

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 June 2024

EDD Website: edd.dma.myflorida.com

EDD Mailbox: ng.fl.flarng.list.eddoffice@army.mil



STEP 1: Creating an EDD Profile

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.

The screenshot shows a web form for creating an EDD profile, divided into three main sections: Student Information, Contact Information, and Home Address. The Student Information section includes fields for Record Status (Active), First Name, Last Name, EDI, Pay Grade, Component, Unit, Has Deployed, Date of Birth, ETS, and Date of Entry. The Contact Information section includes fields for User Email, Alternate Email, Preferred Phone, and Alternate Phone. The Home Address section includes fields for Street 1, Street 2, City, State, Zip, and County. A Save button is located at the bottom left of the form.

It is the members responsibility to ensure information is accurate and up to date.

STEP 2: Submitting an Education Goal

Choose the appropriate option

The screenshot shows a form titled "Add Education Goal". At the top, it says "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 the following sections:

- School:** "School Name *" (with a dropdown icon) and "School Student ID". A blue callout box points to the School Name field with the text: "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".
- Program:** "Program Name *" and "Is Program STEM?" (with a "No" button).
- Degree Plan:** "Is Degree Plan Evaluated?" (with a "No" button).
- File Upload:** A yellow box indicates "File Restrictions: File size is restricted to a maximum of 6 megabytes". Below it is a "Select files..." button.
- Degree Plan Credits:** "Required Credits *" (input field), "Transferred Credits" (input field), and "Credit Hour Type *" (dropdown menu with "Select" as the current value).

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.

Adding courses to a Funding Request

School Information



School

Campus *

School Student Id

School Student Id is Required

School Term Date Range

If term dates to 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	i	+
ACG2011 - Financial Accounting II	Undergraduate	3	Semester Hour	i	+
ACG2021 - Financial Accounting	Undergraduate	3	Semester Hour	i	+
ACG2071 - Managerial Accounting	Undergraduate	3	Semester Hour	i	+
ACG2450 - Accounting Software Applications	Undergraduate	3	Semester Hour	i	+
ACG2500 - Governmental and Not-For-Profit Accounting	Undergraduate	3	Semester Hour	i	+
ACG2930 - Special Topics/Capstone-Accounting	Undergraduate	1	Semester Hour	i	+
ACG3024 - Accounting for Non-Accounting Majors	Undergraduate	3	Semester Hour	i	+
AMH2010 - History of the United States to 1877	Undergraduate	3	Semester Hour	i	+
AMH2020 - History of the United States Since 1877	Undergraduate	3	Semester Hour	i	+

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.

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 update your unit and resubmit.

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 (Form 704) to their school's cashier or third-party billing office

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.

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

STEP 6: Grades

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

NOTE

It is the student's responsibility to provide:

- **The approved Funding Request (Form 704) to their school as soon as possible after approval.**
- **Grades to EDD after completion of courses.**

Failure to do so may result in forfeiture of EDD benefits for the semester/term.