Welcome to the My Education Portal!



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Log-in to "My Education"



- To apply for SkillBridge electronically from any computer, go to <u>https://www.navycollege.navy.mil</u>, and click on the My Education portal.
- You may log-in via CAC or with DoD EDI.

Access "SkillBridge"



- Use My Education Home for updated announcement messages and to access the key modules.
- To begin your SkillBridge application, select "SkillBridge".

SkillBridge Home Page

SkillBridge

The DOD SkillBridge program is an opportunity for Service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Service members with industry partners in read-world job experience.

Visit the DOD SkillBridge web site at https://skillbridge.osd.mil/index.htm to learn more about the SkillBridge Program.

Available Options



- This screen lists the information you will need in order to complete your SkillBridge application.
- The "Eligibility" section shows initial eligibility based on your EAOS. Your full eligibility will be determined by the SkillBridge Program Coordinator and your command.
- Additional eligibility requirements can be found in NAVADMIN 160/22 and DoDINST 1322.29.

Begin Your SkillBridge Application

SkillBridge

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Visit the DOD SkillBridge web site at https://skillbridge.osd.mil/index.htm to learn more about the SkillBridge Program.

Available Options



• Once you are eligible, select "Create New Application" to continue.

Read the Application Agreement

< Back SkillBridge Application Agreement

print this page

Under authority of 5 USC 301, personal data is requested for use in the processing of your application. Your Educational Digital Identification (EDI), Department of Defense (DoD) identification number, or Social Security Number (SSN) will be used for identification. This information will be included in your Electronic Navy College Management Information System (NCMIS) Education Record and will be used by SkillBridge to identify you

By submitting this application, you are attesting that you have met all of the SkillBridge eligibility requirements set forth in DoD and DoN policy. You acknowledge that your Commanding Officer may terminate your participation at any time. In the case of termination, it is your responsibility to return to your command immediately, and at your own expense. Further, you acknowledge that you are not permitted to receive any sort of compensation from the SkillBridge provider for the duration of your program. References: DoDI 1322.29, NAVADMIN 160/22



- Read the SkillBridge Application Agreement carefully, and keep a copy for your records!
- You can also review a copy by selecting the "View Application Agreement" tab.
- Click "I accept" to acknowledge that you understand and agree to the terms of the SkillBridge contract.

Update Profile Information

SkillBridge Applic	ation				😯 Help
Commanding Officer or appropria	te Officer in Charge has final decisi	on regarding eligibility and	participation.		
Service Member					
Name	Work Phone	DSN Phon	e	Personal Phone	
(LSC) Popeye, Sailor M	(555) 555-1313	Add Numb	er	(555) 555-1212	
EDI\DOD ID	Work Email	Personal E	Email	Ethnicity	
	ncmis_test@example.com	ncmis_test	1@example.com	Other	
Race	Gender	Current In	stallation		
White	Male				۹.
Approver Information					+ Add Approver
An Approver is required.					
Application					
Organization		Provider Point of Contac	t POC Emai	I Loca	tion
	٩				
SkillBridge Program Location		Program Start Date	Program End Date	Duration	
	٩				
Functional Area/Job Family		Opportunity Types		Nearest Installation	
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					Save Submit

- Review your profile information. Verify that email addresses are correct.
- Update and enter required information by clicking on the information needing update. Don't forget to save the updated information.
- Select your current installation.

Enter Command Approver Information

<pre></pre>	cation			🕑 Help
Commanding Officer or approp	riate Officer in Charge has final decision re	garding eligibility and participation.		
Service Member				
Name	Work Phone	DSN Phone	Personal Pho	one
(LSC) Popeye, Sailor M	(555) 555-1313	Add Number	(555) 555-121	2
EDI\DOD ID	Work Email	Personal Email	Ethnicity	
	ncmis_test@example.com	ncmis_test1@example.com	Other	
Race	Gender	Current Installation		
White	Male			Q
Approver Information				+ Add Approver
An Approver is required.				
Application				
Organization	Pro	ovider Point of Contact	POC Email	Location
	Q			~

- Add your Command Approver
- Command Approver MUST be your Commanding Officer or your Officer in Charge (OIC) with non-judicial punishment authority.

Enter Command Approver Information

stance NCPACE	SkillBridge Education History Profile		Notifications	Contact Us Issue Tracker
(Back SkillB	Requirement: Approver must be the Co	mmanding Officer (CO) of Officer in C	harge OIC of your command. Official Email required.	
Country OKIND	Approver Manual Entry			Grep
Commanding Off				-
Service Member	Name(Last Name, First Name)			
Name	Skipper, Sailor M.			
	Email			
EDI\DOD ID	sailor.m.skipper.mil@example.com			
	Work Telephone			
Race	Locale	Country	City	
White	United States			2
Approver Informa	Area	Number	Extension	+ Add Approver
An Approver is rec	555	5551213		
Application	DSN Telephone			
Organization		Number	Extension	วท
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SkillBridge Brogra				
Skillbridge Progra			1 1000	

- Enter your Command Approver Information
- Command Approver MUST be your Commanding Officer or your Officer in Charge (OIC) with non-judicial punishment authority.
- Official email is required. Verify email, click Select.

Enter Organization

KillBridge Applica	atic					
Commanding Officer or appropriat	te O SkillBridge Providers listed have a	current Department of Defense Me	emorandum of			
Service Member	https://skillbridge.osd.mil/locati	ons.htm.	JVIGEIS			
Name	Selecting a different SkillBridge	Provider will clear the currently	selected program!	Personal Phone		
	Provider	Oppor	rtunity Type	(555) 555-1212 Ethnicity		
	cvs	All	~	Other		
Race	Search Clear					
				4		
Approver Information	Provider Name	Types		× Clear 🖬 E		
Name Skipper, Sailor M	2-CM Technologies, LLC	Internship Program	✓ Select	DSN Phone		
Application	ABF Freight	Employment Skills Training Program	✓ Select			
Organization	Adrian College	Internship Program	✓ Select	Location		
	America's Best AMT Courses	Internship Program	✓ Select			
SkillBridge Program Location	Alluvionic	Internship Program	✓ Select	Duration		
	Amazon Individual Fellowships	Job Training Program	✓ Select	61 - 90 days		
Functional Area/Job Family	American Red Cross Chesapeake Region Southern MD Chapter	Internship Program	✓ Select	Nearest Installation		
	Anderson Plumbing and Heating	DOL Registered Pre-	✓ Select			

- Search for the Organization/SkillBridge Provider by name or Opportunity Type.
- Select the provider.

Enter Program Location and Information

e NCPACE SkillBridge Educa	ation History Profile	9					Notifications	Contact Us	
Kack SkillBridge Applicat	SkillBridge P	rogram Searc	h			Х		0 +	lelp
Commanding Officer or appropriate	Off SkillBridge Pro	viders listed have To view a compl	a currentete listing	Department of approved	of Defense Memorar SkillBridge providers	ndum of			
	https://skillbri	dge.osd.mil/loca	tions.htr	n.					
Name	Selecting a di	ferent SkillBridg	je Progra	m will clear	the currently select	ed program!	Personal Phone		
EDI\DOD ID	Program Nam	e State		Job Far	nily ~		(555) 555-1212 Ethnicity Other		
Race White	Search	Clear						٩	
Approver Information	Provider							× Clear 📝	Edit
Name Skipper, Sailor M.	CVS Health	Fayetteville	NC	61 - 90	Job Families	Select	DSN Phone		
Application	_			days					
Organization	CVS Health	Norfolk	VA	61 - 90 days	Computer and Mathematical;	Select	Lo	ocation	
CVS Health					Construction and Extraction				~
SkillBridge Program Location	CVS Health	Jacksonville	NC	61 - 90 days	Repair; Transportation	✓ Select	Duration		
Functional Area/Job Family				uay s	and Material Moving; Office and Administrative Support; Other; Installation; Maintenance; Management		Nearest Installati	on B Save Sut	omit
	CVS Health	Jacksonville	FL	61 - 90 days	Repair; Sales and Related; Office and	✓ Select		يننا السمع	

Enter Location and Program Dates

Approver Information						× Clear 🗹 Edit
Name Skipper, Sallor M.	Work Email sailor.m.skipper.mil@example.co	Work Pho m (555) 555	ne 1213		DSN Phone	
Application						
Organization	F	rovider Point of Contac	:t	POC Email		Location
CVS Health	۹ –	Rafael Lopez II		Rafael.Lop	ezll@CVS⊦	~
SkillBridge Program Location	P	rogram Start Date	Program End	Date	Duration	
CVS Health - Store Manager in Training	٩				61 - 90 da	ys
Functional Area/Job Family		pportunity Types			Nearest Inst	tallation
Computer and Mathematical; Construction an	nd Extraction	Internship Program				
				- 10		

- Location = On or Off Base
- Program dates should be within the listed duration of the program.

Save and Submit

<back applicatio<="" skillbridge="" th=""><th>n (8638)</th><th></th><th></th><th></th><th> Help </th><th></th></back>	n (8638)				 Help 	
Commanding Officer or appropriate Of	fficer in Charge has final decis	ion regarding eligibility and p	participation.			
Application Saved						
Service Member						
Name (LSC) Popeye, Sailor M EDI\DOD ID	Work Phone (555) 555-1313 Work Email ncmis_test@example.com	Submissi	Profile ion Confirmatio	on		×
Race White	Gender Male	By submittin	ng this document I	am agreeing to ha	ve it digitally signed. I understand that	
Approver Information		valid after t	hese changes	VOT Invalidate my	uigitai signature. My signature remains	
Name Skipper, Sailor M	Work Email	valid alter li	nese changes.			
Application	Sanorimiskipperinni@exam			Submit	Cancel	
Organization						
CVS Health	۹ –					Pe
SkillBridge Program Location		Program Start Date	Program End Date	Duration		
CVS Health - Store Manager in Training	٩	2023-03-12 🛗	2023-06-24 🛗	61 - 90 days		
Functional Area/Job Family		Opportunity Types		Nearest Installation		
Construction and Extraction; Computer a	and Mathematical	Internship Program				
			_	Save Submit	× Cancel	

Application Routing

- When you click "Submit," you're application will be sent to the Program Coordinator for review.
 - If there is anything that requires correction, the Coordinator will send your application back to you for correction.
 - If the application is good, the coordinator will forward the application to your Command Approver.
- Your Command Approver will then receive an email with the link to review and approve or not approve your application.



Receive Command Approval Notification

 sfly_ncmis_mgmt_ofc@navy.mil
 Image: Sfly_ncmis_mgmt_ofc@navy.mil
 Image: Sfly_ncmis_mgmt_ofc@navy.mil

 SkillBridge Application Submitted to Program Coordinator
 Image: Sfly_ncmis_mgmt_ofc@navy.mil

 (LSC) Popeye, Sailor M.

 Your application has been submitted to the OPNAV SkillBridge registrar. You will be notified once action has been taken on your application. If you have any questions in the meantime, please contact the OPNAV SkillBridge program office at 703-604-5310 or by email at Navy_Skillbridge.fct@navy.mil

 This is an auto-generated email. Please do not reply.

- You will be notified at each step of the process, so verify that your profile contains the most up-to-date information.
- If you do not receive notification, you can check the status of your application in My Education by going to the SkillBridge Home Page.

illBridge /ebSite	Create New Application	Review Applications	View Application Agreement	User Manual	Upload File
plications(Re	view All Applications)				
Updated Date	e	Organization		Program Start Date	Status
2022-10-06 0	814	CVS Health		2023-03-12 2400	Pending Review
are eligible for Sk	illBridge.				
	IBridge ebSite plications(Re Updated Date 2022-10-06 0 are eligible for Sk	Updated Date 2022-10-06 0814	Updated Date Organization 2022-10-06 0814 CVS Health	Iteratinge ebSite Create New Application Review Applications View Application Agreement plications(Review All Applications) Updated Date Organization 2022-10-06 0814 CVS Health	Withinge Create New Application Review Applications View Application Agreement User Manual plications(Review All Applications) Updated Date Organization Program Start Date 2022-10-06 0814 CVS Health 2023-03-12 2400

Log Out of My Education



- Be sure to log out of My Education by clicking "Logout" in the upper right corner when you have finished your session.
- This is particularly important in cases where members share work stations.

Contact Information

- **OPNAV SkillBridge Program Office:**
 - Phone: 703-604-5310
 - Email: Navy_Skillbridge.fct@navy.mil
- DoD SkillBridge Website:
 - https://skillbridge.osd.mil/

Policy References

- DoDINST 1322.29: <u>https://skillbridge.osd.mil/docs/Announcement-Career-Skills-Program-JTESTAI-Program.pdf</u>
- NAVADMIN 160/22:

https://www.mynavyhr.navy.mil/Portals/55/Messages/NAVADMIN/NAV2022 /NAV22160.txt?ver=cquNWohORymmVkg1tpetFA%3d%3d