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"

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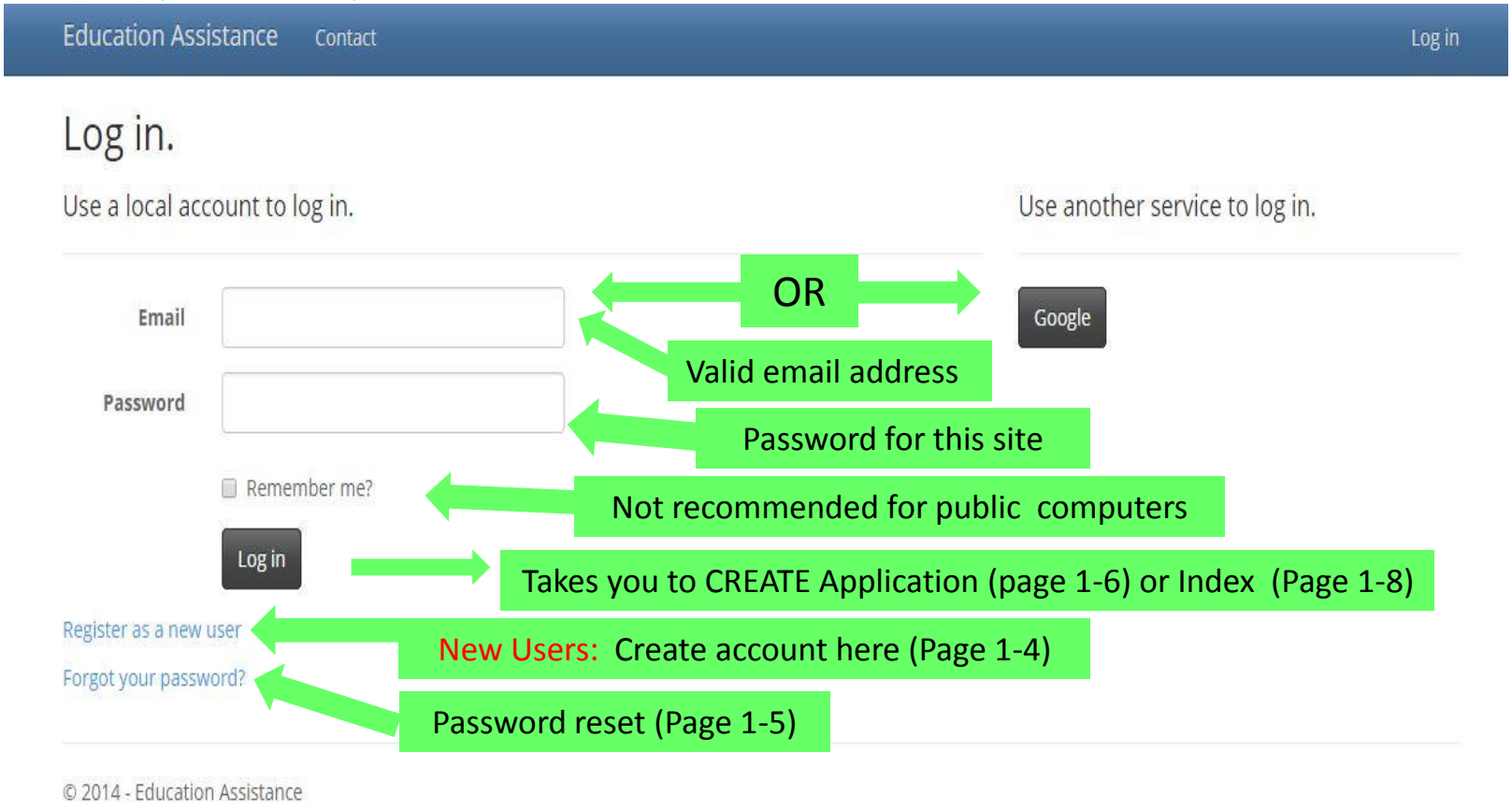
AU-ABC students will receive an email to complete the required enrollment steps or term voucher

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

Page 1-2

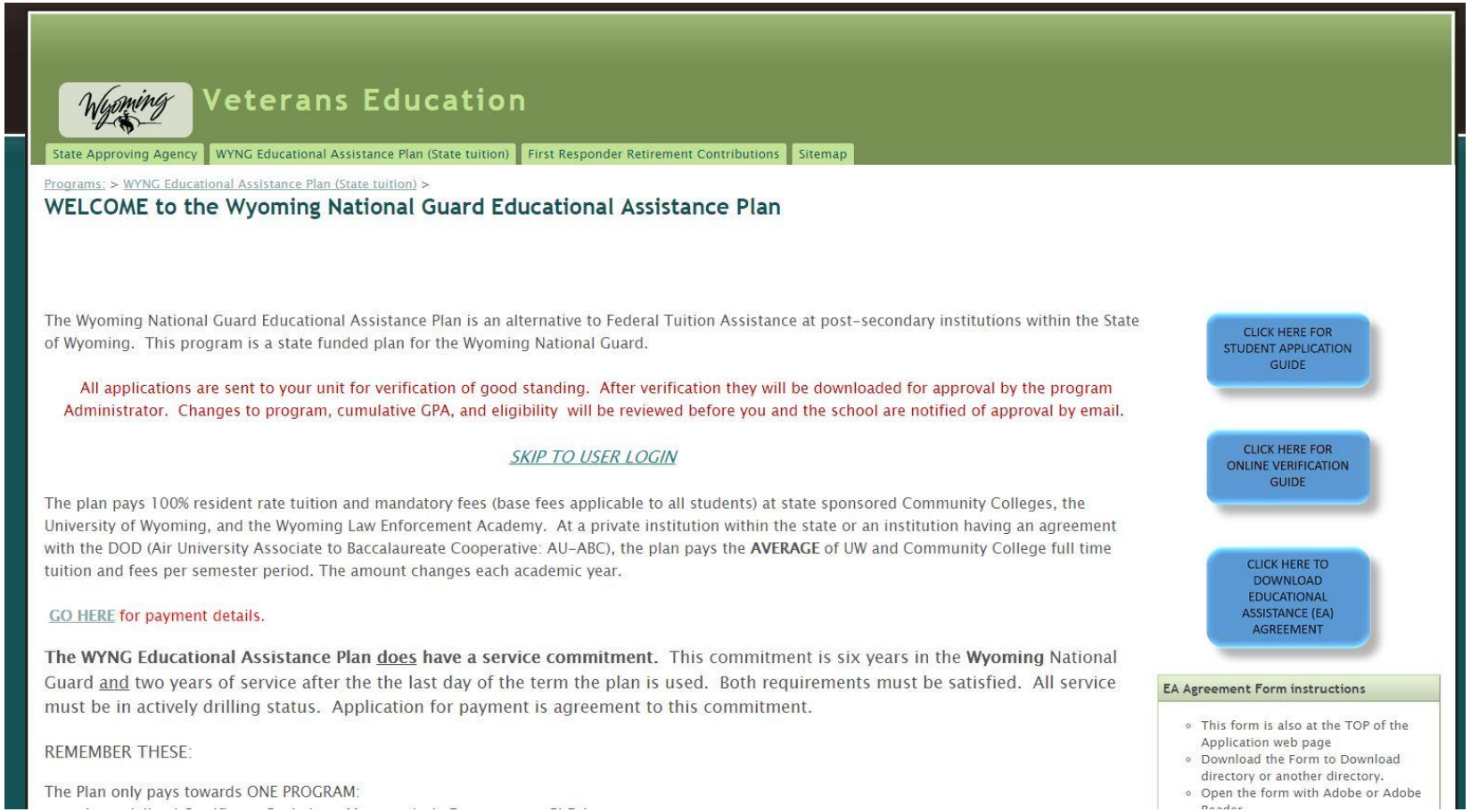
Page 1-3

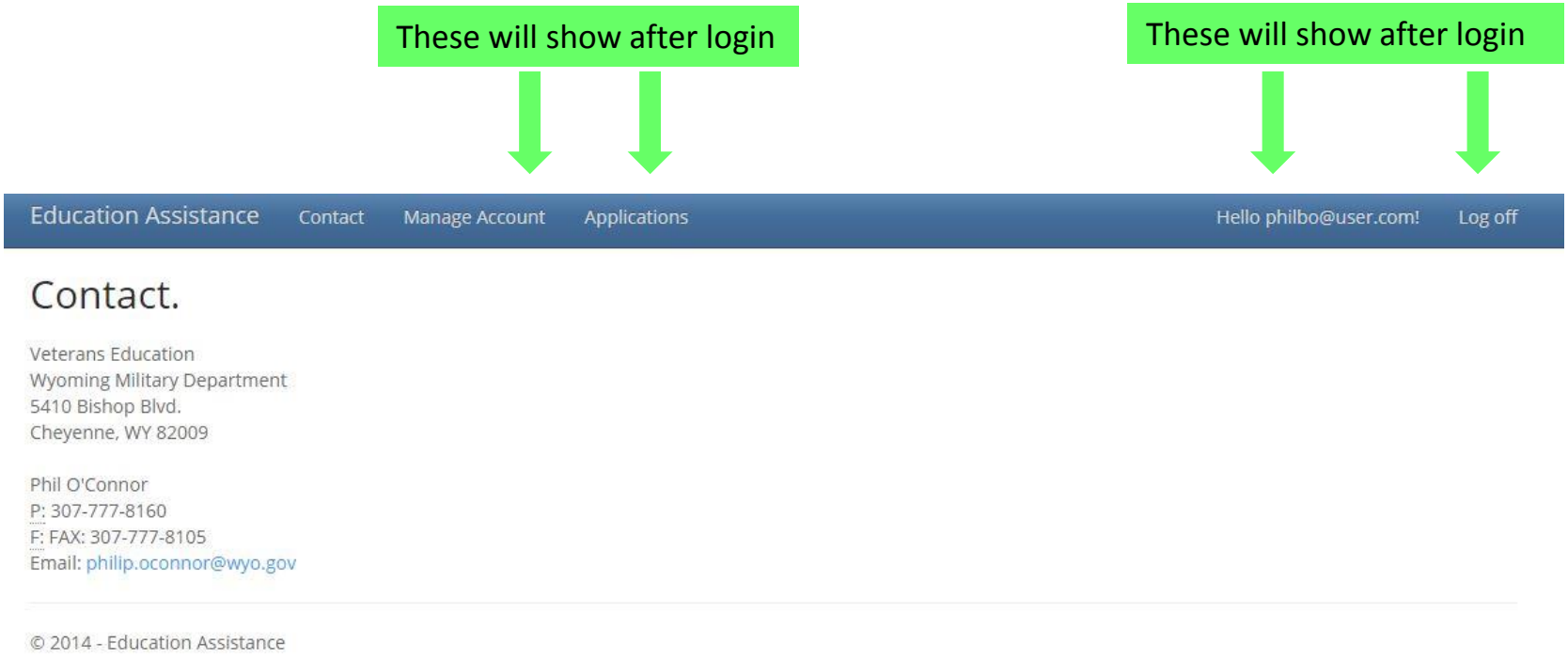


From “Education Assistance” link on top menu bar of every page:

Program Summary on Educational Assistance – State Google webpage

https://sites.google.com/a/wyo.gov/veteranseducation/home/state-tuition-assistance/Welcome-page




These will show after login
These will show after login
Education Assistance
Contact
Manage Account
Applications
Hello philbo@user.com!
Log off
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
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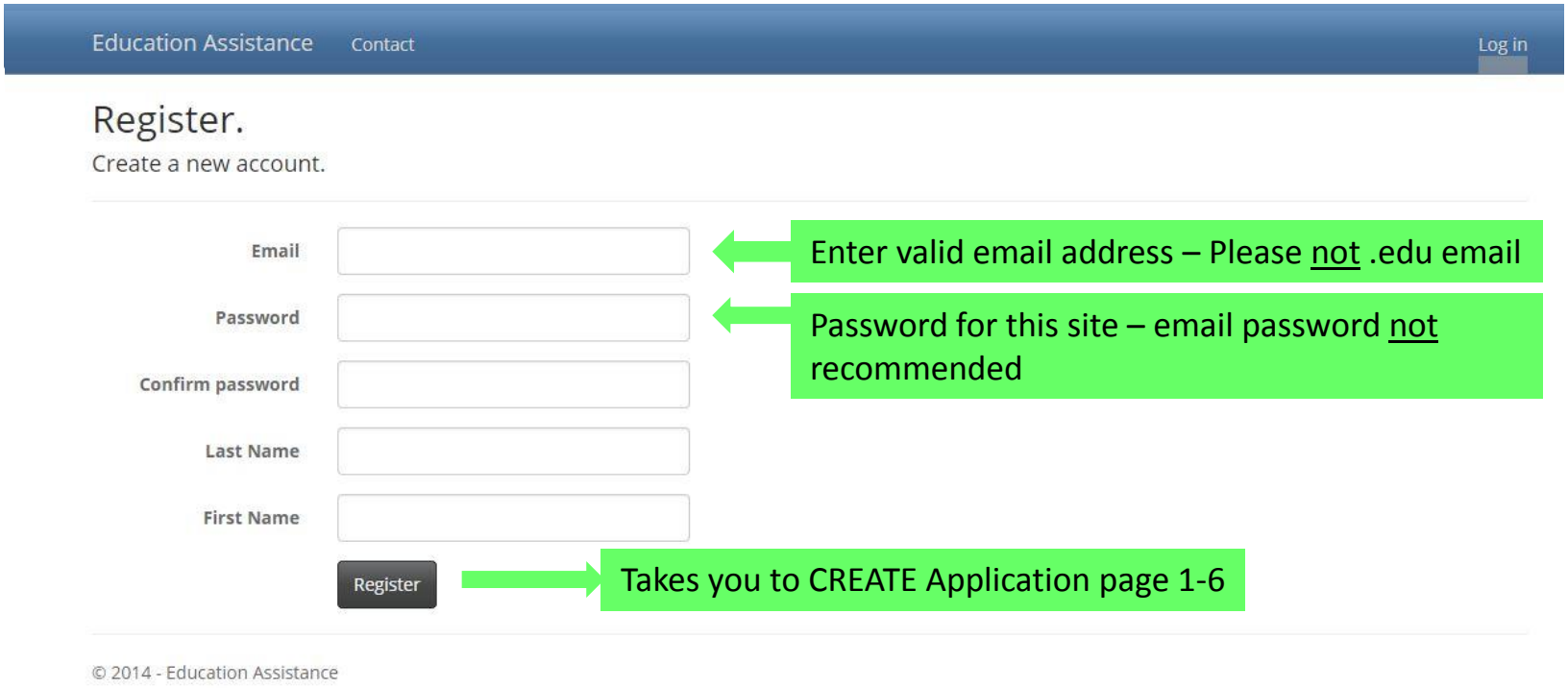
Education Assistance
Contact
Log in
Register.
Create a new account.
Email
Password
Confirm password
Last Name
First Name
Register
Enter valid email address – Please not .edu email
Password for this site – email password not recommended
Takes you to CREATE Application page 1-6
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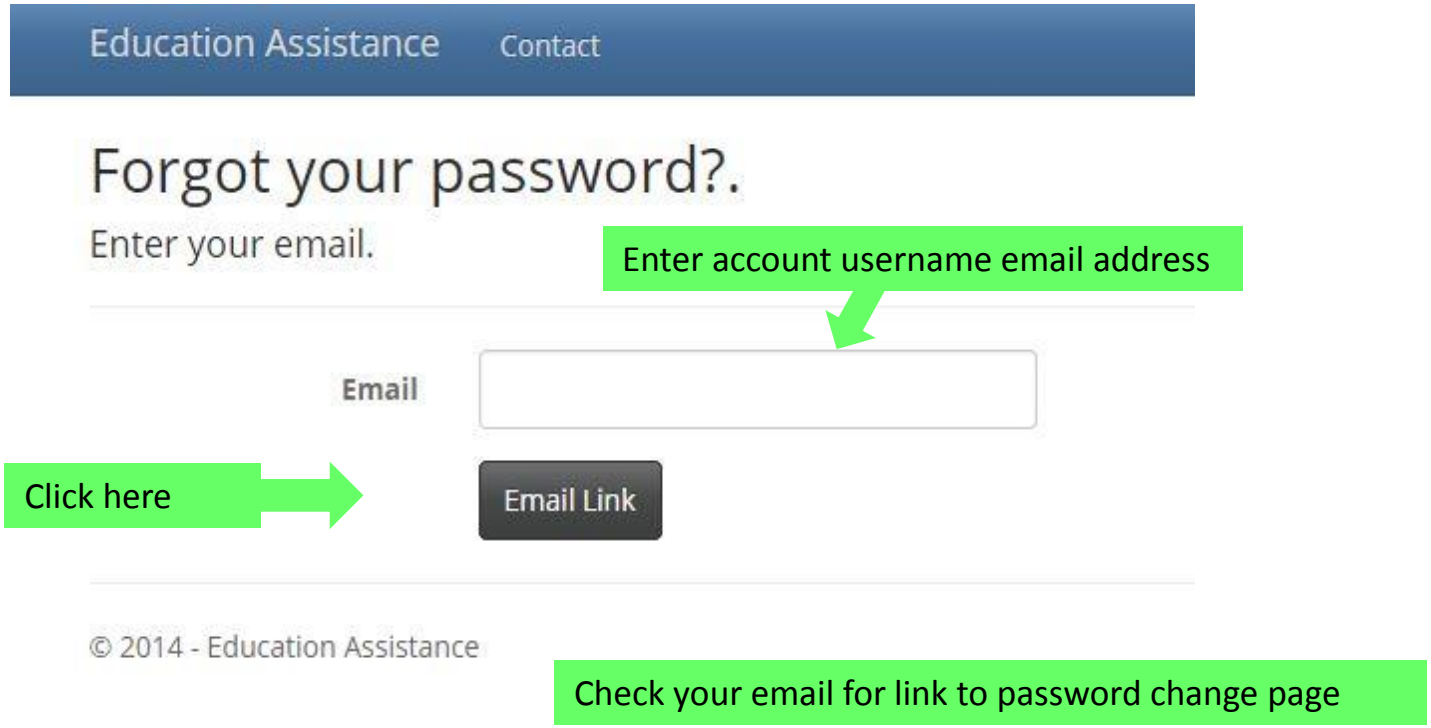
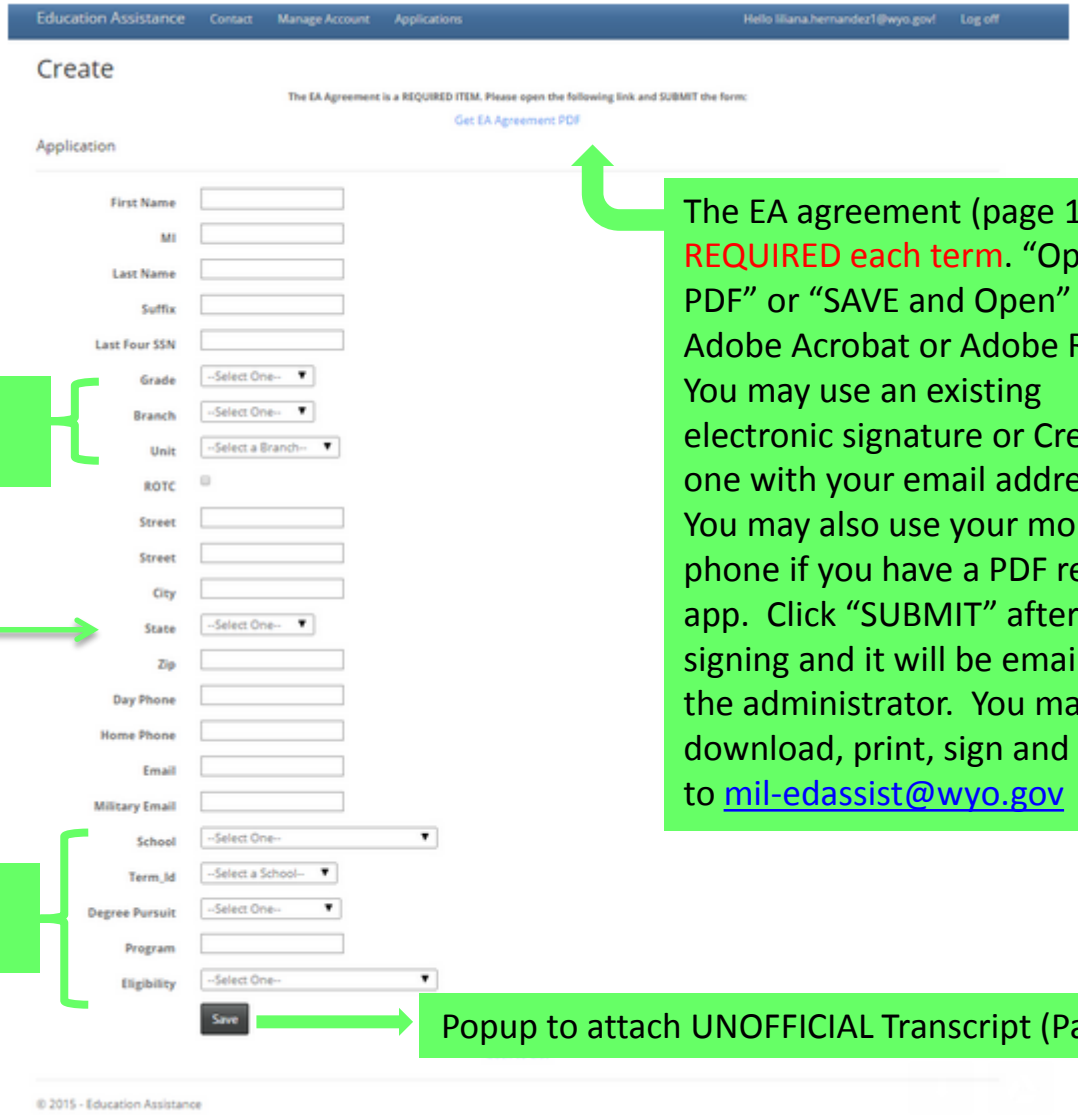

Education Assistance
Contact
Forgot your password?.
Enter your email.
Enter account username email address
Email
Click here
Email Link
© 2014 - Education Assistance
Check your email for link to password change page



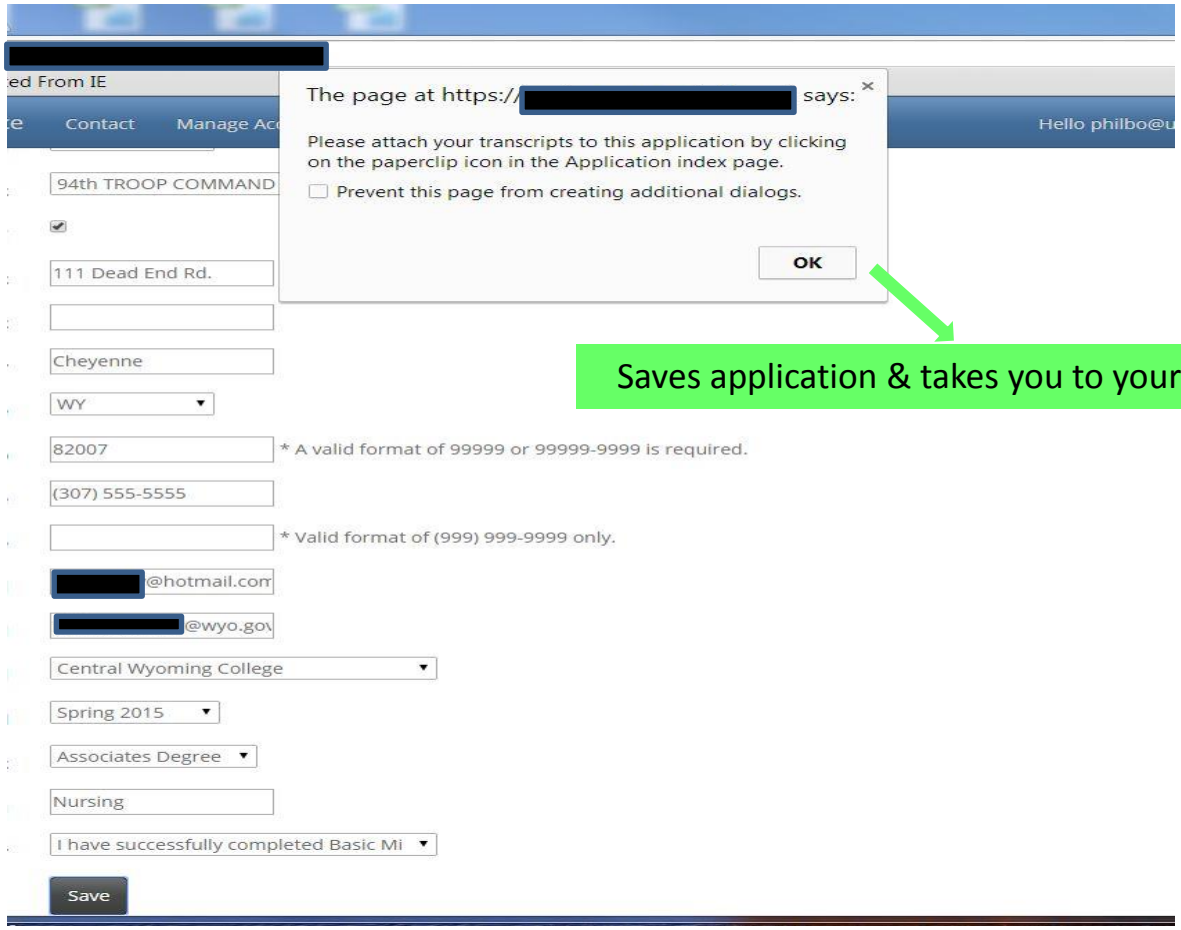
Dropdown Selections

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)

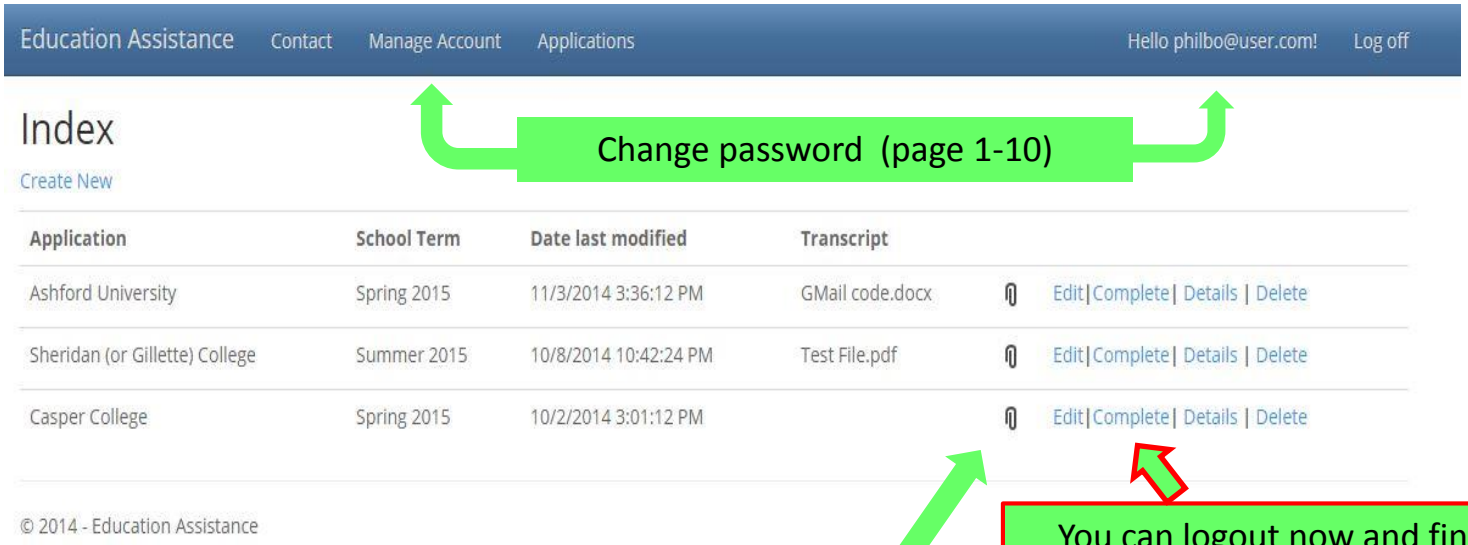
Popup Transcript instruction



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"

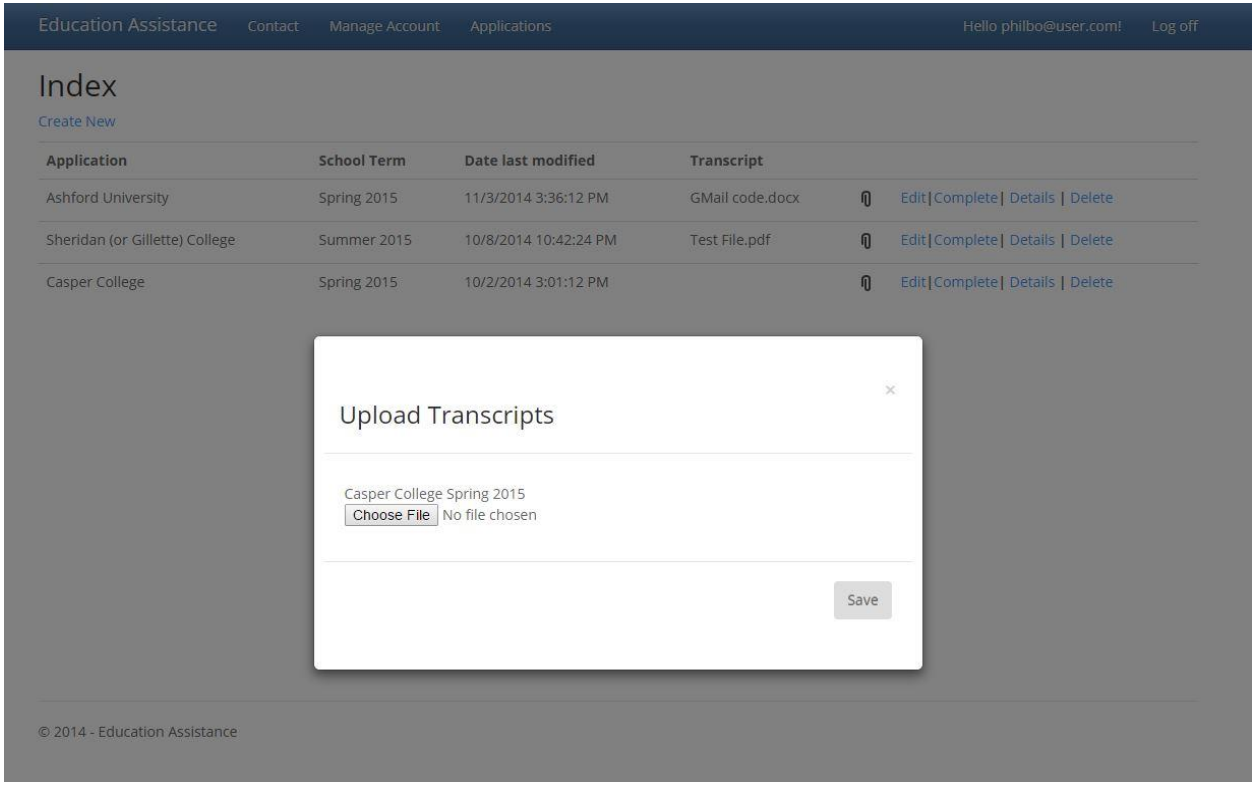


Change password (page 1-10)

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

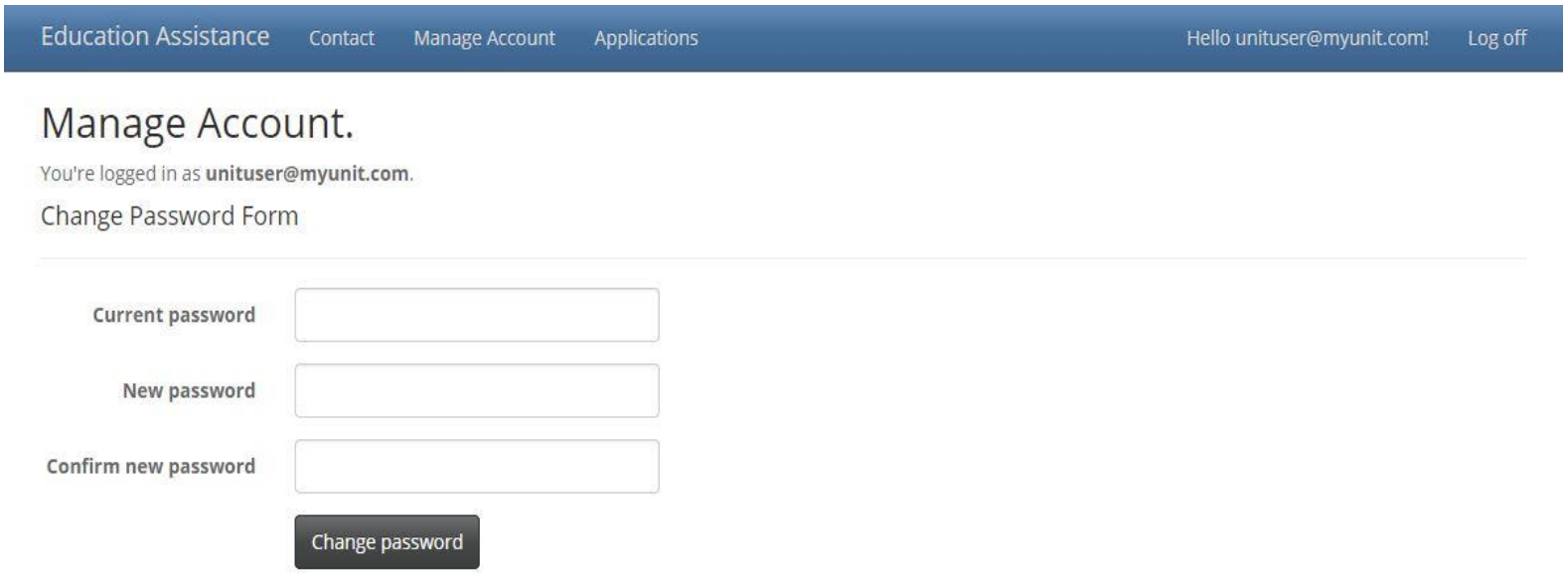
You can logout now and finish later or click "Complete" to submit to your unit for verification – don't forget to return and "Complete"!

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.



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

From the “Manage Account” link on any page:



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