



https://www.ng.ms.gov/gs/g1/edu/tuitionassistance



## ARMY GNITED 3



ArmylgnitED
HAD a
makeover!

It's NEW and IMPROVED!



Be quick!

Create an account TODAY!

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





- What is it What do I get?
  - Financial assistance to help Soldiers with offduty 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 (\$4,000.00) per fiscal year
    - For FY-24, that covers courses with start dates between 1 Oct 2023 and 30 Sep 2024







How Do I Qualify?

Be currently serving in the ARNG and have a military CAC.

**NOT FLAGGED** 







#### **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







- May be used with GI Bill benefits
- May be used with the Mississippi National Guard General Scholarship Program (Mississippi 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







- Career limits for FTA are:
  - 130 undergraduate semester hours
  - 39 graduate semester hours
  - 21 semester hours towards an undergraduate <u>or</u> graduate <u>CERTIFICATE</u>.
  - 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







- GPA Requirements to prevent account HOLD
  - 2.0 Undergraduate / 3.0 Graduate
  - If placed on HOLD, Soldier must self-fund through ArmylgnitED 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







- 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 <u>no later than 30 days</u> 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



# Soldier Process Overview ArmylgnitED.army.mil



- Establish ArmylgnitED Account by going to <a href="https://www.armyignited.army.mil/student">https://www.armyignited.army.mil/student</a> 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 submitting two courses.



# Soldier Process Overview ArmylgnitED.army.mil



- 4. Enroll in Courses at your School.
- 5. Return to ArmylgnitED 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 14 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.



# Soldier Process Overview ArmylgnitED.army.mil



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

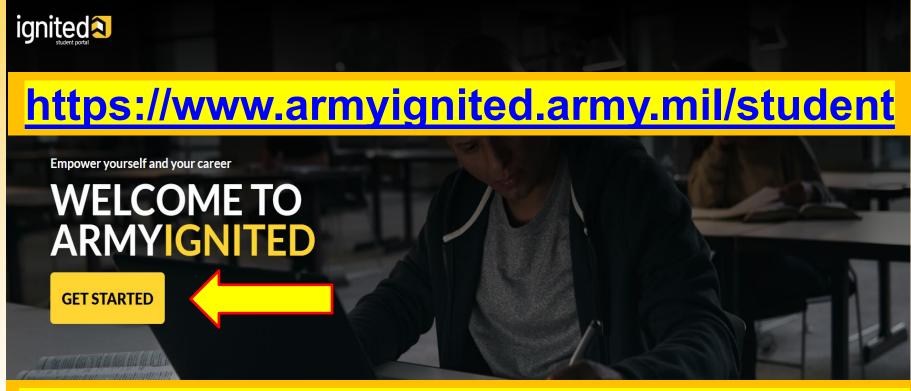
6. Once courses are approved, go back into ArmylgnitED, print the authorization form and provide the form to the school.





# ArmylgnitED 2.0 Creating an Account





Soldiers MUST use CAC when using ArmylgnitED Use MS Edge, Chrome, or Firefox browser



## **ArmylgnitED 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

#### (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

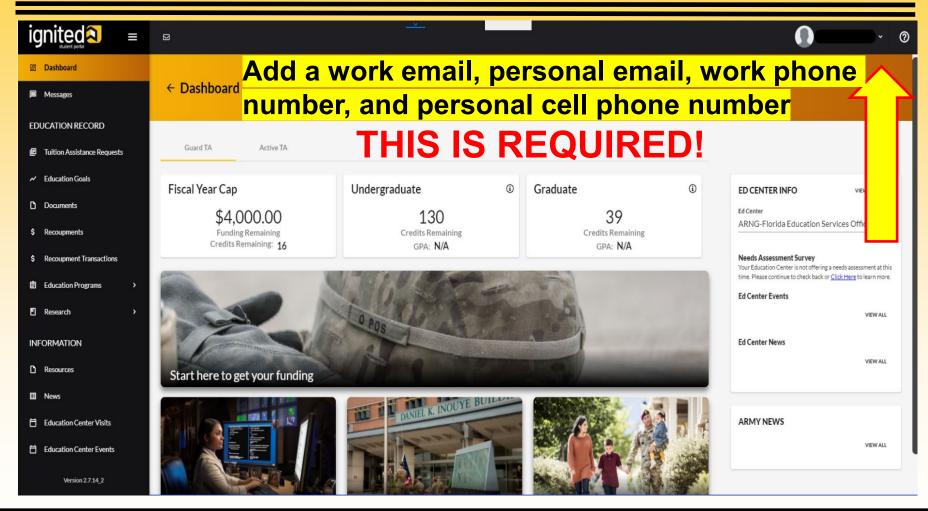
#### (coming soon)

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



## **Update "My Profile"**

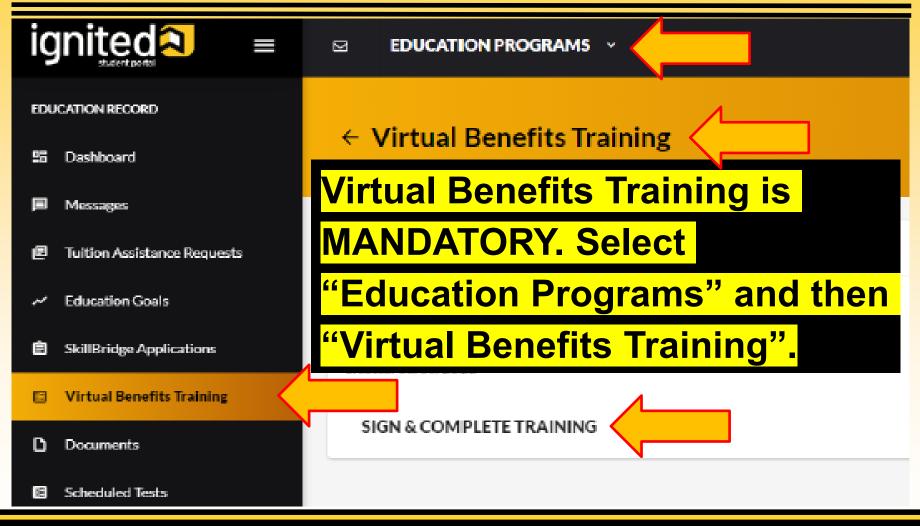






#### **Virtual Benefits Training**







## **Evaluated Degree Plan REQUIRED**



An Evaluated Degree Plan is required PRIOR to submitting 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.

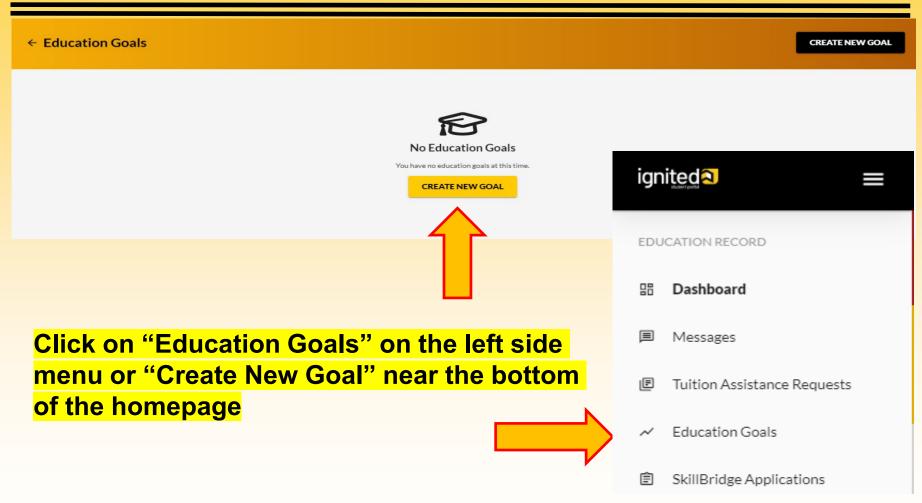
#### An Evaluated Degree Plan includes:

- ✓ 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**

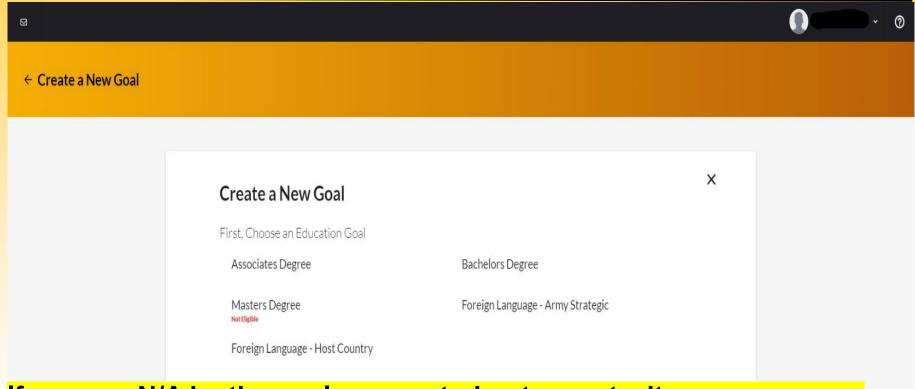






## Select Education Goal Type



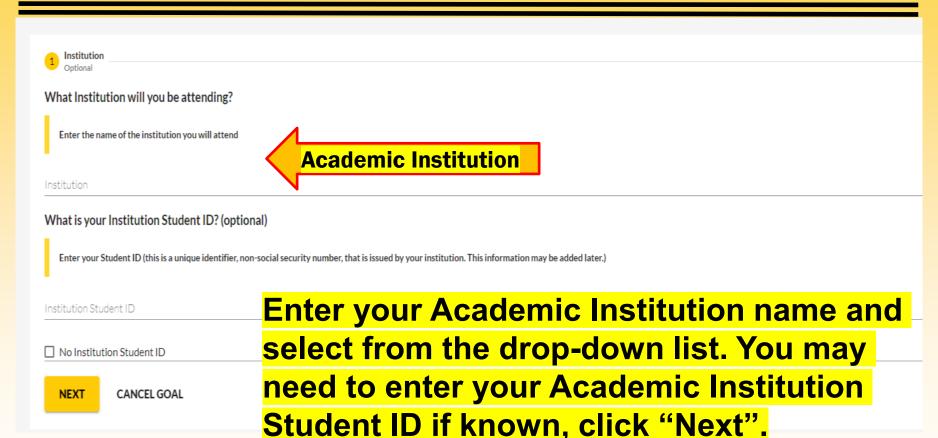


If you see N/A by the goal you are trying to create, it means you are ineligible for that degree level. If this is in error, please contact your unit to get your civilian education level updated in your record.



## Select Academic Institution







### 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 p	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	There is a keyword search to help find your degree						
on dealt?	program. If you d	lo not see the degre	ee program you				
Associate of Applied Science in Culinary and Foodservice Management 60 credits	are pursuing, co	ntact the school to	have the degree				
Associate of Applied Science in Health Sciences	program loaded t	to the Academic Ins	stitution (AI)				
60 credits	Portal. Select the Degree Program from the drop-						
Associate of Applied Science in Technical Management 60 credits	down list, click "		•				
Associate of Arts in Business Administration	0						



#### **Upload Degree Plan**



← Create a New Goal: Bachelo	ors Degree		
Institution  Please upload your degree plan file.	<b>⊘</b> Degree Program	3 Degree Plan File	4 Credits
	I to obtain your degree. There are 2 types: evaluated and non-evaluated. The difference is evaluated to complete this goal. Degree plan file must be under 4		st Army Education Center for additional information.
Supporting Documentation (Optional)			
Drop files here Supported file types are: xlsx, xls, .doc, .docx, .pdf	Drag and drop Evaluate	ed Degree Plan as a PDF o	document
□ No Degree Plan File  PREVIOUS STEP  NEXT  CA	NCEL 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?		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 subt requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120 Requirement Credits.*			Education Goal	goal?	edits your institution has accepted as transfer credits. If unknown, input 0. This area can be updates	d at a later time, by your
	60		YES	NO			
	Are the credits you entered Quarter Hours? ☐ Yes	DO N	TON	mark	YES fo	or Quarter Hours if your	school
	PREVIOUS STEP SUBMIT GOAL CANCEL GOAL					Most schools use Sem	
						ntact your school.	100101

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



#### **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 ma	any credits have you previously completed towards your degree?			
Enter the total amount of credits required to complete your degree requirement is 120sh to obtain the degree and the institution has a Required Credits *	accepted 20sh in transfer, input 120sh in this area.	t Education Goal	edits your institution has accepted as transfer credits. If unknown, input 0. This area co	an be updated at a later time, by your		
Are the credits you entered Quarter Hours?	YES	NO C				
Yes	Are you su	ire you wa	ant to submit this goal?	Select —		
PREVIOUS STEP SUBMIT GOAL CANCEL GOAL		ES if and only if this is the actual degree you are				
	pursuing.					



#### **Submitting TA Requests**



- 1. Once an Education Goal has been approved, Soldiers can submit TA Requests up to 60 days prior but NLT 14 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.
- 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 (Als) 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.





## ArmylgnitED (Service Member) MUST have an approved Education Goal

- 1. Enroll in Courses at your School.
- 2. Return to ArmylgnitED 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 14 days prior to 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.





- 3. From ArmylgnitED Dashboard, locate 'Active 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':





- 6. Verify current 'Education Center'. If you're deployed, select YES. If you are not deployed, select NO. 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).





8. School Location

Off base: COLLEGE Campus

**DL-Online: Online Courses** 

On base: MILITARY installation, like Fort Leonard Wood or Keesler AFB.

9. Put in your TA Requests **ONE** course at-a-time, click "submit" and "finished." Repeat until you have a TAR for each course. Do not click ADD ANOTHER CLASS.

If you input incorrect information, to include START / END dates, you risk losing FTA and becoming financially responsible.





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 ArmylgnitED, 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 Manual TA Request



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':

For example,

Code: MATH 1313

Title: College Algebra

Number of Credits: 3

Type of Credits: SH

**OFF Installation or DL** 





- 10. Click 'Submit'
- 11. 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')
- 12. To submit another TA Request, go back to step one and start over.
- 13. Once your TA Request is APPROVED, go back into ArmylgnitED, print the authorization form and provide the form to your school.



## **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

- 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** 



### **TA Request Approval**



If your approved Tuition Assistance
Request contains any incorrect
information, to include the START / END
Dates, you risk losing FTA and
becoming financially responsible.

Contact an education counselor ASAP!



### **ArmylgnitED Helpdesk**



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

**ArmylgnitED Helpdesk** 

Phone: 276-231-0938

Email: army@bamtech.net



# **ArmylgnitED Helpdesk**



### **Create a CRM Helpdesk Ticket:**

- . Log in to your ArmylgnitED 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



# **ArmylgnitED 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



# Credentialing Assistance ArmylgnitED.com









# Provides Soldiers with funding for more than 1,700 credentials

#### **Popular Certifications:**

- CompTIA Network+ and CompTIA Security+
- Project Management Professional (PMP)
- Private Pilot, Airplane Single Engine
- Certified Personal Trainer (NASM-CPT)
- Emergency Medical Technician (EMT)





- Pays up to \$4,000 per fiscal year of credentialing expenses for classroom, hands-on, online/blended training, study guides, materials, textbooks, fees, exams, and/or recertification of credentials
- Soldiers can select any credential listed in Army COOL
   (NOTE: If a credential is moved from the list prior to payment from finance, CAR will be rejected)
- Soldiers can request multiple credentials simultaneously not to exceed FY limit
- Credentials do NOT have to align with Soldier's MOS/AOC/ASI











Credentialing Assistance and Tuition Assistance Combined usage shall not exceed \$4,000 per fiscal year



### Credentialing Assistance ArmylgnitED.army.mil



### Can't find your credential?

Request a CA Virtual Counseling Session

https://www.cool.osd.mil/army/





### Credentialing Assistance ArmylgnitED.army.mil



- How Do I Apply?
  - Ensure your credential is listed on Army COOL at

#### https://www.cool.osd.mil/army/

- Ensure you have an active ArmylgnitED.army.mil account
- Select your Education path (TA or CA)
- Select Credential and vendor
- Fill-out the pertinent course information
- Submit your CA request up to 90 days, but NLT 45 days prior to credential start date
- ACCESS AU notifies Soldier if approved/disapproved
- No mandatory Active Duty Service Obligation or Reserve Duty Service Obligation
- End date must be a minimum of 31 days prior to ETS date



### Credentialing Assistance ArmylgnitED.army.mil



- How Do I Apply?
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- CA Program is managed by ACAPO (Army Credentialing Assistance Program Office). It is not managed at NGB or the state level.
- CAR processed by ACAPO; it may take up to a few days prior to start date of course to receive approval notifications
- Within 30 days of completion, a certificate of completion must be added to the ArmylgnitED CA request. Soldiers must ensure the vendor provides a grade in the CAR.



### **ARMY COOL**





Go to: MOS | WO MOS | Officer | ASI | Credentialing Assistance | Credential Search | Contact Us

WELCOME TO THE NEW COOL

ANNOUNCEMENTS

Important Information (last updated October 24, 2022)

FY23 Credentialing Assistance (CA) Important Announcement

FY23 Credentialing Assistance Requests

The Army Credentialing Assistance (CA) Program is launching the upgraded ArmylgnitED portal on 25 October 2022! When launched, Soldiers will be able to request CA funding for Fiscal Year (FY) 2023. The web address is <a href="https://www.armyignited.army.mil/">https://www.armyignited.army.mil/</a>.

- 1. What should Soldiers do now in preparation for the CA Program? Soldiers should research credentialing options and develop a plan for the use of CA funding. Find a vendor that provides what is needed to attain the credential of choice. Request a custom quote from the vendor for the training, or exam, or books and/or materials.
- 2. What do Soldiers need to do once CA is live?

Welcome to Army COOL

COOL (Credentialing Opportunities On-Line) helps Army service members find information on certifications and licenses related to their military occupation and civilian careers. COOL can also be used by Recruiters, Counselors, Credentialing Organizations and Employers.

HOW TO USE COOL

CREDENTIALING ASSISTANCE PROGRAM

MOS PROPONENT FUNDED CREDENTIALS

USMAP APPRENTICESHIPS

RECOMMEND CREDENTIALS

GET CERTIFIED EXPLORE MILITARY OCCUPATIONS LEARN & DEVELOP PROFESSIONALLY RESOURCES & LINKS WELCOME TO THE NEW COOL

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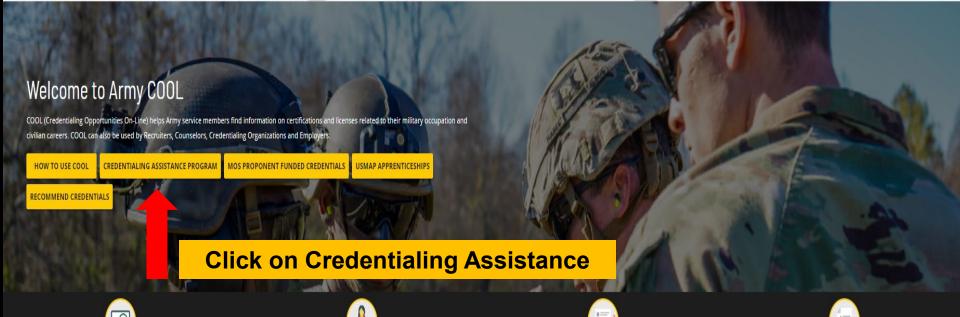
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- 2. What do Soldiers need to do once CA is live?

Close

Popout



EXPLORE MILITARY OCCUPATIONS LEARN & DEVELOP PROFESSIONALLY RESOURCES & LINKS

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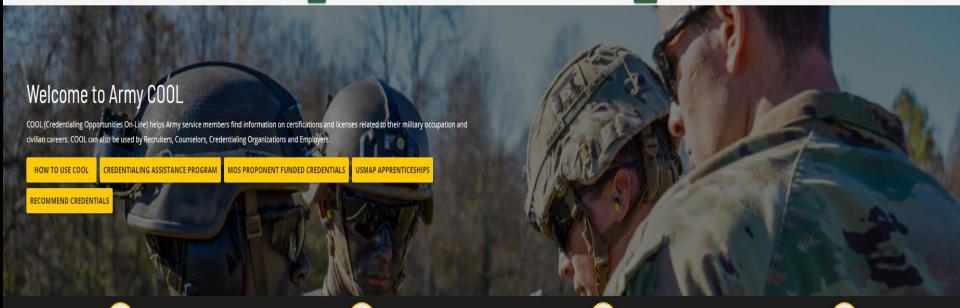
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- 2. What do Soldiers need to do once CA is live?

Click on Credential Search

Popout





# ARMY GNITED 3



## **CHOOSE YOUR FUNDING METHOD**

Must have ArmylgnitED account to request CA

#### **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!

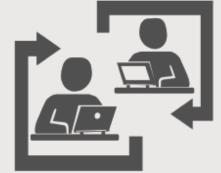
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# VIRTUAL COUNSELING CELL

Soldiers who need counseling assistance for the use of Army CA funding can now request assistance from the Army CA Virtual Counseling cell!

This cell is available to CONUS and OCONUS Soldiers and will assist Soldiers in their pursuit of Credentialing Assistance funding. Counseling sessions are available on Microsoft Teams.



Monday - Friday (except Federal Holidays)
By Appointment only.



#### Request a CA Virtual Counseling Session at:

https://www.cool.osd.mil/army/costs and funding/index.html?credentialingassistance

Select the CONTACT AN ARMY CA COUNSELOR button and complete the requested information.



# ARMY GNITED 3





Phone: (276) 231-0938

Email: army@bamtech.net



# TO YOUR SUCCESS!



Mr. David F. Jolly
Education Services Specialist
NGB / MSARNG
Federal Tuition Assistance

PH: 601-927-9297

david.f.jolly2.civ@army.mil