

## Creating Your Career Plan

When you have completed the necessary steps (signed your Statement of Understanding and entered previous Education and Career History), the **CAREER PLAN** tab will appear at the top of your screen.

When you click on the **CAREER PLAN** tab, you will be instructed to call Military OneSource for assistance if you need help or advice in selecting a career, program, or school. If you already have the information you need, click **START NEW PLAN** beneath the purple Before You Begin box.

**Want To Find A Job**

A 24/7 Resource for  
DoD Members, Spouses & Families

**My Career Advancement Account**

HOME PROFILE **CAREER PLAN** MESSAGES (0) CONTACT HELP

Welcome Jennifer! Next->Career Plan

**My Career Plans**

Before you begin

If you need help choosing a career or a school, call a Military OneSource (MOS) counselor at 800-342-9647 or use the resources available in our School and Program Search pages. If you already know what career path and school you'd like to select, you can enter your career plan now, but you will need to speak with an MOS counselor before your plan can be approved and you can apply for Financial Assistance. If you enter your plan information online first, your MOS counselor will have access to that information when you call. Having the following information available will make creating your career plan easier:

- 1 A copy of your student registration or student handbook that clearly identifies the course names, course numbers, credit type (semester hours, quarter hours, block, etc) and the cost per credit type.
- 2 Exact term dates for the courses you are taking.

[Start a New Plan](#)

### *MyCAA TIP!*

When you are ready to create your career plan, it will be helpful to have a copy of your school's course catalogue or program details, to aid in filling out the information needed for your career plan.

On the next page, you will need to select the Field and Career (job) you wish to accomplish from the drop down menus. If the Field or Career you would like pursue is not listed in the drop down menu, you may select "Other."

## My Career Plan

My Plan

Choose Field: Health Services

Choose Career: Medical Records/Health Information Technicians

School: **Select School**

Program Type: Certificate

Select School

**CHOOSING YOUR SCHOOL:** After you choose your field and career, you will need to select the school you wish to attend. Click the **SELECT SCHOOL** box. A pop-up window will appear with all of the schools that have already been approved to participate in MyCAA. You can search by letter of the alphabet, school name, or state. **\*\* NOTE:** If a school has multiple locations or is on-line, search by the school name as it will only display under the state where its main billing office is located.

### Choose School

School Name:

State: ALL

#### Search Results

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

School	State
<a href="#">A. T. STILL UNIVERSITY OF HEALTH SCIENCES</a>	MO
<a href="#">ABILENE CHRISTIAN UNIVERSITY</a>	TX
<a href="#">ACADEMY COLLEGE</a>	MN
<a href="#">Academy of Art University</a>	CA
<a href="#">Academy of Computer Education (ACE)</a>	MD
<a href="#">ALAMO COMMUNITY COLLEGE DISTRICT</a>	TX
<a href="#">Alaska Institute of Learning</a>	AK
<a href="#">ALLAN HANCOCK COLLEGE</a>	CA
<a href="#">ALLIANT INTERNATIONAL UNIVERSITY</a>	CA
<a href="#">Allied American University</a>	CA
<a href="#">ALLIED BUSINESS SCHOOLS</a>	CA
<a href="#">American Board for Certification of Teacher Excell</a>	DC
<a href="#">AMERICAN COMMERCIAL COLLEGE</a>	TX
<a href="#">AMERICAN GRADUATE UNIVERSITY</a>	CA
<a href="#">American Institute of Health Technology</a>	ID
<a href="#">AMERICAN INTERCONTINENTAL UNIVERSITY</a>	IL
<a href="#">AMERICAN MILITARY UNIVERSITY</a>	VA
<a href="#">American Sentinel University</a>	VA
<a href="#">AMRIDGE UNIVERSITY</a>	VA
<a href="#">ANDREW JACKSON UNIVERSITY</a>	VA

1 2 3 4 5 6 7 8 9 10 ...

[Are you having trouble finding your school?](#)

Try Searching Using the Letter of the Alphabet the School's Name Begins with – It's the Easiest way to find your school!

Submit a school request if your school is not listed.

***MyCAA TIP!***

**SEARCHING FOR YOUR SCHOOL** – The best way to search is by letter of the alphabet. At the top of the window, click on the letter of the alphabet that the name of your school begins with. If you search by using school name, the fewer words you search the better. If your school is called Angelo State University, simply type in ANGELO, to avoid the search results that include every school with STATE or UNIVERSITY in its name.

**YES, THERE'S MY SCHOOL!** If your school is listed, just click on the school name and it will be added to your career plan.

**WHAT IF MY SCHOOL ISN'T LISTED?** If the school you wish to attend is **not** listed, you need to submit a school request, by selecting the [Are you having trouble finding your school?](#) link at the bottom of the pop-up window.

When you click the [Are you having trouble finding your school?](#) link, a pop-up window will remind you that the schools are usually listed by their formal name (For example, Virginia Tech is listed as Virginia Polytechnic Institute).

**Request School**

Schools are usually listed by the complete and formal school name. Did you try searching by key words (leave out college or university) or using the Alphabet menu to find your school?

Search Again

Continue

If you would like to try searching for your school again, click **Search Again**. To proceed to submit a school request, click the **Continue** button. If you click **Continue**, a web form will open and you will need to enter as much information about the school as possible. At a minimum, the school name, city and state are required fields.

We are sorry you could not locate your school. To request that your school be approved to participate in the MyCAA program, please complete as much of the following information about your school as possible. Click 'Submit For Approval' when finished.

**\*\*Please note - after you click Submit, the request to have your school approved will be sent to the Department of Defense for consideration. It generally takes about 3 business days for DoD to process school requests. Once your request has been processed, you will receive a message in your MyCAA message box.**

**School Request**

Name of School	<input type="text"/>	*
Address	<input type="text"/>	
Address	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	*
State	Armed Forces(AE) <input type="text"/>	*
Zip	<input type="text"/>	
Phone	<input type="text"/>	
Website	<input type="text"/>	
Contact	<input type="text"/>	

Click Submit For Approval After Entering School Information

After you complete the web form, click Submit For Approval. A pop-up box will advise you that the request has been submitted to DoD.

**PLEASE NOTE!** Once you submit your school request, the school will have to be approved by the Department of Defense. It generally takes DoD between 3 and 7 business days to process school requests. Once Department of Defense makes its decision, you will receive a message in your MyCAA Messages box with DoD's decision. If you haven't heard back from DoD after 7 business days, please call Military OneSource (1-800-342-9647) to check the status of your school request.

**NOW ENTER YOUR PROGRAM TYPE:** Next select the Program Type - Certificate, License, Associate Degree, etc. After you have completed all of the Plan information (Field, Career, School, and Program Type), **YOU MUST click SAVE PLAN to save your information.**

## My Career Plan

**My Plan**

Field: Health Services

Career: Medical Records/Health Information Technicians

School: ATLANTIC UNIVERSITY

Program Type: Certificate

**Remember to Select SAVE PLAN!**

Save Plan

**ADD COURSES:** After you have entered all of the Plan info and clicked SAVE PLAN, you are now ready to ADD COURSES to the plan. Click the Add Courses button to begin.

## My Career Plan

**My Plan**

PortableCareer: Medical Records/Health Information Technicians

Description: Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

Institution: ANGELO STATE UNIVERSITY

Plan Type: Certificate

Courses | Files

Add Courses

[Expand All](#) | [Collapse All](#)

No records to display.

When you click **ADD COURSES** you will be prompted to A) enter the courses manually or B) if the school has uploaded its course catalogue you can simply select (click) on the classes straight from the course catalogue.

When you manually enter the course info, it is extremely important that the course code and cost match the school's course catalogue or program description. If you are unsure what to put, please call

your school or program point of contact and ask them for the information and how the school will invoice the program. The career plan will need to match with school invoice.

After you enter each course, click **Add Course**. A pop-window will be displayed notifying you "Course Added!" Click OK to continue.

**Enter Course Information**

**No Catalog Available**

The school you have selected does not have a course catalog available. Please click 'Add Course' to manually enter your courses. It may be helpful to have your course catalog available for reference.

**Course Information**

Course Code:

Course Title:

Course Level:

Credit Type:

Number of Credits:

Enter Unit Cost:

After you have added all of your courses, click **DONE**. You will be redirected back to the CAREER PLAN page, which will display all of the courses you added.

**My Plan**

**Portable Career:** Medical Records/Health Information Technicians

**Description:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.


**Institution:** ANGELO STATE UNIVERSITY

**Plan Type:** Certificate

**Courses** | **Files**

[Expand All](#) | [Collapse All](#)

- [COD101 - Beginning Medical Coding](#)
- [COD299 - Advanced Medical Coding](#)
- [MED200 - Medical Documentation](#)

To view details of any of the courses added, click on the + icon to expand the selection. Upon doing so, you will also be able to EDIT the course information or DELETE a course, by selecting the EDIT COURSE icon  .

**My Plan**

**PortableCareer:** Medical Records/Health Information Technicians

**Description:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.






**Institution:** ANGELO STATE UNIVERSITY



**Plan Type:** Certificate


**Courses** | **Files**

**Add Courses**

[Expand All](#) | [Collapse All](#)

-  **COD101 - Beginning Medical Coding**
-  **COD299 - Advanced Medical Coding**
-  **MED200 - Medical Documentation**
-  **MED299 - Advanced Medical Coding**
-  **MT001 - Beginning Medical Transcription**

	<b>Total Cost:</b>	<b>Unit #:</b> 3	<b>Unit Type:</b> Contact
	<b>\$450</b>	<b>Unit Cost:</b> \$150.00	<b>Unit Level:</b> Certificate
<b>Enrollment ID#</b>	<b>Start Date:</b>	<b>End Date:</b>	

 **TRA200 - Transcription Techniques**

**Edit Class Info**

**Course Information**

**Course Code:** MED299

**Course Title:** Advanced Medical Coding

**Course Level:** Certificate

**Credit Type:** Contact Hour

**Number of Credits:** 3

**Unit Cost:** 165.0000

**Update** **Delete** **Cancel**

If you EDIT your course information, click UPDATE when you are finished to save your changes. Or click DELETE to remove a course from your plan or CANCEL to leave the course as it is.

## START and END DATES

PLEASE NOTE: You will need to enter the Start and End Dates for your classes ONLY after your career plan has been approved by a Military OneSource consultant and you are ready to apply for Financial Assistance (FA) for that particular class.

## CHANGING CAREER PLANS OR SCHOOLS

In the Career Plan tab, you will have the option of creating multiple career plans. The Military OneSource consultants will only have the ability to see your active plan, as indicated by the scroll icon. To activate a different plan so a consultant can see it, choose the **ACTIVATE THIS PLAN** link.

There is also the option to DELETE a non-active plan (at the bottom of each non-active plan) or START A NEW PLAN, if you change your mind about the school or program you wish to complete BEFORE your plan has been made approved by a consultant.

HOME PROFILE **CAREER PLAN** MESSAGES (2) CONTACT HELP

Welcome William! Next->Approve Plan

### My Career Plans

- Home
- Getting Started
- FAQs
- News & Links
- Find a Career
- School Search
- Program Search
- Testing
- Logout
- Feedback

[Show Instructions](#)

**Credit Analyst**

Institution: AMERICAN MILITARY UNIVERSITY  
Plan Type: Certificate  
Analyze current credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with this credit information for use in decisionmaking.  
Date Approved: [Approve This Plan](#)

**Other**

Institution: AMERICAN INTERCONTINENTAL UNIVERSITY  
Plan Type: Certificate  
Other  
Date Approved: [Activate This Plan](#)  
[Delete](#)

[Start a New Plan](#)



***NEED ADDITIONAL ASSISTANCE?***

*CALL a Military OneSource consultant at 1-800-342-9647*

*-- or --*

*EMAIL us by clicking the MESSAGES tab on the MyCAA main menu and clicking NEW*