



*“Education,  
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to  
Strength  
and  
Readiness”*

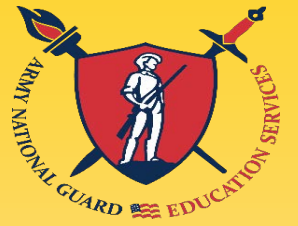


# **ARMYIGNITED 101 TRAINING**

## **1 JULY 2026**



UNCLASSIFIED



# TA Wave 1 Changes (11 Dec 2024)

- Effective previously via ALARACT
- **TUITION ASSISTANCE (TA) Changes**
  - 1<sup>st</sup> time TA users must complete ArmyIgnitED 101 Training and a Decision Support Tool
  - TA annual cap increased to \$4,500 and/or 18 semester hours per fiscal year
    - CA funds are pulled from the same pot of money as TA
    - If a Soldier completes a credential and uses \$2,000, the Soldier's TA allotment is reduced by \$2,000

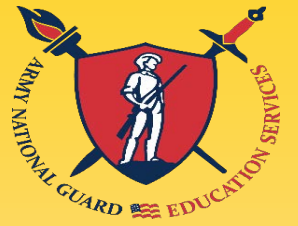
## EXAMPLE:

SPC Gogetter completes CDL Training in Oct by using \$2,000 CA funds for training and exam. In December, SPC Gogetter enrolls in the local community college for cybersecurity. SPC Gogetter has \$2,500 and/or 18 semester hours of TA and \$0 of CA remaining for the fiscal year.

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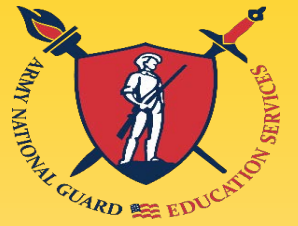
# CA Wave 1 Changes (11 Dec 2024)

- Effective previously via ALARACT
- **CREDENTIALING ASSISTANCE (CA) Changes**
  - 1<sup>st</sup> time CA users must complete MilGears Decision-Support Tool
  - Soldiers receiving CA are required to complete the associated exam
    - Failure to complete exam results in recoupment of CA funds
  - CA annual cap reduced to \$2,000 per fiscal year
  - Soldiers are limited to ONE credential per fiscal year
  - Soldiers are limited to THREE credentials for 10 years of service
    - Applied retroactively, Soldiers with less than 10 years of service and previously completed 3 or more credentials have exhausted their credential allotment until they reach over 10 years of service

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# Wave 2 Changes (19 Mar 2026)

## Tuition Assistance (TA) & Credentialing Assistance (CA) Changes

- **TA Changes**

- **Command approval for ALL TA requests**
- **Soldiers with 2 recoupment actions in the same fiscal year will be SUSPENDED from the program for 12 months**

- **CA Changes**

- **Command approval for ALL CA requests**
- **Commissioned Officers no longer eligible for CA**
  - Warrant Officers and all enlisted ranks eligible for CA
  - No service obligation incurred when using CA
- **Soldiers with 2 recoupment actions in the same fiscal year will be SUSPENDED from the program for 12 months**

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# ArmyIgnitED 101 Requirement

***PRIOR to submitting their Education Goal in ArmyIgnitED, Soldiers MUST complete ArmyIgnitED 101 Training by reviewing these ArmyIgnitED 101 Training slides.***

**At the conclusion of their training, Soldiers must go to their ArmyIgnitED account, click on ‘Messages’, create a new message, copy the statement listed below, and submit the message.**

***“I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on DD/MMM/YYYY.”***



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# Kuder Journey Requirement

**Soldiers must upload their Kuder Journey One Page Summary results directly into their ArmyIgnitED account.**

**If necessary, DISABLE POP-UP BLOCKER.**

- 1. Create Kuder Journey Account. <https://dantes.kuder.com>**
- 2. Click Create Account.**
- 3. Complete Kuder Journey Assessment.**
- 4. Save and download Kuder Journey Summary to Desktop in PDF.**
- 5. Log into the ArmyIgnitED Portal.  
<https://armyignited.cce.af.mil/student/account/login>**
- 6. Click on the “Decision Support Tool” tab.**
- 7. Click on the “Create New Plan” button.**
- 8. Enter the Plan Title as “Kuder Journey Summary”.**
- 9. Submit Kuder Journey Summary.**



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# ArmyIgnitED 101 / Career Path Decide Requirements

After submitting the **ArmyIgnitED 101 completion message** to their ArmyIgnitED account and uploading their **Kuder Journey Summary**, **Soldiers must submit their Education Goal ASAP!**

**Ensure a copy of their Evaluated Degree Plan is attached. A page out of the school catalog will not suffice. Once Education Goal is approved, Soldiers can submit TA Requests.**





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- **Ensure knowledge of:**
  - Benefits of ArmyIgnitED
  - Tuition and Credentialing Assistance Basics
  - Creating your Account
  - Navigating ArmyIgnitED
  - Support
  - Next Steps





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- **Provides access to Federal Tuition Assistance (FTA) and Credentialing Assistance (CA) for AD, ARNG, and USAR Soldiers**
- **Automates FTA and CA online enrollment, 24/7, eliminating wait times and reducing time away from duty**
- **Allows online visibility of student record to view FTA balances, class grades, current course enrollments, including the ability to submit and cancel FTA/CA requests**
- **Provides access to virtual messaging tools to connect with their Education Center**



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# Tuition Assistance Basics

- **Fiscal Year (FY) Limits**
  - **\$4,500.00 per fiscal year (1 Oct-30 Sept)**
  - **18 Semester Hours (SH) / 27 Quarter Hours (QH) per fiscal year (FY)**
  - **Up to \$250.00 per SH or \$165.00 per QH**
  - **Funds do not roll over to next FY**
  - **TA and CA uses the same pot of money. For example, if a Soldier uses \$2,000.00 of CA, the Soldier will have \$2,500.00 remaining of TA.**



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# Tuition Assistance Basics

- **Lifetime Semester Hour Limits**
  - Undergraduate - 130**
  - Graduate - 39**
  - Academic Certificate - 21**
  - Special Programs - 39**





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# Tuition Assistance Basics

## ■ Course Grades

- **Soldiers must pass their courses, or they will be recouped**
- **Passing for undergraduate courses is a C- or higher**
- **Passing for graduate courses is a B- or higher**

## ■ GPA Requirements

- **2.0 Undergraduate GPA after 15 SH**
- **3.0 Graduate GPA after 6 SH**
- **No Recoupment Waivers for failing grades unless a “W”**
- **Waiver must be within 30 days of the “W” grade posted by the school**





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# Federal Tuition Assistance Basics

## ■ Enrollment Timelines

- Enroll with your Academic Institution (AI) first and then Request FTA
- Must apply for FTA no more than 60 calendar days and no later than 14 days prior to term start date to ensure application is processed. TA Requests are processed on a first come, first served basis.
- The input of TA Requests is prevented by the ArmyIgnitED system 7 days prior to term start date.
- Term end date must be no less than 60 days from ETS/Separation
- Must drop TA requests prior to term start date
- FTA must be approved prior to term start date



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# Eligibility for FTA

- **Not flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)**
- **Maintain a 2.0 GPA after completion of 15 semester hours (SH) for undergraduate level courses or a 3.0 GPA after completion of 6 SHs for graduate level courses**
- **An approved Evaluated Degree Plan (EDP) is required after submitting FTA requests for two (2) classes**
- **All eligibility data must be accurate (fed correctly from IPPS-A to ArmyIgnitED)**
- **Service Obligation (Officers only)**
  - **Active Duty Officers (AGR/Deployed) incur a 2-year Service Obligation (SO)**
  - **National Guard Officers (M-Day/ADOS) incur a 4-year SO**
  - **SO calculated based on the end date of each FTA-funded class**



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- FTA is authorized for **one degree** at each of the following levels:
  - **Associate**
  - **Baccalaureate**
  - **Master's**
  - Undergraduate or Graduate Academic Certificate (1 per lifetime)
- **FTA is not authorized for a lower level or a degree already earned**
- Special Programs:
  - Pre-Commissioning Programs (AMEDD)
    - Undergraduate or Graduate Program Prerequisites
  - Host Country Courses or Strategic Foreign Language Program
    - Must be in country or on The Army Strategic Language List
  - College Preparatory and Remedial Courses
  - Graduate Admission Courses





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# Academic Certificates

- **Soldiers can pursue one academic certificate goal in a lifetime, either undergraduate or graduate up to 21 SH credits.**
- **Soldier's may not pursue the certificate concurrently with an education goal for an Associate, Bachelor, or Master's degree**
- **The lifetime limit of 21 SHs does not count against the lifetime limits for an undergraduate or graduate degree**
- **Undergraduate Certificate:**
  - **Soldiers with “Civilian Education Level of High School or higher, including Soldiers with Bachelor degrees and Masters degrees, may pursue an “Undergraduate” Academic Certificate**
- **Graduate Certificate:**
  - **Soldiers must have a Bachelor's Degree or higher to pursue a “Graduate” Academic Certificate**





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# Credentialing Assistance Basics

1. **\$2,000.00 max per fiscal year (\$1,000.00 for select aviation credentials)**
2. One credential max per Soldier, per fiscal year
3. Three 3 credential max for 10 years of service
4. **Must take the associated exam for the credential you are pursuing**
5. Must complete CA 101 Training (Provided by the CA Virtual Counseling Cell) (**New users only**)
6. Must complete MilGears\* (Soldiers must complete the explore careers, Quick Explorer tool, download their report, and upload it to ArmyIgnitED) (**New Users Only**)
7. **CA and TA comes from the same pot of money. For example, if a Soldier uses \$3,500.00 of TA, the Soldier will have \$1,000.00 remaining of CA they could use.**



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# Credentialing Assistance Basics

- Credentialing Assistance (CA) funding is for courses and/or exams leading to an industry-recognized professional and technical credentials
- **CA eligibility pays up to \$2,000 per FY**
- **CA \$1,000 FY limit for selected aviation credentials**
- The CA Program Virtual Counseling Cell provides counseling assistance to Soldiers for the use of CA funding
  - To request counselor assistance, please visit [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - Click on the yellow “CONTACT AN ARMY CA COUNSELOR” button

## The 5 Most Requested Credentials

1. [CompTIA Security+](#)
2. [Certified Associate in Project Management \(CAPM\)](#)
3. [Project Management Professional \(PMP\)](#)
4. [CompTIA Network+](#)
5. [CompTIA A+](#)



ARMY CREDENTIALING  
ASSISTANCE

## Credentialing Opportunities On-Line (COOL)

<https://www.cool.osd.mil/army/index.htm>



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# Schools and Training Vendors You Can Use

- **Federal Tuition Assistance (FTA) may be used at:**
  - Approved academic institutions (AIs) are listed in ArmyIgnitED
  - Must be regionally or nationally accredited institutions recognized by the US Department of Education and have signed the DoD MOU
- **Credentialing Assistance (CA) may be used at:**
  - Approved training providers are listed on the Credentialing Assistance On-Line (COOL) web site
  - Must have been vetted through ACCESS AU
  - [Army COOL - Costs and Funding - Army Credentialing Assistance \(osd.mil\)](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)





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# Dropping / Withdrawing Classes

- Drops occur before the term start date or within the **Academic Institution's (AI)** drop period
- Withdrawals happen after the course has started
  - Soldiers withdraw through the AI and AI must record withdrawal in ArmyIgnitED
  - Results in "W" Grade
- Withdrawals are either Personal or Military and occur after a fee has been assessed by the school
  - Personal: You pay the FTA back to the Army
  - Military: The Army waives the recoupment for the class



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# Recoupment Waivers (RW)

- DA Form 7793 must be signed by your Commander and submitted in ArmyIgnitED, must be due to one of the following reasons:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other unanticipated situations considered on a case-by-case basis
- Reviewed by Army Credentialing and Continuing Education Services for Soldiers (ACCESS)
  - Approved RW returns credits and funding back to Soldier's ArmyIgnitED account
  - Disapproved RWs = recoupment (Soldier repays the Army)



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# Recoupment (Repayment) of FTA

- Repayment of FTA is required for:
  - **Course Failure**
  - **Grade of D and below for an undergraduate course**
  - **Grade C or below for a graduate course**
  - **Incomplete grades beyond 180 days of the class end date**
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a recoupment
- You may not be required to repay FTA if approved for Recoupment Waiver **(but only for 'W' grades, recoupment waivers are not allowed for failed courses!)**



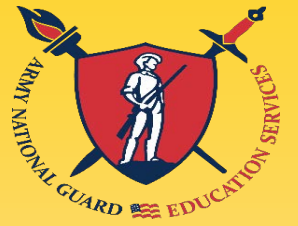


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  - **Incomplete grades beyond 180 days of the class end date**
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a recoupment
- You may not be required to repay FTA if approved for Recoupment Waiver **(but only for 'W' grades, recoupment waivers are not allowed for failed courses!)**



# Suspension Information

- Two recoupments in a single fiscal year results in suspension from BOTH TA/CA programs
  - This is the total of recoupments from TA and CA
  - Policy is NOT retroactive, applies from the date AR 621-5 is published
    - Previous unsuccessful grades will not be considered
- Suspension is 12 calendar months
- Effective the date the second unsuccessful grade is entered or the end of the course/exam for the 2<sup>nd</sup> recoupment whichever occur first
- Soldiers may appeal the 12-month suspension through ArmyIgnitED
  - Must be approved by Supervisor
  - Appeal window is 60 days, no exceptions



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# Creating an ArmyIgnitED Account

Empower yourself and your career

## WELCOME TO ARMYIGNITED

GET STARTED

Select “Get Started”

**Why ArmyIgnitED?**

ArmyIgnitED is a tailored, intuitive resource that empowers you to achieve your educational goals.

**WHY ARMYIGNITED?**  
Whether you're at home or deployed, you have access to education opportunities, support, and guidance throughout your education journey.

Learn Anywhere

**ArmyIgnitED Website:**

**<https://armyignited.cce.af.mil/student/account/login>**





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# 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

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!

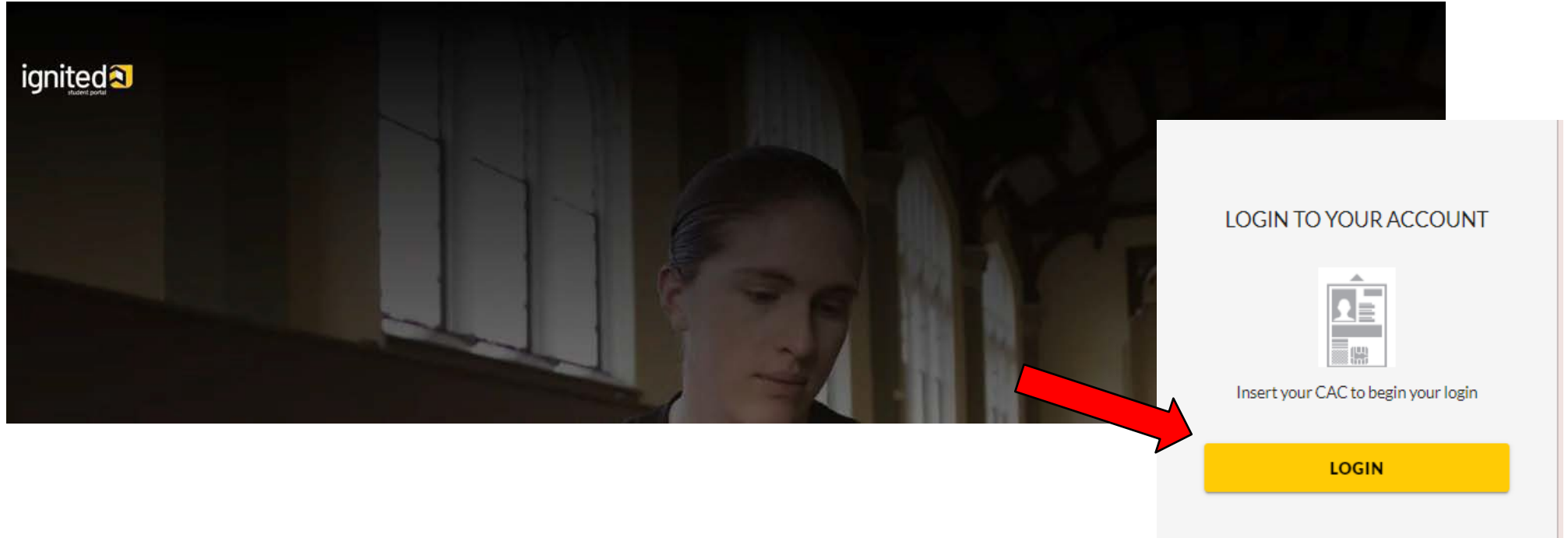
CUI



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# Logging Into ArmyIgnitED



**If your record is not found, contact the Helpdesk for assistance.  
Phone: **276-231-0938** or email: [ArmyIgnitEDHelp@army.mil](mailto:ArmyIgnitEDHelp@army.mil)**





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# Navigating Army IgnitedED

## Student Dashboard

**ignited** Student portal **EDUCATION** Active TA **Fiscal Year Limits** Active CA **Ed Center Info.** HELP

**Site Navigation**

- Dashboard
- Messages
- EDUCATION RECORD
  - Funding Requests
  - Education Goals
  - Documents
  - Testing
  - Recoupments
  - Recoupment Transactions
  - Education Programs
  - Research
- INFORMATION
  - Resources
  - News
  - Education Center Visits
  - Education Center Events

Version 2.29.2.3

**Lifetime Limits**

|                              | Reserve TA                           | Reserve CA                   |
|------------------------------|--------------------------------------|------------------------------|
| <b>Fiscal Year Cap: 2023</b> | Funding Remaining: <b>\$3,250.00</b> | Credits Remaining: <b>13</b> |
| Undergraduate                | Credits Remaining: 130               | GPA: N/A                     |
| Graduate                     | Credits Remaining: 30                | GPA: 4.0                     |

**GPA**

**ACTIVE EDUCATION GOALS**

Organizational Leadership

APPROVED • WESTERN KENTUCKY UNIVERSITY • Masters Degree • Eligible for Reserve TA

30% COMPLETE

Required Credits: 30.00 Completed Credits: 3.00 Transferred Credits: 6.00 Remaining Credits: 21.00

**APPLY FOR FUNDING** **VIEW DETAILS**

**ED CENTER INFO** VIEW DETAILS

Ed Center: USAR-63rd RD East, North Little Rock, AF

**Needs Assessment Survey**  
Your Education Center is not offering a needs assessment at this time. Please continue to check back or [Click Here](#) to learn more.

**Ed Center Events** VIEW ALL

**Ed Center News** VIEW ALL

**ARMY NEWS** VIEW ALL

Fiscal Year Cap: 2023

Funding Remaining: **\$4,000.00**

**CA Limit**





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**Dashboard**

Messages

EDUCATION RECORD

- Funding Requests
- Education Goals
- Documents
- Testing
- Recoupments
- Recoupment Transactions
- Education Programs
- Research

INFORMATION

- Resources
- News
- Education Center Visits

**Dashboard**

Reserve TA Reserve CA

Fiscal Year Cap: 2023 Funding Remaining: \$3,250.00 Credits Remaining: 13

Undergraduate ○ Credits Remaining: 130 GPA: N/A

Graduate ○ Credits Remaining: 30 GPA: 4.0

**ACTIVE EDUCATION GOALS**

Organizational Leadership

APPROVED • WESTERN KENTUCKY UNIVERSITY • Masters Degree • Eligible for Reserve TA

30% COMPLETE

Required Credits: 30.00 Completed Credits: 3.00

Active Ed Goal

At the bottom of the dashboard, are links to get started to explore funding, programs, institutions, and careers

Start here to get your funding

Explore Programs

Explore Institutions

Career Path Decide

Credentialing Assistance

CUI



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# Navigating ArmyIgnitED

## Reviewing Profile Page

ignited

EDUCATION PROGRAMS

EMILY COSLET

My Profile

Switch Theme

Logout

Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

tomcruise000

Personal Data

Username: 1099727922

Profile Created: 08/16/2022

Record Status

Assigned Installation: USAR-63rd RD East, North Little Rock, AR (USARR2)

BACCALAUREATE DEGREE

06/26/2023, 4:02:32 PM

Military Personnel Data

Primary: 79V

Secondary MOS: 42A

Expiration of Service: 08/16/2023

Activated End Date

Version 2.29.2.3

Emily J SFC USARMY ARCG (US)

Primary Email Address: coslet119@gmail.com

To access your Profile Page, on the top right of the page, click on your name and click on “My Profile”. This has your user information, contact information, and mailing address.

To Update Civilian Ed Level, contact Unit Personnel / S1 Office

Civilian Education Level must be current to maintain TA/CA eligibility

Student and Military Information migrate into ArmyIgnitED from IPPS-A





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# Navigating ArmyIgnitED

## Reviewing Profile Page

TOM CRUISE

Provides a copy of your  
Education Record

PRINT EDUCATION RECORD

### Personal Data

#### Username

tomcruise000

#### Record Status

#### Civilian Ed

HOME SCHOOL DIPLOMA

#### Profile Created

06/16/2022

#### Assigned Installation

Fort Dix Education Center (WP)

#### Last Successful Login

01/03/2023, 10:35:59 AM

#### Pay Grade

E4

#### Assigned Unit

W00C01

### Contact Info

#### Email Address

[Tomcruise000.mil@army.mil](mailto:Tomcruise000.mil@army.mil)

#### Personal Email Address \*

Dorothy.GeneratedNienow@test2.net

#### Duty Phone

(750) 777 9182

#### Personal Cell \*

(570) 428 2865

Verify that contact information is correct. A personal email address and cell phone number are required.





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# Navigating ArmyIgnitED

## Student Documents

**ignited** student portal

EDUCATION PROGRAMS

ORA GEORGE ACTIVETA HELP

← My Documents

| Name                                           | Date       | Size (KB) | Type |
|------------------------------------------------|------------|-----------|------|
| Flow Chart Creating an Education Goal - SM.pdf | 12/22/2022 | 77.23     | PDF  |
| Flow Chart HelpDesk - SM.pdf                   | 12/22/2022 | 143.40    | PDF  |
| Flow Chart Messages Student - SM.pdf           | 12/22/2022 | 88.84     | PDF  |
| 3 total                                        |            |           |      |

Click on “Documents” on the left of your Dashboard to access and review uploaded documents

**\*Important! ArmyIgnitED does not allow Soldiers to upload documents to their account. You must send any documents through the ArmyIgnitED messaging system, and education center staff will upload the documents for you.**



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# Virtual Benefits Training

**Before requesting  
Tuition Assistance,  
you must sign and  
complete the Virtual  
Benefits Training**

‘Sign & Complete’:

The screenshot shows the Ignited student portal interface. On the left is a dark sidebar menu with options: Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs (selected), Credentialing Assistance, Virtual Benefits Training (highlighted in orange), and Research. The main content area has a top navigation bar with 'ignited student portal' and 'EDUCATION PROGRAMS'. Below this is a sub-header 'Virtual Benefits Training' with a back arrow. The main content shows a 'Test' section with a 'Pending Signature' status, a 'Sign to acknowledge.' instruction, and a 'Created: 08/05/2022' timestamp. A prominent red arrow points to the 'SIGN & COMPLETE TRAINING' button. Below this, a 'Confirm Signature' modal is shown with the text 'Your signature indicates understanding of training.' and two buttons: 'I AGREE' (highlighted with a red arrow) and 'CANCEL'.

**Important! You MUST complete your Virtual Benefits Training to request TA**



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# How to Get Help

Click on “Help” to find FAQs,  
Support (Help Desk) Tickets, and  
Documents/Links

A screenshot of the Education Programs website interface. At the top, there is a dark navigation bar with a user profile icon and the name "EMILY COSLET". To the right of the name is a dropdown arrow and a "HELP" link. A large red arrow points from the top right towards the "HELP" link. Below the navigation bar, the main content area has a large orange header with the text "How can we help?" and "Welcome to our knowledge base". Below this, there are three main sections: "FAQs" with a lightbulb icon and the text "Frequently Asked Questions", "Support Tickets" with a table showing a "System Error" ticket, and "Documents and Links" with a document icon and the text "Documents and Links". The "Support Tickets" table has columns for "Date Submitted" (9/2/22) and "Status" (Closed), with "VIEW" and "DELETE" buttons. There is also an "ADD TICKET" button.





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# Submitting a Support Ticket

On the Help Home Page, under “Support Tickets” will be the status of any ticket submitted

Click on “Add Ticket” button to begin submitting a help ticket. It will take you to a page where you can submit tickets under specific categories.

EDUCATION PROGRAMS

## How can we help?

Welcome to our knowledge base

### FAQs

#### Frequently Asked Questions

Please check out our FAQs if you are having issues, we keep them up to date with relevant topics to your education needs.

### Support Tickets

| System Error             |                        |
|--------------------------|------------------------|
| Creating Education Goal  |                        |
| Date Submitted<br>9/2/22 | Status<br>Closed       |
| <a href="#">VIEW</a>     | <a href="#">DELETE</a> |

[ADD TICKET](#)

### Documents and Links

#### Documents and Links

Browse our documents related to funding programs, policies, and more.



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Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

Version 2.17.14

EDUCATION PROGRAMS

Help Ticket

Which area do you need assistance with?

Tuition Assistance or Education Goal

Issues Related To

- Assistance creating a tuition assistance request
- Tuition assistance request information needs to change
- Grades are missing, overdue, or wrong
- I am receiving an error statement
- I have / need an extension for my course
- I need assistance clearing a system warning

You will need to contact your Education Center for assistance. Their contact information is listed below:

ARNG-Wyoming Education Services Office Education Center  
DSN: 314-632-5440  
Commercial Phone: 11390434305440  
Email Address: user2692@email.net

SUBMIT MESSAGE

Credentialing Assistance

Issues Related To

- Civilian Technical Certifications and Licenses
- Need assistance creating a Credentialing Education Goal
- Need assistance submitting a CA request
- CA request information needs to change
- CA request is still pending approval
- CA request is still pending finance payment

You will need to contact your Education Center for assistance. Their contact information is listed below:

ARNG-Wyoming Education Services Office Education Center  
DSN: 314-632-5440  
Commercial Phone: 11390434305440  
Email Address: user2692@email.net

SUBMIT MESSAGE

Create Message

Category \*

Tuition Requests

Subject \*

Format

Attachments

CHOOSE FILE

Drop files here

SEND

CLOSE



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# Joint Services Transcript (JST)

- **Your JST documents of all your military training and experience**
- **American Council on Education evaluates your military training and experience and recommends college credit**
- **Colleges and Universities may or may not accept this credit toward your degree**
- **Any credit awarded toward your degree means less time in the classroom**
- **Request official JST to be sent to your college**
- **Transcript requests are free**

Login at <https://jst.doded.mil/>





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Page 1 of 7

JOINT SERVICES  
TRANSCRIPT



\*\*UNOFFICIAL\*\*

Transcript Sent To:  
[REDACTED]

Name: [REDACTED]  
SSN: XXX-XX-XXXX  
Rank: Staff Sergeant (E6)  
Status: Active

| Military Courses   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                            |                                      |                       |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------|-----------------------|
| Military Course ID | ACE Identifier<br>Course Title<br>Location-Description-Credit Areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Dates Taken                | ACE<br>Credit Recommendation         | Level                 |
| 750-BT             | AR-2201-0399 V04<br>Basic Combat Training:<br>Upon completion of the course, the student will be able to apply casualty care; employ land navigation skills; conduct physical fitness training; execute self-defense; and execute marksmanship skills.<br><ul style="list-style-type: none"><li>First Aid And CPR</li><li>Land Navigation (Recreation)</li><li>Marksmanship</li><li>Physical Fitness</li><li>Self-Defense</li></ul> (4/12)(4/12)                                                                                                                                                                                                                                                                                                                               | 17-SEP-2012 to 23-NOV-2012 | 2 SH<br>1 SH<br>1 SH<br>1 SH<br>1 SH | L<br>L<br>L<br>L<br>L |
| 101-25U10          | AR-1715-0928 V06<br>Signal Support Systems Specialist:<br>Signal School<br>Ft Gordon GA<br>Upon completion of the course, the student will be able to install, troubleshoot, and perform field level maintenance on computer and network hardware; configure and manage computer networks; deploy dedicated re-transmission stations; operate dedicated re-transmission stations; apply skills in information assurance awareness; understand operations security; use test measurement and diagnostic equipment; and apply technical and military knowledge in a military operation environment.<br><ul style="list-style-type: none"><li>Computer Troubleshooting and Repair</li><li>Electronic Systems Troubleshooting And Maintenance</li><li>Network Essentials</li></ul> | 26-NOV-2012 to 02-APR-2013 | 3 SH<br>3 SH<br>3 SH                 | L<br>L<br>L           |

\*\* PROTECTED BY FERPA \*\*

06/02/2023

CUI



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- ✓ **Go to your ArmyIgnitED account, click on 'Messages', create a new message, copy the statement listed below and submit.**
- ✓ **"I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]"**



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## Next Steps

1. **Create Kuder Journey Account.** <https://dantes.kuder.com>
2. **Click Create Account.**
3. **Complete Kuder Journey Assessment.**
4. **Save and download Kuder Journey Summary to Desktop in PDF.**
5. **Log into the ArmyIgnitED Portal.**  
<https://armyignited.cce.af.mil/student/account/login>
6. **Click on the “Decision Support Tool” tab.**
7. **Click on the “Create New Plan” button.**
8. **Enter the Plan Title as “Kuder Journey Summary”.**
9. **Submit Kuder Journey Summary.**





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## Next Steps

**After submitting the ArmyIgnitED 101 completion message to their ArmyIgnitED account and uploading their Kuder Journey Summary results, **Soldiers must submit their Education Goal ASAP!****

**Ensure a copy of their Evaluated Degree Plan is attached. A page out of the school catalog will not suffice.**



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## Next Steps

**After the Education Goal is approved, Soldiers may submit TA Requests up to 60 days, but no later than 14 days prior to the Term Start Date to ensure the application is processed. TA Requests are processed on a first-come, first-served basis.**

**SUBMIT TA REQUESTS AS EARLY AS POSSIBLE!**

**Although, the input of TA Requests is allowed by the ArmyIgnitED system NLT 7 days prior to the Term Start Date, your TA Requests may not be approved due to OPTEMPO or other issues.**



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# Supervisor Approval Required

**All TA Requests will be routed through a  
Supervisor for approval/disapproval**

**Soldier MUST coordinate with Supervisor**

Soldier will enter two Supervisor email addresses in ArmyIgnitED

Email addresses may be civilian or military

**Supervisor is defined as:**

**Individual who signs annual evaluation**

**Individual designated by Commander**

**Commander**

Supervisors ARE NOT required to have an ArmyIgnitED account

**Supervisor MUST have CAC**

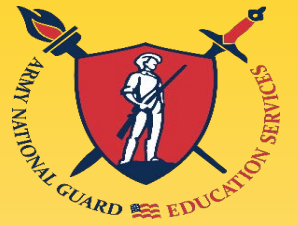
**Supervisor MUST action TA Request no later than 6 days prior to Term  
Start Date**





UNCLASSIFIED

# TA Request Process Created by Soldier



Select Apply for Funding 60 Days, but NLT 14 days PRIOR to Term Start Date



Verify/Update Supervisor Information and Personal Contact Information



Acknowledge User Agreement and Terms and Conditions



Verify Education Center, Deployment Status, and Education Institution Details



Select Course Dates, Add the Course, Enter Course Details, Add Add'l Courses



Submit Request



Pending Supervisor Review  
(NLT 6 calendar days PRIOR to Term Start  
Date)



Education Counselor Review (if the TAR trips a QC)



Automated/Manual Approval

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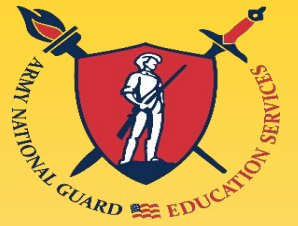
# Tips for Submitting a TA Request (TAR)

- ✓ View the tutorials in ArmyIgnitED or ask your assigned Education Services Specialist (ESS) or Education Services Officer (ESO)
- ✓ Submit one course at a time (that way if there is an error, not all TA requests will be deleted)
- ✓ Do not click on 'VA Top Up' if using MGIB-SR/Ch 1606
- ✓ Once your TARs are approved, print off the authorization forms (pdf) to provide to your school as proof of payment
- ✓ Log back into ArmyIgnitED and double-check that your course information is correct, and your courses have been approved **PRIOR** to the start date



UNCLASSIFIED

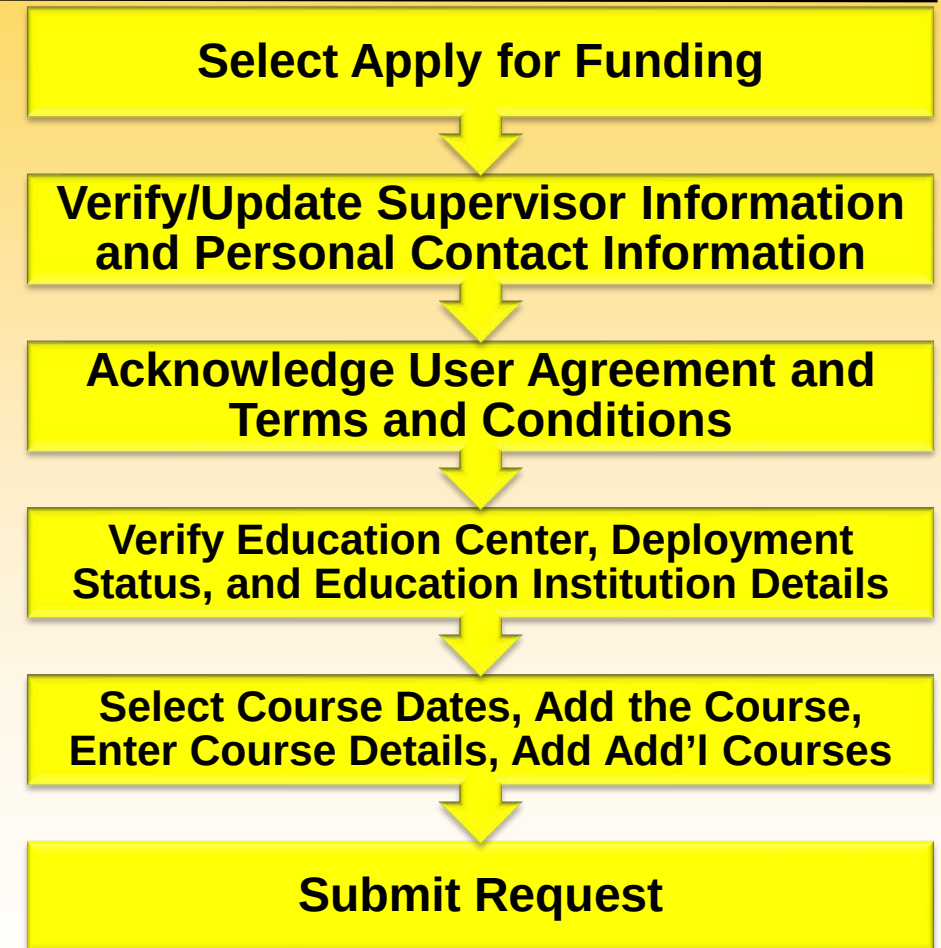
# TA Request Process Soldier Actions



**When a Soldier creates the TA Request, these are the steps the Soldier will complete.**

**Only change for Soldiers is verify/update Supervisor Information and Personal Contact Information.**

**Soldiers must ensure they know who is signing as Supervisor and have their email information.**



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# Soldier TA Summary

**Soldiers are responsible to submit TA Requests within established application deadlines**

## **TUITION ASSISTANCE (TA)**

**Submit TA Requests 60 – 14 days prior to Term Start Date to ensure applications are processed**

Although the ArmyIgnitED system will allow the input of TA Requests NLT 7 days prior to a Term Start Date, **it is STRONGLY RECOMMENDED a Soldier submit their TA Requests AS EARLY AS POSSIBLE!**

- IF a Soldier waits until 7 days prior to a Term Start Date to submit a TA Request, the TA Request MAY NOT BE APPROVED because there may not be enough time for their Supervisor/Commander Representative to process their application due to OPTEMPO or other issues.**



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- The ARNG Education Support Center (ESC)
  - **1-866-276-4338** or [arng.esc@army.mil](mailto:arng.esc@army.mil)
- Your State Education Office
  - [www.nationalguard.com/select-your-state](http://www.nationalguard.com/select-your-state)
- Visit us online
  - [www.nationalguard.com/education](http://www.nationalguard.com/education)