


HOW TO CREATE A CCAF EDUCATION GOAL IN AFVEC

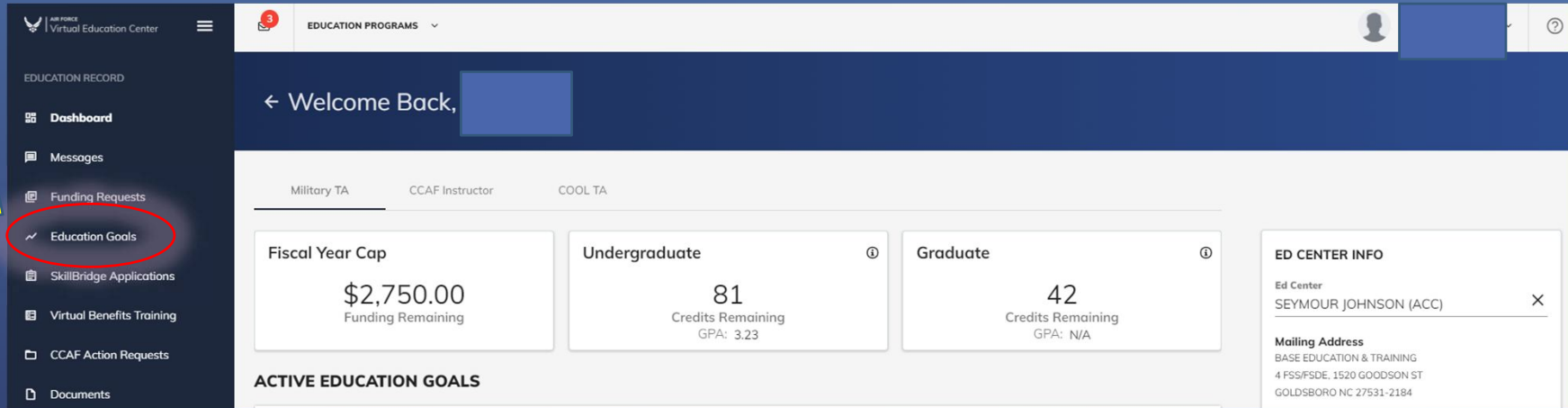
Education Office
1195 Cannon Ave.
Seymour Johnson AFB
919-722-5800
4fss.fsde@us.af.mil

FEB 2023

Things to know before you begin:

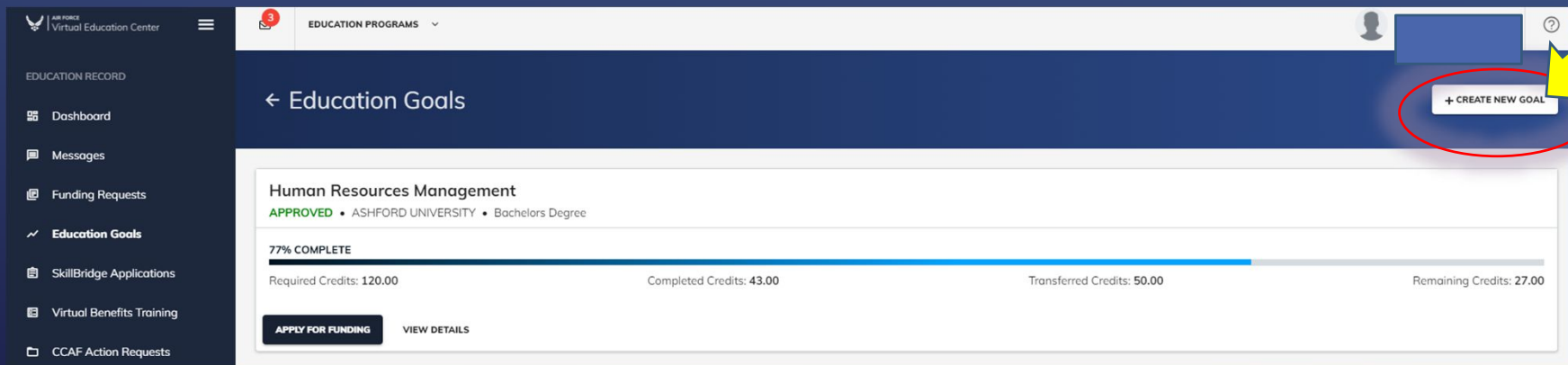
- ▶ **What school you will be attending?**
 - ▶ **What is the title of your CCAF education? See your CCAF Web Progress Report**
Example: Criminal Justice, Aviation Maintenance Technology, Emergency Management, etc
 - ▶ **How many credits have I completed towards my CCAF degree? See your CCAF Web Progress Report**
 - ▶ **Does the school award quarter hr or semester hr credits?**
- 

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 sidebar, the 'Education Goals' link is highlighted with a red circle and a yellow arrow. The main content area displays a 'Welcome Back' message and a summary of education programs: Military TA, CCAF Instructor, and COOL TA. Below this, there are three summary cards: 'Fiscal Year Cap' showing \$2,750.00 Funding Remaining; 'Undergraduate' showing 81 Credits Remaining with a GPA of 3.23; and 'Graduate' showing 42 Credits Remaining with a GPA of N/A. To the right, there is an 'ED CENTER INFO' section for Seymour Johnson (ACC) with its mailing address: 4 F55/FSDE, 1520 GOODSON ST, GOLDSBORO NC 27531-2184.

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




The screenshot shows the 'Education Goals' page. The sidebar now has 'Education Goals' selected. The main content area shows a goal for 'Human Resources Management' at 'ASHFORD UNIVERSITY' for a 'Bachelors Degree'. The goal is 'APPROVED' and is 77% complete. A progress bar shows 'Required Credits: 120.00', 'Completed Credits: 43.00', 'Transferred Credits: 50.00', and 'Remaining Credits: 27.00'. At the bottom, there are buttons for 'APPLY FOR FUNDING' and 'VIEW DETAILS'. In the top right corner, a '+ CREATE NEW GOAL' button is highlighted with a red circle and a yellow arrow.

4. Select CCAF Degree .

← 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

5. Select the Institution you will be attending. Once you start typing in the institution's name a drop down menu will appear for you to select from. NOTE: You do not have to select an institution for your CCAF goal. 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
A

- ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
- ALABAMA STATE UNIVERSITY
- ATHENS STATE UNIVERSITY
- AUBURN UNIVERSITY
- AUBURN UNIVERSITY MONTGOMERY

NEXT CANCEL GOAL



6. Add your Student ID (from the institution). This is optional; if you do not have one, click the box below indicating No Institution 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

7. Type in the title of your CCAF degree program (see your CCAF web progress report). Then click, **NEXT**.

The screenshot shows a web interface for creating a new goal. At the top, there is a navigation bar with 'EDUCATION PROGRAMS' and a user profile icon. Below this is a dark blue header with the text '← Create a New Goal: CCAF Degree'. The main form area is white and contains three steps: 1. Institution (Optional), 2. CCAF Program Title, and 3. Credits. A yellow arrow points to the 'CCAF Program Title' input field, which has the text 'Instructor of Technology and Military Science' entered. Below the input field, there are three buttons: 'PREVIOUS STEP', 'NEXT', and 'CANCEL GOAL'.

EDUCATION PROGRAMS

← Create a New Goal: CCAF Degree

1 Institution
Optional

2 CCAF Program Title

3 Credits

What degree program will you be pursuing?
The degree program title will match the degree title on your CCAF Web Progress Report (WebPR)

CCAF Program Title
Instructor of Technology and Military Science

PREVIOUS STEP NEXT CANCEL GOAL

8. Review the required credit information. Add your completed credits based on the information from your CCAF Web Progress Report. If you are unsure of this information, leave it blank.

← Create a New Goal: CCAF Degree

1 Institution Optional 2 CCAF Program Title 3 Credits

Required Credits → **How many credits have you previously completed towards your degree?**

The required credits to complete your CCAF degree is 64.

Enter the amount of credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your base education office.

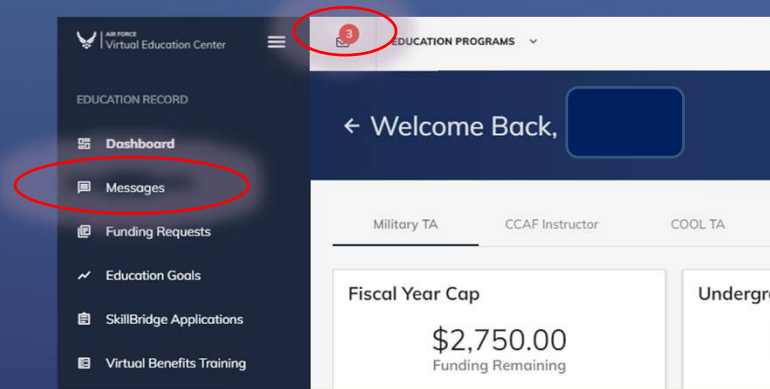
| | |
|--|--|
| General Education 15 | General Education _____ |
| Electives 15 | Electives _____ |
| Physical Education 4 | Physical Education 4 |
| Technical 24 | Technical _____ |
| Leadership, Management, Military Studies 6 | Leadership, Management, Military Studies _____ |

Are the credits you entered Quarter Hours?
 Yes

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

9. Once everything is completed, click .

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. You will also receive an AFVEC message when your CCAF goal is approved.



Seymour Johnson Education Center

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Air University website:

www.airuniversity.af.edu/Barnes/CCAF