"Education, The KEY to Strength and Readiness"

ARMYIGNITED 101 TRAINING
11 DECEMBER 2024

"*Education,*

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ARMYIGNITED FEDERAL TUITION ASSISTANCE CHANGES EFFECTIVE 11 DECEMBER 2024

1. The fiscal year cap is increased to 18 semester hours and $4,500.00.

2. Soldiers must complete ArmyIgnitED 101 training AND Career Path Decide (CPD) prior to creating an education goal.

ArmyIgnitED 101 Requirement

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PRIOR to submitting their Education Goal in ArmyIgnitED, Soldiers MUST complete ArmyIgnitED 101 Training by reviewing these ArmyIgnitED 101 Training slides or watching a YouTube video found at the following link.

https://www.youtube.com/watch?v=H4Ksr6dF5sc

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."

Career Path Decide Requirement

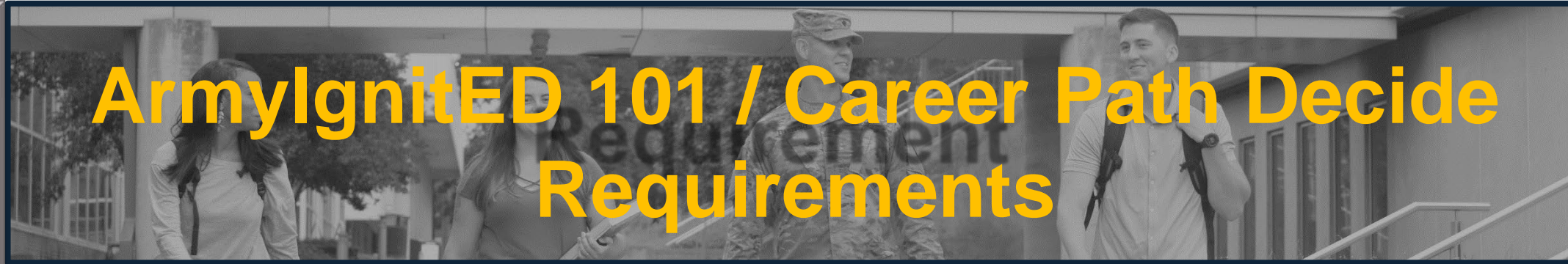**Soldiers must upload their Career Path Decide (CPD) results directly into their ArmyIgnitED account.**

1. **Copy your session link, which can be found in the box below.**
2. **Log into your ArmyIgnitED Portal.**
   https://www.armyignited.army.mil/
3. **Click on the "Career Path Decide" tab.**
4. **Click on the "Create New Plan" button.**
5. **Enter the Plan Title as "Career Path Decide Goals Report (Date)".**
6. **Input your return link (found below) in the "Reference URL" field.**

Your Return Link
https://careerpathdecide.org/goals-report?returnToken=(youruniquenumberhere)

ArmyIgnitED 101 / Career Path Decide Requirements

After submitting the ArmyIgnitED 101 message to their ArmyIgnitED account and linking their Career Path Decide 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.

Purpose

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

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Benefits of ArmyIgnitED

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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**

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.**

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**

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 class start date**

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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Uses for FTA

- **FTA is authorized for <mark>one degree</mark> 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**

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

  - 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**

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Dropping / Withdrawing Classes

- **Drops occur before the term start date or within the <mark>Academic Institution's (AI)</mark> 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)

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- **DA Form 7793 must be signed by your Commander and submitted in ArmyIgnitED, must be due to one of the following reasons:**
  - **<mark>Unanticipated military duties</mark>**
  - **<mark>Illness</mark>**
  - **<mark>Unanticipated hospitalization</mark>**
  - **<mark>Emergency leave</mark>**
  - **<mark>Other unanticipated situations considered on a case-by-case basis</mark>**
- **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)**

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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Creating an ArmyIgnitED Account

Select "Get Started"

ArmyIgnitED Website: https://www.armyignited.army.mil/

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Funding Method

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!
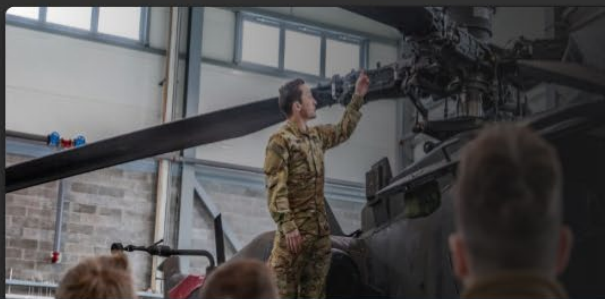
CREDENTIALING ASSISTANCE

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!

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Logging Into ArmyIgnitED

ignited
student portal

LOGIN TO YOUR ACCOUNT

Insert your CAC to begin your login

LOGIN

If your record is not found, contact the Helpdesk for assistance.
Phone: (276) 231-0938 or email: army@bamtech.net

Navigating ArmyIgnitED
Student Dashboard

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Fiscal Year Limits

Ed Center Info.

Site Navigation

Lifetime Limits

GPA

CA Limit

Navigating ArmyIgnitED
Student Dashboard

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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 Ed Goal

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

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

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Navigating ArmyIgnitED
Reviewing Profile Page

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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.

Student and Military Information migrate into ArmyIgnitED from IPPS-A

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

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

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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

Duty Phone
(259) 727-9183

Personal Email Address *
Dorothy.GeneratedNienow@test2.net

Personal Cell *
(573) 428-2865

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

Navigating ArmyIgnitED

Student Documents

ignited student portal

← My Documents

Name	Date	Size (KB)	Type
Flow Chart reating an Education Goal - SM.pdf	12/22/2022	77.23	📄
Flow Cha elpDesk - SM.pdf	12/22/2022	143.40	📄
Flow Cha essages Student - SM.pdf	12/22/2022	88.84	📄

3 total

Navigation menu: Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research

EDUCATION PROGRAMS ∨   ORA GEORGE ACTIVETA   HELP

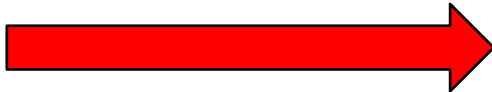**Click on "Documents" on the left of your Dashboard to access and review uploaded documents**

==*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 your.==**

Virtual Benefits Training

'Sign & Complete':

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

ignited
student portal

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Credentialing Assistance

Virtual Benefits Training

Research

EDUCATION PROGRAMS

← Virtual Benefits Training

Test

Pending Signature

Sign to acknowledge.

Created: 08/05/2022

SIGN & COMPLETE TRAINING

'Confirm Signature':

Confirm Signature

Your signature indicates understanding of training.

I AGREE   CANCEL

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

How to Get Help

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

EMILY COSLET   HELP

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.

Documents and Links

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

Support Tickets

System Error
Creating Education Goal

Date Submitted	Status
9/2/22	Closed

VIEW   DELETE

ADD TICKET

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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.

Submitting a Support Ticket

Tips for Submitting a TA Request (TAR)

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- ✓ **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**

Explore What to Study

- **Career Path Decide   https://www.careerpathdecide.org/**
  - Research detailed Information on specific career/vocation outlooks
  - Provides information on institutions that are eligible for TA
  - Take skill assessments to view school options

- **Kuder Journey   https://journey.kuder.com/**
  - Learn about interests, skills, and values with research-based assessments
  - Plan education and career based off the assessments
  - Use the planning tools to be successful in education/career choices

Next Step: Make an appointment with an Education Counselor to discuss your completed assessment report to determine what you will study

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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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Sample JST

JOINT SERVICES TRANSCRIPT

UNOFFICIAL

Name:	▓▓▓▓▓
SSN:	XXX-XX-XXXX
Rank:	Staff Sergeant (E6)
Status:	Active

Transcript Sent To: ▓▓▓▓▓

Military Courses

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level

750-BT AR-2201-0399 V04 17-SEP-2012 to 23-NOV-2012
Basic Combat Training:
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.

- First Aid And CPR — 2 SH — L
- Land Navigation (Recreation) — 1 SH — L
- Marksmanship — 1 SH — L
- Physical Fitness — 1 SH — L
- Self-Defense — 1 SH — L

(4/12)(4/12)

101-25U10 AR-1715-0928 V06 26-NOV-2012 to 02-APR-2013
Signal Support Systems Specialist:
Signal School
Ft Gordon GA

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.

- Computer Troubleshooting and Repair — 3 SH — L
- Electronic Systems Troubleshooting And Maintenance — 3 SH — L
- Network Essentials — 3 SH — L

** PROTECTED BY FERPA **   06/02/2023

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Next Steps

✓ **Go to your ArmyIgnitED account, click on 'Messages', create a new message, copy the statement listed below, and send it to your assigned state Education Office and/or Education Counselor:**

✓ **"I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]"**

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Next Steps

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Complete Career Path Decide (CPD) found at the following link.

https://www.careerpathdecide.org/career-planning/build-your-target

Soldiers will link their results to their ArmyIgnitED account.

After submitting the ArmyIgnitED 101 message and linking their Career Path Decide results, Soldiers must submit their Education Goal ASAP!

Next Steps

✓ **Contact your assigned Education Services Specialist (ESS) and/or Education Services Officer (ESO): www.nationalguard.com/select-your-state**

   ✓ **Discuss your education pathway, goal, and available state and federal education benefits**

✓ **Submit your TA/CA request and start your education journey!**

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Points Of Contact

- **The ARNG Education Support Center (ESC)**
  - 866-ARNGEDU (276-4338) or **arng.esc@army.mil**

- **Your State Education Office**
  - **www.nationalguard.com/select-your-state**

- **Visit us online**
  - **www.nationalguard.com/education**

- **Visit us on MS Teams**
  - ARNG Public-Education Services (Team code: 1oeyukp)
  - **https://dod.teams.microsoft.us/l/team/19%3Adod%3Aef1fa3b161ac48f393a e4de579ea9f8a%40thread.skype/conversations?groupId=0b083e5f-e8d4- 406f-9b54-ef4463d35b9d&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43**

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