## Transition Readiness Seminar Pre-Coursework Requirements

MCCS Career Resource Office  
Building 1526N / Phone: (760) 830-7225

### Pre-Coursework Requirements

<table>
<thead>
<tr>
<th>Pre-Coursework</th>
<th>Access Point</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **#1 eForm**   | [https://milconnect.dmdc.osd.mil/milconnect/](https://milconnect.dmdc.osd.mil/milconnect/) | - Click “Sign in” (top right corner)  
- Log in using your DS Logon or CAC  
- Click “Ok”  
- Select your name from the drop down list and choose the DoD Cert **NOT** the Email Cert  
- Select “Correspondence/Documentation” (located on the top, second tab)  
- Click “DoD Transition Assistance Program” (last choice in the drop down menu)  
- Create the eForm  
- Click “Initialize Pre-Separation Counseling” (blue bar when you scroll down the page)  
- Click “Ok”  
- Update your personal information in Section I and II. *Service Member Personal Information*  
- On section I: Grayed-out data is pre-populated and cannot be changed (contact DEERS for changes)  
- On section II:  
  - The first 8 items select “yes” and current date  
  - The last 4 items select “N/A”  
  - Sign and save  
- Print the eForm  
- #1 of pre-coursework is complete |
| **#2 MOL email update** | [https://mol.tfs.usmc.mil](https://mol.tfs.usmc.mil) | - [https://mol.tfs.usmc.mil](https://mol.tfs.usmc.mil)  
- Click on “Personal Information”  
- Go to “Personal Updates”  
- Click on “Contact Information”  
- Print “Personal Contact Information”  
- #2 of pre-coursework is complete |

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**PRE-WORK LIST, LINKS AND STEP-BY-STEP INSTRUCTIONS** can be found at [http://mccs.libguides.com/Precoursework](http://mccs.libguides.com/Precoursework)
<table>
<thead>
<tr>
<th>#</th>
<th>Task</th>
<th>URL</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| #3 | eBenefits | www.ebenefits.va.gov | - Log into eBenefits using your DFAS Logon (myPay) info or CAC Logon.  
  - Note: You will need to upgrade to a premium account in order to submit/access VA claims/benefits.  
  - Print your Welcome/Home Page that displays your name.  
  - #3 of pre-coursework is complete. |
| #4 | Verification of Military Experience (VMET) | https://milconnect.dmdc.osd.mil/milconnect/ | - Login using your CAC, DS Logon or DFAS (MyPay) info.  
  - Print your cover letter and VMET document.  
  - #4 of pre-coursework is complete. |
| #5 | Joint Services Transcript (JST) | https://jst.doded.mil/smart/signIn.do | CAC users  
  Select CAC Logon – select your credentials  
  or  
  Front desk at the Education Center.  

  - Non-CAC users  
  Select Register for Non-CAC users to create a JST Username and Password  
  Enter all the fields requested and a username will be emailed to you.  
  Retrieve your username from the email you supplied.  
  Go back to JST homepage  
  Enter your username and password  
  - Select Transcripts. Select Combo Report  
  - PRINT COMBO REPORT  
  - #5 of pre-coursework is complete. |
| #6 | ONET – Crosswalk | http://www.onetonline.org/crosswalk | - Locate Military Occupation Classification (MOC), located in the middle right section of the screen.  
  - Select branch of service.  
  - Enter your Military Occupation Classification (MOS or NEC).  
  - If there are no results, enter key words that ARE SIMILAR to your job code into the “Occupation Quick Search” at the top right corner of the screen.  
  - Click on Search.  
  - Your Military Occupation Title will open. Click on the title to see Detail Report of MOS/NEC most similar to your MOS/NEC.  
  - Click on file and print. You should have one detailed description of your MOS/NEC, not a list of occupations.  
  - #6 of pre-coursework is complete. |
| #7 | My Next Move | [https://www.mynextmove.org/](https://www.mynextmove.org/) |
|    |              | - Search for occupations that interest you. |
|    |              | - Print at least one search results for an occupation (details page). |
|    |              | - #7 of pre-coursework is complete. |

| #8 | Supporting Agencies Contact Info | [http://mccs.libguides.com/Precoursework](http://mccs.libguides.com/Precoursework) |
|    |                                  | - Obtain from the Career Resource Office Computer Lab or UTC/Career Planner. |
|    |                                  | - Go to [http://mccs.libguides.com/Precoursework](http://mccs.libguides.com/Precoursework). |
|    |                                  | - Select “Supporting Agencies” form & instructions. |
|    |                                  | - Print. |
|    |                                  | - Follow the directions, search and complete the form. |
|    |                                  | - #8 of pre-coursework is complete. |

| #9 | Self-Assessment / Individual Transition Plan | [http://mccs.libguides.com/Precoursework](http://mccs.libguides.com/Precoursework) |
|    |                                              | - Obtain from the Career Resource Office Computer Lab or UTC/Career Planner. |
|    |                                              | - Go to [http://mccs.libguides.com/Precoursework](http://mccs.libguides.com/Precoursework). |
|    |                                              | - Select “Self-Assessment / Individual Transition Plan” |
|    |                                              | - Fill out all 7 pages |
|    |                                              | - Print. |
|    |                                              | - #9 of pre-coursework is complete. |

To register for TRS, you must have all 9 pre-coursework requirements completed, printed out and visit your UTC/Career Planner in order to obtain a TRS Checklist and Appointment Chit.

Once you have all twelve items in hand, please visit the Career Resource Office
**Monday – Thursday between 0800-1200** to register.