

How to create an Education Goal (other than CCAF) in AFVEC

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Things to know before you begin:

What education goal you are working towards?

Example: Associate degree, Bachelor degree, Master degree

What school you will be attending?

What degree program you will be working towards?

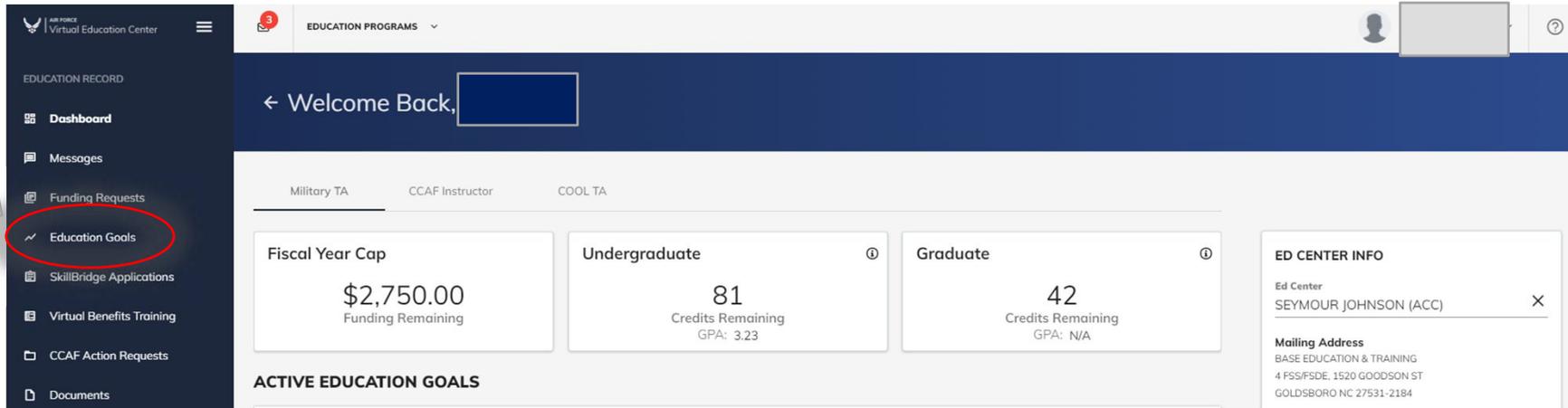
Example: Biology, Occupational Health & Safety, Human Resource Management, Cybersecurity

Do you have a degree plan ready to upload in AFVEC? Contact your school for a degree plan.

How many credits are required for the degree? How many have you already completed?

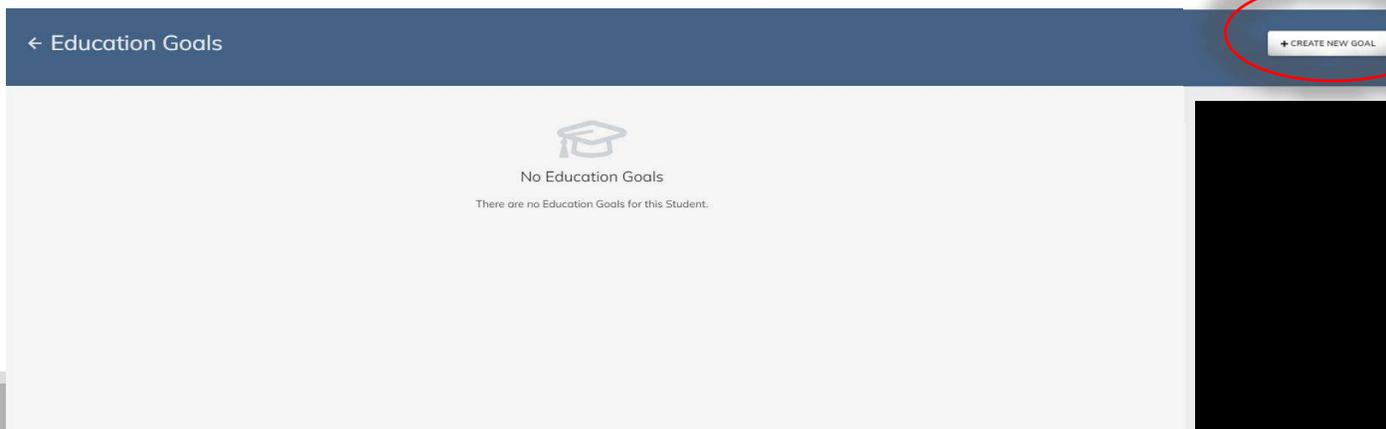
Does the school award quarter or semester hour credit?

1. Log in to the AF Virtual Education Center (AFVEC) via AF Portal, Career & Training or <https://afvec.us.af.mil/afvec/public/welcome>.
2. Once logged in, on the left hand side of your dashboard click **Education Goals** link.



The screenshot shows the AFVEC dashboard. On the left is a dark sidebar with a menu. A yellow arrow points to the 'Education Goals' link, which is circled in red. The main content area has a blue header with 'Welcome Back, [redacted]'. Below the header are three tabs: 'Military TA', 'CCAF Instructor', and 'COOL TA'. The 'Military TA' tab is active, showing three summary cards: 'Fiscal Year Cap' with '\$2,750.00 Funding Remaining', 'Undergraduate' with '81 Credits Remaining GPA: 3.23', and 'Graduate' with '42 Credits Remaining GPA: N/A'. To the right is an 'ED CENTER INFO' box with details for Seymour Johnson (ACC) and its mailing address. Below the summary cards is a section titled 'ACTIVE EDUCATION GOALS'.

3. Click on the **+CREATE NEW GOAL** box in the top right hand corner.



The screenshot shows the 'Education Goals' page. The header is blue with a back arrow and the text 'Education Goals'. In the top right corner, a button labeled '+CREATE NEW GOAL' is circled in red, with a yellow arrow pointing to it. The main content area is white and contains a graduation cap icon, the text 'No Education Goals', and a sub-message: 'There are no Education Goals for this Student.' A large black rectangular area is visible on the right side of the page.

4. Select the level of your current Education Goal. What goal is TA helping you pay for right now?

← Create a New Goal

Create a New Goal
Select a goal category, then choose an eligible goal.

Education

Non-Degree Awarding

Foreign Language

AF COOL

AFIT CI

CCAF Degree

CAHS Degree

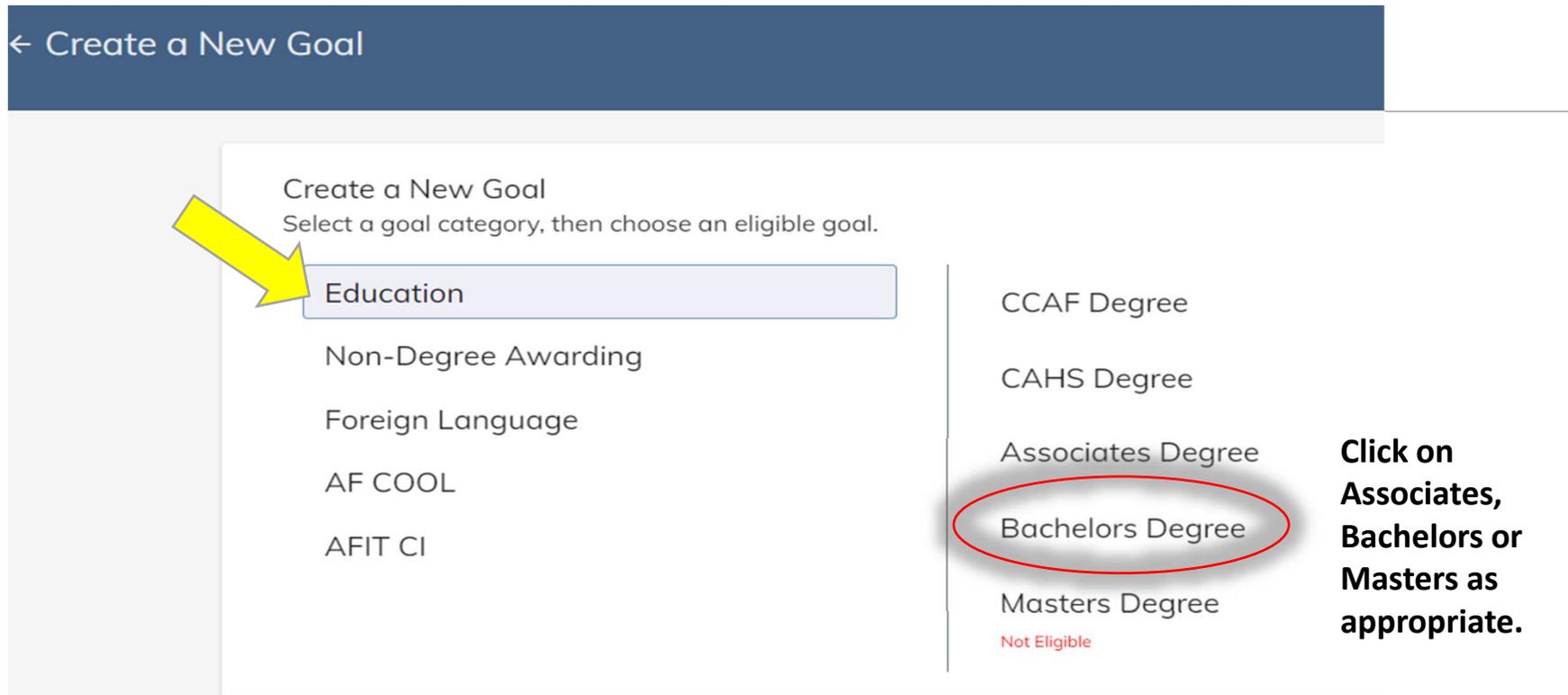
Associates Degree

Bachelors Degree

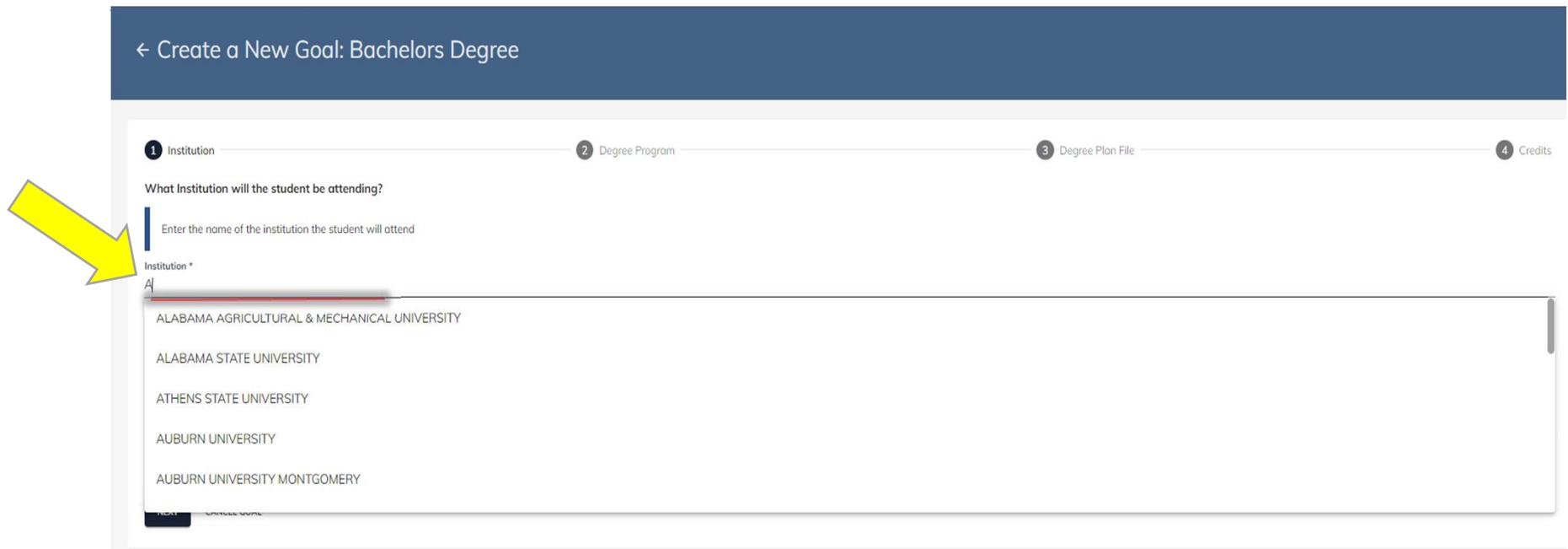
Masters Degree

Not Eligible

Click on Associates, Bachelors or Masters as appropriate.



5. Select the Institution you will be attending. Once you start typing in the institution name a drop down menu will appear for you to select from. Then click, **NEXT**



The screenshot shows a web interface for creating a new goal. At the top, a dark blue header contains a back arrow and the text "Create a New Goal: Bachelors Degree". Below the header is a progress bar with four steps: 1. Institution, 2. Degree Program, 3. Degree Plan File, and 4. Credits. The "Institution" step is currently active. The main content area asks "What Institution will the student be attending?" and includes a text input field with the placeholder "Enter the name of the institution the student will attend". The input field contains the letter "A", and a dropdown menu is open, displaying a list of institutions: ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY, ALABAMA STATE UNIVERSITY, ATHENS STATE UNIVERSITY, AUBURN UNIVERSITY, and AUBURN UNIVERSITY MONTGOMERY. A yellow arrow points to the dropdown menu. At the bottom left of the form, there is a "NEXT" button.

6. Once you have found the institution you will be attending, add your Student ID. Then click **NEXT**

← Create a New Goal: CCAF Degree

1 Institution Optional 2 CCAF Program Title 3 Credits

What Institution will you be attending?

Enter the name of the institution you will attend

Institution
ASHFORD UNIVERSITY

What is your Institution Student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID
DEGIOR|

No Institution Student ID

NEXT CANCEL GOAL



7. Search for or type in the title of the degree program you will be working towards. If the program is not listed, contact your school as they must add the program in the AI Portal.

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will the student be pursuing?

Enter the name of the student's degree program.

If you do not see the student's program listed or if the institution has not provided a list of their programs, please contact the institution for assistance in adding their program.

Program Keyword

STEM

Program	STEM	AU-ABC
Accounting		
Agribusiness		
Air Conditioning, Heating, and Refrigeration		
Animal Science		

8. Click **NEXT**

9. Upload the degree plan. An unofficial plan will be accepted for initial goal approval. An official evaluated plan will be required after the first two classes.

← Create a New Goal: Associates Degree

Institution Degree Program **3** Degree Plan File Credits

Please upload the student's degree plan file.

The degree plan lists all courses required to obtain the degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to the student and has transfer courses annotated. Non-evaluated (to include no program file) plan will limit the student to only 2 courses.

You must provide a degree plan from the student's school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation (Optional)

↓ CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

No Degree Plan File

PREVIOUS STEP **NEXT** CANCEL GOAL

10. Click **NEXT**

11. Enter the total number of credits required for the degree; then the number of credits you have already earned towards this goal. If you are unsure of the earned credits, leave it blank as the Education Office can complete this information based on your official evaluated degree plan.

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

How many credits are required for the student's degree?

Enter the total amount of credits required to complete the student's degree, if not already entered. Do not subtract the student's transfer credits. For example, if the requirement is 120 credits to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits

How many credits have the student previously completed towards their degree?

Enter the amount of credits their institution has accepted as transfer credits. If unknown, input 0.

Previous Credits

Are the credits you entered Quarter Hours?

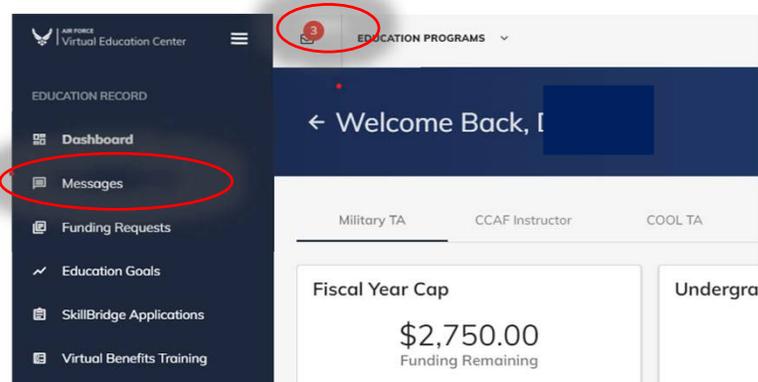
Yes

PREVIOUS STEP SUBMIT GOAL CANCEL GOAL

If your institution credits are Quarter Hours click on the Yes box at the bottom of the page.

12. Click on the blue box

Your goal will now be listed as **PENDING until it is reviewed and approved by the Education Office. Allow 3-5 business days for review. If additional information is needed, you will receive an AFVEC message. An AFVEC message will be sent when your goal is approved.**



Seymour Johnson Education Center

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