



Checklist of Instructions for MyCAA

First Time using MyCAA at HCC	Continuing to use MyCAA at HCC
The student's spouse must be active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.	*The student's spouse must be active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.*
Complete and submit Houston Community College admissions application.	Register for HCC courses.
Create a MyCAA account at (https://aiportal.acc.af.mil/mycaa/Default.aspx) and provide the required Spouse Profile information.	Pay for courses by selecting "Other".
Visit with an HCC academic advisor to create a signed degree plan.	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
Meet with a certified SECO Career Counselor at 1-800-342-9647 to create your career plan and submit your DOD approval to the HCC VA Office.	
Request your official post-secondary academic transcripts from all previous college/universities as well as credentials from schools of training.	
<p>Mail ALL transcripts to the following address:</p> <p style="text-align: center;">Houston Community College Office of Admissions & Records P.O. Box 667517 Houston, Texas 77266-7517</p> <p style="text-align: center;">A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.</p>	
Register for HCC courses.	
Visit with an HCC academic advisor to create a signed degree plan.	
Pay for courses by selecting "Other".	
Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.	
Submit a Veterans Affairs Information Data Sheet (only once).	
Transfer Students: Submit a Form 22-1995 (veteran) or Form 22-5495 (dependent) <u>and</u> the above requirements.	
If any steps are not completed, your package will not be considered complete and it will not be processed by the HCC VA Office.	