

# How To Guide

## Create Credential Paths and Credentialing Assistance Requests (1 of 7)

### Purpose

This guide highlights the process to creating a credential path and requesting credentialing assistance through ArmyIgnitED. To begin this process, the student must have a credential path to which the assistance can be applied. This guide will go through the process of creating a credential path then, creating a request for credentialing assistance.

### Steps to Creating a Credential Path

1. Log in to ArmyIgnitED.
2. From the Home Page click **Add Credential Path**.

**Note:** You are able to create as many credential paths as needed. If a credential path has already been created, **skip to Step 17**.

3. Confirm your personal, contact, and mailing information:

- First Name
- Last Name
- Middle Name
- Preferred Method of Contact
- Additional Methods of Contact
- Home Phone
- Duty Phone
- Mailing Address

**Note:** Clicking the **Edit Pencil** allows you to update any of your information.

4. Click the **yellow next arrow**.
5. Select a credential path option then click **Select**.
  - MOS
  - Other
6. Click the **yellow next arrow**.
7. Select an option and specify if the credential is new or a re-certification.
8. Click the **yellow next arrow**.

**Note:** Clicking the **white return arrow** will return you to the previous page.

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## Create Credential Paths and Credentialing Assistance Requests (2 of 7)

Review Information Select Option Option Details Credential Path Path Details

Reviewed MOS/ASI Arts, Design, Entertainment, Sports, and Media

**What credential are you interested in pursuing?**

Below are all the credentials related to your credential option. Please select the credential you would like to pursue.

Filter results by searching for a credential below

Search: #, @, Microsoft Technology Associate (MTA)

Showing 1 - 10 of 59 Results

Media Composer Select +

Lighting Specialist Select +

9

10

### Steps to Creating a Credential Path

9. Search for the credential you are interested in pursuing using the text entry field then, click **Select**.
10. Click the **yellow next arrow**.
11. Select all methods you will be using to achieve your credential by clicking the corresponding checkbox:
  - Prepare for Credentials with Trainings
  - Take Credential Exam
  - Complete Applicable Work Experience
12. Click the **yellow next arrow**.
13. Your Credential Path Summary appears presenting you with the option to discuss your credential path with your counselor prior to submission and/or add a note to your credential path.

**Note:** Clicking on a prior step will allow you to edit or review the information you submitted.

Review Information Select Option Option Details Credential Path Path Details

Reviewed MOS/ASI Arts, Design, Entertainment, Sports, and Media

ACSR Media Composer

Please select all methods you will be using to achieve your credential ASCR Media Composer and agree to the requirements criteria below.

Prepare for credentials with trainings

Take credential exam

Complete applicable work experience

I understand and am prepared to fulfill the above requirements.

11

12

14. Click **Finish**.
15. Your Credential Path has been submitted. Click **Continue with CA Request** to continue and create a Credentialing Assistance Request or **Go to Your Homepage** to return to your ArmyIgnitED homepage.

**Note:** In this guide we will return to the ArmyIgnitED homepage to provide as much information regarding the credentialing assistance request creation process as possible.

**My Credential Path Summary**

Please review your Credential Path summary below. Update any incorrect information before clicking submit. Once you click submit, your Credential Path will be sent to your counselor for approval.

Click on a prior step to edit or review

Review Information Select Option Option Details Credential Path Path Details

Reviewed MOS/ASI Arts, Design, Entertainment, Sports, and Media ACSR Media Composer Complete

13

I would like to discuss my Credential Path with my Counselor prior to submission

Do you want to add a note to your Credential Path?

Finish

14

✓ Your Credentialing Assistance Path has been submitted.

15

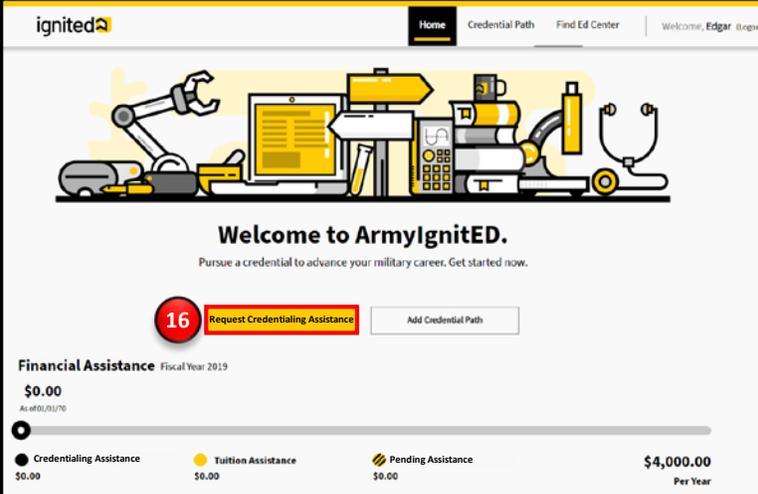
Continue with CA Request

Go to Your Homepage

**Note:** Clicking the **white Return arrow, cancel, or the X in the top right of a page** will return you to the previous page.

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## Create Credential Paths and Credentialing Assistance Requests (3 of 7)



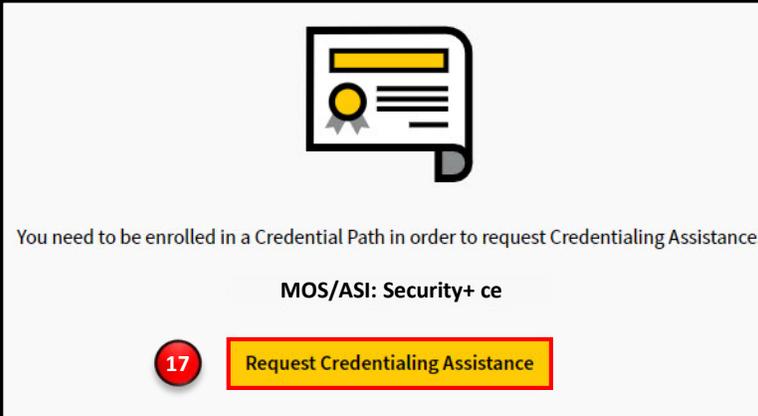
ignited Home Credential Path Find Ed Center Welcome, Edgar (log out)

**Welcome to ArmyIgnitED.**  
Pursue a credential to advance your military career. Get started now.

**16** Request Credentialing Assistance Add Credential Path

**Financial Assistance** Fiscal Year 2019  
\$0.00  
As of 01/01/20

● Credentialing Assistance \$0.00 ● Tuition Assistance \$0.00 ● Pending Assistance \$0.00 **\$4,000.00** Per Year





You need to be enrolled in a Credential Path in order to request Credentialing Assistance.

**MOS/ASI: Security+ ce**

**17** Request Credentialing Assistance

**Credentialing Assistance Request Form**

Below are all the trainings and exams available related to your credential **MOS/ASI: Security+ ce**. Search for the training or exam for which you would like to request Credentialing Assistance funding.

**18**

Enter a Training or Exam Name, Vendor, State, Country

**Search:** Clear All

Filter Type: **19**  Exam  Training  Online  In Person

Showing 1 - 1 of 1 Results Don't see a related Vendor?

**Robert's Security+ ce** **Robert's Rare Jewels** **Online** **20** Select +

Website

Prev **1** Next Page 1 of 1

### Steps to Creating a Credentialing Assistance Request

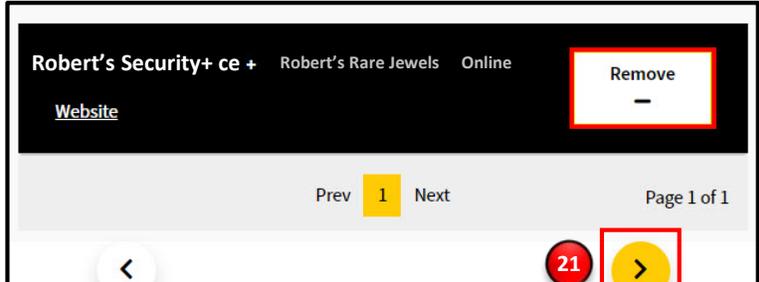
16. Click **Request Credentialing Assistance**.
17. Select the credential path your request relates to, then click **Request Credentialing Assistance**.
18. Search for the training and/or exam you want to request credentialing assistance for using the text entry field. Enter one of the following:
  - Training Name
  - Exam Name
  - Vendor
  - State
  - Country
19. Filter your search results with the following categories:
  - Exam
  - Training
  - Online
  - In Person

**Note:** Multiple filter categories can be selected. Clicking **Don't see a related vendor?** will allow you to send an email to ACCESS for more information regarding the missing vendor.

20. Click **Select +** next to the training or exam.

**Note:** Clicking **Remove** will deselect the training or exam. Clicking **Website** will take you to your vendor's external website.

21. Click the **yellow next arrow**.



**Robert's Security+ ce +** **Robert's Rare Jewels** **Online** Remove -

Website

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**21** >

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## Create Credential Paths and Credentialing Assistance Requests (4 of 7)

**Financial Assistance** Fiscal Year 2019

**\$0.00**  
As of 01/01/20

Credentialing Assistance \$0.00
  Tuition Assistance \$0.00
  Pending Assistance \$120.00
 **\$3,880.00** Per Year

Credentialing Assistance Request Form

Enter the start and end date for your Robert's Security+ ce  
Note that a CA request cannot be submitted for an exam or training within 30 days of the request.

22 Start date required: mm/dd/yyyy, End date required: mm/dd/yyyy

Select the cost types you would like Credentialing Assistance for.

Deselect All 23

Select	Cost Type	Vendor Name	Title	Cost	Number/ISBN	Quantity
<input checked="" type="checkbox"/>	Exam	Robert's Rare Jewels	Robert's Sec+	\$120.00	1234567	1

This is my last Credential Request for the Credential Path.

Total Cost: \$120.00  
Credentialing Assistance: \$120.00  
You Pay: \$0.00

Attach relevant documentation supporting eligibility requirements for the Credentialing Assistance Request

Upload Supporting Files | Uploaded Files

24 Upload File

25

### Steps to Creating a Credentialing Assistance Request

22. Enter the start and end date for your selected training or exam.

**Note:** A Credentialing Assistance request cannot be submitted for a training or exam within 30 business days of the start date of the request.

23. Select the cost types you would like credentialing assistance for then specify if this will be your last credentialing assistance request for your credential path.

24. Click **Upload File** to attach any relevant documentation supporting eligibility requirements for the credentialing assistance request.

25. Click the **yellow next arrow**.

26. Review your information:

- Credentialing Assistance
- Tuition Assistance
- Future Assistance
- Total Amount Per Year
- Credential Path
- Vendor Name
- Vendor URL
- Training Name
- Start and End Dates
- Cost Type
- Vendor Account Required
- Title
- Cost
- ISBN and Quantity
- Attached Files
- Total Cost
- Credentialing Assistance
- Your Payment Requirement

27. Click **Done**.

**Financial Assistance** Fiscal Year 2019

**\$120.00**  
As of 04/16/20

26

Credentialing Assistance \$120.00
  Tuition Assistance \$0.00
  Pending Assistance \$0.00
 **\$3,880.00** Per Year

✓ Your Credentialing Assistance request has been submitted!

**Credential Information**

Credential Path: Robert's Security+ ce  
Vendor Name: Robert's Rare Jewels  
Vendor URL:

**Training Information**

Training Name: Robert's Security+ ce  
Start and End Dates: 05/16/2020 - 05/30/2020

Cost Type	Vendor Name	Vendor Account Required?	Title	Cost	Number/ISBN	Quantity
Exam	Robert's Rare Jewels	false	Robert's Security+ ce	\$120.00	123231239	1

Attached Files

Total Cost: \$120.00  
Credentialing Assistance: \$120.00  
You Pay: \$0.00

27 **DONE** →

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## Create Credential Paths and Credentialing Assistance Requests (5 of 7)

**2** Certified Landscape Water Manager (CLWM) in-progress

**Agency:**  
Irrigation Association

**Credential Option:**  
MOS/ASI

Complete Path >

Request Credentialing Assistance >

### Optional – Steps to Closing a Credentialing Assistance Request

In order to close a Credentialing Assistance Request you will need to provide proof of completion within 10 days of marking it as complete.

1. From the **My Credential Path** screen, find the Credential Path with the Credentialing Assistance Request you would like to close.
2. Click the **name** of your credential path to navigate to the Credential Path Details page.
3. Once you have proof of completion, upload your document, then click **Submit Proof.**
4. Verify that you've uploaded the correct document then click **Submit.**

**Note:** Clicking **Cancel** will allow you to cancel the upload process of the document.

**aws 101**

**AWS Certified Solutions Architect - Associate**

**Current Requests:**

aws 101  
In Progress

**Past Requests:**

**Request 13002**

**Soldier:** Edgar Poe  
Alex Palmero

**Status:** InProgress

**Notes:** N/A

**Withdrawal:** [Request Withdrawal](#)

Please upload Proof of Completion for the Credential Request.

Upload Supporting Files

Drag files to upload

Upload File

**3** Submit Proof

**Submit Proof**

Are you sure you want to upload the following Proof of Completion?

**Uploaded Files**  
[Proof.pdf](#)

**4**

Cancel Submit

**Note:** Once your proof has been uploaded it will be reviewed by the ACCESS team and you will receive a response regarding your proof via email.

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## Create Credential Paths and Credentialing Assistance Requests (6 of 7)

### Optional- Steps to Withdrawing a Credentialing Assistance Request

Using the same Credential Path Details page you are able to withdraw your Credentialing Assistance Request for either personal or military reasons.

**Personal** – your reason for withdrawing pertains to a personal non-military situation

**Military** – you must withdraw due to Military Order or unforeseen military-related reasons

1. Click **Request Withdrawal** to start the process of withdrawing your request.

**Robert's Rare Jewels Security+**

**AWS Certified Solutions Architect - Associate**

**Current Requests:**

aws 101  
In Progress

**Past Requests:**

**Request 13002** In Progress

**Soldier:** Edgar Poe

**Status:** InProgress

**Notes:** N/A

**1** **Withdrawal Request Withdrawal**

Please upload Proof of Completion for the Credential Request.

**You are withdrawing from CompTIA PenTest+. You must provide a reason for your withdrawal.**

**2**

Personal

Select Personal if your reason pertains to a personal, non-military situation.

Military

Select Military if you had to withdraw due to Military Order or unforeseen reasons. If you select Military, you must complete Request for [CA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) form.

You may upload an optional file or the [CA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) form to support your reason.

**Upload Supporting Files**

**3**

2. Select whether the withdrawal is **personal** or **military** related.
3. Upload any supporting documentation then click **Submit**.

**Note:** You can select a personal withdrawal at any point while your Credentialing Assistance Request is active. However, if you request a personal withdrawal after ACCESS has paid for your trainings/exams it will trigger recoupment (repayment of funds).

You can select a military withdrawal at any point while the Credentialing Assistance Request is active. To request a military withdrawal, you are required to upload a completed CA Recoupment Waiver – Military Withdrawal (WM) Reasons form to support your reason which will then need to be approved by ACCESS HQ.

If ACCESS HQ approves your military withdrawal request, then you will not be recouped for the cost of your credentialing assistance request. If ACCESS HQ rejects your military withdrawal request, then you will be recouped for the cost of your credentialing assistance request.

**Note:** Clicking the **CA Recoupment Waiver – Military Withdrawal (WM) Reasons** hyperlink will redirect you to an online pdf version of the CA Recoupment Waiver – Military Withdrawal (WM) Reasons form which can be saved on your personal device. It is recommended that you use a laptop or desktop to save this form.

# How To Guide

## Create Credential Paths and Credentialing Assistance Requests (7 of 7)

**Certified Landscape Water Manager (CLWM)** in-progress

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**Agency:**  
Irrigation Association

**Credential Option:**  
MOS/ASI

2 Complete Path >

Request Credentialing Assistance >

**Complete Credential Path** ✕

3

Are you sure you want to complete your **Certified Landscape Water Manager (CLWM)** credential path? You will no longer be able to request credentialing assistance for this path.

4

Cancel Yes

7 **Certified Landscape Water Manager (CLWM)** ✔ complete

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**Agency:** Irrigation Association

**Credential Option:** MOS/ASI

**Date Completed:** 05/19/2020

### Optional – Steps to Mark a Credential Path as Complete

In order to mark a credential path as complete, you must not have any active credentialing assistance requests against the credential path.

1. From the **My Credential Path** screen, find the Credential Path you wish to mark complete.
2. Click **Complete Path**.
3. Read the confirmation message:
  - Are you sure you want to complete your **[Credential Path Name]** credential path? You will no longer be able to request credentialing assistance for this path.
4. Click **Yes**.
5. Once you have marked your credential path as complete, click the **name** of your credential to navigate to the Credential Path Details page.

**Note:** Once your credential has been completed the status will change from **in-progress** to **complete**.