

Soldier Tip Sheet: Upgraded ArmyIgnitED System

1. Using the System

- New website with a new layout!! This is a more reliable system with faster response times to Soldiers' inquiries.
- First, Soldiers must create an account by visiting the upgraded ArmyIgnitED website, www.armyignited.army.mil, and click on "Login." This will register your CAC to ArmyIgnitED. You will only need the URL and your CAC. (Login.gov will not be used to access the site.)
- Soldiers will login to the upgraded ArmyIgnitED *Student Portal* with a dashboard containing a snapshot of their record.
- The *Student Portal* dashboard will describe a Soldier's Tuition Assistance (TA) funding remaining, credits remaining, any holds, messages, approved education goal, Ed. Center contact info, and more.
- Soldiers *should update personal information* by going to *My Profile* at the upper right of the dashboard.
- Education Counselors and Academic Institutions (AI) *will have their own ArmyIgnitED portals* that will communicate with the Student Portal.
- Soldiers should review the "*Explore My Options*" section on the dashboard to search degree programs, academic institutions, and *explore careers using the Career Path Decide tool*.
- After exploring your options, creating an *Education Goal* in ArmyIgnitED and getting it approved by your education counselor is critical before TA requests can be submitted.
- Soldiers will have over *14 user tutorials in the site* to assist with searching institutions, creating an education goal, creating a TA request, and more. Use this pathway to access system tutorials: Login to ArmyIgnitED > Click on the Question Mark Located at the Upper Right Corner > Documents & Links > Tutorial
- Soldiers will be able to request TA for FY23 courses. Requests for Credentialing Assistance (CA) will be available at a later date. More information will follow regarding CA.
- Soldiers *will receive system messages and emails* when TA requests are approved or if more information is needed from an education counselor.
- More guidance will be provided on the *creation of historical TA requests* for FY21 and FY22 once data migration is complete in the upgraded system. This process will allow Education Counselors to create TA requests for previously completed courses if Soldiers can provide course completion documentation.

2. What's Staying the Same?

- Eligible Soldiers may use up to 16 Semester Hours (SH) or \$4000 total per Fiscal Year (FY) for TA and/or CA combined.
- Soldiers must maintain a GPA of 2.0 after completion of 15 SHs toward an undergraduate degree and 3.0 GPA after 6 SHs toward a graduate degree.
- Soldiers' *TA requests must be approved in the upgraded ArmyIgnitED* before the start date of the course.
- Soldiers *must have an approved Education Goal* to request TA.
- Soldiers must acknowledge the TA User Agreement(formerly the Statement of Understanding) when requesting TA.
- Soldiers must request TA within the upgraded ArmyIgnitED and register for the course with their Academic Institution(AI).
- When Soldiers earn an unsatisfactory grade OR there is no grade posted, The Army will recoup the tuition assistance. Soldiers will be recouped for TA when a grade of D or below is earned on an undergraduate course or a grade of C or below is earned on a graduate course.

3. What's Changing?

- Soldiers must submit their requests for TA no earlier than 60 days and no later than 7 days prior to the start date of the course.
- Soldiers must drop or withdraw from a course with their AI.
- A course end date must be more than 14 days prior to ETS or retirement.
- If a grade is not posted prior to ETS/Retirement, recoupment actions will be initiated. Work with your AI for timely grade posting in the system.
- 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 of TA. Work with your Academic Institution to get your grades posted in a timely manner.
- Soldiers will not be refunded for grades changed after a recoupment is processed.
- Soldiers must initiate a Request for Recoupment Waiver within 30 days from the date the withdrawal (W) grade is posted.
- 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.

We are excited about the launch of the upgraded ArmyIgnitED! Stay tuned for more information as it becomes available.