

Third Party Contract: Military Accounts

1. **Login to My.FSCJ.edu**
2. Go to **View Customer Account** to determine the amount of the matriculation of the course. Review the TA Form to match the amount. The amount added on the contract should be the exact amount of the matriculation amount. If the amount is greater than the matriculation it may cause additional unnecessary credits.

Item Details

ID:	3263032	<input type="text" value="Rogers, Steve"/>	Business Unit:	FSCJ1	
Item Nbr:	000000000000041	A&P Base Tuition			
Item Amount:	248.34	Applied Amount:	248.34	Balance:	0.00
Reference Nbr:			Item Type:	401101100000	

Details							Find View All	First	1 of 1	Last
Nbr	Posted	Effective	Billed	Due	GL Posted	Reference Nbr	Amount			
1	03/05/2018	03/05/2018	04/04/2018	03/05/2018	03/05/2018 11:59:13PM		248.34			

Payments paying this Charge

Payments paying this Charge						Find View All	First	1-2 of 2	Last
Item Type	Account Nbr	Term	Date	Amount					
Transfer to Third Party	TUITION001	Spr 2018	03/05/2018	182.04					
Transfer to Third Party	TUITION001	Spr 2018	03/05/2018	66.30					

[Return](#)

3. Select one of the 3 options:
 - a. **Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Term Session Specific, Term Session Specific**
 - i. *Examples: Navy, Marines*

Main Menu	>	Campus Solutions	>	Student Financials	>	Payment Plans	>	Third Party Contract	>	Term Session Specific	>	Term Session Specific
-----------	---	------------------	---	--------------------	---	---------------	---	----------------------	---	-----------------------	---	-----------------------

- b. **Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Course Class Specific, Course Class Specific**
 - i. *Example: Navy*

Main Menu	>	Campus Solutions	>	Student Financials	>	Payment Plans	>	Third Party Contract	>	Course Class Specific	>	Course Class Specific
-----------	---	------------------	---	--------------------	---	---------------	---	----------------------	---	-----------------------	---	-----------------------

- c. **Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Assign**
 - i. *Rarely selected for military accounts. Example: Military contractors*

4. **Business Unit** should default to **FSCJ1** or use the **Look Up**  and choose **FSCJ1**.

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit:	= ▾	FSCJ1	
Contract Number:	begins with ▾		
External Org ID:	begins with ▾		
Description:	begins with ▾		
Contract Status:	= ▾	Active	▾
External Contract:	begins with ▾		

Case Sensitive

 Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

5. **Enter Contract Number or External Org ID.**

a. Term Session Specific:

i. Examples: 2182_A7_Navy, 2182_B12_Navy, 2185_C7_Navy

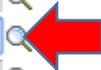
FSC_TA_STUDENT 

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = ▼ FSCJ1 

Contract Number: begins with ▼ 2182_A7_NAVY  

External Org ID: begins with ▼ 

Description: begins with ▼

Contract Status: = ▼ Active ▼

External Contract: begins with ▼

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

b. Course Class Specific

i. Examples: 2182_A7_Navy, 2182_B12_Navy, 2185_C7_Navy

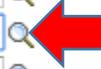
FSC_NON_TA_STUDENT 

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = ▼ FSCJ1 

Contract Number: begins with ▼ 2182_A7_NAVY  

External Org ID: begins with ▼ 

Description: begins with ▼

Contract Status: = ▼ Active ▼

External Contract: begins with ▼

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

6. **Click Search**

7. Click the + (Plus Sign) to add the student's EMPID. Notice that **Active** will change to **Not Posted**. *Do not post until all steps are completed.*

a. Term Session Specific

[Course List](#) [Additional Details](#) [Enrollment Details](#)

b. Course Class Specific

[Course List](#) [Additional Details](#) [Enrollment Details](#)

a. Example Tuition Assistance Authorization (TA)/ Voucher: 3263032

NAVEDTRA 1560/5 **TUITION ASSISTANCE AUTHORIZATION/VOUCHER** NKA201801277
 23-Apr-2018

ID: 3263032 NAME:
 SCHOOL: 1470A Florida State College at Jacksonville RATE: FC2
 EAOS: 14-Jul-2019

ENROLLMENT INFORMATION

TERM DATES	START:	END:	HOURS	GOV SHARE	STU SHARE
	02-Jul-2018	21-Aug-2018			
<i>ok</i> COURSE	TITLE				
PSY1012	GENERAL PSYCHOLOGY		3.0	\$248.37	\$0.00

TOTAL: 3.0 \$248.37 \$0.00

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized.

^

8. Click on **Additional Details**. Enter on the **Reference Nbr: TA/ Voucher number**. Enter on the **User Defined 1: Course, Approved amount, SFS name or initial, & Date entered**. Click **OK**. *Enter for all types: Term Session Specific, Course Class Specific, or Assign.*
Example 3263032 Steve Rogers

Assign Students to Third Party

Business Unit: FSCJ Contract Number: 2185_C7_NAVY
 External Org ID: 3500142 Status: Active
 Contract Maximum: 5,000,000.00 USD Total Charges: 24,281.67 USD
 Date Type: Course List
 Term: 2185 Summer 2018
 Start Date: End Date:
 Acad Year:

*ID	Student Max	Status	Priority
Course List 3263032	248.37 USD	Active	999999
900005841			

Course List for emplid:3263032

[Additional Details](#) [Enrollment Details](#)

Student Contract Details

Business Unit: FSCJ
 Contract Number: 2185_C7_NAVY
 ID: 3263032

Reference Nbr: NKA201801277
 User Defined 1: PSY1012 \$248.37 GJM 05/08/18
 User Defined 2:
 User Defined 3:
 User Defined 4:
 User Defined 5:

OK Cancel Refresh

NAVEDTRA 1560/5 TUITION ASSISTANCE AUTHORIZATION/VOUCHER NKA201801277
 23-Apr-2018
 ID: 3263032 NAME: Rogers, Steve
 SCHOOL: 1470A Florida State College at Jacksonville
 RATE: FC2
 EAOS: 14-Jul-2019

ENROLLMENT INFORMATION

TERM DATES START: 02-Jul-2018 END: 21-Aug-2018

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
PSY1012	GENERAL PSYCHOLOGY	3.0	\$248.37	\$0.00

10. **Click Post.** Notice in the Status column changes from Not Posted to Active.

Before: 3263032 Steve Rogers

Assign Students to Third Party

Business Unit: FSCJ1 Contract Number: 2185_C7_NAVY
 External Org ID: 3500142 Status: Active
 Contract Maximum: 5,000,000.00 USD Total Charges: 24,281.67 USD
 Date Type: Course List
 Term: 2185 Summer 2018
 Start Date: End Date:
 Acad Year:

*ID	Student Max	Status	Priority
3263032 Course List Rogers, Steve	248.37 USD	Not Posted	999999 Post
900005841 Course List for emplid:3263032	Additional Details	Enrollment Details	

After: 3263032 Steve Rogers

Assign Students to Third Party

Business Unit: FSCJ1 Contract Number: 2185_C7_NAVY
 External Org ID: 3500142 Status: Active
 Contract Maximum: 5,000,000.00 USD Total Charges: 24,281.67 USD
 Date Type: Course List
 Term: 2185 Summer 2018
 Start Date: End Date:
 Acad Year:

*ID	Student Max	Status	Priority
3263032 Course List Rogers, Steve	248.37 USD	Active	999999 Post
900005841 Course List for emplid:3263032	Additional Details	Enrollment Details	

11. Click on **View Customer Accounts** to confirm student’s TPC has been applied and if the student has an out of pocket balance due. Notify the student regarding remaining amount due by the payment deadline.

Pathway: Main Menu, Campus Solutions, Student Financials, View Customer Accounts

Main Menu > Campus Solutions > Student Financials > View Customer Accounts

Customer Accounts

Business Unit: FSCJ1
 Rogers, Steve ID: 3263032 [Academic Information](#) ★
 Total: 66.27 Anticipated Aid: 0.00

Account Type	Account Number	Balance	Open Date	Status	
Tuition	TUITION001 - Summer 2018	66.27 USD	02/14/2018	Active	Account Details
Tuition	TUITION001 - Spring 2018	0.00	02/14/2018	Active	Account Details

Go to: [Detail Trans](#) [Item Summary](#) [Items by Term](#) [Items by Date](#) [Due Charges](#) [Payment Plans](#)

[Return to Search](#) [Notify](#)