How to apply for Federal Tuition Assistance in GoArmyEd

NON-LOI SCHOOL
Education Services
Presented by SFC Robyn Major
Completing Your Common Application and Registering with GoArmyEd
Go to www.goarmyed.com

First click on the New User Button
Enter your full SSN and Date of Birth
Enter your personal and contact information into all fields.
*Make sure you provide a phone number and email you check regularly as notifications will be directed to these.

Once complete click Save and Continue.
Your Username for logging in is shown here. Make sure to write it down and save a copy somewhere you will not lose it. ACES will send you a confirmation email also.
Password must contain at least two uppercase letters, two lowercase letters, two numbers, two special characters and be at least 14 characters long.

Once complete click Save and Continue
 TA Benefits Verification

Step 1: TA Benefits Verification

To request access to Army Tuition Assistance, complete the following steps.

This Wizard has six steps and takes approximately 30 minutes to complete. You can save your work from within the Wizard and resume work at a future time by selecting the Request TA Access Link from your GoArmyEd homepage.

Once you’ve completed your request and submitted it, you will be able to Request TA Benefits and enroll in classes in GoArmyEd.

For additional information about who is eligible for TA and TA Policies or to start your TA Account Request Wizard, please select from the following links:
- TA Eligibility Overview
- TA Rates and Fees

- Your record was found in the Army’s Personnel Record Database.
- Records indicate your highest degree earned to date is Test-Based Equivalency Diploma.
- Congratulations! You may be eligible for TA benefits.

Click Save and Continue
Choose Video to launch a 4 minute training video or Presentation to read through 16 slides.

This button must be selected after completing training.

Click Save and Continue
**If this screen does not appear, proceed to next slide.**

When you complete this step, continue to slide 12.

You must download or print an Annual TA SOU.

You must fill out the SOU and have your Commander sign it.

You will then scan the document to your computer and upload.

Once uploaded, Click Save and Continue.
Verify you read the SOU and enter your password.

Click Save and Continue
From this screen you will select your home school. If you attend multiple schools select the school you will receive your degree from.
School Search

Schools may be searched by name and location by clicking the “Link to Search Schools”
Once your school appears you may add it as your home school by clicking the “ADD” button.
Select the level of education you wish to achieve and the title of your degree program.

Click Save and Continue
Verify your contact information is correct and add any previous maiden names or name changes.

Click Save and Continue
Fill out your demographic information. You must select yes or no for the Hispanic or Latino question. Race information is optional but you must select “Prefer Not to Respond” if you do not wish to reveal this information.
Note this question is about your **PARENT’S** education level

Click Save and Continue
Prior Education

Enter your High School Information

Contact Information

Demographic Information

Prior Education

Additional Information

Your Common Application has been successfully saved. Your application will NOT be sent to the school if you do not 'Submit' the Common Application.

*What is the highest level of education you have completed?
- GED
- High School
- Certificate
- Associate's
- Bachelor's
- Master's or higher:

High School Attended: Search for High School

City: State: Country: Zip: USA

*High School Graduation Date or Date GED Earned: (If you have not received at least a GED, please see an Army Education Counselor immediately.)

- 2005

*Which of the following statements best characterizes your prior higher education experience?
- I have never taken a college class.
- I have taken a college class, but not within the past 12 months.
- I have taken a college class within the last 12 months.

Prior College Attendance

*Approximately how many undergraduate college credits have you earned to date?
- None
- Less than 30
High School Selection

High Schools may be searched, similar to the previous college input.
Enter the information for any colleges you have attended. If you attended more than five enter them in the box below.

Click Save and Continue
Fill out any additional requested information.
School Selection Explanation

Tell our Education Counselors why you wish to attend your selected school. Please include information relating to the degree you wish to achieve, campus location, and why you selected your major. This may be filled out in a narrative format and may include stories. This information will assist in determining your approval eligibility for the selected campus.
Pre-Audit

If you missed any information on previous pages you will receive this red error message. You must complete these before moving to the next step.

Click Save and Continue
Submit Request

If you missed any information on previous pages you will not see green check marks. You must complete Step 1 through 5 before moving on to the next step.

Click Submit for Approval
You have competed the registration portion of the GOARMYED Tuition Assistance request. At this point you must wait until your education counselor activates your GoArmyEd Account.

You still need to complete additional steps before you can receive any funding.
Uploading documents into the GoArmyEd eFile
Click My Education Record
Click "eFile"
You are required to upload four documents to the eFile
1. TA Annual SOU (if not uploaded already)
2. Student agreement AKA Degree Plan
3. Course Schedule for the current term
4. Billing statement for the term you are applying for
Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.

Type in “Class Schedule” or “Tuition and Fees” for Title

Type in “Class Schedule term” or “Tuition and Fees term” for Description

Choose “Other” for “Class Schedule” or “Tuition and Fees” documents
Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.

Type in “Degree Plan” for Title

Type in “Degree Plan” for Description

Choose “SOCAD Student Agreement/Documented Degree Plan” for Degree Plans
Completing a Tuition Assistance Application in GoArmyEd

Non-LOI School
Request Tuition Assistance

GoArmyEd®
Welcome back, SGT Soldier

Smart Links
- Request TA...
- Withdraw from a Class...
- On-Duty Courses...
- Recoupment Information...
- My Education Record
- Auto Advisor
- Training
- Other Links

HELPDESK

Click Request TA...

My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

Class Enrollment Guide (PDF Version)...

Help Desk Resources
- View GoArmyEd Introductory Slides
- Launch Quick Start Training
- View Reference Documents
- Test Schedule
- Create a Helpdesk Case
- Track Helpdesk Case(s)

System Status
GoArmyEd Scheduled Downtime - 17 December 2011 from 8:00 a.m. to 2:00 p.m. Eastern Time
GoArmyEd will be down from 8:00 a.m. to 2:00 p.m. Eastern Time, 17 Dec...
Officers and Tuition Assistance

• Officers who choose to use TA will incur a 4–year Reserve Duty Service Obligation or RDSO for each TA funded course.

• Officers are not required to use TA prior to being eligible for STR.
Complete all lines with asterisk *

Click Next Button
Scroll down to continue reading the document.
Enter Course Information

Complete all lines with asterisk *

If your school uses quarter hours or clock hours, change drop down to reflect. (Most schools use Semester Hours.)

Enter number of credits the class is.

Enter the cost per credit hour.

*For schools that bill by the semester, take the tuition divided by the number of credits you are taking. Example: $3,204 per semester / 12 credits = $267 per credit hour

If applicable, enter fees that are associated with class only.

ENTRY HERE IS NOT NECESSARY!
Submit Tuition Assistance Request

Click Submit
Verify Tuition and Fees Cost

*Make sure you upload your: Statement of Tuition and Fees, Class Schedule, and Degree Plan into your eFile. Without these documents your application will be rejected.
Review your account information and click Account Information Verified.

*Screen will only appear once per day.
Confirmation of Submission

After all courses have been entered you have completed your Tuition Assistance application.

You must wait for your approval email before you can generate the approval form you must provide to your school.
How to Generate Your Tuition Assistance Approval Form
Dear [Name],

Your request to enroll in MBL 516 - Effective Bus Ldrs Commo at William Penn University-College for Working Adults has been approved by an Army Education Counselor.

Print the TA form and provide a copy to your school. You can access this form by selecting “Request TA” Smart Link located on your home page and then select “View Historical TA Request Authorization Forms” to view all TA Request forms that you have submitted.

The TA funds have been deducted from your annual TA benefits. Should you decide not to enroll in this class, you can cancel your request on GoArmyEd.com and your TA balance will be restored. If you are past the drop deadline, you may drop the class using personal or military drop. You will need to work directly with your school registrar to drop or withdraw from the class at the school.

Contact an Army Education Counselor if you need additional assistance with your TA request by calling the GoArmyEd Helpdesk or creating a Helpdesk case online at www.GoArmyEd.com.

Sincerely,

NOTE: THIS IS A SYSTEM GENERATED EMAIL. REPLIES TO THIS EMAIL WILL NOT BE RECEIVED BY GOARMYED SUPPORT STAFF.
Select Request TA
Officers incur a Duty Service Obligation when using Federal Tuition Assistance. The obligation will be calculated from the end date of the last course for which Tuition Assistance is used based on Reserve and/or active/mobilized time served. By proceeding with this enrollment request, the officer accepts a (4) year Reserve Duty Service Obligation (RDSO) or two (2) year Active Duty Service Obligation (ADS) for AGR officers.

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

*School:  

*Subject:  (example: BIO)

*Catalog Number:  (example: 101)

*Start Date:  (MM/DD/YYYY)

Select "View Historical TA Request Authorization Forms"
1. Type in information needed for search, You can search by Subject code and Catalog Number.

2. Select “Search”
TA Search Request Cont.

To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

School: WPU02
Subject Code: MEL
Catalog Nbr: 516

Click any blue hyperlink
1. Select “Print Select” Box

2. Select “Print TA Form”
This page will appear.

Select “Click here to view the report”
All information should be validated by the soldier.

The soldier can either save this document to the desk top and email the form to the School’s Primary POC or print the form off and turn it into the Primary POC.

PLEASE CALL THE SCHOOL’S PRIMARY POC FOR DIRECTION.
QUESTIONS?
ngmneducation@ng.army.mil
651-282-4589

- GI BILL / MN GI BILL
- State Tuition Reimbursement
- GRANTS / SCHOLARSHIPS
- GoArmyEd