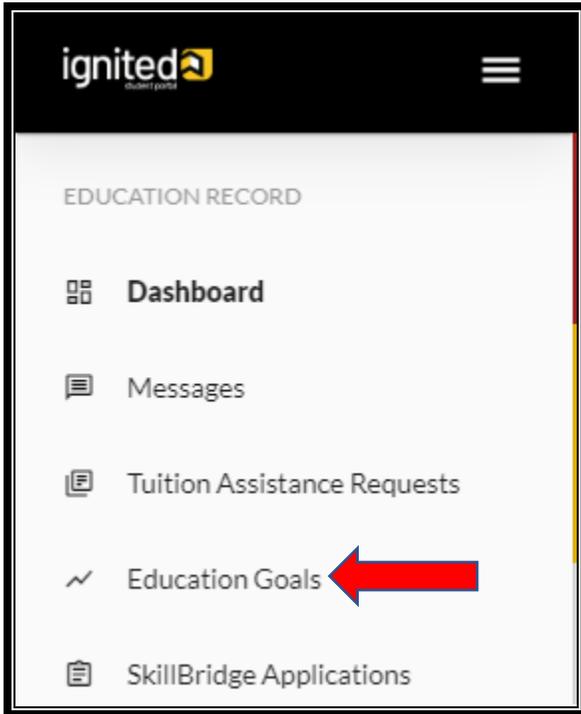


Creating an Education Goal:

ArmyIgnitED - Service Member

Click 'Education Goals':



Click 'Create New Goal':



See if the desired education goal can be requested – click on **N/A** and satisfy the alert: (this particular alert requires SM to go to the Education Center for the Education Counselor to update their ‘Education Level’) ****UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO****

Create a New Goal

First, Choose an Education Goal

Associates Degree **N/A**

- You are not eligible to submit a Associates goal because you do not have an education level.

Bachelors Degree **N/A**

Masters Degree **N/A**

Once updated by the Education Counselor, the update automatically updates on SM record -> now click on desired ‘Education Goal’

Create a New Goal

First, Choose an Education Goal



Associates Degree



Bachelors Degree

Masters Degree **N/A**

Complete 'Institution', 'Institutional Student ID', click 'Next':

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What Institution will you be attending?

Enter the name of the institution you will attend

Institution * ID #001 Army University

What is your institution student ID: (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID 123456

No Institutional Student ID

NEXT CANCEL GOAL

Choose desired degree program -> can either scroll to locate OR type in keywords (identify if a Science, Technology, Engineering & Math – STEM program):

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your education center.

Program Keyword

Program Associate of Applied Science in Administration 60 credits

Associate of Applied Science in Culinary and Foodservice Management 60 credits

Associate of Applied Science in Health Sciences 60 credits

Associate of Applied Science in Technical Management 60 credits

Associate of Arts in Business Administration

STEM

Select the desired 'Program':

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Program Keyword
Criminal Justice STEM

Program
Criminal Justice 60 credits 

1 total

PREVIOUS STEP NEXT CANCEL GOAL

Click 'Next':

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Degree Program
Criminal Justice 

PREVIOUS STEP NEXT CANCEL GOAL

Upload 'Degree Plan' or click 'No Degree Plan File' -> 'Next':

← Create a New Goal: Associates Degree

✓ Institution ✓ Degree Program 3 Degree Plan File 4 Credits

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Contact your education center for additional information.

You must provide a degree plan from your academic institution that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

Supporting Documentation (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

No Degree Plan File

PREVIOUS STEP NEXT CANCEL GOAL

NOTE:

The Soldier may upload a generic non-evaluated degree plan or an official Evaluated Degree Plan and/or drop/drag the file. The Soldier can only upload the Evaluated Degree Plan during Education Goal creation. After the Soldier has completed 2 courses, the official Evaluated Degree Plan will be required before the Soldier can continue to request TA. If the Evaluated Degree Plan is not uploaded during the Education Goal creation, the Soldier will have to send it to the Education Center for upload.

Fill in requested information if applicable (previous college credits; if institution uses Quarter Hours INSTEAD of Semester Hours) -> 'Submit Goal' -> 'Yes':

← Create a New Goal: Associates Degree

✓ Institution ✓ Degree Program ✓ Degree Plan File 4 Credits

How many credits are required for your degree?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credit requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits *
60

How many credits have you previously completed towards your degree?

Enter the number of credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your institution.

Are the credits you entered Quarter Hours?
 Yes

PREVIOUS STEP SUBMIT GOAL CANCEL GOAL

Submit Education Goal

Are you sure you want to submit this goal?

YES NO

Education reflects **'SUBMITTED FOR REVIEW'**:

The screenshot shows a user interface for 'Education Goals'. At the top left is a back arrow and the text 'Education Goals'. At the top right is a button labeled 'CREATE NEW GOAL'. Below this is a card for a goal titled 'Criminal Justice'. A red arrow points to the text 'SUBMITTED FOR REVIEW' next to the goal title. To the right of this is a green-bordered box containing 'ID #001 Army University'. Further right are the details 'Associates Degree' and 'Eligible for Active TA'. Below the goal title is a progress bar labeled '0% COMPLETE'. The progress bar shows 'Required Credits: 60.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 60.00'. Below the progress bar is a section titled 'Issues Blocking Tuition' with a single bullet point: 'Your goal must be approved in order to apply for tuition.' At the bottom left of the card are two buttons: 'APPLY FOR TUITION' and 'VIEW DETAILS'.

The requested 'Education Goal' has been sent to the assigned Education Center for processing.

Creating Tuition Assistance Request (TAR):

ArmyIgnitED (Service Member)
MUST have an approved education goal.

From ArmyIgnitED Dashboard, locate 'Active Education Goals' and then select 'Apply for Funding':

The screenshot shows the ArmyIgnitED dashboard with a yellow header that says "Welcome Back, Randie!". Below the header, there are two tabs: "Active TA" and "Army CA". The "Active TA" tab is selected. The dashboard displays three cards: "Fiscal Year Cap" with a value of \$2,500.00 and "Funding Remaining"; "Undergraduate" with 124 credits remaining and GPA: N/A; and "Graduate" with 39 credits remaining and GPA: N/A. Below these cards is a section titled "ACTIVE EDUCATION GOALS" with a red arrow pointing to it. Under this section, there is a card for "Bachelors of Applied Science in Administration" which is marked as "APPROVED" and has a green box around the text "ID #001 Army University". Below the card is a progress bar showing "25% COMPLETE" and a breakdown of credits: Required Credits: 60.00, Completed Credits: 0.00, Transferred Credits: 15.00, and Remaining Credits: 45.00. At the bottom left of the card is a yellow button labeled "APPLY FOR FUNDING" with a red arrow pointing to it.

Verify 'Contact Information':

- If information needs to be **updated**, select 'yellow pencil icon' next to the designated area.
- If all information is **correct**, click 'Verify and Proceed'

The screenshot shows the "Create Tuition Assistance Request" form with a yellow header. The form is divided into two main sections: "Contact Information" and "Address". The "Contact Information" section has a yellow pencil icon next to the title and a red arrow pointing to it. It contains fields for Email (randie.jenkins@bamtech.net), Personal Email (randie.jenkins@bamtech.net), Work Phone (5555555), and Mobile Phone (5555555). The "Address" section also has a yellow pencil icon next to the title and a red arrow pointing to it. It contains fields for Street 1 (123 Main St), Street 2, City (Hope Mills), State (NC), and Zip (28348). At the bottom left of the form is a yellow button labeled "VERIFY AND PROCEED" with a red arrow pointing to it.

Acknowledge the 'User Agreement' – Read fully, check ALL boxes to agree to the conditions and then click 'I Agree Continue':

← Create Tuition Assistance Request: Bachelor of Applied Science in Health Sciences

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your tuition assistance request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your tuition assistance request flows properly.

You must agree to all conditions in order to submit this application for approval:

FINANCIAL

- I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff; otherwise, I will pay the difference to the Army and/or the school.
- I understand that the Army will pay 100% of my tuition up to \$250 per SH not to exceed 165H per fiscal year (FY). I agree to pay the remaining amount and any other costs and fees. I understand that I may use both Tuition Assistance (TA) and Credentialing Assistance; however, the combined usage shall not exceed \$4000 per FY.
- I understand that I will reimburse the Total Government Cost above for non-completions; unsatisfactory grades (undergraduate "D" or below; graduate "C" or below, or equivalents); incomplete "I" grades unresolved 180 days after the class end date; or withdrawals if determined that the failure to complete the course was not due to reasons beyond my control (IAW AR 621-5). I hereby voluntarily authorize the amount to be withdrawn from my pay. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved by the education services staff.
- I understand that TA for courses starting in the next FY is conditional until receipt of the TA funds.

ACADEMIC

- I understand that it is my responsibility to ensure my grades are updated in the Army official system of record (ArmyIgnITED). Grades that are 60 days past class end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA.
- I authorize the release of academic information (course grades, degree completion status, etc.) by the above institution to the Army (PL 93-568). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AR 621-5 apply.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5, Army Continuing Education System.
PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC, https://dpcid.defense.gov/Privacy/SORH/index/DOD-wide-SORH/Article-View/Article/370092/60621-1-ahr-c.aspx
ROUTINE USES: Information will be viewed by Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.
DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE CANCEL

Verify current 'Education Center', identify if 'deployed' then select 'Next':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

1 Demographic 2 Institution 3 Term Dates 4 Courses

What is your Servicing Education Center?

Selecting the wrong Army Education Center may result in your tuition assistance request application being delayed or disapproved.

Location *
Fort Bragg Education Center (ADSAEC) ←

Are you applying for funding from a deployed location? ←

Yes No

NEXT CANCEL

Verify 'Education Institution' is correct; ensure correct 'Campus' is selected; input 'Institutional Student ID' then click 'Next':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic 2 Institution 3 Term Dates 4 Courses

What is your Institution?

If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

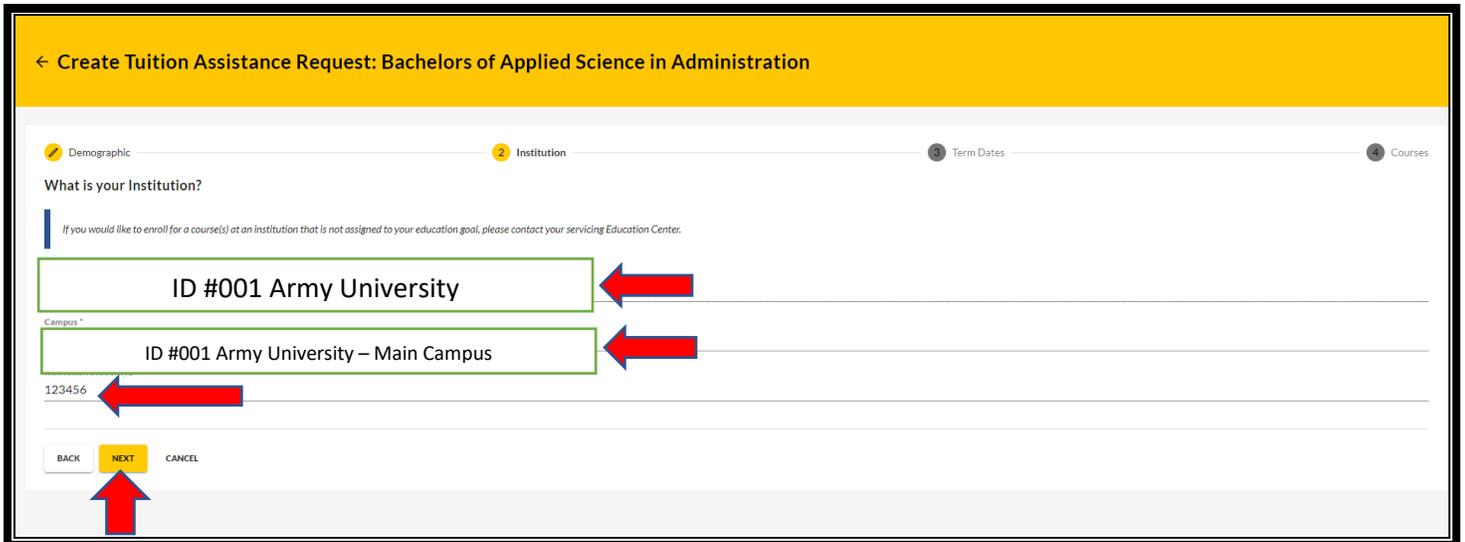
ID #001 Army University

Campus *

ID #001 Army University – Main Campus

123456

BACK NEXT CANCEL



Select correct 'Start and End Dates':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic 2 Institution 3 Term Dates 4 Courses

What are your exact start and end dates?

Select the exact term dates provided by the institution. Using the wrong dates can delay the application approval.

2022 Summer Session A Ⓞ
Jul 4, 2022 — Oct 23, 2022

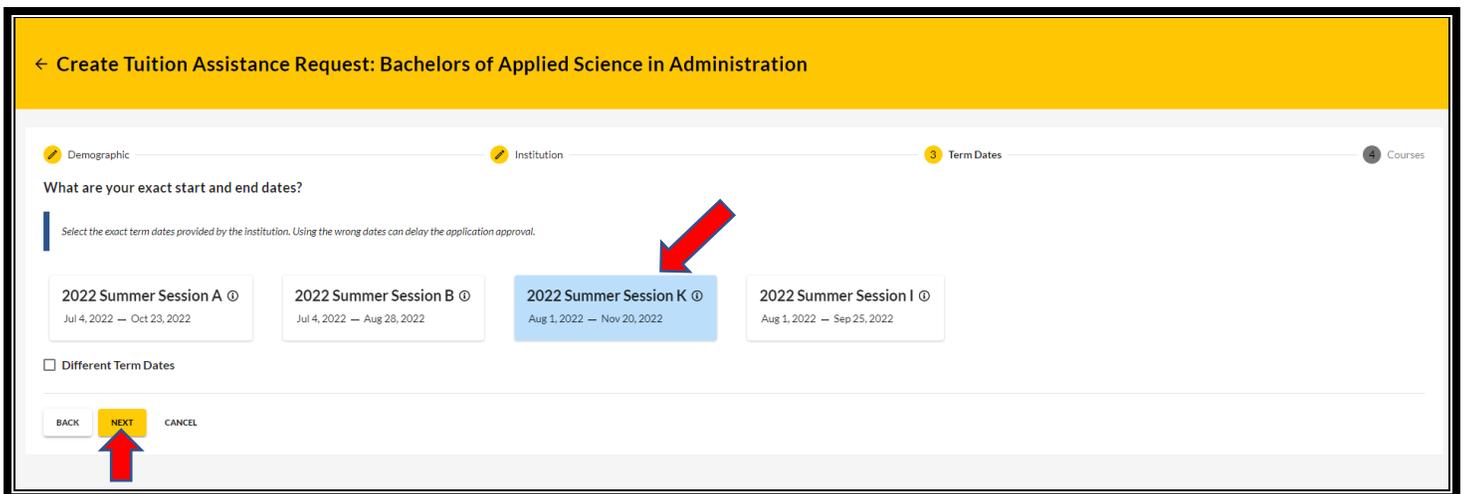
2022 Summer Session B Ⓞ
Jul 4, 2022 — Aug 28, 2022

2022 Summer Session K Ⓞ
Aug 1, 2022 — Nov 20, 2022

2022 Summer Session I Ⓞ
Aug 1, 2022 — Sep 25, 2022

Different Term Dates

BACK NEXT CANCEL



If dates are **not** listed, then click on **'Different Term Dates'** and input correct dates, then click **'Next'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

What are your exact start and end dates?

Select the exact term dates provided by the institution. Using the wrong dates can delay the application approval.

2022 Summer Session A Ⓞ
Jul 4, 2022 — Oct 23, 2022

2022 Summer Session B Ⓞ
Jul 4, 2022 — Aug 28, 2022

2022 Summer Session K Ⓞ
Aug 1, 2022 — Nov 20, 2022

2022 Summer Session I Ⓞ
Aug 1, 2022 — Sep 25, 2022

Different Term Dates

Start Date*
7/1/2022

End Date*
9/18/2022

BACK NEXT CANCEL

Add your desired course by clicking on **'Add Course'**:

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

You have 45.00 remaining semester hour credits to apply towards this goal.

ADD COURSE

BACK SUBMIT CANCEL

Select your desired course by clicking on the '+'.

- **NOTE:** If your institution has added courses into ArmyIgnitED, the courses will be displayed on your screen. Courses can be filtered by 'Code - Title' and / or by 'Keyword'.

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

ADD COURSES MANUALLY BACK

Subject Keyword

Code - Title	Level	Credits	Credit Type
ACCT100 - Accounting I	Undergraduate	3	Semester Hour
ACCT101 - Accounting II	Undergraduate	3	Semester Hour
ACCT105 - Accounting for Non Accounting Majors	Undergraduate	3	Semester Hour
ACCT202 - Introduction to Payroll	Undergraduate	3	Semester Hour
ACCT300 - Financial Accounting	Undergraduate	3	Semester Hour

Remaining Funding

Fiscal Year
\$2,500.00

Remaining Credits

Undergraduate Credit Cap
124

Graduate Credit Cap
39

NOTE: If your desired course is not listed, click on 'Add Course Manually':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

ADD COURSES MANUALLY BACK

Subject Keyword

Code - Title	Level	Credits	Credit Type
ACCT100 - Accounting I	Undergraduate	3	Semester Hour

Remaining Funding

Fiscal Year
\$2,500.00

Input ALL course information

- NOTE: Ensure that the course information matches your institution. Then click 'Add Course':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

Code * PSYC101 Title * Introduction to Psychology

Level * Undergraduate Location * DL/Online Number of Credits * 3 Credit Type * SH

Cost Per Credit

- \$285 - Civilian TA Undergraduate
This cost applies to GS employees using Civilian TA for undergraduate coursework
- \$250 - Military TA Undergraduate
This cost applies to Airmen using Military TA for undergraduate coursework
- \$250 - MyCAA
This cost applies to spouse's of Airmen for undergraduate coursework
- Different Cost?

ADD COURSE BACK

Remaining Funding

Fiscal Year
\$2,500.00

Remaining Credits

Undergraduate Credit Cap
124

Graduate Credit Cap
39

Click on 'Add Course' if you want to add another course; otherwise click 'Submit':

← Create Tuition Assistance Request: Bachelors of Applied Science in Administration

Demographic Institution Term Dates Courses

You have 42.00 remaining semester hour credits to apply towards this goal.

PSYC101 - Introduction to Psychology

Credits	Credit Cost	Government Cost	Student Cost
3	\$250.00	\$750.00	\$0.00

ADD COURSE

Costs

Total Costs	Government Costs	Student Costs
\$750.00	\$750.00	\$0.00

BACK SUBMIT CANCEL

Remaining Funding

Fiscal Year
\$1,750.00

Remaining Credits

Undergraduate Credit Cap
121

Graduate Credit Cap
39

You will then receive a confirmation that your TA request has been submitted. Please note your 'TA Request ID' and click 'Finish': (option to 'Print TA Request')

Tuition Assistance Request Application: Application Submitted



Congratulations your tuition assistance request has been approved!

Your tuition assistance request ID is 826 

Here are your next steps

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website.
- 2 If your school requests your tuition assistance document you can print that here using the button below.
- 3 You can view your Tuition Assistance Requests section under your Education Record to check the status and details of your applications.

****IMPORTANT NOTES**:**

1. Submitting a Tuition Assistance request does **not** enroll you in the course. Once the Tuition Assistance request is approved, you must register for the course at your Academic Institution.
2. With the new ArmyIgnitED 2.0, Soldiers **must apply** for tuition assistance (TA) in the system **60 to 7 days prior to the class start date.**
3. All TA **must be approved prior to the start date** of the course.
4. If an eligible Soldier decides to use TA, Academic Institutions (AIs) will enroll him/her for a TA-funded course only after the TA is approved by the Army.
5. Soldiers will be solely responsible for all tuition costs without this prior approval.
6. A Soldier may pre-register for a course to secure a slot.
7. TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.
8. If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.