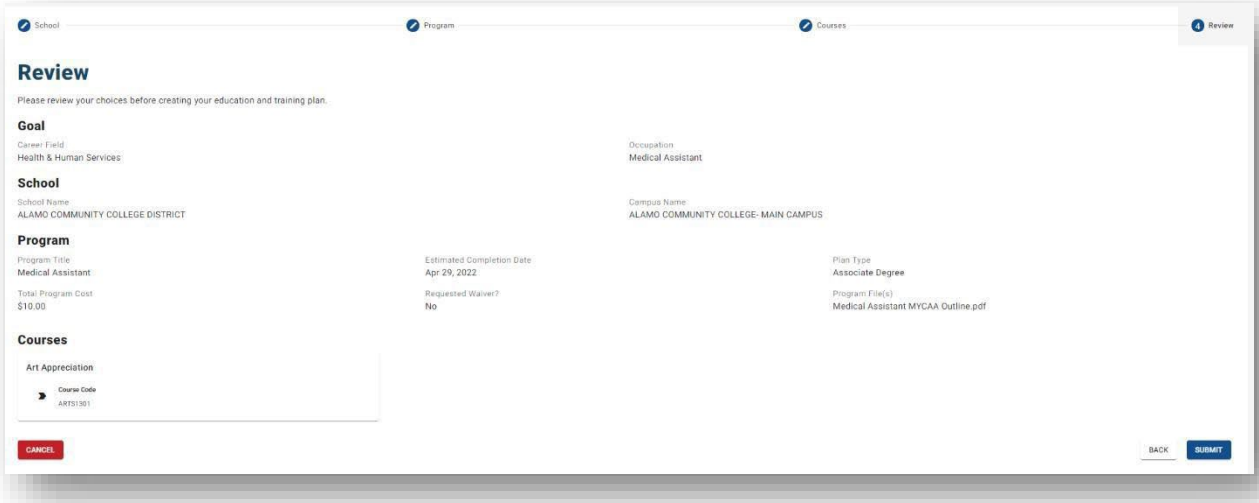
When editing an E&T plan, the spouse will have the option to edit the school, the program details, and the course details.



NOTE: The spouse will be able to switch schools if needed. If not, they have the option to click "Next".



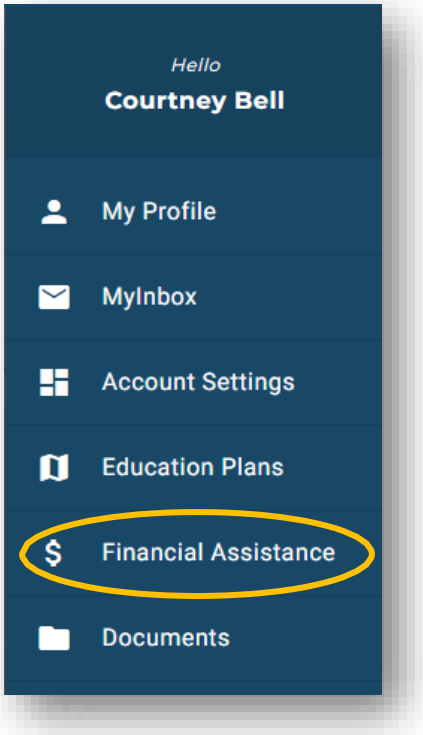

Current Plan Courses
ADD MANUAL COURSE
Art Appreciation
Course Code
ARTS1301
Course Level
Associate
Search Courses
Code
Title
SEARCH
RESET
Courses provided by ALAMO COMMUNITY COLLEGE DISTRICT
Human Anatomy and Physiology
Course Code
BIOL 2401
Course Level
Undergraduate

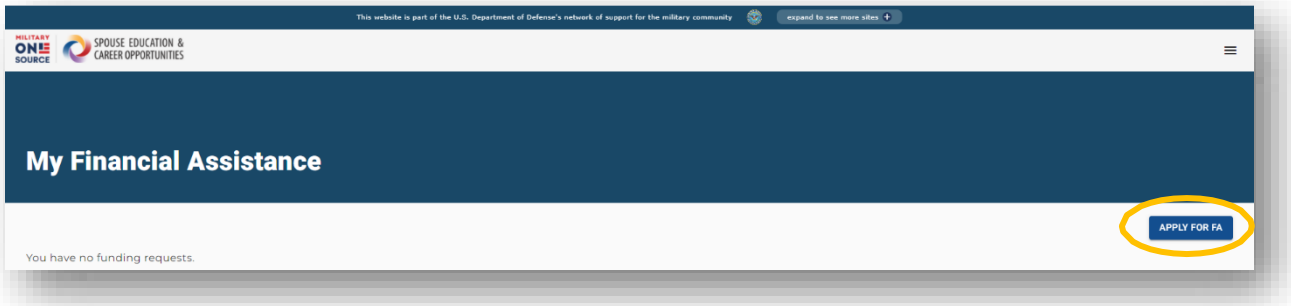

School
Program
Courses
4 Review
Review
Please review your choices before creating your education and training plan.
Goal
Career Field
Health & Human Services
Occupation
Medical Assistant
School
School Name
ALAMO COMMUNITY COLLEGE DISTRICT
Campus Name
ALAMO COMMUNITY COLLEGE- MAIN CAMPUS
Program
Program Title
Medical Assistant
Estimated Completion Date
Apr 29, 2022
Plan Type
Associate Degree
Total Program Cost
$10.00
Requested Waiver?
No
Program File(s)
Medical Assistant MYCAA Outline.pdf
Courses
Art Appreciation
Course Code
ARTS1301
CANCEL
BACK
SUBMIT

FinancialAssistance(FA)Requests

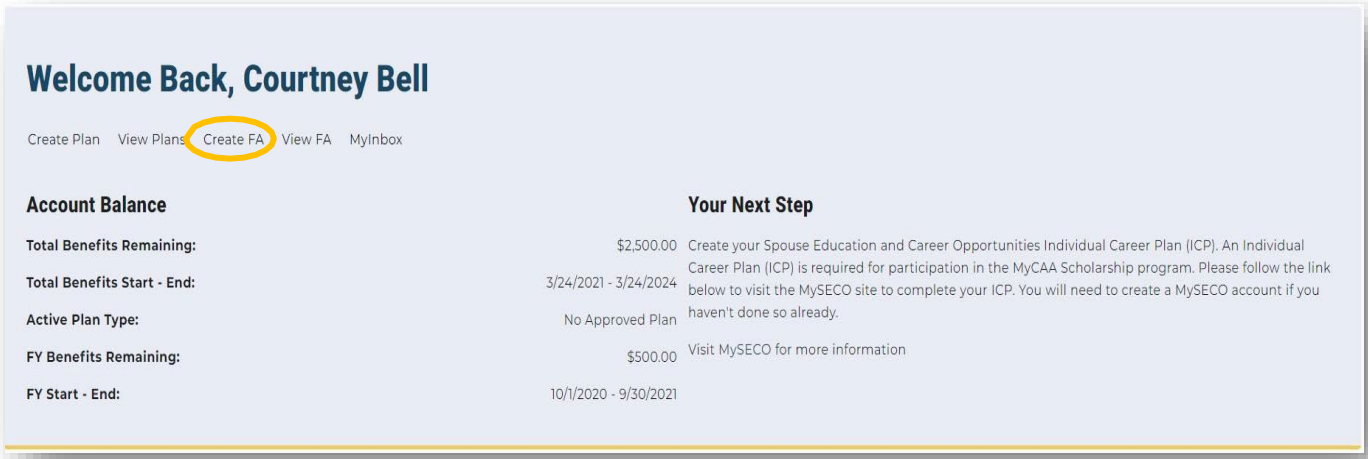
Spouses that have an approved E&T Plan will have the ability to request financial assistance for courses listed on their plan. These financial assistance requests (when approved) will be visible for schools in the Academic Institutions (AI) Portal for invoicing.

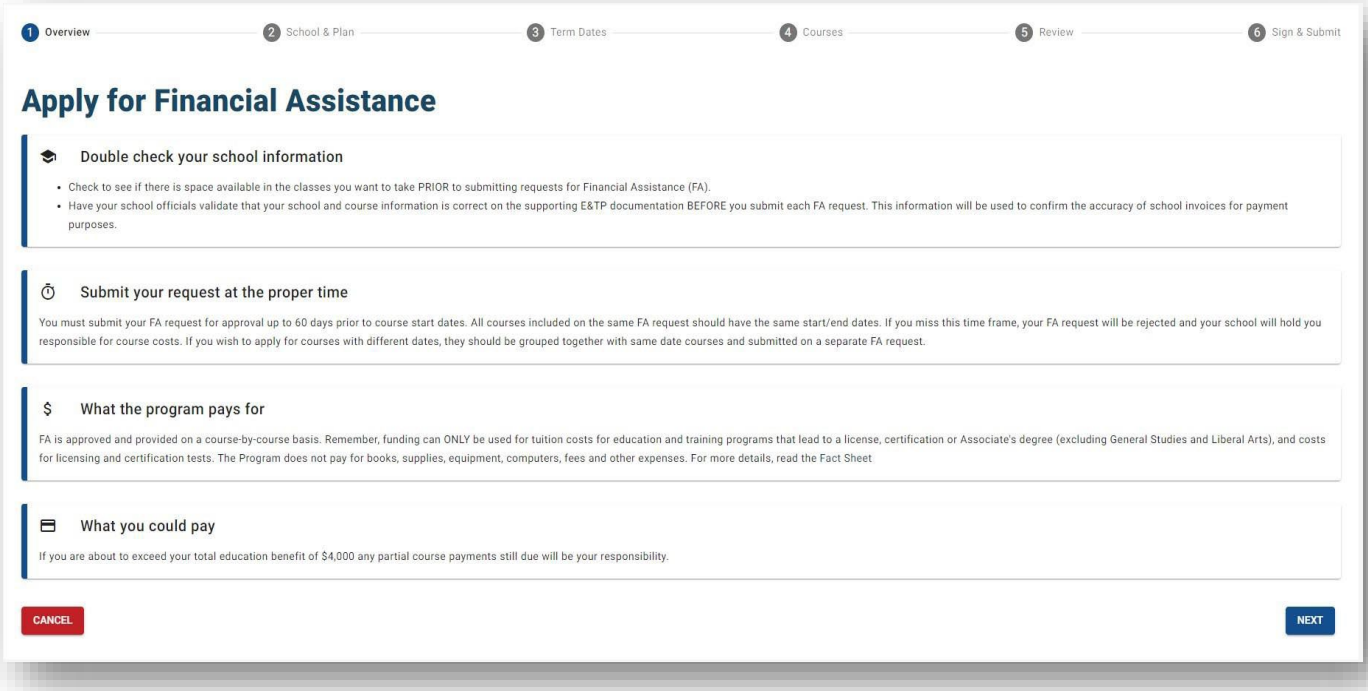
Requesting FA

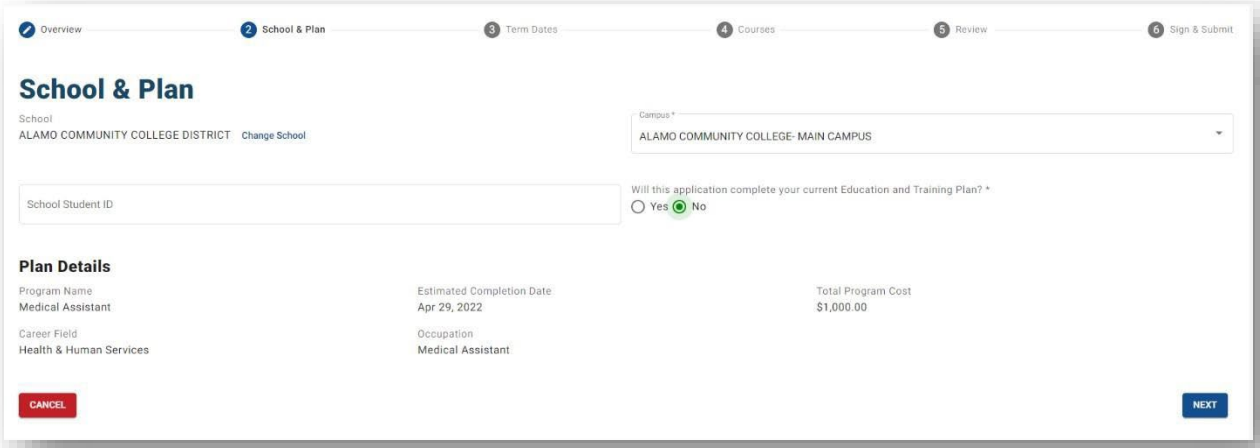


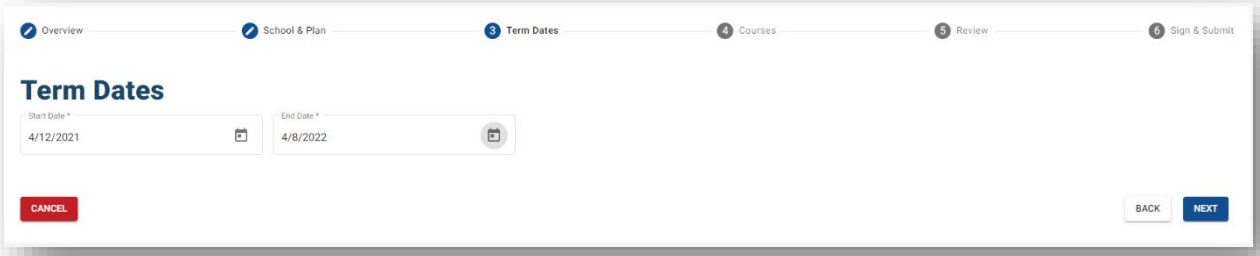


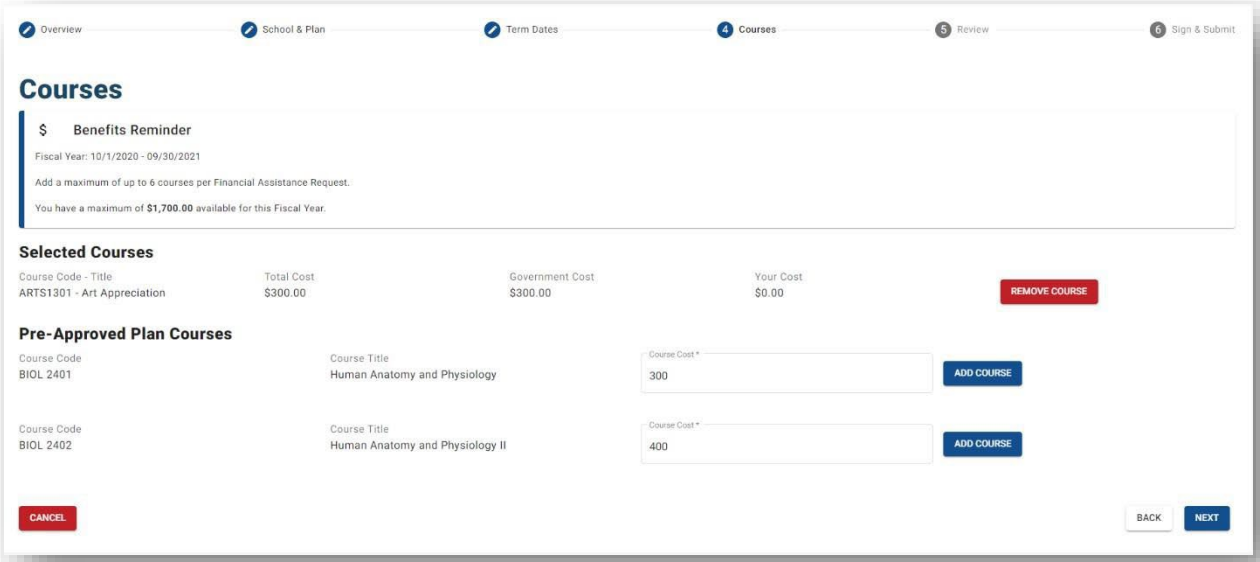
-OR-


Welcome Back, Courtney Bell
Create Plan
View Plans
Create FA
View FA
MyInbox
Account Balance
Total Benefits Remaining:
$2,500.00
Total Benefits Start - End:
3/24/2021 - 3/24/2024
Active Plan Type:
No Approved Plan
FY Benefits Remaining:
$500.00
FY Start - End:
10/1/2020 - 9/30/2021
Your Next Step
Create your Spouse Education and Career Opportunities Individual Career Plan (ICP). An Individual Career Plan (ICP) is required for participation in the MyCAA Scholarship program. Please follow the link below to visit the MySECO site to complete your ICP. You will need to create a MySECO account if you haven't done so already.
Visit MySECO for more information

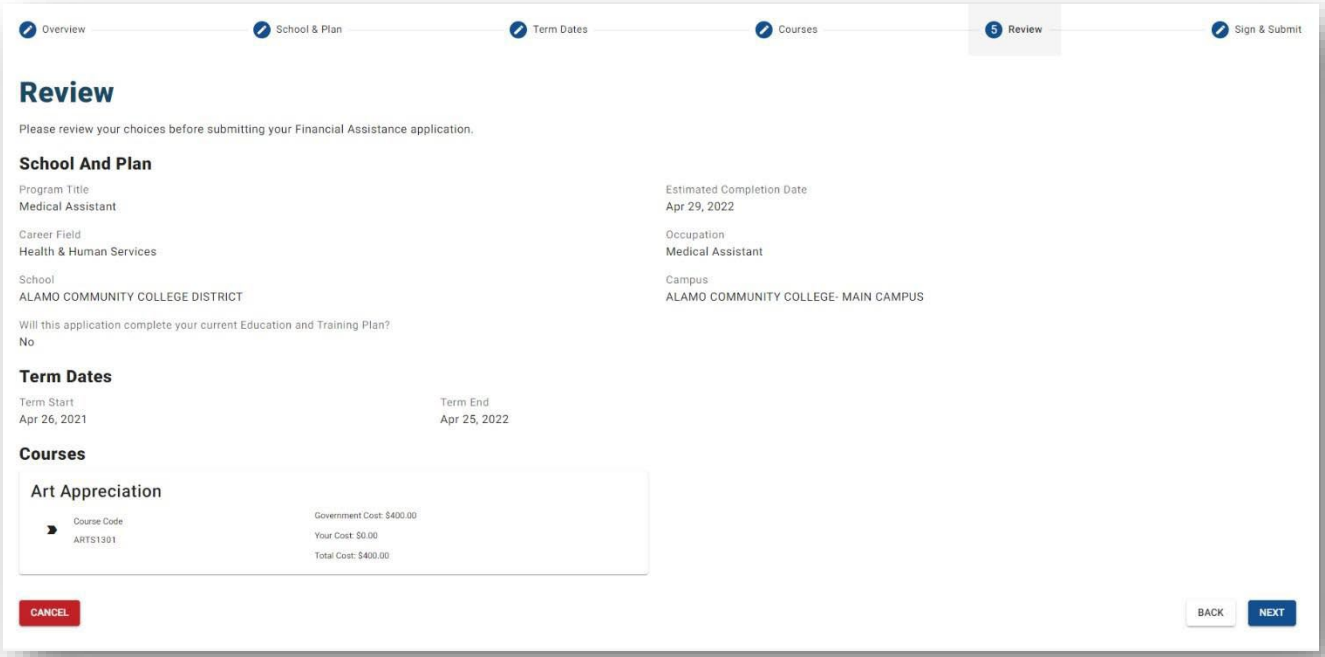

1 Overview
2 School & Plan
3 Term Dates
4 Courses
5 Review
6 Sign & Submit
Apply for Financial Assistance
Double check your school information
Check to see if there is space available in the classes you want to take PRIOR to submitting requests for Financial Assistance (FA).
Have your school officials validate that your school and course information is correct on the supporting E&TP documentation BEFORE you submit each FA request. This information will be used to confirm the accuracy of school invoices for payment purposes.
Submit your request at the proper time
You must submit your FA request for approval up to 60 days prior to course start dates. All courses included on the same FA request should have the same start/end dates. If you miss this time frame, your FA request will be rejected and your school will hold you responsible for course costs. If you wish to apply for courses with different dates, they should be grouped together with same date courses and submitted on a separate FA request.
What the program pays for
FA is approved and provided on a course-by-course basis. 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
What you could pay
If you are about to exceed your total education benefit of $4,000 any partial course payments still due will be your responsibility.
CANCEL
NEXT

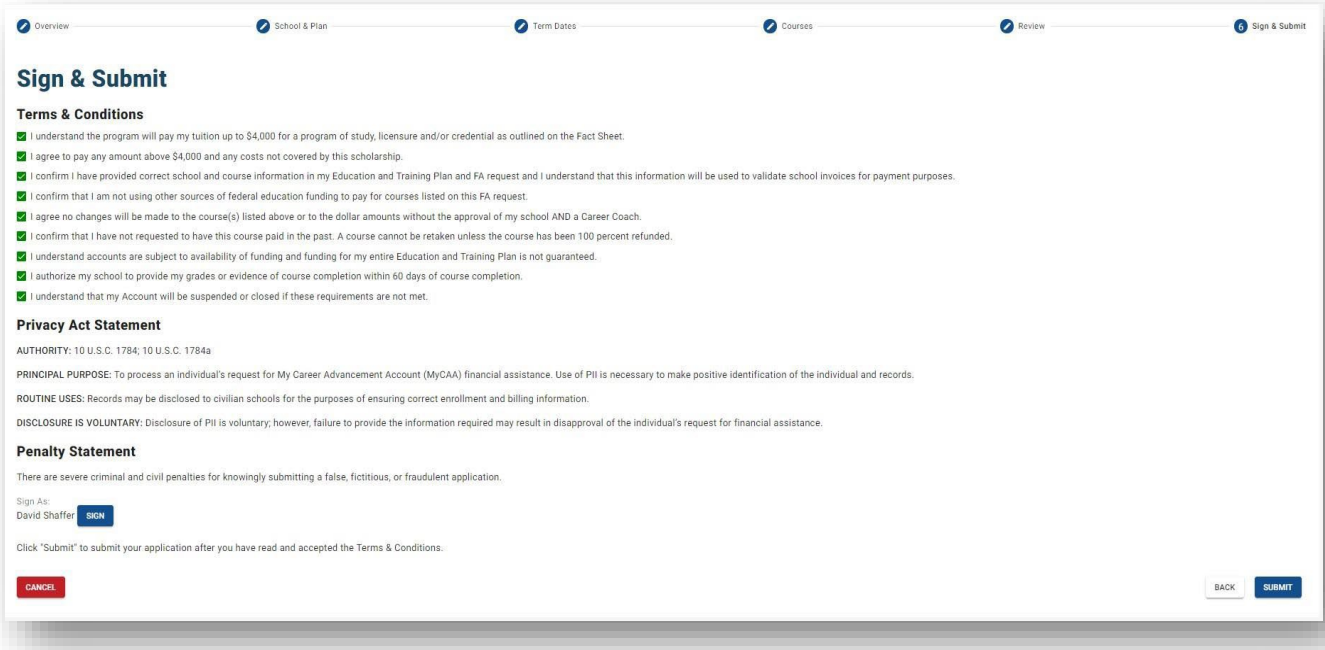






NOTE: When a spouse creates FA for CLEP the full cost of the course will be automatically entered and the Spouse will click "Add Course" like normal.





NOTE: FA Request may NOT be AUTO-APPROVED and will be submitted to the SAP queue for review, if needed.

Trend Messages

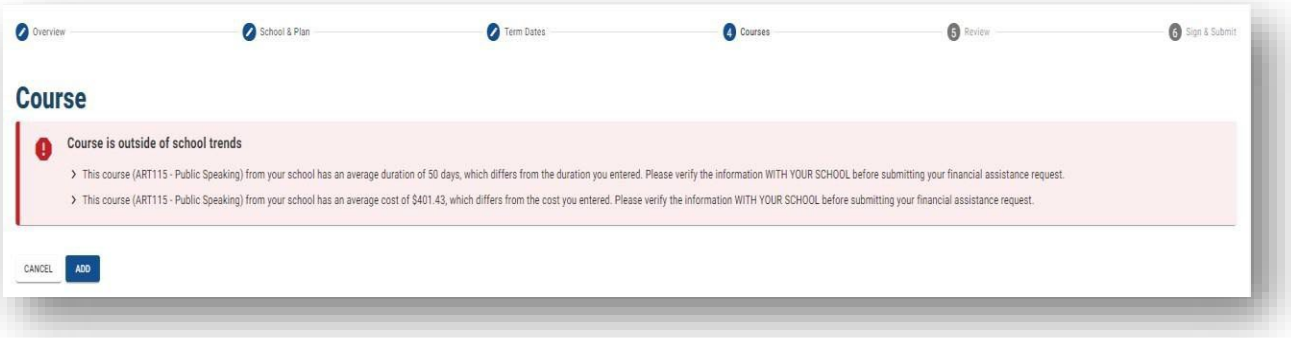
Course term and cost data is tracked among all FA requests submitted for each school. If the cost or term date exceeds the trend from past FA request, the FA will not be auto approved and will be sent to the Pending FA queue in SAP.

If a spouse attempts to add a course with a term date length that is outside of the course trend by more than 10%

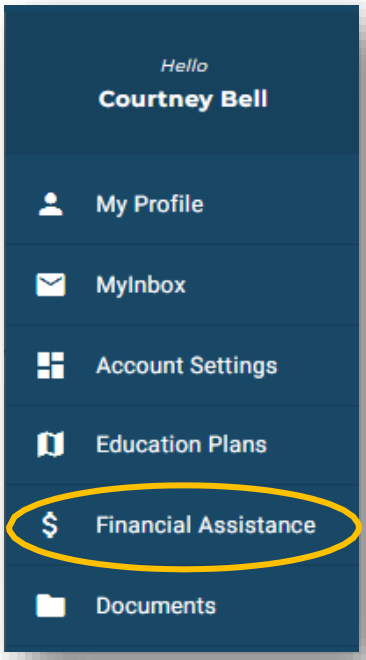
- *Thiscourse(**Course Code**, **Title**) fromyourschoolhasanaveragedurationof(**XX**)days, whichdiffersfromtheduration you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.*

  If a spouse attempts to add a course with a cost that is outside of the course trend by more than 10%

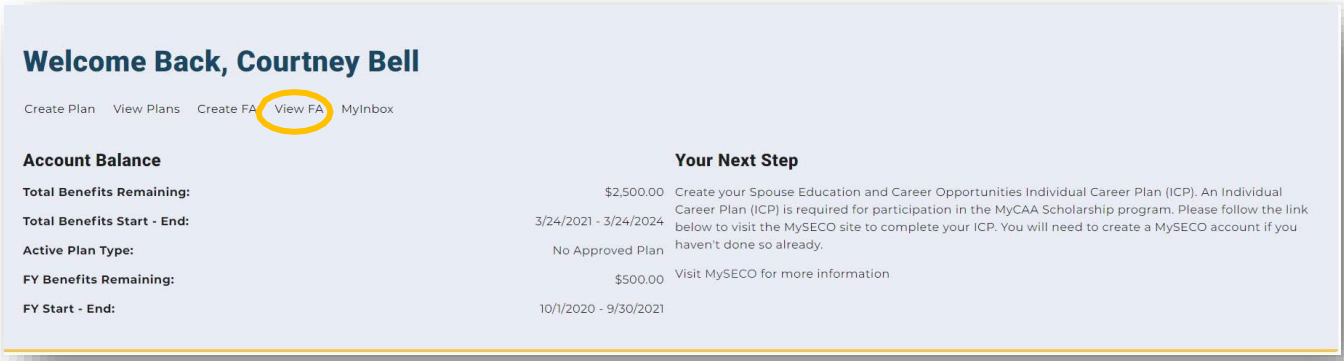
- *This course (**Course Code**, **Title**) from your school has an average cost of (**XX**), which differs from the cost you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.*

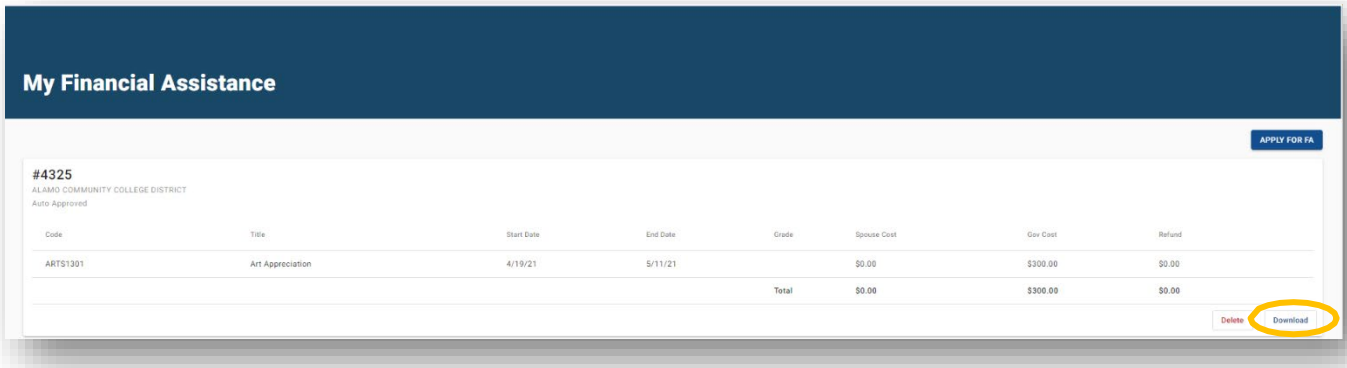


View/Print FA



-OR-





OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301- 4000

PERSONNEL AND READINESS

1. NAME *(Last, First, Middle Initial)*		2. MyCAA ID #	3. FA DOCUMENT #
Smith, Aaron		1459	2839
4. ADDRESS *(Include ZIP Code)*	5. TELEPHONE NO. *(Include area code)*	6a School/Institution	
101 Main Street Tampa, FL, 33601	123-456-7890	AMERICAN MILITARY UNIVERSITY 6b SCHOOL STUDENT ID #	
7. EMAIL ADDRESS:			
aaron.smith+spouse@bamtech.net			

COURSE CODE & TITLE	Dates *(MMDDYYYY)*	GOVERNMENT COST
ARTS101 - ARTS 101 EARLY MODERN EUROPE	3/2/2018 - 6/14/2018	$100.00

8. SPOUSE COST:	9. GOVERNMENT COST:	10. TOTAL COST:
$0.00	$100.00	$100.00

CONDITIONS AND 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.

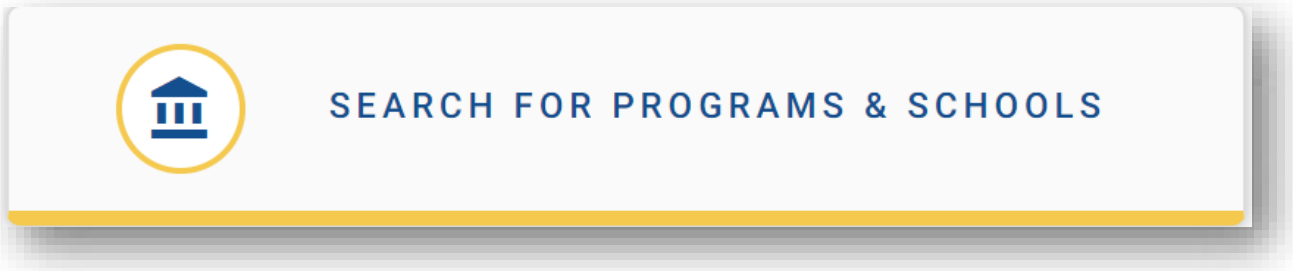
11a SPOUSE SIGNATURE	b. DATE *(MMDDYYYY)*
** // DIGITALLY SIGNED BY // SMITH, AARON**	5/16/2018

AUTHORITY: Public Law 110-417

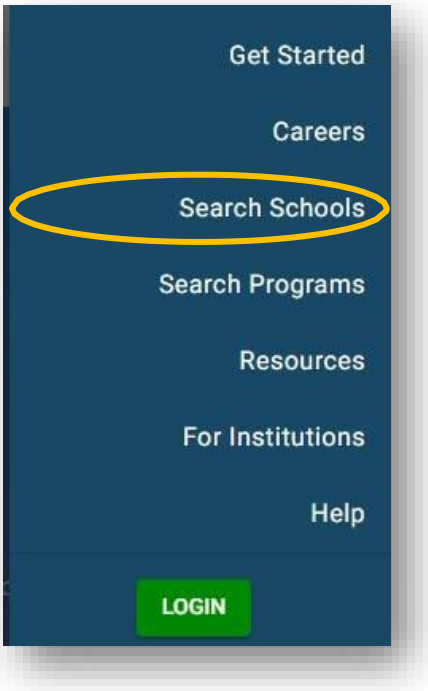
School/Program Search

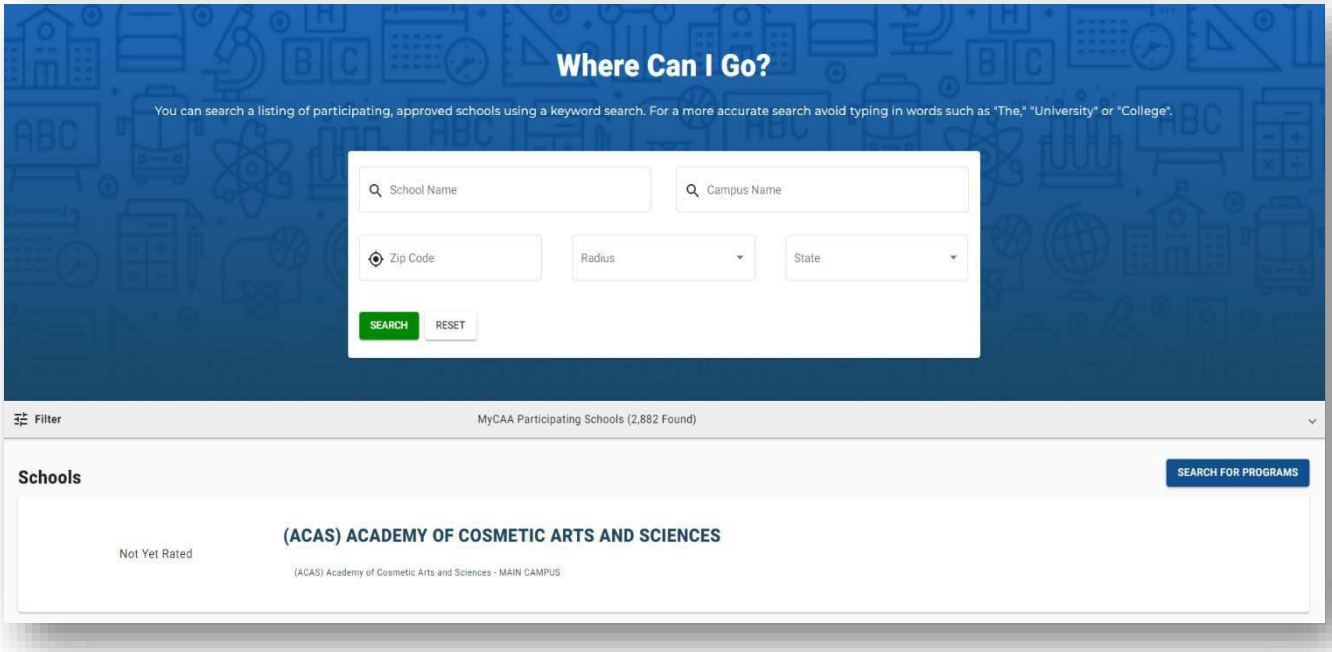
On the public-facing pages of the spouse portal, there are many resources available to the spouse. Spouses (and other site visitors) can utilize these resources by searching for MyCAA-participant schools, and reviewing the programs offered at those schools. These searches are available to spouses whether they are logged into their account or not.

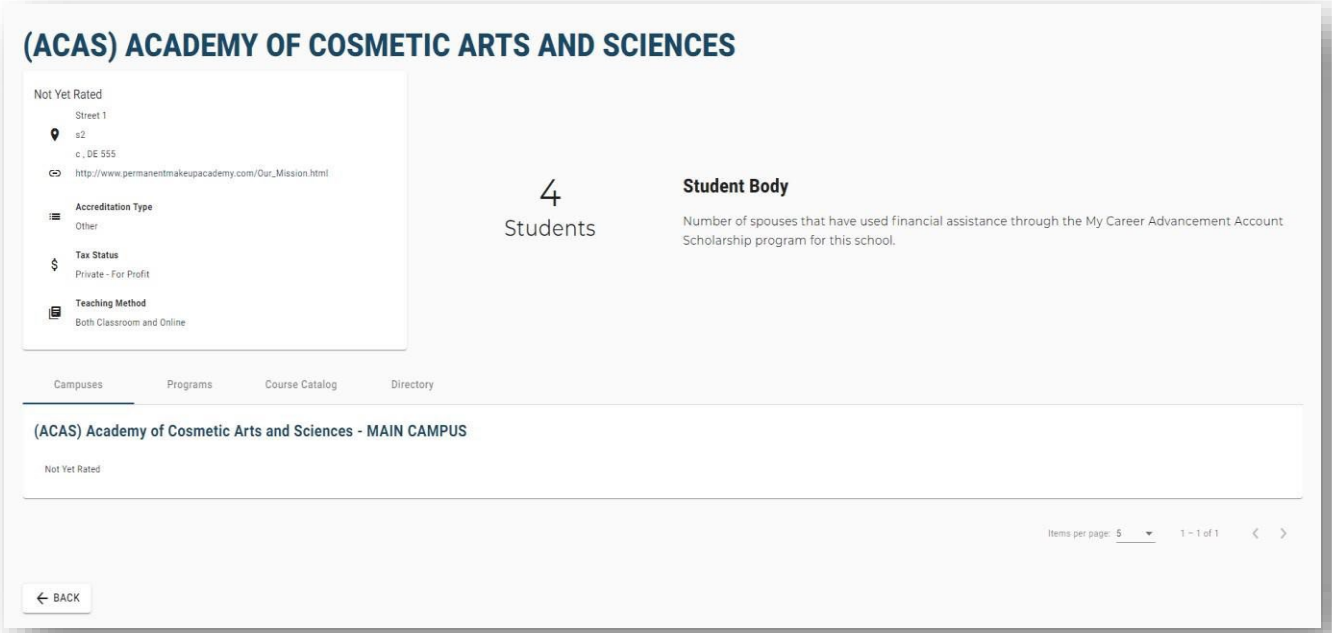
School/Program Search

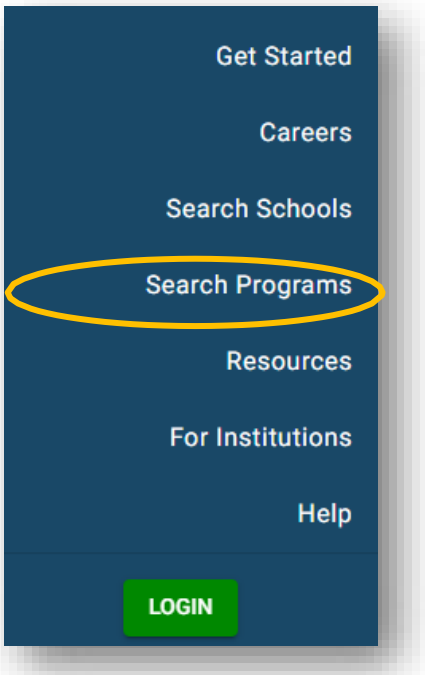


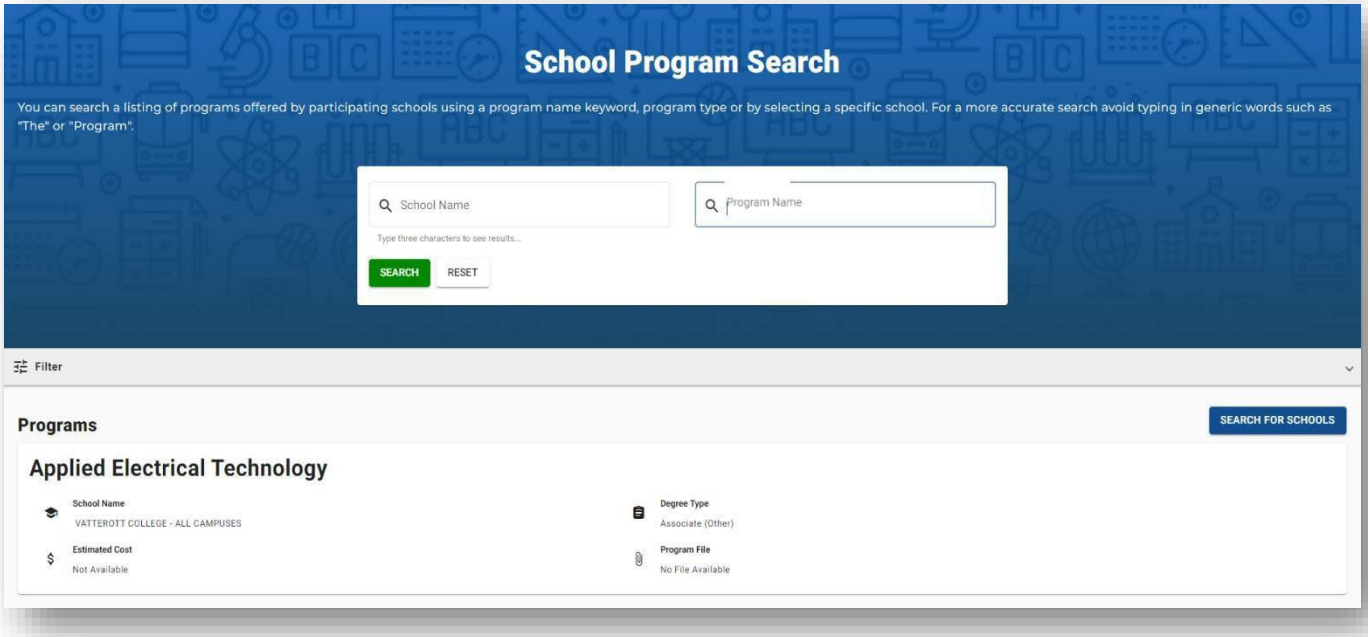
-OR-




Where Can I Go?
You can search a listing of participating, approved schools using a keyword search. For a more accurate search avoid typing in words such as "The," "University" or "College".
School Name
Campus Name
Zip Code
Radius
State
SEARCH
RESET
Filter
MyCAA Participating Schools (2,882 Found)
Schools
SEARCH FOR PROGRAMS
Not Yet Rated
(ACAS) ACADEMY OF COSMETIC ARTS AND SCIENCES
(ACAS) Academy of Cosmetic Arts and Sciences - MAIN CAMPUS


(ACAS) ACADEMY OF COSMETIC ARTS AND SCIENCES
Not Yet Rated
Street 1
s2
c , DE 555
http://www.permanentmakeupacademy.com/Our_Mission.html
Accreditation Type
Other
Tax Status
Private - For Profit
Teaching Method
Both Classroom and Online
4
Students
Student Body
Number of spouses that have used financial assistance through the My Career Advancement Account Scholarship program for this school.
Campuses
Programs
Course Catalog
Directory
(ACAS) Academy of Cosmetic Arts and Sciences - MAIN CAMPUS
Not Yet Rated
Items per page: 5
1 – 1 of 1
BACK

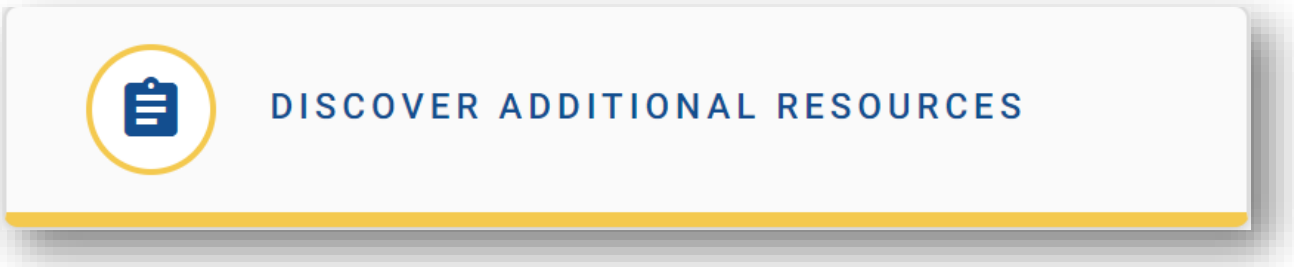

Get Started
Careers
Search Schools
Search Programs
Resources
For Institutions
Help
LOGIN


School Program Search
You can search a listing of programs offered by participating schools using a program name keyword, program type or by selecting a specific school. For a more accurate search avoid typing in generic words such as "The" or "Program".
School Name
Program Name
Type three characters to see results...
SEARCH
RESET
Filter
Programs
SEARCH FOR SCHOOLS
Applied Electrical Technology
School Name
VATTEROTT COLLEGE - ALL CAMPUSES
Degree Type
Associate (Other)
Estimated Cost
Not Available
Program File
No File Available

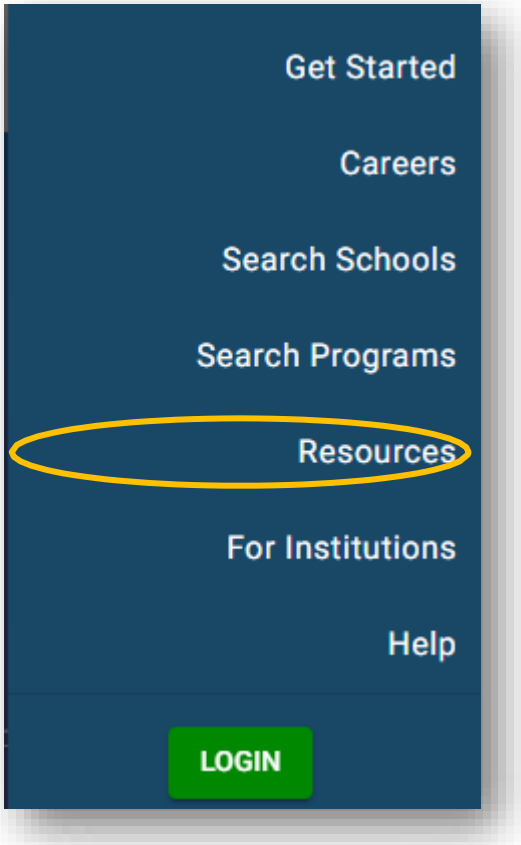
Resources/Help

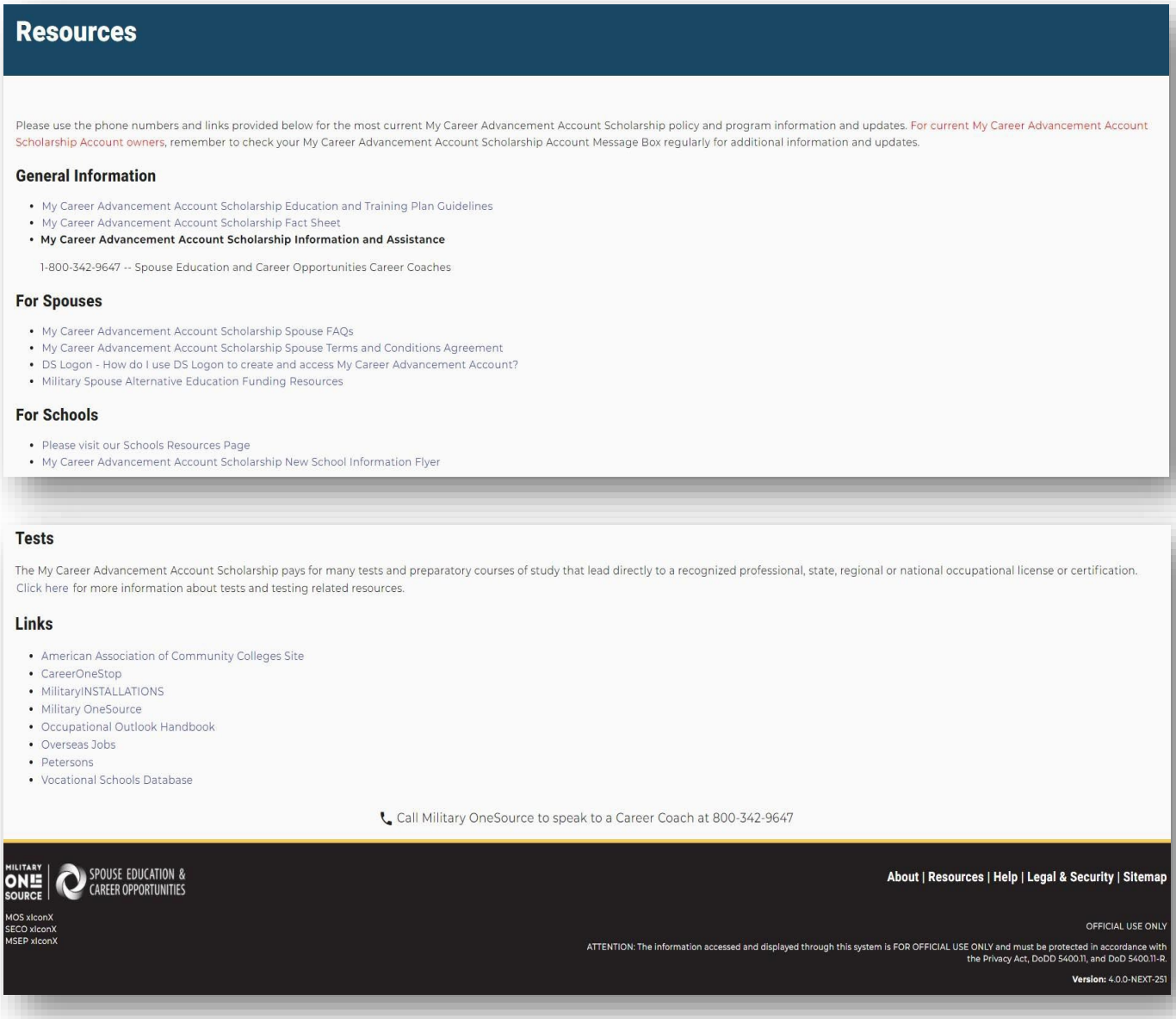
General resources are available to spouses in the form of links and files. This page is available to spouses if they are logged in their account or not.

Spouse Resources Page



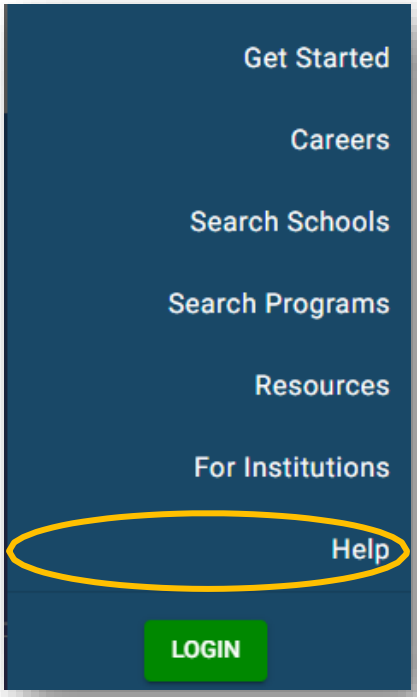
-OR-

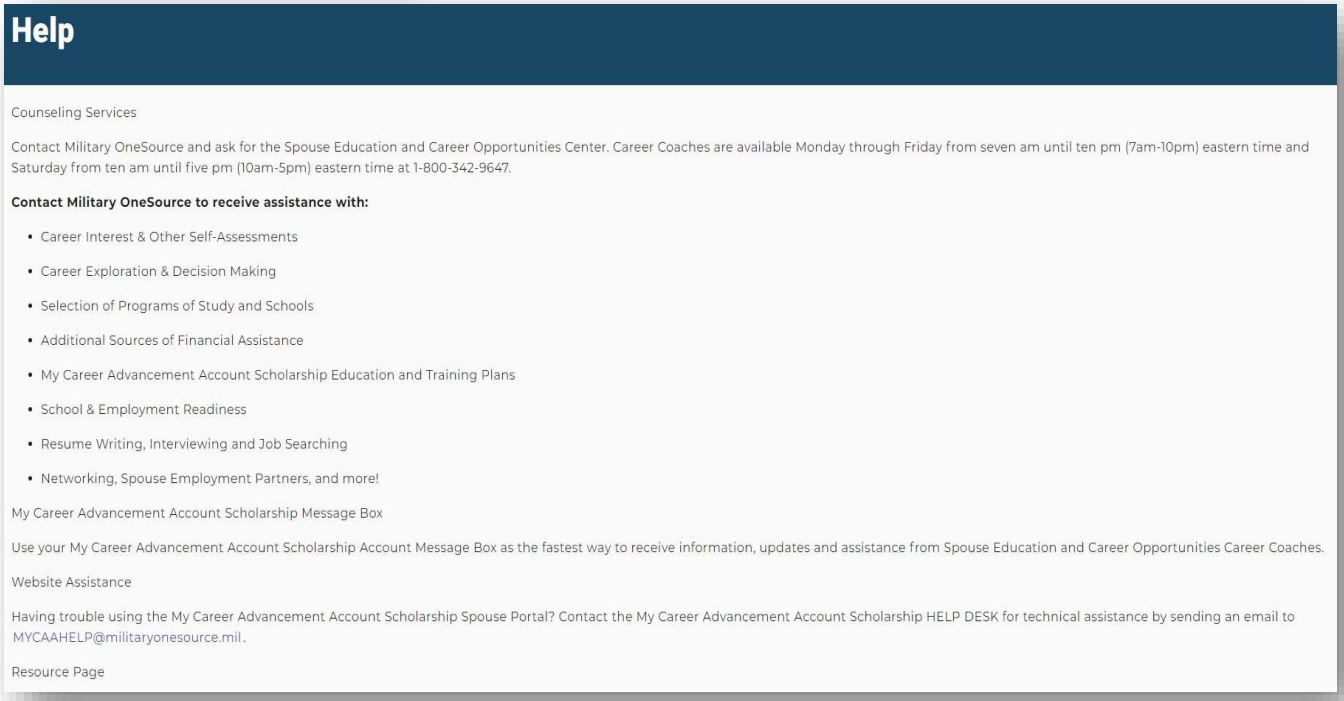



Resources
Please use the phone numbers and links provided below for the most current My Career Advancement Account Scholarship policy and program information and updates. For current My Career Advancement Account Scholarship Account owners, remember to check your My Career Advancement Account Scholarship Account Message Box regularly for additional information and updates.
General Information
My Career Advancement Account Scholarship Education and Training Plan Guidelines
My Career Advancement Account Scholarship Fact Sheet
My Career Advancement Account Scholarship Information and Assistance
1-800-342-9647 -- Spouse Education and Career Opportunities Career Coaches
For Spouses
My Career Advancement Account Scholarship Spouse FAQs
My Career Advancement Account Scholarship Spouse Terms and Conditions Agreement
DS Logon - How do I use DS Logon to create and access My Career Advancement Account?
Military Spouse Alternative Education Funding Resources
For Schools
Please visit our Schools Resources Page
My Career Advancement Account Scholarship New School Information Flyer

Tests
The My Career Advancement Account Scholarship 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
MilitaryINSTALLATIONS
Military OneSource
Occupational Outlook Handbook
Overseas Jobs
Petersons
Vocational Schools Database
Call Military OneSource to speak to a Career Coach at 800-342-9647
MILITARY ONESOURCE
SPOUSE EDUCATION & CAREER OPPORTUNITIES
MOS xIconX
SECO xIconX
MSEP xIconX
About | Resources | Help | Legal & Security | Sitemap
OFFICIAL USE ONLY
ATTENTION: The information accessed and displayed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act, DoDD 5400.11, and DoD 5400.11-R.
Version: 4.0.0-NEXT-251

Spouse Help Page





Help

Counseling Services

Contact Military OneSource and ask for the Spouse Education and Career Opportunities Center. Career Coaches 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 Military OneSource 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
- My Career Advancement Account Scholarship Education and Training Plans
- School & Employment Readiness
- Resume Writing, Interviewing and Job Searching
- Networking, Spouse Employment Partners, and more!

My Career Advancement Account Scholarship Message Box

Use your My Career Advancement Account Scholarship Account Message Box as the fastest way to receive information, updates and assistance from Spouse Education and Career Opportunities Career Coaches.

Website Assistance

Having trouble using the My Career Advancement Account Scholarship Spouse Portal? Contact the My Career Advancement Account Scholarship HELP DESK for technical assistance by sending an email to MYCAAHELP@militaryonesource.mil.

Resource Page

MySECO.Militaryonesource.mil provides:

- 24-7 access to online education and career information, resources, tools and assessments (https://myseco.militaryonesource.mil)
- Gateway to building a portable and meaningful career path
- Available to all active duty spouses and guard/reserve

Access Key My Career Advancement Account Scholarship Resources that contain the most up to date My Career Advancement Account Scholarship policy and program information.

Feedback

Tell My Career Advancement Account Scholarship what is working and what improvements are needed. Ideas, recommendations and concerns are always welcomed at MyCAAFeedback@militaryonesource.mil!

Schools and Organizations

The Education, Training and License Team hours of operation are from 7:00am - 7:00pm EST, Monday - Friday.
Contact them at:

- MyCAASchools@militaryonesource.mil
- 1-888-256-9920

Access Key My Career Advancement Account Scholarship Resources that contain the most up to date My Career Advancement Account Scholarship policy and program information.

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 My Career Advancement Account Scholarship program.

Media Inquires

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

Feedback

If you want to send us your comments, ideas and recommendations about the My Career Advancement Account Scholarship Program or website, please use MyCAAFeedback@militaryonesource.mil.

School Representatives

School representatives should visit the School Resource page for further assistance.

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