

# 8

## Steps for MilSpouses to Secure a MyCAA Scholarship

By applying for a **My Career Advancement Account Scholarship**, eligible military spouses can receive up to \$4,000 in financial assistance to advance their careers — from pursuing a license or certification, to earning an associate degree, to using the funds for continuing education credits or national testing.



### Steps to apply

1.

**Create a DS Logon account.** Already have one? Skip to step 2.

2.

**Create a MySECO account.** Click "Log In" from the menu at the top right of the MySECO website. You'll be prompted to log into your DS Logon Account from here.

3.

**Create your profile.** Include your experience, certifications, education, etc. The more complete your profile, the better a SECO career coach/advisor can help you. If you're eligible, be sure to accept the MyCAA Terms and Conditions to complete your registration.

4.

**Call 800-342-9647 to schedule a MyCAA coaching session with a SECO career coach.** We'll schedule your session within 2-3 days of your call.

5.

**Connect with your SECO career coach** during your scheduled appointment. Your career coach will ask about your personal interests and goals, and help find the program that best suits you.

6.

**Contact the selected school** for a MyCAA Education and Training Plan (ETP) after your SECO career coach helps you find the right program.

7.

**Log in to your MyCAA Account to create your plan.** Include your goals, school, program and course(s). Upload your school-provided ETP. Your submission can take up to 14 business days to review.

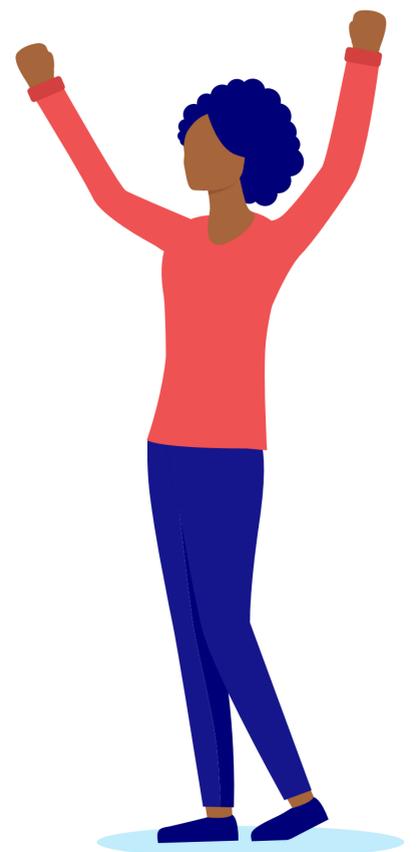
8.

**Wait for a message in your MyCAA Account** once a decision is made. If approved choose "Request Financial Assistance" in your account. Select the school, plan, term dates and course(s).



#### Three things recipients should know:

1. You have a window to request funding from 60 days before classes start to one day before classes begin.
2. You will need to request financial assistance for every new course or program. (See step 8)
3. As long as you remain eligible, you have 3 years from the date funding is first requested to use your \$4,000.



**Congratulations!** As you pursue your education or training, remember you can always contact a SECO career coach to create or review your resume, connect with employers and get personalized help. And make sure to view the MSEP Job Search tool for available jobs in your field. **Apply today.**