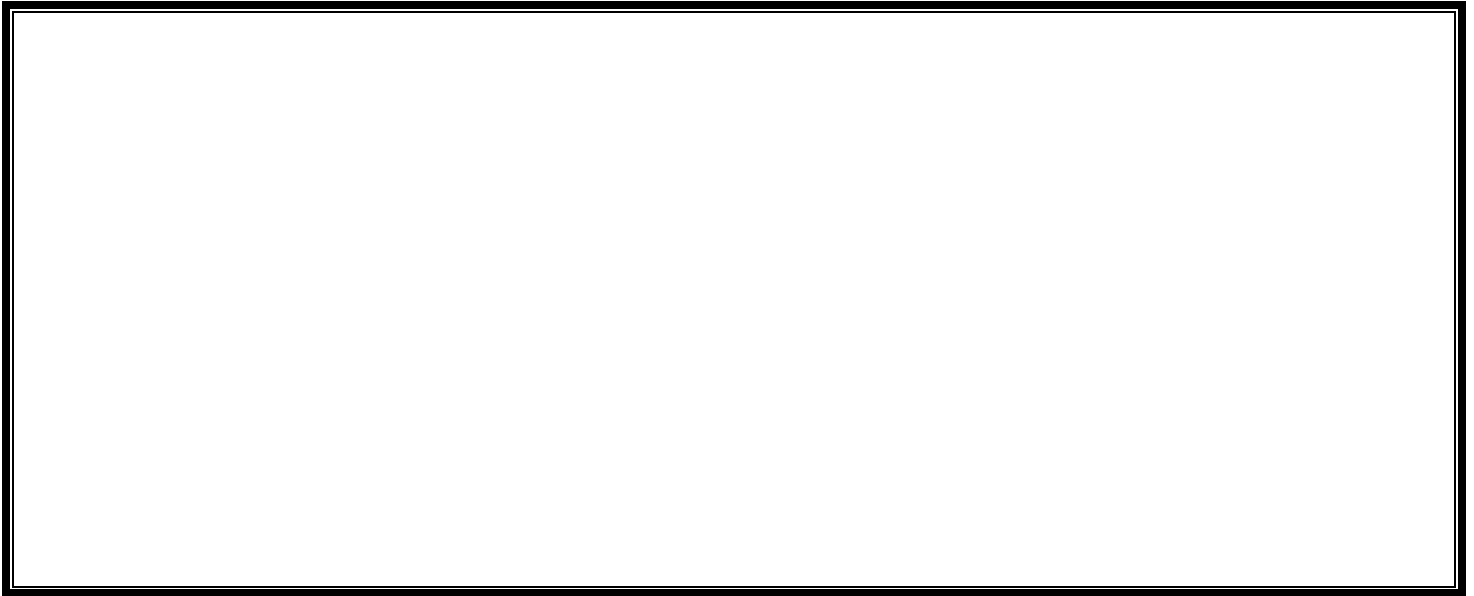


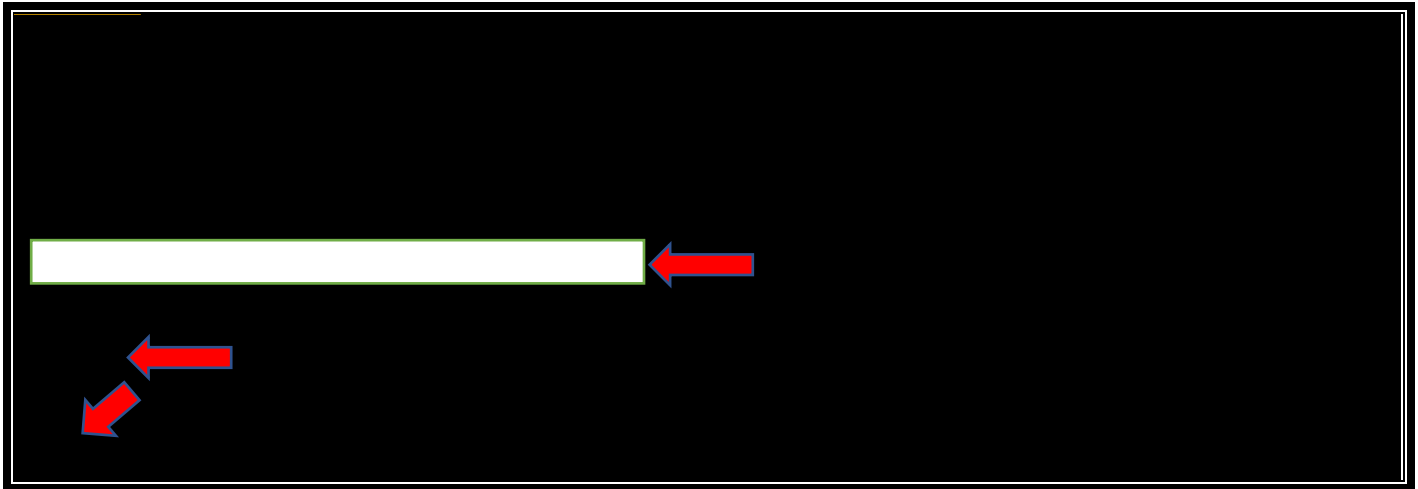


See if the desired education goal can be requested – click on **N/A** and satisfy the alert: (this particular alert requires SM to go to the Education Center for the Education Counselor to update their 'Education Level') **\*\*UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO\*\***

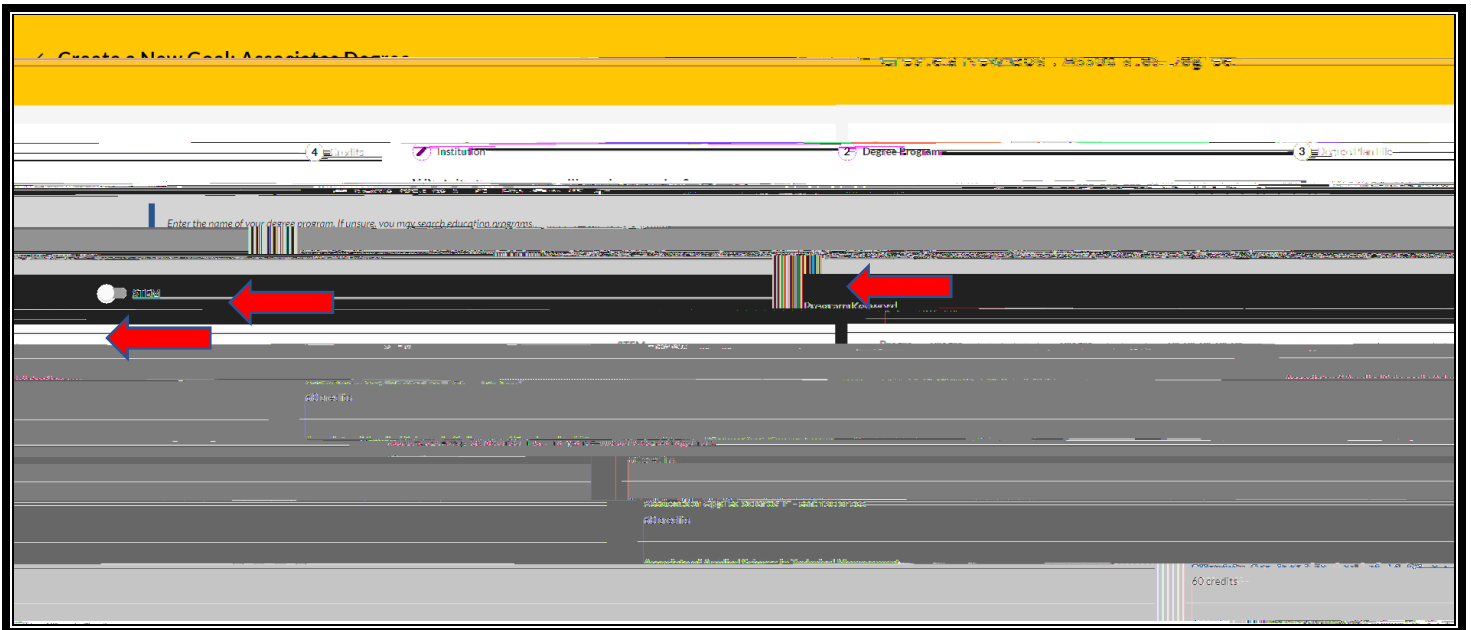


Once updated by the Education Counselor, the update automatically updates on SM recory uE(β)-βa(4)-θton

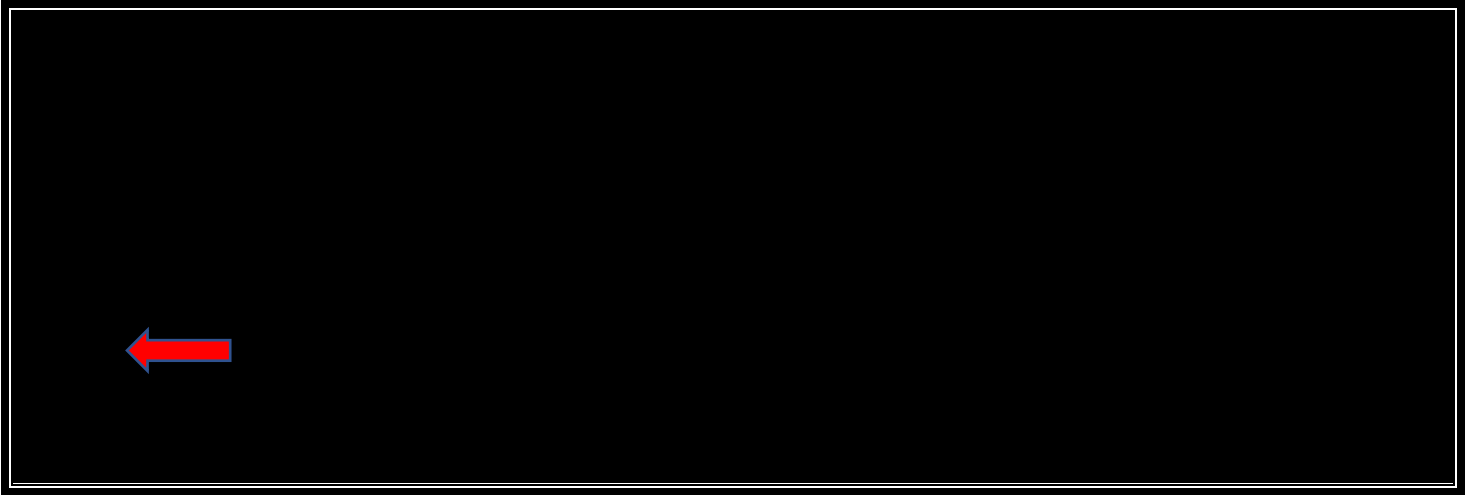
Complete 'Institution', 'Institutional Student ID', click 'Next':



Choose desired degree program -> can either scroll to locate OR type in keywords (identify if a Science, Technology, Engineering & Math – STEM program):



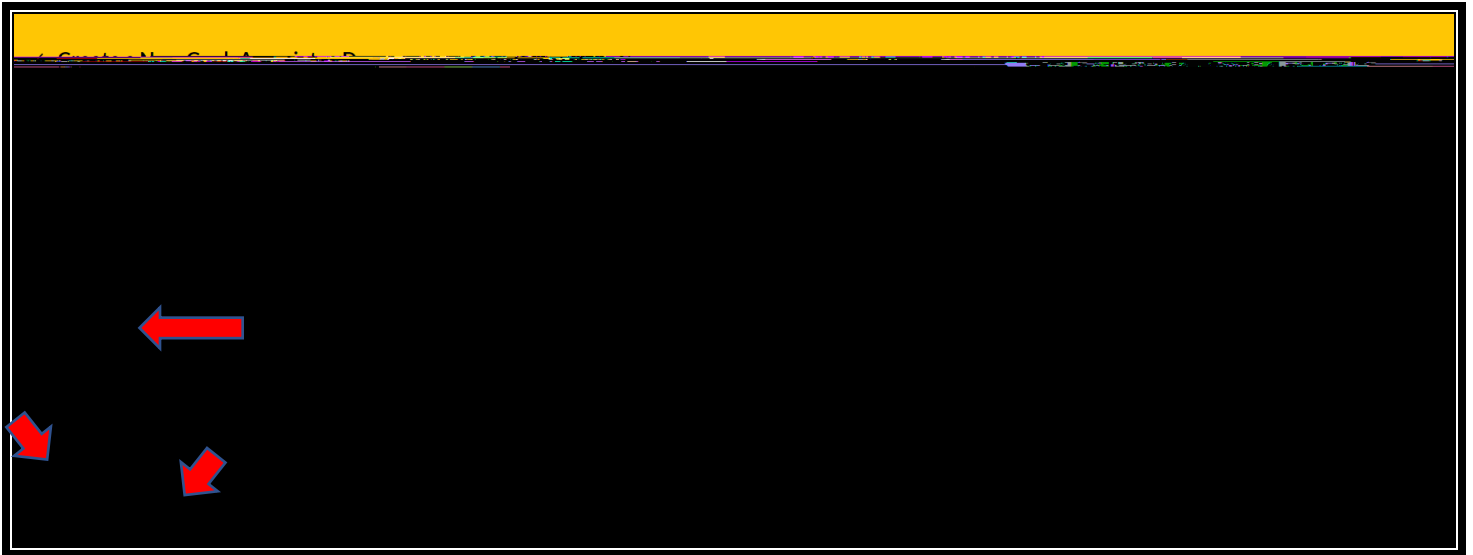
Select the desired **'Program'**:



Click **'Next'**:



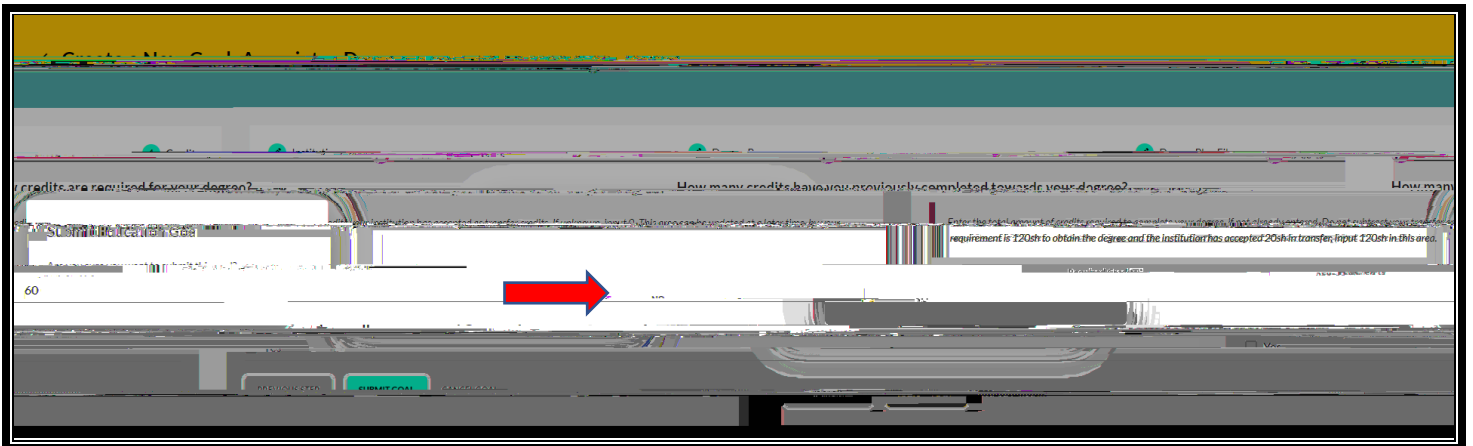
Upload 'Degree Plan' or click 'No Degree Plan File' -> 'Next':



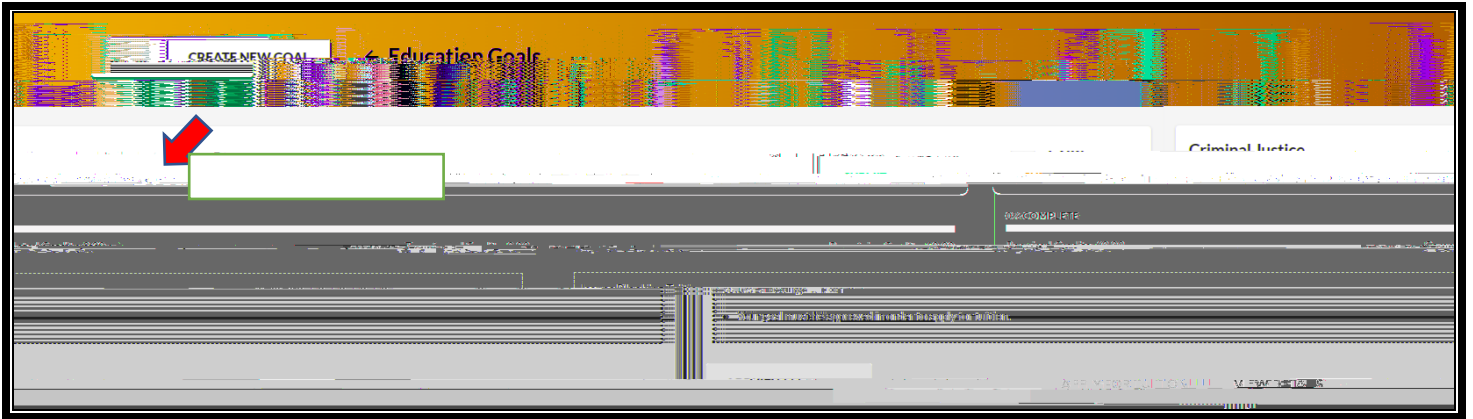
**NOTE:**

The Soldier may upload a generic non-evaluated degree plan or an official Evaluated Degree Plan and/or drop/drag the file. The Soldier can only upload the Evaluated Degree Plan during Education Goal creation. After the Soldier has completed 2 courses, the official Evaluated Degree Plan will be required before the Soldier can continue to request TA. If the Evaluated Degree Plan is not uploaded during the Education Goal creation, the Soldier will have to send it to the Education Center for upload.

Fill in requested information if applicable (previous college credits; if institution uses Quarter Hours INSTEAD of Semester Hours) -> 'Submit Goal' -> 'Yes':



Education reflects 'SUBMITTED FOR REVIEW':



The requested 'Education Goal' has been sent to the assigned Education Center for processing.