ARMYIGNITED

ArmyIgnitED HAD
a makeover!

It's NEW and
IMPROVED
since 29 AUG 22!

Be quick!

*Create an
account
TODAY!*

https://www.armyignited.army.mil/student

1

Soldier Process Overview
ArmyIgnitED.army.mil

1. Establish ArmyIgnitED Account by going to
   https://www.armyignited.army.mil/student
 and clicking "Get Started" (**CAC ID required**)

2. Request an Education Goal (select your school
   and degree program)

3. Submit Evaluated Degree Plan when requesting Education Goal
Note: If an Evaluated Degree Plan is not submitted when requesting an Education Goal, a HOLD will be placed on account after completing two courses.

Soldier Process Overview ArmyIgnitED.army.mil

4. Enroll in Courses at your School.

5. Return to ArmyIgnitED and Request TA for the Courses you want to apply for Fed TA.

Note: Fed **TA Requests may be submitted up to 60 days prior but must be submitted at least SEVEN days prior to the course Start Date to ensure Fed TA Requests are processed and approved PRIOR to a Course Start Date.**

The system prevents Soldiers from inputting a Fed TA request within seven days of the start date of your course.

Soldier Process Overview
ArmyIgnitED.army.mil

Submit your Fed TA Requests **ONE** course at-a-time, click "**submit**" and "**finished**." **Repeat** until you have submitted a Fed TA request for each course. Use the **CORRECT** start and end dates for each class. Can't see your term start/end dates? Call your school to request they add the dates for your course(s).

6. Once courses are approved, go back into the ArmyIgnitED, print the authorization form and provide the form to the school.

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **What is it – What do I get?**

  - **Financial assistance** to help Soldiers with off-duty voluntary civilian educational pursuits

  - **100% of tuition cost up to $250 per semester hour ($167 per quarter hour, or $5.55 per clock hour)**

  - **Up to 16 semester hours per fiscal year**

    - For **FY-23**, that covers courses with start dates between **1 October 2022** and **30 September 2023**

Federal Tuition Assistance
ArmyIgnitED.army.mil

▪ **How Do I Qualify?**

Have a current contract with the ARNG and a military CAC

NOT FLAGGED

Federal Tuition Assistance
ArmyIgnitED.army.mil

Commit to Service Obligation:

- **Commissioned Officers/Warrants**
  - **2 years ADSO – AGR / Active Duty**
  - **4 years RDSO – TPU / M-Day**

- **Enlisted**
  - **Complete FTA-funded courses a MINIMUM of 30 days prior to ETS date**

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **May be used with GI Bill benefits**

- **May be used with the Missouri Army National Guard State TA program) (Missouri approved schools only).**

- **CHANGE: There are no more tier levels!**

  - **Soldiers that are eligible for FTA can graduate with a bachelor's and continue to use FTA towards a master's without having to complete additional military education i.e. ALC, WOAC, or CCC**

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **Career limits for FTA are:**
  - **130** undergraduate semester hours
  - **39** graduate semester hours
  - FTA **will not pay** for a **second** or **lower** degree at any level, regardless of the funding used for the first degree
  - FTA **does not** cover **fees** or **books**
- **CHANGE:** Currently, FTA **will not pay** towards an undergraduate or graduate **CERTIFICATE**

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **GPA Requirements to prevent account HOLD**
  - **2.0 – Undergraduate / 3.0 – Graduate**
  - **If placed on HOLD, Soldier must self-fund through ArmyIgnitED until GPA HOLD is lifted**

- **Recoupment**
  - **Soldiers agree** to reimburse the Army when they receive an unsatisfactory grade
  - **Receiving a grade of a "W" or "D" or below for an undergraduate course**
  - **Receiving a grade of a "W" or "C" or below for a graduate course**

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **Recoupment Waiver Requests (DA 7793)**
  - **Withdrawal for Military Reasons (unanticipated/unexpected reasons**, such as emergency leave/reassignment, natural or man-made disasters, illness/hospitalization, or unforeseen military mission)
  - **Must be submitted no later than 30 days after a school posts a "W" grade (previously, it was 3 years)**
  - **Receipt of grades other than a "W" are not eligible for Recoupment Waiver**

ArmyIgnitED 2.0
Creating an Account

ignited
student portal

https://www.armyignited.army.mil/student

Empower yourself and your career

WELCOME TO
ARMYIGNITED

GET STARTED

Soldiers MUST use CAC when using ArmyIgnitED

"Education, The Key To Strength and Readiness"

ArmyIgnitED 2.0
Select Tuition Assistance (TA)

CHOOSE YOUR FUNDING METHOD

TUITION ASSISTANCE

The Army`s Tuition Assistance Program is a tailored, intuitive program which funds eligible Soldiers` college courses leading to a degree. Get started on your college education now!

Credentialing Assistance (CA) currently NOT available

CREDENTIALING ASSISTANCE

(coming soon)
The Army`s Credentialing Assistance Program is a multi-faceted program that provides eligible Soldiers the opportunity to earn professional and technical certifications and licenses. Begin your credentialing and licensure journey today!
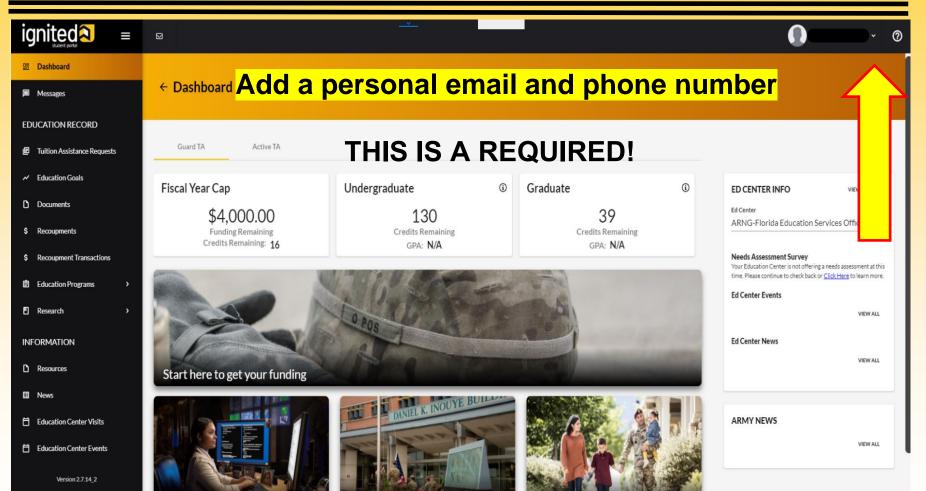
CADET SCHOLARSHIP

(coming soon)
Army ROTC scholarships and stipends help you focus on what`s important - getting that college degree. Begin your Cadet scholarship funding through ArmyIgnitED and become the leader you were meant to be!

"Education, The Key To Strength and Readiness"

Update "My Profile"

Add a personal email and phone number

THIS IS A REQUIRED!

Virtual Benefits Training

ignited student portal ≡

- 🔳 **Dashboard**
- 💬 Messages

EDUCATION RECORD

- 📑 Funding Requests
- 〰 Education Goals
- 🗋 Documents
- 🗐 Testing ›
- $ Recoupments
- $ Recoupment Transactions
- 🗄 Education Programs ⌄
  - Credentialing Assistance
  - Virtual Benefits Training
- 🗂 Research ›

INFORMATION

- 🗋 Resources
- 🗐 News
- 🗂 Education Center Visits

Virtual Benefits Training is a mandatory requirement. Select "Education Programs" and then "Virtual Benefits Training".

Evaluated Degree Plan
REQUIRED

An **Evaluated Degree Plan** is required **PRIOR** to completion of two courses, or your account will go on HOLD. **Please upload your Evaluated Degree Plan when submitting your Education Goal.** Log on to your school's student portal to download/save your degree plan. If your degree plan is NOT available via student portal, contact your school and request an Evaluated Degree Plan. You may still submit an ed. goal without a degree plan, however, a hold will be placed upon your AIED if you have not provided a degree plan by the time you've completed two courses.

An Evaluated Degree Plan includes:
- ✓ school's name
- ✓ your name
- ✓ degree being pursued
- ✓ total number of hours required to complete the degree
- ✓ total number of hours already completed with school
- ✓ total number of transfer hours that were applied towards the degree program
- ✓ total number of hours remaining for graduation
- ✓ **Remaining courses to take: Course Name, Subject, Course Number, and Number of Hours i.e. College Algebra, MATH 1313, 3 hrs**

Creating Education Goal

← Education Goals

CREATE NEW GOAL

No Education Goals

You have no education goals at this time.

CREATE NEW GOAL

ignited

EDUCATION RECORD

Dashboard

Messages

Tuition Assistance Requests

Education Goals

SkillBridge Applications

Click on "Education Goals" on the left side menu or "Create New Goal" near the bottom of the homepage

"Education, The Key To Strength and Readiness"

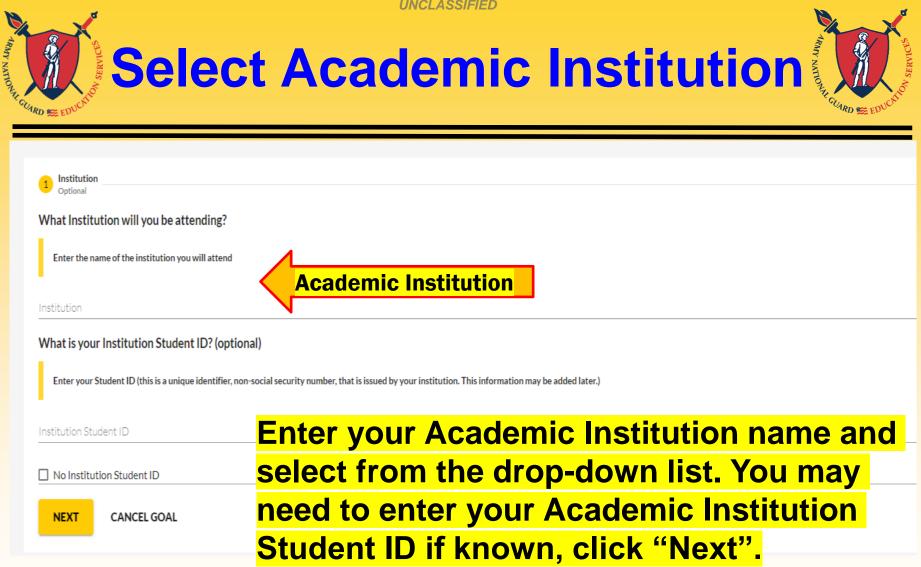# Select Education Goal Type

← Create a New Goal

Create a New Goal

First, Choose an Education Goal

Associates Degree

Bachelors Degree

Masters Degree
Not Eligible

Foreign Language - Army Strategic

Foreign Language - Host Country

If you see N/A by the goal you are trying to create, it means you are ineligible for that degree level. If this is in error, please contact your S1 to get your civilian education level updated in your record.

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Select Academic Institution

1 Institution
Optional

What Institution will you be attending?

Enter the name of the institution you will attend

Academic Institution

Institution

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

☐ No Institution Student ID

NEXT   **CANCEL GOAL**

Enter your Academic Institution name and select from the drop-down list. You may need to enter your Academic Institution Student ID if known, click "Next".

Select Degree Program

← Create a New Goal: Associates Degree

| ✏ 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

Keyword search

◻ STEM

Program   STEM

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

There is a keyword search to help find your degree program. If you do not see the degree program you are pursuing, contact the school to have the degree program loaded to the Academic Institution (AI) Portal. Select the Degree Program from the drop-down list, click "Next".

Upload Degree Plan

← Create a New Goal: Bachelors 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 degree plans are specific to you and have transfer courses annotated. Contact your nearest Army 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

Drag and drop Evaluated Degree Plan as a PDF document

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

☐ No Degree Plan File

PREVIOUS STEP	NEXT	CANCEL GOAL

Submit Education Goal

← 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 credits... 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?

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

Submit Education Goal

Are you sure you want to submit this goal?

YES   NO

Are the credits you entered Quarter Hours?
☐ Yes

PREVIOUS STEP | SUBMIT GOAL | CANCEL GOAL

DO NOT mark YES for Quarter Hours if your school IS NOT a QH school. Most schools use Semester Hours. If unsure, contact your school.

The "required credits" should be the number of hours needed to complete your degree **AFTER** transfer hours were applied towards degree. If unsure, use the following:
- ✓ **Associate's degree - enter 66 credits**
- ✓ **Bachelor's degree - enter 130 credits**
- ✓ **Master's degree - enter 39 credits**

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Submit Education Goal

← Create a New Goal: Associates Degree

✎ Institution   ✎ Degree Program   ✎ Degree Plan File   4 Credits

How many credits are required for your degree?   How many credits have you previously completed towards your degree?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credit...   ...edits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your
requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Submit Education Goal

Are you sure you want to submit this goal?

YES   NO

Required Credits *

60

Are the credits you entered Quarter Hours?
☐ Yes

PREVIOUS STEP   SUBMIT GOAL   CANCEL GOAL

Are you sure you want to submit this goal? Select YES if and only if this is the actual degree you are pursuing.

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Submitting TA Requests

1. Once an Education Goal has been approved, Soldiers can submit TA Requests up to 60 days prior but NLT SEVEN days prior to a Course Start Date to ensure TA Requests are processed and approved PRIOR to a Course Start Date.
The AIED system prevents the input of TARs within 7 days prior to course start date.

2. All TA Requests **must be approved prior to the start date** of the course.

3. TA Requests are processed on a **first come, first served** basis.

Submitting TA Requests

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. TA is approved on a **course-by-course** basis and only for the **specific course(s)** and **class dates** that a Soldier requests.

7. **If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition costs.**

Creating a TA Request

ArmyIgnitED (Service Member) MUST have an approved Education Goal

1. **Enroll in Courses at your School**.

2. Return to ArmyIgnitED and Request TA for the Courses you want to use TA for.

Note: **TA Requests may be submitted up to 60 days** prior but NLT **7 days prior** to a Course Start Date to ensure TA Requests are processed and approved PRIOR to a Course Start Date.

The system prevents the input of TARs 7 days prior to course start date.

Creating a TA Request

ArmyIgnitED (Service Member)
MUST have an approved Education Goal

3. From ArmyIgnitED Dashboard, locate **'Education Goals'** and then select **'Apply for Funding'**

4. 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'**

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

Creating a TA Request

ArmyIgnitED (Service Member)
MUST have an approved Education Goal

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

7. Select correct **'Start and End Dates'**: The dates you enter for the start and end dates **must match** your school's course schedule. If dates are **not** listed, then click on **'Different Term Dates'** and input correct dates, then click **'Next'**:

Can't see your term start/end dates? Call your school to request they add the dates for your course(s).

Creating a TA Request

8. Put in your TA Requests **ONE** course at-a-time, click "**submit**" and "**finished**." **Repeat** until you have a TAR for each course.

If you input incorrect information, you risk losing FTA and becoming financially responsible.

Creating a TA Request

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

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'**.

If your desired course is not listed, click on **'Add Course Manually'**: Input ALL course information
• **NOTE:** Ensure that the course information **matches** your institution. Then click **'Add Course'**:

Creating a TA Request

9. Click **'Submit'**

10. 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'**)

11. **To submit another TA Request, go back to step one and start over.**

12. **Once your TA Request is APPROVED, go back into ArmyIgnitED and select: "Funding Requests" and under the course select "Print PDF". This is your Fed TA Authorization Form. Print or email the form and provide it to your school's billing department.**

TA Request Approval

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.

| PRINT TA REQUEST | FINISHED |

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ArmyIgnitED Helpdesk

Login to ArmyIgnitED, Click on the Question Mark located at the Upper Right Corner

ArmyIgnitED Helpdesk
Phone: 276-231-0938
Email: army@bamtech.net

ArmyIgnitED Helpdesk

Create a CRM Helpdesk Ticket:

. Log in to your ArmyIgnitED account

. In the upper right corner of your screen, next to your name, click the "?"

. Under Support Ticket, click Add Ticket

. Review each area inside the white boxes to determine the category that best fits your issue or question

. **From the appropriate area, click Submit Message** or **Submit Ticket button**

ArmyIgnitED Helpdesk

- **Submit Message**
  - Select the appropriate category and subject
  - Enter your message into the message field
  - Add attachment(s) if necessary
  - Click Send
- **Submit Ticket**
  - Choose the appropriate category, subcategory, and priority
  - Enter a description of your issue or question
  - Add attachment(s) if necessary
  - Click Submit Ticket

TO YOUR SUCCESS!

CONTACT YOUR ARNG Education Center in your State/Territory for more assistance or the AIED Helpdesk at:
Phone: 276-231-0938
Email: army@bamtech.net

MO ARNG Soldiers, please contact:
Mr. Bryan L. Steele
Education Services Specialist
NGB / MO ARNG
Federal Tuition Assistance

PH: 573-638-9500 ext. 37053
bryan.l.steele.civ@army.mil

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