

STEP 5

Then go to your student profile page by clicking on your name, then click on “My Profile” and ensure all of the following information is updated:

- 1) Ensure Civilian Education Level is correct. If not, contact your Unit personnel/S1 office.
- 2) Ensure you have a military email address, personal email address, work phone number and personal phone number on file (required).

STEP 6

- 1) MUST have completed Steps 1 to 5, or Education Goal will not be approved. And, MUST have established a student ID from Academic Institution (AI).
- 2) Log into ArmyIgnited to access your Dashboard. Click on “Education Goal” tab, then “Create New Plan” and type in AI name, student ID and then program name.
- 3) Then drop your evaluated degree plan in PDF format in the box and click on “Submit plan”. If no plan, click next.
- 4) Click on “Submit education goal”.
- 5) Your Education Goal will be reviewed for approval. Approval may take up to 3 to 5 business days.

NOTE: CA users will need to contact the Virtual Counselor in Army COOL (yellow button) to verify completion.

STEP 7

Once your Education Goal is approved, you are now ready to request TA or CA.

***MUST** input your supervisor’s information and get approval for use of TA.

You will first register for your course (s) through your Academic Institution for TA and Business Organization for CA.

Then you will request funding for each course in ArmyIgnited and sign request for final approval.

NOTE:

MUST enroll no more than 60 calendar days and no later than 7 days prior to term start date for TA.

MUST enroll 90-45 days prior to course start date for CA.

Recommend early enrollment to avoid requests not being approved.

No exceptions to policy.

If you have any questions,
Please feel free to contact your
Fort Riley Education Services Office at:

<https://armyignited.cce.af.mil/> to use the
ArmyIgnited mailbox

OR CALL

785-239-6481

OR VISIT

211 Custer Avenue, Room 100

Updated: 10 April 2026



STEP 1



All first time users wanting to request Tuition Assistance (TA) or Credentialing Assistance (CA) must receive an ArmyIgnitedED 101 briefing before funding can be authorized.

Briefing is provided virtually.

Scan the QR Code below to get started:



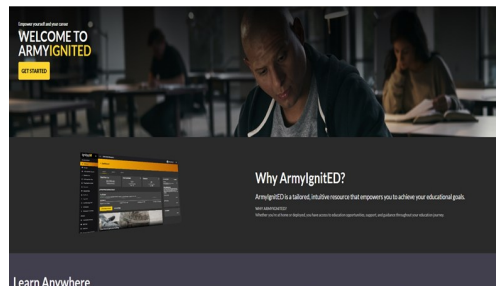
OR go to link: <https://www.youtube.com/@MyArmyPost/videos> to watch the video.

Then scroll down and click on “ARMYIGNITED 101” icon.

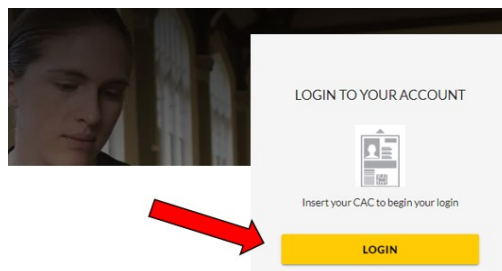
Once ArmyIgnitedED 101 briefing is completed, continue to Step 2 for additional requirements.

STEP 2

Create an ArmyIgnitedED account by logging in to <https://armyignited.cce.af.mil/STUDENT/> using your Common Access Card (CAC).



Click “Get Started” in the yellow box, to Log in to your account. It will take you directly to your Dashboard.



NOTE: If your record is not found, contact the Helpdesk for assistance.

Phone: (276) 231-0938
Email: ArmyignitedHelp@army.mil

You will now input the criteria provided in the video to annotate completion of watching the ArmyIgnitedED 101 brief.

To send a message, clicking on “Student Messages”, then “Create Message”.

STEP 3

All first time users will be required to take an Interests assessment tool for use of TA and the MILGEARS assessment tool for use of CA by doing the following:

- 1) For TA users, click the Decision Support Tool tab in ArmyIgnitedED and select one of the three assessment options. **ALL** first time CA users **MUST** complete the CA 101 brief on Army COOL at <https://www.cool.osd.mil/army/index.html>, and click on Credentialing Assistance tab, **BEFORE** taking the MILGEAR assessment.
- 2) Save assessment results as a PDF. **MUST** label the document with CUI markings. Then upload the PDF to the Decision Support Tool tab.

STEP 4

In addition, before requesting TA/CA, you must sign and complete the Virtual Benefits Training. This is on your student dashboard on the left hand side of your screen.

