

ATTENTION MILITARY SPOUSES!

You may be eligible for up to \$6,000 in financial assistance under a new DOD program!

The Department of Defense (DoD) is expanding the Military Spouse Career Advancement Account (MyCAA) initiative to provide financial assistance to eligible military spouses seeking licensing, credentials and/or education for future or continued employment in portable career fields. Spouses married to an active duty or activated Guard or Reserve Service member are eligible to participate in MyCAA.

To learn more, visit www.militaryonesource.com

To create an account on the website:

- From Military Families select your branch
- Choose *Continue to military one source*
- From top tabs choose *TOOLS*
- Under Career & Education/DoD Resources choose *MyCAA*
- Scroll down to #2 and choose hot link in 2d bullet
- Choose *Create Account*

Once you establish an account with a Career Plan, call the MyCAA number, 1-800-342-9647, to discuss your proposed Career Plan with a counselor.

For further information regarding use of this assistance to pursue ODU opportunities, please contact:

**Military Distance Learning
4th Floor, Gornto Center
Old Dominion University**

**Associate Director David Radcliffe
426 Gornto Center
1-800-968-2638 or 757-683-5783
Email: dradclif@odu.edu**

**Associate Director Dr. Bill Gideon
427 Gornto Center
1-800-968-6105 or 757-683-6105
Email: wgideon@odu.edu**



What Old Dominion University programs will qualify for MyCAA?

Many ODU Bachelors and Masters Degree and licensure programs may be eligible to receive funding under this assistance program. Such programs as ODU's Teacher Preparation (the Military Career Transition Program), Engineering and Engineering Technology, Nursing, Business and others will qualify. Additionally, non-credit programs offered by ODU will also qualify. Specific program eligibility will be determined by MyCAA counselors after you apply.

Old Dominion University

Military One Source (MOS) My Career Advancement Account (MyCAA)

Student Process Check List

1. Meet with ODU program advisors to select career area that is portable. These can be credit or continuing education programs. After making a selection , obtain a curriculum outline for that program.
2. Go to the Military One Source web site - www.militaryonesource.com . Follow the steps below to create **My Career Advancement Account**. This includes loading the curriculum outline into your account. When prompted for the School Student ID Number, enter your ODU University Identification Number (UIN).
 - From *Military Families*, select your service branch
 - Choose *Continue to military one source*
 - From top tabs, choose *TOOLS*
 - Under Career & Education/DOD Resources, choose *MyCAA*
 - Scroll down to #2 and choose hot link in 2d bullet.
 - Choose *create an account*.
3. Once you establish an account with a Career Plan (curriculum outline), call the MyCAA number (1.800.342.9647), to discuss your proposed Career Plan with a counselor.
4. When your Career Plan is approved by the MyCAA counselor, register for specific ODU classes through the Leo Online system. Web Link: <https://www.leonline.odu.edu/>
5. Return to the MyCAA and financially enroll in the course(s) for which you registered with ODU above. This final step provides the means for ODU to bill the government for the courses which have been approved.