<table>
<thead>
<tr>
<th>Pre-Coursework</th>
<th>Access Point</th>
<th>Instructions</th>
</tr>
</thead>
</table>
- 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 eBenefits         | [www.ebenefits.va.gov](http://www.ebenefits.va.gov) | - [www.ebenefits.va.gov](http://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.  
- #2 of pre-coursework is complete |
- Login using your CAC. DS Logon or DFAS (MyPay) info.  
- Print your cover letter and VMET document.  
- #5 of pre-coursework is complete.  
**NOTE** #1 and #5 can be acquired from the milconnect website |
| #4 | Joint Services Transcript (JST) | www.jst.doded.mil/smart/signIn.do  
or  
Front desk at the Education Center. |
|---|---|---|
|   | CAC users  
Select CAC Logon – select your credentials  
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  
- #6 of pre-coursework is complete. |

| #5 | Blank Individual Transition Plan | www.mccs.libguides.com/Precoursework  
- Obtain from the Career Resource Office Computer Lab or www.mccs.libguides.com/Precoursework.  
- Print.  
- Please separate ITP Block I from ITP Block II, but keep together.  
- DO NOT COMPLETE. You will receive further instructions on how to complete the ITP form during TRS.  
- #7 of pre-coursework is complete. |

| #6 | ONET – Crosswalk | 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.  
- #8 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). |
|    |              | • #9 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. |
|    |                                    | • #10 of pre-coursework is complete. |

To register for **TRS**, you must have all 8 **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.

![Appointment Chit](https://example.com/appointment-chit.png)

![TRS Check list](https://example.com/trs-check-list.png)