U.S. ARMY



ArmyIgnitED

WE ARE THE ARMY'S HOME

Fort Hood Education Services Division
U.S. Army Installation Management Command

Effective JUL 25

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Purpose

- **Ensure knowledge of:**
  - Benefits of ArmyIgnitED
  - Tuition and Credentialing Assistance Eligibility
  - ArmyIgnitED Navigation
  - Establishing and Updating your Account
  - Receiving Support
  - Next Steps



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Purpose



- **Who this is not for:**
  - Not sure what you want to be
  - No school or program decided
  - Not sure how to begin to get started with school
  - Not ready to request TA because of all the reasons above

Attend College 101 Briefing
Tuesdays & Wednesdays @1030
Fort Hood Education Center

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Benefits of ArmyIgnitED

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

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Credentialing Assistance Basics

- Credentialing Assistance (CA) funding is for training with examinations leading to **industry-recognized** professional and technical **credentials**
- **Soldiers are required to utilize MilGears as a decision support tool prior to using CA for the first time**
- Annual CA use is 1 credential and $2,000 max
- Cap of 3 credentials over 10-year period
- Failed training and/or exams = recoupment
- Pilot's license cap $1,000
- Soldiers **MUST** contact the Virtual Counseling Cell to receive a mandatory **CA 101 briefing** to access CA funding. **(THIS ArmyIgnitED BRIEFING DOES NOT MEET THAT REQUIREMENT!!!!!)**
- 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

ARMY CREDENTIALING ASSISTANCE

The 5 Most Requested Credentials

1. Project Management Professional (PMP)
2. CompTIA Security+
3. CompTIA A+
4. CompTIA Network+
5. Certified Personal Trainer (NASM-CPT)

ATTN OFFICERS NO ADSO FOR CA!!

Credentialing Opportunities On-Line (COOL)
https://www.cool.osd.mil/army/index.htm

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Credentialing Assistance Basics

- CA requests must be submitted no earlier than **90 days** and no later than **45 days** prior to the start date of course/exam
- Do not pay out of pocket, you will not be reimbursed
- Soldiers (All COMPOs) may only receive $1,000 per FY in CA funding for certain **aviation credentials**
- CA request end date must be more than **30 days** prior to your ETS or retirement date

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Tuition Assistance Basics

TA is a benefit used to pay for the cost of college courses and is not used to pay for books or fees



- **Fiscal Year Limits**
  - $4,500 per fiscal year (FY)
  - 18 Semester Hour (SH) per fiscal year
  - $250 per SH
  - 1 Oct – 30 Sep the following year
  - Funds to do not roll over to next FY
  - Lifetime SH limits:
    - 130 Undergraduate – (Associate's & Bachelor's)
    - 39 Graduate – (Master's)
    - 21 Academic Certificate – (Undergraduate & Graduate)
    - 39 Special Programs



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Tuition Assistance (TA) Basics

- **First-time TA Users**
  - Soldiers must complete standardized ArmyIgnitED training provided by the education center or their Component Headquarters prior to receiving TA for the first time.
  - Soldiers must complete the Kuder Journey Career Planning System tool prior to using TA for the first time and are required to provide assessment results generated from the site to their local Army Education Center prior to having their education goal approved.

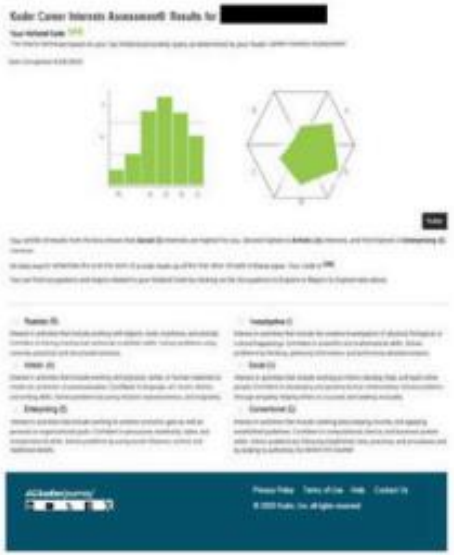
kuder journey https://www.dantes.mil/kuder/

KUDER JOURNEY ASSESSMENT

CREATE AN ACCOUNT

https://dantes.kuder.com/landing-page

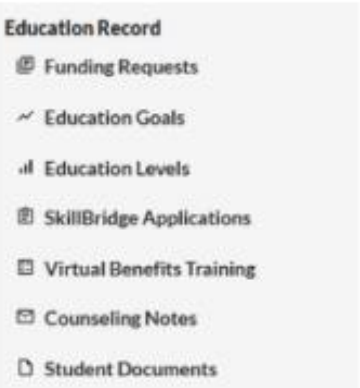
COMPLETE 1ST ASSESMENT



UPLOAD RESULTS IN ARMYIGNITED

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

LOGIN TO ARMYIGNITED AND UPLOAD KUDER JOURNEY ASSESSMENT REPORT UNDER "***CAREER PATH DECIDE***" THIS WILL RELEASE YOUR HOLD AND ALLOW YOU TO CREATE AN EDUCATION GOAL



Tuition Assistance Basics

- **TA Enrollment Timelines**
  - Must apply for TA no more than 60 calendar days and no later than 7 days prior to term start date: NLT **5:59 pm** on day **7**!!
  - *** Central Standard Time Zone 5:59 PM**
  - Request TA first and then enroll with your Academic Institution (AI)
  - **Term start** must not be less that **60** days from ETS/Separation date & **end date** must be no less than **14** days prior to ETS/Separation
  - Drop TA requests prior to term start date of class
  - TA must be approved prior to term start date

If TA Request cannot be submitted by the Soldier, an Education Center Counselor may be able to create the TA Request for a Soldier, but it must be done before the term start date. **Soldier must be able to prove that they attempted to request TA within the 60 to 7 day window.**

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Tuition Assistance (TA) Basics

- **Requesting TA**
  - Education Goal must be approved
  - Register for your course(s) through your school's student portal prior to submitting your TA request in ArmyIgnitED
  - Ensure course information matches TA request submitted
  - Submit one (1) TA request per course, do not add multiple courses to one (1) TA request
  - If TA request needs to be corrected or manually created by a counselor, Soldier signature will be required to finalize approval

Unsigned TA Request will be deleted by the ArmyignitED system 30 days after the term start date has passed!

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Eligibility for TA

- **Not flagged** IAW AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)
- Maintain a **2.0 Grade Point Average (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
- Evaluated Degree Plan **(EDP)** is required after requesting TA for 2 courses

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Eligibility for TA

- Active Duty Officers in the rank of **CW2 and above** incur a 2-year **Service Obligation** (SO). Reserve/National Guard Officers incur a 4-year SO. SO calculated based on the end date of the last TA-funded class

  (Subject to change)

- **TA** ADSO will run concurrently with any existing SO

- ADSO starts on the last day of the last TA funded class taken in accordance with **AR 350 – 100**

- No ADSO incurred for CA

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What Can You Study

- TA is authorized for one degree at each of the following levels:
  - Associate
  - Baccalaureate
  - Master's
- TA is not authorized for a degree already earned
- Exceptions:
  - Pre-Commissioning Programs (AMEDD)
    - Undergraduate or Graduate Program Prerequisites
  - Host Country Courses
    - Must be native language of assigned duty location
  - Strategic Foreign Language Program
    - Must be on The Army Strategic Language List
  - College Preparatory and Remedial Courses



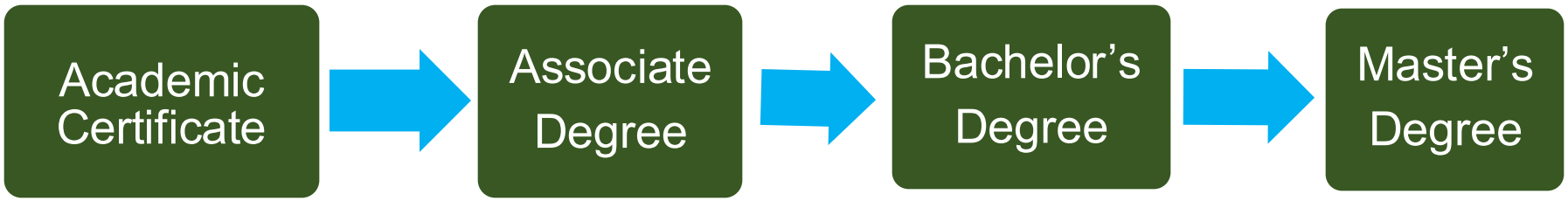
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What Can You Study

- **Academic Certificates**
  - Soldiers can pursue one academic goal in a lifetime, either undergraduate or graduate
  - 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
  - Soldiers with Civilian Education Level of High School or equivalency including Soldiers with Bachelor degrees and Masters degrees, may pursue "Undergraduate Academic Certificates"

- Graduate
  - Soldiers must have a Bachelor Degree or higher to pursue a "Graduate Academic Certificate"



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Where Can You Study

- **Tuition Assistance (TA) may be used at:**
  - Colleges
  - Universities
  - Trade and Vocational schools
  - Regionally or Nationally accredited institutions recognized by the US Department of Education

- **Credentialing Assistance (CA)**
  - Only approved training providers listed on Credentialing Assistance On-Line (COOL) site
  - COOL: https://www.cool.osd.mil/army/index.htm

- **Academic Certificates (AC)**
  - Colleges
  - Universities

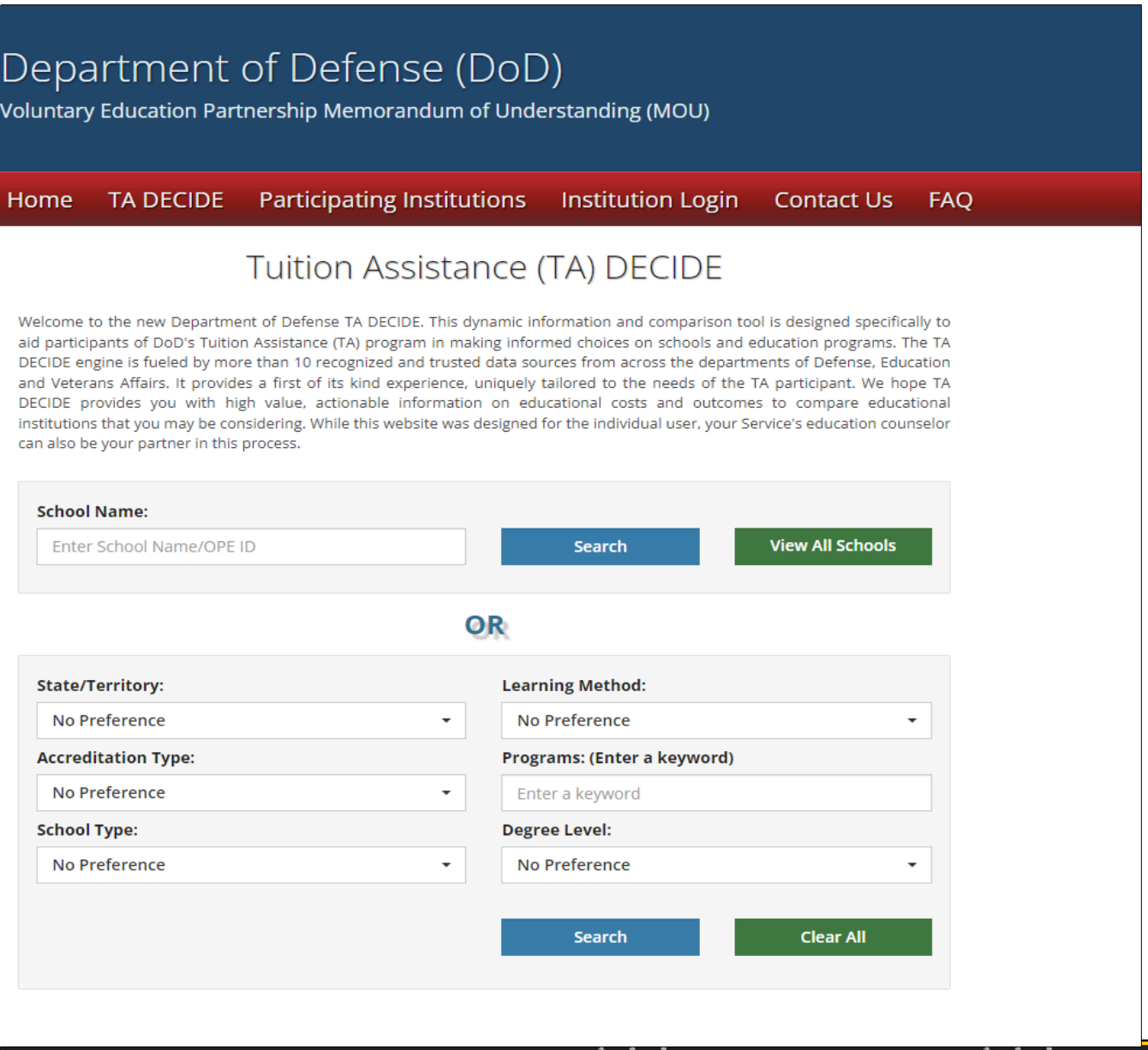
Fort Hood Partner Schools



Fort Hood

PARTNER SCHOOL REPRESENTATIVES

- **Central Texas College: 254-226-1574**
  - Offers associate's degrees & certificates.
- **Texas A&M-Central Texas University: 254-327-1683**
  - Offers bachelor's/master's degrees.
  - Must have 30 SH of undergraduate coursework completed prior to enrollment.
- **University of Maryland Global Campus: 254-202-9650**
  - Offers associate's/bachelor's/master's degrees & certificates.



USE TA DECIDE

https://www.dodmou.com

- **All schools listed on this site are TA approved!**

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Dropping / Withdrawing Classes

- **Drops** occur **before** the class 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 TA back to the Army
  - Military: the Army waives the recoupment for the class

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Recoupment Waiver- Military Reasons

- DD Form 7793 signed by your Commander and submit in ArmyIgnitED for:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other unforeseen situations considered on a case-by-case basis
- Recoupment Waivers not approved = recoupment
- Approved Recoupment Waivers return credits and funding back to Soldier's ArmyIgnitED account

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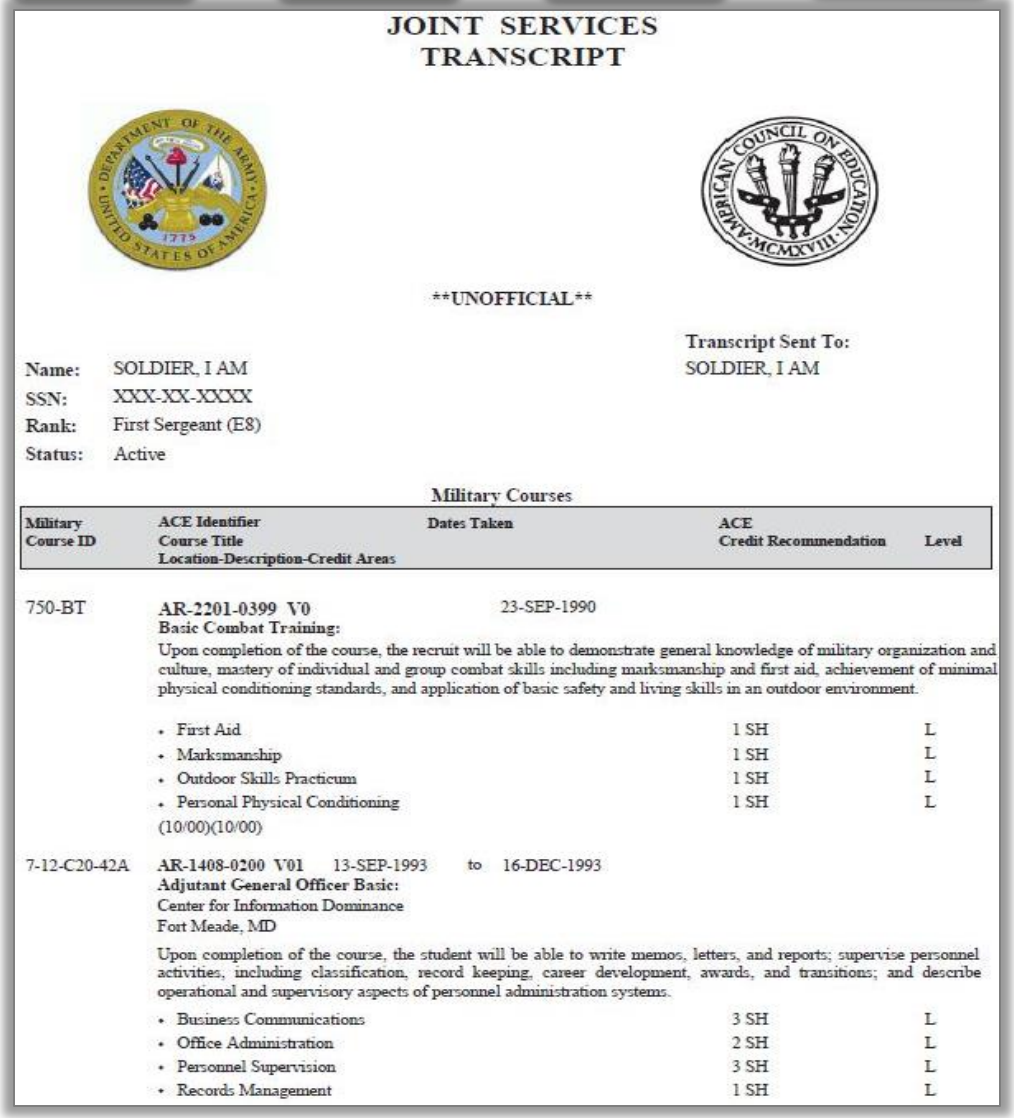
Recoupment (Repayment) of TA

- Repayment of TA is required:
  - **Course Failure**
    - Grade of **D** and below in an **undergraduate** course
    - Grade **C** or below for a **graduate** course
  - **Incomplete** grades beyond 180 days of the class end date
  - **Course Withdrawal** (W Grade)
    - Personal Reasons
    - Recoupment Waiver is denied
- You must drop or withdraw through your school first then select a recoupment plan in ArmyIgnitED
- **Student has 3 choices**:
  - ❑ Lump Sum Payroll Deduction
  - ❑ Payroll Deduction (2 to 6 months)
  - ❑ Recoupment Waiver **(FOR "W" GRADE ONLY!!!)**

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Joint Services Transcript (JST)

Enroll in school → Choose a degree plan → Send your JST to your school → Request transcripts from your school



JOINT SERVICES TRANSCRIPT

UNOFFICIAL

Transcript Sent To:
SOLDIER, I AM

Name: SOLDIER, I AM
SSN: XXX-XX-XXXX
Rank: First Sergeant (E8)
Status: Active

Military Courses

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	AR-2201-0399 V0 Basic Combat Training:	23-SEP-1990		
	Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.			
	• First Aid		1 SH	L
	• Marksmanship		1 SH	L
	• Outdoor Skills Practicum		1 SH	L
	• Personal Physical Conditioning		1 SH	L
	(10/00)(10/00)			
7-12-C20-42A	AR-1408-0200 V01 Adjutant General Officer Basic: Center for Information Dominance Fort Meade, MD	13-SEP-1993 to 16-DEC-1993		
	Upon completion of the course, the student will be able to write memos, letters, and reports; supervise personnel activities, including classification, record keeping, career development, awards, and transitions; and describe operational and supervisory aspects of personnel administration systems.			
	• Business Communications		3 SH	L
	• Office Administration		2 SH	L
	• Personnel Supervision		3 SH	L
	• Records Management		1 SH	L

- JST keeps track 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 of charge

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

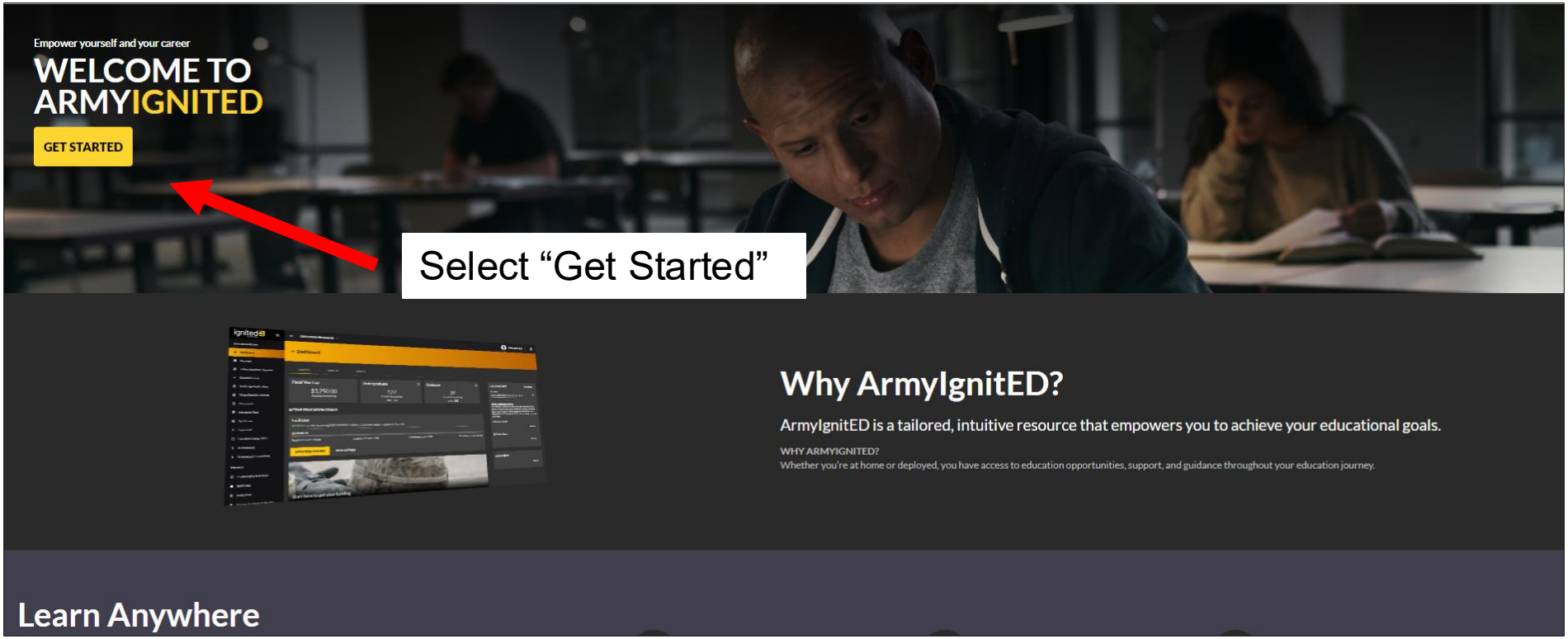
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Check on Learning

- How many days prior to your term start date must you request funding for TA? CA?
- Can you submit a recoupment waiver for a failed course?
- What is the maximum dollars per semester hour that the Army will pay to any school?
- Who incurs a service obligation for usage of TA? (Begin/End date)?
- Who incurs a service obligation for the usage of CA?
- What is the maximum SHs that SMs are allowed per FY? Dollars?

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Creating an ArmyIgnitED Account



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

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Logging Into ArmyIgnitED

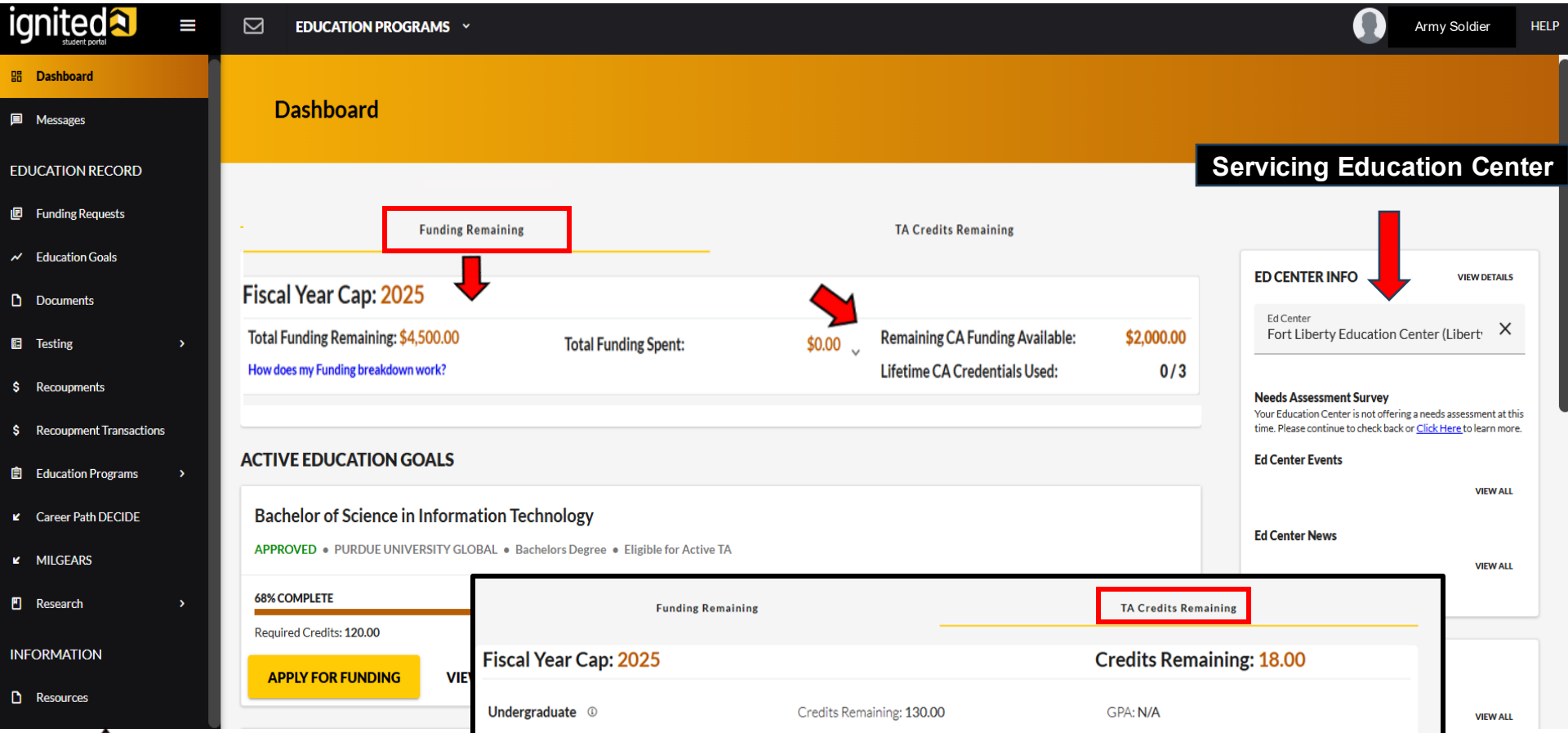


If your record is not found, contact the Helpdesk for assistance.
Phone: (276) 231-0938 or email: army@bamtech.net

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Navigating ArmyIgnitED

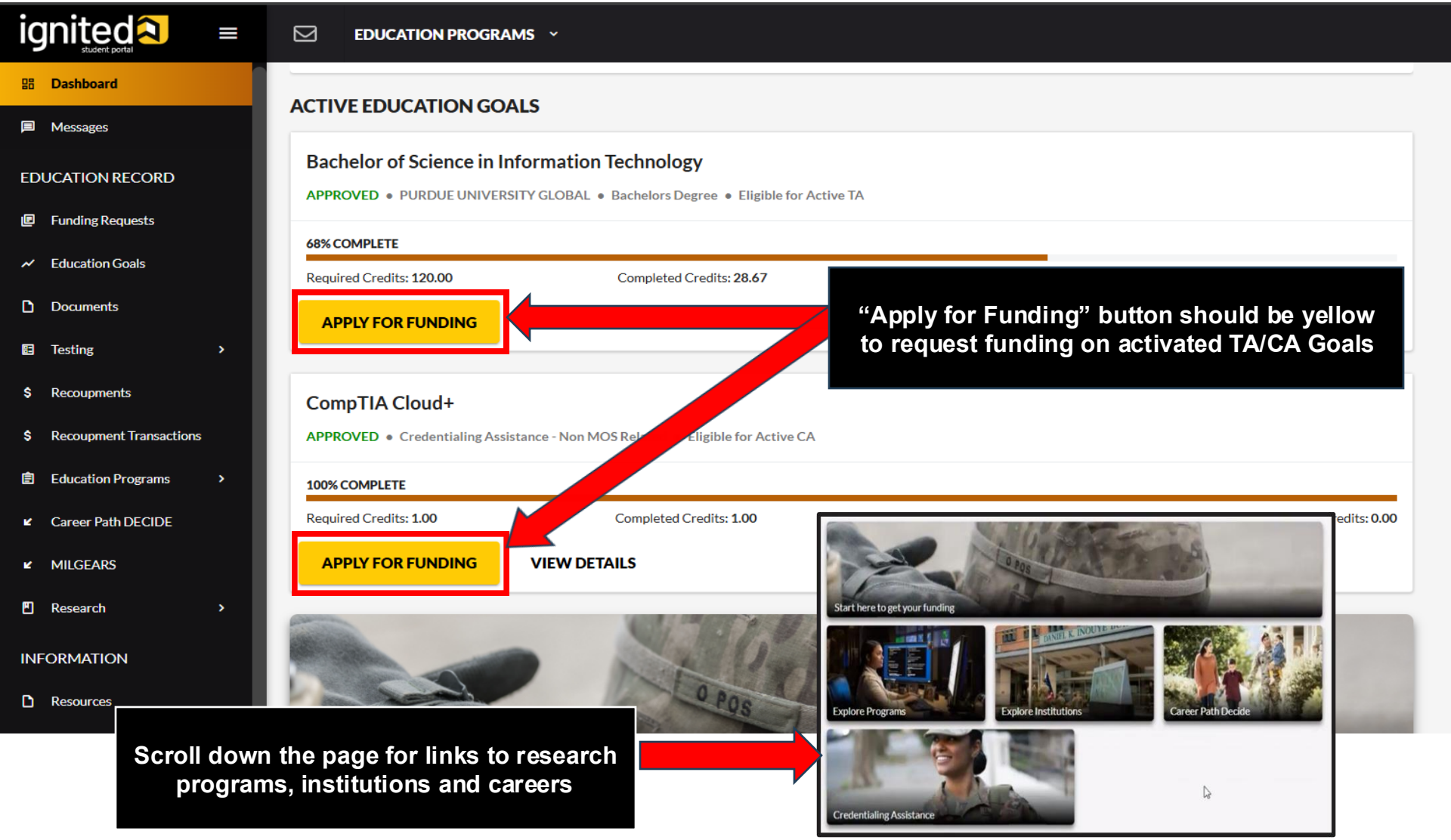
Student Dashboard



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Navigating ArmyIgnitED

Student Dashboard



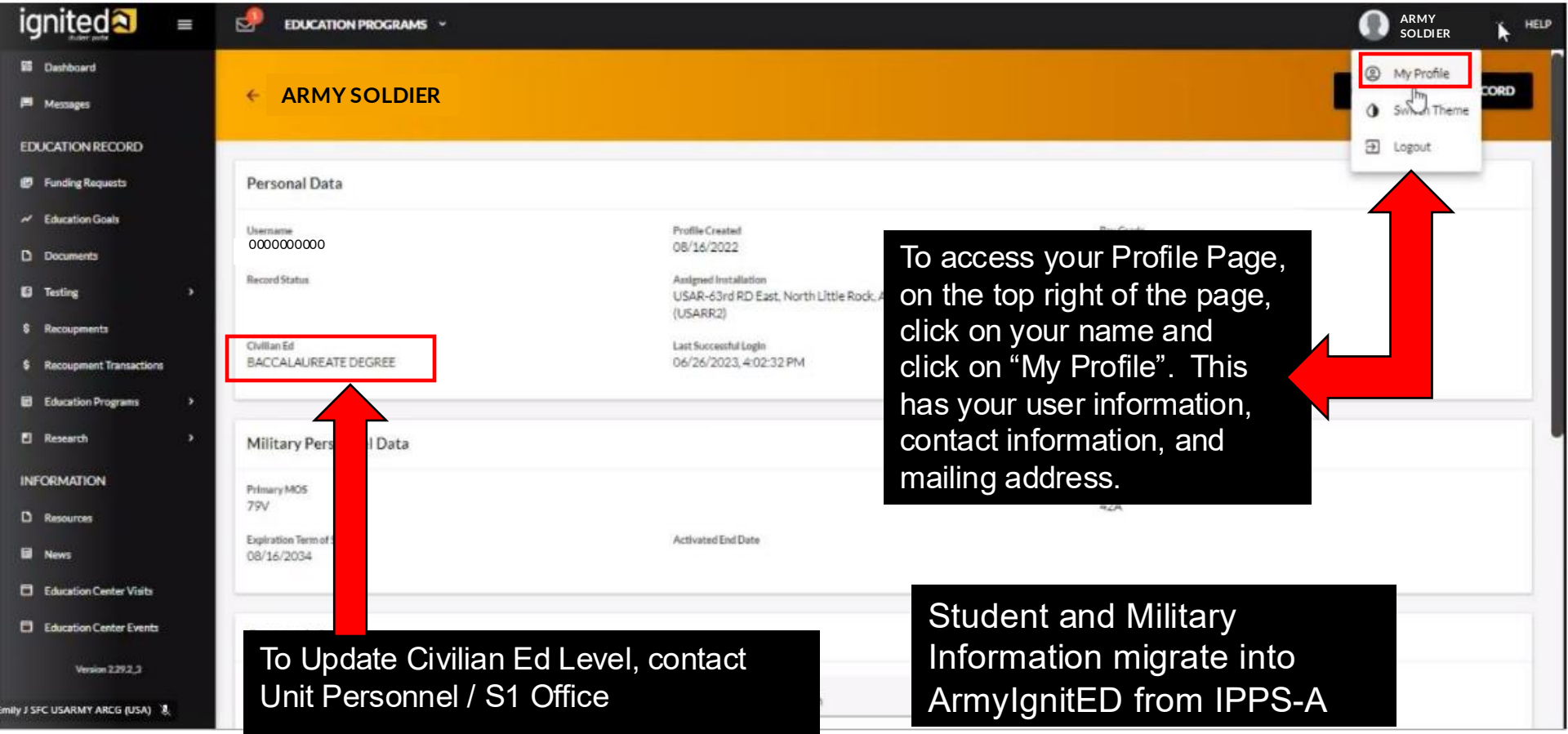
"Apply for Funding" button should be yellow to request funding on activated TA/CA Goals

Scroll down the page for links to research programs, institutions and careers

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Navigating ArmyIgnitED

Reviewing Profile Page



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

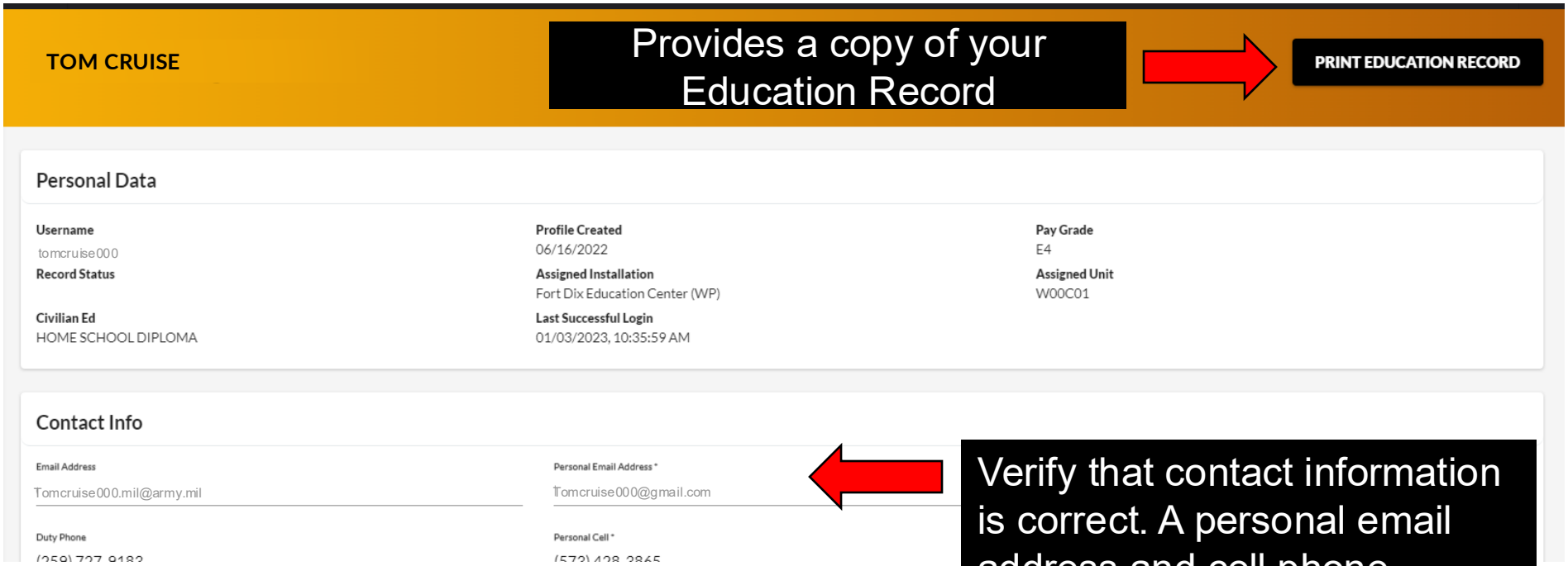
Civilian Education Level must be current to maintain TA/CA eligibility

Student and Military Information migrate into ArmyIgnitED from IPPS-A

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Navigating ArmyIgnitED

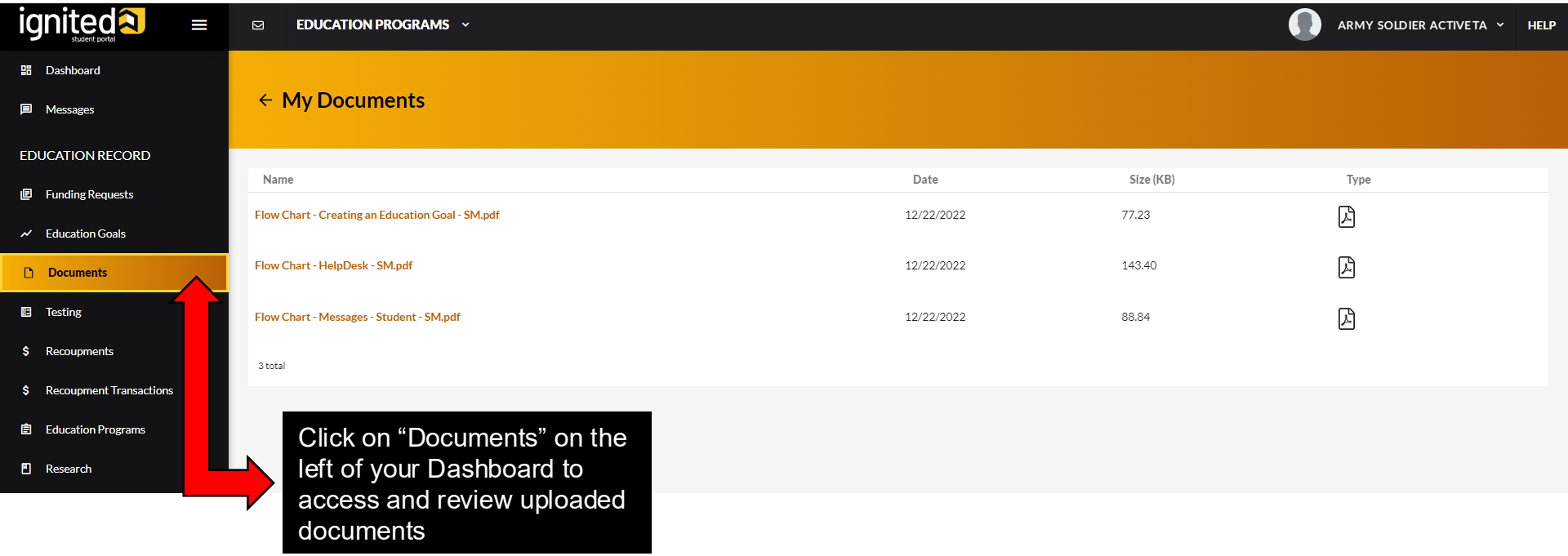
Reviewing Profile Page



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Navigating ArmyIgnitED

Student Documents



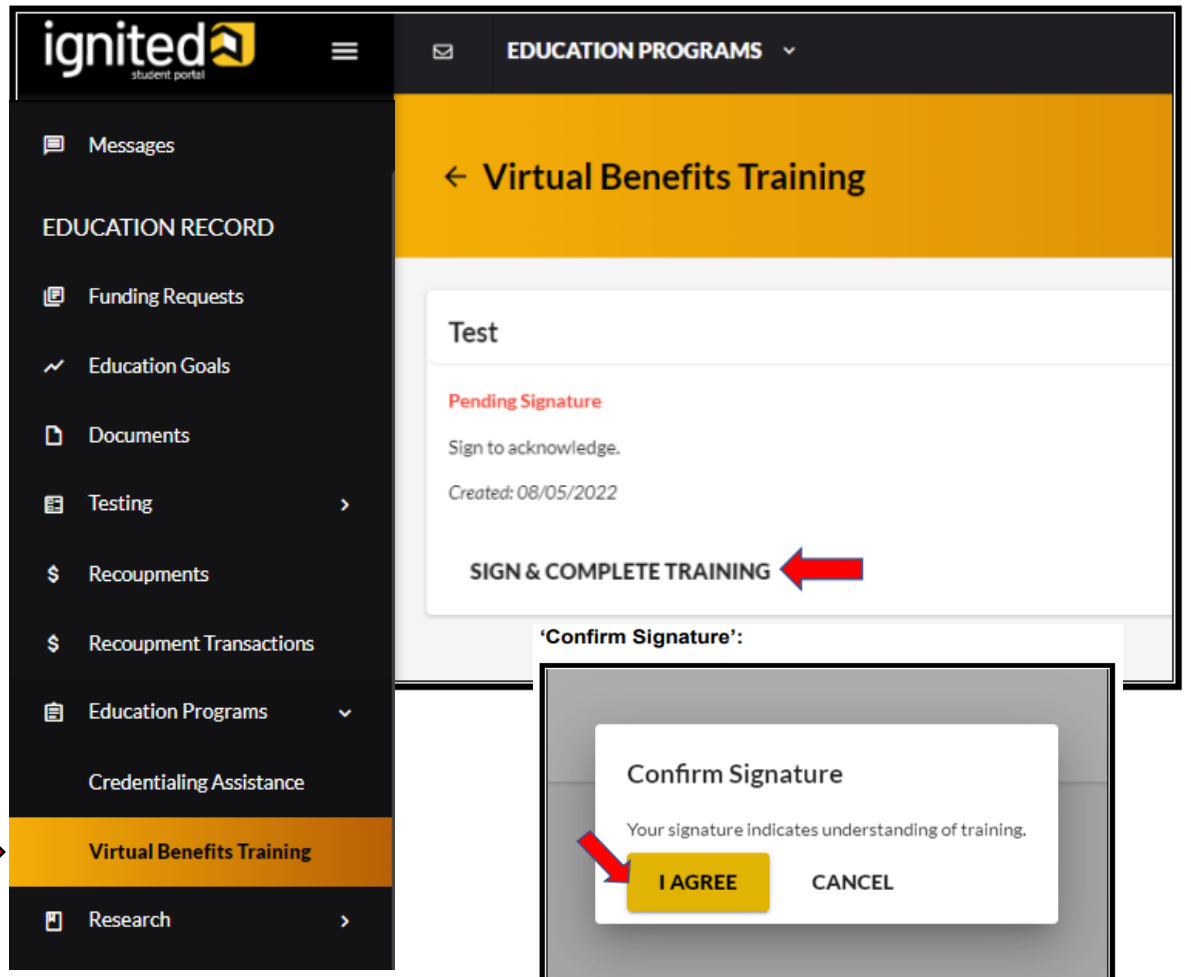
Click on “Documents” on the left of your Dashboard to access and review uploaded documents

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Complete Virtual Benefits Training

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

'Sign & Complete':



'Confirm Signature':

You must complete your Virtual Benefits Training to request TA

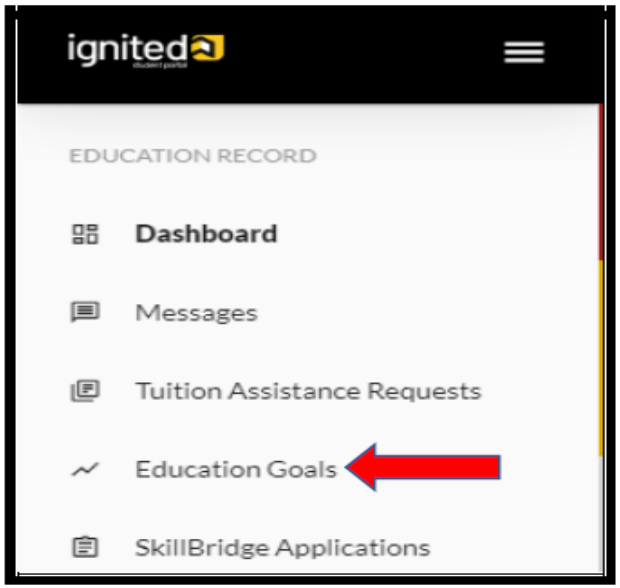
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Create an Education Goal

Creating an Education Goal:

ArmyIgnitED - Service Member

Click **'Education Goals'**:



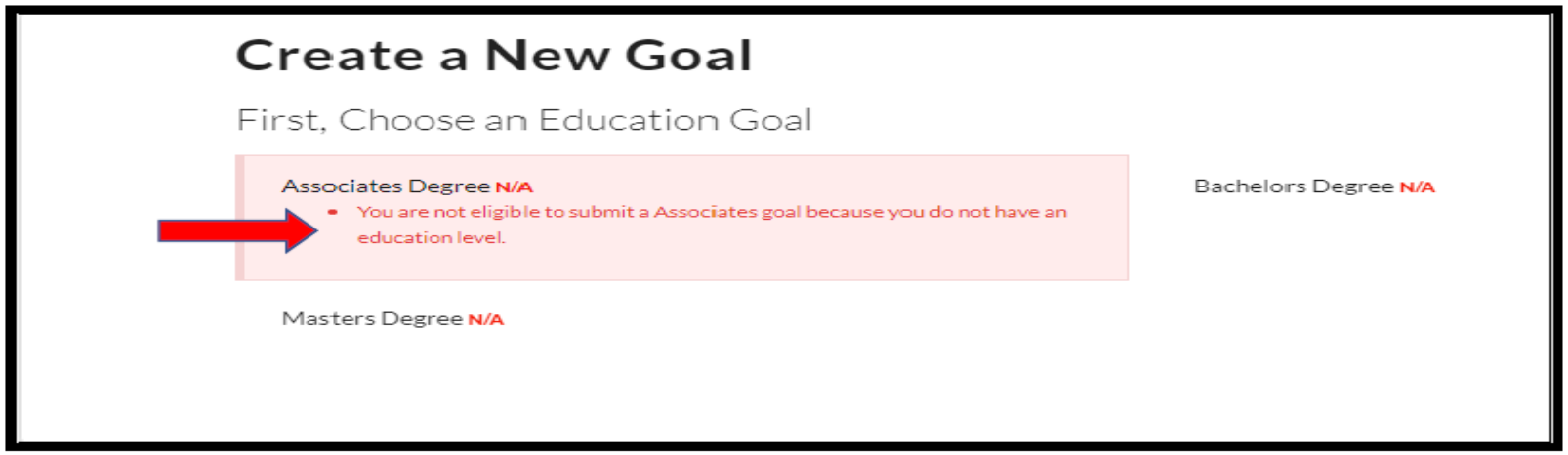
Click **'Create New Goal'**:



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Create an Education Goal

See if the desired education goal can be requested – click on **N/A** and satisfy the alert: (this particular alert requires SM to go to the Education Center for the Education Counselor to update their **'Education Level'**) ****UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO****



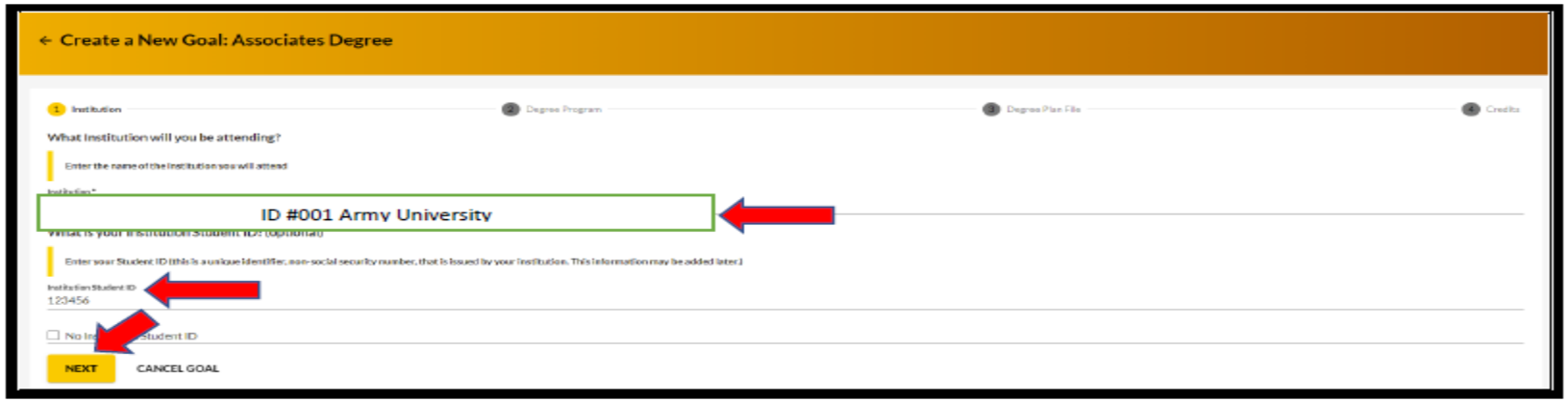
Once updated by the Education Counselor, the update automatically updates on SM record -> now click on desired **'Education Goal'**



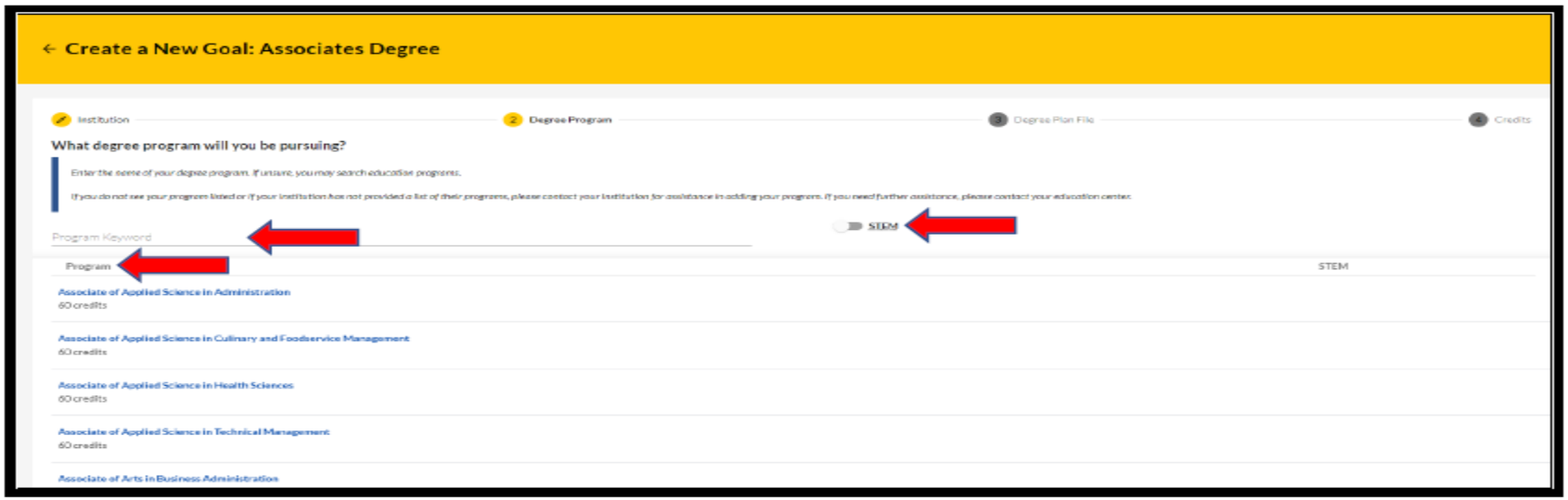
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Create an Education Goal

Complete **'Institution'**, **'Institutional Student ID'**, click **'Next'**:



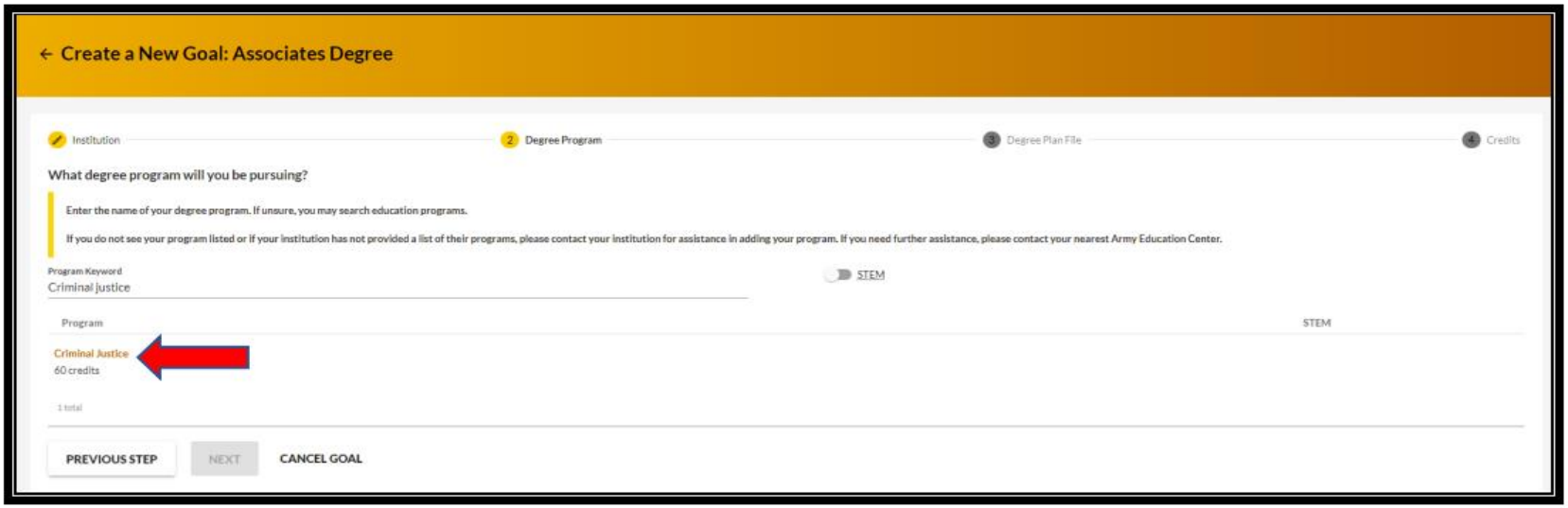
Choose desired degree program -> can either scroll to locate OR type in keywords (identify if a Science, Technology, Engineering & Math – STEM program):



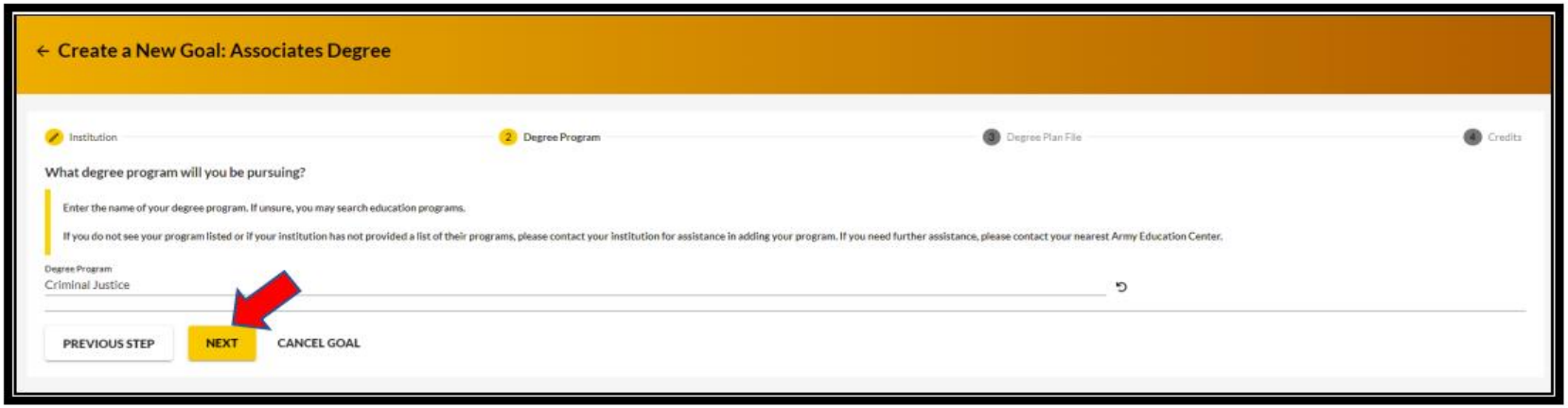
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Create an Education Goal

Select the desired **'Program'**:



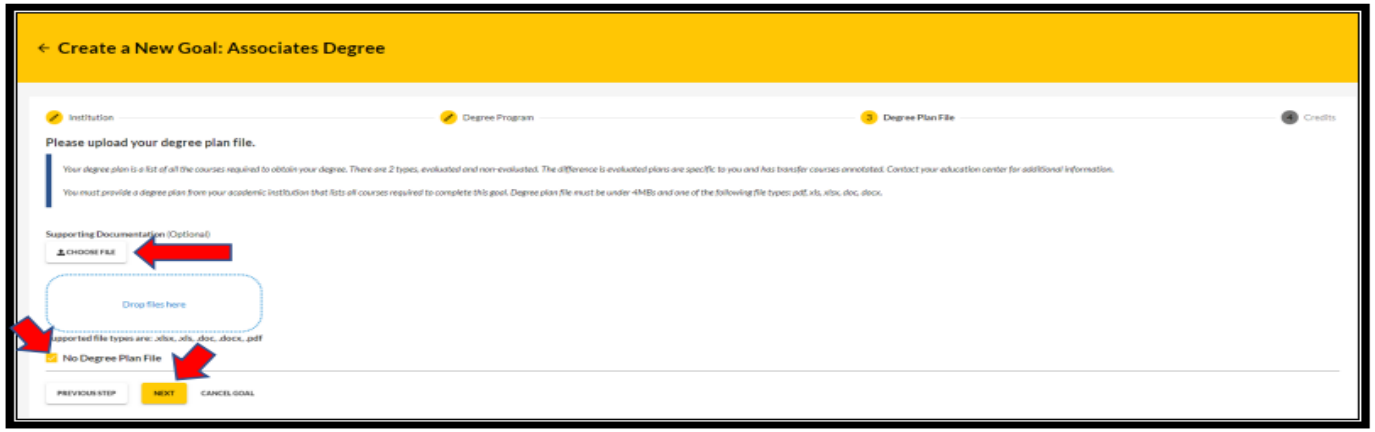
Click **'Next'**:



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Create an Education Goal

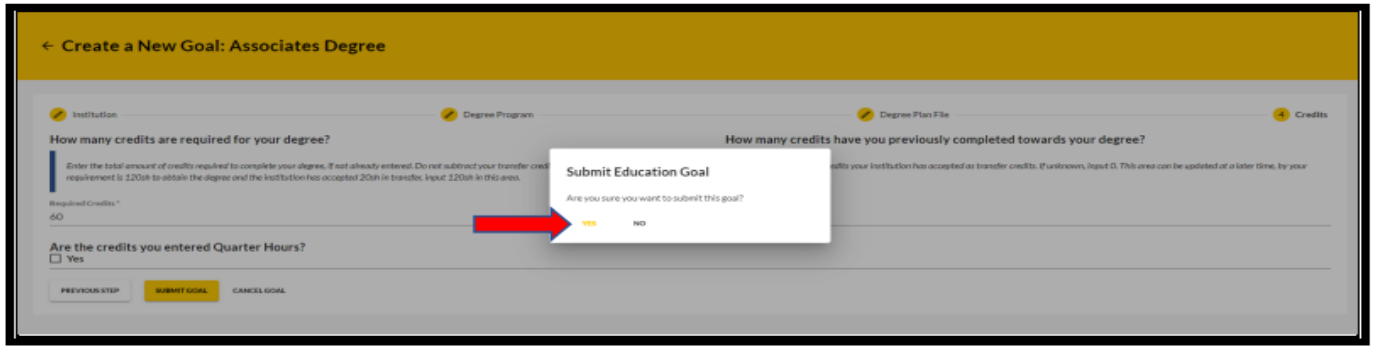
Upload **'Degree Plan'** or click **'No Degree Plan File'** -> **'Next'**:



NOTE:

The Soldier **may** upload a generic non-evaluated degree plan or an official Evaluated Degree Plan and/or drop/drag the file. The Soldier can only upload the Evaluated Degree Plan during Education Goal creation. **After** the Soldier has **completed 2 courses**, the **official Evaluated Degree Plan** will be **required** before the Soldier can continue to request TA. **If the Evaluated Degree Plan is not uploaded during the Education Goal creation, the Soldier will have to send it to the Education Center for upload.**

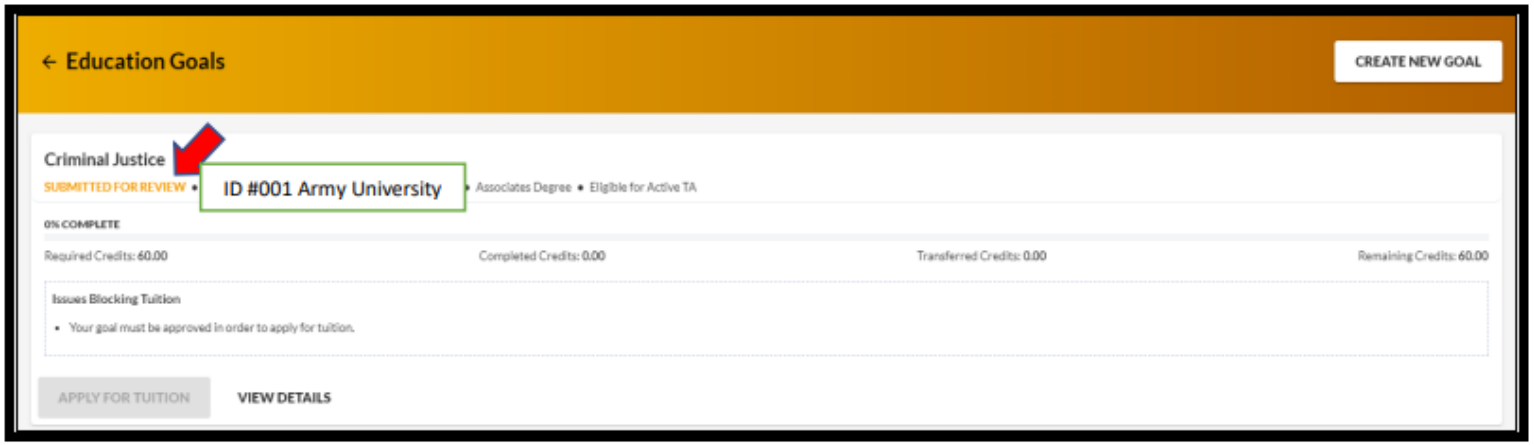
Fill in requested information if applicable **(previous college credits; if institution uses Quarter Hours INSTEAD of Semester Hours)** -> **'Submit Goal'** -> **'Yes'**:



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Create an Education Goal

Education reflects **'SUBMITTED FOR REVIEW'**:



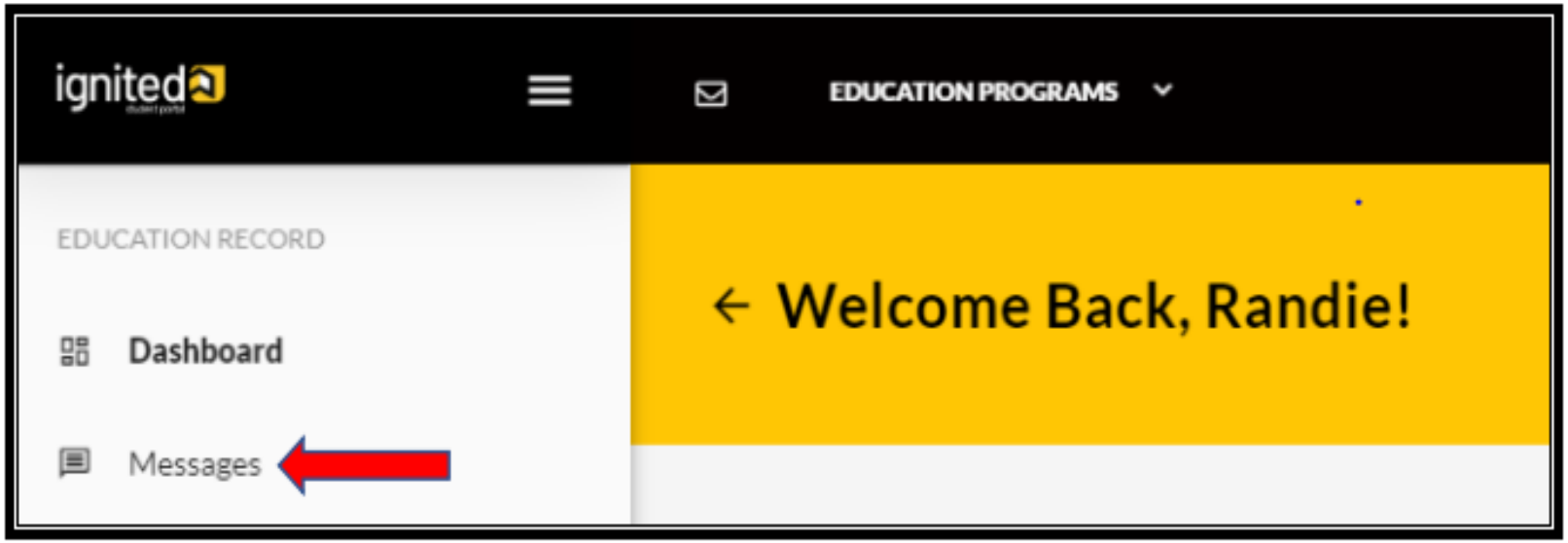
The requested 'Education Goal' has been sent to the assigned Education Center for processing.

NOTE: ISSUES BLOCKING TUITION -> the items in the box need to be satisfied for you to request your TA. Your Military Education Center is responsible for the blocker reading: "Your goal must be approved in order to apply for tuition".

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Send Messages to Education Center

Upon logging in your ArmyIgnitED account, click **'Messages'** on the left side menu:



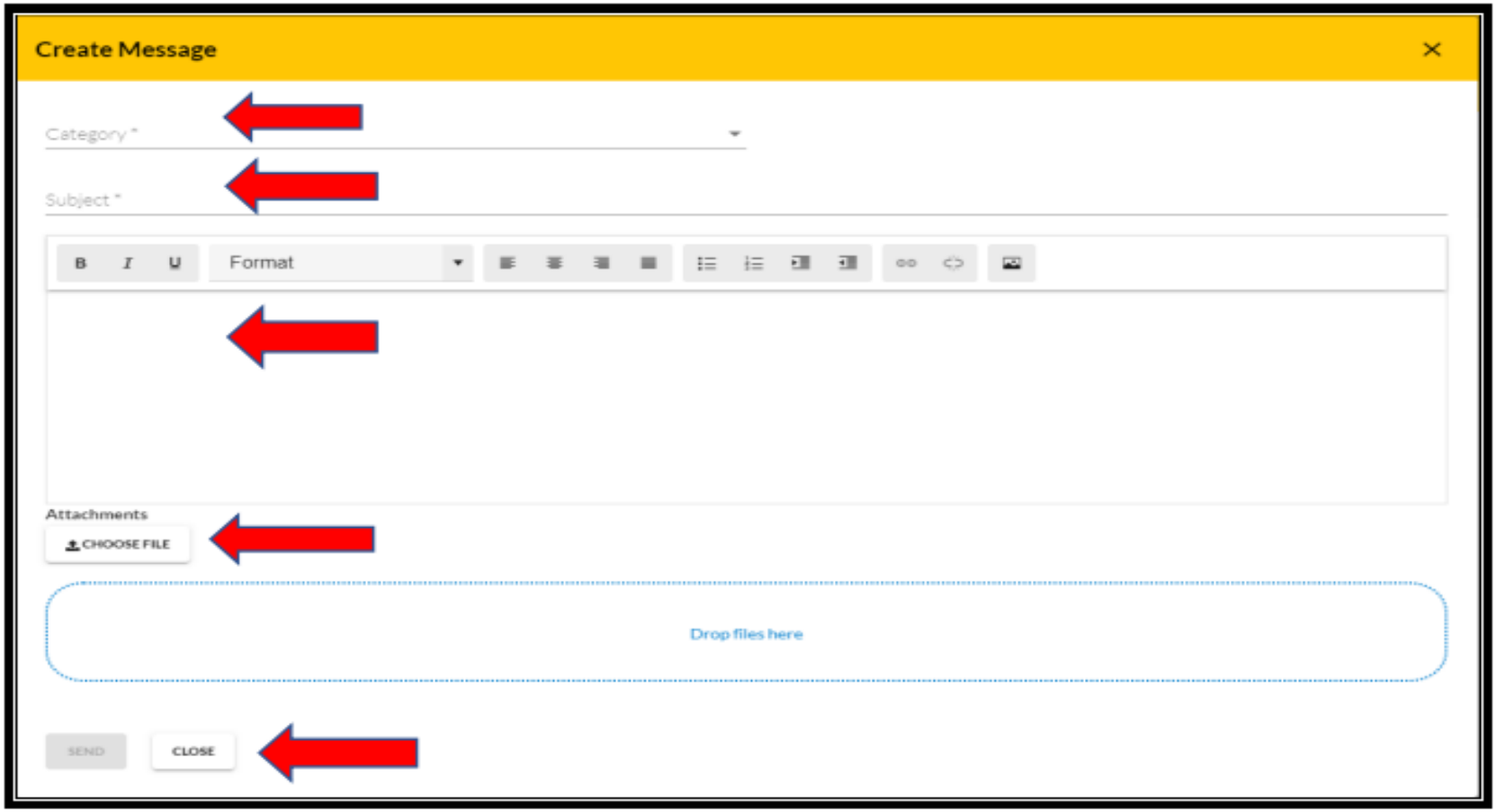
Click **'Create'** in the top right corner of screen.



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Send Messages to Education Center

The Soldier must select a **category**, **input the subject**, **body of message**, **load an attachment** if needed (4Mb max) and click **'Send'**.



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Viewing Messages in ArmyIgnitED

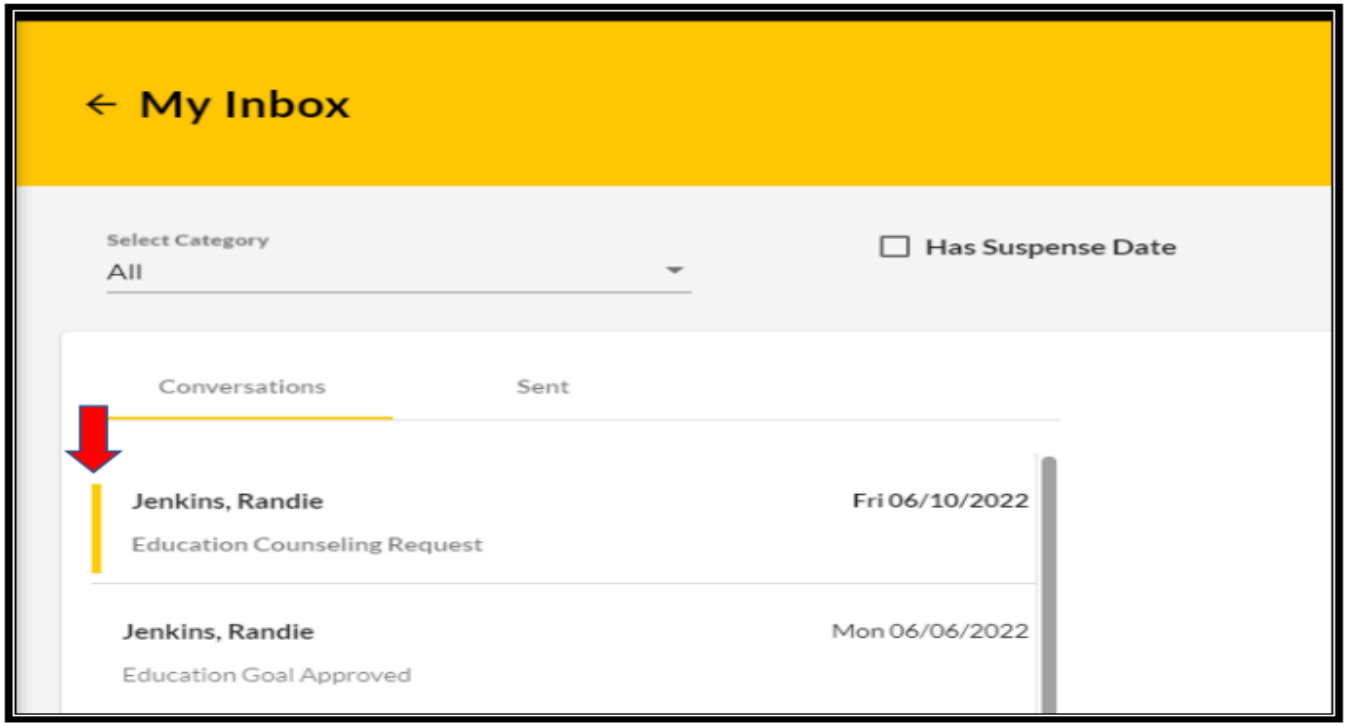
Viewing New Messages:

Log into your ArmyIgnitED account and click the mail icon at the top left of the screen. The red number on the mail icon will show how many unread messages you have.



After clicking the mail icon, you will see a preview of your new messages.

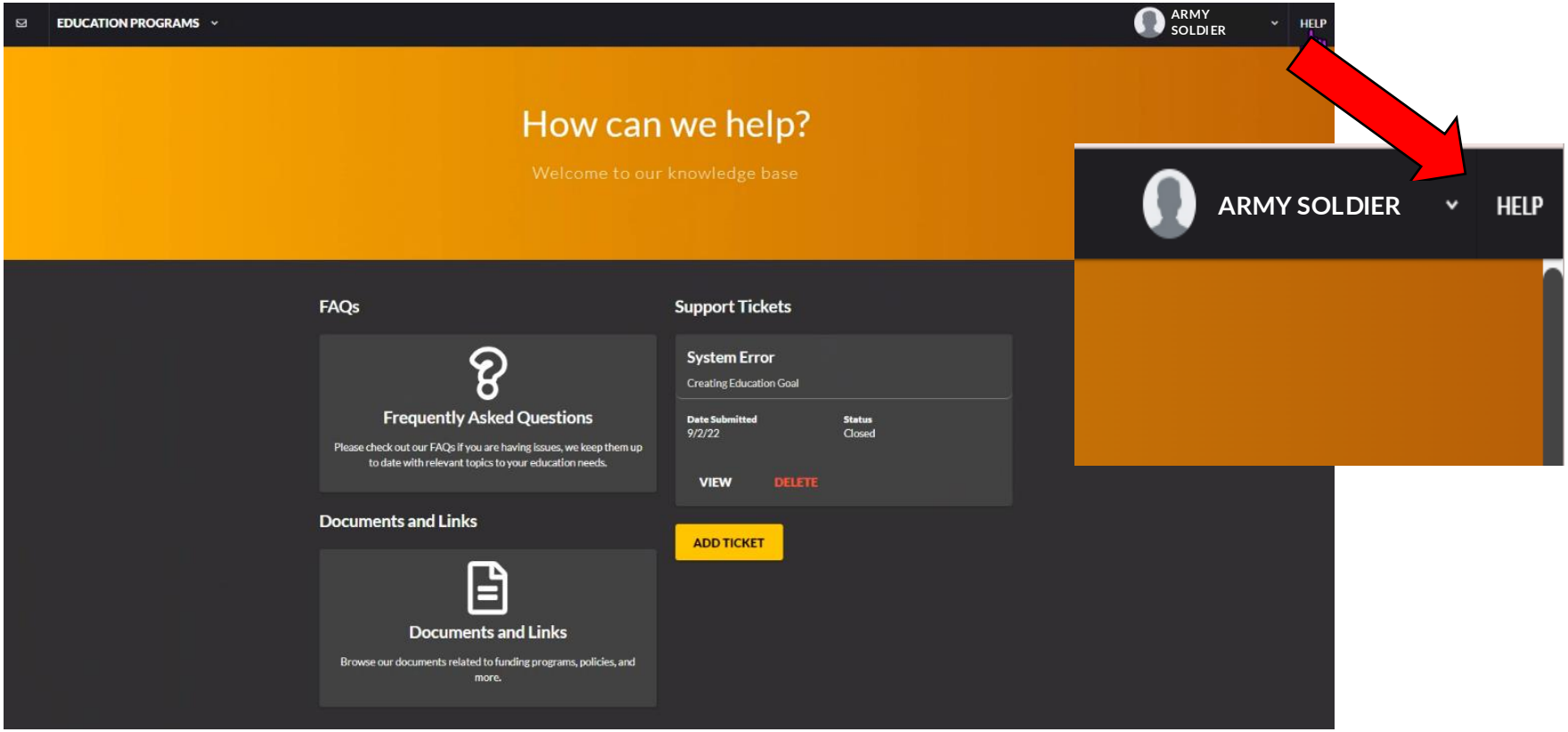
NOTE: the dark yellow line to left of the message denotes if the message has been read or not.



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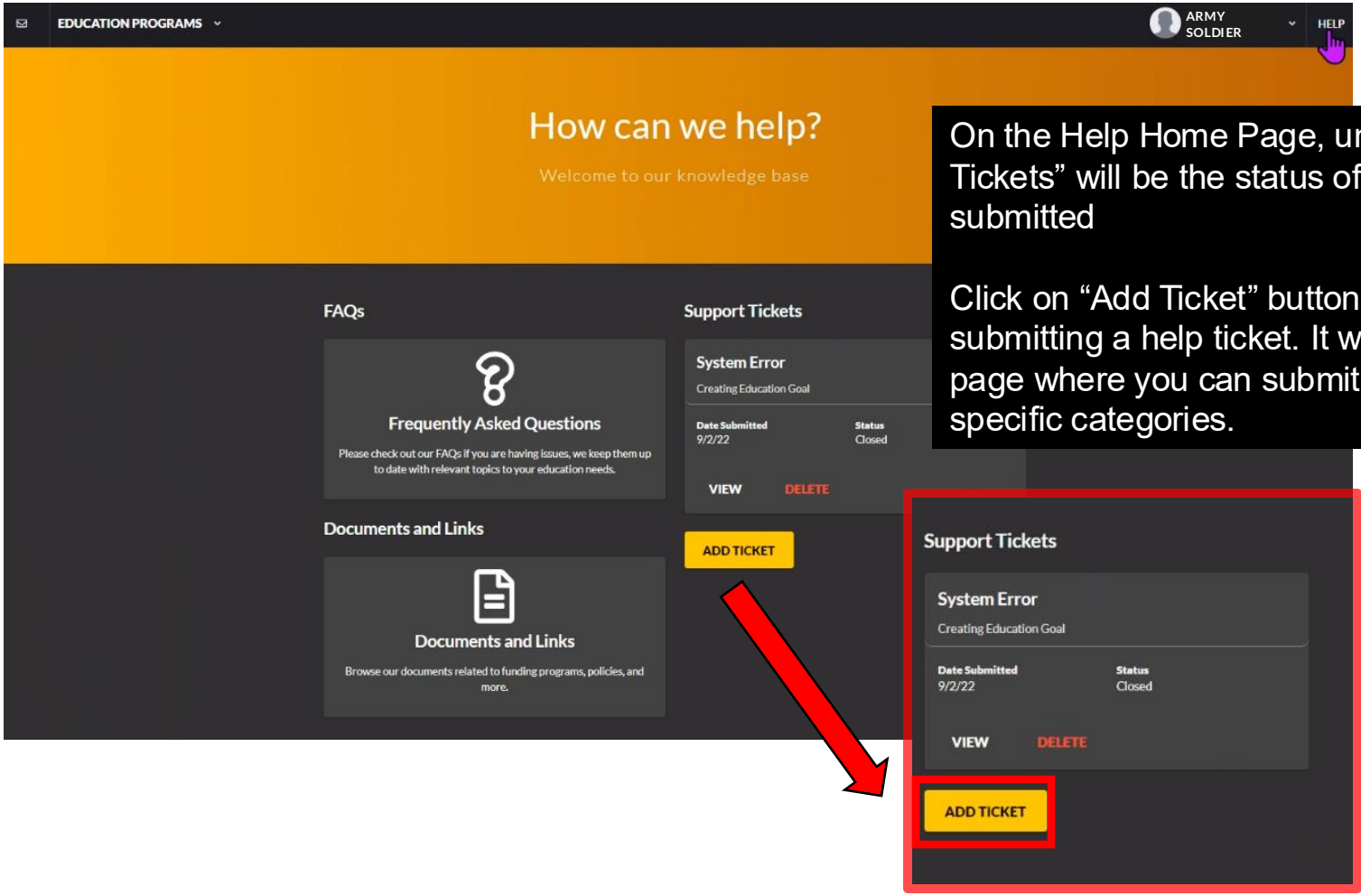
How to Get Help

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



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Support Ticket

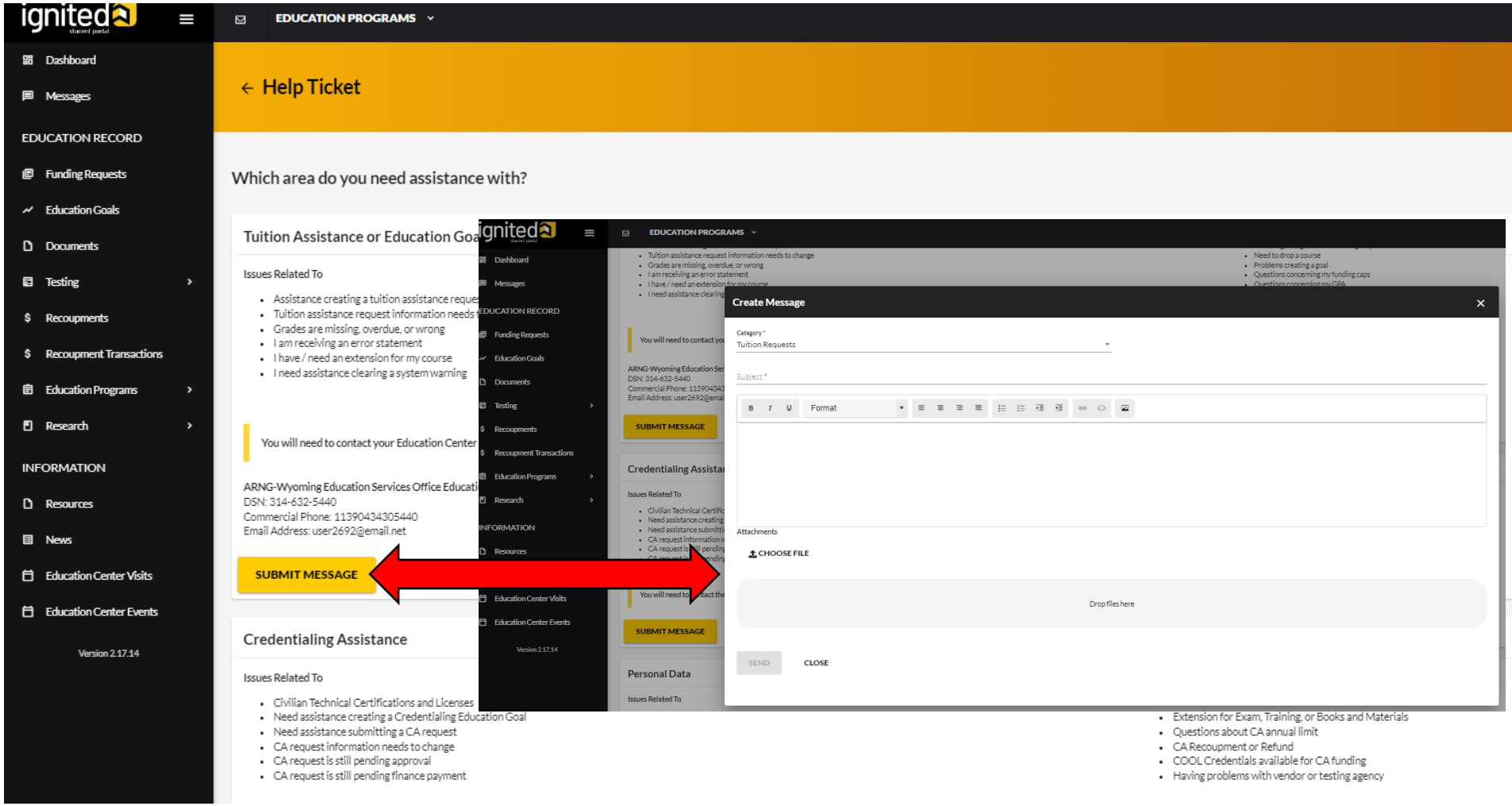


On the Help Home Page, under “Support Tickets” will be the status of any ticket submitted

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.

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Support Tickets



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Fort Hood QR Codes

Fort Hood ESD Website

U.S. ARMY

Questions



If you have any questions or need more information, send a message through ArmyIgnitED messages or email our Fort Hood org box at:

usarmy.cavazos.id-readiness.mbx.dhr-esd-counseling@army.mil