How To Guide

Create Education Paths and Tuition Assistance Requests (1 of 10)

Purpose

This guide highlights the process of creating an Education Path and requesting Tuition Assistance through ArmyIgnitED. To begin the process of requesting Tuition Assistance, the student must have an Education Path to which the assistance can be applied.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

Steps to Creating an Education Path

1. Log in to ArmyIgnitED.
2. From the Home Page, click **Education Path**.

Note: If an Education Path has already been created **skip to Step 12**.

3. Click **Add Education Path** to continue.

You will create an Education Path by completing four steps. On the **Review Information** step, complete the following:

4. Confirm your personal, contact, and education information:
   - First Name
   - Last Name
   - Middle Name
   - Preferred Method of Contact
   - Home Phone
   - Additional Methods of Contact
   - Mailing Address
   - Duty Phone
   - Graduation Date
   - Previous Education Institution (if applicable)
   - Previous Education Level (if applicable)
   - Additional Education Information

5. Click the yellow **Next arrow.**

Note: Clicking the **Edit Pencil** allows you to edit select Contact Information.

Note: Clicking **Is incorrect information being displayed?** will refer to your point of contact who will assist you in updating your Personal and/or Education information.

How To Guide

Create Education Paths and Tuition Assistance Requests (2 of 10)

Steps to Creating an Education Path

On the **Choose Level** step, complete the following:

6. Choose the Education Level that you would like to pursue.
7. Click the yellow **Next arrow**.

Note: Clicking **Don't know which education level is right for you?** will create an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

Note: You are not authorized to receive TA for an education level that is different than your current Civilian Education Level. You may proceed with submitting your education path but there will be a hold on your account preventing you from receiving TA. Contact your servicing Education Center with questions.

If you select an Education Level that differs from your current Civilian Education level, you will receive a popup window that will notify you your request will be placed on hold if the Education Path is submitted.

8. If you receive a pop-up window, click **Proceed** to move to the next step in the process, or **Cancel** to select a different Education Level

Note: Clicking the **drop-down arrows** next to each education level will display the definition of each level as shown in the information provided above.

Academic Certificate
Academic Certificates are earned and awarded upon the successful completion of a brief course of study, usually one year or less but at times longer.

Associate's Degree
An Associate's Degree is earned and awarded upon the successful completion of a two-year course of study, often by a community or junior college.

Bachelor's Degree
A Bachelor's Degree is earned and awarded upon the successful completion of a four-year course of study, often at a higher education institution.

Master's Degree
A Master's Degree is earned and awarded upon the successful demonstration of mastery in a specific area of study, often one or two years of additional study following a bachelor's degree.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (3 of 10)

Steps to Creating an Education Path

On the **Choose Study** step, complete the following:

9. Enter the area of study you are interested in pursuing.
10. Click the yellow **Next arrow**.

Note: Clicking **Don't see your area of study?** will create an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

11. Choose the education institution you would like to attend by entering either the **name of the Education Institution** or the **state where it is located.**
12. Click **Select** next to the Education Institution of your choice.
13. Click the yellow **Next arrow.**

Note: Clicking **Remove** will deselect the Education Institution and allow you to select another. *You can only select one Education Institution at a time.*

Note: Clicking **Don't see your education institution?** will create an email using the default email service on your device allowing you to contact your Army Education Counselor for assistance.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (4 of 10)

Steps to Creating an Education Path

On the **My Education Path Summary** page, you can review your selections and correct any incorrect information by clicking the **yellow circles** to review a prior step's contents.

14. Click **Submit for Approval** once you have reviewed your information. Your request will then be sent to your Army Education Counselor for review.

Note: Clicking **Having trouble or just want to send a note to your Army Education Counselor? Click here** will allow you to send a note to your counselor.

Congratulations! Your Education Path request has been successfully submitted to your Army Education Counselor for review.

What happens next?
If your Education Path request is approved, you will receive an email. Upon approval your Army Education Counselor will automatically send your Education Path to the indicated Education Institution. After the Education Institution is notified of your Education Path request, they will send you an application to complete for their school. Once the application has been completed and returned, the Education Institution will notify you of their admissions decision.

15. Click **View your Submission** to continue.

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How To Guide

Create Education Paths and Tuition Assistance Requests (5 of 10)

Steps to Creating an Education Path

Your **My Education Path** page has now been updated to reflect your new Education Path. Once the path has been reviewed by your Army Education Counselor your request will be sent to your Education Institution for approval.

Note: If your Education Path is **APPROVED**, you will be able to create a Tuition Assistance Request on the path.

If your Education Path is **REJECTED**, you will need to revise your Education Path based on the instructions provided in the message you receive from your Army Education Counselor or Education Institution.

Note: You can also use this page to review any previous Education Path Requests once they've been completed.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (6 of 10)

Steps to Creating a Tuition Assistance Request

16. Once you have received an email notification that your Education Path has been approved, return to the **My Education Path** page and click **Request Tuition Assistance** on the approved Education Path to start the process of requesting Tuition Assistance.

Note: Clicking **Edit** will allow you to revisit your Education Path request and make any changes, as needed. Once the Education Path is re-submitted, your Army Education Counselor will be notified and will need to re-review the request.

Note: Clicking **View Courses** will allow you to view all the courses for which you have requested Tuition Assistance, as well as your Cumulative Army TA GPA.

Note: Clicking **View SDP** allows you to view your current Student Degree Plan and any previous Student Degree Plans.

Important Reminders

- An individual Student Degree Plan (SDP) is required to request Tuition Assistance for more than six semester hours. Please contact your Education Institution to upload your SDP into ArmyIgnitED.
- TA Requests must be submitted and approved prior to the start date of a class. TA Requests submitted less than 5 business days before the start date of a class that are not approved prior to class start date will not be considered for exception to policy (ETP) TA funding for any reason.
- Eligible Soldiers may use up to 16 semester hours of TA each fiscal year at the rate of up to $250 a semester hour, for a total of $4,000 in funding.
- After completing 6 semester hours of TA-funded coursework in the current degree program, Soldiers must have an approved official degree plan outlining the specific classes required to meet their educational goal to continue using TA.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (7 of 10)

Steps to Creating a Tuition Assistance Request

The next page provides two sections which are used to select the courses you wish to request Tuition Assistance for.

17. Request Tuition Assistance from the educational institution where you are currently enrolled by selecting the course(s) within the first section. Use the corresponding checkbox to select the course(s).

Note: Clicking **Don't see your course listed?** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

18. Request Tuition Assistance for a course at an educational institution where you are not currently enrolled by clicking **Add Course**.

Review the next page (Page 8) of this How to Guide for more details on adding a course at an Education Institution where you are not currently enrolled.

19. Upload documentation by clicking **Upload File**.
20. Click **Submit Request** to submit your request for Tuition Assistance.

Note: This is **optional** if you are selecting courses from your enrolled Education Institution but **required** if you are selecting courses at an EI where you are not currently enrolled.

Continue to Step 21 on Page 9 of this How to Guide to continue.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (8 of 10)

Optional - Steps to Creating a Tuition Assistance Request – Adding External Courses

If you are requesting Tuition Assistance for a course that you are not taking at your home school (an Education Institution that you are not currently enrolled in) follow the instructions below.

1. Enter the following information:
   - Education Institution
   - Degree Level
     - Undergraduate – Upper Level
     - Undergraduate – Lower Level
     - Graduate
     - Certificate
     - High School
   - Tuition Type
     - In-State
     - Out-of-State
     - Distance Learning
     - General
   - Course Reference Number
   - Subject
   - Catalog Number
   - Credits
   - Course Title
   - Is this a flat rate cost?
     - Yes/No
   - Start and End Date

Note: Your Tuition Assistance Request has to be approved prior to the course start date.

Note: Clicking **Can't find the Education Institution you want?** will allow you to send a message to your Army Education Counselor to ask for assistance.

Note: The total course cost information will automatically populate, based on the number of course credits provided.

2. Click **Add.**

You are returned to the previous page.

3. Use the **checkbox** to select the course you just added.

Return to Step 19 on the previous page (Page 7) of this How to Guide to continue.

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How To Guide

Create Education Paths and Tuition Assistance Requests (9 of 10)

Steps to Creating a Tuition Assistance Request

21. Review the information for the course(s) for which you are requesting Tuition Assistance. If all of the information is correct, click **Confirm.**

Note: Clicking **Cancel** will return you to the previous page and allow you to re-select the courses for which you want to request Tuition Assistance.

Note: If you selected a course(s) **not at your home school**, this will require a Counselor review.

Note: If the course(s) selected are **on your Student Degree Plan with your Education Institution**, it will be automatically approved.

Congratulations! Your Tuition Assistance Request has been submitted.

22. Click **Done.**

Note: Clicking the **drop-down arrow** will reveal additional details regarding your Tuition Assistance Request.

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.

How To Guide

Create Education Paths and Tuition Assistance Requests (10 of 10)

Email Responses for a Tuition Assistance Request

The following images are provided to detail the emails sent to you once you have submitted your Tuition Assistance Request.

Your Army Ignited TA Request has been approved and submitted to your home school. Inbox ×

ArmyIgnitED
Army Counselor
to me

10:23 AM (3 minutes ago)

Dear PVT, Doe

Your Tuition Assistance request for Macro Economics was approved and submitted to Stanford University.

Please contact your Education Center at +1 123 – 456 – 7890 if you have any questions.

ArmyIgnitED Signature

Your Army Ignited TA Request has been denied. Inbox ×

Army Counselor
to me

11:34 AM (2 minutes ago)

Dear PVT, Doe

Your Tuition Assistance request for Macro Economics at Stanford University was denied for the following reason:

[Your Army Counselor will provide a detailed reason for your denial]

Please submit a new TA Request or contact your Education Center at +1 123 – 456 – 7890 if you have any questions.

ArmyIgnitED Signature

Note: Instructions for creating a Special Program Path and requesting Tuition Assistance for Special Program Paths are provided in the **Create Special Program Paths and Requesting Tuition Assistance** How to Guide.