



***“Education,
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ArmyIgnited 101 Training

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

As of: 19 March 2026



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- **Ensure knowledge of:**
 - ✓ Benefits of ArmyIgnitED
 - ✓ Tuition Assistance Eligibility
 - ✓ ArmyIgnitED Navigation
 - ✓ Career Path Decide Requirement
 - ✓ Creating your Account
 - ✓ Support
 - ✓ Wave 2 Changes
 - ✓ Next Steps



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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



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Tuition Assistance Basics

■ 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***



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Tuition Assistance Basics

- **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



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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)



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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



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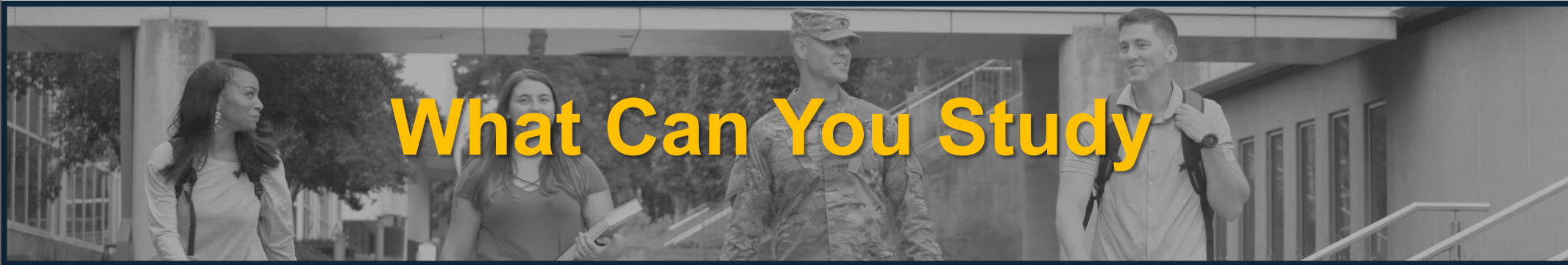


What Can You Study

- 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



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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



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Where Can You Study

- **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



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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



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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



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Recoupment (Repayment) of FTA

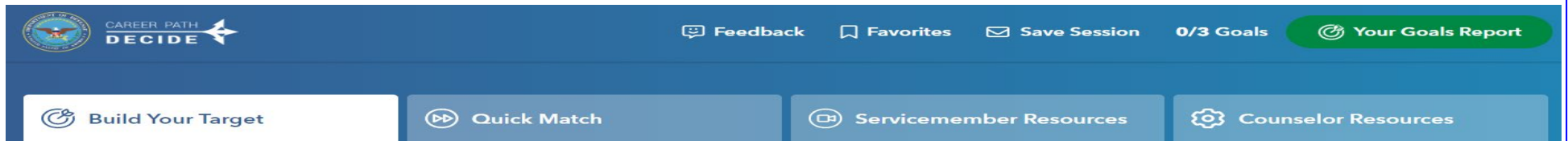
- Repayment of FTA is required for:
 - Course Failure
 - Grade of D and below in an undergraduate course
 - Grade C or below for a graduate course
 - Incomplete grades beyond 180 days of the class end date
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a 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!)



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- **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



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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))



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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/>



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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!

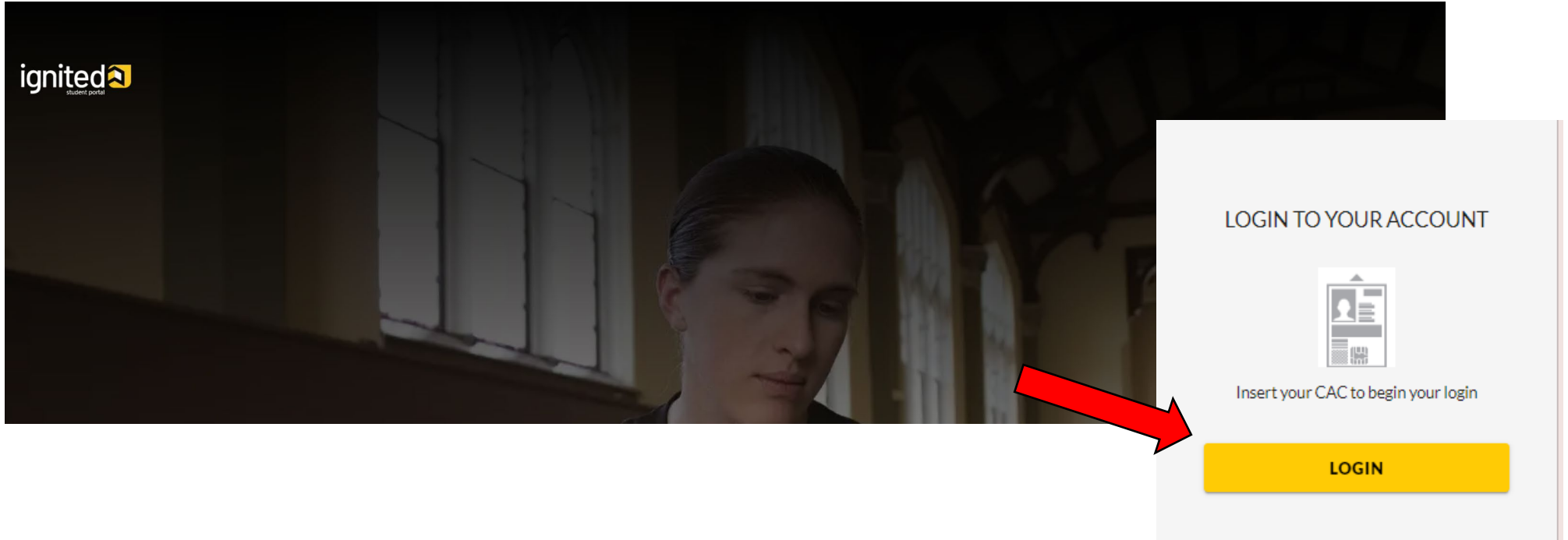


CREDENTIALING ASSISTANCE

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!



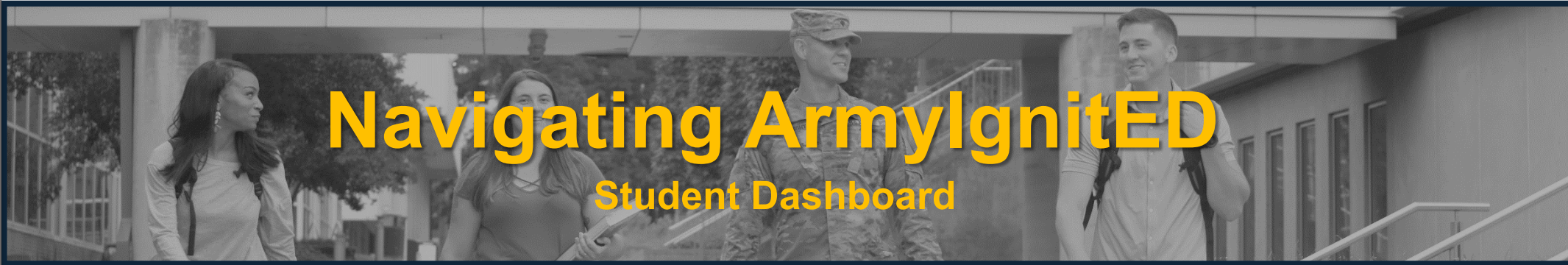
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If your record is not found, contact the Helpdesk for assistance.
Phone: (276) 231-0938 or email: army@bamtech.net



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Navigating ArmyIgnitED

Student Dashboard

ignited Student Portal | **EDUCATION** Active TA | **Fiscal Year Limits** Active CA | **Ed Center Info.** HELP

Site Navigation

- Dashboard
- Messages
- EDUCATION RECORD
 - Funding Requests
 - Education Goals
 - Documents
 - Testing
 - Recoupments
 - Recoupment Transactions
 - Education Programs
 - Research
- INFORMATION
 - Resources
 - News
 - Education Center Visits
 - Education Center

Lifetime Limits

	Reserve TA	Reserve CA
Fiscal Year Cap: 2023	Funding Remaining: \$3,250.00	Credits Remaining: 13
Undergraduate	Credits Remaining: 130	GPA: N/A
Graduate	Credits Remaining: 30	GPA: 4.0

ACTIVE EDUCATION GOALS

Organizational Leadership

APPROVED • WESTERN KENTUCKY UNIVERSITY • Masters Degree • Eligible for Reserve TA

30% COMPLETE

Required Credits: 30.00 Completed Credits: 3.00 Transferred Credits: 6.00 Remaining Credits: 21.00

APPLY FOR FUNDING **VIEW DETAILS**

ED CENTER INFO VIEW DETAILS

Ed Center: USAR-63rd RD East, North Little Rock, AF

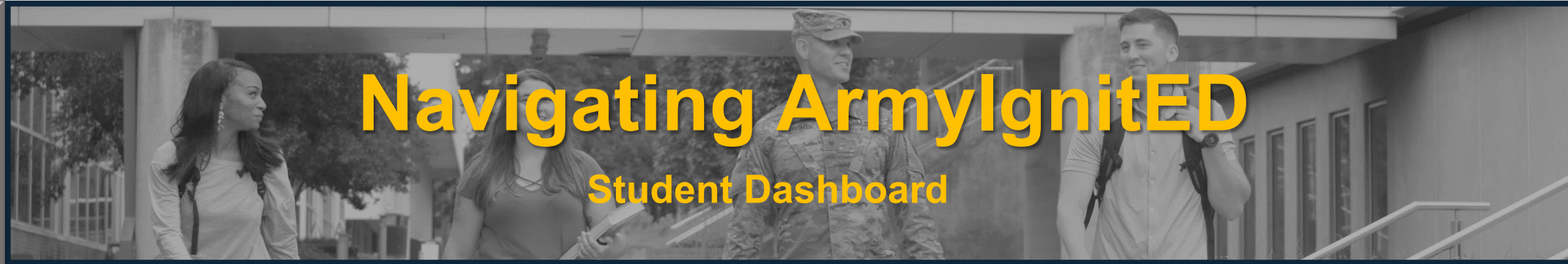
ARMY NEWS VIEW ALL

CA Limit

Active TA | **Fiscal Year Cap: 2023** | Funding Remaining: **\$4,000.00** | Active CA



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Dashboard

Messages

EDUCATION RECORD

- Funding Requests
- Education Goals
- Documents
- Testing
- Recoupments
- Recoupment Transactions
- Education Programs
- Research

INFORMATION

- Resources
- News
- Education Center Visits

Dashboard

Reserve TA Reserve CA

Fiscal Year Cap: 2023	Funding Remaining: \$3,250.00	Credits Remaining: 13
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Required Credits: 30.00 Completed Credits: 3.00

Active Ed Goal

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

Start here to get your funding

Explore Programs

Explore Institutions

Career Path Decide

Credentialing Assistance

CUI



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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 'My Profile', 'Switch Theme', and 'Logout'. A red arrow points from the 'My Profile' option 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 to another black text box. The 'Military Personnel Data' section is partially visible below.

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.

Student and Military Information migrate into ArmyIgnitED from IPPS-A

To Update Civilian Ed Level, contact Unit Personnel / S1 Office
Civilian Education Level must be current to maintain TA/CA eligibility



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Navigating ArmyIgnitED

Reviewing Profile Page

TOM CRUISE

Provides a copy of your Education Record



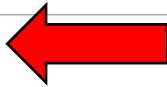
PRINT EDUCATION RECORD

Personal Data

Username tomcruise000	Profile Created 06/16/2022	Pay Grade E4
Record Status	Assigned Installation Fort Dix Education Center (WP)	Assigned Unit W00C01
Civilian Ed HOME SCHOOL DIPLOMA	Last Successful Login 01/03/2023, 10:35:59 AM	

Contact Info

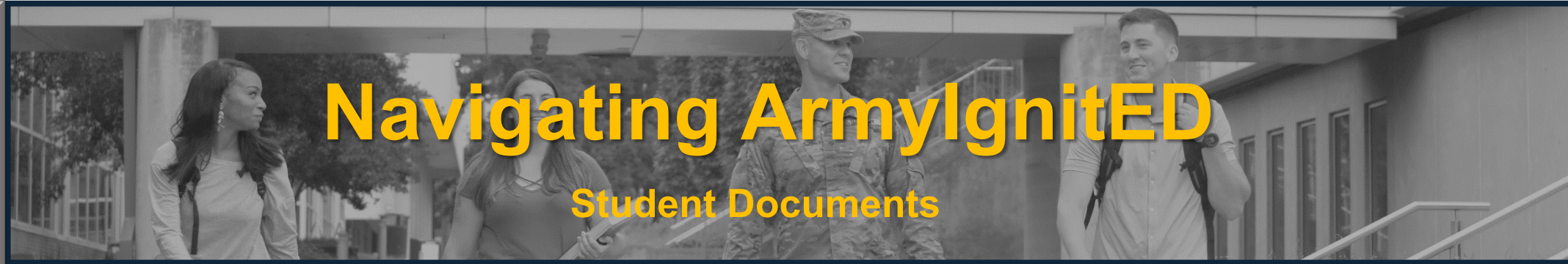
Email Address Tomcruise000.mil@army.mil	Personal Email Address * Dorothy.GeneratedNienow@test2.net
Duty Phone 17501 727 9189	Personal Cell * 15701 428 2865



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



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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



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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 in orange), and Research. The main content area displays a 'Test' section with a 'Pending Signature' status, a message '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.



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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.



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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.



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The screenshot displays the Ignited Education Programs web application. 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".

Tuition Assistance or Education Goal

Issues Related To

- 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
- I need assistance clearing a system warning
- Issues regarding the evaluated degree plan
- Need to drop a course
- Problems creating a goal

You will need to contact your Education Center for assistance. Their contact information is provided: ARNG-Wyoming Education Services Office Education Center, DSN: 314-632-5440, Commercial Phone: 11390434305440, Email Address: user2692@email.net.

Credentialing Assistance

Issues Related To

- Civilian Technical Certifications and Licenses
- Need assistance creating a Credentialing Education Goal
- Need assistance submitting a CA request
- CA request information needs to change
- CA request is still pending approval
- CA request is still pending finance payment
- Need to drop a course
- Problems creating a goal
- Questions concerning my funding caps
- Questions concerning my GPA

A red double-headed arrow points to the "SUBMIT MESSAGE" button in both sections. An inset window shows the "Create Message" form with fields for "Category" (set to Tuition Requests) and "Subject", a rich text editor, and a "SEND" button.



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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/>





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**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!



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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



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***New* FTA Changes that went into effect upon the publication of the updated AR 621-5 on 19 March 2026**

1. Command approval required for all TA/CA funding requests
 - Soldiers must submit their FTA requests early in ArmyIgnitED, to give both their commanders/supervisors and their education center staff ample time to approve requests (at least 8-60 days before the start date!)
2. Soldiers with 2 unsuccessful grades in the same fiscal year will be suspended from both the FTA & CA programs for 12 months
 - This can include any combination of: 2 FTA courses, 2 CA events (training or exam) or 1 FTA course and 1 CA event
 - A suspension can be appealed within 60 days (please see your education center for further information/instructions)



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Next Steps

- ✓ 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!



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Visit us on the Web!

- 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



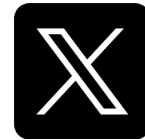
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<https://www.instagram.com/arngeducation>



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



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



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