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

Education Office
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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

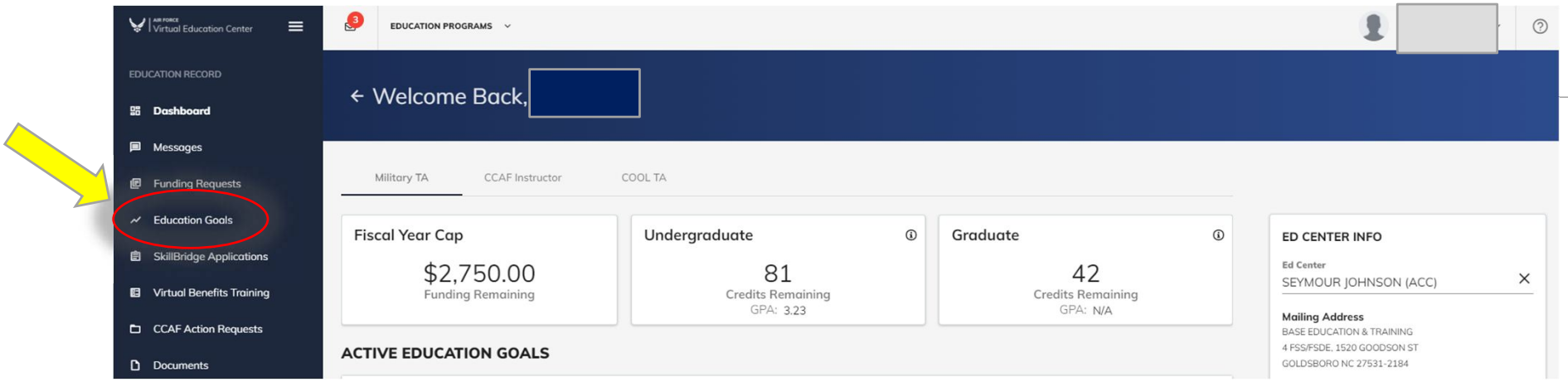
Do you have a degree plan ready to upload in AFVEC? Contact your school for a degree plan.

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

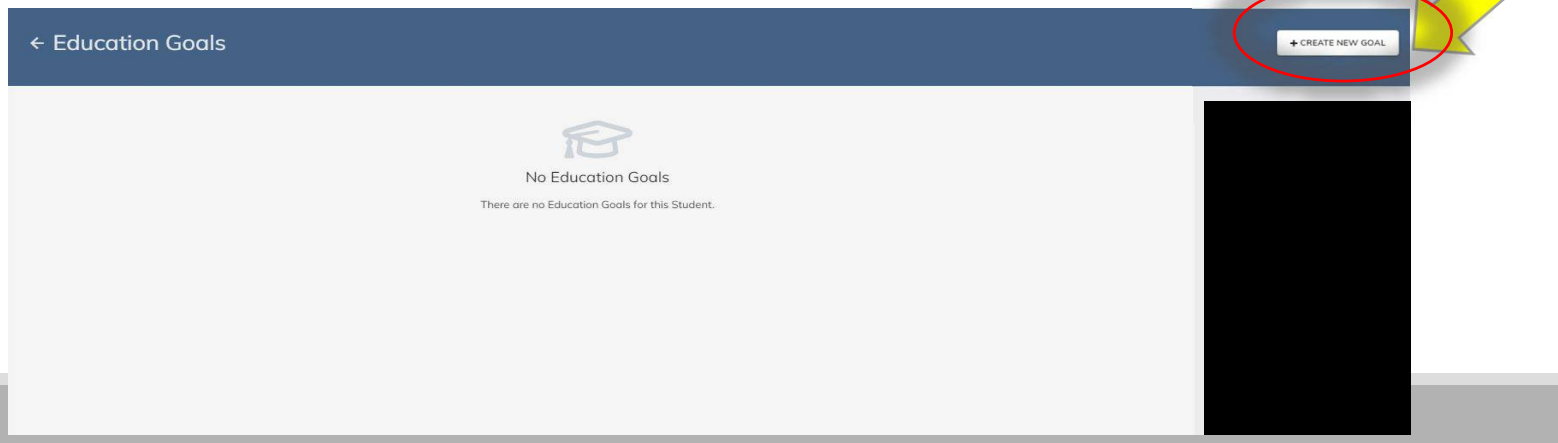
Does the school award quarter or semester hour credit?

1. Log in to the AF Virtual Education Center (AFVEC) via AF Portal, Career & Training or https://afvec.us.af.mil/afvec/public/welcome.

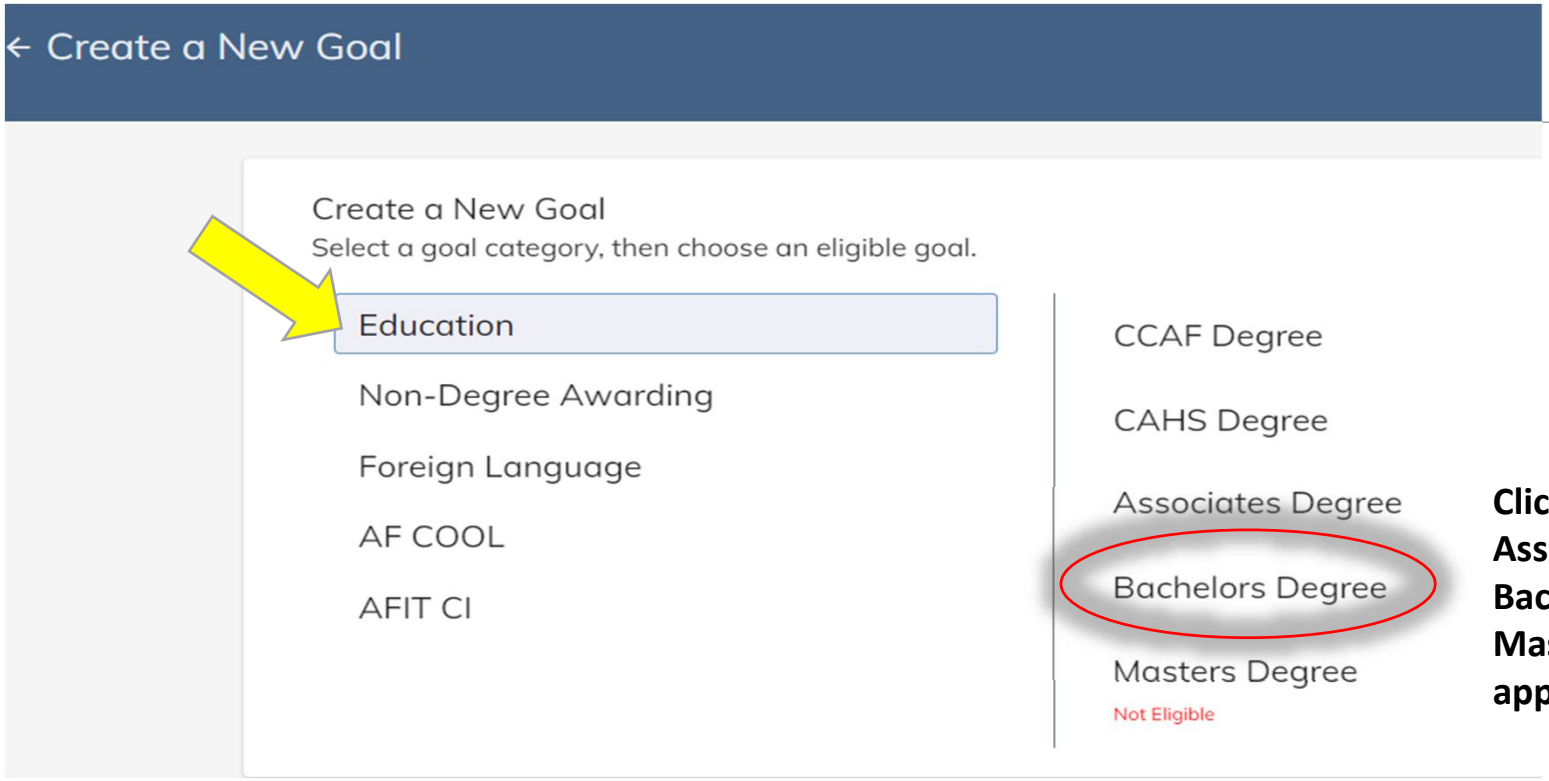
2. Once logged in, on the left hand side of your dashboard click “Education Goals” link.



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

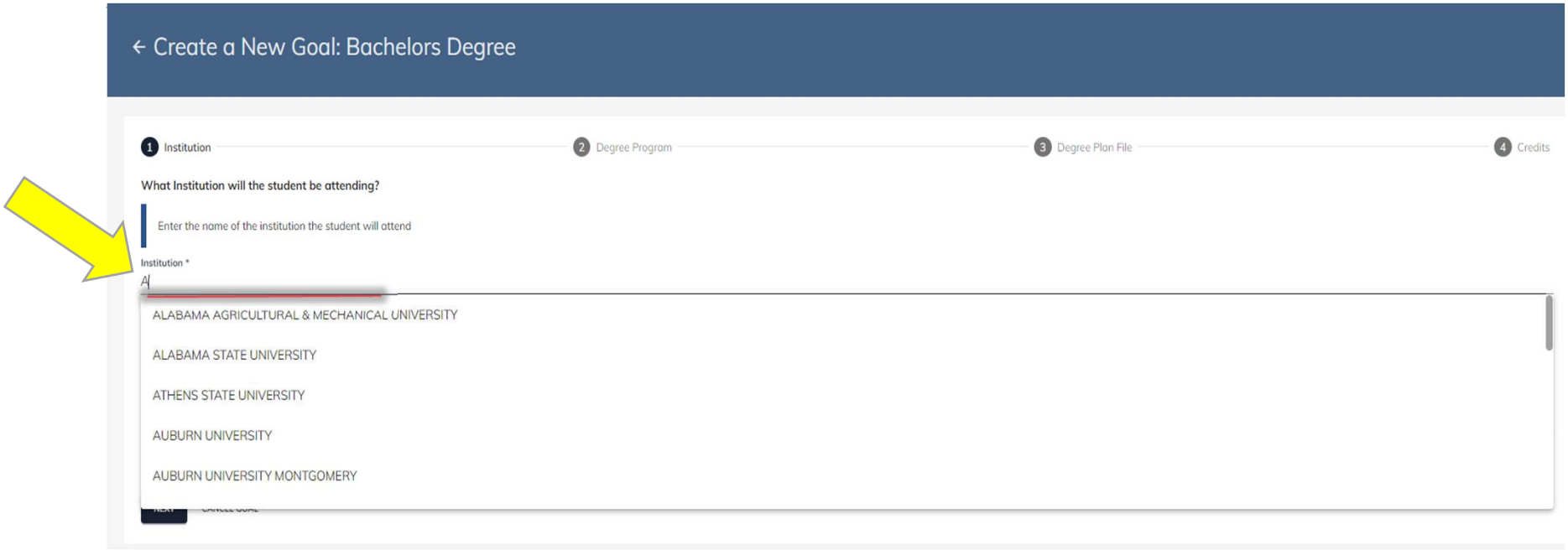


4. Select the level of your current Education Goal. What goal is TA helping you pay for right now?

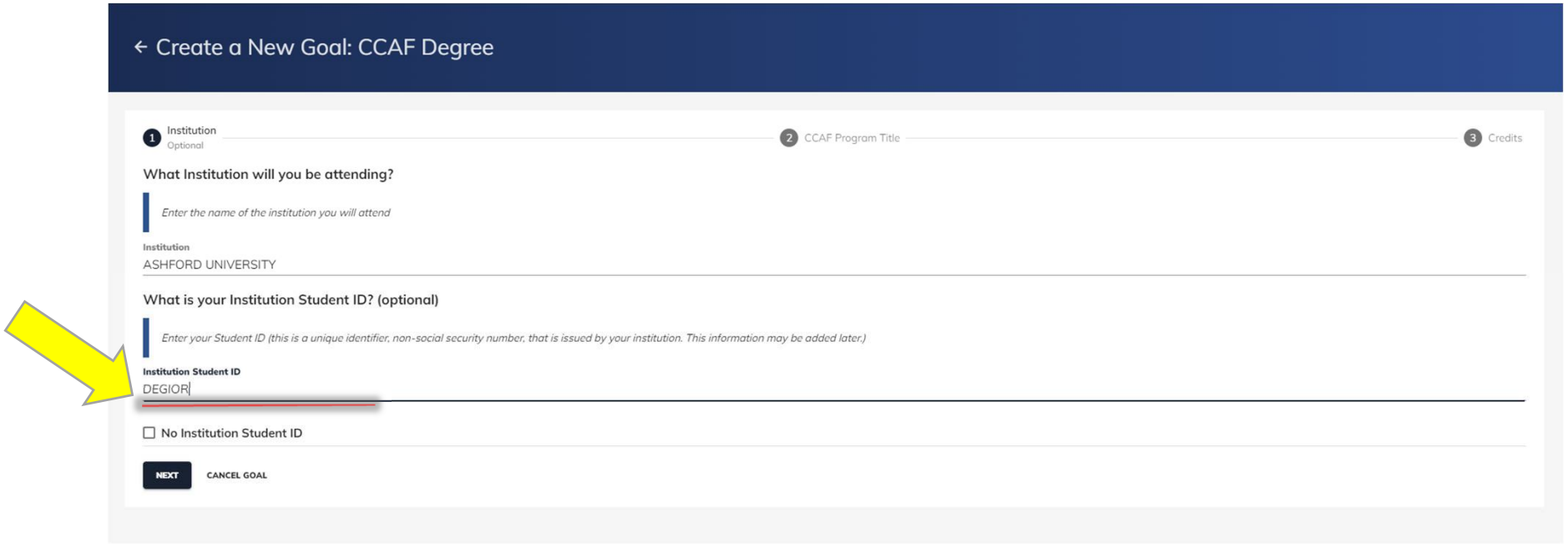


Click on Associates, Bachelors or Masters as appropriate.

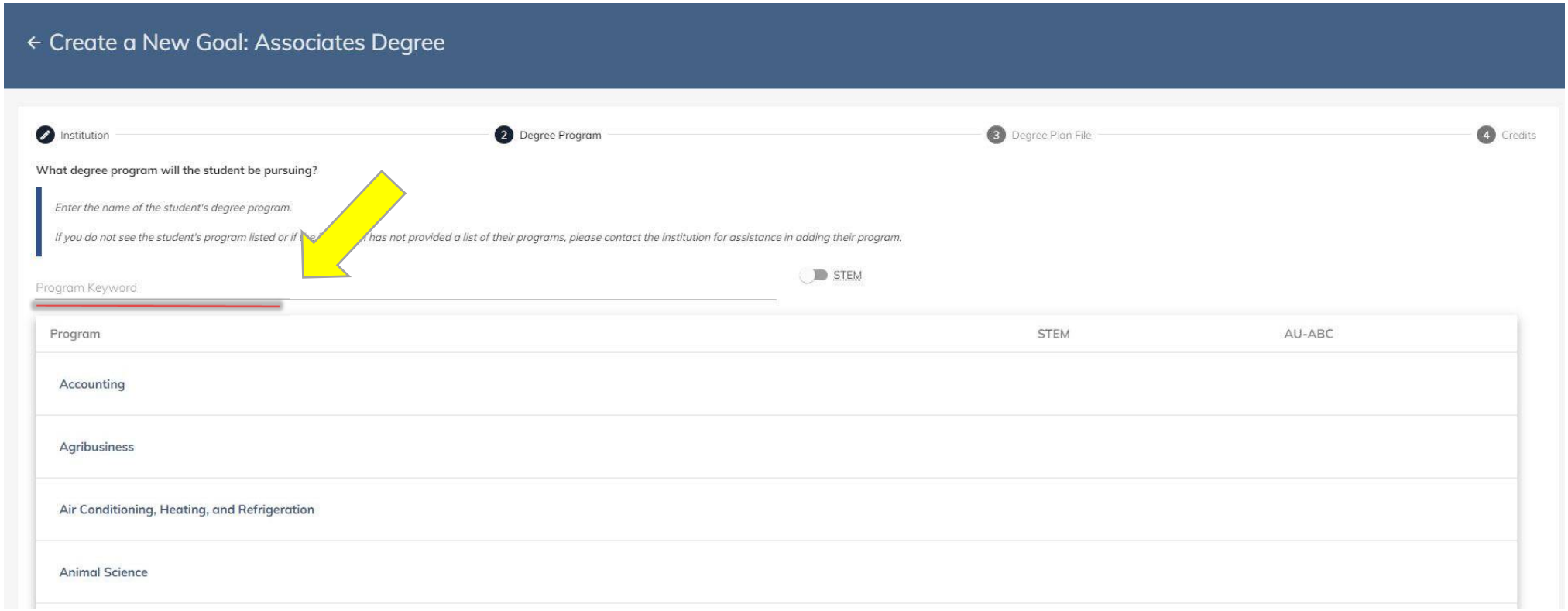
5. Select the Institution you will be attending. Once you start typing in the institution name a drop down menu will appear for you to select from. Then click, “NEXT”.



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

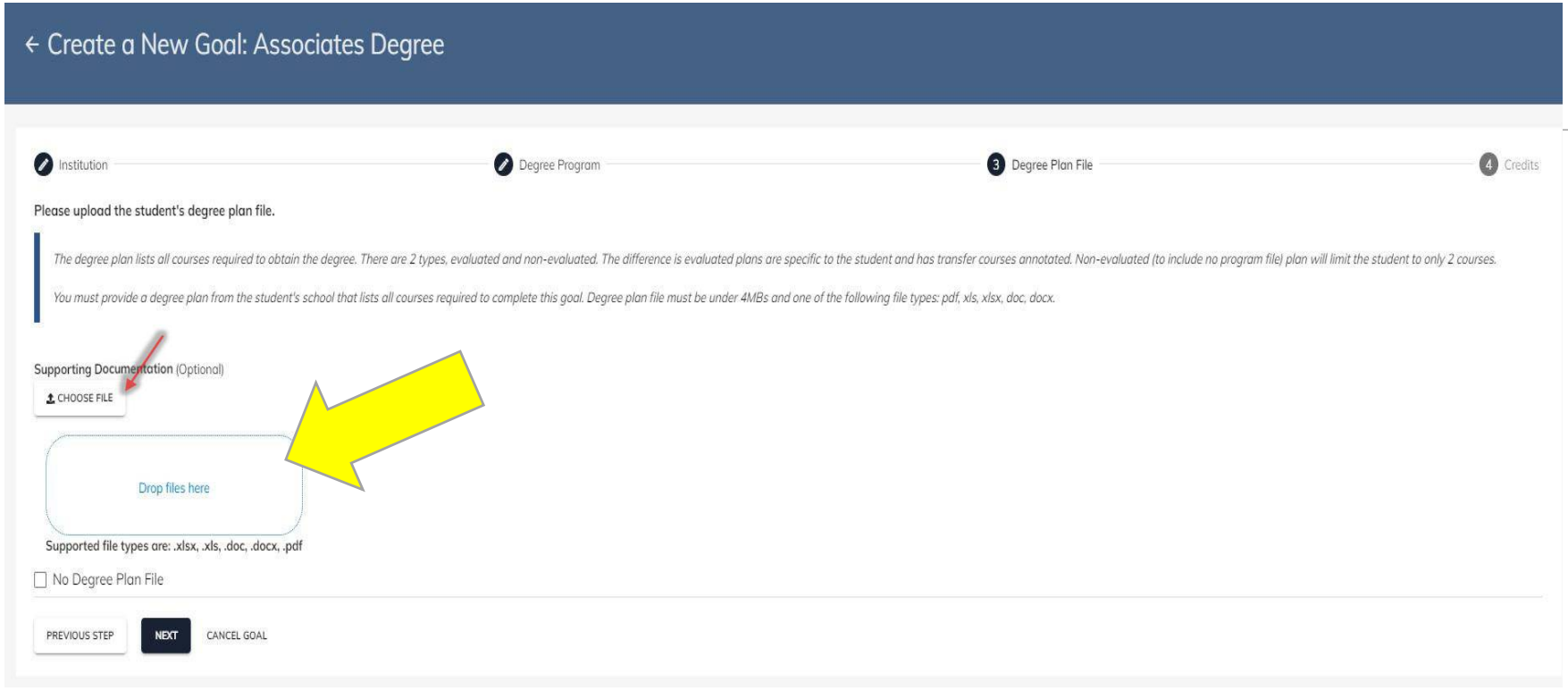


7. Search for or type in the title of the degree program you will be working towards. If the program is not listed, contact your school as they must add the program in the AI Portal.



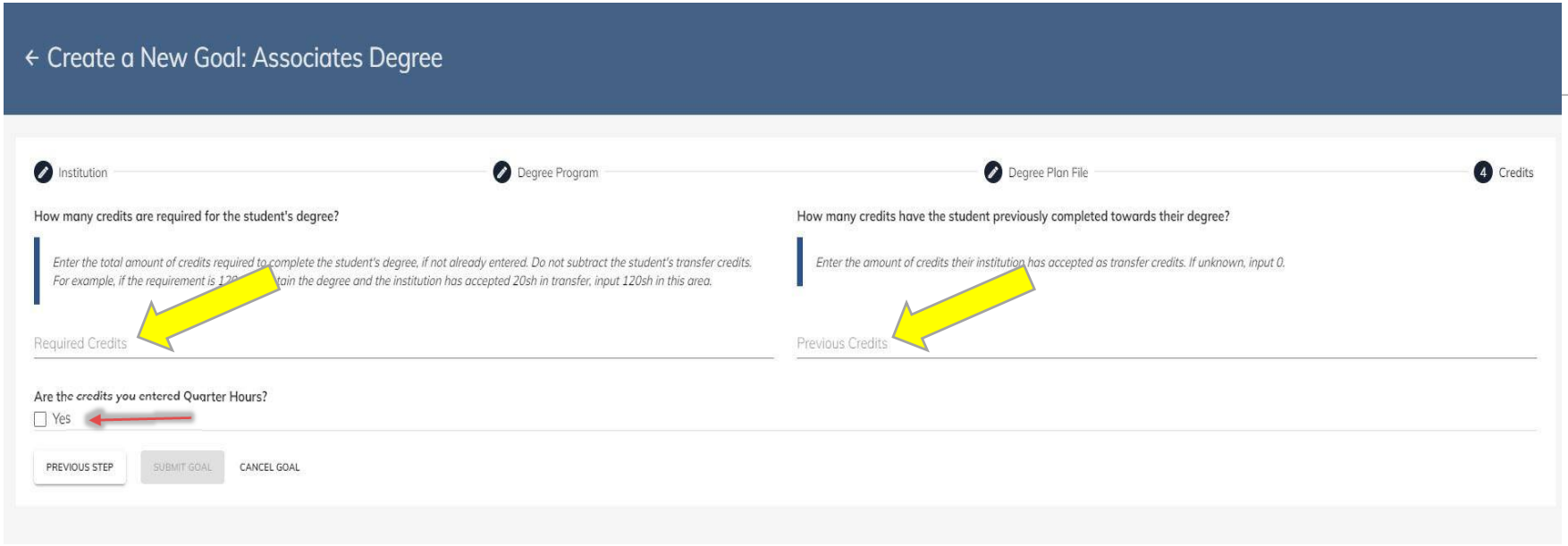
8. Click “NEXT”.

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.



10. Click “NEXT”.

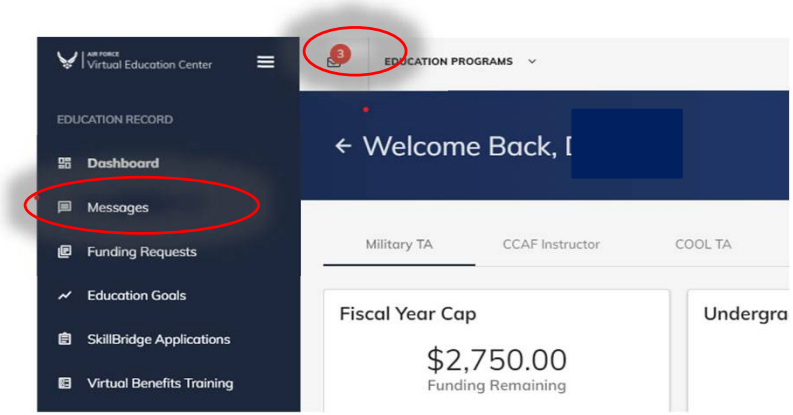
11. Enter the total number of credits required for the degree; then the number of credits you have already earned towards this goal. If you are unsure of the earned credits, leave it blank as the Education Office can complete this information based on your official evaluated degree plan.



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

12. Click on the blue box “SUBMIT GOAL”.

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.



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