

## **Follow the steps below to submit and Education Goal.**

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. Soldiers can hover over the goal and they will see the reason why they are ineligible. If this is an error, please contact your S1 to get your civilian education level updated in your record. In the meantime, Soldiers could contact their Education Center, provide correct documentation (transcript), and request that an Education Counselor do a one-day update of the civilian education level.

Step 3 – Select your Academic Institution (AI). Enter your AI name and select from the drop-down list. You may need to enter your AI student ID if known, click “Next”.

Step 4 – Select a Degree Program. AIs are required to input the degree programs they offer. There is a keyword search to help find your degree program. If you do not see the program you’re pursuing, contact the school to have the degree program loaded to the AI portal. Select the Degree program from the drop-down list, click “Next”.

Step 5 – Upload your Evaluated Degree Plan. An Evaluated Degree Plan is specific to you and lists transfer credits if you have any. If you do not currently have an Evaluated Degree Plan, check the box that states, “No Degree Plan File”, click “Next”. (If you did not attach an official Evaluated Degree when you created your Education Goal, you will need to provide the Evaluated Degree Plan in PDF to your Education Center to be added to your account to continue using tuition assistance after completing two classes.)

Step 6 – Enter total required credits for your degree level if not already loaded. Most AIs 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 – Review & Approval/Disapproval. Once you submit your education goal, it is sent to your Education Center for review. Once approved or disapproved, you will receive a message in your student message section. Once your education goal is approved, you may apply for tuition assistance.