



MyCAA Eligibility and Step-by-Step Guide

Starting October 25, 2010, military spouses wishing to use MyCAA funding must meet the following qualifications:

- Must be the current spouse of an active duty Army, Navy, Air Force, Marine, National Guard, or Reserve member in pay grades E1-E5, O1-O2, or W1-W2.
- If the military member is a National Guard and/or AGR member, they must be on federal Title 10 active duty orders as reported in DEERS for their spouse to be eligible for MyCAA funding.
- Spouses of National Guard or Reserve members in Alert, Transition Assistance, or Post Deployment status are not eligible.

1. Create An Account

- Go to <https://aiportal.acc.af.mil/mycaa> and click "register" on the homepage.
- 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 8-16 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.

2. Create Your Education Plan

- Login to your account and click on "Create Goal" in the "What's Next?" box on the right.
- In the "Career Field" box, select the one that most closely matches your area of study (for example, Health & Human Services for any of the healthcare 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 "Career Step" with "ALL" states selected in the pop-up window.
- Click on "Career Step" and it will be added to your plan.
- Enter the full name of your chosen training program. Refer to CareerStep.com/mycaa or your MyCAA Education & Training Plan for the official title of the program.

- Select "Certification" in the drop down menu for "Program Type." You will also need to upload a Program Plan. These documents can be found at CareerStep.com/mycaa in the blue box on the right hand side of each of the program tabs. To download and upload this document, follow these instructions:
 - Open a new tab in your browser and go to CareerStep.com/mycaa. Choose the tab at the top of the page the correlates with your chosen program. At the bottom of the tab is a link entitled "Download MyCAA Education and Training Plan."
 - To download, click the link. Once your browser has opened the file, click the save button on the toolbar or go to "File" at the top of your browser and select "Save As" or "Save Page As" to save the document to your computer.
 - Once you've saved the file, return to your MyCAA application and select "Browse" next to "Program Plan Document File." Locate the downloaded file on your computer and select it for upload.
- Click "Create Plan" after uploading the Program Plan Document and click "OK" on the pop-up window to submit your plan. You should receive an email with approval of your plan and the next steps shortly.

3. Apply For Financial Aid

- Once your plan has been approved, login to your account and click "Apply for FA" on the right hand side of the page.
- Review the Terms & Conditions and click "Next."
- Call your Career Step Enrollment Advisor at 1-800-411-7073 for the program specific information you need.
- You'll be asked to enter the start and end dates of your course. Since Career Step is entirely online, the start and end dates are determined by your preferences. However, MyCAA requires you to enter a start date at least 15 days out but no more than 60 days out.
 - If you are enrolling in the Medical Transcription Editor program, Inpatient and Outpatient Medical Coding and Billing program, or the Microsoft Office 2007 training bundle, your end date should be 4 months from your start date.
 - If you are enrolling in the Administrative Assistant program, Medical Administrative Assistant program, Pharmacy Technician program, or an individual Microsoft 2007 course, the end date should be 3 months from your start date.Once you've finished, click "Next."
- Click "Add Course" and then "Add course manually." Enter the information for your chosen program of study (refer to the Education and Training plan or CareerStep.com/mycaa for program specific details), and click "Add Course." After adding the course, click "Next" to continue.
- Review and verify your personal information, the school and term dates, and the course information. Click "Next" to continue.
- 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.
- 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.

IF YOU HAVE ANY ADDITIONAL QUESTIONS OR NEED ASSISTANCE,
CALL A CAREER STEP ENROLLMENT ADVISOR:

1.800.411.7073