Federal Tuition Assistance
https://www.armyignited.army.mil/student

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

"Education, The Key To Strength and Readiness"

ARMYIGNITED

ArmyIgnitED HAD a makeover!

It's NEW and IMPROVED!

Be quick!

Create an account TODAY!

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

Federal Tuition Assistance
ArmyIgnitED.army.mil

- **What is it – What do I get?**

  - **Financial assistance** to help Soldiers with off-duty 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**

Federal Tuition Assistance
ArmyIgnitED.army.mil

▪ **How Do I Qualify?**

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

NOT FLAGGED

ARNG Soldiers are NOT required to complete Basic Training or AIT to be eligible for Federal Tuition Assistance.

Federal Tuition Assistance
ArmyIgnitED.army.mil

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 60 days prior to ETS date**

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- **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**

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- **Career limits for FTA are:**
  - **130** undergraduate semester hours
  - **39** graduate semester hours
  - **21** semester hours towards an undergraduate **or** graduate **CERTIFICATE**, **not both.**
  - 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**

Federal Tuition Assistance
ArmyIgnitED.army.mil

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

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- **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 no later than 30 days 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 ArmyIgnitED.army.mil

1. Establish ArmyIgnitED Account by going to https://www.armyignited.army.mil/student 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
ArmyIgnitED.army.mil

4. Enroll in Courses at your School.

5. Return to ArmyIgnitED 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 Term Start Date to ensure TA Requests are processed and approved PRIOR to a Term Start Date.**

The system prevents the input of TARs 7 days prior to term start date.

Soldier Process Overview
ArmyIgnitED.army.mil

Submit 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.**

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 ArmyIgnitED, print the SIGNED authorization form and provide the form to the school.

ArmyIgnitED 2.0
Creating an Account

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

Empower yourself and your career

WELCOME TO
ARMYIGNITED

GET STARTED

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

"Education, The Key To Strength and Readiness"

ArmyIgnitED 2.0
Select Tuition Assistance (TA)

"*Education,* The Key To Strength and Readiness"

Update "My Profile"

Add a work email, personal email, work phone number, and personal cell phone number

THIS IS REQUIRED!

"*Education,* The Key To Strength and Readiness"

Virtual Benefits Training

EDUCATION PROGRAMS ⌄

← Virtual Benefits Training

Virtual Benefits Training is MANDATORY. Select "Education Programs" and then "Virtual Benefits Training".

SIGN & COMPLETE TRAINING

ignited
student portal

EDUCATION RECORD

- Dashboard
- Messages
- Tuition Assistance Requests
- Education Goals
- SkillBridge Applications
- Virtual Benefits Training
- Documents
- Scheduled Tests

*"**Education,** The Key To Strength and Readiness"*

Evaluated Degree Plan REQUIRED

An **Evaluated Degree Plan/Degree Audit/Degree Progress Report** 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 in PDF format. 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**

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Creating Education Goal

← Education Goals

CREATE NEW GOAL

No Education Goals

You have no education goals at this time.

CREATE NEW GOAL

ignited

EDUCATION RECORD

🔳 **Dashboard**

💬 Messages

📰 Tuition Assistance Requests
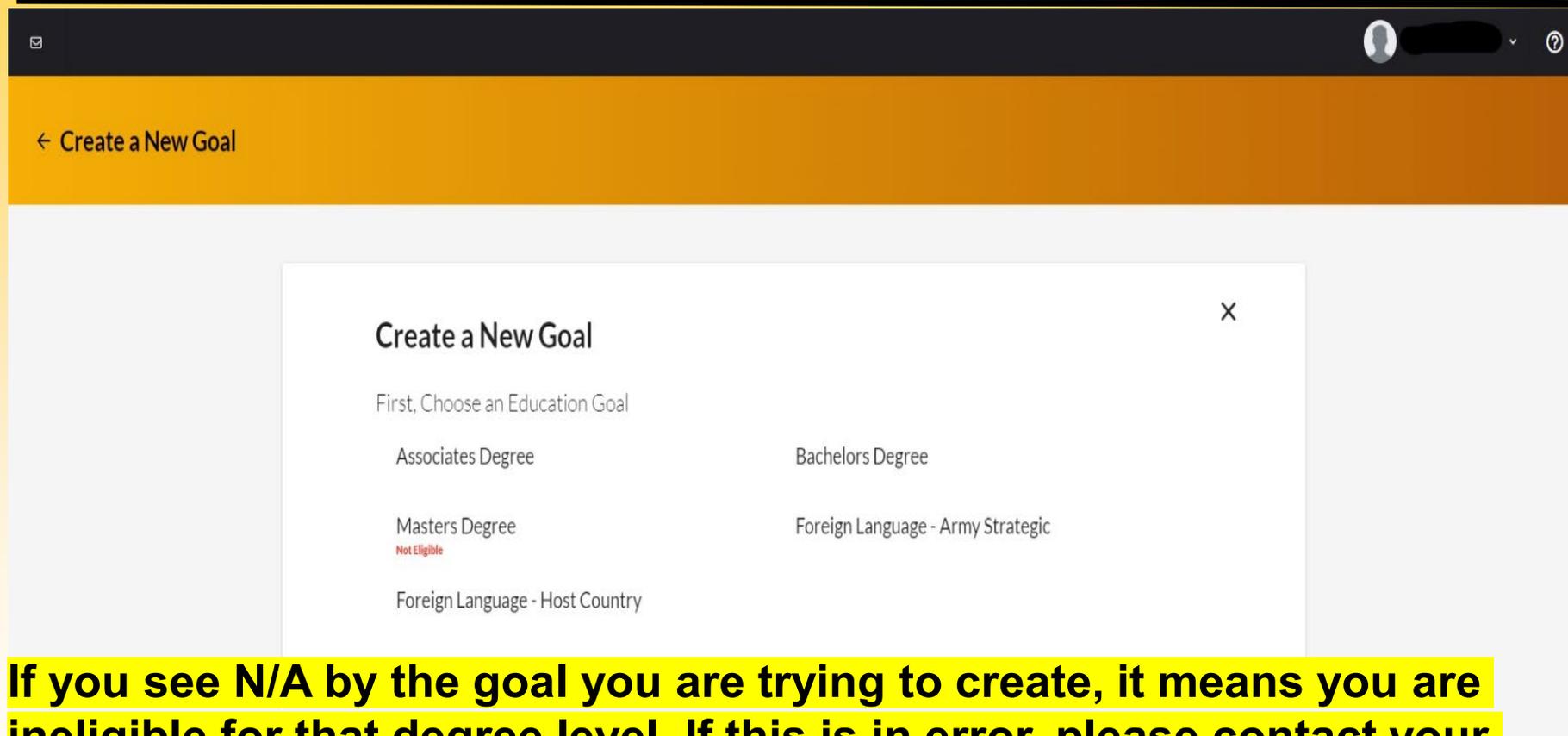
〜 Education Goals

📋 SkillBridge Applications

Click on "Education Goals" on the left side menu or "Create New Goal" near the bottom of the homepage

Select Education Goal Type

← Create a New Goal

Create a New Goal

First, Choose an Education Goal

Associates Degree

Bachelors Degree

Masters Degree
Not Eligible

Foreign Language - Army Strategic

Foreign Language - Host Country

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 update your civilian education level in IPPS-A.

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Select Academic Institution

1 Institution
Optional

What Institution will you be attending?

Enter the name of the institution you will attend

Academic Institution

Institution

What is your Institution Student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID

☐ No Institution Student ID

NEXT   CANCEL GOAL

Enter your Academic Institution name and select from the drop-down list. Enter your Student ID at your Academic Institution, click "Next".

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 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   ▢ STEM

Keyword search ←

| Program | STEM |

Associate of Applied Science in Administration
60 credits

Associate of Applied Science in Culinary and Foodservice Management
60 credits

Associate of Applied Science in Health Sciences
60 credits

Associate of Applied Science in Technical Management
60 credits

Associate of Arts in Business Administration

There is a keyword search to help find your degree program. If you do not see the degree program you are pursuing, contact the school to have the degree program loaded to the Academic Institution (AI) Portal. Select the Degree Program from the drop-down list, click "Next".

Upload Degree Plan

← Create a New Goal: Bachelors Degree

| Institution | Degree Program | 3 Degree Plan File | 4 Credits |

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types: evaluated and non-evaluated. The difference is evaluated degree plans are specific to you and have transfer courses annotated. Contact your nearest Army Education Center for additional information.

You must provide a degree plan from your academic institution that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation (Optional)

⬆ CHOOSE FILE

Drop files here

Drag and drop Evaluated Degree Plan as a PDF document
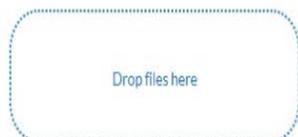
Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

☐ No Degree Plan File

PREVIOUS STEP   NEXT   CANCEL 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?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

How many credits have you previously completed towards your degree?

Required Credits *
60

Submit Education Goal

Are you sure you want to submit this goal?

YES   NO

Are the credits you entered Quarter Hours?
☐ Yes

PREVIOUS STEP   SUBMIT GOAL   CANCEL GOAL

DO NOT mark YES for Quarter Hours if your school IS NOT a QH school. Most schools use Semester Hours. If unsure, contact your school.

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 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 subtract your transfer credit... ...edits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits *

60

Submit Education Goal

Are you sure you want to submit this goal?

YES   NO

Are the credits you entered Quarter Hours?
☐ Yes

PREVIOUS STEP   SUBMIT GOAL   CANCEL GOAL

Are you sure you want to submit this goal? Select YES 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 Term Start Date to ensure TA Requests are processed and approved PRIOR to a Term Start Date.

The ArmyIgnitED system prevents the input of TARs 7 days prior to term start date.

2. All TA Requests **must be approved prior** to the **start date** of the term.

3. TA Requests are processed on a **first come, first served** basis.

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Submitting TA Requests

4. If an eligible Soldier decides to use TA, Academic Institutions (AIs) 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.**

Creating a TA Request

ArmyIgnitED (Service Member)
MUST have an approved Education Goal

1. **Enroll in Courses at your School**.

2. Return to ArmyIgnitED 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 Term Start Date to ensure TA Requests are processed and approved PRIOR to a Term Start Date.

The ArmyIgnitED system prevents the input of TARs 7 days prior to term start date.

Creating a TA Request

3. From ArmyIgnitED Dashboard, locate **"Active Education Goals"** and then select **"Apply for Funding"**

← Welcome Back, Randie!

Active TA   Army CA

Fiscal Year Cap
$2,500.00
Funding Remaining

Undergraduate ⓘ
124
Credits Remaining
GPA: **N/A**

Graduate ⓘ
39
Credits Remaining
GPA: **N/A**

ACTIVE EDUCATION GOALS ⬅

Bachelors of Applied Science in Administration
APPROVED •   ID #001 Army University

25% COMPLETE

Required Credits: 60.00   Completed Credits: 0.00   Transferred Credits: 15.00   Remaining Credits: 45.00

APPLY FOR FUNDING ⬅

Creating a TA Request

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"**

Creating a TA Request

5. Acknowledge the **"User Agreement"** – Read fully, check **ALL** boxes to agree to the conditions and then click **"I Agree Continue"**:

Creating a TA Request

6. Verify current **"Education Center".** If you're deployed, select **YES**. If you are not deployed, select **NO**. Then, select 'Next':

7. Select correct **"TERM 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).

Creating a TA Request

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 Term START / END dates, you risk losing FTA and becoming financially responsible.

Creating a TA Request

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 ArmyIgnitED, 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**

Creating a TA Request

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 ArmyIgnitED, 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

1. 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 Term START / END Dates, you risk losing FTA and becoming financially responsible.

Contact an education counselor ASAP!

ArmyIgnitED Helpdesk

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

ArmyIgnitED Helpdesk
Phone: 276-231-0938
Email: army@bamtech.net

ArmyIgnitED Helpdesk

Create a CRM Helpdesk Ticket:

- Log in to your ArmyIgnitED 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**

ArmyIgnitED 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

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ARMYIGNITED

Phone: **(276) 231-0938**
Email: **army@bamtech.net**

TO YOUR SUCCESS!

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NGB / MSARNG

Federal Tuition Assistance

PH: 601-927-9297

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