



***“Education,
The
KEY
to
Strength
and
Readiness”***



ArmyIgnitED 101 Training

***ARNG Education Services Branch
National Guard Bureau
(ARNG-HCH-C)***

As of: 11 December 2024



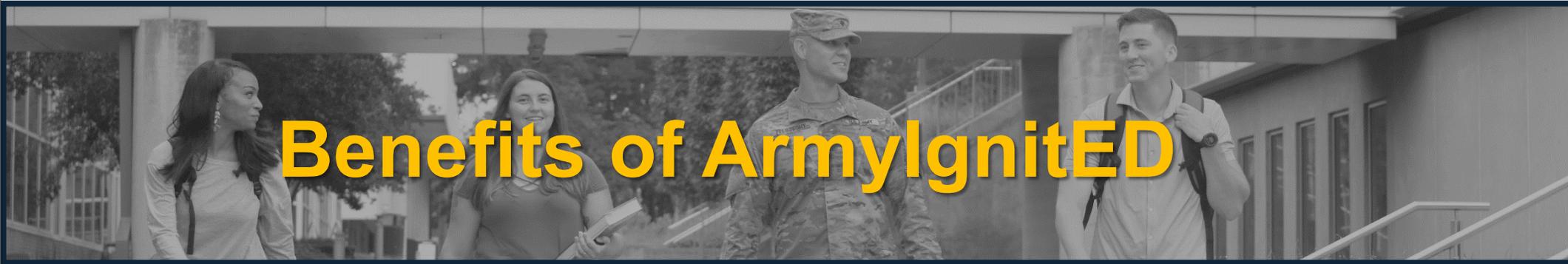
***“Education,
The
KEY
to
Strength
and
Readiness”***



- **Ensure knowledge of:**
 - ✓ Benefits of ArmyIgnitED
 - ✓ Tuition Assistance Eligibility
 - ✓ ArmyIgnitED Navigation
 - ✓ Career Path Decide Requirement
 - ✓ Creating your Account
 - ✓ Support
 - ✓ Next Steps



***“Education,
The
KEY
to
Strength
and
Readiness”***



Benefits of ArmyIgnitED

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



***“Education,
The
KEY
to
Strength
and
Readiness”***



■ Fiscal Year (FY) Limits

- \$4,500 per fiscal year* (1 Oct-30 Sept)
- 18 Semester Hour (SH) or 27 Quarter Hour (QH) credits per FY*
- Up to \$250 per SH or \$165 per QH
- 1 Oct – 30 Sep the following year
- Funds do not roll over to next FY
- Lifetime SH limits:
 - Undergraduate - 130
 - Graduate - 39
 - Academic Certificate - 21
 - Special Programs – 39

****Note: This is a recent change to FTA policy, previous limits were \$4,000 and 16 SHs/24 QHs***



***“Education,
The
KEY
to
Strength
and
Readiness”***



- **Course Grades**
 - Soldiers must pass their course(s) or they will be recouped
 - Passing for undergraduate level courses using FTA is a C- or higher
 - Passing for graduate level courses using FTA is a B- or higher

- **GPA Requirements**
 - 2.0 GPA Undergraduate after 15 SH
 - 3.0 GPA Graduate 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 Academic Institution



***“Education,
The
KEY
to
Strength
and
Readiness”***



Federal Tuition Assistance Basics

■ FTA Enrollment Timelines

- May apply for FTA up to 60 days prior to term state date
- Must apply for FTA at least 8 days prior to the term start date
- Term end date must be no less than 60 days from ETS/Separation
- FTA must be approved prior to class start date
- If dropping a course, must drop prior to term start date

- Important! Request FTA first and then enroll with your Academic Institution (AI)



***“Education,
The
KEY
to
Strength
and
Readiness”***



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
- ✓ Active Duty Officers (AGR/Deployed) incur a 2-year Service Obligation (SO) and Reserve/National Guard Officers (M-Day/ADOS) incur a 4-year SO (SO is calculated based on the end date of each FTA-funded class)
- ✓ Approved Evaluated Degree Plan (EDP) is required after submitting FTA requests for two (2) classes
- ✓ All eligibility data must be accurate and fed properly from IPPS-A to ArmyIgnitED



***“Education,
The
KEY
to
Strength
and
Readiness”***



What Can You Study

- 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
- Other (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



***“Education,
The
KEY
to
Strength
and
Readiness”***



What Can You Study

■ Academic Certificates

- Soldiers can pursue one academic certificate goal in a lifetime, either undergraduate or graduate up to 21 SH credits
- Soldiers 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 Requirement
 - Soldiers with “Civilian Education Level of High School or higher, including Soldiers with Bachelor degrees and Masters degrees, may pursue an ‘Undergraduate’ Certificate
- Graduate Certificate Requirement:\ul>- Soldiers with a Bachelor’s Degree or higher may pursue a ‘Graduate’ Certificate



Where Can You Study

***“Education,
The
KEY
to
Strength
and
Readiness”***

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

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





***“Education,
The
KEY
to
Strength
and
Readiness”***



Dropping / Withdrawing Classes

- Drops must 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



***“Education,
The
KEY
to
Strength
and
Readiness”***



Recoupment Waiver (RW)

- DA Form 7793 signed by your Commander and submitted in ArmyIgnitED for:
 - Unanticipated military duties
 - Illness
 - Unanticipated hospitalization
 - Emergency leave
 - Other unanticipated situations considered on a case-by-case basis
- Approved by Army Credentialing and Continuing Education Services for Soldiers (ACCESS)
- Disapproved RW = Soldier repays the Army (Recoupment)
- Approved RW = Credits and funding returned to Soldier’s ArmyIgnitED account



***“Education,
The
KEY
to
Strength
and
Readiness”***



Recoupment (Repayment) of FTA

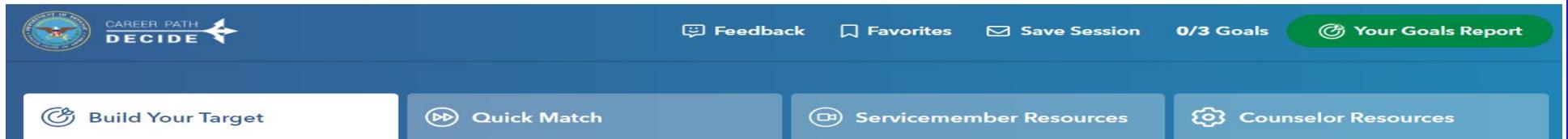
- Repayment of FTA is required for:
 - Course Failure
 - Grade of D and below in an undergraduate course
 - Grade C or below for a graduate course
 - Incomplete grades beyond 180 days of the class end date
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a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



**“Education,
The
KEY
to
Strength
and
Readiness”**



- Career Path Decide <https://www.careerpathdecide.org/>
 - Soldiers must complete the Career Path Decide (CPD) decision support tool prior to creating an FTA education goal for the first time



Let's Start Building Your Target

Your target will help determine how aligned you are to a career based on your preferences. Your survey results will help determine what your preferences are. The more surveys you take, the more accurate your matches will be.

Let's start with the skills survey and then the rest of the surveys will unlock for you to explore!

[Take Skills Survey →](#)

Skills
2 minutes

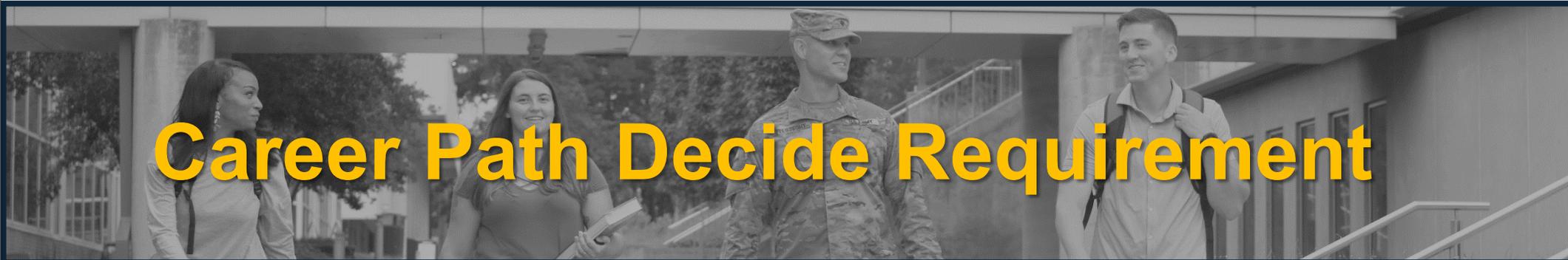
Lifestyle
3 minutes

Interests
3 minutes

Values
3 minutes



**“Education,
The
KEY
to
Strength
and
Readiness”**



Career Path Decide Requirement

- **Soldiers must upload their CPD results directly into their ArmyIgnitED account**

For Soldiers uploading to ArmyIgnitED:

- 1 Copy your session return link, which can be found in the box below.
- 2 Log into your ArmyIgnitED Portal.
<https://www.armyignited.army.mil/>
- 3 Click on the “Career Path Decide” tab.
- 4 Click on the “Create New Plan” button.
- 5 Enter the Plan Title as “Career Path Decide Goals Report (Date)”.
- 6 Input your return link (found below) in the “Reference URL” field.

Your Return Link

[https://careerpathdecide.org/goals-report?returnToken=\(youruniquenumberhere\)](https://careerpathdecide.org/goals-report?returnToken=(youruniquenumberhere))



**“Education,
The
KEY
to
Strength
and
Readiness”**



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/>



***“Education,
The
KEY
to
Strength
and
Readiness”***



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!

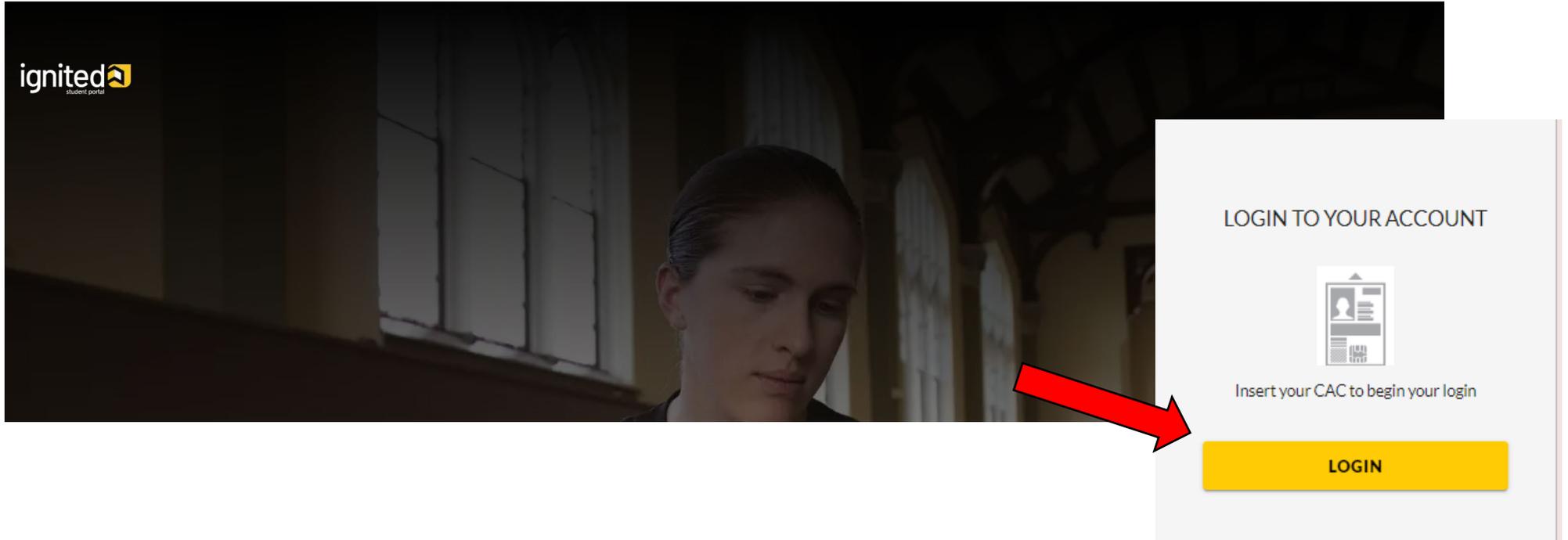
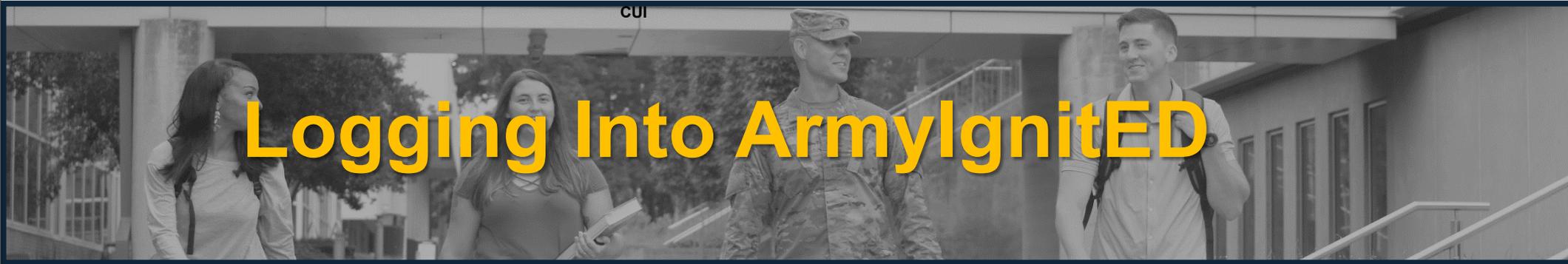


CREDENTIALING ASSISTANCE

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!



***“Education,
The
KEY
to
Strength
and
Readiness”***



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



**“Education,
The
KEY
to
Strength
and
Readiness”**



Navigating ArmyIgnitED

Student Dashboard

The screenshot shows the ArmyIgnitED Student Dashboard interface. Key elements include:

- Top Navigation:** ignited logo, user profile (Active TA), Fiscal Year Limits, Active CA, Ed Center Info, and HELP.
- Left Sidebar:** Dashboard, Messages, EDUCATION RECORD (Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research), INFORMATION (Resources, News, Education Center Visits, Education Center).
- Main Content Area:**
 - Lifetime Limits:** A table showing Fiscal Year Cap: 2023, Funding Remaining: \$3,250.00, and Credits Remaining: 13. Below this, it lists Undergraduate and Graduate credit remaining (130 and 30 respectively) and GPA (N/A and 4.0).
 - ACTIVE EDUCATION GOALS:** Organizational Leadership at Western Kentucky University, Masters Degree, Eligible for Reserve TA. Progress is 30% complete (3.00/30.00 credits completed).
- Right Sidebar:** ED CENTER INFO (USAR-63rd RD East, North Little Rock, AF), Needs Assessment Survey, Ed Center Events, Ed Center News, and ARMY NEWS.

Red arrows point to the Site Navigation menu, Ed Center Info, the Credits Remaining field in the Lifetime Limits table, and the GPA field.

This inset screenshot shows a summary of the CA Limit information:

- Fiscal Year Cap: 2023
- Funding Remaining: \$4,000.00
- CA Limit

CA Limit

CUI



**“Education,
The
KEY
to
Strength
and
Readiness”**



The dashboard interface includes a left-hand navigation menu with the following items: Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION, Resources, News, and Education Center Visits. The main content area is titled 'Dashboard' and features a 'Reserve TA' section with a progress bar. Below this, it displays 'Fiscal Year Cap: 2023', 'Funding Remaining: \$3,250.00', and 'Credits Remaining: 13'. A table shows 'Undergraduate' with 130 credits remaining and a GPA of N/A, and 'Graduate' with 30 credits remaining and a GPA of 4.0. The 'ACTIVE EDUCATION GOALS' section highlights 'Organizational Leadership' as 'APPROVED' at Western Kentucky University, with a 30% completion progress bar (3.00/30.00 credits completed).

Active Ed Goal

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

A grid of five navigation tiles: 'Start here to get your funding' (with a soldier's boot), 'Explore Programs' (with a student at a computer), 'Explore Institutions' (with a building), 'Career Path Decide' (with a family), and 'Credentialing Assistance' (with a soldier).

CUI



**“Education,
The
KEY
to
Strength
and
Readiness”**



Navigating ArmyIgnitED

Reviewing Profile Page

The screenshot shows the ArmyIgnitED user interface. At the top right, the user's name 'EMILY COSLET' is highlighted with a red box. A dropdown menu is open, showing options: 'My Profile', 'Switch Theme', and 'Logout'. A red arrow points from the 'My Profile' option down to a black text box. The main content area shows 'Personal Data' with fields for Username (1099727922), Profile Created (08/16/2022), Record Status, Assigned Installation (USAR-63rd RD East, North Little Rock, AR (USARR2)), and a timestamp (06/26/2023, 4:02:32 PM). A red box highlights the 'BACCALAUREATE DEGREE' field, with a red arrow pointing up to a black text box. Below this, 'Military Personnel Data' is visible with fields for Primary (79V) and Secondary (42A) MOS, and Expiration of Service (08/16/2023) and Activated End Date.

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



**“Education,
The
KEY
to
Strength
and
Readiness”**



Navigating ArmyIgnitED

Reviewing Profile Page

TOM CRUISE

Provides a copy of your Education Record



PRINT EDUCATION RECORD

Personal Data

Username
tomcruise000

Record Status

Civilian Ed
HOME SCHOOL DIPLOMA

Profile Created
06/16/2022

Assigned Installation
Fort Dix Education Center (WP)

Last Successful Login
01/03/2023, 10:35:59 AM

Pay Grade
E4

Assigned Unit
W00C01

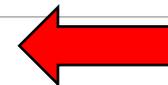
Contact Info

Email Address
Tomcruise000.mil@army.mil

Duty Phone
17501 727 9189

Personal Email Address *
Dorothy.GeneratedNienow@test2.net

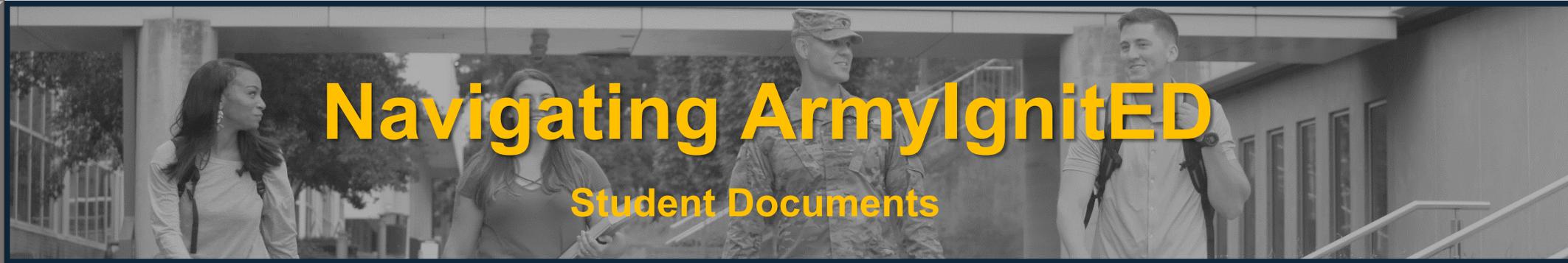
Personal Cell *
15791 428 2865



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



**“Education,
The
KEY
to
Strength
and
Readiness”**



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

*Note: Soldiers cannot upload documents to their account, you must send any documents you want uploaded through the ArmyIgnitED messaging system, and your education center staff will upload them for you



**“Education,
The
KEY
to
Strength
and
Readiness”**



Complete Virtual Benefits Training

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



‘Sign & Complete’:

The screenshot shows the Ignited student portal interface. The top navigation bar includes the Ignited logo and 'student portal' text. A dropdown menu for 'EDUCATION PROGRAMS' is open, showing 'Virtual Benefits Training' as the selected item. The left sidebar contains a list of menu items: Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Credentialing Assistance, Virtual Benefits Training (highlighted), and Research. The main content area displays a 'Test' section with a 'Pending Signature' status, a message to 'Sign to acknowledge.', and a creation date of '08/05/2022'. A red arrow points to the 'SIGN & COMPLETE TRAINING' button.

‘Confirm Signature’:

The screenshot shows a 'Confirm Signature' dialog box. It contains the text 'Your signature indicates understanding of training.' and two buttons: 'I AGREE' (highlighted in yellow) and 'CANCEL'. A red arrow points to the 'I AGREE' button.



**“Education,
The
KEY
to
Strength
and
Readiness”**



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

VIEW DELETE

ADD TICKET

Documents and Links

Documents and Links

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



**“Education,
The
KEY
to
Strength
and
Readiness”**



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.

EDUCATION PROGRAMS

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

Date Submitted	Status
9/2/22	Closed

ADD TICKET

Documents and Links

Documents and Links

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



**“Education,
The
KEY
to
Strength
and
Readiness”**



Support Ticket

The screenshot shows the Ignited Education Programs web application. The left sidebar contains a navigation menu with items like Dashboard, Messages, EDUCATION RECORD, Funding Requests, Education Goals, Documents, Testing, Recoupments, Recoupment Transactions, Education Programs, Research, INFORMATION, Resources, News, Education Center Visits, and Education Center Events. The main content area is titled 'Help Ticket' and asks 'Which area do you need assistance with?'. Two options are visible: 'Tuition Assistance or Education Goal' and 'Credentialing Assistance'. The 'Tuition Assistance or Education Goal' option is selected, showing a list of related issues such as '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', and 'I need assistance clearing a system warning'. Below this list, there is a text prompt: 'You will need to contact your Education Center for assistance. Their contact information is as follows: ARNG-Wyoming Education Services Office Education Center DSN: 314-632-5440 Commercial Phone: 11390434305440 Email Address: user2692@email.net'. A yellow 'SUBMIT MESSAGE' button is located below the contact information. A red double-headed arrow points from this button to the 'SUBMIT MESSAGE' button in the 'Credentialing Assistance' section. An inset window titled 'Create Message' is open, showing a form with fields for 'Category' (set to 'Tuition Requests') and 'Subject', a rich text editor, an 'Attachments' section with a 'CHOOSE FILE' button, and a 'Drop files here' area. The 'SEND' and 'CLOSE' buttons are at the bottom of the form.



**“Education,
The
KEY
to
Strength
and
Readiness”**



Joint Services Transcript (JST)

- 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/>



**“Education,
The
KEY
to
Strength
and
Readiness”**



Joint Services Transcript (JST)

Page 1 of 7

**JOINT SERVICES
TRANSCRIPT**




UNOFFICIAL

Name: [REDACTED] Transcript Sent To: [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.	17-SEP-2012 to 23-NOV-2012		
	• First Aid And CPR		2 SH	L
	• Land Navigation (Recreation)		1 SH	L
	• Marksmanship		1 SH	L
	• Physical Fitness		1 SH	L
	• Self-Defense		1 SH	L
	(4/12)(4/12)			
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.	26-NOV-2012 to 02-APR-2013		
	• Computer Troubleshooting and Repair		3 SH	L
	• Electronic Systems Troubleshooting And Maintenance		3 SH	L
	• Network Essentials		3 SH	L

** PROTECTED BY FERPA **

06/02/2023

Save time and money!

Submit your JST to your school to find out how much college credit you may already have!



***“Education,
The
KEY
to
Strength
and
Readiness”***



Tips for Submitting a TA Request (TAR)

- See tutorials in ArmyIgnitED or ask your assigned Education Services Specialist or Education Services Officer
- 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 the MGIB-SR (Ch 1606)
- Once your TARs are approved, print off the authorization forms (pdf) to provide to your AI as proof of payment
- Log back in to ArmyIgnitED and double-check that all your course information is correct and your courses have been approved **PRIOR** to the start date



***“Education,
The
KEY
to
Strength
and
Readiness”***



- ✓ Go to ArmyIgnitED, click on ‘Messages’, create a new message, copy the statement listed below, and send it to your assigned state Education Office and/or Education Counselor:
 - ✓ **“I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]”**
- ✓ Contact your assigned Education Services Specialist (ESS) and/or Education Services Officer (ESO): www.nationalguard.com/select-your-state
 - ✓ Discuss your education pathway, goal, and available state and federal education benefits
- ✓ Submit your TA request and start your education journey!





***“Education,
The
KEY
to
Strength
and
Readiness”***



- For more information go to: www.nationalguard.com/education
- Learn about all the education benefits and services available
- Download flyers, briefings, and our comprehensive education benefits handbook for detailed information on all ARNG education benefits
- See what benefits your state offers and the POCs in your state education office at: www.nationalguard.com/select-your-state



***“Education,
The
KEY
to
Strength
and
Readiness”***



<https://www.facebook.com/arngeducation>



<https://www.instagram.com/arngeducation>



<https://www.twitter.com/arngeducation>



<https://www.linkedin.com/company/arngeducation>



<https://www.youtube.com/@ARNGEducation>