Old Dominion University

Military One Source (MOS)
My Career Advancement Account (MyCAA)

Student Process Check List

1. Meet with ODU program advisors to select career area that is portable. These can be credit or continuing education programs. After making a selection obtain a curriculum outline for that program.

2. Go to the Military One Source web site - www.militaryonesource.com. Follow the steps below to create My Career Advancement Account. This includes loading the curriculum outline into your account. When prompted for the School Student ID Number, enter your ODU University Identification Number (UIN).
   - From Military Families select your branch
   - Choose Continue to military one source
   - From top tabs choose TOOLS
   - Under Career & Education/DoD Resources choose MyCAA
   - Scroll down to #2 and choose hot link in 2d bullet
   - Choose Create Account

3. Once you establish an account with a Career Plan (curriculum outline), call the MyCAA number (1.800.342.9647), to discuss your proposed Career Plan with a counselor.

4. When your Career Plan is approved by the MyCAA counselor, register for specific ODU classes through the Leo Online system.
   Web Link: https://www.leoonline.odu.edu/

5. Return to the MyCAA and financially enroll in the course(s) for which you registered with ODU above. (Your course start date cannot be more than 60 days from the date you financially enroll) This final step provides the means for ODU to bill the government for the courses which have been approved.