



My Career Advancement Account (MyCaa) At Fort Hays State University

If you are eligible for the MyCaa program and would like to attend Fort Hays State University please follow the instructions below to successfully guide you through the MyCaa process:

1. Apply for the MyCaa program at <https://aiportal.acc.af.mil/mycaa/>
2. Apply to attend FHSU.
www.fhsu.edu/virtualcollege/admissions/apply/
You will be assessed a one-time nonrefundable application fee of \$30.
3. Activate your TigerTracks account by going to www.fhsu.edu/ctc/helpdesk/tigertracks-information/ . Follow the activation instructions. There is a 24 hour waiting period between processing your application and being able to activate your TigerTracks account.
4. Pre-Enroll in your FHSU courses by logging into your TigerTracks account and clicking on the TigerEnroll tab. If you need help with TigerEnroll go to www.fhsu.edu/ctc/helpdesk/tigertracks/tigerenroll-information/ for help.
5. Request Tuition Assistance (TA) from the MyCaa program for your courses BEFORE the start date of your courses and before you finalize your enrollment. Contact your Military OneSource Career/Education Consultant at 1-800-342-9647.
6. Contact Student Fiscal Services at (785) 628-5251 or sfsspecprog@fhsu.edu and notify them that you have requested TA through the MyCaa program.
7. When approved by the Department of Defense, FHSU will process the authorization allowing you to finalize your enrollment utilizing “Special Programs” as your valid payment option up to the amount on your TA.
8. Log into Tiger Enroll and finalize your enrollment by completing the Enrollment/Payment tab through TigerEnroll by the enrollment deadline.
9. Purchase any necessary course materials online at www.fhsu.bkstr.com The FHSU bookstore is a separate entity from the college. **The costs of your course materials are NOT included in your tuition charges**

For any questions about finalizing your enrollment please contact Student Fiscal Services at (785) 628-5251 or sfsspecprog@fhsu.edu

For any questions or problems that you might experience with TigerTracks or the FHSU website please visit the CTC HelpDesk at www.fhsu.edu/ctc/helpdesk/ or call 800-628-FHSU.



**For more information about the MyCaa program
please read the following MyCaa Summary.**

Program description: The Department of Defense's expanded Military Spouse Career Advancement Accounts program now offers up to \$6,000 to military spouses who are interested in pursuing degree programs, licenses or credentials leading to careers in high growth, high demand portable career fields.

What does MyCAA pay? Expenses such as post-secondary education and training, tuition, licensing, and credentialing fees. This includes degree programs (e.g. associates, bachelors, masters, doctoral and post doctoral), continuing education classes (including those offered through professional associations at conferences), Bar, CPA and other similar exams, state certifications for teachers, medical professionals and similar licensed professionals, and services required to become employed in portable career fields (e.g. finger printing, security checks, drug tests, etc.). MyCAA does not pay for computers, application fees, graduation fees, student activity cards, child care, parking, transportation, medical services or testing fees.

Who's eligible? Spouses of active duty members and activated members of the Reserve. Military spouses who are military members themselves are not eligible.

How does a spouse get started? Eligible spouses who are ready to explore portable career options and develop a career goal and plan should establish a MyCAA Account by visiting the MyCAA website ~ <https://aiportal.acc.af.mil/mycaa>. Once spouse profile information is provided, DoD will verify eligibility. The spouse will be notified of his/her eligibility status through the MyCAA messaging system.

Who can help spouses move through the MyCAA program? Spouses can call a Military OneSource Career/Education Consultant at 1-800-342-9647.

Is MyCAA training available for participants? Webinars are periodically scheduled to assist individuals in learning how to participate in the MyCAA program. Schedule information will be posted on the MyCAA AI Portal website (<https://aiportal.acc.af.mil/mycaa>) when it is available.