

# MyCAA Step by Step Guide



## MyCAA Qualifications

***Military spouses must meet the following qualifications:***

- Must be the current spouse of an active duty Army, Navy, Air Force, Marine, National Guard, or Reserve member in pay grades **E1-E5, O1-O2, or W1-W2**.
- If the military member is a National Guard and/or AGR member, they must be on federal Title 10 active duty orders as reported in DEERS for their spouse to be eligible for MyCAA funding.
- Currently spouses of National Guard or Reserve members in Alert, Transition Assistance, or Post Deployment status are not eligible.

## Creating an Account

- Go to <https://aiportal.acc.af.mil/mycaa> and click "**Get Started**" in the bottom left of the homepage.
- Read the **MyCAA Fact Sheet** and click "**Next**" at the bottom of the page.
- Fill out the DEERS Eligibility Check. Enter your last name, your Social Security Number, your sponsor's Social Security Number, your date of birth and click "**Next.**"
- Now you must read the **Terms and Conditions** and take the short Terms and Conditions Quiz. Click on "**I agree**" under the Terms and Conditions Agreement and click "**Next.**"
- Verify your personal information. You will also be asked to verify your sponsor's service, service component, and pay grade. Click "**Next.**"
- Select the highest level of education you have achieved and then click "**Next.**"
- You must enter your employment history. To add an employer, click on "**New Employer**" and provide the employer name, job title, job category, start and end dates, wage and select "**Add.**" You can add up to 6 employers or select "**I have never been employed**" box and click "**Next.**"

## Creating an Account (continued)

- Create your account challenge question by choosing from the list of questions in the drop down and entering the appropriate answer. Click "**Next.**"
- Create your **USER NAME** and **PASSWORD**. Your password must be 15-20 characters and contain 2 numbers, 2 special characters, 2 uppercase and 2 lowercase letters. Select "I agree" to the Penalty Statement and click "**Next.**" (*make sure and write this information down and put it somewhere safe*)
- Click "**Login,**" enter your user name and password. You are now done with creating your account and you begin creating your education plan.

## Creating Your Education Plan

- Login to your account and click on **"Create Goal"** in the **"What's Next?"** box on the right. Please call **"Admissions"** at **800.407.1186, Ext. 800** or **719.404.3449** if you have not already done so because you need an education and training plan.
- In the **"Career Field"** box, select the one that most closely matches your area of study. Select the occupation that most closely matches your program and click **"Create Goal"** and then **"OK"** in the pop-up window to create your goal.
- Click the **"Select School"** button and search for **"American Healthcare Documentation Professionals Group"** with **"ALL"** states selected in the pop-up window.
- Click on **"American Healthcare Documentation Professionals Group"** and it will be added to your plan.
- Now enter the full name of the training program you selected. *(Refer to the MyCAA Education and Training Plan that was sent to you by the Admissions Department for the course code and title of your program.)*

## Creating Your Education Plan (cont.)

- Select **"Certification"** in the drop down menu for **"Program Type."** You will also need to upload a program plan. You should already have that, if not – Please call **"Admissions"** at **800.407.1186, Ext. 800** or **719.404.3449**
- You will also be asked to enter an estimated completion date. All of that information is on your education and training plan.
- You will now need to set up an appointment with a MyCAA counselor for an individual career plan (ICP) consultation. This consultation gives you the opportunity to confirm with a MyCAA counselor the program you selected and career goals.

## Applying for Financial Aid

- Once your plan has been approved, login to your account and click "**Apply for FA**" on the bottom right hand side of the page. Please review the Terms & Conditions and click "**Next.**"
- You need to enter the start and end dates of your course. Please refer to the dates on the program plan document sent to you by Admissions. MyCAA requires you to enter a start date at least 15 days out but no more than 60 days out. When finished, click "**Next.**"
- Click "**Add Course**" and then "**Add course manually.**" Enter the information for your program and click "**Next.**"
- Review and verify your personal information, the school and term dates, and the course information. Click "**Next.**"
- Select "**Yes**" from the drop down menu and click "**Next.**"
- Check the boxes next to the **Conditions & Certifications** and enter your username and password to digitally sign the document. Click "**Next**" to submit your application. This is your signature for the MyCAA document.
- If you need to verify the receipt of your application or to request an update on the status of your application, contact Military OneSource at 1-800-342-9647.



**If you have any questions at any  
time, please contact us—  
we are here to help!**

**Email - [admissions@ahdpg.com](mailto:admissions@ahdpg.com)**

**or**

**Phone- 800.407.1186, Ext. 800 or 719.404.3449**