



# ArmyIgnitED 101 Training

11 December 2024

*Disclosure: This training highlights benefits guidance, operating procedures and system features & functionality. It is not 100% comprehensive.*

AR 621-5 Army Continuing Education System

CUI





## Mandatory

Beginning 11 DEC 2024, Soldiers applying for Tuition Assistance and Credentialing Assistance benefits for the first-time must complete the following mandatory training:

- For Tuition Assistance: 1) this ArmyIgnitED 101 Training and 2) the Career Path Decide assessment.
- For Credentialing Assistance: 1) the CA Virtual Cell 101 Training and 2) the MilGears Quick Explorer.

**Exemption:** Soldiers with existing approved education goals prior to 11 DEC 2024 are exempted from the above requirements.



# ARMY RESERVE

## Purpose

### Inform Soldiers About:

- Mandatory TA & CA Training effective 11 DEC 2024
- Policy Changes Effective 11 DEC 2024
- Tuition & Credentialing Assistance Programs
- Activating Your ArmyIgnitED Account
- Navigating ArmyIgnitED
- Funding Request Submissions
- Requesting Technical Support
- Career Path Decide, MilGears, Joint Service Transcript (JST)

[ALARACT 099-2024](#) 11 DEC 2024





## ArmyIgnitED Advantages

- Accessible 24/7 via CAC reader-enabled computers
- Accepts online funding request submissions, 24/7 from anywhere
- Visibility to funding usage balances, class grades, historic & current funding requests, etc.
- USAR ESS guidance and assistance coordination



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## Tuition Assistance Eligibility

- TPU, IMA, ADOS, mobilized & AGR Soldiers in satisfactory standing
- Issued a common access card (CAC)
- No Suspension of Favorable Personnel Actions; not flagged IAW AR 600-8-2
- Maintain a 2.0 GPA after completion of 15 SHs\* for undergraduate level courses or
- Maintain a 3.0 GPA after completion of 6 SHs for graduate level courses
- Create an education goal for the degree pursued. After two class submissions (TARS\*\*), an approved Evaluated Degree Plan (EDP) is required.
- Eligibility data must be current in IPPSA, i.e. flags, highest civilian education, ETS, etc.
- Officer Service Obligations
  - Active Duty (AGR/mobilized) incur a 2-year Service Obligation (ADSO)
  - Reserve Officers incur a 4-year Service Obligation (RDSO)
  - Service Obligation calculated based on the end date of each TA funded class

\*SH=Semester Hour

\*\*TAR=Tuition Assistance Request

\*\*\* A degree plan is an official academic document provided by the school documenting the required & completed coursework towards a degree completion. Upload your degree plan for ESS evaluation (EDP) and approval to continue submitting TARs.





# ARMY RESERVE

## Tuition Assistance Utilization

- TA is authorized for the first degree at each of the following levels:
  - Associate
  - Baccalaureate
  - Master
  - Undergraduate or Graduate Academic Certificate (1 per lifetime)
- TA is not authorized for:
  - Lateral level degree previously earned, i.e. 2<sup>nd</sup> Associate's, etc.
  - Coursework already completed (not retroactive)
- Qualified Soldiers may combine TA Benefits & MGIB SR, Chap 1606 when enrolled in a half-time or greater program of education
- Special Programs:
  - Pre-Commissioning Programs (AMEDD)
    - Undergraduate or Graduate Program Prerequisites
  - Host Country Courses\*\* or Strategic Foreign Language Program
    - Must be in host country or on The Army Strategic Language List
  - College Preparatory and Remedial Courses
  - Graduate Admission Courses



\*Direct Top-Up inquiries to your ESS & School VA Certifying Official. VA Top-Up Information available at: [Tuition Assistance Top-Up | Veterans Affairs](#)  
MGIB-Select Reserve, Chap 1606 is Reserve Specific and if you qualify may be used in conjunction with TA: [VA Montgomery GI Bill – Selected Reserve Fact Sheet](#)

\*\*Mission Orders required





## Minimum Academic Requirements

### Grades

- Soldiers must pass their courses
- Unsatisfactory grades on TA funded classes will be recouped from Soldier
- Undergraduate passing grade is a C- or higher
- Graduate passing grade is a B- or higher

### Grade Point Average (GPA)

- 2.0 Undergraduate GPA after 15 SH
- 3.0 Graduate GPA after 6 SH
- Unsatisfactory class grades will trigger a TA recoupment
- Approve recoupment waivers do not prompt a recoupment
- Approved recoupment waivers must be within 30 days of the “W” grade posted by the school





## Tuition Assistance Fiscal Year Limits

- \$4,500 OR 18 Semester Hours per Fiscal Year
- Combined TA & CA cap is \$4,500 per FY
- Maximum \$250 per SH
- Unutilized funding benefits do not roll over to next FY
- Lifetime Semester Hour limits:
  - Undergraduate – 130 SH
  - Graduate – 39 SH
  - Academic Certificate – 21 SH
  - Special Programs – 39 SH

Start date (*not TAR end date*) determines FY

Start: 01 OCT

**Fiscal Year**

End: 30 SEP







# ARMY RESERVE

Open **60**  
day

## Funding Request Window

Close **7**  
day

- Tuition Assistance Requests (TARs) may be submitted as early as **60 days** but **no later than 7 days before the** term start date\*
- If you miss the 60 – 7 day window, ArmyIgnitED will prevent that TAR submission
- Submit the TARs for funding in ArmyIgnitED first and then enroll with the Academic Institution
- Term end date must be no less than 60 days from ETS/Separation, etc.
- Must drop TARs prior to the term start date
- Seek school specific guidance for new Tuition Assistance participants



## Academic Certificate Programs

- 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



## Credentialing Assistance

Credentialing Assistance (CA) funding is for courses and/or exams leading to an industry-recognized technical or professional credential. Highlights of the CA program:

- No Suspension of Favorable Personnel Actions; not flagged IAW AR 600-8-2
- \$2,000 per FY (Exception: Aviation CA cap is \$1000 per FY)
- Recertifications do not count towards the FY limit
- Combined TA & CA cap is \$4,500 per FY
- One Credential per FY, not to exceed 3 Credentials in 10 years, retroactive to BASD\*
- Must take the exam associated with the credential pursued
- Mandatory training prior to applying for CA benefits:
  - 1) ArmyIgnitED CA Training through Virtual Cell [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)
  - 2) MilGears, Engage my Career & Upload to ArmyIgnitED <https://milgears.osd.mil/engage-my-career> (upload directly into ArmyIgnitED)
  - (Be patient; MilGears may take a couple of minutes to load)

\*BASD=Basic Active Service Date

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Tutorial:  
MilGears



Microsoft Edge  
PDF Document



Tutorials:  
Creating CA Ed Goal

MOS



Microsoft Edge  
PDF Document

Non MOS



Microsoft Edge  
PDF Document

Tutorial:  
Submitting CA  
Funding  
Request



Microsoft Edge  
PDF Document



# ARMY RESERVE

## Army Credentialing Assistance (CA) Program

Take advantage of a great opportunity to pay for credentials that can enhance your skills and qualifications both during and after military service. The Army Credentialing Assistance (CA) Program can pay for courses and exams that lead to industry-recognized civilian credentials in your occupational area of your choice. You may use this program to enhance your skills, either in your current MOS, or in an occupational area you wish to pursue when you leave military service. You can request CA funding for any credential listed on Army COOL.

Learn what CA funds on the [Costs & Funding](#) page.

[Virtual Counselor Info Sheet](#)

Learn about how to apply for CA on the [Process Overview](#) page.

**CONTACT AN ARMY CA COUNSELOR**

Submit your Credentialing Assistance (CA) Funding request through ArmyIgnitED.

Responses are sent via ArmyIgnitED messaging.



The [Interest Profiler](#) in MilGears can assist you in researching career options before selecting credentials and/or courses. Once you enter your MOS into the interest profiler, provide you with related civilian occupations you may be interested in, and will show the option to view your credential snapshot page.

## Participating Schools & Vendors

- Tuition Assistance (TA):
  - Approved academic institutions are listed in ArmyIgnitED
  - Recommend you confirm with your school TA participation status
  - Regionally/nationally accredited institutions recognized by the US Department of Education, with an active DoD MOU
- Credentialing Assistance (CA):
  - Approved vendors report is manually updated & posted on the Army COOL page [https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance) (Under RELATED Links click on Army COOL Credentials Added and Removed List ...at the bottom of the screen)



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Costs and Funding

- [Army's Credentialing Assistance Policy](#)
- [Full Credential Search](#)
- [Approved Vendor List as of 3 Dec 24.xlsx](#)
- [Army COOL Credentials Added and Removed List 3 Dec 2024](#)
- [MilGears](#)
- [Soldier CA Brochure for Ed Center Use](#)
- [Vendor CA Brochure for Ed Center Use](#)
- [Army COOL Brochures](#)
- [The Army Credentialing Program \(video\)](#)
- [Army COOL & CA Fact Sheet \(for electronic use only\)](#)





## Dropping / Withdrawing Classes

- Drops must occur before the class start date or within the Academic Institution's withdraw period
- Withdrawals after the course has started
  - Soldiers withdraw through the academic institution & the school records the 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 TA funds disbursed back to the Army
  - Military: The Army waives the recoupment for the class



## DA 7793 Recoupment Waiver

- Recoupment Waivers (DA Form 7793) are authorized for the following reasons:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other reasons, considered on a case-by-case basis
- DA 7793 must be **digitally** signed by your company commander & uploaded in ArmyIgnitED.
- Approved RW returns credits and funding back to Soldier's ArmyIgnitED account
- Military Waiver Disapprovals = Soldier recoupment (Soldier repays the Army full TA disbursed)

DA 7793



Firefly PDF  
Document





## TA Recoupment (Repayment)

- Repayment to the Army for TA disbursed occurs in the following instances:
  - **Course Unsatisfactory grades**
    - Grade of D+ and below for an undergraduate course
    - Grade C+ or below for a graduate course
    - Incomplete (I) grades beyond 180 days of the class end date
    - **When school does not enter the completed grade in ArmyIgnitED**
  - When a drop/withdrawal is processed, the school will update the grade to a 'W' in ArmyIgnitED
  - An unsatisfactory grade in ArmyIgnitED initiates the recoupment process
  - You may not be required to repay TA if approved for a recoupment waiver  
Recoupment Waivers apply only for 'W' grades, recoupment waivers are not allowed for failed courses!

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W grade is recoupable unless a military waiver is approved







## Submitting a Tuition Assistance Request (TAR)

- View the attached Soldier TAR submission tutorial or seek assistance from your Education Support Specialist (ESS)
- Submit one course at a time (that way if there is an error, not all TARs will be deleted)
- Click on 'VA Top Up' only if using TA in conjunction with the MGIB (Active Duty) or the Post 911 GI Bill\*
- Enroll in your academic institution's Tuition Assistance Program. Before the semester starts, point out to your school which classes will be funded with TA.
- Lastly, double-check in ArmyIgnitED you have selected the correct course, and TAR approval status PRIOR to the class start date



Microsoft Edge  
PDF Document



- Soldiers applying for Top-Up will consult with the ESS and then School VA Certifying Official. VA Top-Up Information available at: [Tuition Assistance Top-Up | Veterans Affairs](#)





# ARMY RESERVE

## Creating an ArmyIgnitED Account



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

Empower yourself and your career

# WELCOME TO ARMYIGNITED

GET STARTED

Click here to activate  
your ArmyIgnitED  
Account

You will need  
a CAC & CAC  
reader  
enabled  
computer.





# ARMY RESERVE

## Accessing ArmyIgnitED

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



*If your account is not found, contact  
the Helpdesk for assistance.*

*Phone: (276) 231-0938 Mon-Fri  
0700 - 1800 EST*

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

LOGIN TO YOUR ACCOUNT



Insert your CAC to begin your login

LOGIN





# ARMY RESERVE

ignited  
student portal



EDUCATION PROGRAMS

Messages

## EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Credentialing Assistance

Virtual Benefits Training

Career Path DECIDE

MILGEARS

Research

## INFORMATION

Resources

News

Education Center Visits

### DESCRIPTION OF BENEFITS

A. TA will not be authorized for any course for which a Soldier receives reimbursement in whole or in part from any other Federal source (e.g., scholarship, education-related incentive or bonus, and advanced civil schooling) when the payment would constitute a duplication of funding. There is an exception to this when enrolled in a half-time or greater program of education. In this case, they may concurrently receive both MGIB and TA.

B. When combining TA with VA educational benefits under the MGIB (Chapter 30) "Top Up" program, the combined amount cannot exceed the amount of the VA benefit in accordance with applicable VA guidelines. It is recommended that Soldiers seek assistance from an education counselor.

C. When using Federal financial aid, such as a Pell Grant, TA will be applied first, and the Federal aid will be applied to the remaining balance.

D. For ARNG Soldiers in states that provide State TA, use of Federal and State TA benefits will be applied in accordance with applicable guidelines.

### VII. MILITARY SERVICE OBLIGATIONS:

A. IAW Title 10 USC, Section 2007, commissioned officers (CW2/2LT and above) who accept TA funds incur a Military Service Obligation (MSO) of two years. Reserve Component (USAR/ARNG) officers incur a Reserve Duty Service Obligation (RDSO) of four years. The TA MSO commences on the first day of the first term of the course.

B. Once imposed, the TA MSO will run concurrently with any previously imposed MSO. The amount of TA representing the unserved portion of the ADSO/RDSO.

C. The officer's duty status on the term start date will determine whether an ADSO/RDSO is imposed.

D. For Reserve Component officers, any recoupment actions related to the RDSO will be applied to the RDSO.

E. Officers may not under any circumstances reimburse an AI for a TA-funded course.

### VIII. RIGHT TO REDRESS:

A. Resolving issues related to ArmyIgnitED or TA: For assistance with resolving ArmyIgnitED account or TA issues (e.g., account holds or system errors), Soldiers may contact their assigned Army Education Center/Office or submit a request for assistance through the Army Education Center/Office case from their ArmyIgnitED account.

B. Resolving issues related to an AI: For AI-related issues (e.g., degree requirements, grades, class absences, or billing/financial aid), Soldiers should contact their AI directly. If a Soldier believes the AI demonstrated deceptive practices or otherwise failed to comply with the provisions of the DoD Memorandum of Understanding (DoD MOU), which outlines the conditions required for an AI to participate in the TA program, the Soldier has the right to file a complaint with the U.S. Government. Such complaints may be filed via the Postsecondary Education Complaint System (PECS) website at <https://pecs.militaryonesource.mil/pecs/dodpecs.aspx>.

Institutional-level data about the number and nature of complaints filed against individual schools may be reviewed at <http://www.dodmou.com/TADECIDE>.

Created: 09/27/2023

**SIGN & COMPLETE TRAINING**

### Confirm Signature

Your signature indicates understanding of training.

**I AGREE**

**CANCEL**

Before requesting Credentialing or Tuition Assistance Funding, you must sign and complete the **Annual** Virtual Benefits Training inside ArmyIgnitED.

## Army Town Hall Rescheduled

The ArmyIgnitED Town Hall that was scheduled for 25 Oct 2024 will be rescheduled. Additional details...

11 DEC 2024



# ARMY RESERVE

## Navigating ArmyIgnitED

CA or TA

Your USAR  
Education  
Support Team  
Contact Info

Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing

Recoupments

Recoupment Transactions

Education Programs

Career Path DECIDE

MILGEARS

Research

INFORMATION

Resources

News

Education Center Visits

Education Center Events

Version 2.68.6.3

### Dashboard

Funding Remaining

TA Credits Remaining

#### Fiscal Year Cap: 2025

Total Funding Remaining: \$2,548.00

Total Funding Spent:

\$1,952.00

Remaining CA Funding Available:

\$48.00

Lifetime CA Credentials Used:

2 / 9

[How does my Funding breakdown work?](#)

#### ACTIVE EDUCATION GOALS

##### National Home Inspector Examination (NHIE)

APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

0% COMPLETE

Required Credits: 1.00

Completed Credits: 0.00

Transferred Credits: 0.00

Issues Blocking Tuition

- You are missing virtual benefits training. Please click [HERE](#) to access training.

APPLY FOR FUNDING

VIEW DETAILS

##### Certified Defense Financial Manager (CDFM)

APPROVED • Credentialing Assistance - Non MOS Related • Eligible for Active CA

100% COMPLETE

Required Credits: 1.00

Completed Credits: 1.00

Transferred Credits: 0.00

Issues Blocking Tuition

- You are missing virtual benefits training. Please click [HERE](#) to access training.

APPLY FOR FUNDING

VIEW DETAILS

#### ED CENTER INFO

VIEW DETAILS

Ed Center  
Fort Leavenworth Education Center (FLVW)

#### 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

At the bottom of the  
dashboard are links to  
funding, programs,  
institutions, and careers.





## Tuition Assistance or Credentialing Assistance Funding?

**ignited** student portal

EDUCATION PROGRAMS

FIDELIA VELAZQUEZ HELP

← Education Goals CREATE NEW GOAL

No Education Goals  
You have no education goals at this time.

CREATE NEW GOAL

Attached is the Goal Creation Tutorial

Adobe Acrobat Document

11 DEC 2024

EDUCATION PROGRAMS

FIDELIA VELAZQUEZ HELP

← Create a New Goal

Education goal program selection: TA or CA

Create a New Goal

First, Choose an Education Goal

Associates Degree <small>Not Eligible</small>	Bachelors Degree <small>Not Eligible</small>
Masters Degree <small>Not Eligible</small>	Undergraduate Academic Certificate
Graduate Academic Certificate	Foreign Language - Army Strategic
Foreign Language - Host Country	Credentialing Assistance - MOS Related
Credentialing Assistance - Non MOS Related	

Tuition Assistance

Credentialing Assistance



# ARMY RESERVE

**Step 1:**  
Click on  
your name

## Navigating ArmyIgnitED

**Ignited** EDUCATION PROGRAMS FIDELIA VELAZQUEZ HELP

Dashboard Messages EDUCATION RECORD Funding Requests Education Goals Documents Testing Recoupments Recoupment Transactions Education Programs Career Path DECIDE MILGEARS Research INFORMATION Resources News Education Center Visits Education Center Events Version 2.68.6.3

Click on your name then on "My Profile". This will display your contact information. **ArmyIgnitED notifications/ESS information will be sent to these email addresses.**

**My Profile**  
Switch Theme  
Logout

**Personal Data**

Username [REDACTED] Record Status [REDACTED] Last Successful Login 12/13/2024, 6:40:10 PM

**Military Personnel Data**

Primary MOS 70H Assignment Fort Leavenworth Education [REDACTED] Civilian Ed MASTERS DEGREE

Expiration Term of Service [REDACTED]

**Contact Info**

Email Address FIDELIAVELAZQUEZ.MIL@ARMY.MIL Personal Email Address FIDELIAVELAZQUEZ.MIL@ARMY.MIL

Work Phone [REDACTED] Mobile Phone [REDACTED]

**Mailing Address**

**Step 2: Make ArmyIgnitED phone/email contact updates directly in this screen.**

To Update Civilian Ed Level, ETS, flags contact Unit's Personnel / S1 Office or servicing RPAC.

Civilian Education Level, ETS, must be current in IPPSA for TA/CA eligibility

Soldier admin data from IPPSA feeds.

11 DEC 2024

22





# ARMY RESERVE

## Navigating ArmyIgnitED *Student Documents*

Dashboard

Messages

EDUCATION RECORD

Funding Requests

Education Goals

**Documents**

Testing

Recoupments

Recoupment Transactions

Education Programs

Research

EDUCATION PROGRAMS

ORA GEORGE ACTIVETA

HELP

← My Documents

Click on “Documents” on the left to access and review uploaded documents.

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



# ARMY RESERVE

Click on  
"Help"

## Getting Help: Help Tickets & Student Tutorial

ignited  
student portal



EDUCATION PROGRAMS ▾



FIDELIA VELAZQUEZ ▾

HELP

Dashboard

Messages

### EDUCATION RECORD

Funding Requests

Education Goals

Documents

Testing >

Recoupments

Recoupment Transactions

Education Programs >

Career Path DECIDE

MILGEARS

Research >

### INFORMATION

Resources

News

Education Center Visits

Education Center Events

## 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



No Tickets

ADD TICKET

### Documents and Links



#### Documents and Links

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

### "SUPPORT

TICKET" maintains a history of all tickets submitted and allows option to input new tickets.

Click on "Add Ticket" button to submit a HELP TICKET. It will take you to a page where you can submit tickets under specific categories.

11 DEC 2024



# ARMY RESERVE

## Student Tutorials

Step 1:  
Click on  
"Help"

ignited student portal

EDUCATION PROGRAMS

FIDELIA VELAZQUEZ HELP

How can we help?

Welcome to our knowledge base

FAQs

Support Tickets

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

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

11 DEC 2024

Step 2: Click on Documents  
& Links for Student Tutorials

ignited student portal

EDUCATION PROGRAMS

FIDELIA VELAZQUEZ HELP

Documents and Links

Title	
Civilian Training- Student submitting individual SF 182	
Tutorial - Viewing the Status of a CAR - SM	
Tutorial - Signing a CAR Created by ACAPO - SM	
Tutorial - Creating a (CAR) Credentialing Assistance Funding Request 'Training Course' -	04/13/2023
Assistance Funding Request 'Books and Materials' - SM	04/13/2023
- Exam - SM	04/13/2023
- SM	04/13/2023
Assistance Ed Goal - MOS Related - SM	04/13/2023
Tutorial - Comparing and Selecting Vendors - SM	04/13/2023
Tutorial - CA Recoupment Waiver Process - SM	04/13/2023
43 total	

1 2 3 4 5 >

Step 3: TA &  
CA Tutorials  
Start on Page 2



## Career Path Decide & MilGears Engage my Career



- **Career Path Decide** <https://www.careerpathdecide.org/>
  - Research detailed Information on specific career/vocation outlooks
  - Provides information on institutions that are eligible for TA
  - Take skill assessments to view school options.
  - Complete assessment and print the Career Path Decide Report
  - Tutorial: Career Path Decide Assessment, save and **upload** results directly into ArmyIgnitED
- **MilGears Engage my Career** <https://milgears.osd.mil/engage-my-career>
  - Provides a unique report based on your training, education & work history
  - Requirement for CA benefits submission
  - MilGears, Engage my Career & Upload to ArmyIgnitED  
<https://milgears.osd.mil/engage-my-career> (upload directly into ArmyIgnitED)
  - (Be patient; MilGears may take a couple of minutes to load)



Microsoft Edge  
PDF Document





# ARMY RESERVE

## Joint Services Transcript (JST)

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

- The JST documents all your military training, experience, CLEP and DSST passed exams
- American Council on Education evaluates your military training and experience and recommends college credit equivalency
- 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



CUI

### JOINT SERVICES TRANSCRIPT



\*\*UNOFFICIAL\*\*

Transcript Sent To:

Name:

SSN:

Rank:

Status:

XXX-XX-XXXX

Staff Sergeant (E6)

Active

#### Military Courses

Military Course ID	ACE Identifier	Dates Taken	ACE Credit Recommendation	Level
	Course Title Location-Description-Credit Areas			
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 26-NOV-2012 to 02-APR-2013

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





# ARMY RESERVE

## Completed Required Training Notification

Step 1: Click  
MESSAGES

- Submit training completion notification to your respective ESS): “I completed the ArmyIgnitED 101 Training presentation on [day/month/year]”.
- Remember to upload your Career Path Decide Assessment Report directly into ArmyIgnitED, Slide # 26.

Step 2 Click on  
CREATE  
MESSAGE

The screenshot displays the ArmyIgnitED web application. On the left is a dark sidebar with a navigation menu including 'Dashboard', 'Messages', 'EDUCATION RECORD', 'Funding Requests', 'Education Goals', 'Documents', 'Testing', 'Recoupments', 'Recoupment Transactions', 'Education Programs', 'Career Path DECIDE', 'MILGEARS', 'Research', 'INFORMATION', 'Resources', 'News', 'Education Center Visits', and 'Education Center Events'. The main content area shows 'My Inbox' with a list of messages from 'VELAZQUEZ, FIDELIA'. A 'Create Message' modal is open in the foreground, featuring a 'Category' dropdown menu with options: 'Credentialing Assistance (CA) Withdrawal', 'Education Goal or Degree Plan', 'Grades', 'Other', 'Recoupment or Waiver', and 'Request Appointment with Counselor'. A red arrow points from the 'Other' option to the 'Category' field. Below the dropdown is an 'Attachments' section with a 'CHOOSE FILE' button and a 'Drop files here' area. At the bottom of the modal are 'SEND' and 'CLOSE' buttons. A red arrow points from the 'CREATE MESSAGE' button in the top right corner of the application to the 'Create Message' modal.

Step 3 For Category,  
Select OTHER; In SUBJECT:  
Enter ArmyIgnitED 101  
Training Complete.



## Next Steps

- Schedule an appointment with your ESS. Create a NEW Message Category: Request Appointment with Counselor.
  - Get additional information on any USAR Voluntary Education topic. Discuss your education goal, evaluated degree plan, Top Up, and any specific questions you may have.
- *Get your education underway. Your future depends on it.*

AR 621-5 Army Continuing Education System







## Summary of Links

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

Credentialing Opportunities On-Line (COOL):  
[https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)

Credentialing Assistance (CA) virtual counselor assistance:  
[https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)

Career Path Decide <https://www.careerpathdecide.org/>

Joint Services Transcript (JST) <https://jst.doded.mil/>

MilGears Quick Explorer: <https://milgears.osd.mil/engage-my-career>

[VA Montgomery GI Bill Select Reserve : VA Montgomery GI Bill – Selected Reserve Fact Sheet](#)

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