

Soldier Tip Sheet for ArmyIgnitED 2.0

GETTING STARTED:

1. Create an ArmyIgnitED 2.0 account by visiting <https://www.armyignited.army.mil/student/public/welcome> and click **Login**. This will register your CAC to ArmyIgnitED. You only need the URL and your CAC to log in.
2. Soldiers will login to the ArmyIgnitED 2.0 student portal with a dashboard containing a snapshot of their record.
3. The student portal dashboard will show funding remaining for the FY, the approved education goal, credits remaining to complete the approved education goal, holds, messages, Education Center contact information, and more.
4. Soldiers should update their personal information by clicking on **My Profile** at the upper right hand side of the dashboard.
5. Education Counselors and Academic Institutions (AI) will have their own ArmyIgnitED portals that will communicate with the student portal.
6. Soldiers should review the **Explore My Options** section of the dashboard to search degree programs, AI's, and to explore career options using the Career Path Decide tool.
7. After exploring your options, create an education goal in ArmyIgnitED. Once an education goal is approved by an Education Counselor, you can submit future TA requests.
8. Soldiers have access to user tutorials in ArmyIgnitED for assistance with such things as: creating an education goal, creating a TA request, and more. To access the tutorials log into ArmyIgnitED , click on the question mark located in the upper right hand corner, select **Documents & Links**, then select **Tutorial**.
9. Soldiers will be able to request TA for FY23 courses. Requests for Credentialing Assistance (CA) will be available at a later date.
10. Soldiers will receive system messages and emails when TA requests are approved or if more information is needed from an Education Counselor.
11. More guidance will be provided at a later date on the creation of historical TA requests for FY21 and FY22 once data migration is complete in ArmyIgnitED 2.0. This process will allow Education Counselors to create TA requests for previously completed courses if Soldiers can provide course completion documentation.

WHAT'S STAYING THE SAME?

1. Eligible Soldiers may use up to 16 semester hours (SH) of TA each FY or \$4000 total between TA and CA combined.
2. Soldiers must maintain a 2.0 GPA after completion of 15 SHs toward an undergraduate degree and a 3.0 GPA after 6 SHs toward a graduate degree.
3. Soldiers' TA requests must be approved prior to the start date of the course.
4. Soldiers must have an approved education goal in order to request TA.
5. Soldiers must acknowledge the TA User Agreement (formerly the Statement of Understanding) prior to requesting TA.
6. Soldiers must request TA in ArmyIgnitED and register for the course with their Academic Institution (AI).
7. When Soldiers earn an unsatisfactory grade or there is no grade posted, The Army will recoup the TA. Soldiers will be recouped for TA when a grade of D or below is earned in an undergraduate course or a grade of C or below is earned for a graduate course.

WHAT'S CHANGING?

1. Soldiers can submit TA requests no earlier than 60 days prior to the start date of a course and no later than 7 days prior to the start date of the course.
2. Soldiers must drop or withdraw from a course with their Academic Institution (AI).
3. A course end date must be more than 14 days prior to ETS or retirement.
4. Soldiers must ensure their grades are posted to the system by the AI within 60 days of the end date of the course and prior to ETS/retirement to prevent recoupment. Soldiers will not be refunded for grades changed after a recoupment is processed.
5. Soldiers must initiate a **Request for Recoupment Waiver** within 30 days from the date the withdrawal (W) grade is posted.
6. Failing or unsatisfactory grades no longer qualify for a **Request for Recoupment Waiver**. The AI must post the withdrawal (W) grade for the Soldier to be eligible to apply for a recoupment waiver.