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MyCAA Step-by-Step Guide

FOR STUDENTS OF THE REAL WORLD

2022-2023 Academic Year: FALL 2022, SPRING 2023, SUMMER 2023

MyCAA Eligibility and Step-by-Step Guide

Up to $4,000 of Military Spouse tuition assistance!

Current Qualifications:

- ✓ Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and reserve components in these same pay grades.

Create an Account:

- ✓ Go to https://mycaa.militaryonesource.mil/mycaa and click the "**Get Started!"** button on the left.
- ✓ Read the **MyCAA FACT SHEET** and click "Next" at the bottom of the page.
- ✓ Fill out the **DEERS Eligibility Check**. Enter your last name, your Social Security Number (SSN), your sponsor's Social Security Number, and your date of birth and click "Next."
- ✓ Read the **Terms and Conditions** and take the short **Terms and Conditions Quiz**. Select "I agree" under the Terms and Conditions Agreement and click "Next."
- ✓ Verify your personal information and enter any missing information. You will also be asked to verify your sponsor's service, service component, and pay grade. Click "Next."
- ✓ Select the highest level of education you have achieved and then click "Next."
- ✓ Enter your employment history. To add an employer, select "New Employer" and provide the employer name, job title, job category, start/end dates, and wage and click "Add." Add up to 6 employers or check the "I have never been employed" box and click "Next."
- ✓ Create your account challenge question by choosing from the list of questions in the drop down and entering the appropriate answer. Click "Next."
- ✓ Create your username and password. Your password must be 15-20 characters and contain 2 numbers, 2 special characters, 2 uppercase and 2 lowercase letters. Select "I agree" to the Penalty Statement and click "Next."
- ✓ Click "Login," enter your username and password, and begin creating your education plan.

CONTINUED ON NEXT PAGE

Military spouses may call Military OneSource to speak with a Spouse Education and Career Opportunities (SECO) counselor for assistance, (800) 342-9647. If you already have an established MyCAA Account, use your Message Box as the fastest way to receive information and assistance. Counselors at Military OneSource Spouse Career Center (MyCAA) are available Mondays through Fridays from 07:00-22:00 (7am-10pm) ET and Saturdays from 10:00-17:00 (10am-5pm) ET.

financial.aid@europe.ctcd.edu
Eagle Self Service: https://student.ctcd.org/Student/

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Create Your Education Plan:

- ✓ Login to your account and click on "Create Goal" in the What's Next?" box on the right**. Please visit a CTC Field Representative or email financial.aid@europe.ctcd.edu for step-by-step help.**
- ✓ In the "Career Field" box, select the one that most closely matches your area of study (Examples, **Education** for the Child Care programs, **Homeland Security** for the Criminal Justice programs, **Hospitality** for the Hospitality programs). Next, select the occupation that most closely matches your program and click "Create Goal" and then "OK" in the pop-up window to create your goal.
- ✓ Click the "Select School" button and search for "Central Texas College" with "ALL" or "TX" as state selected in the pop-up window.
- ✓ Click on "Central Texas College" and it will be added to your plan.
- ✓ Enter the full name of your chosen training program. Refer to your MyCAA Education & Training Plan for the official title of the program, the CTC Catalog, or the **Search School Programs** on the MyCAA website.

- ✓ Select "**Associate's Degrees** " or "**Certificates"** in the drop down menu for "Program Type." You will also need to upload a program plan (E&TP). To get your program plan document, **Please visit a CTC Field Representative or email studentservices.europe@europe.ctcd.edu** This is a CTC generated Document.
- ✓ You will also be asked to enter an estimated completion date. "**Associate's Degrees**" 2 Years or "**Certificates"** 1 Year. Spouses have 3 years to complete their program of study from the date of their first class.

Required information on the CTC-Generated Document:

- ✓ Student's Name
- ✓ CTC Contact Information -campus location, address, website, phone number
- ✓ Program name as listed in the CTC course catalog
- ✓ Program Type
- ✓ Detail of all required education - All courses (or the block of study) for which MyCAA financial assistance may be used (include course names/titles/codes).

NOTE: Only courses listed in the E&TP will be approved for MyCAA funding. Be sure to list a range of possible "elective" courses that meet academic requirements. Once approved, spouses cannot add additional courses to plan.

NOTE: Once approved by Spouse Education and Career Opportunities Counselors, the E&TP is locked for funding purposes.

- Spouses can only change their stated Career Goal once.
- Coursework changes will require a counselor's assistance if needed after the E&TP is approved.
- Spouses can only have a maximum of five E&TPs over the 3 year funding lifetime of their MyCAA account.

E&TP Acceptable File Formats:

- Word Document (.doc)
- Excel Spreadsheet (.xls)
- PDF (.pdf)

Non-acceptable File Formats:

- Webpages (HTML)
- Course Catalogs

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Guidance on Program types Associate's Degrees & Certificates:

- Degree must have a concentration not in General Studies or Liberal Arts
- List Course titles & codes
- Classes the spouse has already registered for and any transfer credits (Degree Plan)
- Current Per credit hour charge

NOTE: Decisions on the approval or disapproval of these plans can take MyCAA up to 14 calendar days. MyCAA Spouse Education and Career Opportunities (SECO) program staff check to ensure the plan created supports the spouse's career goal listed in their MYCAA account. **Spouses will receive a notice in their MyCAA Account Message Box when their plan is approved. Remember, spouses must request MyCAA financial assistance (FA) on a course-by-course basis after the E&TP is approved and course start/end dates are known. FA must be requested between 60 and 15 days prior to the class start date.**

MyICP Consultation:

You will now need to set up an appointment with a MyCAA advisor for an individual career plan (MyICP) consultation. This consultation gives you the opportunity to confirm with a MyCAA advisor that the program and career goals you have set are the path you want to take. Please call MyCAA directly at 1-800-342-9647 to request an appointment within the next 2 business days. Visit https://myseco.militaryonesource.mil/Portal/Account/Login to create a MySECO account for your MyICP plan creation.

After plan approval, request MyCAA financial assistance for each class that begins within the next 60 days.

Apply for Financial Aid:

- ✓ Once your plan has been approved, login to your account and click "Apply for FA" on the bottom right-hand side of the page.
- ✓ Review the Terms & Conditions and click "Next."
- ✓ You'll be asked to enter the start and end dates of your course. MyCAA requires you to enter a start date no more than 60 days out. Please refer to the dates on the program plan document. Spouses will need to know course start and end dates, course code, course title, and tuition. Spouses should contact CTC for this information. Once you've finished, click "Next."
- ✓ Click "Add Course" and then "Add course manually." Enter the information for your chosen program of study and click "Add Course." After adding the course, click "Next" to continue.
- ✓ Review and verify your personal information, term dates, and the course information. Click "Next" to continue.
- ✓ Read and select "Yes" from the drop-down menu and click "Next."
- ✓ Check the boxes next to the Conditions & Certifications and enter your username and password to digitally sign the document. Click "Next" to submit your application. This is your signature on the MyCAA document.
- ✓ To verify the receipt of your application or to request an update on the status of your application, contact a Military OneSource advisor at 1-800-342-9647.

Note: MyCAA financial assistance can be requested for classes that begin no later than 60 days prior to the class start date.

Helpful Links & Resources:

- **https://mycaa.militaryonesource.mil/mycaa (MyCAA website)**
- **https://myseco.militaryonesource.mil/Portal/Home/IndividualCareerPlans (MyICP)**
- **https://www.ctcd.edu/students/military-students-veterans-and-spouses/military-spouse-students/mycaa/ (CTC)**

Enroll in a CTC class:

- ✓ Go online and visit http://www.ctcd.edu/locations/europe/ to find your local CTC Office at the Education Center or contact the Europe Online Mentor: **studentservices.europe@europe.ctcd.edu**

Start Dates of classes:

- ✓ Texas Distance Learning: https://soarapp.ctcd.org/online_forms/schedule/schedule.cfm
- ✓ Europe WeBB: http://www.ctcd.edu/locations/europe/programs/webb-courses-schedule/
- ✓ Europe Classroom: http://www.ctcd.edu/locations/europe/programs/votech/schedule/