

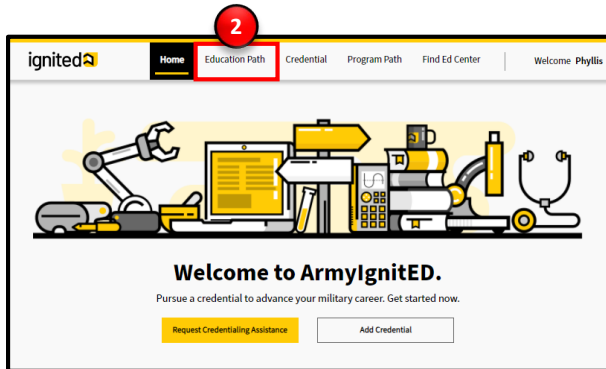
# How To Guide

## Create Education Paths and Tuition Assistance Requests (1 of 10)

### Purpose

This guide highlights the process of creating an Education Path and requesting Tuition Assistance through ArmyIgnitED. To begin the process of requesting Tuition Assistance, the student must have an Education Path to which the assistance can be applied.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.



### Steps to Creating an Education Path

1. Log in to ArmyIgnitED.
2. From the Home Page, click **Education Path**.

**Note:** If an Education Path has already been created **skip to Step 12**.

3. Click **Add Education Path** to continue.

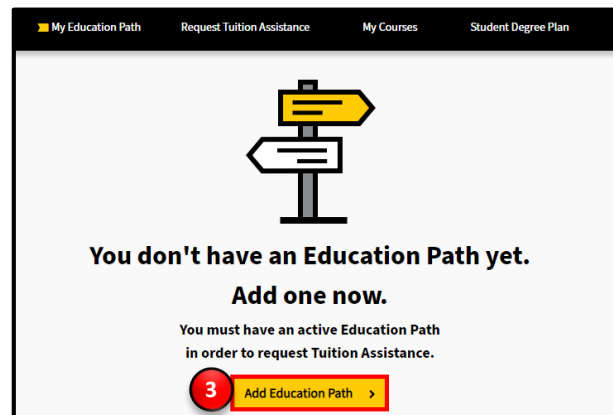
You will create an Education Path by completing four steps. On the **Review Information** step, complete the following:

4. Confirm your personal, contact, and education information:
  - First Name
  - Last Name
  - Middle Name
  - Preferred Method of Contact
  - Home Phone
  - Additional Methods of Contact
  - Mailing Address
  - Duty Phone
  - Graduation Date
  - Previous Education Institution (if applicable)
  - Previous Education Level (if applicable)
  - Additional Education Information

5. Click the yellow **Next arrow**.

**Note:** Clicking the **Edit Pencil** allows you to edit select Contact Information.

**Note:** Clicking **Is incorrect information being displayed?** will refer to your point of contact who will assist you in updating your Personal and/or Education information.



For AD, contact your S1/PAC office  
For ARNG, contact your Readiness NCO  
For USAR, contact your Unit Administrator (UA)

# How To Guide

## Create Education Paths and Tuition Assistance Requests (2 of 10)

### Steps to Creating an Education Path

On the **Choose Level** step, complete the following:

6. Choose the Education Level that you would like to pursue.
7. Click the yellow **Next** arrow.

**Note:** Clicking **Don't know which education level is right for you?** will create an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

**Note:** You are not authorized to receive TA for an education level that is different than your current Civilian Education Level. You may proceed with submitting your education path but there will be a hold on your account preventing you from receiving TA. Contact your servicing Education Center with questions.

If you select an Education Level that differs from your current Civilian Education level, you will receive a popup window that will notify you your request will be placed on hold if the Education Path is submitted.

8. If you receive a pop-up window, click **Proceed** to move to the next step in the process, or **Cancel** to select a different Education Level

**Note:** Clicking the **drop-down arrows** next to each education level will display the definition of each level as shown in the information provided above.

#### Academic Certificate

Academic Certificates are earned and awarded upon the successful completion of a brief course of study, usually one year or less but at times longer.

#### Associate's Degree

An Associate's Degree is earned and awarded upon the successful completion of a two-year course of study, often by a community or junior college.

#### Bachelor's Degree

A Bachelor's Degree is earned and awarded upon the successful completion of a four-year course of study, often at a higher education institution.

#### Master's Degree

A Master's Degree is earned and awarded upon the successful demonstration of mastery in a specific area of study, often one or two years of additional study following a bachelor's degree.

The education level you selected does not match your previous education records. You may proceed with submitting your education path, but there will be a hold on your request. Or you may select another education level.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (3 of 10)

### Steps to Creating an Education Path

On the **Choose Study** step, complete the following:

9. Enter the area of study you are interested in pursuing.
10. Click the yellow **Next arrow**.

The screenshot shows a progress bar with four steps: Review Information (checked), Choose level (checked), Choose study (active, step 3), and Choose institution (step 4). Below the progress bar, the question "Which area of study are you interested in pursuing?" is displayed. A text input field contains "Computer Engineering, General." and is highlighted with a red box and a red circle with the number 9. To the right of the input field is a link that says "Don't see your area of study?". At the bottom right, a yellow "Next" arrow is highlighted with a red box and a red circle with the number 10.

**Note:** Clicking **Don't see your area of study?** will create an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

The screenshot shows a progress bar with four steps: Review Information (checked), Choose level (checked), Choose study (checked), and Choose institution (active, step 4). Below the progress bar, the question "Which education institution would you like to attend?" is displayed. A search input field is highlighted with a red box and a red circle with the number 11. Below the search field are checkboxes for "Institution Type" (Public, Private, For-Profit) and two tags: "Florida State University" and "Florida". Below these are the results: "Showing 1 - 2 of 2 Results". The first result is "Florida State University" in Tallahassee, FL, with a "Remove" button. The second result is "University of Miami" in Miami, FL, with a "Select" button highlighted by a red box and a red circle with the number 12. At the bottom right, a yellow "Next" arrow is highlighted with a red box and a red circle with the number 13.

11. Choose the education institution you would like to attend by entering either the **name of the Education Institution** or the **state where it is located**.
12. Click **Select** next to the Education Institution of your choice.
13. Click the yellow **Next arrow**.

**Note:** Clicking **Remove** will deselect the Education Institution and allow you to select another. *You can only select one Education Institution at a time.*

**Note:** Clicking **Don't see your education institution?** will create an email using the default email service on your device allowing you to contact your Army Education Counselor for assistance.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (4 of 10)

### Steps to Creating an Education Path

On the **My Education Path Summary** page, you can review your selections and correct any incorrect information by clicking the **yellow circles** to review a prior step's contents.

14. Click **Submit for Approval** once you have reviewed your information. Your request will then be sent to your Army Education Counselor for review.

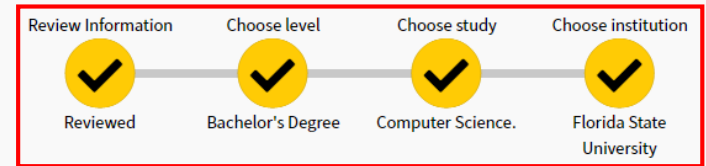
**Note:** Clicking **Having trouble or just want to send a note to your Army Education Counselor?** Click here will allow you to send a note to your counselor.

### My Education Path Summary

Please review your Education Path summary below. Update any incorrect information before clicking submit.

Once you click submit, your Education Path will be sent to your Army Education Counselor for approval.

Click on a prior step to edit or review



[Having trouble or just want to send a note to your Army Education Counselor? Click here](#)

14

Submit for Approval



### Congratulations.

### Your Education Path request was submitted to your Army Education Counselor for approval.

#### Here's what you can expect next:

1. If your Education Path request is approved, you will receive an email.
2. Upon approval, your Army Education Counselor will automatically send your Education Path to the indicated Education Institution.
3. After the Education Institution is notified of your Education Path request, they will send you an application to complete for their school.
4. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.

15

View your Submission >

**Congratulations!** Your Education Path request has been successfully submitted to your Army Education Counselor for review.

### What happens next?

If your Education Path request is approved, you will receive an email. Upon approval your Army Education Counselor will automatically send your Education Path to the indicated Education Institution. After the Education Institution is notified of your Education Path request, they will send you an application to complete for their school. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.

15. Click **View your Submission** to continue.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.



# How To Guide

## Create Education Paths and Tuition Assistance Requests (5 of 10)

### Steps to Creating an Education Path

Your **My Education Path** page has now been updated to reflect your new Education Path. Once the path has been reviewed by your Army Education Counselor your request will be sent to your Education Institution for approval.

### Current Education Path

[Add Education Path >](#)

**My Education Path** [Edit](#)

**Education Institution:** Florida State University  
**Degree Level:** Bachelor's Degree  
**Area of Study:** Computer Science.

[View Courses](#)

**Pending Counselor Review**  
 Request submitted 09/10/2020

### Current Education Path

[Add Education Path >](#)

**My Education Path** [Edit](#)

**Education Institution:** Florida State University  
**Degree Level:** Bachelor's Degree  
**Area of Study:** Computer Science.

[View Courses](#)

**Pending Education Institution Review**  
 Request submitted 09/10/2020

**Note:** If your Education Path is **APPROVED**, you will be able to create a Tuition Assistance Request on the path.

If your Education Path is **REJECTED**, you will need to revise your Education Path based on the instructions provided in the message you receive from your Army Education Counselor or Education Institution.

**Note:** You can also use this page to review any previous Education Path Requests once they've been completed.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (6 of 10)

### Steps to Creating a Tuition Assistance Request

16. Once you have received an email notification that your Education Path has been approved, return to the **My Education Path** page and click **Request Tuition Assistance** on the approved Education Path to start the process of requesting Tuition Assistance.

**Note:** Clicking **Edit** will allow you to revisit your Education Path request and make any changes, as needed. Once the Education Path is re-submitted, your Army Education Counselor will be notified and will need to re-review the request.

**Note:** Clicking **View Courses** will allow you to view all the courses for which you have requested Tuition Assistance, as well as your Cumulative Army TA GPA.

**Note:** Clicking **View SDP** allows you to view your current Student Degree Plan and any previous Student Degree Plans.

### Important Reminders

- An individual Student Degree Plan (SDP) is required to request Tuition Assistance for more than six semester hours. Please contact your Education Institution to upload your SDP into ArmyIgnited.
- TA Requests must be submitted and approved prior to the start date of a class. TA Requests submitted less than 5 business days before the start date of a class that are not approved prior to class start date will not be considered for exception to policy (ETP) TA funding for any reason.
- Eligible Soldiers may use up to 16 semester hours of TA each fiscal year at the rate of up to \$250 a semester hour, for a total of \$4,000 in funding.
- After completing 6 semester hours of TA-funded coursework in the current degree program, Soldiers must have an approved official degree plan outlining the specific classes required to meet their educational goal to continue using TA.

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (7 of 10)

### Steps to Creating a Tuition Assistance Request

The next page provides two sections which are used to select the courses you wish to request Tuition Assistance for.

17. Request Tuition Assistance from the educational institution where you are currently enrolled by selecting the course(s) within the first section. Use the corresponding checkbox to select the course(s).

**Note:** Clicking **Don't see your course listed?** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

18. Request Tuition Assistance for a course at an educational institution where you are not currently enrolled by clicking **Add Course**.

Review the next page (Page 8) of this How to Guide for more details on adding a course at an Education Institution where you are not currently enrolled.

19. Upload documentation by clicking **Upload File**.
20. Click **Submit Request** to submit your request for Tuition Assistance.

**Note:** This is optional if you are selecting courses from your enrolled Education Institution but required if you are selecting courses at an EI where you are not currently enrolled.

Continue to Step 21 on Page 9 of this How to Guide to continue.

My Education Path

Request Tuition Assistance

My Courses

Student Degree Plan

Please select the courses, at the education institution where you are currently enrolled, that you want to request tuition assistance for:

0 Items selected

| Select                              | Course Ref. Number | Subject      | Catalog Number | Course Title | Start Date | End Date   | Credits | Total Army Cost | Total EI Cost |
|-------------------------------------|--------------------|--------------|----------------|--------------|------------|------------|---------|-----------------|---------------|
| <input checked="" type="checkbox"/> | BIO12345           | Biology      | BIO2345        | Biology 1    | 01/26/21   | 07/31/21   | 3       | \$300.00        | \$300.00      |
| Education Institution               |                    | Degree Level |                | Tuition Type |            | Start Date |         | End Date        |               |
| Florida State University            |                    | Bachelors    |                | In State     |            | 01/26/21   |         | 07/31/21        |               |

Don't see your course listed?

To request tuition assistance for a course at an education institution where you are not currently enrolled, please add one below.

Add Course

0 Items selected

| Select                   | Course Ref. Number | Subject      | Catalog Number | Course Title | Credits | Total Army Cost | Total EI Cost |          |  |
|--------------------------|--------------------|--------------|----------------|--------------|---------|-----------------|---------------|----------|--|
| <input type="checkbox"/> | CHEM12345          | Chemistr     | CHM23456       | Chemistry 1  | 3       | \$300.00        | \$300.00      |          |  |
| Education Institution    |                    | Degree Level |                | Tuition Type |         | Start Date      |               | End Date |  |
| University of Kentucky   |                    | Graduate     |                | Out-of-State |         | 01/26/21        |               | 07/31/21 |  |

To add supporting documentation to your request, upload it below. optional

Upload Supporting Files

Drag a .pdf,.doc,.docx,.jpg,.png file to upload

Upload File

Uploaded Files

\$300.00

\$300.00

\$0.00

Total Cost:

Tuition Assistance:

Your Tuition Cost:

Submit Request →

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (8 of 10)

### Optional - Steps to Creating a Tuition Assistance Request – Adding External Courses

If you are requesting Tuition Assistance for a course that you are not taking at your home school (an Education Institution that you are not currently enrolled in) follow the instructions below.

1. Enter the following information:

- Education Institution
- Degree Level
  - Undergraduate – Upper Level
  - Undergraduate – Lower Level
  - Graduate
  - Certificate
  - High School
- Tuition Type
  - In-State
  - Out-of-State
  - Distance Learning
  - General
- Course Reference Number
- Subject
- Catalog Number
- Credits
- Course Title
- Is this a flat rate cost?
  - Yes/No
- Start and End Date

**Note:** Your Tuition Assistance Request has to be approved prior to the course start date.

**Note:** Clicking **Can't find the Education Institution you want?** will allow you to send a message to your Army Education Counselor to ask for assistance.

**Note:** The total course cost information will automatically populate, based on the number of course credits provided.

### Add Course

Please fill out the below course information that you want to request tuition assistance for. You may only add a course that you are not taking at your home school.

Education Institution required

Louisiana State University

Degree Level required

Undergraduate - Upper Level

Tuition Type required

Out-of-State

Course Reference Number required

12

Subject required

Computer Science

Catalog Number required

123

Credits required

3

Course Title required

Introduction to Analysis of Algorithms

Is this a flat rate cost? required

☒ Yes
 ☐ No

Total Tuition Cost

\$750.00

Total Army Cost

\$750.00

Start Date required

09/18/2020

End Date required

09/30/2020

\$750.00

\$750.00

\$0.00

Total Course Cost

Tuition Assistance

You Pay

Can't find the Education Institution you want?

Cancel

Add

2. Click **Add**.

You are returned to the previous page.

3. Use the **checkbox** to select the course you just added.

**Return to Step 19 on the previous page (Page 7) of this How to Guide to continue.**

**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.



# How To Guide

## Create Education Paths and Tuition Assistance Requests (9 of 10)

### Steps to Creating a Tuition Assistance Request

21. Review the information for the course(s) for which you are requesting Tuition Assistance. If all of the information is correct, click **Confirm**.

**Are you sure you want to request tuition assistance for the courses below?**

| Course Ref. Number | Subject  | Catalog Number | Course Title       | Total Army Cost |
|--------------------|----------|----------------|--------------------|-----------------|
| 3454               | Macro Ec | 2323           | MacroEconomics 101 | \$300.00        |

**Uploaded Files**

|                 |                       |                    |
|-----------------|-----------------------|--------------------|
| <b>\$300.00</b> | <b>\$300.00</b>       | <b>\$0.00</b>      |
| Total Cost:     | Financial Assistance: | Your Tuition Cost: |

Cancel
21 Confirm

**Note:** Clicking **Cancel** will return you to the previous page and allow you to re-select the courses for which you want to request Tuition Assistance.

**Note:** If you selected a course(s) **not at your home school**, this will require a Counselor review.

**Note:** If the course(s) selected are **on your Student Degree Plan with your Education Institution**, it will be automatically approved.

**Congratulations!**

**Your tuition assistance request has been submitted.**

| Course Ref. Number | Subject  | Catalog Number | Course Title       | Total Army Cost |
|--------------------|----------|----------------|--------------------|-----------------|
| 3454               | Macro Ec | 2323           | MacroEconomics 101 | \$300.00        |

|                       |                             |              |         |
|-----------------------|-----------------------------|--------------|---------|
| Education Institution | Degree Level                | Tuition Type | Credits |
| Stanford University   | Undergraduate - Upper Level | In-State     | 3       |

|               |              |              |
|---------------|--------------|--------------|
| Army Semester | Start Date   | End Date     |
| Hour Cost     | Feb 28, 2021 | Mar 31, 2021 |

**\$300.00**

Total Cost:

**\$300.00**

Tuition Assistance:

**\$0.00**

Your Tuition Cost:

22 Done

**Congratulations!** Your Tuition Assistance Request has been submitted.

22. Click **Done**.

**Note:** Clicking the **drop-down arrow** will reveal additional details regarding your Tuition Assistance Request.

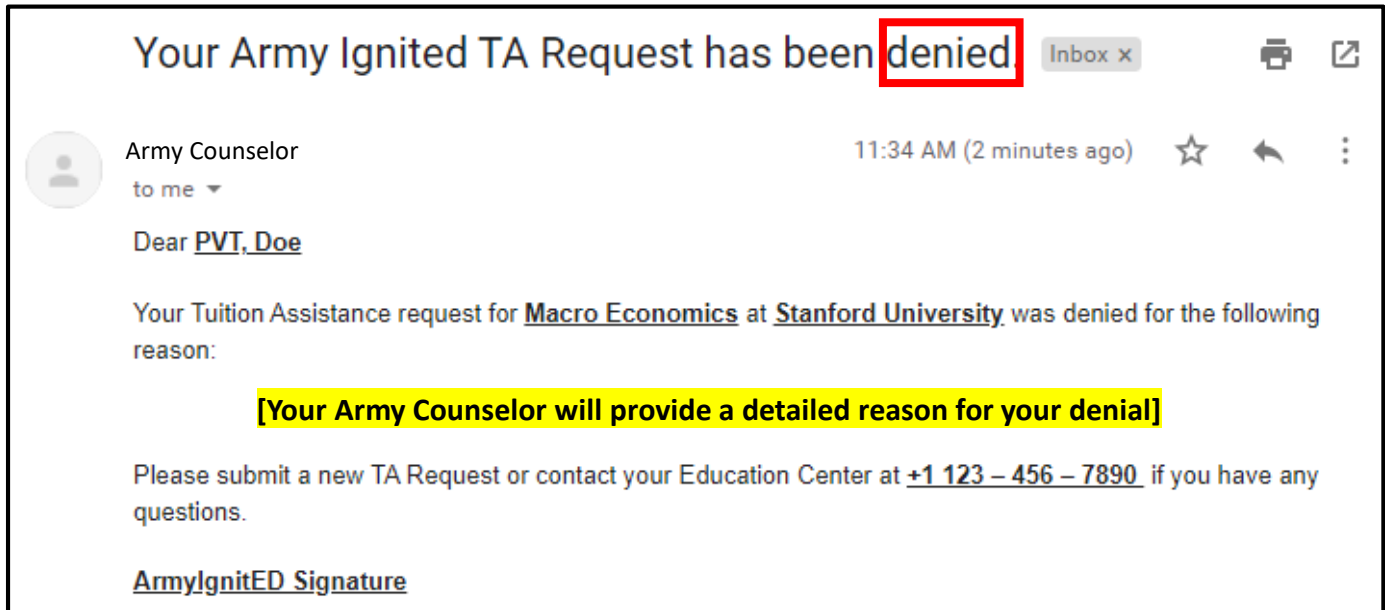
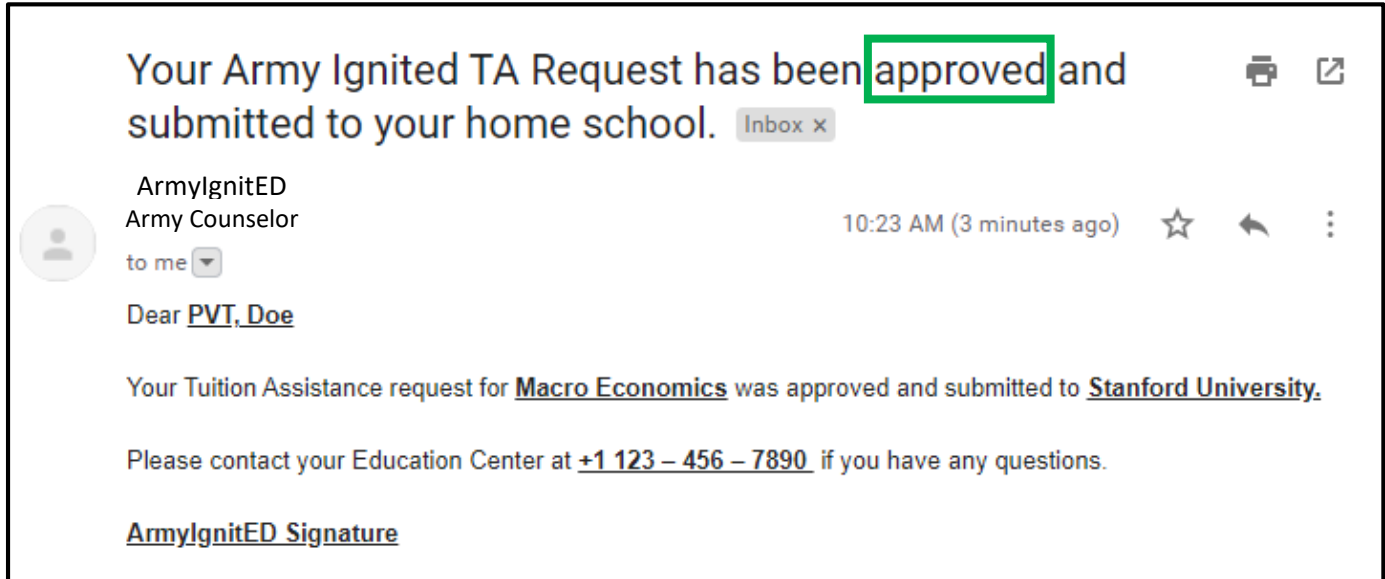
**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

# How To Guide

## Create Education Paths and Tuition Assistance Requests (10 of 10)

### Email Responses for a Tuition Assistance Request

The following images are provided to detail the emails sent to you once you have submitted your Tuition Assistance Request.



**Note:** Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.