ArmyIgnitED

CTC Students' User Interface

Microsoft Office (Word, Excel, PowerPoint) **+ Adobe Reader + PDF Tools** (free)
Get Office 365 (Student) for free → http://www.ctcd.edu/students/student-it-services/it-hardware-software-links/
Support → https://support.office.com/
Adobe Acrobat Reader → https://get.adobe.com/reader/ ------ free **PDF Tools** Editor → https://www.pdfill.com/

EagleMail (CTC student's Google powered email address)
Download → https://www.mozilla.org/en-US/firefox/
EagleMail→ http://www.ctcd.edu/students/current-ctc-students/student-email/

Central Texas College websites (academic policies, programs, classes' schedule, DL program)
CTC main → http://www.ctcd.edu/ (Application for Admission) **Student Resources**
CTC Europe → http://www.ctcd.edu/locations/europe/ https://online.ctcd.edu/student_resources.cfm
Ordering Books → http://bookstore.mbsdirect.net/ctc.htm

eTrieve (students' account administration, registrations, withdrawals, official transcript request, VA form, PII records' transfer)
→ https://www.ctcd.edu/forms-1/student-forms/
WebAdvisor (students' account administration, registrations, withdrawals, unofficial transcript, planning, Financial Aid)
→ www.ctcd.edu/webadvisorinfo/

ArmyIgnitED (Selecting degree plan/Education Path, and generating TA) + (processing Credentialing Assistance)
https://www.armyignited.com/app/
→ www.ctcd.edu/ArmyIgnitED-Transition **CTC class schedule** → http://www.europe.ctcd.edu
http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm
Fast Forward (only for MILITARY students---use this toolkit to get an online estimate of
how your military training and experience will apply to a CTC degree) → https://fastforward.ctcd.edu/

Blackboard → https://ctc.blackboard.com/

IMPORTANT – please review Student Orientation videos (Part 1 and Part 2)

Blackboard is the Learning Management System for all online, blended, and WeBB Learning courses. Blackboard is your virtual classroom; students will find the course syllabus, announcements, discussion board, quizzes, exams, and lessons that guide them through the course by offering learning objectives, learning activities, instructors' guidelines, and assignments.

ArmyIgnitED

OVERVIEW

ArmyIgnitED is a digital platform through which Students request financial assistance. The type of education that we are focusing on in this training will be Tuition Assistance.

Tuition Assistance (TA) is financial support for courses within Education Paths and Program Paths.

https://www.armyignited.com/app/

ignited
Powered by **Army**

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

IT STARTS WITH A
SPARK

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

Get Started

ArmyIgnitED

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

Sign in with your government employee ID

https://www.armyignited.com/app/

CTC Transition Help page

www.ctcd.edu/ArmyIgnitED-Transition

Your portal for requesting Tuition Assistance (TA) and Credentialing Assistance (CA) will be ArmyIgnitED

ignited

BE READY

Establish Your ArmyIgnitED Account Now

1. Navigate to www.armyignited.com
2. Create a secure account, including 2-step authentication
3. Return to www.armyignited.com and complete your account set up

ArmyIgnitED

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Your Request is Processing

Thank you for logging into ArmyIgnitED. Please submit a request for the type of account you need so the ArmyIgnitED Administrators can process your account.

If you are a Soldier and arrived at this page, please logout and retry login.gov using your PIV/CAC. You must use your PIV/CAC to register as a Soldier.
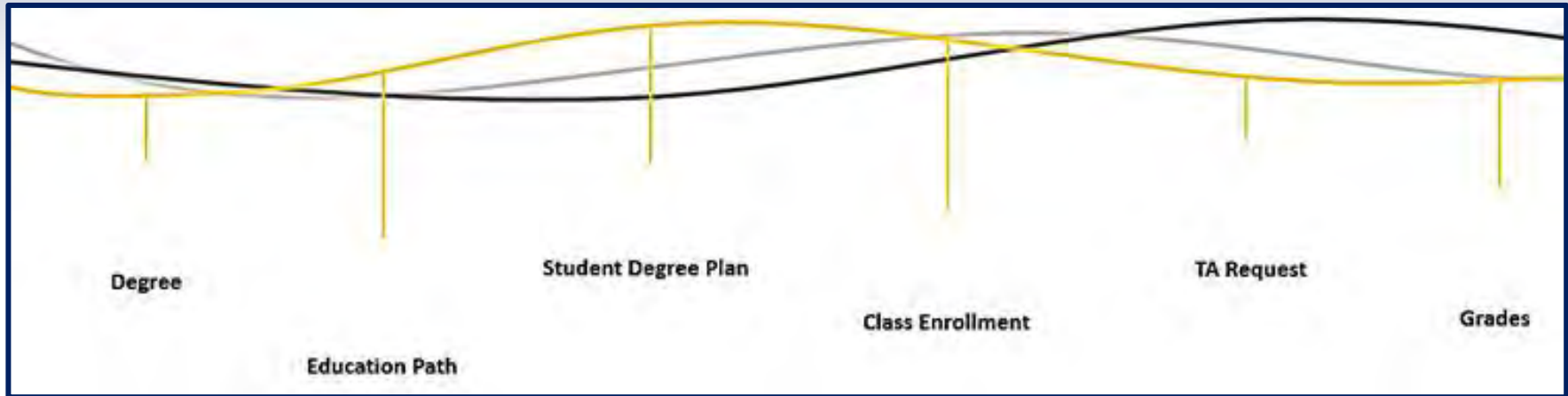
| Request Vendor Account | Request Counselor Account |

| Request Soldier Account | Request EI Data Test Account |

If you are a Soldier and arrived at this page, please logout and retry login.gov using your PIV/CAC.

You must use your PIV/CAC to register as a Soldier.

ArmyIgnitED

Degree — Education Path — Student Degree Plan — Class Enrollment — TA Request — Grades

Step	Application	Link	Processing
1	Central Texas College	http://www.ctcd.edu/	Application for Admission and selection of the desired degree plan
2	ArmyIgnitED	https://www.armyignited.com/app/	Selection of the Educational Institution, desired Education Path, and the degree plan
3	Central Texas College	https://webadvisor.ctcd.org	Registration for the class via WebAdvisor
		http://www.ctcd.edu/forms-1/student-forms/	Registration for the class via eTrieve
4	ArmyIgnitED	https://www.armyignited.com/app/	After the Educ. Path is approved, the student can request TA
A	Central Texas College	https://webadvisor.ctcd.org	Drop from the class via WebAdvisor (only before the start date)
		http://www.ctcd.edu/forms-1/student-forms/	Withdrawal or Drop via eTrieve
B	ArmyIgnitED	https://www.armyignited.com/app/	Withdrawal in ArmyIgnitED

ArmyIgnitED

This is the Profile Page. Use the scroll bar to view all the profile sections and then click **Next**.

ignited⌁

Home   Education Path   Credential   Program Path   Find Ed Center   Welcome Edgar

Profile Page

EP

PVT Edgar Poe

User Id: 34526
Date of Birth: 06/01/1991

SSN (last 4): 0000

Last Successful Login: Jan 6, 2021, 7:41:35 PM

Military Information ⌃

MOS: 1E

GT Score: 95.0000000000000000

ETS Date: Not Available

Civilian Ed Level: 2

Military Ed Level: Not Available

Education Information

Education Center: Fort Benning Education Center

Current Education Path

None

Highest Education Level Completed

Highest Level of Education: N/A

Education Institution: The Florida State University

Graduation Date: 12/16/2015

View Previous Paths

Special Program

Current Special Program Paths   ▶ View All Paths

Special Program:
Prerequisite Classes for a Graduate Programs

Education Institution:
Stanford University

Prerequisite Classes for a Graduate Programs Uploaded Document List:

Special Program:
Defense Department Strategic Foreign Languages

Student Degree Plan

Not currently enrolled in a degree plan

Account Holds

There are not currently any account holds.

Account Information

Civilian Education Level: 2

Military Education Level: Not Available

TA Approved: Not Available

Signed SOU Date: Apr 21, 2020

Is incorrect profile information being displayed? ⊙

✓ ArmyIgnitED Overview
✓ Choose Role
✓ Account Setup
⬗ General Navigation
⬗ Role Specific Training
⬗ Training Resources

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Finally, let's access the Help Center. Click **the name** on the top toolbar.

ignited▲

Home | Education Path | Credential | Program Path | Find Ed Center | Welcome **Edgar**

Welcome to ArmyIgnitED.

Pursue a credential to advance your military career. Get started now.

Request Credentialing Assistance | Add Credential

Financial Assistance Fiscal Year 2021

$0.00

As of

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

✓ ArmyIgnitED Overview | ✓ Choose Role | ✓ Account Setup | ▮ General Navigation | ▮ Role Specific Training | ▮ Training Resources

The **Help Center** provides you with links to training materials, the online forum, and technical assistance. Click **Next**.

ignited🔥   Home   Education Path   Credential   Program Path   Find Ed Center   Welcome Edgar

Help Center

Training Materials

Detailed guides and training simulations on ArmyIgnitED workflows.

> **Training Materials** are detailed guides and training simulations on ArmyIgnitED workflows.

Forum

Online discussion where messages related to ArmyIgnitED are posted.

> The **Forum** includes online discussions where messages related to ArmyIgnitED are posted.

Help Desk

Technical assistance and support related to software and system help.

> The **Help Desk** provides technical assistance and support related to software and system help.

| ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation | Role Specific Training | Training Resources |

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On the **Education Center Profile** page you are able to view the Education Center's contact information, hours of operation, services, and other information. Use the scroll bar to review the page and then click **Next.**

‹ Go Back

Fort Knox Education Center

Contact Information

Address:
31 Warehouse Street
Fort Knox, KY 40121
US

Phone Number:
(502) 624-2427

Email:
usarmy.knox.imcom-
atlantic.mbx.dhr-aces-
counselor@mail.mil

› View Directions

About

For the safety and security of our staff and the Fort Knox Community, the Education Center is closed until further notice.

Points of Contact

Services

Guidance Counselor
502-624-2790 / 2880; Bldg 65, rm 108

Testing Office

On-Post Colleges

University of Louisville
(502) 852-6444
universityoflouisville@mail.com
0730-1200 1300-1600; Bldg, 65, rm 100, 101

Mapping Information

Serving States:
KS, MO

Serving Zip Code(s):
View All 2142

You will create an Education Path by completing four steps. On the **Review Information** step, review your account information for accuracy. Click the **Next arrow** at the bottom of the page to proceed to the next step.

IgnitED

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

Review Information — 1
Choose level — 2
Choose study — 3
Choose institution — 4

Let's get started. In the next four steps, you will create your desired Education Path application, which will be sent to an Education Institution or Vendor for acceptance.

Please review your account information for accuracy before proceeding.

Personal Information

Clicking **Is incorrect information being displayed?** will refer to your point of contact who will assist you in updating your personal and/or education information.

Is incorrect information being displayed? ❶

Contact Information ✏ Edit

Preferred Methods of Contact
Military Email: phyllis@mail.mil

Additional Methods of Contact
Other Email: phylliswheatley@mail.mil

Name of Record Address: 7103 Madison Avenue
Tallahassee, FL 32303

Mailing Address: 7103 Madison Avenue
Tallahassee, FL 32303

Home Phone: (555) 867-5309
Duty Phone: (321) 555-9876

Education Information

Graduation Date: 12/14/2015

Previous
Institution

Clicking the **Edit Pencil** allows you to update your contact information.

Previous Ed

Additional
Information

>

✓ **ArmyIgnitED Overview**
✓ **Choose Role**
✓ **Account Setup**
✓ **General Navigation**
🚩 **Role Specific Training**
🚩 **Training Resources**

On the **Choose Level** step, select which education level you would like to pursue. We have selected Bachelor's Degree, so click the **Next arrow** at the bottom of the page.

ignited

My Education Path   Request Tuition Assistance   My Courses   Student Degree Plan

Review Information   **Choose level**   Choose study   Choose institution

✔   **2**   **3**   **4**

Reviewed

Clicking **Don't know which education level is right for you?** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

Which education level would you like to pursue?

Clicking the **drop-down arrows** next to each education level will display the definition of each level.

Academic Certificate   ⌄

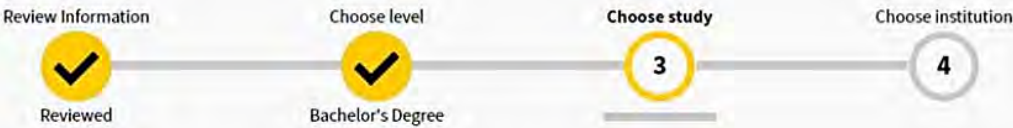Associate's Degree   ⌄

● Bachelor's Degree   ⌄

○ Master's Degree   ⌄

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

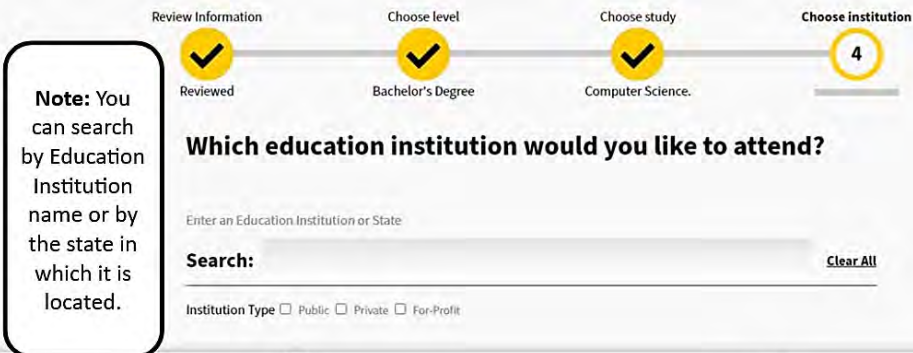‹   ›

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On the **Choose Study** step, type in the text box which area of study you are interested in pursuing. Type **Computer** and then press **Enter** to begin narrowing choices.

ignited

Home   Education Path   Credential   Program Path   Find Ed Center   Welcome Phyllis

My Education Path   Request Tuition Assistance   My Courses   Student Degree Plan

Review Information ✔ Reviewed — Choose level ✔ Bachelor's Degree — Choose study **3** — Choose institution 4

Which area of study are you interested in pursuing?

Don't see your area of study?

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On the **Choose Institution** step, type in the text box which Education Institution you would like to attend. Type **Florida** and then press **Enter** to begin narrowing choices.

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Home   Education Path   Credential   Program Path   Find Ed Center   Welcome Phyllis

My Education Path   Request Tuition Assistance   My Courses   Student Degree Plan

Review Information ✔ Reviewed — Choose level ✔ Bachelor's Degree — Choose study ✔ Computer Science. — Choose institution 4

Note: You can search by Education Institution name or by the state in which it is located.

Which education institution would you like to attend?

Enter an Education Institution or State

Search: _____   Clear All

Institution Type ☐ Public ☐ Private ☐ For-Profit

‹   ›

On the **My Education Path Summary** page, you can review your selections and correct any incorrect information before clicking **Submit for Approval**. Click **Submit for Approval**.

ignited

Home   Education Path   Credential   Program Path   Find Ed Center   Welcome Phyllis

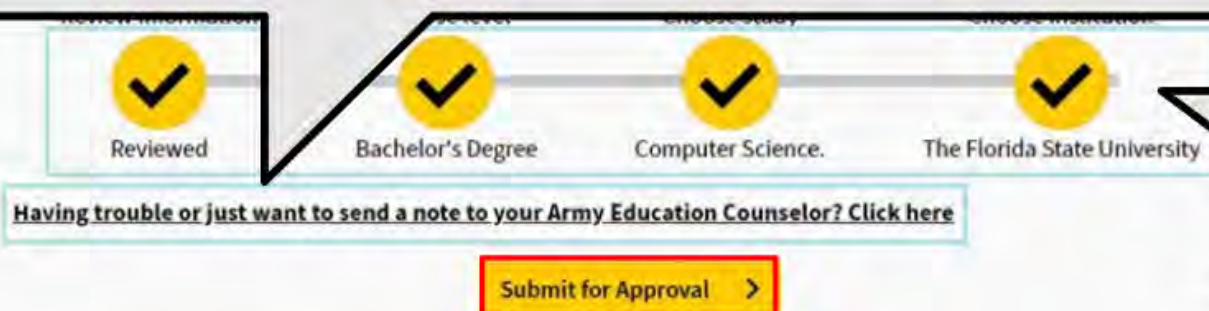My Education Path   Request Tuition Assistance   My Courses   Student Degree Plan

My Education Path Summary

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

Clicking **Having trouble or just want to send a note to your Army Education Counselor? Click here** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

Review Information   ...e level   Choose Study   Choose Institution

✔ Reviewed   ✔ Bachelor's Degree   ✔ Computer Science.   ✔ The Florida State University

Having trouble or just want to send a note to your Army Education Counselor? Click here

You can click on a prior step to edit or review.

Submit for Approval >

ArmyIgnitED Overview   Choose Role   Account Setup   General Navigation   Role Specific Training   Training Resources

The **My Education Path** tab has now been updated to reflect your new Education Path. Once the path has been reviewed by your Army Education Counselor you will receive an email notification with further instructions.

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

If your Education Path is **approved**, you will be able to create a Tuition Assistance Request on the path.

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.

Current Education Path

My Education Path ✏ Edit   Pending Counselor Review

                                                    Request submitted 11/00/00th

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

➔ View Courses

Click **Next** now that you have an Education Path.

ArmyIgnitED
Overview

Choose
Role

Account
Setup

General
Navigation

Role Specific
Training

Training
Resources

The **Education Path** tab displays all requests and completed Education Paths, including the status of each. Scroll down to view the page. Click **Next** to learn about the sub tabs.

| Home | Education Path | Credential | Program Path | Find Ed Center | Welcome Phyllis |

My Education Path Request Tuition Assistance My Courses Student Degree Plan

Clicking **Edit** allows you to revisit your Education Path request and make any changes, as needed. Once the Education Path is re-submitted, your Army Education Counselor will be notified and will need to re-review the request.

Clicking **View Courses** allows you to view all of the courses for which you have requested Tuition Assistance, as well as your Cumulative Army TA GPA.

Clicking **View SDP** allows you to view your current Student Degree Plan and any previous Student Degree Plans.

Current Education Path

My Education Path ✎ Edit   **Pending Counselor Review**
Request submitted 11/09/2020

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

⯈ **View Courses**

My Education Path ✎ Edit   **Approved**
Request submitted 11/09/2020

Education Institution: The Florida State University

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Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome **Phyllis**

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

Current Education Path

My Education Path ✏ Edit

Pending Counselor Review
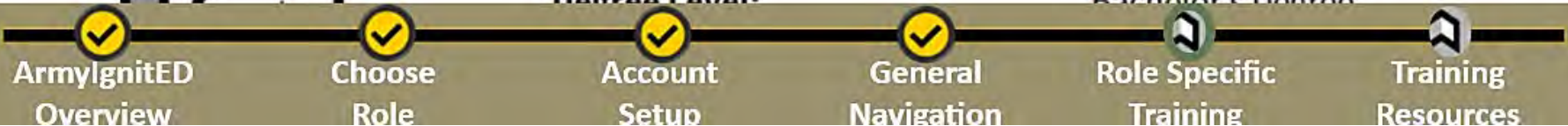
Request submitted 11/09/2020

Education Institution: The Florida State University

Degree Level: Bachelor's Degree

ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation | Role Specific Training | Training Resources

From the **Education Path**, you can click the **My Courses** sub tab to display your courses.

This page allows you to view all of the courses for which you have requested Tuition Assistance, as well as your Cumulative Army TA GPA. You can also take action on withdrawal.

You can view the following:
- Course information (i.e., Grade, Grade Reason, if it was TA funded)
- Financial assistance information (i.e., Billed amount, Course Cost, Tuition Assistance, Student Cost)
- Rejection information (if applicable)

Click **Next** to learn about the Student Degree Plan.

Click Withdraw From a Course to access that training, or click **Next** to continue the training in order and see this training at the end.

ignited | Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome Nikala

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

Financial Assistance Fiscal Year 2020

$0.00
As of 00/11/20

● 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 **TA Request Rejected**

Subject	Catalog Number	Education Institution	Start	Grade
Computer	2343242	University of Florida	08/21/2020	N/A

Financial Assistance
Requested: 07/21/2020

Course Information
Program Path:

Rejection Information
Rejection Date: 07/21/2020 Reason: Withdrawn

< Take Action on Withdrawal

ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation | Role Specific Training | Training Resources

Before we demonstrate how to withdraw from a course, here are some important reminders. Click **Next** to begin the demonstration.

Important Reminders

- If you would like to withdraw from a course, you must first follow the withdrawal process at your Education Institution (EI).
- Every Education Institution (EI) has their own process for withdrawing from a course. Contact your EI to find out more information about their process.
- Once that process has been completed, the student will complete the following demonstrated process in ArmyIgnitED.
- You must select a reason for the withdrawal.
    - You can select your reason as **Personal** at any point while your Tuition Assistance Request is active. However, if you request a withdrawal after ACCESS HQ has paid for your tuition **it will trigger recoupment (repayment of funds).**
    - You can select your reason as **Military** at any point while your Tuition Assistance Request is active.
        - If ACCESS HQ approves your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request.
        - If ACCESS HQ rejects your Military Withdrawal Request, then you will be recouped for the cost of your Tuition Assistance Request.

On the **Education Path** tab, click the **Student Degree Plan** sub tab.

| Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome **Phyllis** |

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

Current Education Path

My Education Path ✏ Edit

Pending Counselor Review

Request submitted 11/09/2020

Education Institution:

Degree Level:

| ✓ ArmyIgnitED Overview | ✓ Choose Role | ✓ Account Setup | ✓ General Navigation |

The **Student Degree Plan** sub tab displays current and previous Student Degree Plans. To view a specific Student Degree Plan, click **View SPD**.

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| Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome **Edgar** |

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

Note: Student Degree Plans display the degree and Education Institution.

Current Student Degree Plans include the total credit hours and how many have been completed.

Previous Student Degree Plans display the Date Completed.

Current Student Degree Plan

M.A., Architecture   ▸ **View SDP**

Education Institution: University of Virginia   **Total Credit Hours** 18 Completed — 21 Required

Previous Student Degree Plans

B.S., Industrial Engineering   ▸ **View SDP**

Education Institution: Boston College   **Date Completed:** 05/12/2017

A.S., Engineering Systems   ▸ **View SDP**

Education Institution: Ohio State University   **Date Completed:** 05/12/2017

| ✓ ArmyIgnitED Overview | ✓ Choose Role | ✓ Account Setup | ✓ General Navigation | ⚑ Role Specific Training | ⚑ Training Resources |

On the **Education Path** tab, click the **Student Degree Plan** sub tab.

| Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome **Phyllis** |

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

Current Education Path

My Education Path ✏ Edit

Pending Counselor Review

Request submitted 11/09/2020

Education Institution:

Degree Level:

| ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation |

The **Student Degree Plan** sub tab displays current and previous Student Degree Plans. To view a specific Student Degree Plan, click **View SPD**.

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| Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome **Edgar** |

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

Note: Student Degree Plans display the degree and Education Institution.

Current Student Degree Plans include the total credit hours and how many have been completed.

Previous Student Degree Plans display the Date Completed.

Current Student Degree Plan

M.A., Architecture ▸ View SDP

Education Institution: University of Virginia

Total Credit Hours
18 Completed — 21 Required

Previous Student Degree Plans

B.S., Industrial Engineering ▸ View SDP

Education Institution: Boston College **Date Completed:** 05/12/2017

A.S., Engineering Systems ▸ View SDP

Education Institution: Ohio State University **Date Completed:** 05/12/2017

| ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation | Role Specific Training | Training Resources |

Before we demonstrate how to request Tuition Assistance (TA), here are some important reminders. Click **Next** to begin the demonstration.

Important Reminders

- Tuition Assistance Requests must be submitted and approved prior to the course start date.

- Soldiers may take **up to 16 semester hours each fiscal year** at the rate of up to $250 a semester hour, not to exceed $4,000.

- After completing **6 semester hours of TA-funded coursework** in the current or new home school or degree program, Soldiers **must have an approved official degree plan** outlining the specific classes required to meet their educational goal.

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Once you have received an email notification that your Education Path has been approved, you can start the process of requesting Tuition Assistance. Click the **Education Path** tab.
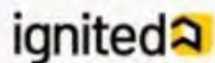
ignited▲   Home   **Education Path**   Credential   Program Path   Find Ed Center | Welcome **Edgar**

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Click **Request Tuition Assistance** on the approved Education Path.

ignited▲   Home   **Education Path**   Credential   Program Path   Find Ed Center   Welcome **Phyllis**

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

Current Education Path

My Education Path ✏ Edit   `Pending Counselor Review`
Request submitted 11/09/2020

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

> View Courses

My Education Path ✏ Edit   `Approved`
Request submitted 11/09/2020

Education Institution:	The Florida State University
Degree Level:	Bachelor's Degree
Area of Study:	Biology/Biological Sciences, General.

> View Courses
> View SDP

`Request Tuition Assistance  >`

Click **Request Tuition Assistance** on the approved Education Path.

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Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome Phyllis

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

Current Education Path

My Education Path ✎ _Edit_

Pending Counselor Review

Request submitted 11/09/2020

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

⊙ **View Courses**

My Education Path ✎ _Edit_

Approved

Request submitted 11/09/2020

Education Institution:	The Florida State University
Degree Level:	Bachelor's Degree
Area of Study:	Biology/Biological Sciences, General.

⊙ **View Courses**

⊙ **View SDP**

Request Tuition Assistance ›

Use this page to request Tuition Assistance. Scroll to review the entire page and then click **Next** to proceed with each section of the page.

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| Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome Langston |

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

Financial Assistance Fiscal Year 2021

$100.00

As of 01/07/21

● **Credentialing Assistance**   ● **Tuition Assistance**   ⚏ **Pending Assistance**   **$3,900.00**
$0.00 $100.00 $0.00   **Per Year**

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

☑✓ 0 Items selected

ArmyIgnitED Overview | **Choose Role** | **Account Setup** | **General Navigation** | **Role Specific Training** | **Training Resources**

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You can request Tuition Assistance from the Education Institution where you are currently enrolled by selecting the course(s) within the first section. Let's scroll down the page by clicking **Next**.

| 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:

☑✓ 0 Items selected

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Start Date	End Date	Credits	Total Army Cost	Total EI Cost	
☐	BIO1234	Biology	BIO122435		01/18/21	01/31/21	4	$231.00	$231.00	⋮▾

Education Institution	Degree Level	Tuition Type	Start Date	End Date
The Florida State University	Undergraduate - Lower Level	Distance Learning	01/18/21	01/31/21

Don't see your course listed?

Clicking **Don't see your course listed?** creates an email using the default email service on your device, allowing you to contact your Army Education Counselor for assistance.

| ✓ ArmyIgnitED Overview | ✓ Choose Role | ✓ Account Setup | ✓ General Navigation | 🔖 Role Specific Training | 🔖 Training Resources |

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You can also request Tuition Assistance for a course at an Education Institution in which you are **not** currently enrolled. Select the **Macro Economics** class using the checkbox. Click **Next**.

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

Add Course

Click Add a Course to learn more about how to add a course at an institution where you are not currently enrolled. You will be returned to this page once complete.

☑✓ 1 Items se

Select	Course Ref. Number	Subject	Catalog Number	Course Title	Credits	Cost	Cost
☑	3454	Macro Ec	2323	MacroEconomics 101	3	$300.00	$300.00 ⋮▾
Education Institution Stanford University		**Degree Level** Undergraduate - Upper Level		**Tuition Type** In-State	**Start Date** 02/28/21	**End Date** 03/31/21	
☐	12	123	123	Course Testing 101	1	$77.00	$77.00 ⋮▾
Education Institution		**Degree Level** Undergraduate - Upper		**Tuition Type**	**Start Date**	**End Date**	

The last section of the page allows you to upload supporting documentation to your request. This is optional. Click **Submit Request** to submit your request for Tuition Assistance.

ignited

Home | **Education Path** | Credential | Program Path | Find Ed Center | Welcome Langston

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

To add supporting documentation to your request, upload it below. optional

Upload Supporting Files

Uploaded Files

Drag a .pdf,.doc,.docx,.jpg,.png file to upload

Upload File

You can add supporting documentation by clicking **Upload File**.

Note: The **Total Cost**, **Tuition Assistance**, and **Your Tuition Cost** amounts automatically update with your selections and course credits provided.

$231.00

$231.00

$0.00

Total Cost:

Tuition Assistance:

Your Tuition Cost:

Submit Request →

If you are requesting Tuition Assistance for a course that you are not taking at your home school (an Education Institution that you are not currently enrolled in) follow the instructions below. You can then click **Add** to be returned to the original page.

You must enter the following course information:

- Education Institution
- Degree Level
- Tuition Type
- Course Reference Number
- Subject
- Catalog Number
- Credits
- Course Title
- Is this a flat rate cost?
- Start and End Date

Once complete, click **Add** to be returned to the original page.

Add Course

Please fill out the below course information that you want to request tuition assistance for. You may only add a course that you are not taking at your home school.

Education Institution required

Louisiana State University

Degree Level required	Tuition Type required
Undergraduate – Upper Level	Out-of-State

Course Reference Number required	Subject required
12	Computer Science

Catalog Number required	Credits required
123	3

Course Title required

Introduction to Analysis of Algorithms

Is this a flat rate cost? ⓘ required	Total Tuition Cost	Total Army Cost
● Yes ○ No	$750.00	$750.00

Start Date required	End Date required
09/18/2020	09/30/2020

$750.00 $750.00 **$0.00**

Total Course Cost / Tuition Assistance / **You Pay** ⓘ

Can't find the Education Institution you want?   Cancel   **Add**

Review the information for the course(s) for which you are requesting Tuition Assistance. If all of the information is correct, click **Confirm**.

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

$300.00	$300.00	$0.00
Total Cost:	Financial Assistance:	Your Tuition Cost:

Cancel   **Confirm**

Note: If you selected course(s) **not at your home school**, your request will require a Counselor review.

If the course(s) selected are **on your Student Degree Plan with your** Education Institution, your request will be automatically approved.

Note: Clicking **Cancel** will return you to the previous page and allow you to re-select the courses for which you want to request Tuition Assistance.

ArmyIgnitED Overview | Choose Role | Account Setup | General Navigation | Role Specific Training | Training Resources

Congratulations! Your Tuition Assistance Request has been submitted. Click **Done**.

Selecting the drop-down arrow reveals additional details regarding your Tuition Assistance Request.

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 Hour Cost	Start Date	End Date
$300.00	Feb 28, 2021	Mar 31, 2021

$300.00	$300.00	$0.00	
Total Cost:	Tuition Assistance:	Your Tuition Cost:	Done

ArmyIgnitED Overview	Choose Role	Account Setup	General Navigation	Role Specific Training	Training Resources

You will receive a determination email if your request was approved or denied.

Possible Reasons for Denial

- CIV Ed Level Mismatch – Your Education Institution and Education Pathway do not match
- The information your provided for your Tuition Assistance Request is incorrect
- There is a hold on your account
- Other – A more detailed description of the reason for denial will be included with this option

Your Army Ignited TA Request has been approved and submitted to your home school. Inbox ×

10:23 AM (3 minutes ago) ☆ ↩ ⋮

to me ▾

Dear PVT, Doe

Your Tuition Assistance request for Macro Economics was approved and submitted to Stanford University,

Please contact your Education Center at +1 123 – 456 – 7890 if you have any questions.

ArmyIgnitED Signature

Your Army Ignited TA Requ

to me ▾

Dear PVT, Doe

Your Tuition Assistance request for Macro Ec
reason:

[View Callout for Available Reason]

Please submit a new TA Request or contact y
questions.

ArmyIgnitED Signature

Click **Next** to learn about withdrawal and recoupment.

Click Special Program Paths to learn about Special Program Paths.

Click final module to wrap up the course.

Before we demonstrate how to withdraw from a course, here are some important reminders. Click **Next** to begin the demonstration.

Important Reminders

- If you would like to withdraw from a course, you must first follow the withdrawal process at your Education Institution (EI).
- Every Education Institution (EI) has their own process for withdrawing from a course. Contact your EI to find out more information about their process.
- Once that process has been completed, the student will complete the following demonstrated process in ArmyIgnitED.
- You must select a reason for the withdrawal.
    - You can select your reason as **Personal** at any point while your Tuition Assistance Request is active. However, if you request a withdrawal after ACCESS HQ has paid for your tuition **it will trigger recoupment (repayment of funds).**
    - You can select your reason as **Military** at any point while your Tuition Assistance Request is active.
        - If ACCESS HQ **approves** your Military Withdrawal Request, then you will not be recouped for the cost of your Tuition Assistance Request.
        - If ACCESS HQ **rejects** your Military Withdrawal Request, then you will be recouped for the cost of your Tuition Assistance Request.

Once you have completed the withdrawal process at your Education Institution, you can start the process in ArmyIgnitED. Click the **Education Path** tab.
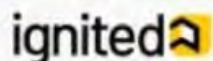
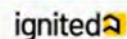ignited△   **Home**   Education Path   Credential   Program Path   Find Ed Center   Welcome **Edgar**

The Education Path tab displays. Click the **My Courses** sub tab.

ignited△   Home   **Education Path**   Credential   Program Path   Find Ed Center   Welcome **Phyllis**

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

Current Education Path

My Education Path ✎ Edit   **Pending Counselor Review**
                                                    Request submitted 11/09/2020

Education Institution: The Florida State University

Degree Level: Bachelor's Degree

Area of Study: Computer Science.

❯ **View Courses**

My Education Path ✎ Edit   **Approved**
                                                    Request submitted 11/09/2020

Education Institution: The Florida State University

Degree Level: Bachelor's Degree

Area of Study: Biology/Biological Sciences, General.

❯ **View Courses**   **Request Tuition Assistance   ❯**

❯ **View SDP**

Your courses display. Click the **Take Action on Withdrawal** button on the applicable course.

Tuition Assistance Courses | Credentialing Assistance Courses

Financial Assistance Fiscal Year 2019

$4,000
per year

$2,100
As of 05/16/2019

● Credential Assistance
$230

● Tuition Assistance
$1,870

▨ Pending Assistance
$0

● Remaining Assistance
$1,900

3.42 Cumulative Army TA GPA

Current Courses

Course Title: Foundation Studio 1	Credits: 3				Withdrawn
Subject ARCH	**Catalog Number** 2300	**Education Institution** University of Virginia	**Start** 01/13/2020	**Grade** W	⌄

Take Action on Withdrawal

AMERICA'S ARMY:
THE STRENGTH OF THE NATION™

A popup window displays prompting you to provide a reason (i.e., Personal or Military) for your withdrawal. You may also upload an optional file or the TA Recoupment Waiver – Withdrawal for Military (WM) Reasons form to support your reason.
We already selected Personal, so click **Submit**.

You are withdrawing from ARCH 2300 Foundation Studio I. You must provide a reason for your withdrawal.

☑ Personal ⌄

○ Military ⌄

You may upload an optional file or the TA Recoupment Waiver - Withdrawal for Military (WM) Reasons form to support your reason.

◻ **Upload file (optional)**

Course Withdraw.pdf 🗑

Cancel   **Submit**

You have now completed the process of withdrawing from your course within ArmyIgnitED and submitted the reason for your withdrawal. You are returned to the **My Courses** page. Click the **chevron** to see more details.

Financial Assistance Fiscal Year 2019 $4,000

$2,100
As of 05/16/2019

Note: The status of "**Withdrawn**" will appear in an icon in the top-right corner of the course details box to confirm your successful withdrawal from the course once it has been processed.

● Credential Assistance   ● Tuition Assistance   ◿ Pending Assistance
$230 $1,870 $0

3.42 Cumulative Army TA GPA

Current Courses

Course Title: Foundation Studio 1   **Credits:** 3   Withdrawn

Subject	Catalog Number	Education Institution	Start	Grade	
ARCH	2300	University of Virginia	01/11/2020	W	⌄

By clicking the chevron you can view course details, including the Withdrawal date, Withdrawal Reason, and the documentation if provided.

Financial Assistance Fiscal Year 2019

$4,000 per year

$2,100
As of 05/16/2019

- ● Credential Assistance
  $230
- ● Tuition Assistance
  $1,870
- ◨ Pending Assistance
  $0
- ● Remaining Assistance
  $1,900

3.42 Cumulative Army TA GPA

Current Courses

Course Title: Foundation Studio 1	Credits: 3			Withdrawn
Subject ARCH	**Catalog Number** 2300	**Education Institution** University of Virginia	**Start** 01/13/2020	**Grade** N/A ∧
Withdrawal: 01/17/2020	**Withdrawal Reason:** Personal	**Documentation:** Course withdraw.pdf		
Requested: 01/17/2020	**Billed:** 01/17/2020	**Course Cost** $375	**Tuition Assistance:** $375	

Click **Next** to learn about Recoupment.

ArmyIgnitED Overview • Choose Role • Account Setup • General Navigation • Role Specific Training • Training Resources

CTC Courses

CTC EUROPE
VoTech Programs

CTC TEXAS

F2F
Classroom Setting

BLENDED
Classroom Setting + Blackboard

EUR Distance Learning
Blackboard

TX Distance Learning
Blackboard

F2F
With BB Component

WeBB Learning
Media Streaming + Blackboard

CTC class schedule

http://soarapp.ctcd.org/online_forms/schedule/schedule2.cfm

http://www.europe.ctcd.edu
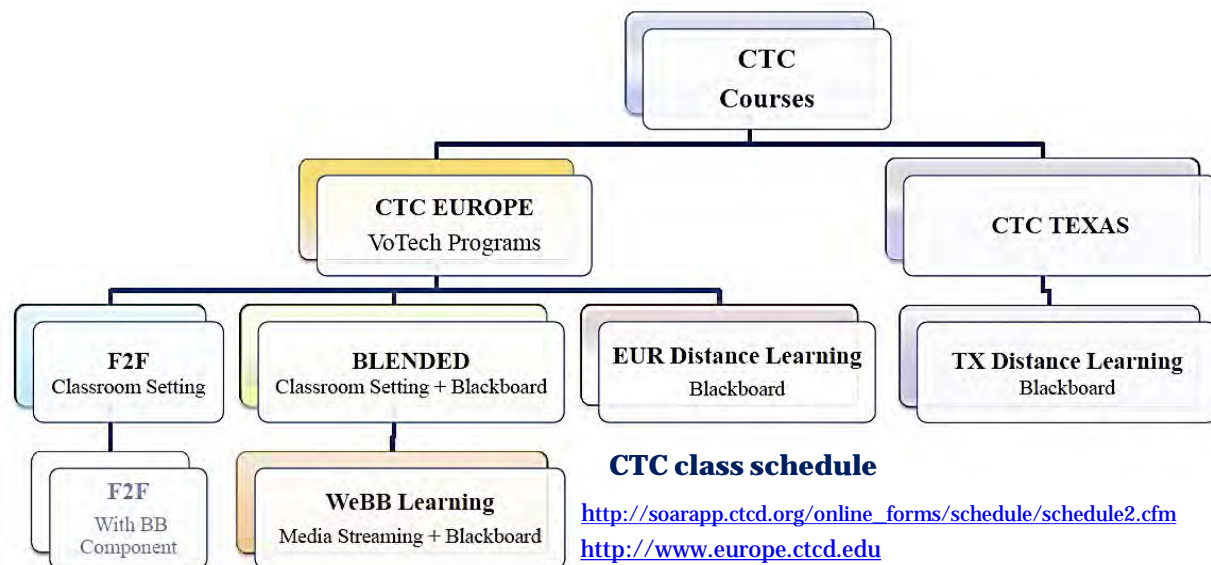
Help Desk points of contact

- **WebAdvisor**

For access or log in problems, students should email → webadvisor.tech@ctcd.edu → Phone: (254) 526-1637 or (800) 792-3348, ext.1637 Please include your full name, CTC ID, and email address that is on file with CTC (for identity verification).

Before requesting any assistance, please review the link → **www.ctcd.edu/webadvisorinfo/**

Exception: If you are receiving a registration/withdrawal error message, please contact Student Services → studentservices.europe@europe.ctcd.edu

- **Blackboard**

First contact → studentservices.europe@europe.ctcd.edu to determine your appropriate contact for assistance. For web assistance, follow the link

→ https://online.ctcd.edu/contact.cfm

- **Student Resources** → http://online.ctcd.edu/student_resources.cfm

- **EagleMail** (lost or forgotten EagleMail password) → help.desk@ctcd.edu

Before requesting any assistance, please review the link → **http://www.ctcd.edu/students/current-ctc-students/student-email/**

- **eTrieve**

If you are having trouble accessing a form, please first clear your browser cache or select a different browser. Before requesting any further assistance, please review the link

→ http://www.ctcd.edu/forms-1/student-forms/eforms-frequently-asked-questions/

IT Help Desk → help.desk@ctcd.edu → Tel: 254-501-3103 (M-Th 7:00 a.m. - 5:30 p.m. / Fri 7:00 a.m. - 11:30 a.m.)

FOR STUDENTS OF THE REAL WORLD