<table>
<thead>
<tr>
<th>Pre-Coursework</th>
<th>Access Point</th>
<th>Instructions</th>
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</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”  
- Save and 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 |
  - *Navy Personnel*  
  - When creating your account, please select that you are “Marine Corps”. This is because “MCAGCC 29 Palms” is associated with the Marine Corps.  
  - On the right hand side of home screen, select “New Users register here!”  
  - Fill in your personal info. When asked “Are you assigned to a Joint Base?” select “NO” |
<table>
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<tr>
<th>#</th>
<th>Activity</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>Verification of Military Experience (VMET)</td>
<td>- For site: Select “Armed Forces America” &amp; “MCAGCC 29 Palms”&lt;br&gt;- Once account is created, take the following assessments “Career Interests”, “Skills Confidence”, &amp; “Work Values”. You must take <strong>ALL THREE</strong>!&lt;br&gt;- Complete the assessment and print your results.&lt;br&gt;- #4 of pre-coursework is now complete.</td>
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<tr>
<td>5</td>
<td>Joint Services Transcript (JST)</td>
<td>- <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a>&lt;br&gt;- CAC users: Select CAC Logon – select your credentials&lt;br&gt;- 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&lt;br&gt;- Select Transcripts, Select Combo Report&lt;br&gt;- PRINT COMBO REPORT&lt;br&gt;- #5 of pre-coursework is complete.</td>
</tr>
<tr>
<td>6</td>
<td>Blank Individual Transition Plan</td>
<td>- <a href="http://mccs.libguides.com/Precoursework">http://mccs.libguides.com/Precoursework</a>&lt;br&gt;- Obtain from the Career Resource Office Computer Lab or <a href="http://mccs.libguides.com/Precoursework">http://mccs.libguides.com/Precoursework</a>.&lt;br&gt;- Print.&lt;br&gt;- Please separate ITP Block I from ITP Block II, but keep together.&lt;br&gt;- <strong>DO NOT COMPLETE.</strong> You will receive further instructions on how to complete the ITP form during TRS.&lt;br&gt;- #7 of pre-coursework is complete.</td>
</tr>
<tr>
<td>#7</td>
<td>ONET – Crosswalk</td>
<td><a href="http://www.onetonline.org/crosswalk">http://www.onetonline.org/crosswalk</a></td>
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|     | - 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. |
| #8 | My Next Move | 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. |
| #9 | Supporting Agencies Contact Info | http://mccs.libguides.com/Precoursework |
|     | - Obtain from the Career Resource Office Computer Lab or UTC/Career Planner.  
|     | - Go to 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 10 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](image1)

![TRS Checklist](image2)