How To Guide
Navigate Student Dashboard (1 of 9)

Purpose
This guide provides an overview on navigating the Student’s dashboard. The functions available to the Student are: Home, Education Path, Credential Path, Program Path, Find Ed Center, Account, Document Repository, Help Center, and Sign Out. The Student can follow the steps below to access each function. **Note: This guide provides a high-level overview of the Student Dashboard.**

Steps to Navigate Student Dashboard – Student Homepage
The initial landing page is the Student Homepage. Here, you’re able to view the following:
- Undergraduate Semester Hours
- Graduate Semester Hours
- Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance Used
- Tuition Assistance Used
- Pending Assistance
Steps to Navigate Student Dashboard – Education Path

On the **Education Path** tab you’re able to view the following sections:

- **My Education Path**
  - Add and Edit Education Paths
  - View Current and Previous Education Paths
  - View Status of Education Path Requests
- **Request Tuition Assistance**
  - Request Tuition Assistance for Courses within Education Paths
- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
  - View Student Degree Plan

**Note**: Clicking **View** will allow you to download and view each training document.

**Note**: This guide provides a high-level overview of the Student Dashboard.
Steps to Navigate Student Dashboard – Credential

On the Credential tab you’re able to:

- **My Credentials**
  - Add Credentials
  - View Current and Previous Credentials
  - View Status of Credentialing Assistance Requests
  - Mark Credentials as Complete

- **Request Credentialing Assistance**
  - Request Credentialing Assistance for Credentials
  - View Status of Credentialing Assistance Requests
  - Withdraw Credentialing Assistance Requests

![Student Dashboard Screenshot]

Note: This guide provides a high-level overview of the Student Dashboard.
Steps to Navigate Student Dashboard – Program Path

The **Program Path** tab provides the following features:

- **Program Path**
  - Add Special Program Paths
  - View Current and Previous Program Paths
  - View Status of Program Path Requests

- **Program Path Request**
  - Request Tuition Assistance for Special Program Paths
  - View Status of Tuition Assistance Requests

- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)

- **Student Degree Plan**
  - View Student Degree Plan

**Note:** This guide provides a high-level overview of the Student Dashboard.
Steps to Navigate Student Dashboard – Find Ed Center

The Find Ed Center allows you to search for an Education Center and view its profile. Enter one of the following into the search bar to find an Education Center:

- City
- State
- UIC Code
- Zip Code
- Education Center Name

Note: Clicking View Profile on a search will allow you to view additional information about the Education Center you selected.

Note: This guide provides a high-level overview of the Student Dashboard.
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Steps to Navigate Student Dashboard – Student Profile

1. Click your name in the top right corner and select Account.

Your Student Profile displays. Information in your Student Profile is auto-populated from the Integrated Total Army Personnel database (ITAP). The Student Profile shows you the following information:

Use the Left Panel to:
• View Military Information
• View and/or Edit Contact Information
• View and/or Edit Mailing Information
• View ArmyIgnitED Messages

Use the Right Panel to view:
• Student Degree Plan
• Account Holds
• Account Information:
  • Civilian Education Level
  • Military Education Level
  • Tuition Assistance Approved
  • Signed SOU Date

Use the Education Information section to view:
• Education Center
• Current Education Path Details
• Highest Education Level Completed Details

Use the Special Program section to:
• View Special Program Paths

Use the Credential section to:
• View Most Recent Credential Completed
• View all Credentials

Use the Financial Assistance section to:
• View Tuition Assistance and Credentialing Assistance Funding Status

Note: This guide provides a high-level overview of the Student Dashboard.
Steps to Navigate Student Dashboard – My Document Repository

1. Click your name in the top right corner and select My Documents.

My Document Repository provides you with a space to upload documents that you may need in ArmyIgnitED. These documents can be sorted by:
- File Name
- Upload Date
- Uploaded By
- User Group

You also have the ability to upload, download, and/or remove documents within this repository.

Note: Clicking the Download icon will allow you to download and view each training document.

Note: This guide provides a high-level overview of the Student Dashboard.
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Steps to Navigate Student Dashboard – Help Center
1. Click your name in the top right corner and select Help Center.

The Help Center provides you with links to the following:
• Training Materials - Detailed guides and training simulations on ArmyIgnitED workflows.
• Forum - Online discussion where messages related to ArmyIgnitED are posted.
• Help Desk - Technical assistance and support related to software and system help.

Note: Clicking Sign Out will log you out of ArmyIgnitED.

Note: This guide provides a high-level overview of the Student Dashboard.
Optional: Steps to Navigate Student Dashboard – Switch User Roles

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

1. Click your name in the top right corner and select the role you would like to **Use ArmyIgnitED as a:**

**Note:** Users with multiple roles will have the option to select from their multiple roles.

**Note:** A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.