



# FTA Process

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## Create ArmyIgnitED Account

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



# Create ArmyIgnitED Account



- Go to [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) and click '**Get Started**' to start the process of creating an account with login.gov

A screenshot of the ArmyIgnitED website homepage. The top navigation bar is black with white text for "Why ArmyIgnitED", "Learn Anywhere", "Opportunities", and "Your Journey". The "Get Started" button is highlighted with a red circle. The main content area features a woman's portrait on the right and the text "IT STARTS WITH A SPARK" on the left, with "SPARK" in yellow. Below this is the tagline "Empower yourself and your career—from anywhere, at any time." and another "Get Started" button, also highlighted with a red circle.

ignited   
Powered by Army

01 Why ArmyIgnitED 02 Learn Anywhere 03 Opportunities 04 Your Journey **Get Started** 

**IT STARTS WITH A SPARK**

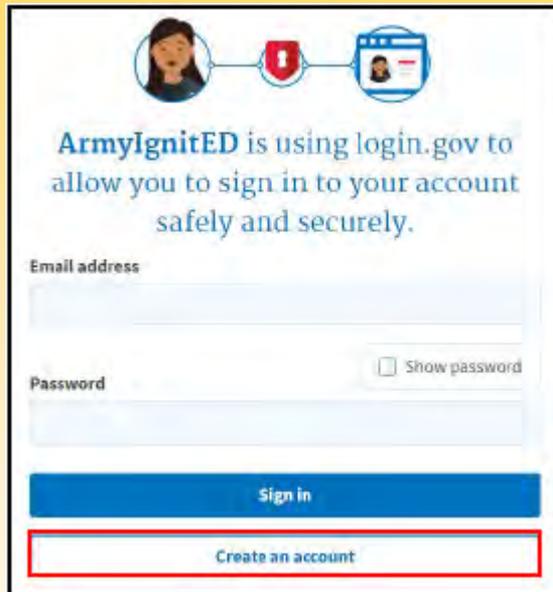
Empower yourself and your career—from anywhere, at any time.

**Get Started**

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# Create ArmyIgnitED Account



ArmyIgnitED is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password  Show password

Sign in

Create an account

## Enter your email address

Email address

JohnDoe@mail.mil

Submit

LOGIN.GOV

## Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

- Select **'Create an account'**
- Enter the **'.mil'** email address, then click **'Submit'**
- Once you receive the email click on **'Confirm email address'**

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# Create ArmyIgnitED Account



## Add your PIV or CAC

Set up your PIV or CAC as a two-factor authentication method so you can use it to sign in.

### 1 Give it a nickname

If you add more than one PIV/CAC, you'll know which one's which.

### 2 Insert your PIV/CAC into your card reader

### 3 Add your PIV/CAC

You'll need to **choose a certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

[Add PIV/CAC card](#)



Authentication - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022



ID - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022



Signature - Peter Pan

Issuer: DOD

Valid From: 5/13/2019 to 4/15/2022

OK

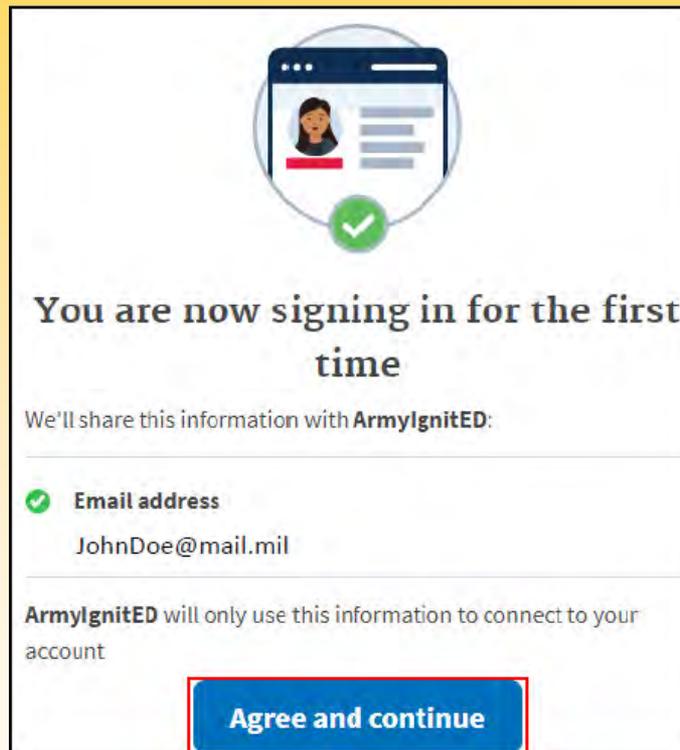
Cancel

- Click on 'Add PIV/CAC card'
- Select a certificate
- Click 'OK'

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



# Create ArmyIgnitED Account

A screenshot of a web interface for signing into ArmyIgnitED. At the top, there is a circular icon containing a laptop screen with a user profile picture and a green checkmark below it. The main text reads "You are now signing in for the first time". Below this, it says "We'll share this information with ArmyIgnitED:". A list of permissions is shown, with a green checkmark next to "Email address" and the example "JohnDoe@mail.mil". A disclaimer states "ArmyIgnitED will only use this information to connect to your account". At the bottom, there is a blue button with the text "Agree and continue" highlighted by a red border.

You are now signing in for the first time

We'll share this information with ArmyIgnitED:

- ✓ Email address  
JohnDoe@mail.mil

ArmyIgnitED will only use this information to connect to your account

**Agree and continue**

- Click 'Agree and continue'
- Return to [www.armyignited.com](http://www.armyignited.com) and sign-in

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# Create ArmyIgnitED Account



1 ✓ 2 3 4 5 6

## Create Account

Confirm your personal information

First Name: Agatha  
Last Name: Christie  
Middle Name:  
Date of Birth: May 31, 1991  
Last 4 of SSN: XXX-XX-0000  
Rank: PVT  
MOS: IE

Is incorrect information being displayed? ⓘ

Previous Continue

1 ✓ 2 ✓ 3 4 5 6

## Create Account

Confirm your mailing address

Home of Record Address:  
1567 Madison Avenue Tallahassee, FL 32303

Mailing Address:

Add mailing address

Is incorrect information being displayed? ⓘ

Previous Continue

1 ✓ 2 ✓ 3 ✓ 4 5 6

## Create Account

Confirm your email address

Military: agathachristie@mail.mil  
Other:

Confirm your phone numbers

Home:   
Duty:   
Cell:

Is incorrect information being displayed? ⓘ

Previous Continue

- Confirm your personal information and click **'Continue'**
- Confirm your Home of Record and click **'Continue'**
- Confirm/edit your email and phone numbers, and click **'Continue'**

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# Create ArmyIgnitED Account



5

## Create Account

Select your preferred contact method

Choose your preferred email address

agathachristie@mail.mil  
 agathachristie@mail.mil

Choose your preferred mailing address

1567 Madison Avenue. Tallahassee, FL 32303 US1

Choose your preferred phone number

+1 305-123-4567

Is incorrect information being displayed? ⓘ

Previous Continue

6

## Create Account

Confirm your education information

Highest Level of Education:  
N/A

Education Institution:  
The Florida State University

Graduation Date:  
Dec 13, 2015

Finish

Is incorrect information being displayed? ⓘ

Previous

- Select your preferred contact information
- Click **'Continue'**
- Confirm your education information and click **'Finish'**

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# FTA Process

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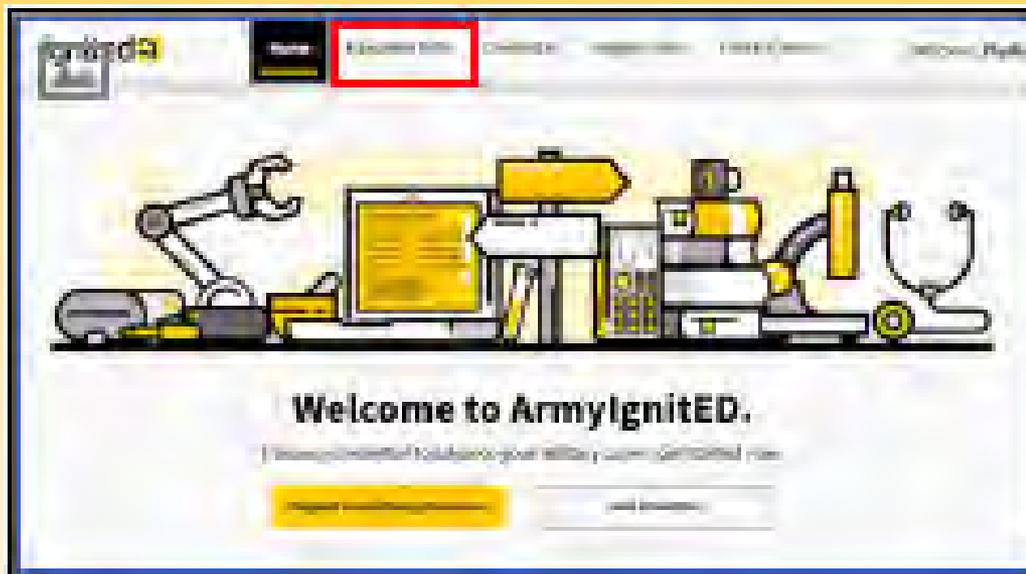
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## Select Education Path

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



# Select Education Path

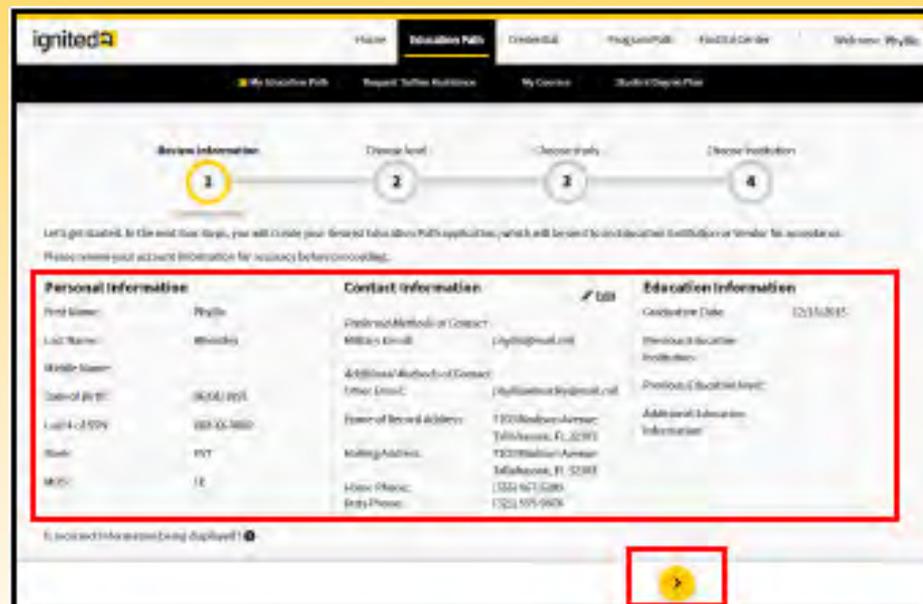


- Create an Education Path (select education level, school, and degree), click on **'Education Path'**

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# Select Education Path



- Click on 'Add Education Path'
- Confirm your personal information (edit if necessary), and click the yellow next arrow

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# Select Education Path



Review information **Choose level** Choose study Choose institution

Reviewed 2 3 4

**Which education level would you like to pursue?**

Academic Certificate

Associate's Degree

Bachelor's Degree

Master's Degree

Don't know which education level is right for you?

< >

The education level you selected does not match your previous education records. You may proceed with submitting your education path, but there will be a hold on your request. Or you may select another education level.

Cancel Proceed

- Select the education level
  - Clicking on '**Don't know which education level is right for you?**' will create an email to contact your assigned education counselor
- Click on the yellow next arrow
- Click '**Proceed**' on the pop-up window

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# Select Education Path



Review Information    Choose level    Choose study    Choose institution

Reviewed    Bachelor's Degree    3    4

Which area of study are you interested in pursuing?

Computer Engineering, General.    Don't see your area of study?

<    >

Review Information    Choose level    Choose study    Choose institution

Reviewed    Bachelor's Degree    Computer Science    4

Which education institution would you like to attend?

General Education Institution of State

Search:    Clear All

Institution Type:  Public  Private  For Profit

Study Level:

Showing 1 - 2 of 2 Results    Don't see your education institution?

Florida State University    Tallahassee, FL    Remove

Public <https://www.fsu.edu/>

University of Miami    Miami, FL    Select +

Private <https://www.miami.edu/>

Prev 1 Next    Page 1 of 1

<    >

- Enter the area of study
- Click the yellow next arrow
- Search for the school/college you want to attend
- Select the school/college from the list by clicking 'Select'
- Click on the yellow next arrow

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# Select Education Path



**My Education Path Summary**

Please review your Education Path summary below. Update any incorrect information before clicking submit.

Once you click submit, your Education Path will be sent to your Army Education Counselor for approval.

Click on a prior step to edit or review

Review Information	Choose level	Choose study	Choose institution
Reviewed	Bachelor's Degree	Computer Science	Florida State University

[Having trouble or just want to send a note to your Army Education Counselor? Click here](#)

[Submit for Approval >](#)

[←](#)

**Congratulations.**

**Your Education Path request was submitted to your Army Education Counselor for approval.**

**Here's what you can expect next:**

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

[View your Submission >](#)

- Click on 'Submit for Approval'
- Congratulations, you have submitted your education path for review
- Click on 'View your Submission' to view the status of the education path

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# Select Education Path



**Current Education Path** Add Education Path >

**My Education Path** Edit

**Pending Counselor Review**  
Request submitted on 07/10/2020

 **Education Institution:** Florida State University  
**Degree Level:** Bachelor's Degree  
**Area of Study:** Computer Science

[View Courses](#)

**Current Education Path** Add Education Path >

**My Education Path** Edit

**Pending Education Institution Review**  
Request submitted on 07/10/2020

 **Education Institution:** Florida State University  
**Degree Level:** Bachelor's Degree  
**Area of Study:** Computer Science

[View Courses](#)

- If your education path is approved, you will be able to create a tuition assistance request
- 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.

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# FTA Process

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Create a Tuition Assistance Request (TAR)

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# Create a TAR



**My Education Path** [Edit](#)

**Approved**  
Approved: 01/11/2019 09:00 AM

**Education Institution:** Florida State University

**Degree Level:** Bachelor's Degree

**Area of Study:** Computer Science.

[View Courses](#)

[View SDP](#)

[Request Tuition Assistance](#)

- Once the Education Path is approved, click on 'Request Tuition Assistance' \*\*
- Select the courses
- Click on 'Add Course'
- Click on 'Submit Request', upload any documentation if needed

My Education Path | Request Tuition Assistance | My Courses | Student Degree Plan

**Please select the courses, at the education institution where you are currently enrolled, that you want to request tuition assistance for:**

[Edit](#) [Criteria Selected](#)

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Start Date	End Date	Credits	Total Army Cost	Total EI Cost
<input checked="" type="checkbox"/>	01012345	010101	0102345	010101	1/1/2021	12/31/21	3	\$300.00	\$300.00
Education Institution:		Degree Level:	Tuition Type:		Start Date:	End Date:			
University of Kentucky		Graduate	Out of State		01/26/21	07/31/21			

[Don't see your course listed?](#)

**To request tuition assistance for a course at an education institution where you are not currently enrolled, please add one below.**

[Add Course](#)

[Edit](#) [Criteria Selected](#)

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Total Army Cost	Total EI Cost
<input type="checkbox"/>	01012345	010101	0102345	010101	3	\$300.00	\$300.00
Education Institution:		Degree Level:	Tuition Type:		Start Date:	End Date:	
University of Kentucky		Graduate	Out of State		01/26/21	07/31/21	

**To add supporting documentation to your request, upload it below.** [Add Criteria](#)

Upload Supporting Files | Uploaded Files

Drag a pdf, doc, docx, xls, png file to upload

[Upload File](#)

<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>
Total Cost:	Tuition Assistance:	Your Tuition Cost:

[Submit Request](#)

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# Create a TAR



**Are you sure you want to request tuition assistance for the courses below?**

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	\$300.00

**Uploaded Files**

<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>
Total Cost:	Financial Assistance:	Your Tuition Cost:

Cancel **Confirm**

  
**Congratulations!**  
Your tuition assistance request has been submitted.

Course Ref. Number	Subject	Catalog Number	Course Title	Total Army Cost
3454	Macro Ec	2323	MacroEconomics 101	\$300.00

Education Institution	Degree Level	Tuition Type	Credits
Stanford University	Undergraduate - Upper Level	In-State	3

Army Semester	Start Date	End Date
Hour Cost	Feb 28, 2021	Mar 31, 2021

<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>
Total Cost:	Tuition Assistance:	Your Tuition Cost:

**Done**

- Review the course information and click '**Confirm**'
- Congratulations you submitted a TAR, click '**Done**'

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# Create a TAR

Your Army Ignited TA Request has been **approved** and submitted to your home school. [inbox x](#)

ArmyIgnitED  
Army Counselor  
to me

Dear PVT, Doe

Your Tuition Assistance request for Macro Economics

Please contact your Education Center at +1 123 - 4

ArmyIgnitED Signature

Your Army Ignited TA Request has been **denied** [inbox x](#)

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

- Examples of emails sent to Soldiers reflecting the status of their TARs

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# FTA Process

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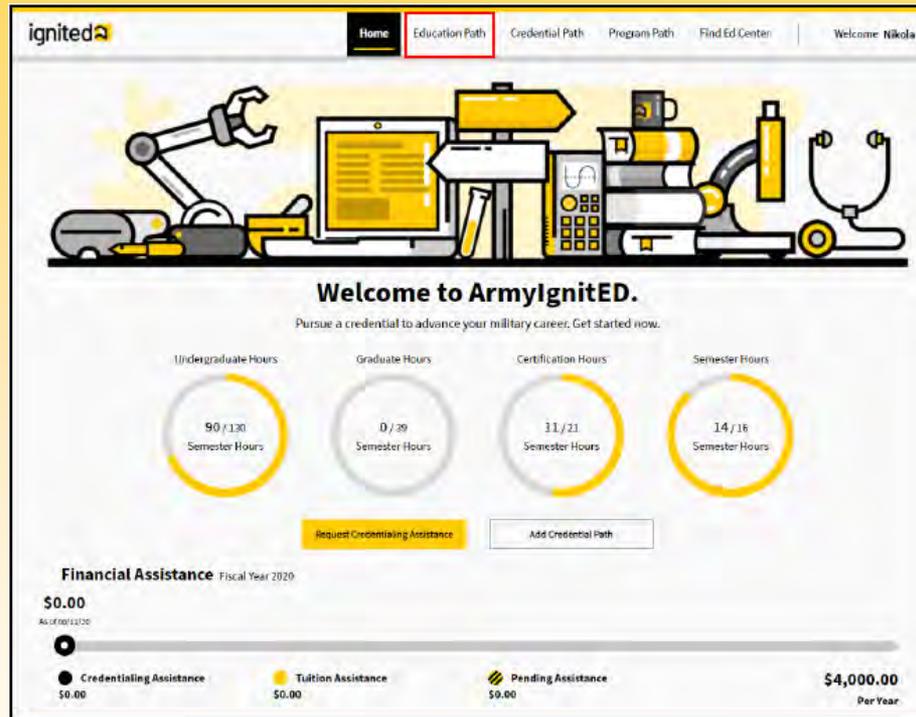
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## Withdraw from a Course

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# Withdraw from a Course



- After withdrawing from the course at your school, log in to ArmyIgnitED to withdraw from the course, click on 'Education Path'

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# Withdraw from a Course



ignited Home **Education Path** Credential Path Program Path Find Ed Center Welcome Nikola

My Education Path Request Tuition Assistance **My Courses** Student Degree Plan

### Financial Assistance

Fiscal Year 2020

**\$0.00**  
As of 08/11/20

● Credentialing Assistance \$0.00
 ● Tuition Assistance \$0.00
 ● Pending Assistance \$0.00
 **\$4,000.00** Per Year

Cumulative Army TA GPA

### Current Courses

Course Title	Fundamentals of Computer Science	Credits	3	Withdrawn						
Subject	Computer	Catalog Number	2343242	Education Institution	University of Florida	Start	08/21/2020	Grade	N/A	

### Financial Assistance

Requested:	Billed:	Course Cost	Tuition Assistance:	Student Cost
07/23/2020		\$231.00	\$0.00	\$231.00

### Course Information

Program Path:	Grade Reason:	Pass Equivalency:	TA Funded:
			AP

### Rejection Information

Rejection Date:	Reason:	Note:
07/23/2020	Withdrawn	

**<Take Action on Withdrawal**

- Click on 'My Courses'
- Select the course you withdrew from
- Click 'Take Action on Withdrawal'

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# Withdraw from a Course



### Withdrawal Reason ✕

Our records indicate you have withdrawn from Fundamentals of Computer Science. You must provide a reason for your withdrawal.

Personal ^

Select Personal if your reason pertains to a personal, non-military situation.

Military ^

Select Military if you had to withdraw due to Military Order or unforeseen reasons. If you select Military, you must complete [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) form.

You may upload an optional file or the [DA 7793, Request for TA Recoupment Waiver - Withdrawal for Military \(WM\) Reasons](#) form to support your reason.

**Upload Supporting Files**

- Select withdrawal reason
  - Personal
  - Military - If a military Withdrawal was selected, click on the link to download the DA 7793, Request for TA Recoupment Waiver
- Click **'Upload File'** to upload the DA 7793 (only for WM)
- Click **'Submit'**



# Withdraw from a Course



The screenshot shows the ArmygnitED dashboard for a user named Robert. The dashboard includes a navigation menu with 'Home', 'Education Path', 'Credential Path', 'Program Path', and 'Find Ed Center'. A 'Welcome Robert' message is displayed in the top right. The main content area features a banner with educational icons and a 'Welcome to ArmygnitED' section with the text 'Pursue a credential to advance your military career. Get started now.' Below this are four progress indicators for Undergraduate Hours (90 / 130 Semester Hours), Graduate Hours (0 / 39 Semester Hours), Certification Hours (11 / 21 Semester Hours), and Semester Hours (14 / 16 Semester Hours). There are buttons for 'Request Credentialing Assistance' and 'Add Credential Path'. A 'Financial Assistance' section for Fiscal Year 2020 shows a progress bar for \$1,990.00 (As of 9/14/20) out of a total of \$2,010.00. The assistance is broken down into: Credentialing Assistance (\$240.00), Tuition Assistance (\$1,750.00), and Pending Assistance (\$0.00).

- Selecting a Repayment Plan: Log into ArmygnitED and click on your name, then select **'Account'**

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# Withdraw from a Course



**Education Information**

Education Center: Fort Benning/Coastal Center

**Current Education Path**

Education Institution: Fort Benning/Coastal Center  
Degree Level: Bachelor's Degree  
Area of Study: Computer Science  
Expected Graduation: N/A

**Highest Education Level Completed**

Highest Level of Education: N/A  
Education Institution: N/A  
Graduation Date: Dec 15, 2011  
View Previous Paths

**Special Program**

Special Program Paths  
None

**Credential**

Most Recent Credential Path Completed  
You don't have a completed Credential Path. View All Paths

**Enrolled Courses**

Spring 2020 Semester  
Not currently enrolled in a course.

**Financial Assistance**

TEXAS Training Status  
User Type:

Undergraduate Hours	Graduate Hours	Career Education Hours
90 / 130 Semester Hours	0 / 0 Semester Hours	11 / 24 Semester Hours
0 / 0 Semester Hours		
14 / 16 Semester Hours		

**Recoupments**

**Recoup Discrete Mathematics 1**

Please choose a repayment plan to recoup the Army.

[Choose Repayment Plan](#)

**Payment Plan Confirmed**

Choose a payment plan for recouping Discrete Mathematics I. The total cost of this course is \$750.00. Recoupment amounts will be taken out of your paycheck.

Pay Minimum Amount Every Month \$50.00 for 15 months  
 Pay Full Amount Now \$750.00  
 Pay Other Amount Every Month  for 15 months

[Cancel](#) [Submit](#)

**Choose Payment Plan**

You chose to pay the minimum amount of USD for 15 months. This amount will be taken out of your next paycheck and sent to DFAS.

[OK](#)

- Click **'Choose Repayment Plan'**
- Choose a repayment plan
  - Pay a minimum every month
  - Pay full amount now
  - Pay other amount every month
- Click **'Submit'**
- Click **'OK'**



# Points of Contact

- ArmyIgnitED website: [www.armyignited.com](http://www.armyignited.com)
- Contact your TN Education Services Specialist:  
**James N. McClanahan, M.Ed.**  
**National Guard Bureau**  
**3041 Sidco Drive, Room 316**  
**Nashville, TN 37204**  
**PH: 615-313-0604**  
[james.n.mcclanahan.civ@mail.mil](mailto:james.n.mcclanahan.civ@mail.mil)
- Find more information on our website: [www.tn.gov/military/programs-benefits/education-incentives](http://www.tn.gov/military/programs-benefits/education-incentives)
- Follow us on facebook, Instagram, linkedIn, twitter: **@tnngeeducation**

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