



It was a pleasure speaking with you today! As we discussed, and as you may already be aware, to help military spouses reach their education and career goals as they balance work-life priorities and interests, the Department of Defense established a comprehensive, holistic, spouse-centered program called Spouse Education and Career Opportunities (SECO). The My Career Advancement Account Scholarship is part of that program, and this document will help you understand how the two work together.

Steps	Instructions	Resource links
Step 1	Create and upgrade your DS Logon account.	How do I create a DS Logon?
Step 2	Create a MySECO account using DS Logon. Click “Log in” and the MySECO website will connect you to the DS Logon system and DEERS.	MySECO Home Page
Step 3	Explore the Military Spouse Employment Partnership (MSEP) Job Search tool on the MySECO website.	MySECO Home Page
Step 4	Explore the Traitify Career Assessment on the MySECO website to gain personal insight for your education and career journey.	MySECO Home Page
Step 5	Schedule a MyCAA Coaching Session with a Career Coach. Once you have completed Steps 1 through 4, call the Military OneSource Spouse Education and Career Center at 800-342-9647 to schedule a coaching session with a Career Coach to discuss your education and career goals.	
Step 6	Work with your school to obtain an Education and Training Plan document. Your school should provide you with this document in PDF format.	
	Once you have completed your MyCAA Coaching Session, you will create your career goal and add an Education and Training Plan in your My Career Advancement Account. You will need your document from your school to upload.	https://mycaa.militaryonesource.mil
	If you plan to use the MyCAA Scholarship for Continuing Education Units (CEUs), you will also need to upload a copy of your current credential/license for which you would like to earn CEUs.	
	Once you have submitted your Education and Training Plan, it is under review. It may take up to 14 business days to be reviewed. You will receive a message through your My Career Advancement Account once your Education and Training Plan has been processed. You may be asked to have your Education and Training Plan corrected by your school or to provide additional information.	
Step 7	Request financial assistance in your My Career Advancement Account. After the Education and Training Plan is approved, follow “Your Next Steps” within your account and request start dates no greater than 60 days and no less than 1 day prior to the start of your class or classes. This process will be repeated each term you use your My Career Advancement Account Scholarship to assist with tuition. Once the FA is approved, please print the FA voucher to provide to your school as proof of payment by going to your “My Enrollments”, selecting the course(s), and clicking “Print”.	
Step 8	Work on and complete your education and training.	
Step 9	Contact the Spouse Education and Career Opportunities program to create or review your resume and connect with employers. MSEP Employers post jobs which you can access on the MySECO website. Career Coaches are available to help with resume reviews and mock interviews to increase your job application success!	How do I build my resume?

The Spouse Education and Career Opportunities team is here for support before, during and after your education, so please keep in touch. We’re here to help! Call the Military OneSource Spouse Career Center at 800-342-9647 from 7 a.m. to 10 p.m. EST Monday through Friday and from 10 a.m. to 5 p.m. EST on Saturday.