Per MarAdmin 093/16 (dated 20160223), all first-time Tuition Assistance applicants must complete the Higher Education Preparation Course hosted on JKO in order to be eligible for military tuition assistance. The effective date of this requirement was January 1, 2016.

This course includes choosing a career goal, determining an educational path to completing that goal, factors to consider when choosing an institute of higher education, and tuition assistance and other forms of funding. The expected outcome is to create a personal education folder, which can be beneficial when meeting with an education counselor.

The class is hosted on JKO, so please follow the directions below to access and complete the course.

TA Applicants must upload a copy of the completion certificate to their webTA account then notify their Education Center so their account can be updated accordingly.

Go to the JKO website at https://JKOdirect.jten.mil

Click “OK” after reading the DoD Warning Banner.

Follow the screen instructions to either log in with your CAC card or create a JKO user account. If you already have an account, please use your JKO Username and JKO password. Using CAC Access is the fastest and easiest way to access the site.

Click on “Course Catalog”

Click in the “Course Prefix Box” and select “HEP”.

Then Click in the “Course Number Box” and type in “US001.”

Click the “Search” button.
When the class list populates, select “Enroll.”

Once you are enrolled, you can click on “My Training,” find the course, then click “Launch.”

This online course has five (5) modules and five (5) quizzes. You have an unlimited number of times to take the quizzes, but you must have a grade of 100% before it allows you to move to the next module.

TA Applicants must upload a copy of the completion certificate to their webTA account then notify their Education Center so their account can be updated accordingly.

Important Note: Please click on the “Resources” link at the bottom of the class PRIOR TO exiting the course. You cannot access the resources once you finish the course. The Camp Lejeune Education Center does have an electronic copy of all course resources if a student misplaces their copy.

Both the Camp Lejeune and MCAS New River Education Centers will be offering a follow-up course “Marine Corps TA and the webTA Process.” Please speak with your individual education counselor to schedule this course – either in a one-on-one meeting or in a group class.