



*"Education,  
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# **ARMYIGNITED 101 TRAINING**

## **18 MAY 2025**



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## ARMYIGNITED FEDERAL TUITION ASSISTANCE CHANGES EFFECTIVE 11 DECEMBER 2024

- 1. The fiscal year cap is increased to 18 semester hours and \$4,500.00.**
- 2. Soldiers must complete ArmyIgnitED 101 training AND Kuder Journey ILO Career Path Decide (CPD) prior to creating an education goal.**



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# ArmyIgnitED 101 Requirement

***PRIOR to submitting their Education Goal in ArmyIgnitED, Soldiers MUST complete ArmyIgnitED 101 Training by reviewing these ArmyIgnitED 101 Training slides or watching a YouTube video found at the following link.***

***<https://www.youtube.com/watch?v=H4Ksr6dF5sc>***

**At the conclusion of their training, Soldiers must go to their ArmyIgnitED account, click on 'Messages', create a new message, copy the statement listed below, and submit the message.**

***"I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on DD/MMM/YYYY."***





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# Kuder Journey Requirement

**Soldiers must upload their Kuder Journey One Page Summary results directly into their ArmyIgnitED account.**

**If necessary, DISABLE POP-UP BLOCKER.**

1. **Create Kuder Journey Account. <https://dantes.kuder.com>**
2. **Click Create Account.**
3. **Complete Kuder Journey Assessment.**
4. **Save and download Kuder Journey Summary to Desktop in PDF.**
5. **Log into the ArmyIgnitED Portal.**  
**<https://www.ArmyIgnitED.Army.mil/student>**
6. **Click on the "Career Path Decide" tab.**
7. **Click on the "Create New Plan" button.**
8. **Enter the Plan Title as "Kuder Journey Summary".**
9. **Submit Kuder Journey Summary.**



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# ArmyIgnitED 101 / Career Path Decide Requirements

After submitting the **ArmyIgnitED 101 completion message** to their ArmyIgnitED account and uploading their **Kuder Journey Summary**, **Soldiers must submit their Education Goal ASAP!**

**Ensure a copy of their Evaluated Degree Plan is attached. A page out of the school catalog will not suffice. Once Education Goal is approved, Soldiers can submit TA Requests.**



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- **Ensure knowledge of:**
  - Benefits of ArmyIgnitED
  - Tuition and Credentialing Assistance Basics
  - Creating your Account
  - Navigating ArmyIgnitED
  - Support
  - Next Steps





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## Benefits of ArmyIgnitED

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



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# Tuition Assistance Basics

- **Fiscal Year (FY) Limits**
  - **\$4,500.00 per fiscal year (1 Oct-30 Sept)**
  - **18 Semester Hours (SH) / 27 Quarter Hours (QH) per fiscal year (FY)**
  - **Up to \$250.00 per SH or \$165.00 per QH**
  - **Funds do not roll over to next FY**
  - **TA and CA uses the same pot of money. For example, if a Soldier uses \$2,000.00 of CA, the Soldier will have \$2,500.00 remaining of TA.**





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# Tuition Assistance Basics

## ■ Lifetime Semester Hour Limits

**Undergraduate - 130**

**Graduate - 39**

**Academic Certificate - 21**

**Special Programs - 39**



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# Tuition Assistance Basics

## ■ Course Grades

- **Soldiers must pass their courses, or they will be recouped**
- Passing for undergraduate courses is a C- or higher
- Passing for graduate courses is a B- or higher

## ■ GPA Requirements

- 2.0 Undergraduate GPA after 15 SH
- 3.0 Graduate GPA after 6 SH
- **No Recoupment Waivers for failing grades unless a "W"**
- **Waiver must be within 30 days of the "W" grade posted by the school**



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# Federal Tuition Assistance Basics

## ■ Enrollment Timelines

- Enroll with your Academic Institution (AI) first and then Request FTA
- Must apply for FTA no more than 60 calendar days and no later than 14 days prior to term start date to ensure application is processed. TA Requests are processed on a first come, first served basis.
- The input of TA Requests is prevented by the ArmyIgnitED system 7 days prior to term start date.
- Term end date must be no less than 60 days from ETS/Separation
- Must drop TA requests prior to term start date
- FTA must be approved prior to term start date





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# Eligibility for FTA

- **Not flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)**
- **Maintain a 2.0 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**
- **An approved Evaluated Degree Plan (EDP) is required after submitting FTA requests for two (2) classes**
- **All eligibility data must be accurate (fed correctly from IPPS-A to ArmyIgnitED)**
- **Service Obligation (Officers only)**
  - **Active Duty Officers (AGR/Deployed) incur a 2-year Service Obligation (SO)**
  - **National Guard Officers (M-Day/ADOS) incur a 4-year SO**
  - **SO calculated based on the end date of each FTA-funded class**



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## Uses for FTA

- FTA is authorized for **one degree** at each of the following levels:
  - **Associate**
  - **Baccalaureate**
  - **Master's**
  - Undergraduate or Graduate Academic Certificate (1 per lifetime)
- **FTA is not authorized for a lower level or a degree already earned**
- **Special Programs:**
  - **Pre-Commissioning Programs (AMEDD)**
    - Undergraduate or Graduate Program Prerequisites
  - **Host Country Courses or Strategic Foreign Language Program**
    - Must be in country or on The Army Strategic Language List
  - **College Preparatory and Remedial Courses**
  - **Graduate Admission Courses**



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# Academic Certificates

- **Soldiers can pursue one academic certificate goal in a lifetime, either undergraduate or graduate up to 21 SH credits.**
- **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 Certificate:**
  - **Soldiers with "Civilian Education Level of High School or higher, including Soldiers with Bachelor degrees and Masters degrees, may pursue an "Undergraduate" Academic Certificate**
- **Graduate Certificate:**
  - **Soldiers must have a Bachelor's Degree or higher to pursue a "Graduate" Academic Certificate**





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# Credentialing Assistance Basics

1. **\$2,000.00 max per fiscal year (\$1,000.00 for select aviation credentials)**
2. One credential max per Soldier, per fiscal year
3. Three 3 credential max for 10 years of service
4. **Must take the associated exam for the credential you are pursuing**
5. Must complete CA 101 Training (Provided by the CA Virtual Counseling Cell) (**New users only**)
6. Must complete MilGears\* (Soldiers must complete the explore careers, Quick Explorer tool, download their report, and upload it to ArmyIgnitED) (**New Users Only**)
7. **CA and TA comes from the same pot of money. For example, if a Soldier uses \$3,500.00 of TA, the Soldier will have \$1,000.00 remaining of CA they could use.**



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# Credentialing Assistance Basics

- Credentialing Assistance (CA) funding is for courses and/or exams leading to an industry-recognized professional and technical credentials
- **CA eligibility pays up to \$2,000 per FY**
- **CA \$1,000 FY limit for selected aviation credentials**
- The CA Program Virtual Counseling Cell provides counseling assistance to Soldiers for the use of CA funding
  - To request counselor assistance, please visit [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - Click on the yellow "CONTACT AN ARMY CA COUNSELOR" button

## The 5 Most Requested Credentials

1. [CompTIA Security+](#)
2. [Certified Associate in Project Management \(CAPM\)](#)
3. [Project Management Professional \(PMP\)](#)
4. [CompTIA Network+](#)
5. [CompTIA A+](#)



ARMY CREDENTIALING  
ASSISTANCE

## Credentialing Opportunities On-Line (COOL)

<https://www.cool.osd.mil/army/index.htm>



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# Schools and Training Vendors You Can Use

- **Federal Tuition Assistance (FTA) may be used at:**
  - Approved academic institutions (AIs) are listed in ArmyIgnitED
  - Must be regionally or nationally accredited institutions recognized by the US Department of Education and have signed the DoD MOU
- **Credentialing Assistance (CA) may be used at:**
  - Approved training providers are listed on the Credentialing Assistance On-Line (COOL) web site
  - Must have been vetted through ACCESS AU
  - [Army COOL - Costs and Funding - Army Credentialing Assistance \(osd.mil\)](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)





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# Dropping / Withdrawing Classes

- Drops occur before the term 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 FTA back to the Army**
  - **Military: The Army waives the recoupment for the class**



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# Recoupment Waivers (RW)

- DA Form 7793 must be signed by your Commander and submitted in ArmyIgnitED, must be due to one of the following reasons:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other unanticipated situations considered on a case-by-case basis
- Reviewed by Army Credentialing and Continuing Education Services for Soldiers (ACCESS)
  - Approved RW returns credits and funding back to Soldier's ArmyIgnitED account
  - Disapproved RWs = recoupment (Soldier repays the Army)



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# Recoupment (Repayment) of FTA

- Repayment of FTA is required for:
  - **Course Failure**
  - **Grade of D and below for an undergraduate course**
  - **Grade C or below for a graduate course**
  - **Incomplete grades beyond 180 days of the class end date**
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a recoupment
- You may not be required to repay FTA if approved for Recoupment Waiver **(but only for 'W' grades, recoupment waivers are not allowed for failed courses!)**





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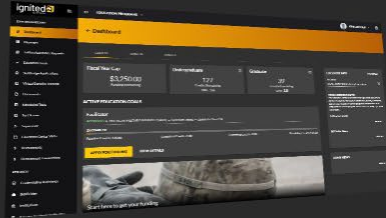
# Creating an ArmyIgnitED Account

Empower yourself and your career

## WELCOME TO ARMYIGNITED

GET STARTED

Select "Get Started"



### Why ArmyIgnitED?

ArmyIgnitED is a tailored, intuitive resource that empowers you to achieve your educational goals.

**WHY ARMYIGNITED?**  
Whether you're at home or deployed, you have access to education opportunities, support, and guidance throughout your education journey.

Learn Anywhere

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



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# Funding Method

## 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

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!

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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](mailto:army@bamtech.net)**





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# Navigating Army IgnitED

## Student Dashboard

**ignited** Student portal **EDUCATION** Active TA **Fiscal Year Limits** Active CA **Ed Center Info.** HELP

**Site Navigation**

- Dashboard
- Messages
- EDUCATION RECORD
  - Funding Requests
  - Education Goals
  - Documents
  - Testing
  - Recoupments
  - Recoupment Transactions
  - Education Programs
  - Research
- INFORMATION
  - Resources
  - News
  - Education Center Visits
  - Education Center Events

Version 2.29.2.3

**Lifetime Limits**

	Reserve TA	Reserve CA
<b>Fiscal Year Cap: 2023</b>	Funding Remaining: <b>\$3,250.00</b>	Credits Remaining: <b>13</b>
Undergraduate	Credits Remaining: 130	GPA: N/A
Graduate	Credits Remaining: 30	GPA: 4.0

**GPA**

**ACTIVE EDUCATION GOALS**

Organizational Leadership

APPROVED • WESTERN KENTUCKY UNIVERSITY • Masters Degree • Eligible for Reserve TA

30% COMPLETE

Required Credits: 30.00 Completed Credits: 3.00 Transferred Credits: 6.00 Remaining Credits: 21.00

**APPLY FOR FUNDING** **VIEW DETAILS**

**ED CENTER INFO** VIEW DETAILS

Ed Center: USAR-63rd RD East, North Little Rock, AF

**Needs Assessment Survey**  
Your Education Center is not offering a needs assessment at this time. Please continue to check back or [Click Here](#) to learn more.

**Ed Center Events** VIEW ALL

**Ed Center News** VIEW ALL

**ARMY NEWS** VIEW ALL

Fiscal Year Cap: 2023

Funding Remaining: **\$4,000.00**

**CA Limit**



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Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

News

Education Center Visits

Dashboard

Reserve TA

Reserve CA

Fiscal Year Cap: 2023

Funding Remaining: \$3,250.00

Credits Remaining: 13

Undergraduate

Credits Remaining: 130

GPA: N/A

Graduate

Credits Remaining: 30

GPA: 4.0

ACTIVE EDUCATION GOALS

Organizational Leadership

APPROVED • WESTERN KENTUCKY UNIVERSITY • Masters Degree • Eligible for Reserve TA

30% COMPLETE

Required Credits: 30.00

Completed Credits: 3.00

Active Ed Goal

At the bottom of the dashboard, are links to get started to explore funding, programs, institutions, and careers

Start here to get your funding

Explore Programs

Explore Institutions

Career Path Decide

Credentialing Assistance

CUI





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**ignited** EDUCATION PROGRAMS

EMILY COSLET

My Profile  
Switch Theme  
Logout

tomcruise000

**BACCALAUREATE DEGREE**

**Personal Data**

Username	1099727922	Profile Created	08/16/2022
Record Status		Assigned Installation	USAR-63rd RD East, North Little Rock, AR (USARR2)
			06/26/2023, 4:02:32 PM

**Military Personnel Data**

Primary	79V	Secondary MOS	42A
Expiration of Service	08/16/2023	Activated End Date	

Version 2.29.2.3

Emily J SFC USARMY ARCG (US)

et119@gmail.com

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.

Student and Military Information migrate into ArmyIgnitED from IPPS-A

To Update Civilian Ed Level, contact Unit Personnel / S1 Office

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





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TOM CRUISE

Provides a copy of your Education Record

PRINT EDUCATION RECORD

Personal Data

<b>Username</b> tomcruise000	<b>Profile Created</b> 06/16/2022	<b>Pay Grade</b> E4
<b>Record Status</b>  	<b>Assigned Installation</b> Fort Dix Education Center (WP)	<b>Assigned Unit</b> W00C01
<b>Civilian Ed</b> HOME SCHOOL DIPLOMA	<b>Last Successful Login</b> 01/03/2023, 10:35:59 AM	

Contact Info

<b>Email Address</b> <a href="mailto:Tomcruise000.mil@army.mil">Tomcruise000.mil@army.mil</a>	<b>Personal Email Address *</b> Dorothy.GeneratedNienow@test2.net
<b>Duty Phone</b> (750) 727 9182	<b>Personal Cell *</b> (570) 428 2865

Verify that contact information is correct. A personal email address and cell phone number are required.



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# Navigating ArmyIgnitED

## Student Documents

**ignited** student portal

EDUCATION PROGRAMS

ORA GEORGE ACTIVETA HELP

← My Documents

Name	Date	Size (KB)	Type
Flow Chart Creating an Education Goal - SM.pdf	12/22/2022	77.23	PDF
Flow Chart HelpDesk - SM.pdf	12/22/2022	143.40	PDF
Flow Chart Messages Student - SM.pdf	12/22/2022	88.84	PDF
3 total			

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

**\*Important! ArmyIgnitED does not allow Soldiers to upload documents to their account. You must send any documents through the ArmyIgnitED messaging system, and education center staff will upload the documents for your.**



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# Virtual Benefits Training

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

'Sign & Complete':

The screenshot displays the Ignited student portal interface. On the left is a dark sidebar menu with options: Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs (selected), Credentialing Assistance, Virtual Benefits Training (highlighted in orange), and Research. The main content area has a top navigation bar with 'EDUCATION PROGRAMS' and a dropdown arrow. Below this is a header for 'Virtual Benefits Training' with a back arrow. The main content shows a 'Test' section with a 'Pending Signature' status, a prompt to 'Sign to acknowledge.', and a creation date of '08/05/2022'. A red arrow points to the 'SIGN & COMPLETE TRAINING' button. Below this, a 'Confirm Signature' modal is shown with the text 'Your signature indicates understanding of training.' and two buttons: 'I AGREE' (highlighted with a red arrow) and 'CANCEL'.

**Important! You MUST complete your Virtual Benefits Training to request TA**





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

EDUCATION PROGRAMS

EMILY COSLET

HELP

### How can we help?

Welcome to our knowledge base

#### FAQs

##### Frequently Asked Questions

Please check out our FAQs if you are having issues, we keep them up to date with relevant topics to your education needs.

#### Support Tickets

System Error	
Creating Education Goal	
Date Submitted	Status
9/2/22	Closed
<a href="#">VIEW</a>	<a href="#">DELETE</a>

[ADD TICKET](#)

#### Documents and Links

##### Documents and Links

Browse our documents related to funding programs, policies, and more.



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# Submitting a 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.

The screenshot shows the "EDUCATION PROGRAMS" header with a dropdown arrow. Below is a large orange banner with the text "How can we help?" and "Welcome to our knowledge base". The main content area is divided into three sections: "FAQs" with a question mark icon and text "Frequently Asked Questions. Please check out our FAQs if you are having issues, we keep them up to date with relevant topics to your education needs.", "Documents and Links" with a document icon and text "Documents and Links. Browse our documents related to funding programs, policies, and more.", and "Support Tickets" with a list of tickets. A red box highlights the "Support Tickets" section, and a red arrow points to the "ADD TICKET" button. The "Support Tickets" section shows a table with columns "System Error", "Date Submitted", and "Status". The table contains one row with the value "Creating Education Goal" under "System Error", "9/2/22" under "Date Submitted", and "Closed" under "Status". Below the table are "VIEW" and "DELETE" buttons. The "ADD TICKET" button is a yellow button with black text.

System Error	Date Submitted	Status
Creating Education Goal	9/2/22	Closed

VIEW DELETE


ADD TICKET



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# Submitting a Support Ticket



stated portal

Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

INFORMATION

Resources

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Education Center Visits

Education Center Events

Version 2.17.14

EDUCATION PROGRAMS

Help Ticket

Which area do you need assistance with?

Tuition Assistance or Education Goal

Issues Related To

- Assistance creating a tuition assistance request
- Tuition assistance request information needs to change
- Grades are missing, overdue, or wrong
- I am receiving an error statement
- I have / need an extension for my course
- I need assistance clearing a system warning

You will need to contact your Education Center for assistance. Their contact information is listed below:

ARNG-Wyoming Education Services Office Education Center  
DSN: 314-632-5440  
Commercial Phone: 11390434305440  
Email Address: user2692@email.net

SUBMIT MESSAGE

Credentialing Assistance

Issues Related To

- Civilian Technical Certifications and Licenses
- Need assistance creating a Credentialing Education Goal
- Need assistance submitting a CA request
- CA request information needs to change
- CA request is still pending approval
- CA request is still pending finance payment

You will need to contact your Education Center for assistance. Their contact information is listed below:

ARNG-Wyoming Education Services Office Education Center  
DSN: 314-632-5440  
Commercial Phone: 11390434305440  
Email Address: user2692@email.net

SUBMIT MESSAGE

Create Message

Category \*

Tuition Requests

Subject \*

Format

Attachments

CHOOSE FILE

Drop files here

SEND

CLOSE





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# Tips for Submitting a TA Request (TAR)

- ✓ View the tutorials in ArmyIgnitED or ask your assigned Education Services Specialist (ESS) or Education Services Officer (ESO)
- ✓ Submit one course at a time (that way if there is an error, not all TA requests will be deleted)
- ✓ Do not click on 'VA Top Up' if using MGIB-SR/Ch 1606
- ✓ Once your TARs are approved, print off the authorization forms (pdf) to provide to your school as proof of payment
- ✓ Log back into ArmyIgnitED and double-check that your course information is correct, and your courses have been approved PRIOR to the start date



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# Joint Services Transcript (JST)

- **Your JST documents 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**

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





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JOINT SERVICES  
TRANSCRIPT



\*\*UNOFFICIAL\*\*

Transcript Sent To:  
[REDACTED]

Name: [REDACTED]  
SSN: XXX-XX-XXXX  
Rank: Staff Sergeant (E6)  
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 V04 Basic Combat Training: Upon completion of the course, the student will be able to apply casualty care; employ land navigation skills; conduct physical fitness training; execute self-defense; and execute marksmanship skills.  • First Aid And CPR • Land Navigation (Recreation) • Marksmanship • Physical Fitness • Self-Defense (4/12)(4/12)	17-SEP-2012 to 23-NOV-2012	2 SH 1 SH 1 SH 1 SH 1 SH	L L L L L
101-25U10	AR-1715-0928 V06 Signal Support Systems Specialist: Signal School Ft Gordon GA  Upon completion of the course, the student will be able to install, troubleshoot, and perform field level maintenance on computer and network hardware; configure and manage computer networks; deploy dedicated re-transmission stations; operate dedicated re-transmission stations; apply skills in information assurance awareness; understand operations security; use test measurement and diagnostic equipment; and apply technical and military knowledge in a military operation environment.  • Computer Troubleshooting and Repair • Electronic Systems Troubleshooting And Maintenance • Network Essentials	26-NOV-2012 to 02-APR-2013	3 SH 3 SH 3 SH	L L L

\*\* PROTECTED BY FERPA \*\*

06/02/2023

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Readiness"*



- ✓ **Go to your ArmyIgnitED account, click on 'Messages', create a new message, copy the statement listed below and submit.**
- ✓ **"I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]"**



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## Next Steps

1. **Create Kuder Journey Account. <https://dantes.kuder.com>**
2. **Click Create Account.**
3. **Complete Kuder Journey Assessment.**
4. **Save and download Kuder Journey Summary to Desktop in PDF.**
5. **Log into the ArmyIgnitED Portal.  
<https://www.ArmyIgnitED.Army.mil/student>**
6. **Click on the "Career Path Decide" tab.**
7. **Click on the "Create New Plan" button.**
8. **Enter the Plan Title as "Kuder Journey Summary".**
9. **Submit Kuder Journey Summary.**



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## Next Steps

**After submitting the ArmyIgnitED 101 completion message to their ArmyIgnitED account and uploading their Kuder Journey Summary results, **Soldiers must submit their Education Goal ASAP!****

**Ensure a copy of their Evaluated Degree Plan is attached. A page out of the school catalog will not suffice.**





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**After an Education Goal is approved, Soldiers may apply for TA in the ArmyIgnitED system up to 60 days prior but must apply NLT 14 days prior to the TERM start date to ensure your application is processed. TA Requests are processed on a first come, first served basis.**

**The input of TARs is prevented by the ArmyIgnitED system 7 days prior to TERM start date.**



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# Tips for Submitting a TA Request (TAR)

- ✓ View the tutorials in ArmyIgnitED or ask your assigned Education Services Specialist (ESS) or Education Services Officer (ESO)
- ✓ Submit one course at a time (that way if there is an error, not all TA requests will be deleted)
- ✓ Do not click on 'VA Top Up' if using MGIB-SR/Ch 1606
- ✓ Once your TARs are approved, print off the authorization forms (pdf) to provide to your school as proof of payment
- ✓ Log back into ArmyIgnitED and double-check that your course information is correct, and your courses have been approved PRIOR to the start date



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- **The ARNG Education Support Center (ESC)**
  - **1-866-276-4338** or [arnq.esc@army.mil](mailto:arnq.esc@army.mil)
- **Your State Education Office**
  - [www.nationalguard.com/select-your-state](http://www.nationalguard.com/select-your-state)
- **Visit us online**
  - [www.nationalguard.com/education](http://www.nationalguard.com/education)