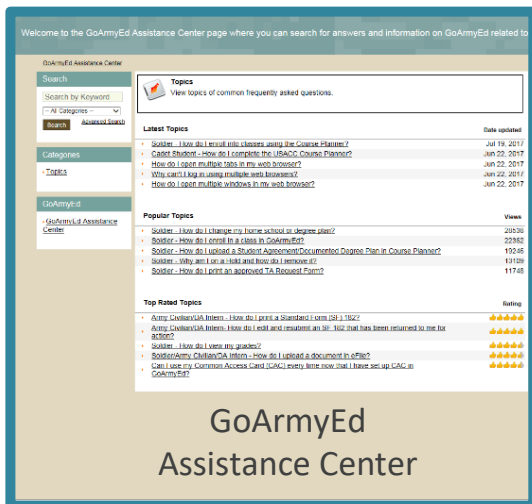# Texas Army National Guard

Federal Tuition Assistance

GoArmyEd Reference Guide

www.goarmyed.com

<mark>Updates include information about FTA policy changes (p.4) and the NEW **Army Credentialing Assistance (CA) Program**. See page 20 to learn how you can participate in the TXARNG Credentialing Assistance Program Limited User Test!</mark>

This unofficial guide was created to centralize GoArmyEd (GAE) information and to assist you with navigating the GoArmyEd portal. To access additional Headquarters Army Continuing Education System (HQ ACES) reference documents and instructional videos, visit www.GoArmyEd.com and review the GoArmyEd Assistance Center or select "View Reference Documents" in the GoArmyEd Training Resources section.

GoArmyEd
Assistance Center

PLEASE NOTE: The Army Tuition Assistance benefit is officially titled, Army Tuition Assistance. Most states offer a National Guard tuition assistance program; therefore, the Texas Army National Guard refers to the Army Tuition Assistance program as Federal Tuition Assistance (to differentiate between state and federal (Army) tuition assistance). The program is referenced as 'Tuition Assistance' throughout GoArmyEd and as Federal Tuition Assistance/Tuition Assistance throughout this handbook.

To apply or learn more about the Texas Army National Guard (TXARNG) **State Tuition Assistance Program**, review
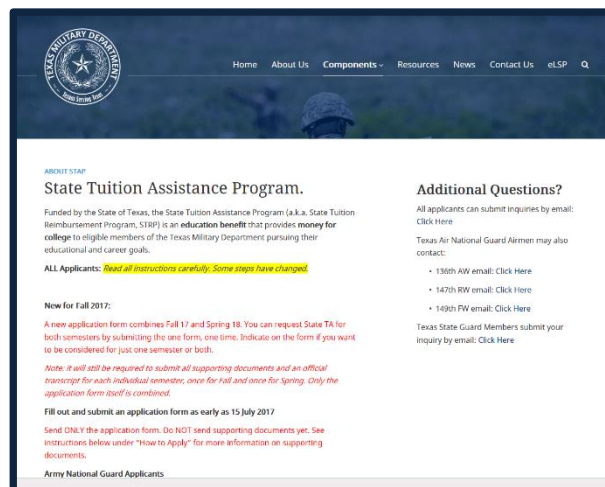
https://tmd.texas.gov/state-tuition-assistance-program

TABLE OF CONTENTS

Your Federal Tuition Assistance Benefit

The Army will pay 100% of tuition costs up to the Department of Defense (DoD) $250 per semester hour cap. All Soldiers are authorized up to 16 semester hours of Federal Tuition Assistance (FTA) funded courses per fiscal year. The federal fiscal year is 01 October – 30 September.

<p style="text-align:center; color:red;">**School <u>fee</u> charges, of <u>any</u> type, are no longer eligible for FTA funding.**</p>

Current Army policy limits FTA to **130 semester hours of undergraduate** credit or baccalaureate degree, whichever comes first and **39 semester hours of graduate** credit or master's degree, whichever comes first. FTA cannot be used toward professional degrees, e.g. PhD, MD, or JD. <u>Schools must be approved in GoArmyEd to receive FTA.</u>

Transition Certificate Policy: The Army provides **an additional 21 semester hour (SH) allocation intended to help all Soldiers update or gain new skills to enhance post-service transition. The policy applies to all Soldiers, to include those who have already used undergraduate and graduate semester hour allocations, by providing up to 21 SHs to earn a Transition Certificate. The certificate programs that exceed 21 SHs must be self-funded beyond 21 SHs. Enlisted Soldiers must be within three years from their ETS eligibility and Commissioned Officers must be able to complete the 2-yr Active Duty/4-yr Reserve Duty Service Obligation.

<p style="text-align:center;">***FAQ: Can I use FTA for a certificate program if I do not qualify for the transition certificate?***</p>

Answer: Yes. Soldiers desiring to earn a certificate, but who are not planning on transitioning out of the Army (or are not within three years of ETS), may still use FTA to earn a certificate (up to 21 SHs); however, these Soldiers may not request FTA for a *Transition Certificate* within **five years** of completing a previous certificate. Additionally, Soldiers are only authorized one *Transition Certificate* in their Army career.

Federal Tuition Assistance (FTA) Eligibility:

Tip: Got a Question? Contact the GoArmyEd helpdesk or log in and submit a GAE helpdesk ticket here:

★ EFFECTIVE 5AUG18: FTA is authorized for Active Duty Soldiers, AGR Soldiers pursuant to Title 10 and Title 32, and drilling Reserve Component Soldiers coded as "satisfactory participant." Soldiers must successfully complete **Initial Active Duty Training (IADT)** to receive Tier 1 FTA and must have sufficient time in-service to complete all courses. Tier 2 FTA requires Soldiers to complete **Advanced Leaders Course (ALC), Captain Career Course (CCC), or Warrant Officer Advanced Course (WOAC)** prior to working on a graduate degree *if FTA was used to pay for any portion of the undergraduate degree*.

Soldiers flagged under provisions of AR 600-8-2, Reserve Officers' Training Corps (ROTC) scholarship recipients (tuition or housing), or Green to Gold Program participants, are prohibited from using FTA.

The GoArmyEd "Statement of Understanding" is digitally signed in your goarmyed.com account and <u>does not</u> require your commander's signature.

Soldiers must submit all FTA supporting documents, inquires, and FTA request through the goarmyed.com portal. The Texas Army National Guard Education Services Specialist will document all GoArmyEd correspondence in GoArmyEd and email Soldiers through the GoArmyEd portal. Please do not email or fax your GoArmyEd documents/FTA Request to our office; you will manage your entire FTA account through goarmyed.com.

Setting up your GoArmyEd.com Account

o   Visit www.goarmyed.com (or click picture) ➡️
o   Select "Create/Activate Account"
o   Complete the required information to create a base-role GoArmyEd (GAE) account which establishes your GoArmyEd username and password. The base-role account will grant you access to the GoArmyEd Assistance Center, instructional videos and training, GAE helpdesk support, VIA decision tool, on-duty classes, and testing. Note: The Education Services Specialist will frequently communicate with you through email; therefore, we recommend using a personal email account for GoArmyEd communication.

To request TA-eligible access and register for college classes, please complete the following additional steps:

1.   Log in to www.goarmyed.com using your username and password or your Common Access Card (CAC).

2.   Select the "Request TA Access" smart link; GAE will run an automatic FTA eligibility check.

3.   View the "Welcome to VIA" video.

4.   Select a career goal, degree program, and home school using the VIA decision tool (self-guided).

5.   Submit your request for approval. The Education Services Specialist will email you when your request has been processed and approved.

6.   GoArmyEd will prompt you to complete the GoArmyEd Common Application and to sign and submit your FTA Statement of Understanding (SOU) when you "Request TA" to sign up for classes.

***** *Please read the [FTA Statement of Understanding](#) before digitally signing your acknowledgement.* *****

GAE will place a hold on your account if you are ineligible for FTA. A hold is applied to enforce Army FTA policies and regulation. Holds are removed automatically when the issue is resolved. For more information on your hold and steps to resolve the hold, click the My Education section of your GoArmyEd homepage (select the education tab and scroll down for a summary of your hold and steps required to resolve your hold).

Federal Tuition Assistance Request Timelines:

You may request Federal Tuition Assistance (FTA) up to 60 days prior to your class start date up until the day before the class start date; FTA requests are submitted and approved individually on a class-by-class basis.

Each FTA request must be approved prior to the class start date.

If you submit your FTA request less than five business days prior to the class start date and your FTA request is not approved prior to the class start date – the class will not qualify for an exception to policy (counselor error or GoArmyEd error), *regardless of reason*. This five business day window is necessary to provide a buffer to accommodate the potential for unanticipated delays to include (but not limited to) GoArmyEd account holds, resolving a rejected TA Authorization request, inclement weather, or system downtime.

If the TA-approved class is cancelled by the school, you must drop the class through GoArmyEd and request a replacement class. Classes cancelled less than five business days prior to start date must be replaced within five business days of school class cancellation notice.

5

Request Federal TA and Enroll in a Class

Depending on the GoArmyEd (GAE) school classification (**LOI or Non-LOI**) and the degree you pursue, GAE will present you with one of several enrollment paths. GoArmyEd will determine your path automatically and the Army will pay all approved FTA amounts directly to your school. If you are required to complete the GAE Course Planner, the course planner must be approved prior to requesting FTA.

Did you know…
You can request FTA on goarmyed.com up to 60 days prior to the class start date.

You

- Decide and apply to the school of your choice
- Decide on your college major (also known as degree name)
- Activate your GoArmyEd (GAE) account
- Complete the GAE VIA Decision Tool; select GAE home school/degree plan
- Provide your Joint Service Transcript to your school academic advisor
- Enroll in classes with your school / Request FTA in GoArmyEd

School

- Provides your college admission application status
- Provides your Student Agreement/Degree Plan (Academic Advisor)
- Provides your detailed class schedule
- Provides your itemeized invoice/bill
- If GoArmyEd **LOI School:** School approves FTA Request
- If GoArmyEd **Non-LOI School:** Army Education Specialist approves FTA Request

Army Ed. Specialist

- Processes your GoArmyEd account activation request
- Answers GoArmyEd Helpdesk Cases/TA Request
- Provides GoArmyEd policy clarification
- Provides GoArmyEd training and assistacne

Tip: *When you submit your GoArmyEd Tuition Assistance Request, GoArmyEd will automatically route your request to the school (LOI School) or the Army Education Services Specialist (Non-LOI* School). You *will receive an email when the application is processed.*

Acronym Key:
6
LOI: Letter of Instruction school
Non-LOI: Non-Letter of Instruction school

Was your Degree Plan or FTA Authorization Request Rejected?

Please review the following documentation checklist for degree plan, course schedule, and itemized bill requirements **before** resubmitting your request!

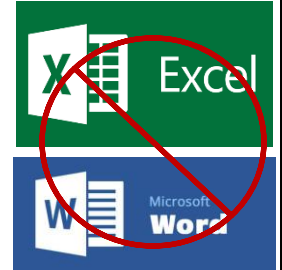Modifiable documents
are not accepted

Class Schedule

- Your name
- Official School name
- Course Subject
- Course Number
- Course Name
- Semester/clock/quarter hours
- Class **Start Date**
- Class **End Date**

Itemized Bill/Invoice

- Your name
- Official School name
- **Itemized** list of tuition
- **Itemized** list of all fees
- Computer/system generated document
- **Tuition and fees MUST be listed separately**
  Manually created invoice not accepted

*Degree Plan

- Your name
- Official School name
- Degree Title **and** Degree Level
- Course Subject
- Course Number
- Course Name
- Semester, clock, or quarter hours
- The Academic Advisor's Signature
- **ALL** courses required to graduate & electives
- Transfer Credits (Prior college, CLEP, JST)

*The Degree Plan is also called the Student Agreement. After completion of 6 federally-funded semester hours at one school or 9 federally-funded semester hours at any school, you must have an approved personalized degree plan on file (**in your GAE course planner**). Your choices for this requirement are: A Degree Audit printed from your student account (signed & dated by a school official) or an official evaluation signed & dated by a school official (with above requirements).

7

Upload a document in GoArmyEd (GAE) eFile:

Review each document to ensure it does not contain your Personal Identifiable Information (PII) such as full SSN!

Scan a document and save it to your computer
Log in to www.GoArmyEd.com

Click for Step-by-Step GAE eFile instructions.

Select the "My Education Record" smart link

Select the "eFile" tab

Scroll down to complete required fields and select "Browse" to find your file. Select "Upload File"

The document you selected will appear in the "Existing eFile" section above

Wait a couple of minutes and then open the document to ensure you can view the document.
*If **you** can't open it, **we** can't open it.*
Please do not upload modifiable documents such as Excel or Word documents to your eFile.

Submit a Federal TA Application Request on GoArmyEd:

FTA can only be approved for courses specifically listed on your degree plan -to include electives. If a course is not listed on your degree plan, contact your academic advisor to request an updated degree plan.

Please ensure your **itemized** bill and **detailed** course schedule, for your upcoming term/semester, are uploaded to your GAE eFile. The documents must meet the requirements listed on page 7. These documents are required to complete the FTA request for all Non-LOI schools (see bottom of page 9).

Ensure you review the itemized bill and you understand exactly what your school is charging you for tuition and the various fees. You should know exactly how much your school charges for tuition for a seated class and online class. You should know exactly how much your school is charging you for tuition per semester hour before proceeding (review 'per semester hour' formula at the bottom of page 11).

After you upload your, current semester, itemized bill and course schedule to your GoArmyEd eFile, go back to the GAE home page and select the "Request TA" tab.

APPLY NOW

Request FTA Continued

Your Federal TA request must be approved before the class start date.

GoArmyEd will automatically approve all Federal TA Request submitted on or after the class start date as "Soldier-Funded."

➢ From your GoArmyEd homepage, select the "Request TA" button in the Smart Links section.

➢ After you complete six semester hours at your home school or 9 semester hours at any school, a pop-up message will appear indicating you are required to complete a Course Planner in GoArmyEd to track your academic progress.

➢ Select the "OK" button to continue with the FTA Request process or the "Cancel" button for more information on Course Planners.

➢ If the quarterly online Statement of Understanding screen appears, carefully read the information concerning the use of Federal Tuition Assistance (scroll down to enter password and submit).

Search	Enroll	
my class schedule	add	

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like to [take a class from a different] school, select the magnifying glass icon to search for the school. Se[lect additional required fields] to narrow your search results and select Next.

*School: Allied American University

Subject: (example: BIO) 🔍

Catalog Number: (example: 101)

Start Date Between: 03/05/2014 and 05/04/20 (MM/DD/YYYY) (MM/DD/Y[YYY])

GoArmyEd Class Number: (example: 1136)

LOI School

If the school field is the **ONLY** field with an asterisk, you can register for a class directly in GoArmyEd. Your School will process you FTA registration. Request.

Search	Enroll	My Academics
my class schedule	add	drop

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search additional required fields and select Next.

*School: Dakota College at B[ismarck]

*Subject: (exam[ple])

*Catalog Number:

*Start Date: (MM/DD/YY)

Next

View All TA Requests

Jan - Mar 2014 Class Schedule
You are not registered for classe[s]

Non-LOI School

If **ALL** the fields are marked with an asterisk (*), you must register for your classes at the school AND complete all the fields. Your TA Request form must be completed in GoArmyEd.

Army Education Services Specialist will process your TA Request

Request FTA Continued

If the **Non-LOI Class Search** screen appears, you can search for a class by Term, Class Section or Start/End date. Use the magnifying glass and/or the calendar icons to search for term or date.

GoArmyEd

Non-LOI Class Search

Select at least one (1) search criteria. Select the "Search" button to view yo
Select your preferred search criteria and select the "Search" button. If your

Search Criteria

School:	MSU02	Dakota College at Bottineau
Subject:	MTH	
Catalog:	101	
Term:		
Class Section:		
Start Date (On or After):		
End Date (On or Before):		

Search   Clear All

Select the **"Search"** button.

Search

Select the **"Enroll"** button next to the class you wish to enroll into.

Enroll	School	Class Title
Enroll	Dakota College at Bottineau	College Algebra
Enroll	Dakota College at Bottineau	College Algebra
Enroll	Dakota College at Bottineau	College Algebra
Enroll	Dakota College at Bottineau	College Algebra

If the class you want does not appear, you need to manually enter the information directly in the Request TA form discussed later in this video.

Message

Provisional Enrollment (25000,1179)

This enrollment is provisional and will be under review to ensure that it conforms to all TA policies and semester hour limits. If the enrollment goes over the semester hour limit, the enrollment shall be rejected.

OK

Review the pop-up advising you that the enrollment Is provisional and select the **"OK"** button.
The **Request TA** screen appears.

If the **Request TA** screen appears you will need to complete the entire form.

GoArmyEd

Request TA

Upon entering the class information below, press the 'Submit' button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.

Once approved, the 'Print TA Request Form' button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the 'Save a Copy' button on the PDF to save this form. Please be advised: if you are using a shared computer, save the PDF to a disk to ensure privacy.

NOTE:
To drop this enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.

To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the 'Back' button on your browser.

click the 'Add' button at the

Class Information

Subject:	MTH	EX: HIST	Start Date:	03/01/2014	Fiscal Year:
Catalog Nbr:	101	EX: 225	End Date:	06/30/2014	Control Num
Class Section:	1		Class Title:	College Algebra	
Instruction Mode:	DL – Correspondence				

Upload Cost and/or Course Enrollment Verification Information

*Ti

Class Information

Subject:	MATH	EX: HIST	*Start Date:		
Catalog Nbr:	200	EX: 225	*End Date:		
Class Section:			Class Title:	Into to Cal	
*Instruction Mode:					

Upload Cost and/or Course Enrollment Verification Information

Scroll to the "Class Information" section. If you found the class you wanted in the search function, the class information is populated based on your search.
If you did not use the search function or did not find the class, only the Subject and Catalog number will populate. Select the calendar icon to select and populate the **"Start and End Date"** fields. Dates must match your class schedule.

Request FTA Continued

Class Information

Subject:	MATH	EX: HIST	*Start Date:		Fiscal Year:
Catalog Nbr:	200	EX: 225	*End Date:		Control Num
Class Section:			Class Title: Into to Cal	
*Instruction Mode:				

Upload Cost and/or Course Enrollment Verification Information

Class Information

*Subject:	MTH	EX: HIST	*Start Date:		Fiscal Year:
*Catalog Nbr:	101	EX: 225	*End Date:		Control Numbe
Class Section:			*Class Title:	
*Instruction Mode:				

Upload Cost and/or Course Enrollment Verification Information

Class Information

Subject:	MATH	EX: HIST	*Start Date:		Fiscal Y
Catalog Nbr:	200	EX: 225	*End Date:		Control
Class Section:			Class Title: Into to Cal	
*Instruction Mode:				

Upload Cost and/or Course Enrollment Verification Information

Enter the Class Section.

Enter the Class Title.

Select the instruction mode from the **"Instruction Mode"** drop-down menu.

If the instruction mode is classroom-based, you are required to provide additional information.

Upload Cost and/or Course Enrollment Verification Information

*Title

*Description

Add Attachment   Search eFile

Enter a Title and Description and select "Add Attachment" to upload cost verifica documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

All Personally Identifiable Information (PII) must be removed. PII is any unique i include, but not limited to, social security number (SSN), date of birth, place of birth and medical records.

If you are having trouble opening an attached document when using Internet Explorer button down as you select the document link or read the Recommended Browser Setting Help Resource/General Technology Support pages. This will guide you in updating your settings to enable the download of documents.

Class Cost

Select "Search eFile" and select your course schedule and itemized bill from your eFile and attach the files to your FTA application. The information on your application must match your itemized bill and course schedule or your application will be rejected.

- **Select Unit Type**: Semester hours, quarter hours, clock hours
- **Select Unit**: Must be on your schedule (example: 3 semester hours)
- **Unit Cost**: This is the cost your school is charging you per semester hour, clock hour, or quarter hour. Please do not include fees. Example: If you are enrolled in 12 SHs and the cost of your total tuition, on your itemized bill, is $3,000.00, **divide the total cost of tuition (no fees) by the total number of semester hours** ($3,000.00/12 = $250.00 per SH is your unit cost).
- **Select "Calculate Cost" button**: Verify the information is correct. If the unit cost is more than $250.00 per semester hour cap, a "Warning: You must pay!" will appear. Select "Submit."

Per Sem. Hr. Formula

To submit another FTA Request, select the "Yes" button and repeat the process.
You must submit one application for each course.

What happens after I submit my FTA application?

The Texas Army National Guard Education Services Specialist approves almost 4,000 FTA request each fiscal year; many of those request are reviewed more than once due to errors. FTA request are usually processed within 3 business days; request are reviewed in the order they are received. You may check your FTA request status by:

    (1) Logging in to your GAE account.
    (2) Select the "My Education Record."
    (3) Select the "Education" tab.
    (4) Scroll toward the bottom of the page to view previous and pending FTA request.

FTA Request Status	
	FTA Pending: Request submitted
	FTA Approved: Request processed

GoArmyEd will generate an email when your application has been approved or rejected.
If your application is rejected, the Army Education Services Specialist will provide the reason your application was rejected, the steps/documents required to correct the application, and [instructions on how to return your application from a rejected status to a pending status](#).

If your application is approved for FTA, the "Request Status" will denote "Approved." You will also receive an email from GoArmyEd stating your application has been approved with instructions on how to print your FTA authorization form. It is the Soldier's responsibility to ensure the approved FTA Authorization from is submitted to the school. You are required to provide your school's billing department a copy of the approved FTA Authorization form immediately. This is your proof the Army has approved FTA for your course. Here is an example of the email you will receive when your application is approved.

"Dear (Your name), your request to enroll in (Course number – Course Name) at (School name) has been approved. Print the Enrollment Request Form and provide a copy to your school. To print this form, select the "Other Links" Smart Link from your home page, then select the plus icon next to "After you Enroll in a Class" and select the "View All TA Requests" link. Select "Search" and then select one course from the desired term, a new screen will open, and you can put a check in the "Print Select" checkbox for the course you want to print. Select the "Print TA Form" button and a report will run. GoArmyEd will provide a link when the report is done. Select the link to view the report. Print or save the PDF form to your computer. Any TA funds tied to this enrollment request have been updated within your GoArmyEd account. If you selected the self-pay option or enrolled on or after your class start date, you will need to pay all associated course costs directly to your school. Should you decide not to enroll in this class, you can cancel your request on GoArmyEd.com. If you are past the start date, you may drop the class using personal or military drop. You may be responsible for any TA costs invoiced for the dropped class. In addition, you will need to work directly with your school registrar to drop or withdraw from the   class at the school. Sincerely, GoArmyEd Student Support Services/Helpdesk. For additional assistance, select the question mark icon located on www.goarmyed.com. NOTE: THIS IS A SYSTEM GENERATED."
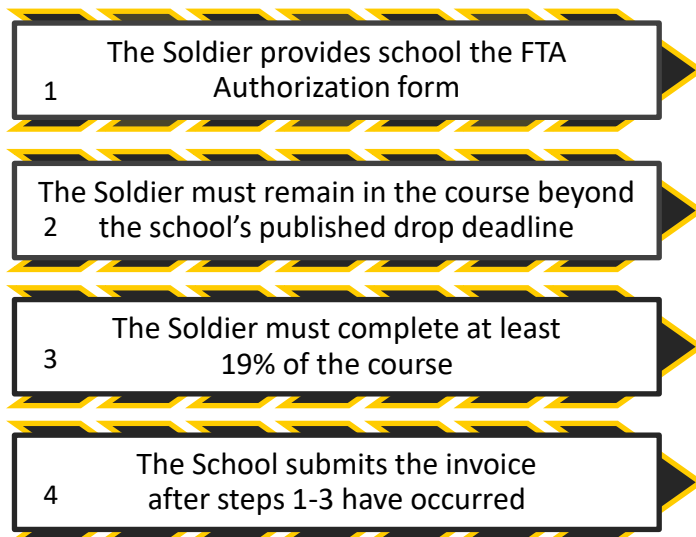
Print Your TA Authorization Form:

It is the Soldier's responsibility to email or hand deliver the FTA authorization form to the school billing department. The point of contact name, phone number, and email address is located in section 2C of the TA form. Verify the correct amount has been approved before you provide the FTA form to the school. If the amount is incorrect, contact your TXARNG GoArmyEd Education Services Specialist immediately.

Steps to Print your TA Authorization Form

(1) Click on "Other Links"
(2) Select the category "After You Enroll in a Class" (Click on the + mark)
(3) Click on "View all TA Requests" and then click on "Search"
(4) Select the course you want to print the TA Authorization Form
(5) Place a check mark in the appropriate blocks and select the "Print TA Form"
(6) A message will appear: "Report is Running..."
(7) Print the TA Authorization Form
(8) Provide the form to your school's billing department and specifically give it to the GoArmyEd Invoicing Official listed in section (2) of the form. The school point of contact's name, phone number, and email is provided.

"When is the Army Going to Pay My School?"

1 The Soldier provides school the FTA Authorization form

2 The Soldier must remain in the course beyond the school's published drop deadline

3 The Soldier must complete at least 19% of the course

4 The School submits the invoice after steps 1-3 have occurred

There are over 3,500 schools (nation-wide) using GoArmyEd. Every school is scheduled to submit their invoice to the Army on a minimum of a quarterly basis. Before a school can submit their invoice to the Army, (4) things must occur.

You may verify if your school has been paid by logging in to your GAE account, select "My Education Record" link then the "Education" tab. Look under the Invoice Status: "Approved" means the Army processed payment to your school.

How will my grade get posted in GAE?

GoArmyEd participating schools are required to post your final grade, for each course, no later than 14 days after the course end date. Although you are not required to provide your semester transcripts to the education center, it is your responsibility to ensure the school post the correct final earned grade to GoArmyEd. If the grade is incorrect, contact your school to request the correction. If the school does not input a final grade, a hold will be placed on your GAE account and you will remain ineligible for FTA until the final grade is posted.

FTA Successful Grade Criteria

Undergraduate: a minimum of a "C" grade (or P if P/F) in each class

Graduate: a minimum of a "B" grade (or P if P/F) in each class

Successful grade criteria is based on degree plan level (i.e., graduate/undergraduate) and not on individual course level (e.g., 100-400, 500>). Example: If a Soldier is enrolled in an undergraduate degree is required to take a graduate level course, a passing grade is "C" or higher. If a Soldier is enrolled in a graduate degree plan and is required to take an undergraduate level course, a passing grade is "B" or higher.

Dropping a Course for State Emergency Duty (SED) or Due to Military Reasons

Click form for step-by-step instructions

Before you drop the course at your school or on GAE, you should seriously consider speaking with the TXARNG Education Services Specialist to ensure the withdrawal reason meets the Army's Military Withdrawal definition. If you drop/withdraw from a course after the school's published drop deadline, you may be required to reimburse the Army for the approved tuition amount. A military withdrawal is **"Unanticipated/Unscheduled"** military duties, deployment, emergency leave (includes death in the family), illness/hospitalization, etc. **You must clearly demonstrate you could not have foreseen the reasons/events prior to the start of the class.** You must also show the dates of the reason/event align with the class dates.

14

Drop a Course for Personal Reasons

All FTA applications are processed on goarmyed.com; therefore, you are required to drop the course by using the goarmyed.com website. You are required to drop the course prior to the school's scheduled drop deadline. If you drop the course at the school, but do not drop the course on the goarmyed.com website, you are still subject to reimburse the Army for the course. If you drop a course for personal reasons, after the school's drop deadline, you are required to reimburse the Army for the amount of approved tuition. If you decide to drop a course that has been approved for FTA, you must drop the course at the school and on GAE.

Change Home School and Degree Name in GAE

Simply log on to your GAE account and select the "Change Degree/School." You are required to complete the Army's "VIA" Decision Tool. If you previously made selections in VIA, your prior selections are saved. You may keep or replace each selection as you progress through VIA or select the completed section you wish to change. Select the name of your new GoArmyEd home school and degree plan and submit for approval. Once you select "Submit," your request is automatically created and sent to your Army Education Center. You will receive an email after your request has been approved.

Student Agreement and Course Planner Requirements

The Course Planner is a planning tool that enables students to identify the remaining required courses to complete their degree. Courses added to the Course Planner <u>must fulfill a requirement identified in an official student agreement/documented degree plan</u>. The **"Course Planner"** smart link will appear on your GoArmyEd homepage if you are required to complete the Course Planner.

GO TO HOME SCREEN - SELECT "COURSE PLANNER" TAB:
On the blue and white screen under STUDENT INFORMATION:
Verify your home school, degree level, and degree name matches the approved degree plan you received from your school advisor. If you changed your degree plan or school, you will need to complete the VIA Decision Tool and select your new home school and degree name before your course planner is approved.

> **Course Planner**
>
> Required after you complete (6) semester hours at your home school or (9) semester hours at any school using FTA.
>
> You must have an approved Degree Plan from the school you are attending.

STUDENT AGREEMENT/DOCUMENTED DEGREE PLAN: **If all items match, as stated above, select the "Upload Plan" button to upload your student agreement/degree plan to your Course Planner.** Your degree plan must contain the following information:

- o Official school name **and signed by academic advisor**
- o Soldier's name (should be printed or typed and legible)
- o Degree Program name (for example: BS in Nursing or MS in Management)
- o All courses required for the degree (class subject, number, title, **and** credit hours)
- o Show all courses completed and all courses remaining to complete degree
- o Specify credit hours per class and total remaining to complete degree
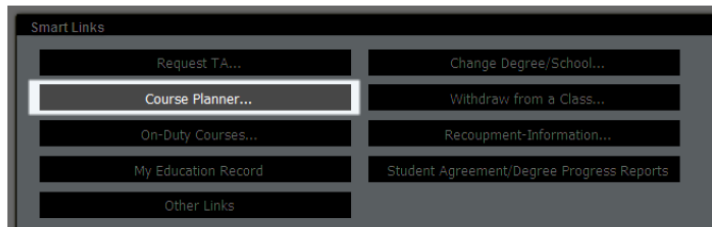- o Uploaded as **one document** (with all pages); must be complete degree plan

How to Use the Course Planner: Step-by-Step Instructions

SEMESTER HOURS NEEDED TO GRADUATE: In the box "Units Remaining to Graduate" - put the total number of hours remaining to complete your degree. If your program is 120 semester hours and you have completed 50 semester hours, than you still need 70 semester hours to complete your degree. Put 70 semester hours in the box.

From your GoArmyEd Homepage, select the "**Course Planner**" Smart Link under the Smart Links section of your GoArmyEd Homepage.

Smart Links	
Request TA...	Change Degree/School...
Course Planner...	Withdraw from a Class...
On-Duty Courses...	Recoupment-Information...
My Education Record	Student Agreement/Degree Progress Reports
Other Links	

Note: If you do not see the Course Planner Smart Link you are NOT required to complete Course Planner based on your chosen degree.

UNIT TYPE - most schools are semester hours; however, please verify your unit type with your school. Some schools use quarter hours or clock hours. Select the drop down arrow and select the unit type.

Click box above for step-by-step tutorial

COURSE PLANNER COURSES: This is where you list the remaining courses to complete your degree requirements. You may list all the courses at once but **you must list at least 50% of the remaining courses. Please do not list courses you have already completed.**

The home school listed on your Student Record will pre-populate in the "School Name" field. Select the "Look up" button to proceed. Carefully view the list and select your home school for a listing of courses offered with that school.

The course planner will automatically direct you to either search the database for your courses or manually enter course information.

If your school uploads courses in GAE, you can search by subject/name then select, "ADD TO PLANNER BOX." Please note: the course planner is for the required courses remaining to graduate. Please do not list courses you have already completed.

Must Include:
SUBJECT
CATALOG NUMBER
COURSE TITLE
COURSE LEVEL
COURSE USAGE
UNIT TYPE &
UNITS

If your school does not upload your courses in GAE, you must manually fill out all the information requested on the course planner and the information you submit must match your approved degree plan. If the course is not listed on your degree plan, we cannot approve the course in your course planner (this includes electives).

THIS IS VERY IMPORTANT: The course information in your course planner will populate in your FTA request. If this information is incorrect, your FTA request will not be paid. You must select the school each time you enter a course manually. If you enter 12 courses, you will select "school" 12x for 12 course.

The Army Education Services Specialist will send an email to your GAE preferred email account indicating your course planner is approved or rejected. If a course or the degree plan (attached to your course planner) is rejected, the email will include instructions on how to resubmit corrections until your degree plan/course planner is approved. If the course planner is required, you will not be able to request FTA until your Course Planner is "Approved h."

Resolve "Time in Service" Hold: Joint Services Transcript (JST)

The Joint Services Transcript (JST) provides a description of military schooling and work history in civilian language. It serves as a counseling tool for academic and career counselors in advising Service Members and Veterans. The JST serves as an aid in preparing resumes and explaining Army, Coast Guard, Marine Corps, National Guard, and Navy work experience to civilian employers and schools. It also saves time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom. When you complete a military school or training, you may earn college credit hours toward your degree. You're encouraged to provide your JST to your academic advisor at your school. Your academic advisor will provide an evaluation and determine whether to award you college credits for your military training. The JST is accepted by more than 2,300 colleges and universities. The JST will show the date you completed AIT, OCS or BOLC.


https://jst.doded.mil/smart/signIn.do

Instructions to access JST:

1. Look for "Register to Use this System" at the top of the page and click on the word "REGISTER."
2. Complete the eight boxes on the "Registration" page. Write down your username and password. You may want to use your email address as your username.
3. At the "Registration Completed" screen, click the "ENTER HERE" link.
4. A new page will open with five links across the top. Click on "Transcripts."
5. Click on number 1: "Transcript."
6. Your transcript should generate.
7. Your "Joint Services Transcript" should appear with the Dept. of the Army and American Council on Education logo.
8. Verify your AIT, OCS, or BOLC end date are correct.
9. Print your JST and save it as a PDF file on your desktop.
10. Upload your JST to your GoArmyEd eFile.
11. Title the JST document "JST." Open a helpdesk case to remove hold (if applicable).

Reset GAE Password

Scroll down to the GoArmyEd footer. Select the "Change Password" link to update your GoArmyEd password and security questions. Complete the following steps to change your GoArmyEd password:
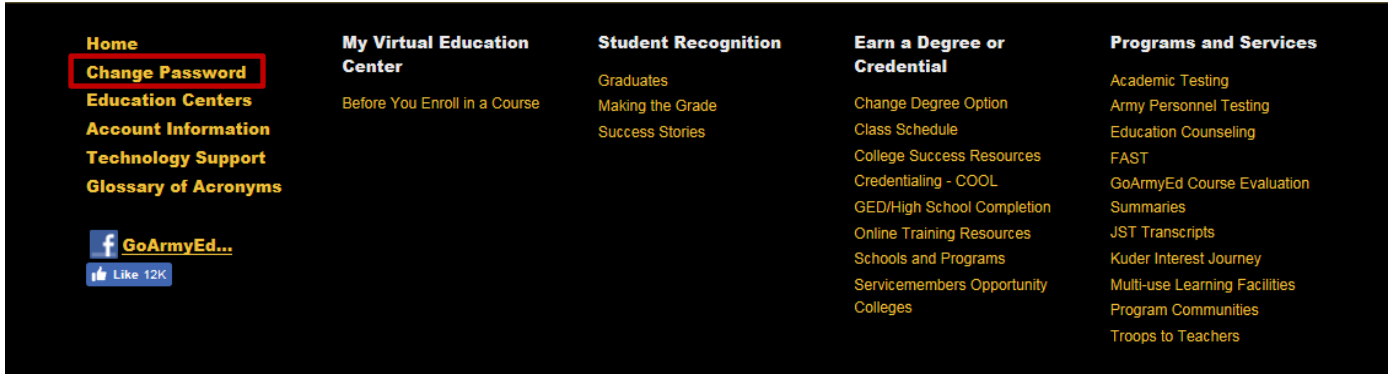
- ✓ **STEP 1:** Scroll down to the footer section and elect the **"Change Password"** link.

- ✓ **STEP 2:** On the **Change Password** page, enter your **"Current Password"** and new password in the **"New Password"** and **"Confirm New Password"** fields. If you wish to temporarily display your password, select the **"Show Password"** button.

- ✓ **STEP 3:** If you lost your password answers, you may change your questions/answers now or proceed to click submit to change password. Note: You must completely answer all 3 questions if you decide to change your questions/answers.

- ✓ **STEP 4:** Select the **"Submit"** button.

- ✓ **STEP 5:** GoArmyEd will display a message stating your password was successfully change. You may select **"Sign In"** or GoArmyEd will redirect you to the GoArmyEd homepage.

GoArmyEd Assistance

Visit the GoArmyEd Assistance Center to search for answers and information about GoArmyEd related topics. Topics are presented in step-by-step instructions and videos. You may also **log in** to GoArmyEd then select the green question mark/clipboard to create a helpdesk case.

TXARNG Education and Incentives Assistance

For additional information on your TXARNG Education and Incentives benefits, please reference points of contact below, visit our website, or follow us on Facebook:

TXARNG Education and Incentives Assistance		
Education & Incentives OIC	LTC Brian Hildebrand	(512) 782-6996
Education & Incentives NCOIC	SFC Brenda Lopez	(512) 782-6084
Education Services Officer	Mrs. Yvette Gonzalez	(512) 782-5505
Guidance Counselors / GI Bill Managers	SSG Padamada/ SSG Mazurek	(512) 782-5515, Opt 5
State Tuition Assistance Program	Mr. Manuel Flores	(512) 782-5270
Incentives OIC / Manager	CPT Salinas / SFC Plant	(512) 782- 6797 / 5335
Student Loan Repayment	SGT Andrew Lehman	(512) 782-5878
Federal Tuition Assistance Manager / GAE	Ms. Consuello Geston	(512) 782-1016

<u>Higher Education Resource Links</u>

COLLEGE PREPARATION

Find the Right College for You	College Navigator
Free Application for Federal Student Aid	FAFSA
Free College Tutoring for SM and Dependent Child	Tutor.com
Explore Careers: Take a free interest inventory	O*NET Interest Profiler
Online classes or classroom? Take a survey	DANTES Distance Learning Survey
Texas Hazlewood Approved Schools	Texas Public Institutions
VA (GI Bill) Approved Schools	WEAMS Institution Search
Education Advocacy for Servicemembers	Servicemembers Opportunity College

COLLEGE FUNDING

Apply for TXARNG State Tuition Assistance Program	State Tuition Assistance Program
Compare Federal Tuition amounts w/schools	Tuition Assistance (TA) DECIDE
Scholarship Search	Fisher House Scholarship Search
Apply for Texas Hazlewood Act	Hazlewood Act

TEST PREPARATION

SAT, ACT, (AFCT) Skills Prep	March2Success
Military Test Prep	Peterson's Online Basic Skills Courses
CLEP & DSST Prep	Peterson's College Level Exam Credits
DANTES Examination Guides	DANTES Testing (SAT, SAT, GRE, etc.)
Exam Reimbursement (SAT, ACT, GRE)	DANTES Exam Reimbursement
Free Skills Training	Army eLearning

VA EDUCATION

Compare GI Bill Program/Rates Chart	GI BILL Comparison Chart
Compare GI Bill w/Tuition Rates	GI Bill® Comparison Tool

Army Credentialing Assistance Program

Limited User Test

- **What is it?** **Effective 6 September 2018**
    - The Army Credentialing Assistance (CA) program provides funding for courses and/or exams leading to an industry-recognized academic or vocational credential.
    - The CA Program launches with a Limited User Test (LUT) that offers (28) preselected credentialing programs (listed below).
    - Eligible Soldiers may begin requesting CA late fall 2018 (Date TBA). The classes and/or exams must be completed no later than 30 Sep 2019.
    - Soldiers must have an approved Individual Development Plan (IDP) in Army Career Tracker (ACT) that list the desired credential (handwritten IDPs are not accepted).
    - The CA program offers three credentialing options:
        - Credentials related to an MOS, as long as they are not an MOS requirement
        - Credentials related to an academic degree or certificate
        - Credentials aligned to a civilian career field

- **How Do I Qualify?**
    - Soldiers may begin work on their **first credential** pathway upon successful completion of Advanced Individual Training, Warrant Officer Basic Course, or Basic Officer Leaders Course.
    - Soldiers establish eligibility for a **second credential** pathway upon successful completion of Advanced Leaders Course, Warrant Officer Advanced Course, Captains Career Course, or equivalent.
    - The Limited User Test (LUT) is restricted to:
        - Regular Army (Active Duty) Soldiers stationed on Fort Hood
        - Active Guard/Reserve (AGR) Soldiers stationed in Texas (Title 10 & 32)
        - Texas Army National Guard (TXARNG) and TX USAR Soldiers in actively drilling status with satisfactory participant designation - **must reside in Texas.**
        - Participating Soldiers must meet basic Federal TA eligibility.
        - The CA Program is projected to expand Army-wide in late 2019.

- **What Do I Get?**
    - Soldiers may use both Federal Tuition Assistance (FTA) and Army Credentialing Assistance (CA); however, the combined usage **shall not** exceed the, **$4000**, fiscal year TA limit.
    - CA will pay credentialing expenses for classroom, hands-on, online/blended training (and associated materials) to include: **manuals, study guides, text books, processing fees, test fees, related fees for continuing education requirements, and recertification of credentials.**

- **Who is <u>ineligible</u> for the CA Limited User Test?**
    - Regular Army Soldiers assigned to installations other than Fort Hood
    - AGR Soldiers stationed in states other than Texas
    - USAR and ARNG Soldiers assigned to states other than Texas
    - Texas USAR and ARNG Soldiers who reside outside of Texas
    - Contracted Reserve Officers Training Corps (ROTC) scholarship cadets (receiving either tuition and fees or room and board incentive)
    - ROTC Cadets contracted under the Green to Gold ROTC program
    - Soldiers flagged under provisions of AR 600-8-2

- **How Do I Apply?**
    - Create a user account at www.goarmyed.com
    - When the GoArmyEd VIA decision tool launches:
        - Select your college and degree program to pursue an academic program.
        - Select "Credentialing School" and "Credentialing Pathway" degree program to pursue a credential program.
    - To request funding for a credentialing course / exam:
        - Download a blank CA Request packet at goarmyed.com; complete packet.
        - Submit an email request to schedule the required education counseling session (phone/person) to **ng.tx.txarng.mbx.education-office@mail.mil**
        - After completing the counseling session: open a GoArmyEd helpdesk case, select the "Credentialing Request" case type, and upload all required documents no later than 30 business days before your class/exam start date.
        - Monitor your e-mail for correspondence related to your CA request status.

Credential Agency Name	Credential Title
American College of Sports Medicine (ACSM)	ACSM Certified Personal Trainer (CPT)
National Restaurant Association Educational Foundation (NRAEF)	ServSafe Food Protection Manager
Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)
Amazon Web Services (AWS)	AWS Certified Solutions Architect - Associate
Microsoft Corporation	Microsoft Certified Solutions Associate (MCSA): SQL Server 2012/2014
Microsoft Corporation	Microsoft Certified Solutions Associate (MCSA): Windows Server 2012
Microsoft Corporation	Microsoft Certified Solutions Developer (MCSD): SharePoint Applications
Microsoft Corporation	Microsoft Office Specialist
International Information Systems Security Certification Consortium, Inc. ((ISC)2)	Systems Security Certified Practitioner (SSCP)
CompTIA	CompTIA A+
Computing Technology Industry Association (CompTIA)	CompTIA Network+ ce
Computing Technology Industry Association (CompTIA)	CompTIA Security+ ce
Cisco Systems, Inc.	Cisco Certified Entry Networking Technician (CCENT)
Microsoft Corporation	Microsoft Technician (MTA)
Institute of Certified Records Managers	Certified Records Manager (CRM)
Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)
National Institute for Automotive Service Excellence (ASE)	Automotive Service Excellence (ASE) C1
OSHA	Overhead Crane
American Society for Quality (ASQ)	Quality Inspector Certification (CQI)
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)
National Registry of Emergency Medical Technicians (NREMT)	Emergency Medical Technician (EMT)
National Healthcareer Association (NHA)	Certified Billing and Coding Specialist (CBCS)
National Inspection Testing and Certification Corporation (NITC)	STAR HVACR
American Welding Society	Certified Welder
United States Coast Guard	Electrician SAP (National QMED: Electrician/Refrigerating Engineer)
Electronics Technicians Association, International (ETA-I)	Electronic Tech- ETA-I-5
United States Department of Transportation (FMCSA)	Commercial Driver License (CDL)