

Academic Institution Module

Authorized Vouchers Quick Access Guide

Academic Institutes now have the ability to download authorized TA/NCPACE vouchers that are forwarded to them from their Sailors. Please note, a Sailor must forward the voucher before it will be accessible to the Academic Institute.

You must have the job duty assigned to you before you can download the forwarded authorized TA/NCPACE vouchers. To request the addition of this duty to your AIM account go to your User Page and fill out the “Request Change of Job Duties”. You will need to include the duties you already have as well as adding “Authorized Vouchers”.

The screenshot displays the user interface for the Academic Institution Module. At the top, there is a navigation bar with links for Schools, Grades, Authorized Vouchers, Degrees, Reports, and Base Access. On the right side of the navigation bar, there are links for Contact Us, Notifications, and the user's name, Farley, Marcie A. Below the navigation bar, the page title is "User Page - Farley, Marcie A (NFV123)".

The main content area is divided into two sections. The first section is "Contact Information", which includes fields for Work Email, Personal Email, Work Phone, and Personal Phone. The Work Phone field is currently set to "US" and "757 9172048". The Personal Phone field is also set to "US". There are "Clear" and "Save" buttons at the bottom right of this section.

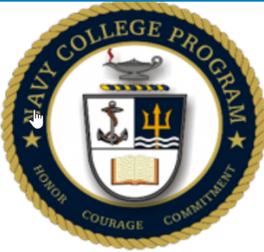
The second section is "Job Duties", which contains a table with the following data:

Name	Description	Remove
Authorized Vouchers	Allows AIM users to download authorized TA/NCPACE vouchers.	Remove
Base Access	Allows AIM users to submit base access requests for their schools.	Remove
Course Catalog	Allows AIM users to input courses for their schools.	Remove
Degree Posting	Allows AIM users to input degrees for their schools.	Remove
Grade Entry	Allows AIM users to input grades for their schools.	Remove
Grade USNCC Entry	Enters grades for the USNCC.	Remove
Reports	Allows AIM users to view reports for their school.	Remove
Tuition Rate Entry	Allows AIM users to input tuition rates for their schools.	Remove

A red arrow points to the "Request Change of Job Duties" link located at the top right of the Job Duties section.

Once your supervisor has approved your change in job duties, Navy College will add that permission to your account. “Authorized Vouchers” will then become available on your Navigation bar. In addition, when you have vouchers that have been forwarded to your institution, those users with the job duty will receive an alert in the Action Items section of AIM.

Academic Institution Module Schools Grades **Authorized Vouchers** Degrees Reports Base Access



System Announcements

Title/Announcement	Last Updated
Naval Air Station Fallon, NV Request for Proposal Q. Do educational institutions have to have a phys	2025-02-07
MyEducation/NCMIS Downtime Due to system maintenance the MyEducation system w	2025-02-05
Naval Air Station Fallon, NV Request for Proposal Naval Air Station (NAS) Fallon is expanding the on	2025-02-05
Welcome to the Academic Institution Module (AIM) The Academic Institution Module (AIM) is built wit	2024-08-27
Tuition Assistance Billing / Invoicing For information regarding Billing / Invoicing, ple	2024-08-27

[View All System Announcements](#)

Action Items

Notifications/Messages

- Notifications
- Messages

Tuition Rate Verification

- 45 Unverified Tuition Rates

New Authorization Vouchers

- 1 Available Authorization Vouchers

User Guides

- Course Catalog Upload Guide
- AIM User Guide
- Base Access User Guide

SCHOOLS



SCHOOLS

AUTHORIZED VOUCHERS



AUTHORIZED VOUCHERS

GRADES



GRADES

To download the authorized voucher, simply click on the download symbol. You can also select multiple vouchers to download and then click “Download Selected.”

Academic Institution Module Schools Grades Authorized Vouchers Degrees Reports Base Access Contact Us Notifications

Authorization Voucher Search

School Selection: 3389A - [dropdown]

Last, First: [input] Course Number: [input] Term Start Date - Start: 2025-02-24 Term Start Date - End: [input] Term End Date - Start: [input] Term End Date - End: [input]

Name	Course	Title	Start Date	End Date	Download User-Name	Download Date	Download	Select
[redacted]	ECON304	MONETARY ECONOMICS	2025-04-07	2025-04-30				<input type="checkbox"/>
[redacted]	SCIN234	PHYSICS II WITH LAB	2025-03-14	2025-04-30	NFV123	2025-03-07		<input type="checkbox"/>

1 - 2 of 2

Downloaded authorization vouchers will be in normal PDF format that are digitally signed by the Navy College office and the Sailor.