

# Educational Dollars for Duty Step by Step Process

The process for using EDD benefits is a standardized and organized set of procedures.  
Members are responsible for ensuring policy and processes are adhered to.

REF: FNG Pamphlet 621-5-2, Dated 1 February 2020



EDD Mailbox:  
[ng.fl.flarng.list.eddoffice@army.mil](mailto:ng.fl.flarng.list.eddoffice@army.mil)

# STEP 1: Creating an EDD Profile

## Student Information

Record Status \*

Active

First Name \*

Last Name \*

EDI \*

Pay Grade \*

Select

Component \*

Select

Unit \*

Select

Has Deployed

Not Provided

Date of Birth

ETS \*

Date of Entry

## Contact Information

User Email \*

Alternate Email

Preferred Phone \*

Alternate Phone

## Home Address

Street 1 \*

Street 2

City \*

State \*

Select

Zip \*

County

Select

Save

The student profile is created in the EDD online Virtual Education Center (VEC).

The student will need their CAC to create the profile.

The student will need to use a computer with a CAC reader then go to

<https://edd.dma.myflorida.com>.

Then proceed through the registration steps, training, and finally electronically sign documents.

Any updates to your student profile (ETS, Unit Address, etc..) must be done manually. You will need to send an email to the group email address with any changes that need to be made.

# STEP 2: Submitting an Education Goal

Choose the appropriate option

The screenshot shows a form titled "Add Education Goal". Below the title is a light blue box with the text "Choose from the options below.". There are four radio button options: "Certification or Technical", "AA/AS/AAS - Associates Degree", "BA/BS/BAS - Bachelors Degree", and "MA/MS/MBA - Masters Degree". A "Back" button is located at the bottom left.

The screenshot shows the "Add Education Goal" form with the "AA/AS/AAS - Associates Degree" option selected. The form includes fields for "School Name \*", "School Student ID", "Program Name \*", and "Is Program STEM?". Below these is the "Degree Plan" section with an "Is Degree Plan Evaluated?" field and a "File Upload" section with a "File Restrictions" warning (file size restricted to a maximum of 6 megabytes) and a "Select files..." button. At the bottom is the "Degree Plan Credits" section with "Required Credits \*", "Transferred Credits", and "Credit Hour Type \*" fields.

If your school does not show up on the drop down, please send an email to the group email address to find out if your school meets the requirements

Please upload a personalized document that has all of the requirements:

- o Student Name
- o School Name
- o Type of Degree (Associates, Certification, Bachelor's, Master's)
- o Name of degree program
- o Amount of total credits it takes to earn the degree
- o Amount of credits applied to degree or earned so far
- o Amount of credits remaining needed to finish the degree
- o A list of courses that apply to the degree.

You may be able to locate this information on the STUDENT SELF SERVICE section of your school's website. If you cannot find this in one document, you can combine separate documents into one PDF to upload into the EDD Website.

Once the student's Education Goal has been reviewed and approved, the student can start an application by clicking on "Apply for EDD Benefits" and following the prompts.

# STEP 3: Submitting a Funding Request

**SM must ensure timely application submission to allow for review and receipt of EDD approval.**

A SM may complete an application for benefits up to 60-days prior to the official start of an academic/vocational term.

If you have more than one Education Goal, choose the appropriate option

## Create Funding Request



Override Student Education Record Requirements?

No

Information

Please select a goal below to begin the application.

### Associate in Arts

FLORIDA SOUTHWESTERN STATE COLLEGE  
AA/AS/AAS - Associates Degree

No






I was federally deployed while serving as a member of the Florida National Guard.

Continue

Cancel

# Adding courses to a Funding Request

## School Information

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**School**

**Campus \***

**School Student Id**  
  
School Student Id is Required

**School Term Date Range**

If term dates do not show up in the drop down, select the closest dates. The student will need to send an email to the group EDD email with the correct dates.

**\*\*The dates on the funding request MUST reflect the actual dates of the course**

If you can't find a course, you may be able to add the course manually

## Search Courses



### Search Filters

#### School Name

FLORIDA SOUTHWESTERN STATE COLLEGE

#### Subject

#### Long Title

Search

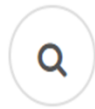
Reset

Can't find a course? You can add one manually here.

Code - Title	Level	Number of Credits	Credit Type	Details	Add
ACG1001 - Financial Accounting I	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2011 - Financial Accounting II	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2021 - Financial Accounting	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2071 - Managerial Accounting	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2450 - Accounting Software Applications	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2500 - Governmental and Not-For-Profit Accounting	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG2930 - Special Topics/Capstone-Accounting	Undergraduate	1	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
ACG3024 - Accounting for Non-Accounting Majors	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
AMH2010 - History of the United States to 1877	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>
AMH2020 - History of the United States Since 1877	Undergraduate	3	Semester Hour	<a href="#">i</a>	<a href="#">+</a>

The student should add only the course(s) they are taking during the upcoming semester. Courses with different start/end dates cannot be combined on one funding request (even if courses are in the same semester).

## Add Course



Code \*

Title \*

Course Level \*

Course Location \*

Course Credit Type \*

Number of Credits \*

Credit Cost

The amount entered should only be the cost per credit, the system will total the amount automatically. If the credit cost auto populates, choose the best option. You will need to send an email to the EDD group email requesting the change to your funding request and provide the correct cost.

Back

Add Course

Cancel

Once you have added the course, click save. You will then have the option to add fees associated with the courses (distance learning, lab, tech, etc...) EDD does not cover ALL FEES

# STEP 4: Funding Request Reviewing Process

The system will send an email to the Unit POC for them to review. The student should reach out to the Unit POC to notify the POC to be looking for the email. After the Unit POC verifies that the student is in good standing, the Unit POC will approve the application.



Once the application is approved by Unit POC, EDD gets notified to review the application. EDD will review the application, confirm tuition/fee amounts, and approve or advise the student of any necessary revisions.



When the student's application is approved by EDD the student will go to "Enrollments" then "Funding Requests". The student will see their application with a "Print" button next to it.

\*\* If any changes have been made to your funding request, you will need to re-sign.

**Funding Request ID:** 18626  
**Status:** Pending Unit Review

**Funding Request ID:** 16863  
**Status:** Unit Unknown



Funding Request has been marked "**unit unknown**". Make sure the Unit listed on your profile is correct. If your Unit needs to be updated, you will need to send an email to the group email address requesting a Unit update and provide the correct unit. EDD will update your unit and re route the funding request

**Funding Request ID:** 21154  
**Status:** Unit Concurr / Pending Approval



May take up to 5-7 business days

**Funding Request ID:** 18675  
**Status:** Unit Concurr / Deferred



You will need to send an email to the EDD email for more details.

**Funding Request ID:** 15966  
**Status:** Unit Concurr / Approved



The student needs to click the print button. The student can choose to save as a PDF or print a paper copy. The resulting Form 704 is the student's voucher that they take or send to their school's cashier or third-party billing office. That signed 704 is what lets the school know to bill EDD.



## STEP 5: Payment to the School

Student provides approved application to their school's cashier or third-party billing office



The school will invoice EDD after the add/drop period



EDD will process the payment to the school. This process may take 4-8 weeks to complete

If after 4 weeks, the student notices that their courses have not been paid for, the student should check with the school to determine that the school knows to invoice EDD. The student may need to provide a copy of the Form 704 again.

## STEP 6: Grades

Once grades are received, student sends a copy of grades to EDD  
[ng.fl.flarng.list.edd-office@army.mil](mailto:ng.fl.flarng.list.edd-office@army.mil)  
for posting to VEC.

It is the student's responsibility to provide approved vouchers to the school and to provide grades after completion of courses.