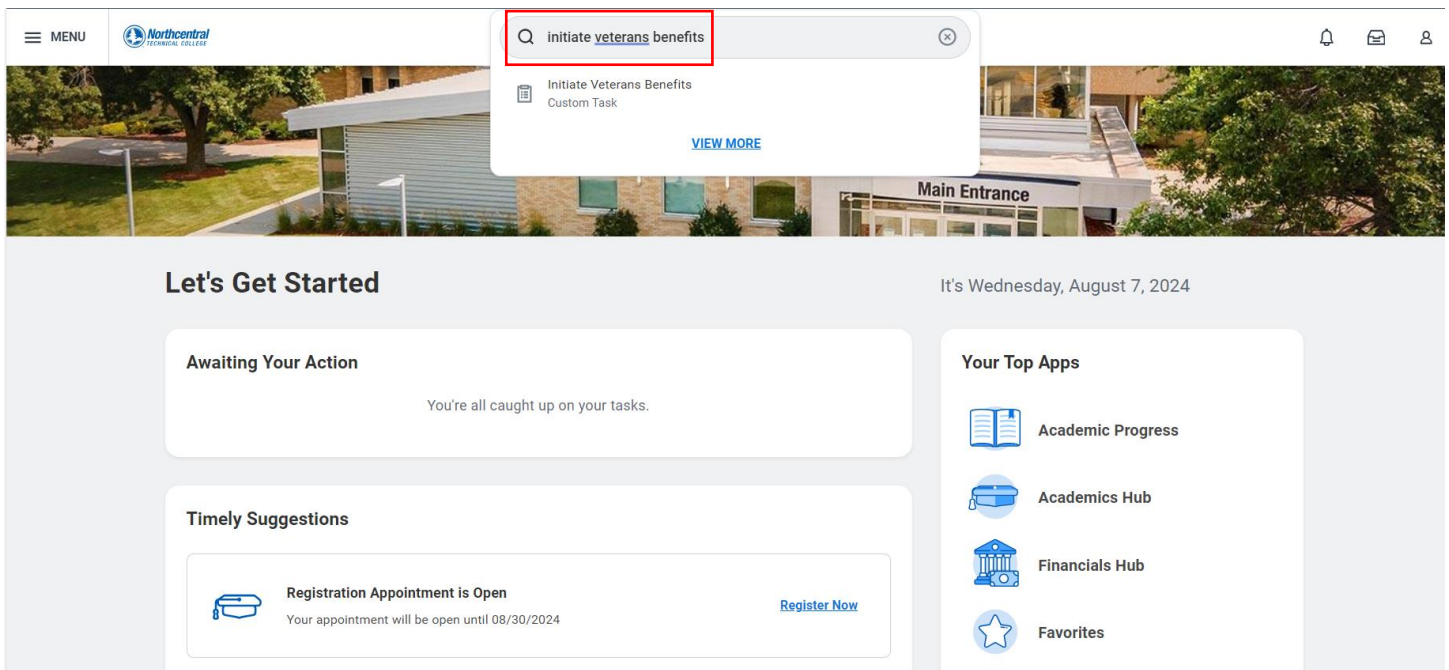


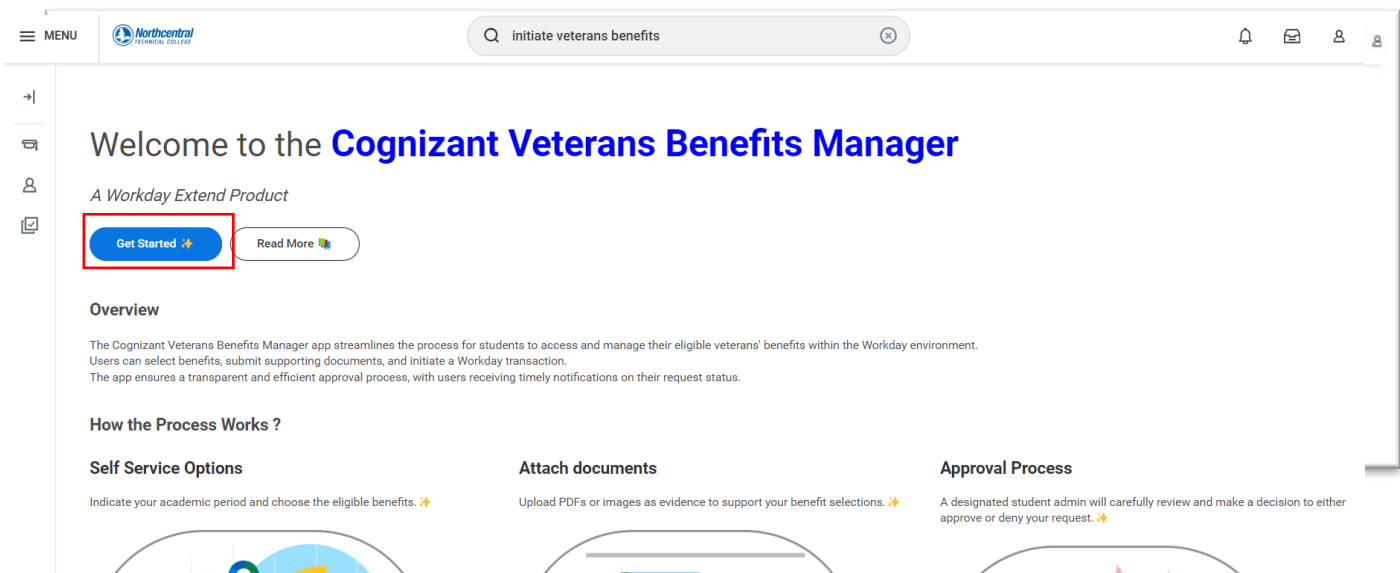
INITIATE VETERANS BENEFITS

After registering for classes, students using veteran/military benefits must Initiate Veteran Benefits in Workday. Completing this step notifies NTC Veteran Services of enrollment and intent to use benefits each semester and ensures benefit processing.

1. Access your [Workday student account](#).
 - Contact the [HELP desk](#) if you cannot access your account.
2. In the search bar, search & select the **Initiate Veterans Benefits** task.



3. On the **Initiate Veterans Benefits** task, click Get Started.



4. Complete the request, then click **OK**.

- Academic Period is the term/semester you are requesting benefits.
- Select your appropriate Military Status for benefits.
- Veteran Benefits is the benefit chapter or program you would like to use. If you are requesting multiple benefits, submit separate requests for each.

Today's Date *

08/06/2024

Academic Period *

Choose your Military Status for Benefits (Choose any One) *

☐ Veteran

☐ Spouse

☐ Active Duty

☐ Dependent

☐ National Guard / Reserve

Veteran Benefits (Choose any One) *

☐ Survivors' & Dependents' Education Assistance (Chapter 35)

☐ Montgomery GI Bill® Active Duty (Chapter 30)

☐ Montgomery GI Bill® Selected Reserve (Chapter 1606)

☐ Wisconsin National Guard Tuition Grant

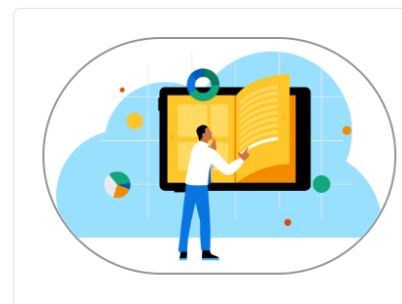
☐ Wisconsin GI Bill

☐ MyCAA Spouse Scholarship

☐ DOD Tuition Assistance

☐ Post-9/11 GI Bill® (Chapter 33)

☐ Veterans Readiness & Employment (Chapter 31)



OK

Cancel

5. **Upload** supporting documentation. If documentation was submitted previously, it does not have to be resubmitted.

Documentation Examples	
Benefit	Supporting documents
Ch. 30, Ch. 33, Ch. 35, 1606	<ul style="list-style-type: none">• Certificate of Eligibility (COE)
Wisconsin GI Bill	<ul style="list-style-type: none">• WDVA form 2029• Birth certificate (if applicable)• Marriage certificate (if applicable)
MyCAA Spouse Scholarship DOD Tuition Assistance	<ul style="list-style-type: none">• Tuition Assistance Authorization
Wisconsin National Guard Tuition Grant	<ul style="list-style-type: none">• Department of Military Affairs Grant Application

6. Add **comments**, **acknowledge**, then click **OK**

Please attach supporting documentation

Such as a Certificate of Eligibility (CoE) or DD-214

Drop files here


or


Select files

Comments

I acknowledge that my enrollment and tuition data will be shared with appropriate agencies *

☒





A Cognizant Extend App

OK


Cancel

7. You will be shown a confirmation page with options to **Raise Another Request** and **Submit Feedback**.

8. Your request is logged and benefits will be processed accordingly.

Congratulations

Your request has been successfully submitted 🎉



Raise another request 🔄

Submit Feedback 🗨️