



MyCAA

Spouse Portal

Spouse Portal Views

November 26, 2024

User Guide/ 1

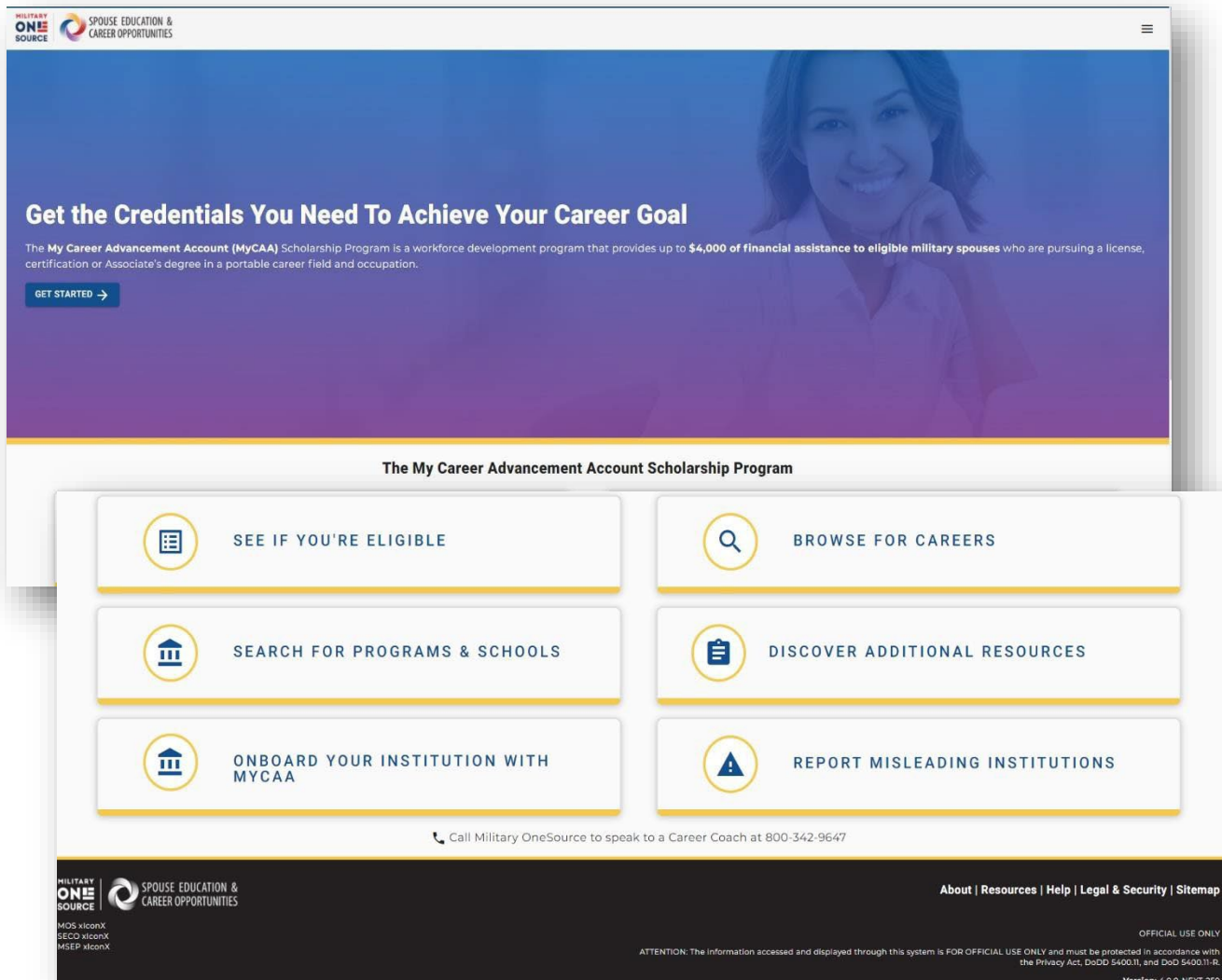
Table of Contents

MyCAA Homepage/Menu	3
Homepage	3
Menu (Public)	4
Menu (Logged in).....	4
Spouse Account	5
Registering an Account.....	5
Spouse Dashboard.....	13
Education&Training (E&T) Plans	14
Creating E&T Plan	14
Plan Follow-up.....	16
View E&T Plans	19
Edit E&T Plan	21
FinancialAssistance(FA)Requests	23
Requesting FA.....	23
Trend Messages.....	27
View/Print FA.....	28
School/Program Search	32
School/Program Search	32
Resources/Help	35
Spouse Resources Page	37
Spouse Help Page	38

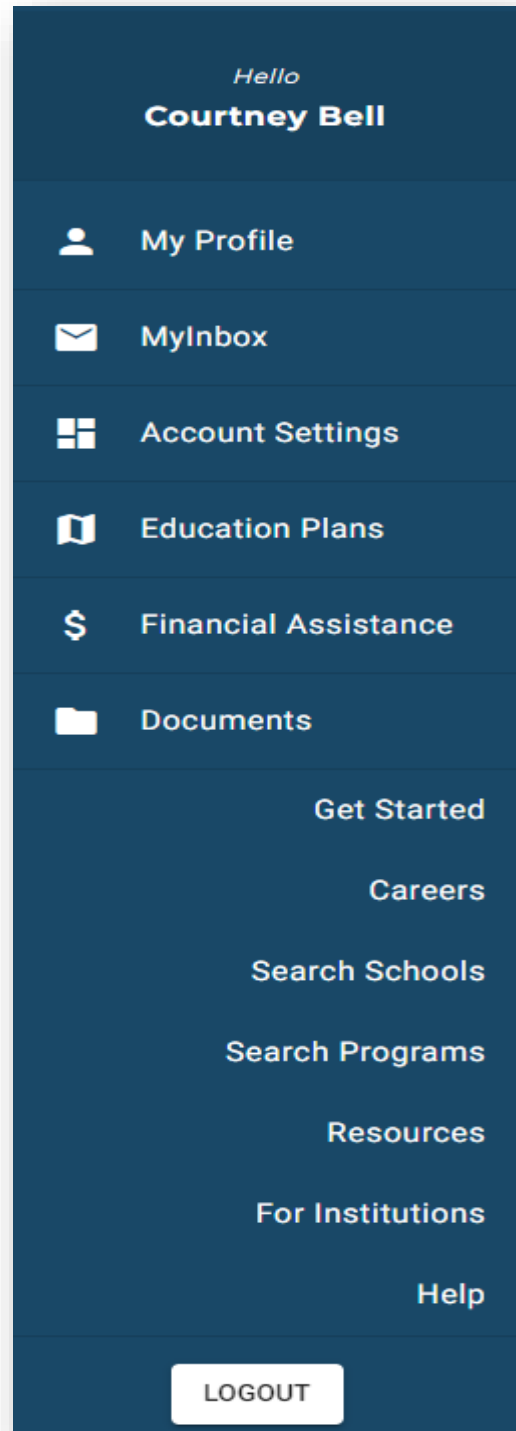
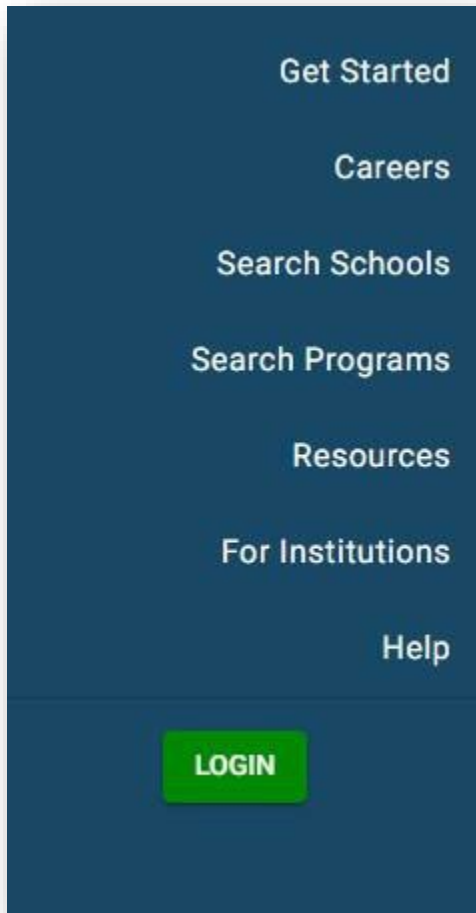
MyCAA Homepage/Menu

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

Homepage



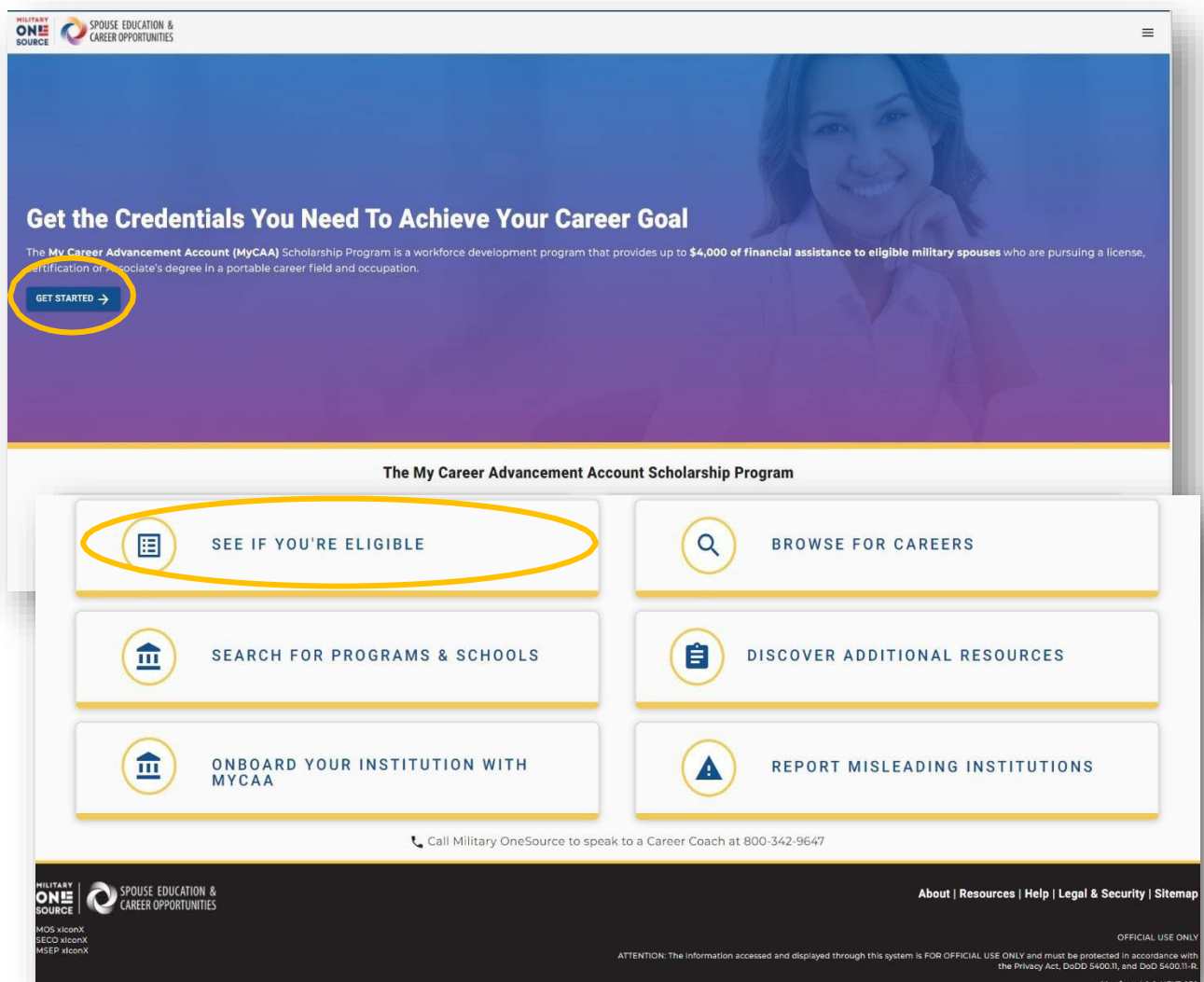
Menu (Public)



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.

Get Started With MyCAA

1 The MyCAA Scholarship helps you be successful on your path with:

- An individualized coaching session with a SECO career coach
- An Education and Training Plan
- Up to \$4,000 of tuition assistance
- Valuable SECO tools, such as the Traitify Personality Assessment

Your My Career Advancement Account and My Spouse Education and Career Opportunities account work together to help you meet your education and career goals. The MyCAA Scholarship application process leverages your MySECO profile and connects you to a career coach to help you make smart educational decisions and prepare you for a career that works with your military family's mobile life.

Traitify

Traitify, a visual personality assessment, helps you understand how your qualities and passions relate to potential careers by recommending career options based on your interests, aptitudes and education level. This assessment takes about 90 seconds to complete, and will instantly give you:

- A breakdown of where you align against seven types of career personalities
- Information about the kinds of people and work environments that help you thrive
- Possible strengths and weaknesses
- Personalized recommendations for careers aligned specifically with your unique characteristics

Traitify provides essential details about career recommendations, including the level of education and degree you need, as well as what to expect in terms of salary, potential job growth and more.

Check Your Eligibility

The first step in applying for the My Career Advancement Account Scholarship is to determine if you are eligible. Our system will check your eligibility when you log in with your DS Logon. More detailed information on eligibility can be found in the **MyCAA FAQs**.

Eligible spouses include:

- Spouses of active-duty service members in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible.
- Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are not eligible include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders.
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status.

Complete the MySECO/MyCAA Registration

To begin the registration, complete the following steps.

1. You can **register online** or call our SECO career coaches at 800-342-9647 for assistance.
2. Complete your MyCAA registration by reading the MyCAA fact sheet and terms and conditions, and successfully answer the quiz questions.
3. Fill in your personal information, education and training, and employment history.

Next Steps

Call the SECO Career Center to schedule your MyCAA coaching session with a SECO career coach.

If you have a career goal in mind, you can use the MyCAA School and Program Search to find schools and programs that interest you. These are great to discuss with your career coach.

If you have a school or program already in mind, contact them and request a MyCAA Education and Training plan. This plan includes your career goal and information about your chosen school, program and coursework. Your Education and Training plan must be approved before receiving financial assistance. Plans are reviewed and approved in the order in which they are received and can take up to 14 business days.

Save Time and Complete Prerequisites

Save time by completing prerequisite items first.

The MyCAA Scholarship application requires DS Logon. This is the same log in you may use to access TRICARE Online or MySECO. If you do not have a DS Logon or need to activate or upgrade, you can complete that on **Log in or Sign up**.

Have questions?

Review the MyCAA Scholarship Fact Sheet or FAQs to get answers to:

- 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
- What is a MyCAA Scholarship Education and Training Plan
- How to get additional information, assistance and more

Still want help? Call a career coach at 800-342-9647.

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.

PRIVACY ACT STATEMENT

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://dpclid.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.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-XXXX, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to:

Military Community Support Programs
ATTN: Program Manager, Spouse Education & Career Opportunities Program
4800 Mark Center Drive
Alexandria, VA 22350-2300

By clicking OK you agree to the terms of the User Agreement

OK

**DS Logon Authentication (NOT
PICTURED)**

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

This website is part of the U.S. Department of Defense's network of support for the military community  expand to see more sites +



The **My Career Advancement Account Scholarship** is a workforce development program that provides eligible military spouses with up to \$4,000 in financial assistance for licenses, certifications or associate degrees to pursue an occupation or career field.



Spouse Education & Career Opportunities

Welcome to the Spouse Education and Career Opportunities Web Portal!

In the next few minutes, we will create your Spouse Profile - a critical step in allowing the web portal and our experienced career coaches to help you achieve your goals.

Military spouses must meet the following eligibility criteria to participate in the SECO program:

- You are a spouse of an active duty, National Guard or reserve component military member in the Army, Marine Corps, Navy or Air Force.
- You are a spouse of a military member separated from active duty, National Guard and reserves for less than 365 days.
- You are a surviving spouse of a military member who died while on active duty.
- You are not an active-duty military member.
- You are not a spouse of a Coast Guard military member.

 As part of your SECO registration, you will also receive your eligibility status for the My Career Advancement Account Scholarship program at the end of registration. MyCAA 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 degree in a career field and occupation.

By proceeding, you certify that you are eligible for the SECO program.

[Get Started](#)

[Return to MySECO](#)



Spouse Education & Career Opportunities

1 Personal Information

2 Education and Employment

3 Completed

Personal Information

 Some of your information is displayed as it is reported in DEERS and cannot be updated. If the information is incorrect, please contact the Defense Manpower Data Center Support Office at **1-800-528-9552** to have this information updated.

First Name * KATHLEEN

Last Name * MOORE

Email * km@test.com

Confirm Email * km@test.com

Preferred Phone * (789) 789-7899

Alternate Phone

Date of Birth * 10/14/1965

Years as a Military Spouse * 1 - 4

Current Residence

State Alabama

City Abbeville

ZIP Code 29620

Communication Preferences

☐ Receive email communications about SECO and MyCAA program updates. Note: You can unsubscribe at any time.

Sponsor

First Name * FRED

Last Name * MOORE

Pay Grade * O-1

Branch of Service * Army

Time in Service * 4

Estimated Separation Date * 04/30/2021

[Back](#) [Continue](#)



SPOUSE EDUCATION & CAREER OPPORTUNITIES

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.

1

2

3

Personal Information

Education and Employment

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



SPOUSE EDUCATION & CAREER OPPORTUNITIES

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.

1

2

3

Personal Information

Education and Employment

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](#)

You are eligible for MyCAA

The My Career Advancement Account Scholarship program provides financial assistance to eligible military spouses who are pursuing a license, certification or associate degree in a portable career field and occupation. You must accept the MyCAA Terms and Conditions before scheduling your MyCAA Coaching Session with a SECO career coach.

1 Complete Traitify self-assessment

Optional

Want to learn more about how your preferences translate into your next career? Spend 90 seconds with this visually appealing personality assessment, then schedule an appointment with a career coach to discuss your results and plan next steps!

[Go to Traitify](#)

[Skip](#)

2 Complete your MySECO Profile

3 Terms And Conditions

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

You are eligible for MyCAA

The My Career Advancement Account Scholarship program provides financial assistance to eligible military spouses who are pursuing a license, certification or associate degree in a portable career field and occupation. You must accept the MyCAA Terms and Conditions before scheduling your MyCAA Coaching Session with a SECO career coach.

 Complete Traitify self-assessment
Optional

2 Complete your MySECO Profile

Complete at least the following three sections of your MySECO Profile to continue.

-  Summary
-  Education
-  Add at least 3 Skills

Next

3 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

Terms and Conditions Quiz

The best way for me to seek information and assistance from a Spouse Education and Career Opportunities Career Coach is to use my account Message Box.

☐ True ☐ False

The fiscal year cap is \$2,000 and the maximum total benefit is \$6,000.

☐ True ☐ False

I can let my military sponsor, a friend, or a school official establish and manage my MyCAA Account for me.

☐ True ☐ False

I have to submit a financial assistance (FA) request for every course no more than 60 days prior to my course start dates.

☐ True ☐ False

I will be held responsible for paying course costs if I enter incorrect information into my Education and Training Plan (e.g. name of school, campus location, course name/code, costs, and start/end dates).

☐ True ☐ False

My MyCAA Account will be locked if my school does not submit grades to MyCAA within 60 days of my course end dates. I am responsible for ensuring my school submits my grades.

☐ True ☐ False

My MyCAA Account will be locked if I fail or withdraw from a course.

☐ True ☐ False



Please indicate that you agree to the terms and conditions listed above

Accept

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.



You are Registered for MyCAA



Congratulations! You are now registered for the My Career Advancement Account Scholarship program and are eligible to earn up to \$4,000 toward a license, certification or associate degree.

Next, you will need to schedule a MyCAA Coaching Session with a SECO career coach by calling Military OneSource at 800-342-9647. The career coach will help you take the next steps to access your scholarship funding.

Access MyCAA Account

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



MILITARY

ONE

SOURCE



SPOUSE EDUCATION &

CAREER OPPORTUNITIES

This website is part of the U.S. Department of Defense's network of support for the military community



expand to see more sites +



You Have Mandatory Updates!

> To best align your career goals with your program and school selection, please call 1-800-342-9647 to schedule a meeting with a career coach.

> No Approved Education and Training plan on file. You will not be able to receive FA until a plan is approved.

Welcome Back, MycaaDevTeam unregisteredSecoAndMycaa

Create Plan

View Plans

Create FA

View FA

MyInbox

Account Balance

Total Benefits Remaining:

\$4,000.00

Total Benefits Start - End:

Haven't Started

Active Plan Type:

No Approved Plan

FY Benefits Remaining:

\$2,000.00

FY Start - End:

10/1/2020 - 9/30/2021

Your Next Step

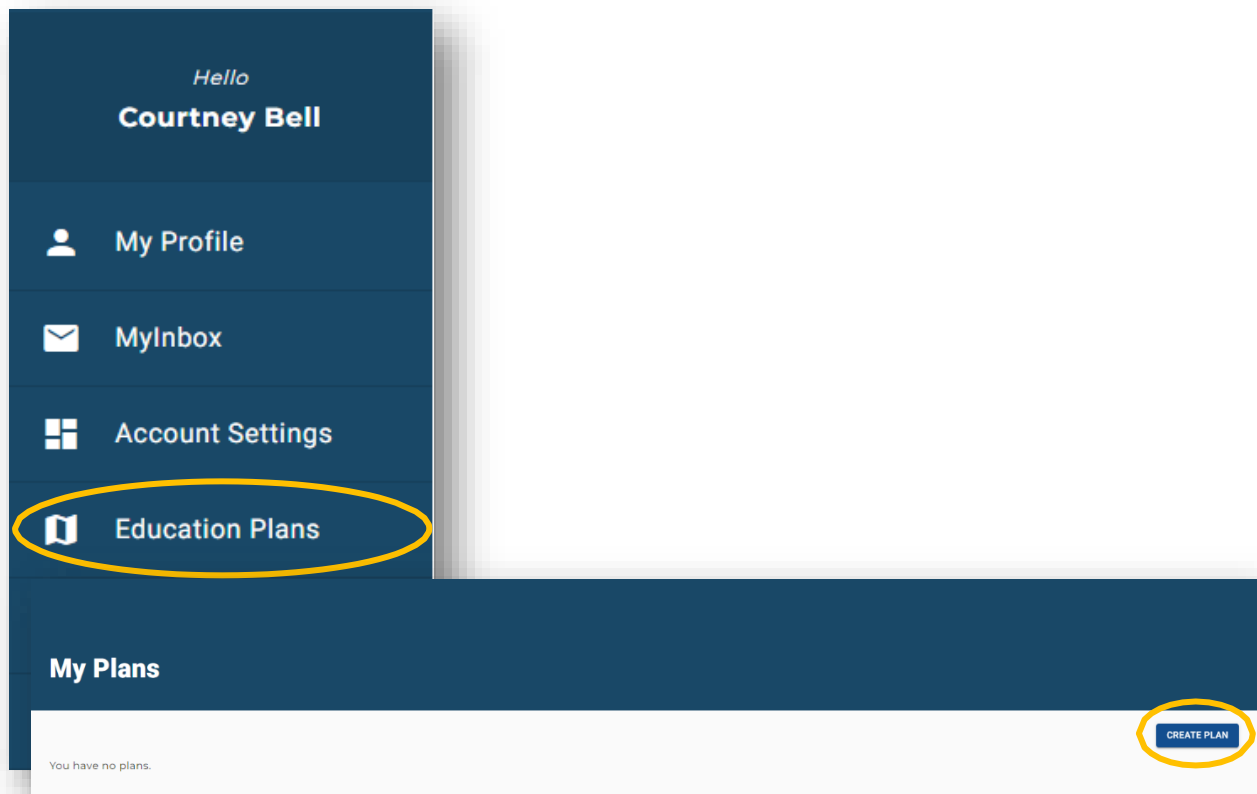
Create your Education and Training plan.

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

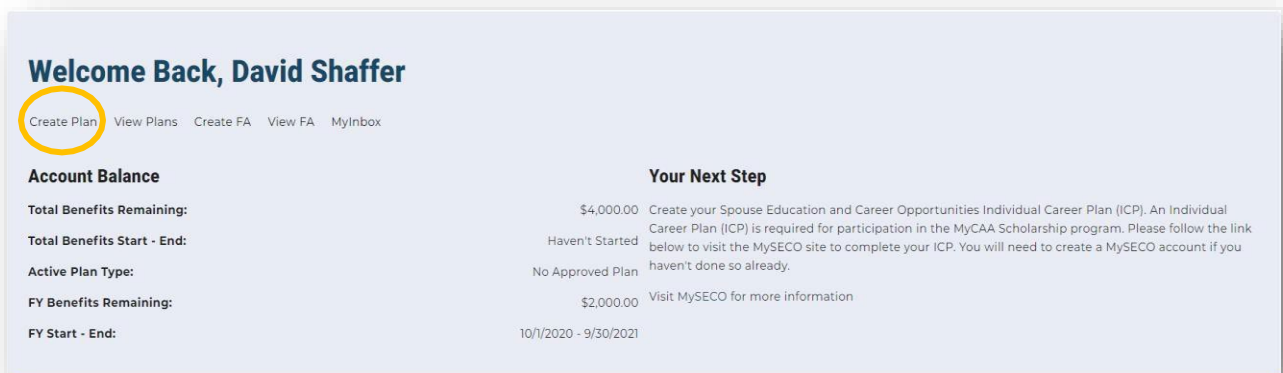
Education&Training (E&T) Plans

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-



1 Overview
2 Goal
3 School
4 Program
5 Courses
6 Review

Create Education & Training Plan

Please make sure you have the following information ready for a smooth plan creation process.

Career Goals

- Career Field
- Occupation

Program Data

- Title
- School Name
- Program Type
- Estimated Completion Date
- Program Plan File
- Total Cost of Program
- Certification(s) Offered

Courses

- Title
- Code

CANCEL
NEXT

1 Overview
2 Plan Follow-Up
3 Goal
4 School
5 Program
6 Courses
7 Review

Goal

1 Your Goal is reflected from your previously created plan. If you need to change your goal, please contact a certified Career Coach for assistance.

Career
Aerospace
Occupation
Aircraft Flight Engineer

CANCEL
BACK
NEXT

The following jobs are closely related to your Education Goal

Avionics Technician 4
Northrop Grumman Corporation - Hollywood, MD 20636
Requisition ID: R10174714 Category: Flight Operations Location: Hollywood, Maryland, United States of America | Patuxent River, Maryland, United States of America Clearance Type: Secret Telecommute: No- Teleworking not available for this position Shift: 1st Shift (United States of America) Travel Required: Yes, 10% of the Time Positions Available: 1 At Northrop Grumman, our employees have ...
More Details

Aircraft Mechanic 3 (OCONUS - Europe)
Northrop Grumman Corporation - Falls Church, VA 22040
Requisition ID: R10175933 Category: Flight Operations Location: Falls Church, Virginia, United States of America Clearance Type: Secret Telecommute: No- Teleworking not available for this position Shift: Shift X (United States of America) Travel Required: Yes, 10% of the Time Relocation Assistance: Relocation assistance may be available Positions Available: 5 At Northrop Grumman, our emp ...
More Details

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.

Program Details

Pick a Plan Type *

☐ Associate's ☐ License ☐ Certification ☒ Continuing Education

School Student ID *

123456

Estimated Completion Date *

10/21/2022

Program Cost *

300

☒ I need to request a waiver

If your program has an upfront cost that exceeds the fiscal year (FY) limit of \$2000, please request an FY waiver here.

Campus *

AUBURN UNIVERSITY- MAIN CAMPUS

Credential Title

Medical Assistant

Reminder!

Continuing Education plans require 2 files to be uploaded. Please upload your certification associated to the CEU, in addition to your ETP document.

Uploaded Files

Medical Assistant Certification.pdf

Medical Assistant MYCAA Outline.pdf

Choose a file *

CHOOSE FILE

Hold CTRL to select multiple files

CANCEL

BACK

NEXT

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.

Overview Goal School Program **Courses** Review

Search Courses

Heads up!
Your school enforces course selections from their Course Catalog. You will not be able to add your courses manually.

Code Title

SEARCH RESET

Courses provided by AUBURN UNIVERSITY

Math Testing

Course Code	Course Level
MAT123	Graduate

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.

Items per page: 10 1 - 10 of 19 < >

Courses you've added manually

ADD COURSE

You don't have any manual courses yet.

CANCEL **BACK** **NEXT**

Items per page: 10 1 - 10 of 19 < >

Courses you've added manually

Course Code * Course Title *

ADD COURSE **CANCEL**

You don't have any manual courses yet.

CANCEL **BACK** **NEXT**

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

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.

1 Overview 2 Plan Follow-Up 3 Goal 4 School 5 Program 6 Courses 7 Review

Plan Followup

There is an incomplete plan on your record. Do you intend on completing this plan?

Plan Attachment Update - Take 3

Approved

Will you complete this plan?

☐ Yes ☒ No

Energy Specialist

Inactive

Will you complete this plan?

☐ Yes ☒ No

Engineer Technician

Inactive

Will you complete this plan?

☐ Yes ☒ No

CANCEL **BACK** **NEXT**

CLEP Testing E&T Plans

The screenshot shows the 'Where Can I Go?' search interface. At the top, a progress bar indicates the current step is '4 School'. The main heading is 'Where Can I Go?'. Below it, a subtext reads: '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".' The search form includes fields for 'School Name' (containing 'Clep'), 'Campus Name', 'Zip Code', 'Radius', and 'State'. There are 'SEARCH' and 'RESET' buttons. Below the search form, a filter bar shows 'MyCAA Participating Schools (1 Found)'. A 'Selected School' section displays 'CLEP - MYCAA'. A 'Schools' table lists one entry: 'CLEP - MYCAA - AL' with a 'Not Yet Rated' status and a green checkmark icon.

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

The screenshot shows the 'Program Details' form. At the top, a progress bar indicates the current step is '5 Program'. A warning message states: 'Warning: MyCAA funding for CLEP/DSST testing will only be approved in pursuance of an associate degree.' The form is divided into two columns. The left column contains fields for 'Plan Type' (National Testing), 'Program Title' (CLEP), 'School Student ID' (1987), and 'Total Tuition Cost*' (1000). The right column contains fields for 'Program Title' (CLEP), 'Estimated Completion Date*' (11/26/2024), and 'University Name*' (Auburn). A note below the university name field reads: 'Please put the name of the University where this CLEP or DSST credit will be used.' At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons.

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.

Search Courses

Heads up!
Your school enforces course selections from their Course Catalog. You will not be able to add your courses manually.

Code

Q Title

SEARCH
RESET

Courses provided by CLEP - MYCAA

English CLEP 101

Course Code
CLEPENG101

Course Level
Other

✓

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

Overview
Plan Follow-Up
Goal
School
Program
Courses
7 Review

Review

Please review your choices before creating your education and training plan.

Goal

Career Field
Animal Services

School

School Name
CLEP - MYCAA

Program

Program Title
CLEP

Total Program Cost
\$124.00

Courses

English CLEP 101

Course Code
CLEPENG101

Occupation
Animal Control Officer

Campus Name
CLEP - MyCAA - MAIN CAMPUS

Estimated Completion Date
Nov 25, 2022

Requested Waiver?
No

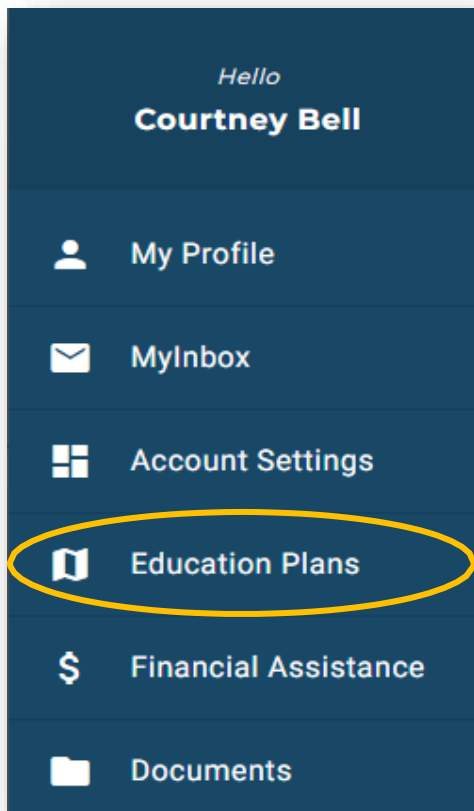
Plan Type
National Testing

University Name
Auburn University

CANCEL
BACK
SUBMIT

The spouse will review their plan and submit like normal.

View E&T Plans



-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

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.

The screenshot shows the 'Where Can I Go?' search interface. At the top, there are four tabs: 1 School, 2 Program, 3 Courses, and 4 Review. The main heading is 'Where Can I Go?' with a subtext: '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".' Below this is a search form with fields for 'School Name', 'Campus Name', 'Zip Code', 'Radius', and 'State'. There are 'SEARCH' and 'RESET' buttons. Below the search form, a filter bar shows 'MyCAA Participating Schools (2,882 Found)'. A 'Selected School' section shows 'ALAMO COMMUNITY COLLEGE DISTRICT'. Below this is a table of schools:

Not Yet Rated	ADAMS STATE COLLEGE ALAMOSA - CO	☐
Not Yet Rated	ADELPHI UNIVERSITY - NY	☐
Not Yet Rated	ADIRONDACK COMMUNITY COLLEGE - NY	☐

At the bottom right, there is a 'NEXT' button circled in yellow. A 'CANCEL' button is at the bottom left. A footer note states: 'The appearance of hyperlinks does not constitute endorsement by MyCAA. School and program information is the responsibility of the providing agency or institution. MyCAA 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 DoD website.'

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

The screenshot shows the 'Program Details' form. At the top, there are four tabs: 1 School, 2 Program, 3 Courses, and 4 Review. The main heading is 'Program Details'. The form has several fields:

- Program Title *: Medical Assistant
- Estimated Completion Date *: 4/29/2022
- School Student ID: (empty)
- Program Cost *: 10
- Campus *: ALAMO COMMUNITY COLLEGE: MAIN CAMPUS

Below these fields, there are radio buttons for 'Pick a Plan Type *': Associate's (selected), License, Certificate, and Continuing Education. There is also a checkbox for 'I need to request a waiver' with a note: 'If your program has an upfront cost that exceeds the fiscal year (FY) limit of \$2000, please request an FY waiver here.' Below this is a section for 'Uploaded Files' with a file named 'Medical Assistant MYCAA Outline.pdf'. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons.

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](#)

[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

Total Program Cost
\$10.00

Estimated Completion Date
Apr 29, 2022

Requested Waiver?
No

Plan Type
Associate Degree

Program File(s)
Medical Assistant MYCAA Outline.pdf

Courses

Art Appreciation

Course Code
ARTS1301

[CANCEL](#)

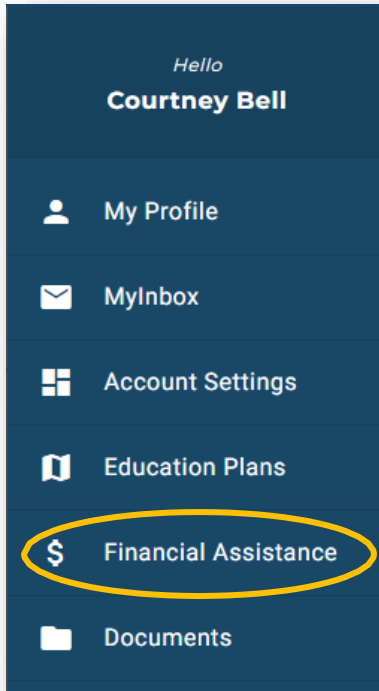
[BACK](#)

[SUBMIT](#)

Financial Assistance (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

1 Overview

2 School & Plan

3 Term Dates

4 Courses

5 Review

6 Sign & Submit

School & Plan

School

ALAMO COMMUNITY COLLEGE DISTRICT [Change School](#)

Campus *

ALAMO COMMUNITY COLLEGE- MAIN CAMPUS

School Student ID

Will this application complete your current Education and Training Plan? *

☐ Yes
☒ No

Plan Details

Program Name

Medical Assistant

Estimated Completion Date

Apr 29, 2022

Total Program Cost

\$1,000.00

Career Field

Health & Human Services

Occupation

Medical Assistant

CANCEL

NEXT

1 Overview

2 School & Plan

3 Term Dates

4 Courses

5 Review

6 Sign & Submit

Term Dates

Start Date *

4/12/2021

End Date *

4/8/2022

CANCEL

BACK

NEXT

1 Overview

2 School & Plan

3 Term Dates

4 Courses

5 Review

6 Sign & Submit

Courses

\$ Benefits Reminder

Fiscal Year: 10/1/2020 - 09/30/2021

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

You have a maximum of \$1,700.00 available for this Fiscal Year.

Selected Courses

Course Code - Title	Total Cost	Government Cost	Your Cost	
ARTS1301 - Art Appreciation	\$300.00	\$300.00	\$0.00	REMOVE COURSE

Pre-Approved Plan Courses

Course Code

BIOL 2401

Course Title

Human Anatomy and Physiology

Course Cost *

300

[ADD COURSE](#)

Course Code

BIOL 2402

Course Title

Human Anatomy and Physiology II

Course Cost *

400

[ADD COURSE](#)

CANCEL

BACK

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.

Overview

School & Plan

Term Dates

Courses

5 Review

Sign & Submit

Review

Please review your choices before submitting your Financial Assistance application.

School And Plan

Program Title
Medical Assistant

Career Field
Health & Human Services

School
ALAMO COMMUNITY COLLEGE DISTRICT

Will this application complete your current Education and Training Plan?
No

Estimated Completion Date
Apr 29, 2022

Occupation
Medical Assistant

Campus
ALAMO COMMUNITY COLLEGE- MAIN CAMPUS

Term Dates

Term Start
Apr 26, 2021

Term End
Apr 25, 2022

Courses

Art Appreciation

Course Code
ARTS1301

Government Cost: \$400.00
Your Cost: \$0.00
Total Cost: \$400.00

CANCEL

BACKNEXT

Overview

School & Plan

Term Dates

Courses

Review

6 Sign & Submit

Sign & Submit

Terms & Conditions

- ☒ 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 Career Coach.
- ☒ 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.

Privacy Act Statement

AUTHORITY: 10 U.S.C. 1784; 10 U.S.C. 1784a

PRINCIPAL PURPOSE: To process an individual's request for My Career Advancement Account (MyCAA) financial assistance. Use of PII is necessary to make positive identification of the individual and records.

ROUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information.

DISCLOSURE IS VOLUNTARY: Disclosure of PII is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for financial assistance.

Penalty Statement

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

Sign As:
David Shaffer

SIGN

Click "Submit" to submit your application after you have read and accepted the Terms & Conditions.

CANCEL

BACKSUBMIT

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%

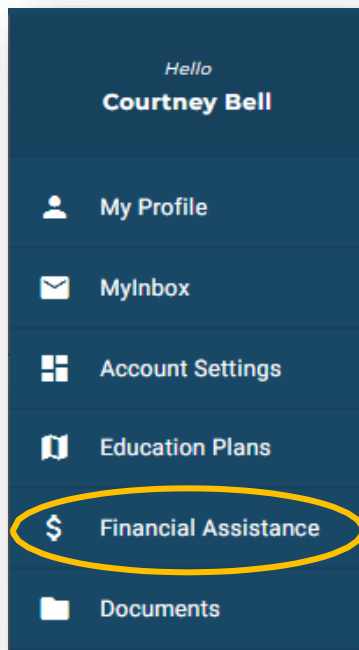
- *This course (Course Code, Title) from your school has an average duration of (XX) days, which differs from the duration you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.*

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

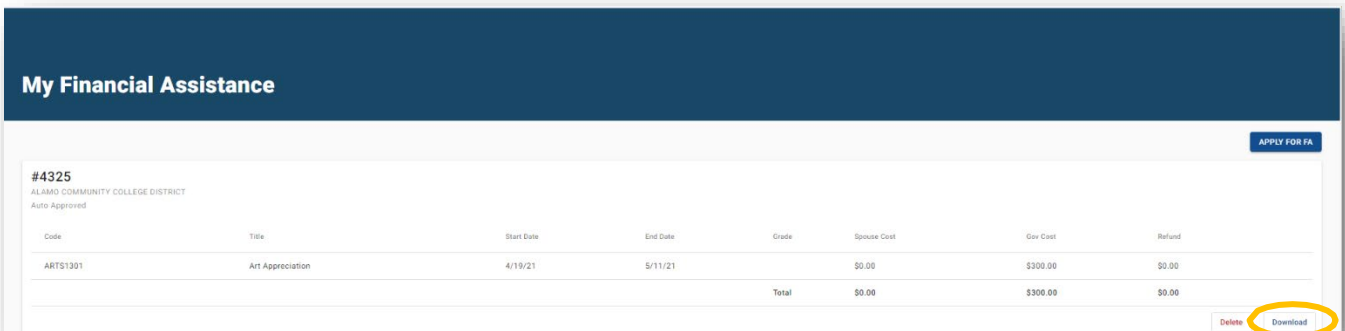
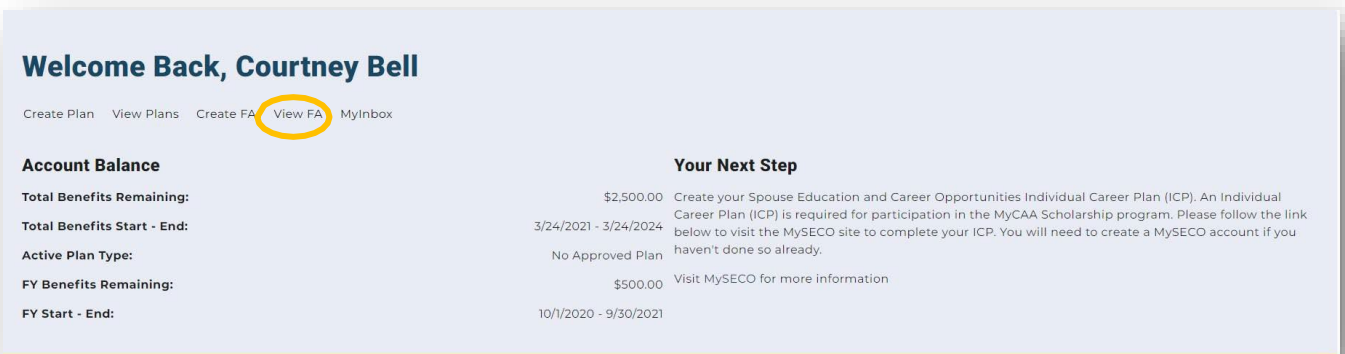
- *This course (Course Code, Title) from your school has an average cost of (XX), which differs from the cost you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.*

The screenshot shows a multi-step form with the following steps: Overview, School & Plan, Term Dates, Courses (current step), Review, and Sign & Submit. The 'Course' section has a red warning banner with an exclamation mark icon. The banner text reads: 'Course is outside of school trends'. Below the banner, there are two bullet points: '> This course (ART115 - Public Speaking) from your school has an average duration of 50 days, which differs from the duration you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.' and '> This course (ART115 - Public Speaking) from your school has an average cost of \$401.43, which differs from the cost you entered. Please verify the information WITH YOUR SCHOOL before submitting your financial assistance request.' At the bottom of the form, there are two buttons: 'CANCEL' and 'ADD'.

View/Print FA



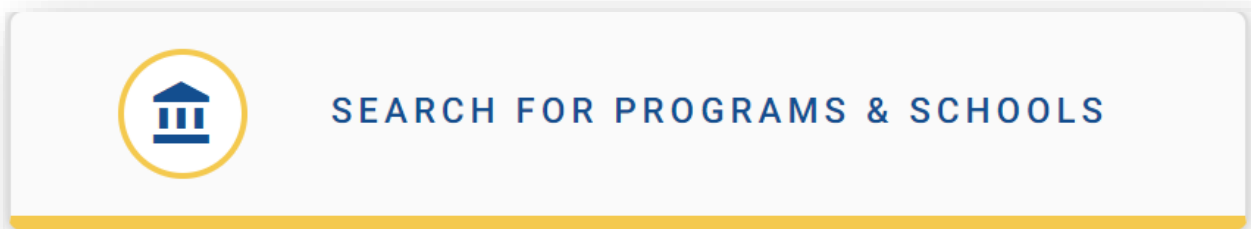
-OR-



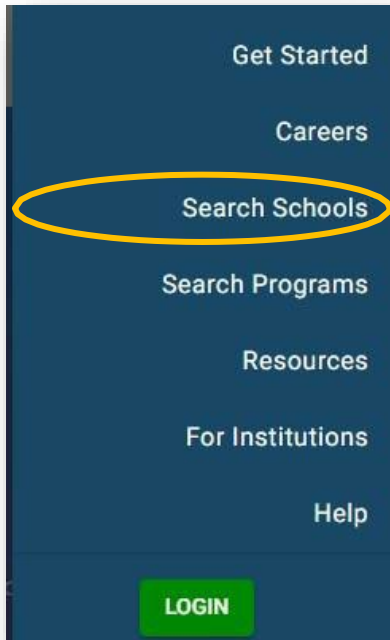
School/Program Search

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".

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

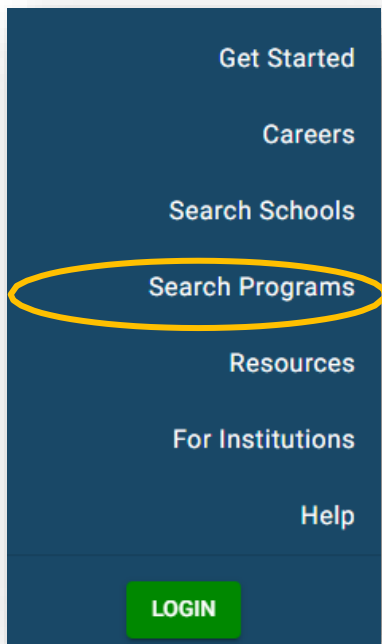
1 - 1 of 1

<

>

← BACK

User Guide/ 33



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".

Type three characters to see results...

SEARCHRESET

Filter

SEARCH FOR SCHOOLS

Programs

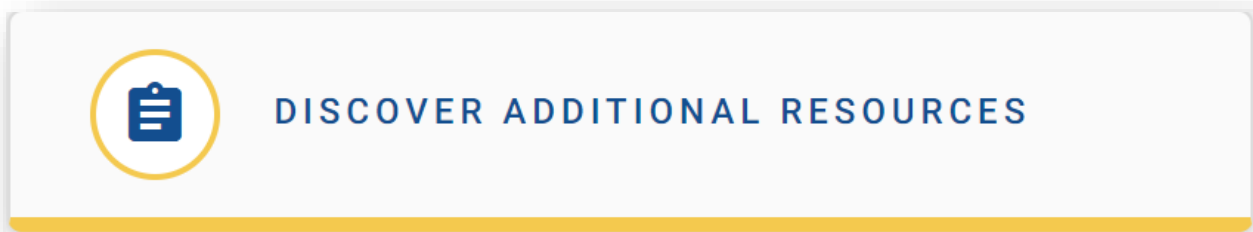
Applied Electrical Technology

School Name VATTEROTT COLLEGE - ALL CAMPUSES	Degree Type Associate (Other)
Estimated Cost Not Available	Program File No File Available

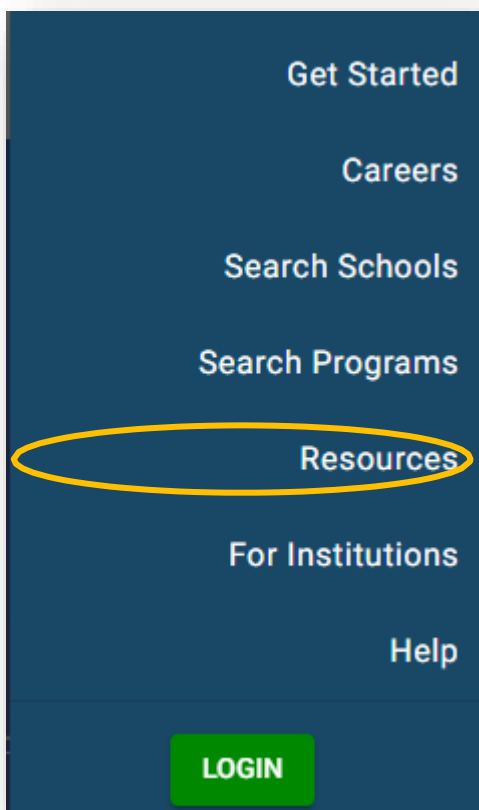
Resources/Help

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



MOS xiconX
SECO xiconX
MSEP xiconX

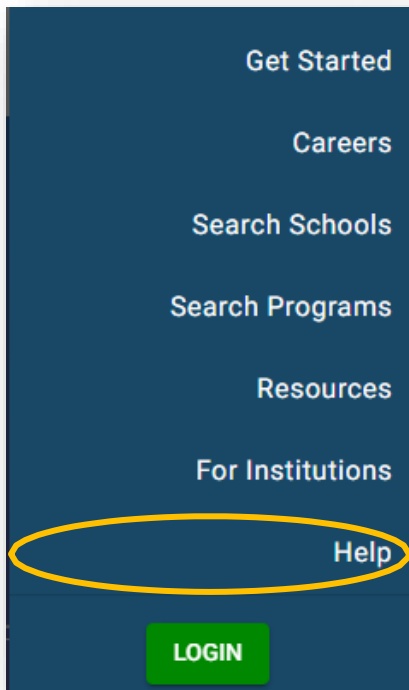
[About](#) | [Resources](#) | [Help](#) | [Legal & Security](#) | [Sitemap](#)

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 MyCAAFedback@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 MyCAAFedback@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