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

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.

Purpose

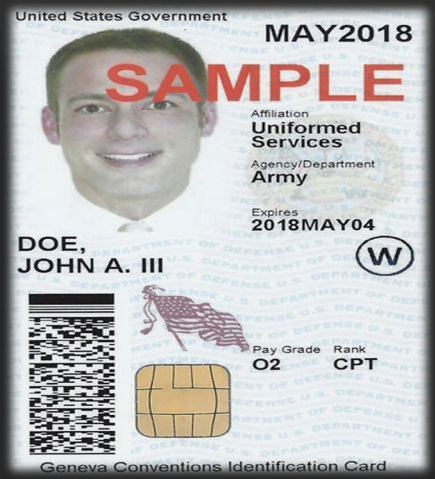
Inform Soldiers About:

- 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



ARMY RESERVE

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. 2nd 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

ARMY RESERVE

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

ARMY RESERVE

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

Funding Request Window

- 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

*Term start date=class start date

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

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

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
  - 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

Tutorial:
MilGears

Microsoft Edge PDF Document

CUI

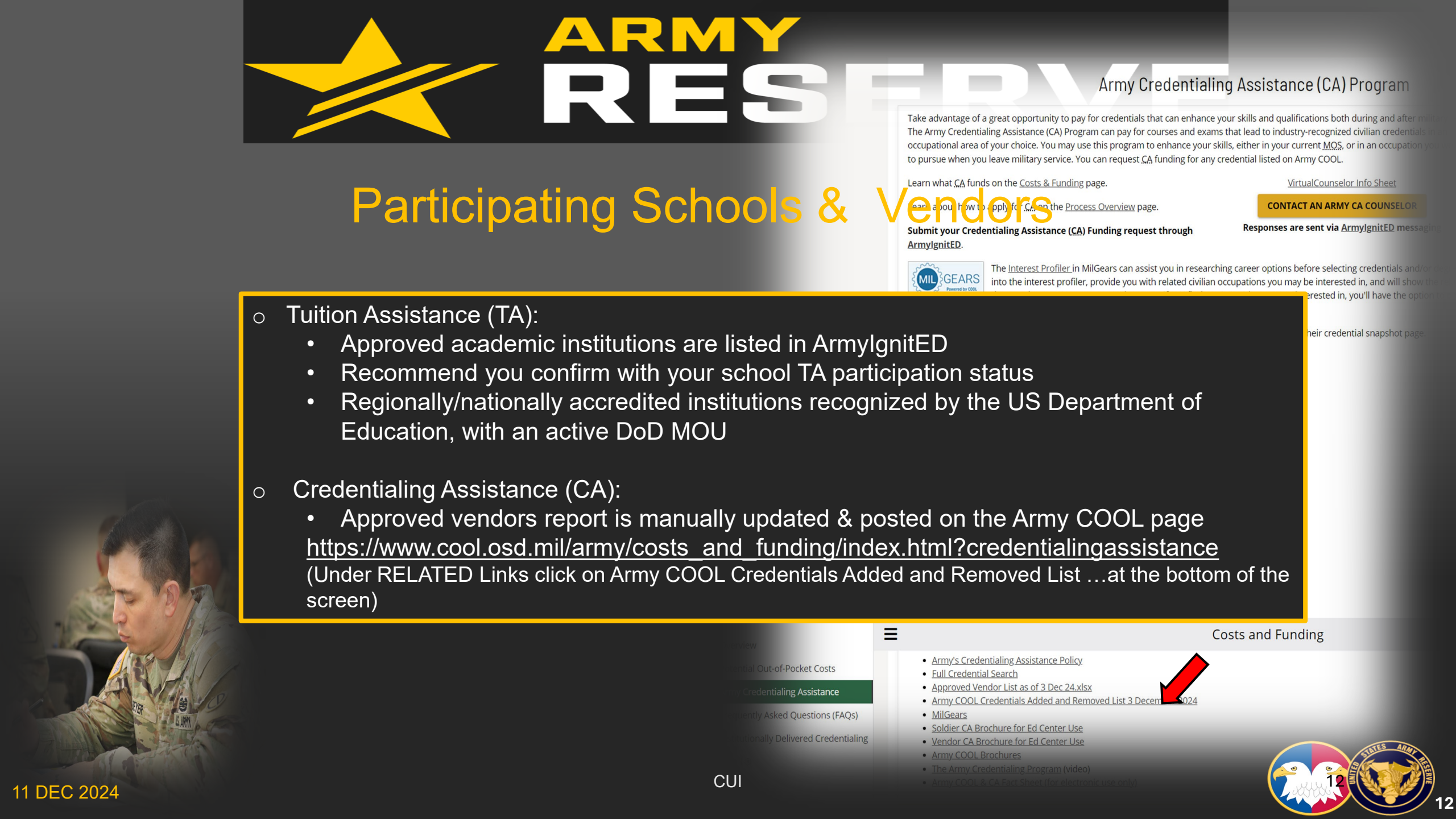
11 DEC 2024

ARMY RESERVE

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 (Under RELATED Links click on Army COOL Credentials Added and Removed List …at the bottom of the screen)



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

DA 7793

- 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)

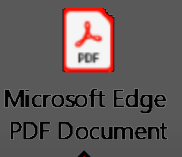
RW=Recoupment Waiver

ARMY RESERVE

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!

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

- 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

ignited student portal

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

Empower yourself and your career

WELCOME TO ARMYIGNITED

GET STARTED

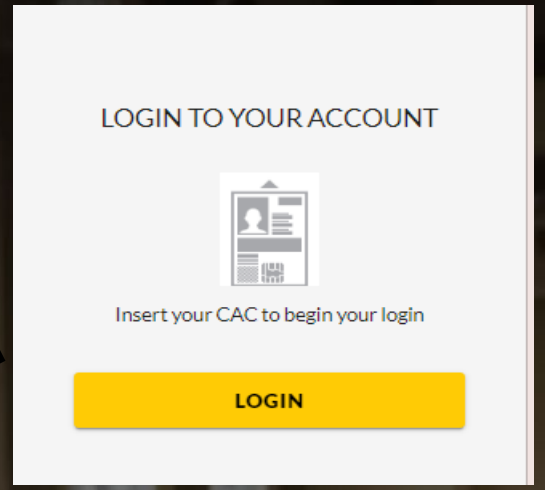
Click here to activate your ArmyIgnitED Account

You will need a CAC & CAC reader enabled computer.

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



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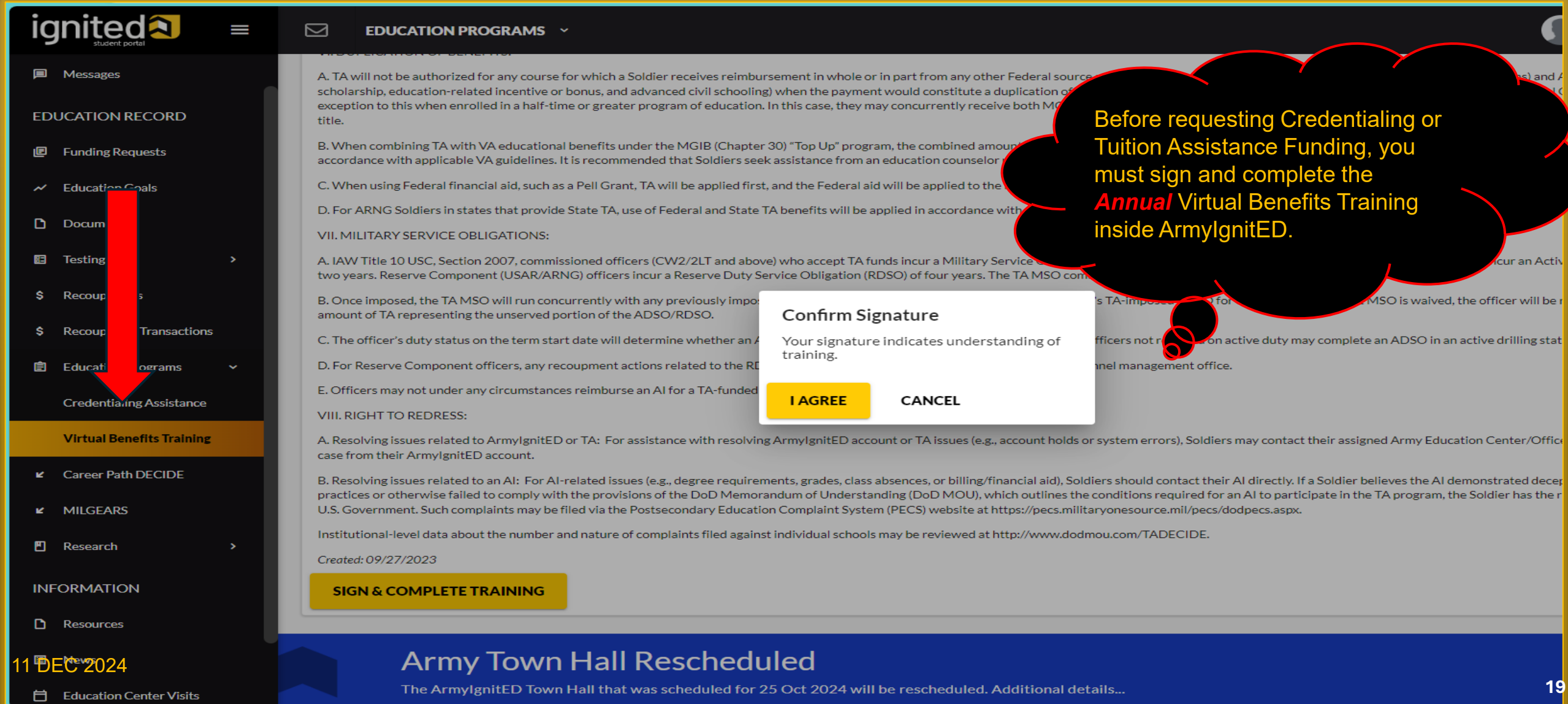

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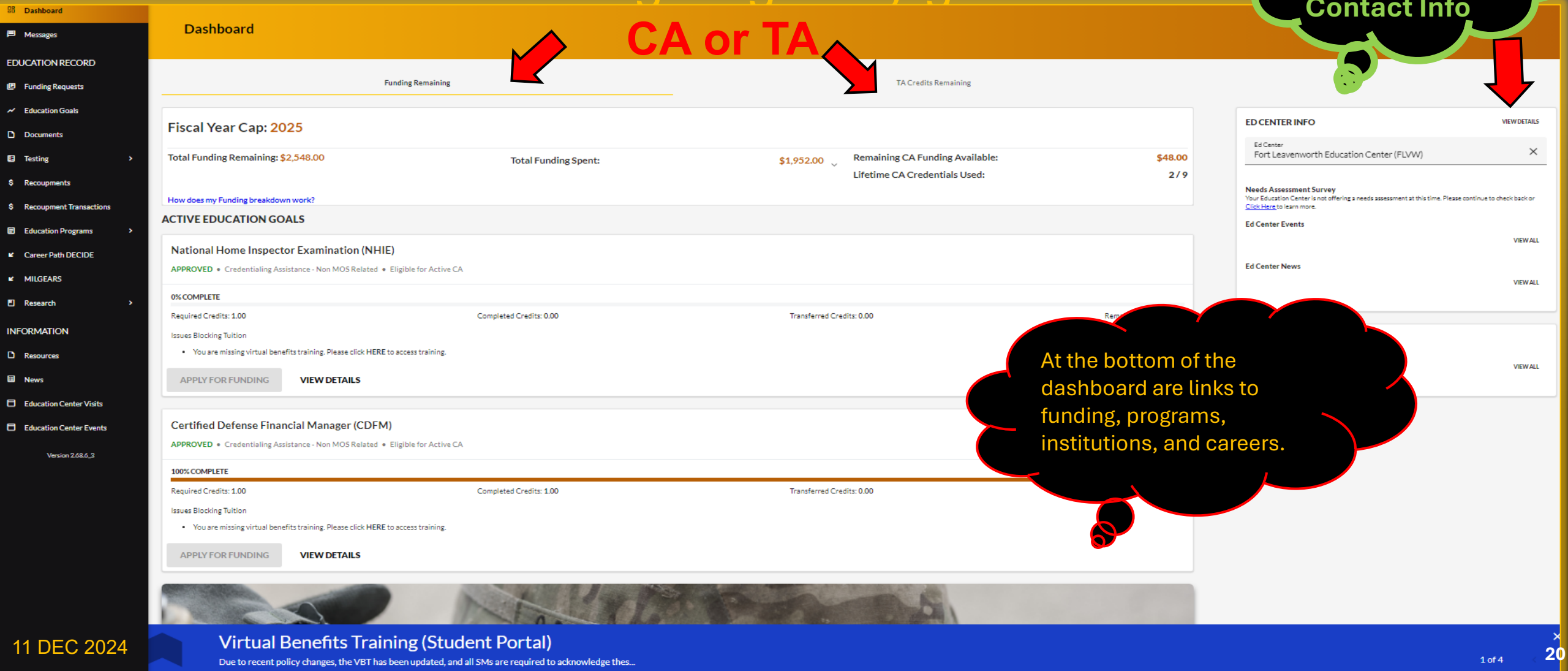
ARMY RESERVE

Navigating ArmyIgnitED

Your USAR Education Support Team Contact Info

CA or TA

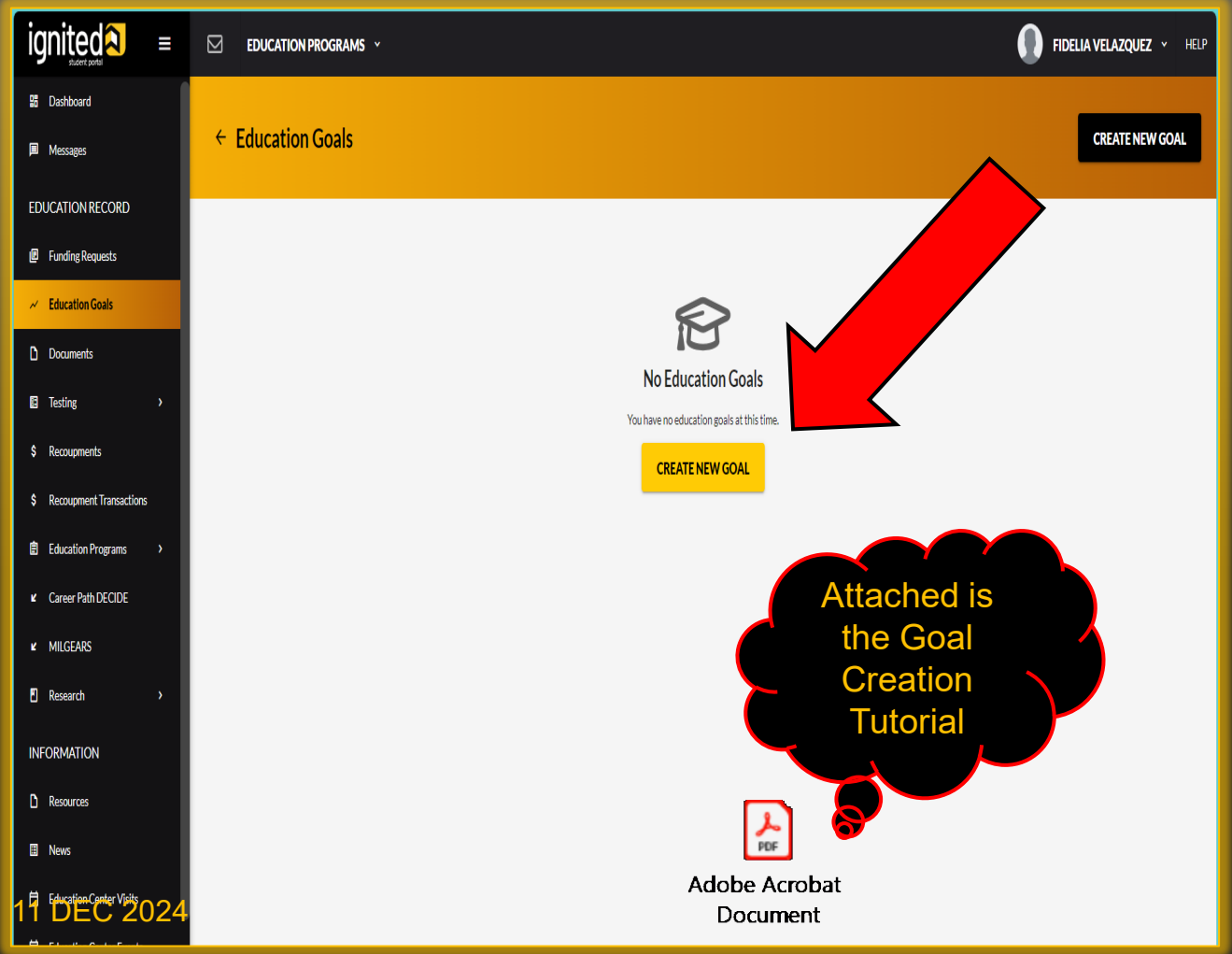


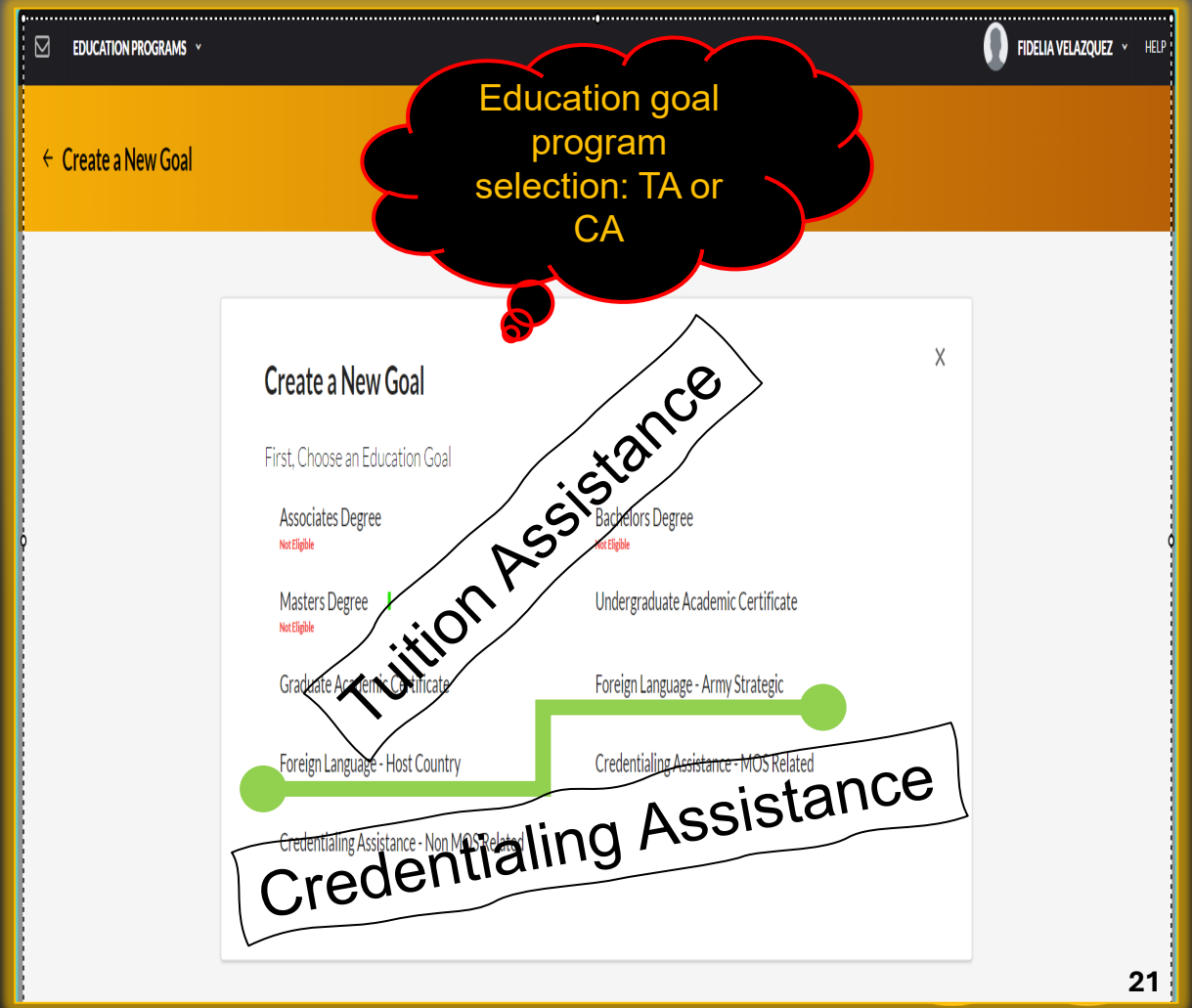
At the bottom of the dashboard are links to funding, programs, institutions, and careers.

11 DEC 2024

ARMY RESERVE

Tuition Assistance or Credentialing Assistance Funding?

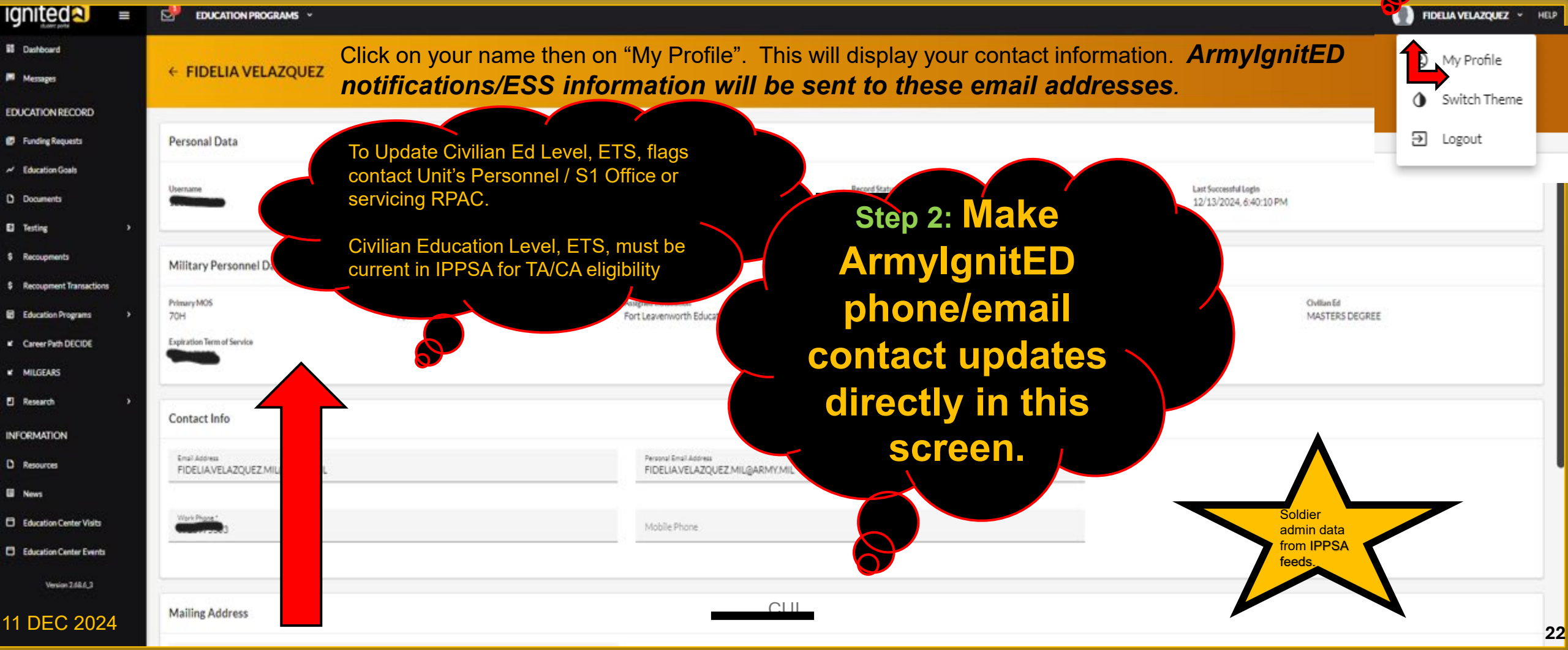




ARMY RESERVE

Navigating ArmyIgnitED

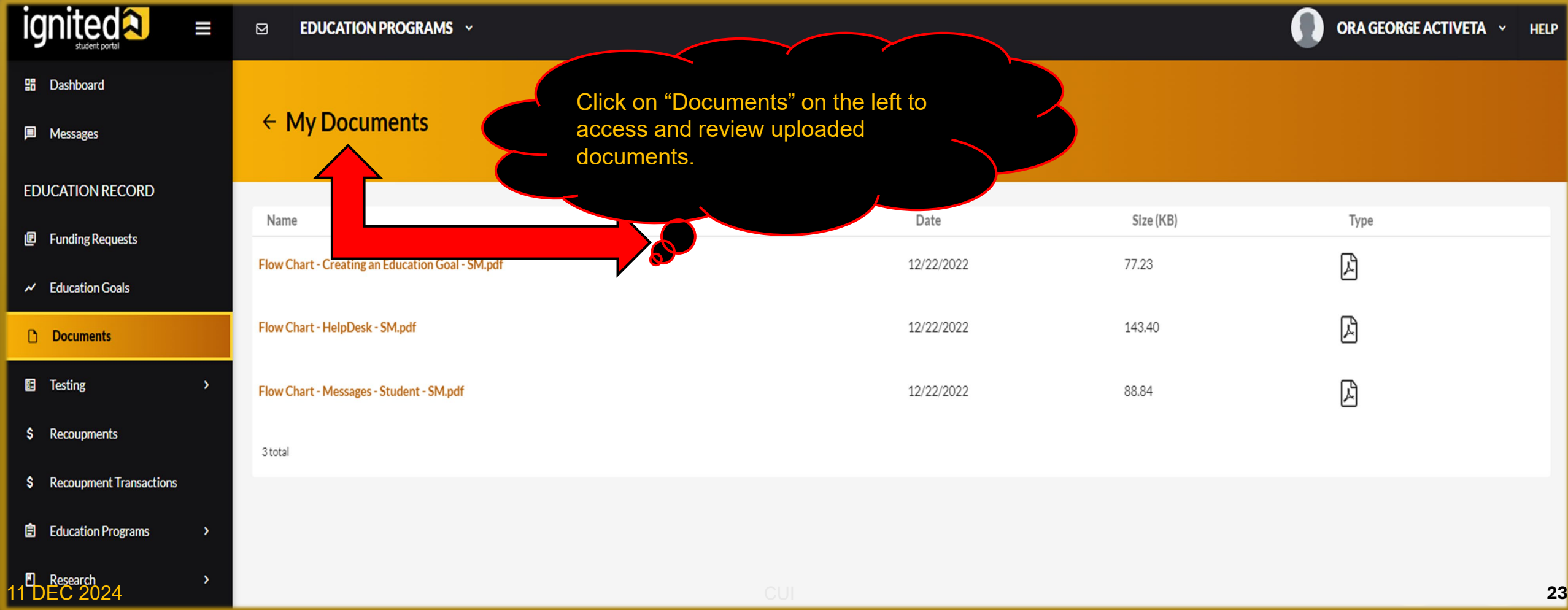
Step 1: Click on your name



ARMY RESERVE

Navigating ArmyIgnitED

Student Documents



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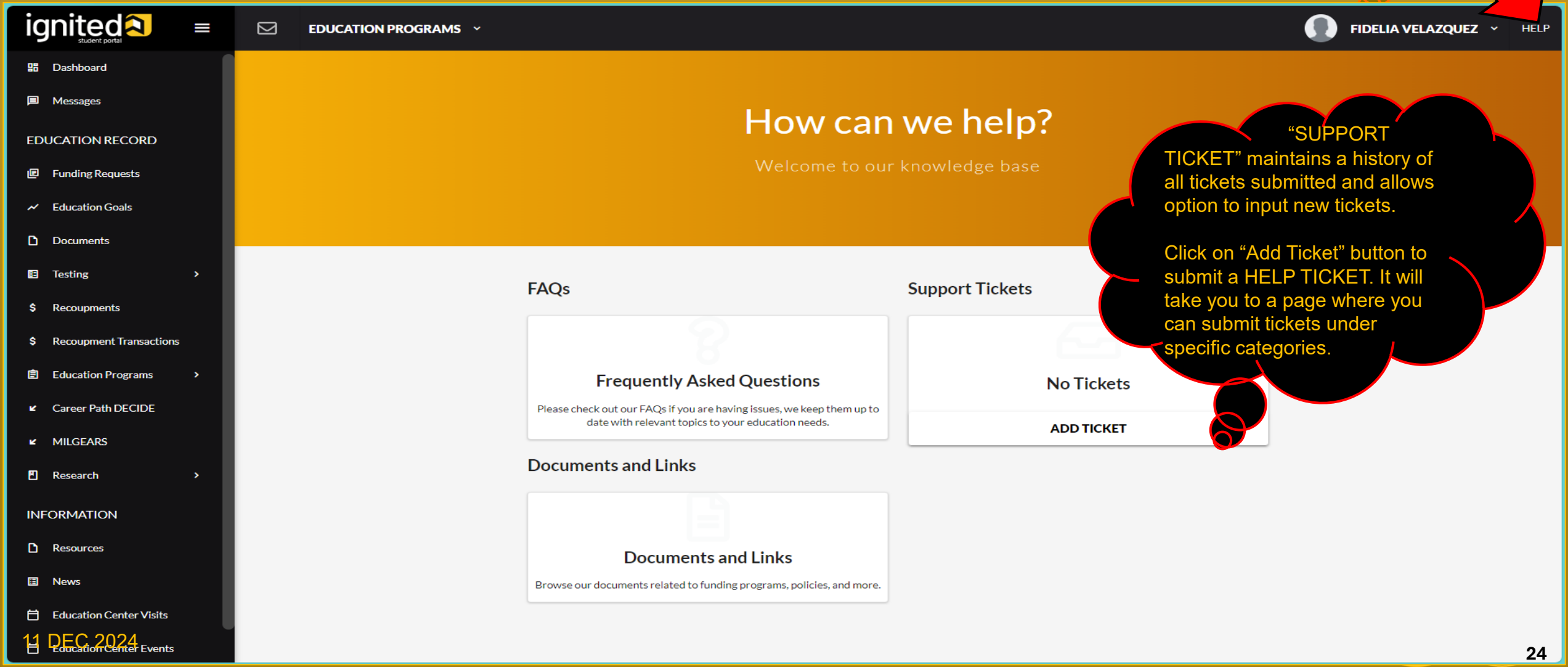
ARMY RESERVE

Getting Help: Help Tickets & Student Tutorial

Click on "Help"



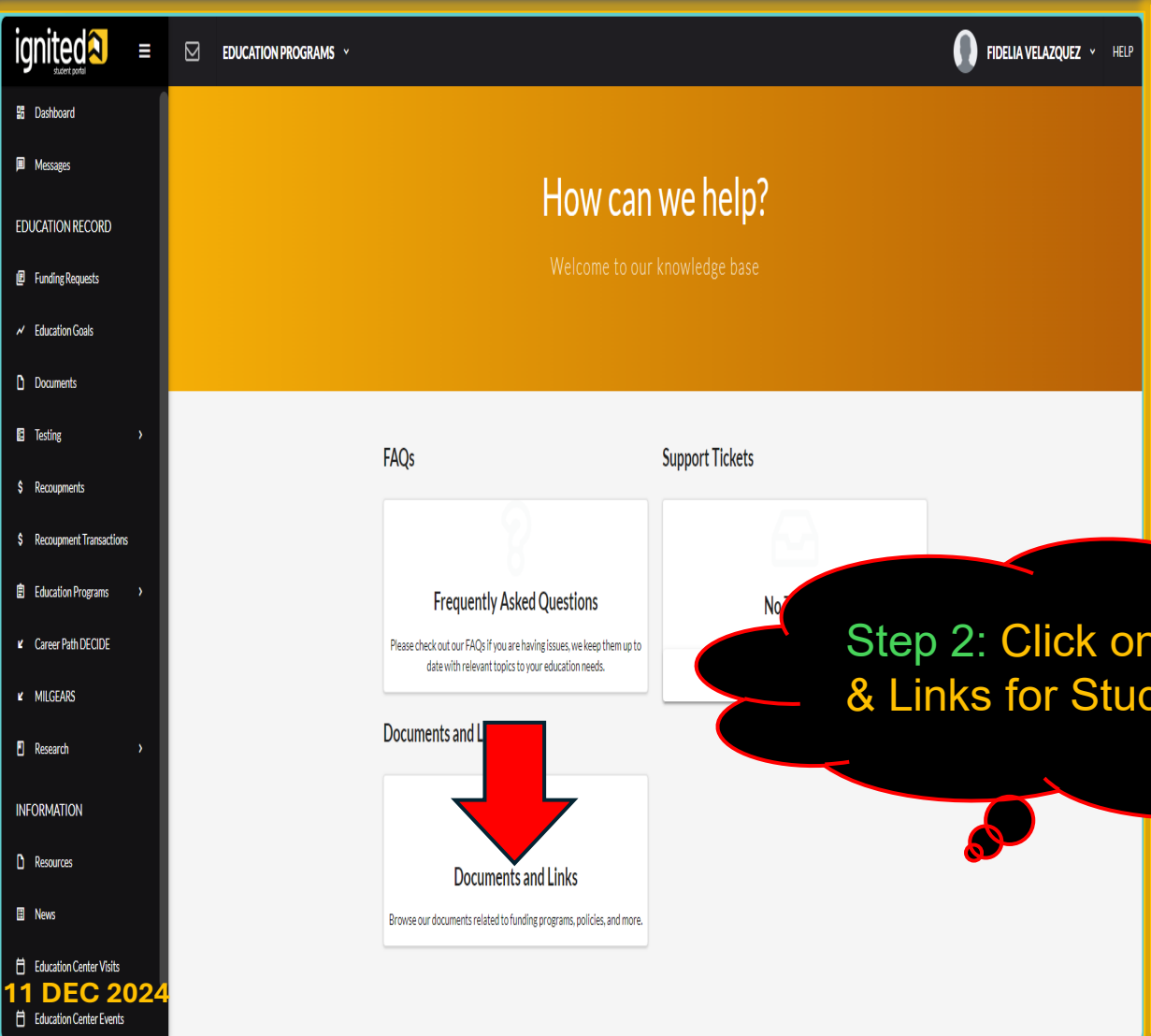
"SUPPORT TICKET" maintains a history of all tickets submitted and allows option to input new tickets.

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.

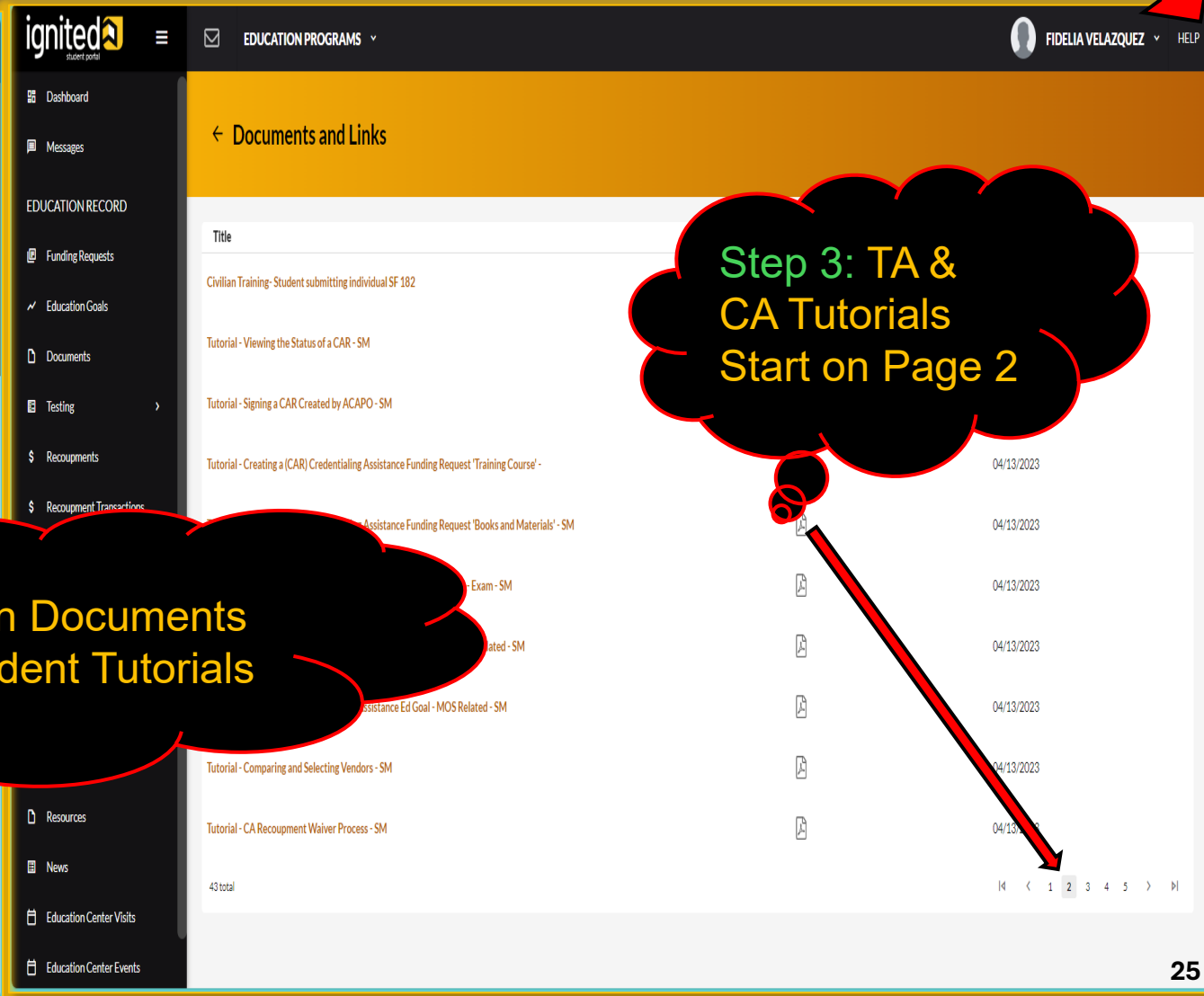
ARMY RESERVE

Student Tutorials

Step 1: Click on "Help"



Step 2: Click on Documents & Links for Student Tutorials



Step 3: TA & CA Tutorials Start on Page 2

ARMY RESERVE

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

Microsoft Edge PDF Document

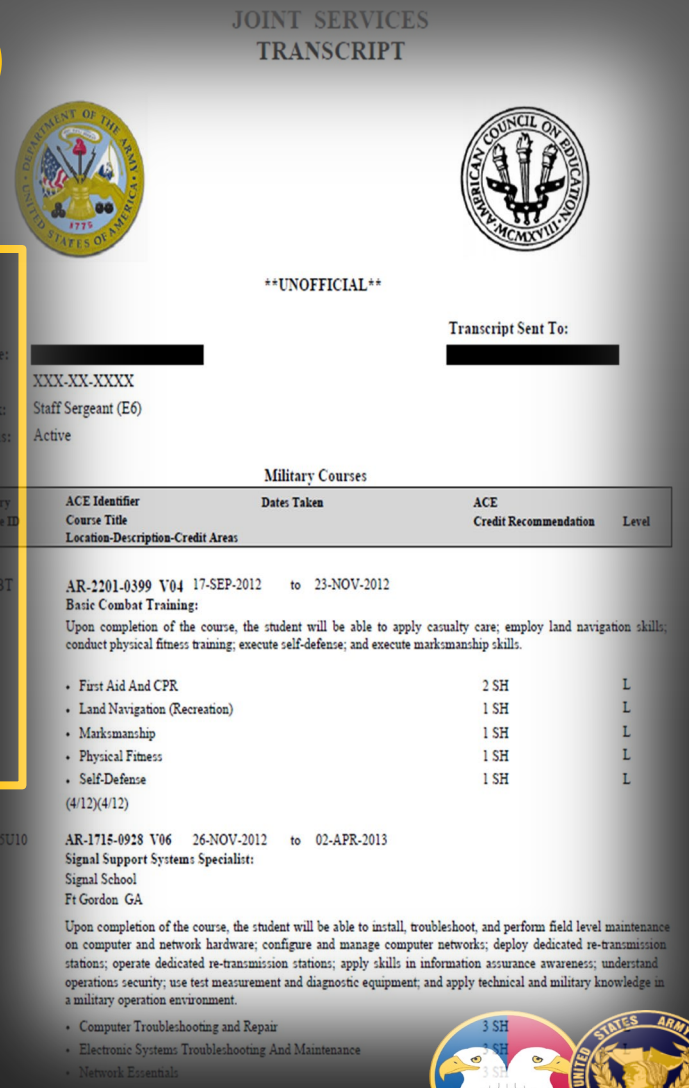
- MilGears Engage my Career https://milgears.osd.mil/engage-my-career
- Provides a unique report based on your training, education & work history
- Requirement for CA benefits submission
- MilGears, Engage my Career & Upload to ArmyIgnitED https://milgears.osd.mil/engage-my-career (upload directly into ArmyIgnitED)
- (Be patient; MilGears may take a couple of minutes to load)

ARMY RESERVE

Joint Services Transcript (JST)

https://jst.doded.mil/

- The JST documents of 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



JOINT SERVICES TRANSCRIPT

UNOFFICIAL

Transcript Sent To:

Name: [redacted]
SSN: XXX-XX-XXXX
Rank: Staff Sergeant (E6)
Status: Active

Military Courses

Military Course ID	ACE Identifier / Course Title / Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
730-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	26-NOV-2012 to 02-APR-2013		
	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		3 SH	
	• Electronic Systems Troubleshooting And Maintenance			
	• Network Essentials			

JST Joint Services Transcript

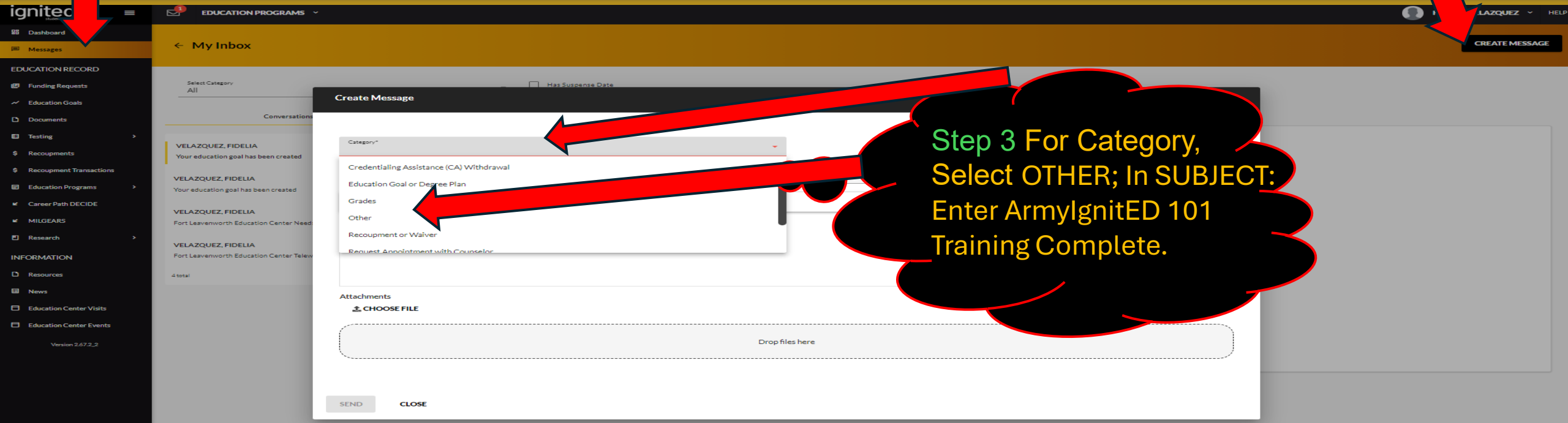
CUI

Completed Required Training Notification

- 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 1: Click MESSAGES

Step 2 Click on CREATE MESSAGE



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

ARMY RESERVE

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

Credentialing Assistance (CA) virtual counselor assistance:
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

AR 621-5 Army Continuing Education System