

## **VIRTUAL TAP INSTRUCTIONS**

How to Access the Transition Online Learning System (TOL):

Visit <https://www.tapevents.org/courses>

Note: for best browser performance, please use Google Chrome or Firefox.

Select "Get Started" to start a course.

To begin the course, select the user type and complete the fields below.

### **REGISTER**

**SERVICE MEMBER:** Register for a course using your CAC or entering your DOD ID and ALL the required information to receive credit. Failure to do so will result in no credit for course completion.

**OTHER USERS:** Choose the appropriate user type, complete the course registration to enter the course.

A registration confirmation will be sent to the email provided. If you need to leave the course and resume at a later time, use the direct link provided in the email or re-enter your details exactly as you entered them on your first visit.

### **CURRICULUM MANDATED:**

DoD Managing Your (MY) Transition

DoD Military Occupational Codes (MOC) Crosswalk

DoD Financial Planning for Transition

VA Benefits & Services

DOL Employment Fundamentals of Career Transition

### **Additional Curriculum Available:**

Education Track: DoD Managing Your (MY) Education

### **How Service member online course completion is validated:**

- Upon successful completion of the course, a personalized certificate will be generated for the first and last name specified in this form, and sent to the email address indicated.
  
- **SERVICE MEMBER:** Upon course completion, if the course is tied to their Electronic Data Interchange Personal Identified (EDIPI) associated with their Common Access Card (CAC), their completion certificate will be indicated on the eForm DD 2648 after approximately 30 days.