

## Get Started in ArmyIgnitED 2.0!

**CREATE AN ACCOUNT:** Visit <https://www.armyignited.army.mil/student/public/welcome> and click on **Login**. This will register your CAC to ArmyIgnitED. You only need the URL and your CAC to log in.

**SUBMIT AN EDUCATION GOAL:** You must submit an education goal through ArmyIgnitED 2.0 even if you had an approved education path in ArmyIgnitED 1.0.

**STEP 1:** Click on **Education Goals** on the left side menu or **Create New Goal** near the bottom of the homepage.

**STEP 2:** Select your education goal type. If you see N/A by the goal you are trying to create, that means you are ineligible for that degree level. If there is an error, please contact your S1 to get your civilian education level updated in your personnel record. In the meantime, you can contact the Fort Hood Education Center, provide substantiating documentation showing your correct civilian degree level, and have an Education Counselor do a one-day update of the civilian education level.

**STEP 3:** Select your academic institution. Enter your academic institution's name and select from the drop-down list. You will enter your academic institution student ID # (if known), then click **Next**.

**STEP 4:** Select a degree program. Academic institutions are required to input the degree programs they offer into ArmyIgnitED. There is a keyword search to help find your degree program. If you do not see the degree program you are pursuing, contact the academic institution to have the degree program loaded. Select the degree program from the drop-down list, then click **Next**.

**STEP 5:** Upload your evaluated degree plan. An evaluated degree plan is specific to you and must include your name, the name of the academic institution, the name of the degree program you are pursuing, the total number of credits needed to complete the entire degree, the number of credits that have already been completed, the number of accepted transfer credits, and the number of credits remaining to complete the degree.

- If you do not have an evaluated degree plan at the time you create your education goal, check the box that states **No Degree Plan File**, then click **Next**. If you do not attach an official evaluated degree plan when you create your education goal, you will need to provide it to an Education Counselor prior to the completion of 6 semester hours in order to avoid going on hold.

**STEP 6:** Enter the total number of required credits for your degree program if not already loaded (most academic institutions have already loaded the number of credits required for the degree). If you are uploading an evaluated degree plan, you can update the transferred credits in the **Previous Credits** field. If the credits you enter are in quarter hours, check the **YES** box. Click **Submit Goal**.

**STEP 7:** Once you submit your education goal, it will be sent to the Fort Hood Education Center for review. Once approved or disapproved, you will receive a message in your student message section; if the education goal is approved, you may apply for tuition assistance. You must request TA in ArmyIgnitED prior to registering for a class through your academic institution.