# Army Tuition Assistance Requests

**UPDATED STEPS FOR REQUESTING TA**

1. **Create an Account:** Visit the new ArmyIgnitED website (see below) and click "login." This will register your CAC to the upgraded ArmyIgnitED platform. You will only need the URL and your CAC.
   - New website address: www.armyignited.army.mil – users must have their CAC. *The Military and Veteran Services Center has CAC readers available for use if you do not have one.*

2. **Submit an Education Goal:** Each Soldier will need to submit an Education Goal through ArmyIgnitED which will be sent to your Education Center. An Army Education Counselor will review and either approve, disapprove, or request additional information about the goal. Contact your Education Center if your goal is disapproved. You must have an approved education goal to apply for tuition assistance.
   - Follow this pathway for a tutorial outlining how a Soldier can create an Education Goal:
     - Login to ArmyIgnitED > Click on the Question Mark Located at the Upper Right Corner > Documents & Links > Tutorial- Creating an Education Goal-SM

3. **Request Tuition Assistance <mark>NLT 7 days prior to the course start date!</mark>** Soldiers may access step-by-step tutorials on how to request TA via the Army IgnitED account.

**CREATING AN EDUCATION GOAL**

1. Click on "Education Goals" on the left side menu or "Create New Goal" near the bottom of the homepage.
2. Select your Education Goal type. If you see N/A by the goal you are trying to create that means you are ineligible for that degree level. Soldiers can hover over the goal and they will see the reason why they are ineligible. If this is in error, please contact your S1 to get your civilian education level updated in your record. In the meantime, Soldiers could contact their Education Center, provide correct documentation (transcript), and request that an Education Counselor do a one-day update of the civilian education level.
3. Select your Academic Institution. 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".

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

5. Upload your **Evaluated Degree Plan**. An Evaluated Degree Plan is specific to you and lists transfer credits you may have.
   - If you did not attach an official Evaluated Degree when you created your Education Goal, you will need to provide the Evaluated Degree Plan in PDF to your Education Center to be added to your account to continue using tuition assistance after completing two classes.
   - See below guidance for accessing an Evaluated Degree Plan from your TUPortal.

6. Enter total required credits for your degree level if not already loaded.  Most Academic Institutions have already loaded the number of credits required for the degree.  If you are uploading an Evaluated Degree Plan, you can update the transferred credits in the "Previous Credits" field.  Click "Submit Goal".

7. Review & Approval/Disapproval. Once you submit your education goal, it is sent to your Education Center for review. Once approved or disapproved, you will receive a message in your student message section. *Once your education goal is approved, you may apply for tuition assistance.*

## EVALUATED DEGREE PLAN STEP-BY-STEP

| Step 1 | Login to TUPortal and navigate to Student Tools |
|--------|--------------------------------------------------|
| Step 2 | Under the Records Tab, click on DARS |
| Step 3 | Navigate to your own personal audit via your student ID |
| Step 4 | Verify your program, then click "Run Declared Programs" |
| Step 5 | Click "View Audit" in the box outlining your program. |
| Step 6 | Click "Printer Friendly Version" & save as a PDF |
| Step 7 | Click "Transfer Evaluations" and repeat Step 6 |
| Step 8 | Upload your Evaluated Degree Plan to ArmyIgnitED |

**\*Important Notes:**

1. There will be no more blanket ETP for FY23 courses and beyond (course start dates of 1 October 2022 and later). All TA requests must be submitted in the upgraded ArmyIgnitED.

2. *With the new ArmyIgnitED, Soldiers must apply for Tuition Assistance (TA) in the system no earlier than 60 days and no later than 7 days prior to the class start date.*

3. All TA requests must be approved prior to the start date of the course.

4. Soldiers will be solely responsible for all tuition costs if TA is not approved prior to the course start date.

5. Soldiers must drop or withdraw from a course with their school and process all requests for recoupment waivers for withdrawals in ArmyIgnitED.