

Online Educational Assistance Program

User Guide
(Student Applications)

Part 1 – Student (User) Guide

Step 1: Student registration- “New user Registration” using a valid email and a site specific password – keep your password for future sign in. You should not use a “.edu” email for registration.

Step 2: On the “Create” application page click and complete “EAP Agreement”. You MUST open the form in Adobe or Adobe Reader to use a digital signature, click on “SUBMIT” button to auto-open your email and create a draft message

OR

Print the form, ink sign and submit to mil-edassist@wyo.gov or fax to the number on the contact page

Step 3: Save your application, a popup window will notify you to attach a Transcript (Unofficial) – may have to “allow popups for this site”.

Part I – Student (User) Guide

....continued

Step 4: Your application is saved – you may edit your application until you click “Complete” – “Complete” will send an email to your unit to verify good standing.

Step 5: You will receive an email when your application is approved and sent to your school – please allow seven days. Complete one application for each school you are attending and each semester you are attending. Applications will be accepted approximately 45 days prior to each term.

NOTICE

YOUR APPLICATION WILL NOT BE APPROVED UNTIL:

1. YOUR EA AGREEMENT HAS BEEN SUBMITTED
2. YOUR UNOFFICIAL TRANSCRIPT HAS BEEN ATTACHED (if applicable)
3. YOUR UNIT HAS VERIFIED “GOOD STANDING”

AU-ABC students will receive an email to complete the required enrollment steps or term voucher

On the web from your Computer or Smartphone: <https://wyngedassist.wyo.gov>

Page 1-2

Page 1-3

Education Assistance Contact

Log in

Log in.

Use a local account to log in.

Use another service to log in.

Email

Password

Remember me?

Log in

Google

OR

Valid email address

Password for this site

Not recommended for public computers

Takes you to CREATE Application (page 1-6) or Index (Page 1-8)

Register as a new user

New Users: Create account here (Page 1-4)

Forgot your password?

Password reset (Page 1-5)

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From "Education Assistance" link on top menu bar of every page:

Program Summary on Educational Assistance – State Google webpage
https://sites.google.com/a/wyo.gov/veteranseducation/home/state-tuition-assistance/Welcome-page

The screenshot shows the homepage for the Wyoming National Guard Educational Assistance Plan. At the top left is the Wyoming state logo. The main header reads "Veterans Education". Below this is a navigation menu with links for "State Approving Agency", "WYNG Educational Assistance Plan (State tuition)", "First Responder Retirement Contributions", and "Sitemap". The breadcrumb trail shows "Programs; > WYNG Educational Assistance Plan (State tuition) >". The main heading is "WELCOME to the Wyoming National Guard Educational Assistance Plan".

The main content area contains the following text:

The Wyoming National Guard Educational Assistance Plan is an alternative to Federal Tuition Assistance at post-secondary institutions within the State of Wyoming. This program is a state funded plan for the Wyoming National Guard.

All applications are sent to your unit for verification of good standing. After verification they will be downloaded for approval by the program Administrator. Changes to program, cumulative GPA, and eligibility will be reviewed before you and the school are notified of approval by email.

[SKIP TO USER LOGIN](#)

The plan pays 100% resident rate tuition and mandatory fees (base fees applicable to all students) at state sponsored Community Colleges, the University of Wyoming, and the Wyoming Law Enforcement Academy. At a private institution within the state or an institution having an agreement with the DOD (Air University Associate to Baccalaureate Cooperative: AU-ABC), the plan pays the **AVERAGE** of UW and Community College full time tuition and fees per semester period. The amount changes each academic year.

[GO HERE](#) for payment details.

The WYNG Educational Assistance Plan does have a service commitment. This commitment is six years in the Wyoming National Guard and two years of service after the the last day of the term the plan is used. Both requirements must be satisfied. All service must be in actively drilling status. Application for payment is agreement to this commitment.

REMEMBER THESE:

The Plan only pays towards ONE PROGRAM:

On the right side of the page, there are three blue buttons:

- CLICK HERE FOR STUDENT APPLICATION GUIDE
- CLICK HERE FOR ONLINE VERIFICATION GUIDE
- CLICK HERE TO DOWNLOAD EDUCATIONAL ASSISTANCE (EA) AGREEMENT

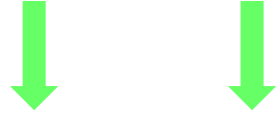
At the bottom right, there is a box titled "EA Agreement Form instructions" containing the following list:

- This form is also at the TOP of the Application web page
- Download the Form to Download directory or another directory.
- Open the form with Adobe or Adobe Reader.

These will show after login



These will show after login



Contact.

Veterans Education
Wyoming Military Department
5410 Bishop Blvd.
Cheyenne, WY 82009

Phil O'Connor
P: 307-777-8160
F: FAX: 307-777-8105
Email: philip.oconnor@wyo.gov

Register.

Create a new account.

Email

Enter valid email address – Please not .edu email

Password

Password for this site – email password not recommended

Confirm password

Last Name

First Name

Register

Takes you to CREATE Application page 1-6

Forgot your password?.

Enter your email.

Enter account username email address

Email

Click here



Email Link

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Check your email for link to password change page

Create

The EA Agreement is a REQUIRED ITEM. Please open the following link and SUBMIT the form:

[Get EA Agreement PDF](#)

Application

First Name

MI

Last Name

Suffix

Last Four SSN

Grade

Branch

Unit

ROTC

Street

Street

City

State

Zip

Day Phone

Home Phone

Email

Military Email

School

Term Id

Degree Pursuit

Program

Eligibility

Dropdown Selections

Dropdown Selections

The EA agreement (page 1-11) is **REQUIRED each term**. "Open in PDF" or "SAVE and Open" in Adobe Acrobat or Adobe Reader. You may use an existing electronic signature or Create one with your email address. You may also use your mobile phone if you have a PDF reader app. Click "SUBMIT" after signing and it will be emailed to the administrator. You may also download, print, sign and email to mil-edassist@wyo.gov

Popup to attach UNOFFICIAL Transcript (Page 1-7)

Popup Transcript instruction

The image shows a screenshot of a web application form with a popup dialog box. The form contains the following fields and options:

- 94th TROOP COMMAND
-
- 111 Dead End Rd.
-
- Cheyenne
- WY
- 82007 * A valid format of 99999 or 99999-9999 is required.
- (307) 555-5555
- * Valid format of (999) 999-9999 only.
- @hotmail.com
- @wyo.gov
- Central Wyoming College
- Spring 2015
- Associates Degree
- Nursing
- I have successfully completed Basic Mi

The popup dialog box contains the following text:

The page at https://[redacted] says: x

Please attach your transcripts to this application by clicking on the paperclip icon in the Application index page.

Prevent this page from creating additional dialogs.

OK




A green arrow points from the OK button in the popup dialog box to a green box containing the text: Saves application & takes you to your Index (page 1-8)

From Login page if you have Applications in the file; From Create page after completing a new application; You may edit your application until you select Complete; You may select Details to view your application until it is removed from the site by the administrator. You should only have one per school and term.

When you select “Complete”, your unit commander/administrator is sent an email to VERIFY you are in good standing, are not being separated, retired, or seeking an interstate or active duty transfer. An edited application does not have to be re-verified. Contact administrator to make a change after you “Complete”

Index

[Create New](#)

Application	School Term	Date last modified	Transcript	
Ashford University	Spring 2015	11/3/2014 3:36:12 PM	GMail code.docx	 Edit Complete Details Delete
Sheridan (or Gillette) College	Summer 2015	10/8/2014 10:42:24 PM	Test File.pdf	 Edit Complete Details Delete
Casper College	Spring 2015	10/2/2014 3:01:12 PM		 Edit Complete Details Delete

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Change password (page 1-10)

Click here to add your latest unofficial transcript (page 1-9) – if you have no prior college credits, ignore this action




You can logout now and finish later or click “Complete” to submit to your unit for verification – don’t forget to return and “Complete”!

Paperclip icon on index page opens this popup; click “Choose File” to open the default directory on your computer....click on your transcript file in PDF, MS Word, or a .jpg file...it will attach....click on Save. Only the program administrator can download this file; unit administrators cannot download.

Education Assistance Contact Manage Account Applications Hello philbo@user.com! Log off

Index

[Create New](#)

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Casper College	Spring 2015	10/2/2014 3:01:12 PM		 Edit Complete Details Delete

Upload Transcripts

Casper College Spring 2015

No file chosen

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NOTE: Your transcript MUST BE in PDF, MS Word or a .jpg file

From the “Manage Account” link on any page:



Manage Account.

You're logged in as **unituser@myunit.com**.

Change Password Form

Current password

New password

Confirm new password

Change password

After you change password, page will reset and state “You password has been changed.” Click on top menu bar to go to desired page.