

"Education, The KEY to Strength and Readiness"

ArmyIgnitED 101 Training

ARNG Education Services Branch
National Guard Bureau
(ARNG-HCH-C)

As of: 19 March 2026



Purpose

"Education, The KEY to Strength and Readiness"

- **Ensure knowledge of:**
  - ✓Benefits of ArmyIgnitED
  - ✓Tuition Assistance Eligibility
  - ✓ArmyIgnitED Navigation
  - ✓Career Path Decide Requirement
  - ✓Creating your Account
  - ✓Support
  - ✓Wave 2 Changes
  - ✓Next Steps



Benefits of ArmyIgnitED

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- Provides access to Federal Tuition Assistance (FTA) and Credentialing Assistance (CA) for Active Duty, USAR and ARNG Soldiers
- Provides 24/7 online enrollment for FTA and CA, eliminating wait times and reducing time away from duty
- Provides Soldiers with online visibility of their student record to view their FTA balances, course grades, current course enrollments, including the ability to submit and cancel FTA/CA requests
- Provides virtual messaging tools to help Soldiers connect with their Education Office



Tuition Assistance Basics

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- **Fiscal Year (FY) Limits**
  - $4,500 per fiscal year* (1 Oct-30 Sept)
  - 18 Semester Hour (SH) or 27 Quarter Hour (QH) credits per FY*
  - Up to $250 per SH or $165 per QH
  - 1 Oct – 30 Sep the following year
  - Funds do not roll over to next FY
  - Lifetime SH limits:
    - Undergraduate - 130
    - Graduate - 39
    - Academic Certificate - 21
    - Special Programs – 39

Note: This is a recent change to FTA policy, previous limits were $4,000 and 16 SHs/24 QHs



Tuition Assistance Basics

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- **Course Grades**
  - Soldiers must pass their course(s) or they will be recouped
  - Passing for undergraduate level courses using FTA is a C- or higher
  - Passing for graduate level courses using FTA is a B- or higher

- **GPA Requirements**
  - 2.0 GPA Undergraduate after 15 SH
  - 3.0 GPA Graduate after 6 SH
  - No Recoupment Waivers for failing grades unless a "W"
  - Waiver must be within 30 days of the "W" grade posted by the Academic Institution



Federal Tuition Assistance Basics

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- **FTA Enrollment Timelines**
  - May apply for FTA up to 60 days prior to term state date
  - Must apply for FTA at least 8 days prior to the term start date
  - Term end date must be no less than 60 days from ETS/Separation
  - FTA must be approved prior to class start date
  - If dropping a course, must drop prior to term start date

  - Important! Request FTA first and then enroll with your Academic Institution (AI)



Eligibility for FTA

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- ✓ Not flagged IAW AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)
- ✓ Maintain a 2.0 GPA after completion of 15 semester hours (SH) for undergraduate level courses or a 3.0 GPA after completion of 6 SHs for graduate level courses
- ✓ Active Duty Officers (AGR/Deployed) incur a 2-year Service Obligation (SO) and Reserve/National Guard Officers (M-Day/ADOS) incur a 4-year SO (SO is calculated based on the end date of each FTA-funded class)
- ✓ Approved Evaluated Degree Plan (EDP) is required after submitting FTA requests for two (2) classes
- ✓ All eligibility data must be accurate and fed properly from IPPS-A to ArmyIgnitED



What Can You Study

- FTA is authorized for one degree at each of the following levels:
  - Associate
  - Baccalaureate
  - Master's
  - Undergraduate or Graduate Academic Certificate (1 per lifetime)
- FTA is not authorized for a lower level or a degree already earned
- Other (Special Programs):
  - Pre-Commissioning Programs (AMEDD)
    - Undergraduate or Graduate Program Prerequisites
  - Host Country Courses or Strategic Foreign Language Program
    - Must be in country or on The Army Strategic Language List
  - College Preparatory and Remedial Courses
  - Graduate Admission Courses

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What Can You Study

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- **Academic Certificates**
  - Soldiers can pursue one academic certificate goal in a lifetime, either undergraduate or graduate up to 21 SH credits
  - Soldiers may not pursue the certificate concurrently with an education goal for an Associate, Bachelor, or Master's degree
  - The lifetime limit of 21 SHs does not count against the lifetime limits for an undergraduate or graduate degree

  - Undergraduate Certificate Requirement
    - Soldiers with "Civilian Education Level of High School or higher, including Soldiers with Bachelor degrees and Masters degrees, may pursue an 'Undergraduate' Certificate

  - Graduate Certificate Requirement:\
    - Soldiers with a Bachelor's Degree or higher may pursue a 'Graduate' Certificate

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Where Can You Study

- **Federal Tuition Assistance (FTA) may be used at:**
  - Colleges
  - Universities
  - Trade and Vocational schools
  - Regionally or Nationally accredited institutions recognized by the US Department of Education

- **Academic Certificates (AC)**
  - Colleges
  - Universities



Dropping / Withdrawing Classes

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- Drops must occur before the term start date or within the Academic Institution's (AI) drop period
- Withdrawals happen after the course has started
  - Soldiers withdraw through the AI and AI must record withdrawal in ArmyIgnitED
  - Results in "W" Grade
- Withdrawals are either Personal or Military and occur after a fee has been assessed by the school
  - Personal: You pay the FTA back to the Army
  - Military: The Army waives the recoupment for the class



Recoupment Waiver (RW)

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- DA Form 7793 signed by your Commander and submitted in ArmyIgnitED for:
  - Unanticipated military duties
  - Illness
  - Unanticipated hospitalization
  - Emergency leave
  - Other unanticipated situations considered on a case-by-case basis
- Approved by Army Credentialing and Continuing Education Services for Soldiers (ACCESS)
- Disapproved RW = Soldier repays the Army (Recoupment)
- Approved RW = Credits and funding returned to Soldier's ArmyIgnitED account



Recoupment (Repayment) of FTA

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- Repayment of FTA is required for:
  - Course Failure
  - Grade of D and below in an undergraduate course
  - Grade C or below for a graduate course
  - Incomplete grades beyond 180 days of the class end date
- School must process a drop/withdrawal or submit a failing grade in ArmyIgnitED to initiate a recoupment
- You may not be required to repay FTA if approved for Recoupment Waiver (but only for 'W' grades, the Army will not accept recoupment waivers for failed courses!)

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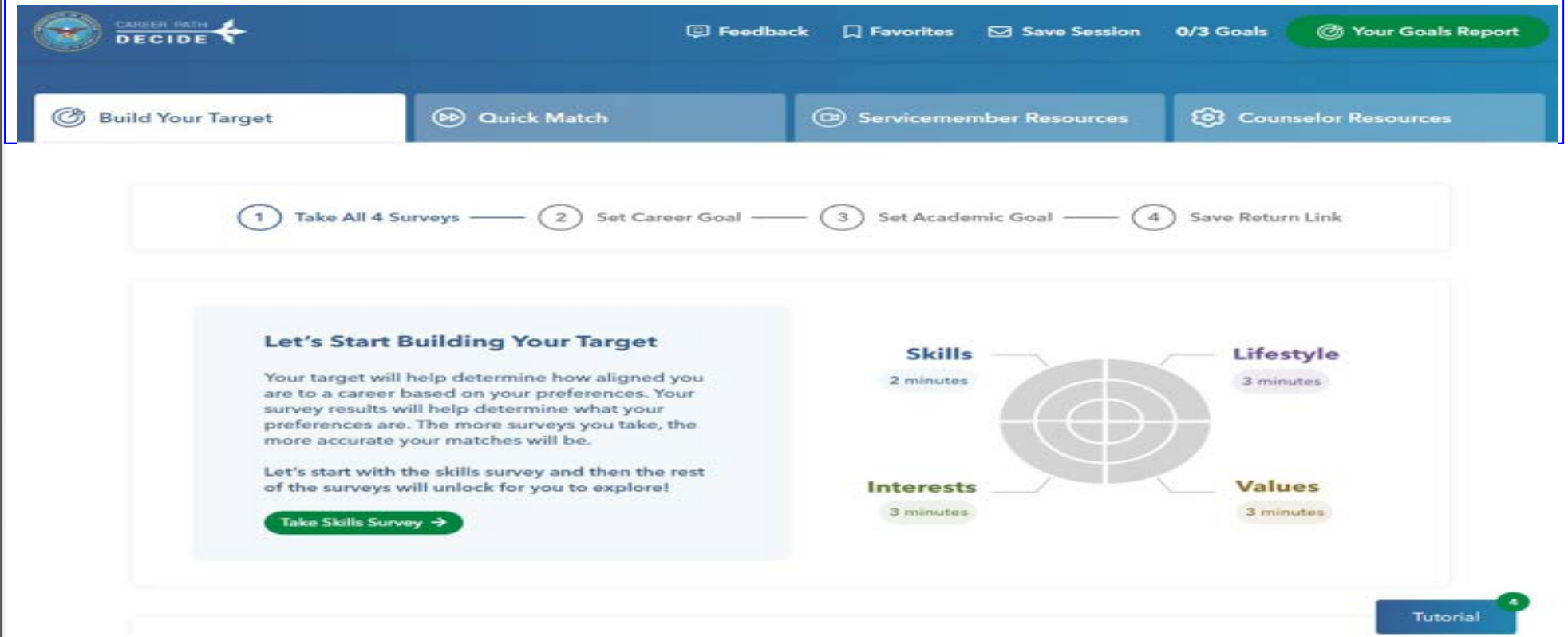
Career Path Decide Requirement

- **Career Path Decide** https://www.careerpathdecide.org/
  - **Soldiers must complete the Career Path Decide (CPD) decision support tool prior to creating an FTA education goal for the first time**





Career Path Decide Requirement

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- **Soldiers must upload their CPD results directly into their ArmyIgnitED account**

For Soldiers uploading to ArmyIgnitED:

1. Copy your session return link, which can be found in the box below.
2. Log into your ArmyIgnitED Portal. https://www.armyignited.army.mil/
3. Click on the "Career Path Decide" tab.
4. Click on the "Create New Plan" button.
5. Enter the Plan Title as "Career Path Decide Goals Report (Date)".
6. Input your return link (found below) in the "Reference URL" field.



Your Return Link

https://careerpathdecide.org/goals-report?returnToken=(youruniquenumberhere)

Creating an ArmyIgnitED Account

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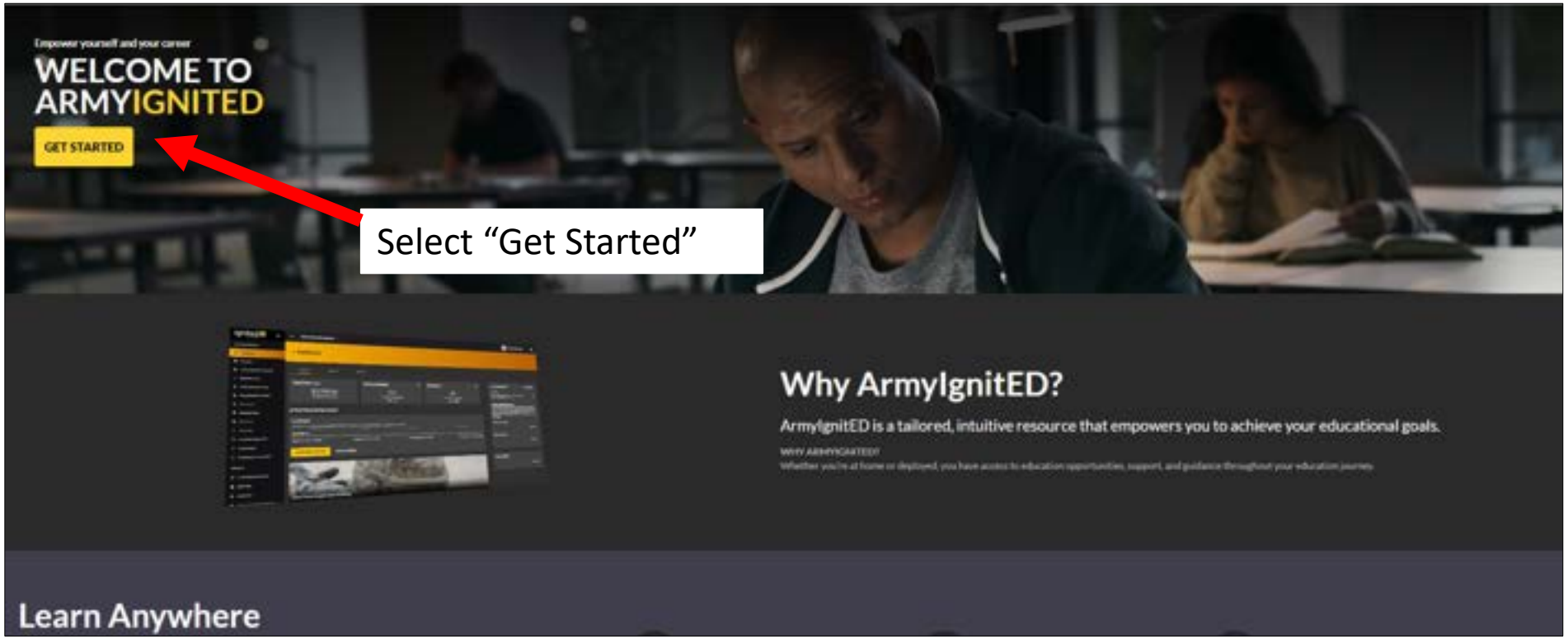

ArmyIgnitED Website: https://www.armyignited.army.mil/



Funding Method

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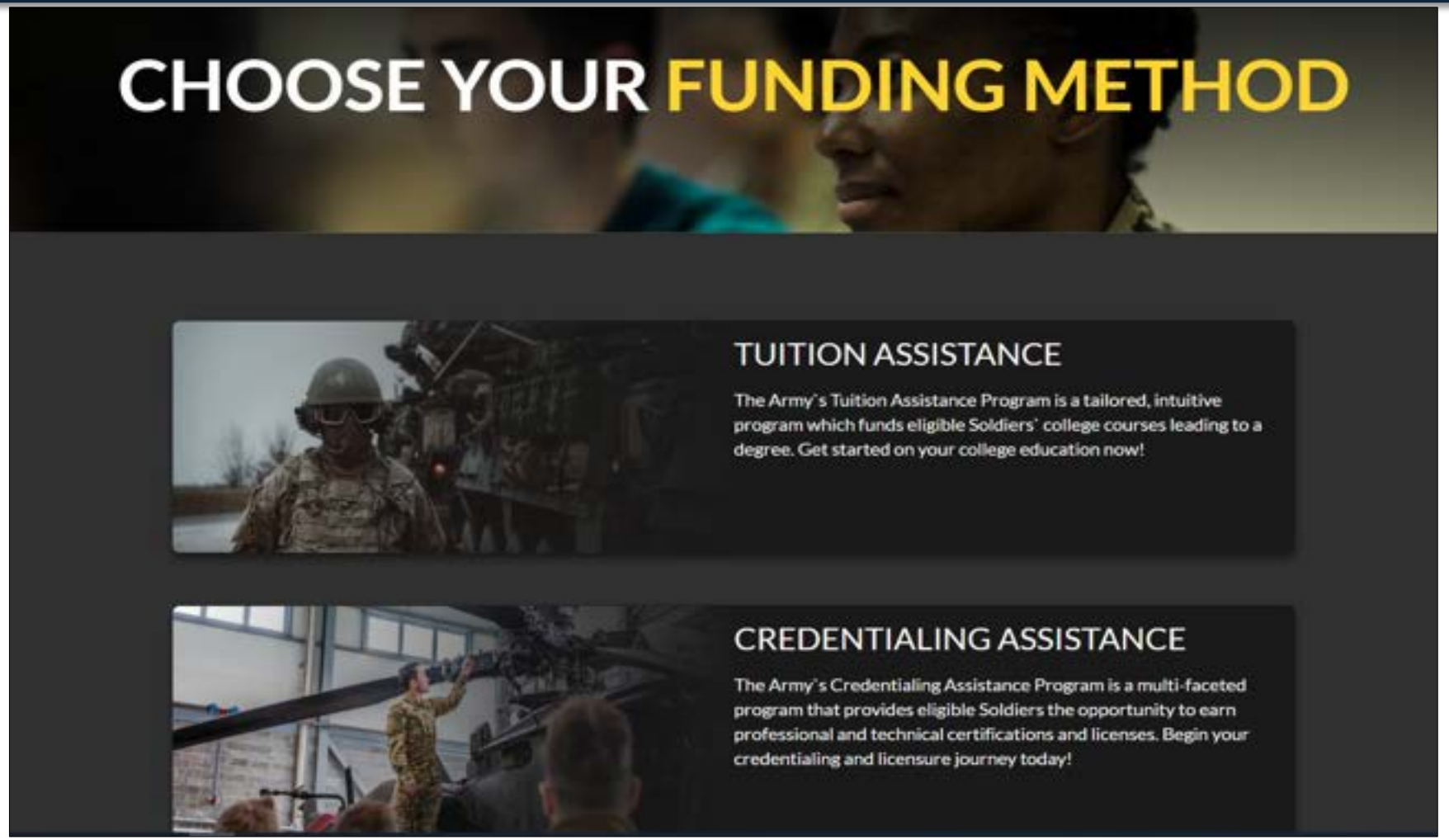

Logging Into ArmyIgnitED

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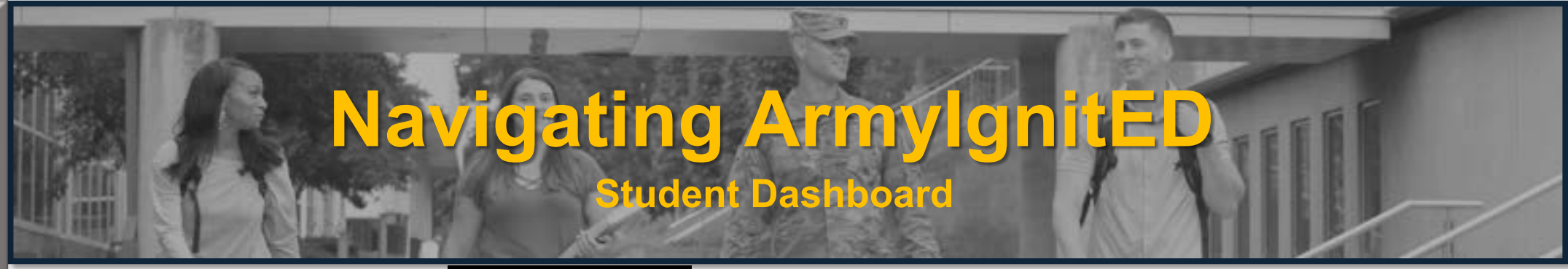
If your record is not found, contact the Helpdesk for assistance.
Phone: (276) 231-0938 or email: army@bamtech.net

Navigating ArmyIgnitED

Student Dashboard



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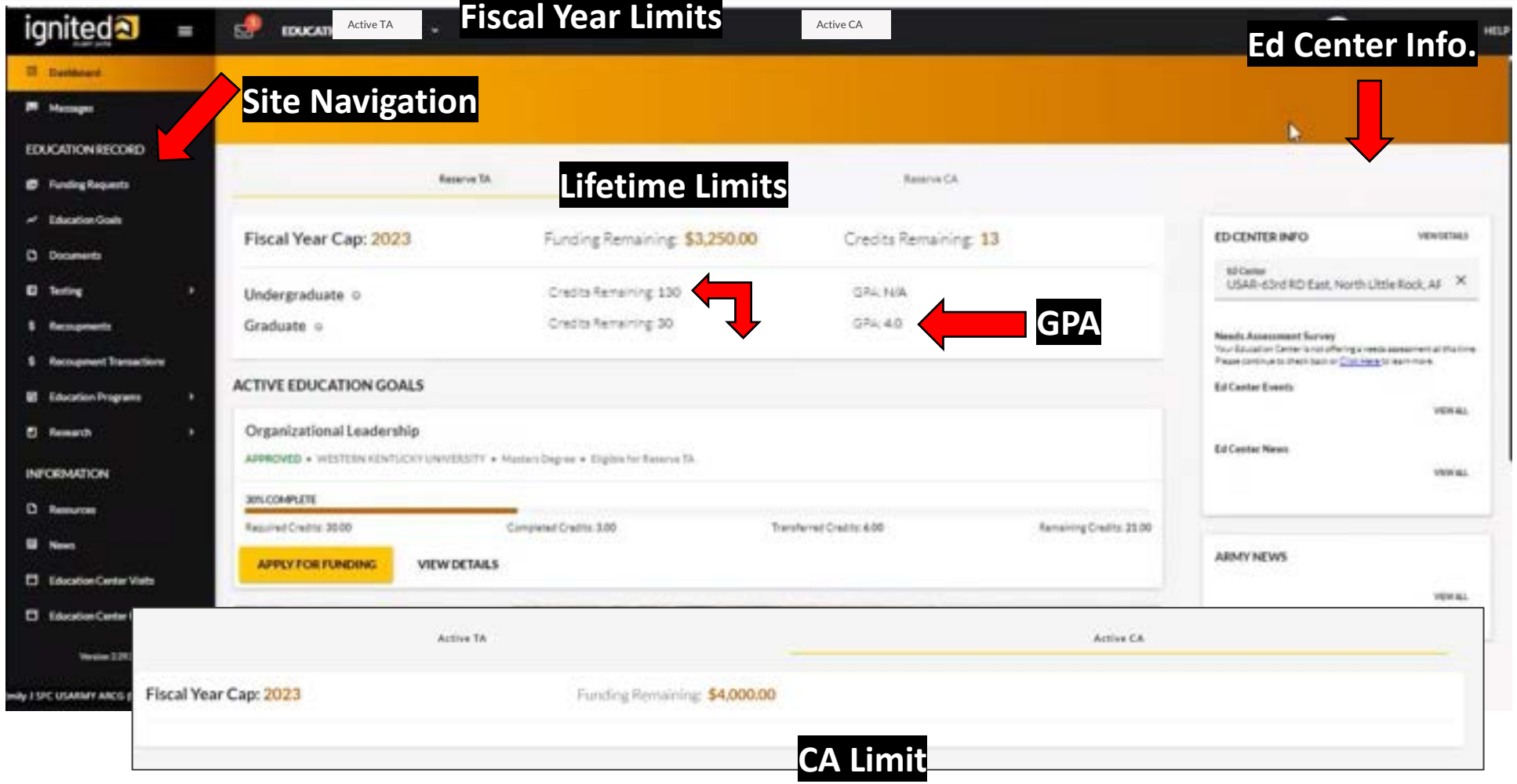

Navigating ArmyIgnitED

Student Dashboard

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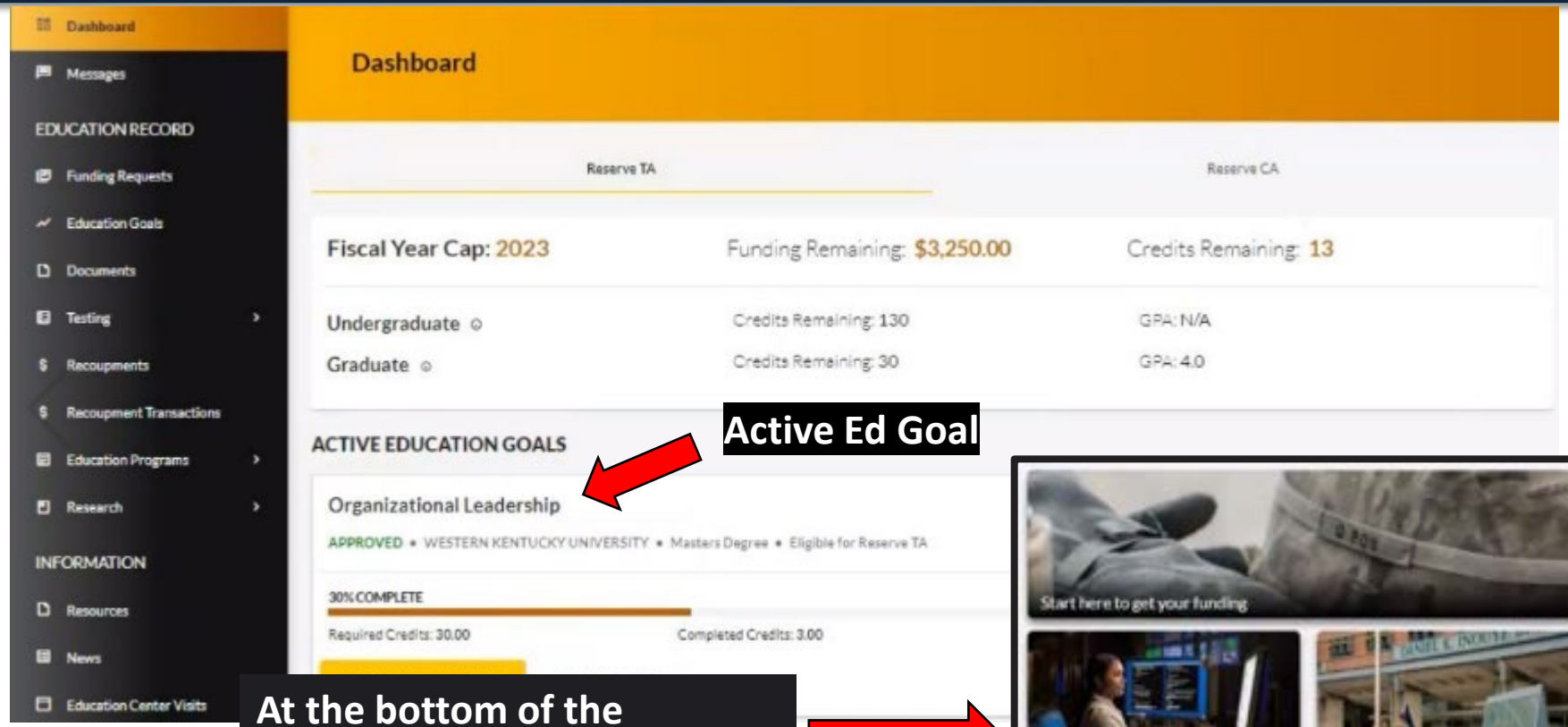



At the bottom of the dashboard, are links to get started to explore funding, programs, institutions, and careers

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Navigating ArmyIgnitED

Reviewing Profile Page

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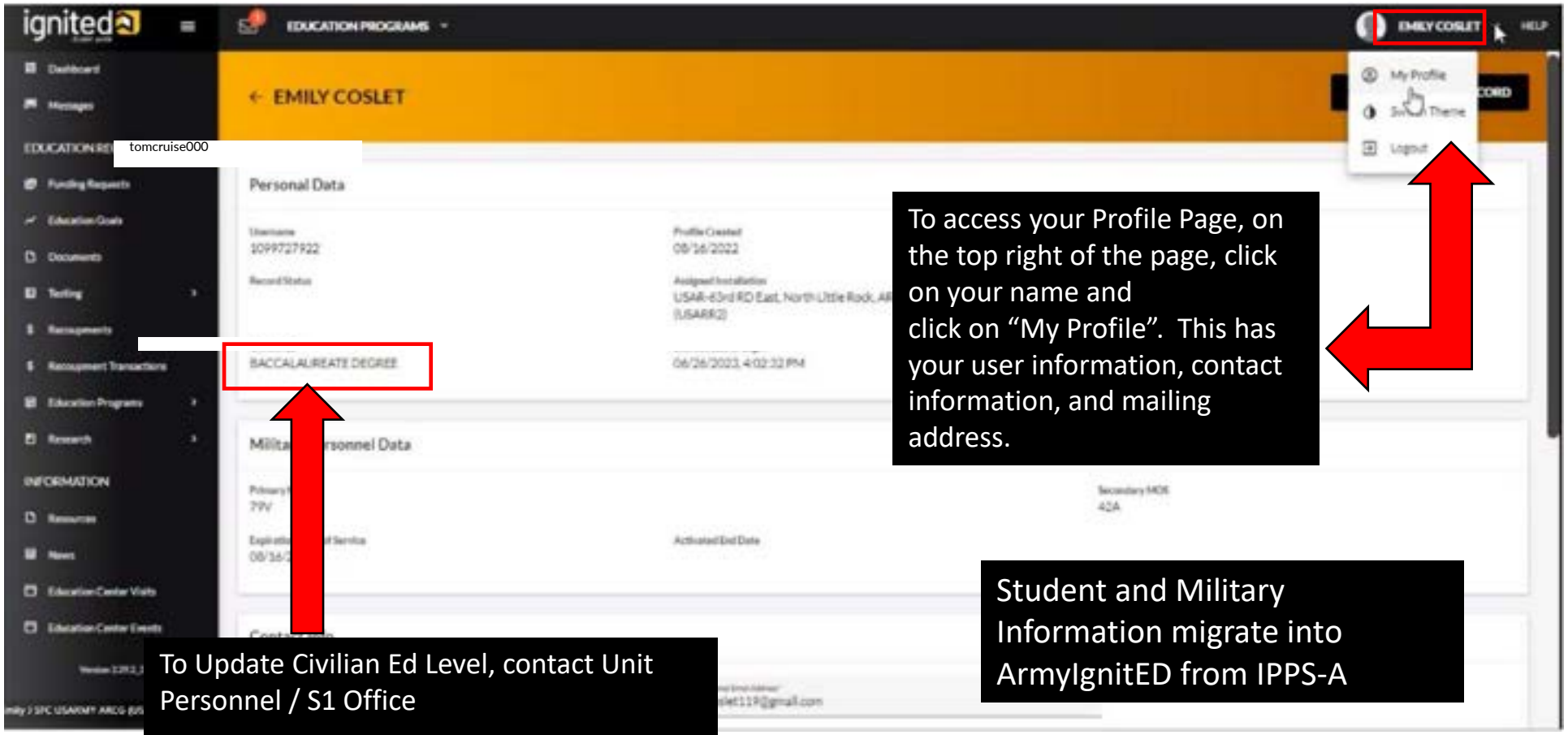

To access your Profile Page, on the top right of the page, click on your name and click on "My Profile". This has your user information, contact information, and mailing address.

To Update Civilian Ed Level, contact Unit Personnel / S1 Office

Civilian Education Level must be current to maintain TA/CA eligibility

Student and Military Information migrate into ArmyIgnitED from IPPS-A



Navigating ArmyIgnitED

Reviewing Profile Page

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TOM CRUISE

Provides a copy of your Education Record

PRINT EDUCATION RECORD

Personal Data

Username tomcruise000	Profile Created 06/16/2022	Pay Grade E4
Record Status	Assigned Installation Fort Dix Education Center (WP)	Assigned Unit W00C01
Civilian Ed HOME SCHOOL DIPLOMA	Last Successful Login 01/03/2023, 10:35:59 AM	

Contact Info

Email Address Tomcruise000.mil@army.mil	Personal Email Address * Dorothy.GeneratedNienow@test2.net
Duty Phone	Personal Cell *

Verify that contact information is correct. A personal email address and cell phone number are required.

Navigating ArmyIgnitED

Student Documents

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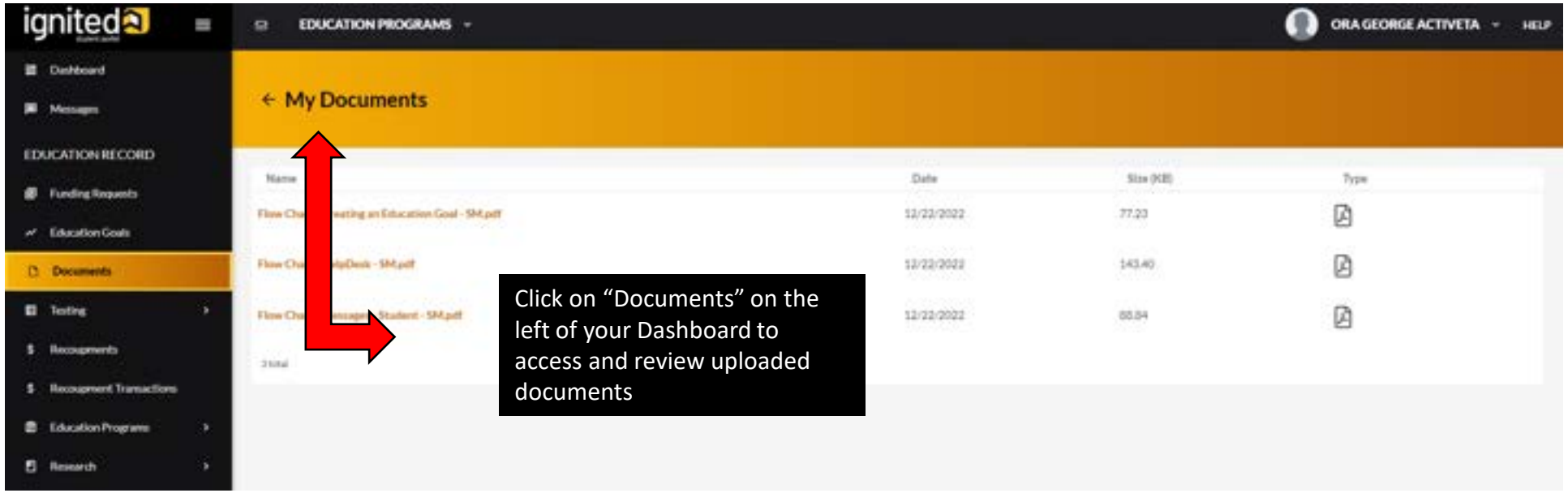

*Note: Soldiers cannot upload documents to their account, you must send any documents you want uploaded through the ArmyIgnitED messaging system, and your education center staff will upload them for you

Complete Virtual Benefits Training

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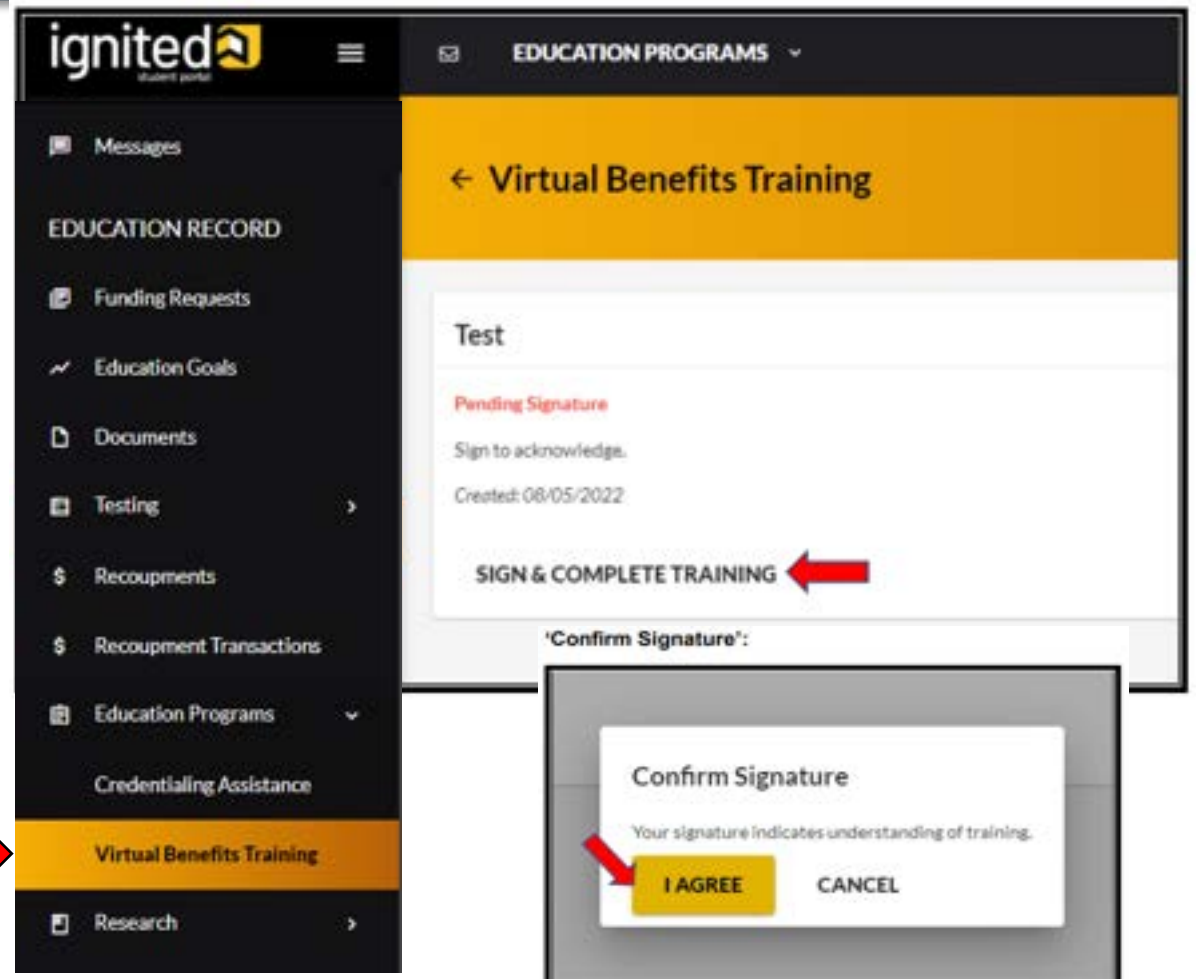
Before requesting Tuition Assistance, you must sign and complete the Virtual Benefits Training

'Sign & Complete':



'Confirm Signature':



How to Get Help

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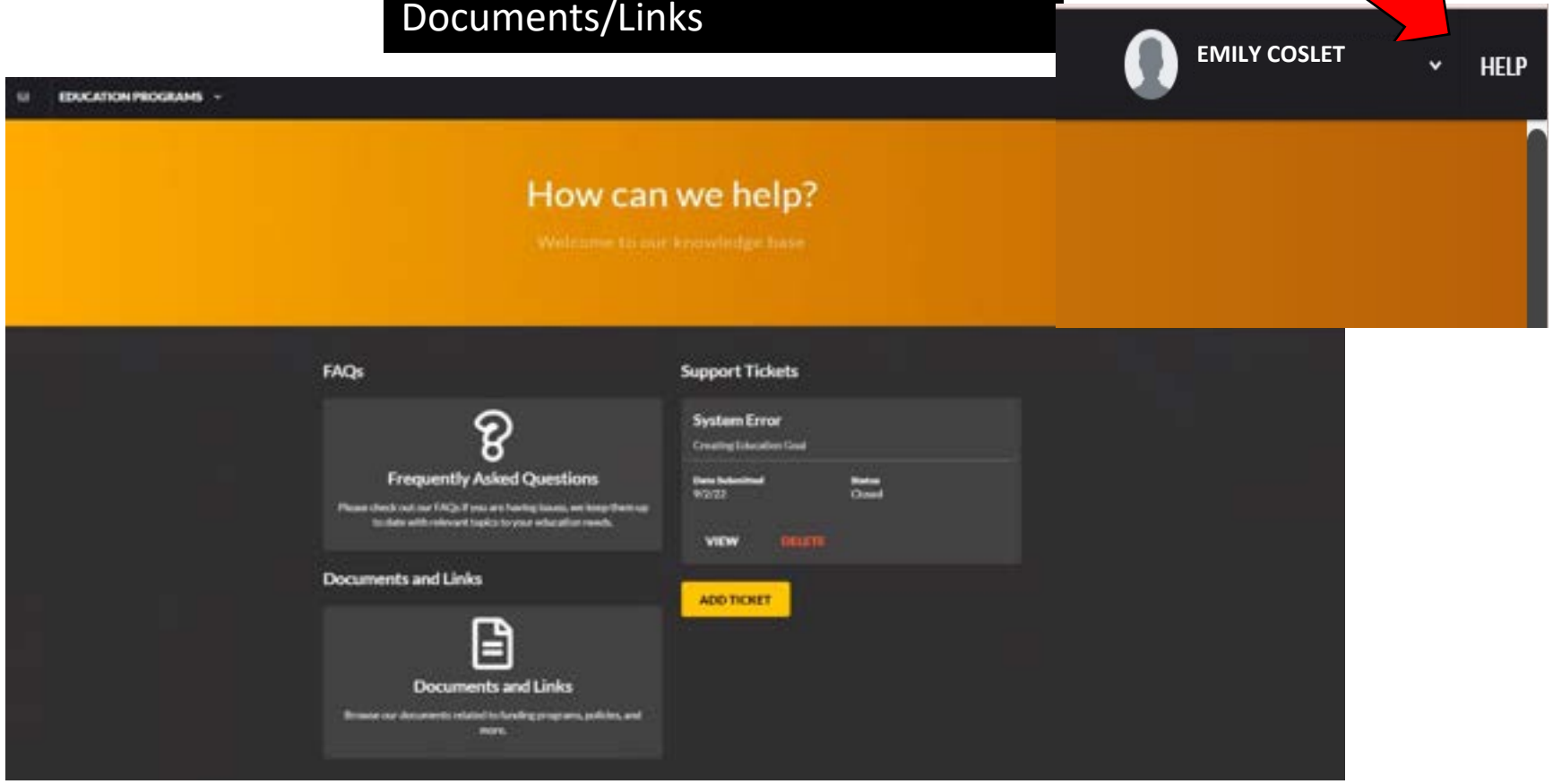
Click on "Help" to find FAQs, Support (Help Desk) Tickets, and Documents/Links





Support Ticket

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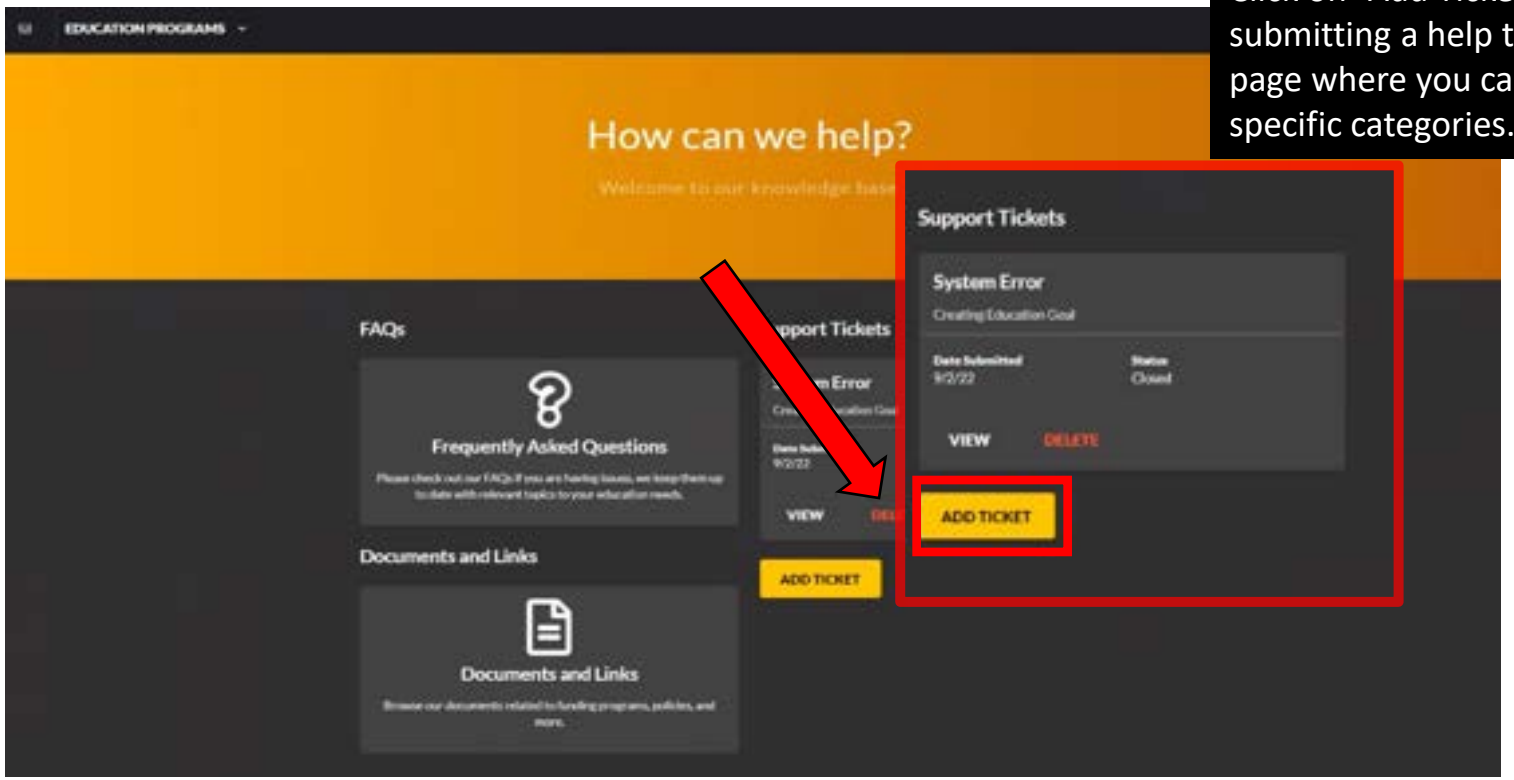
On the Help Home Page, under "Support Tickets" will be the status of any ticket submitted

Click on "Add Ticket" button to begin submitting a help ticket. It will take you to a page where you can submit tickets under specific categories.



Support Ticket

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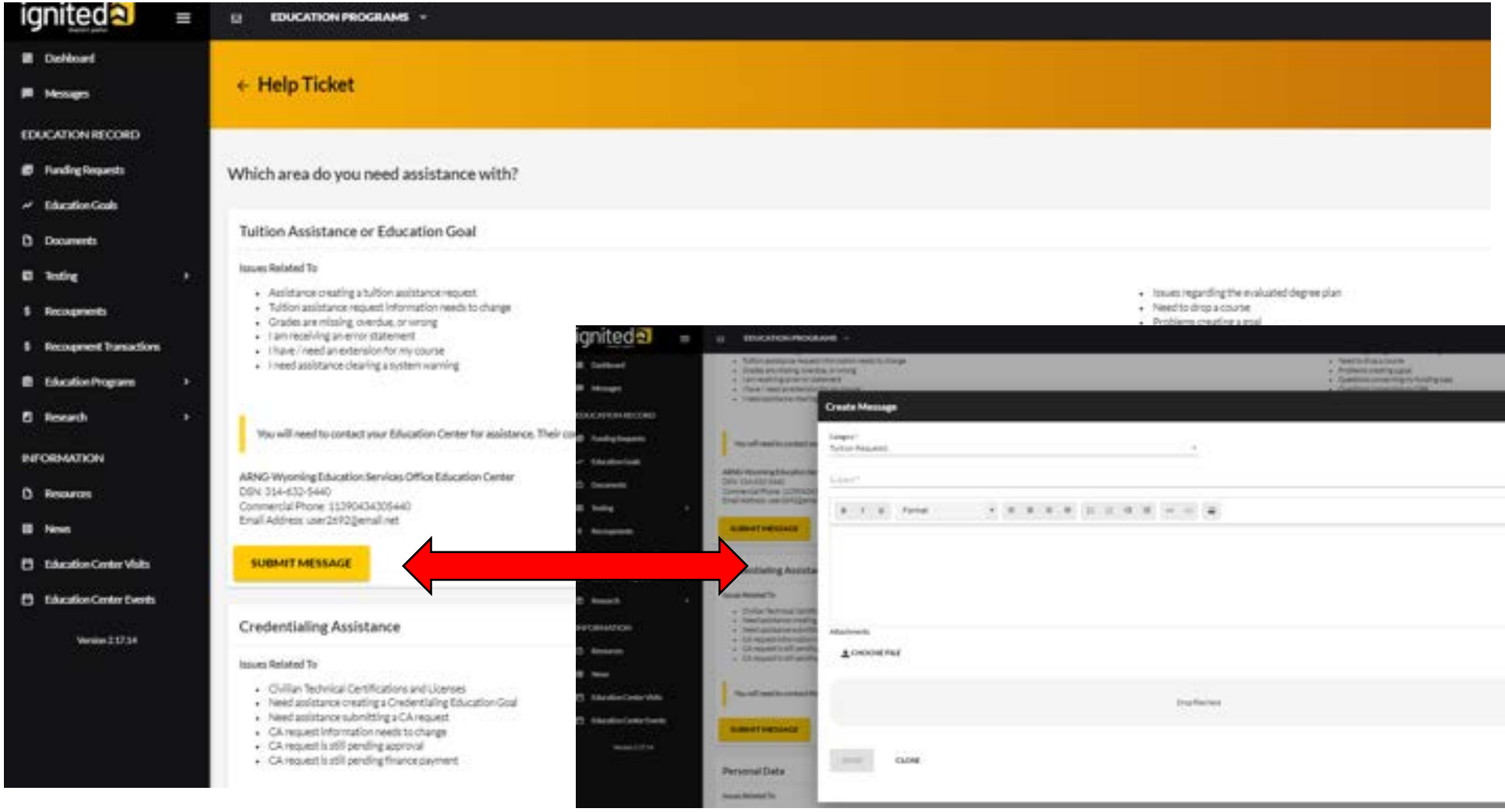



Joint Services Transcript (JST)

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- JST keeps track of all your military training and experience
- American Council on Education evaluates your military training and experience and *recommends* college credit
- Colleges and Universities may or may not accept this credit toward your degree
- Any credit awarded toward your degree means less time in the classroom
- Request official JST to be sent to your college
- Transcript requests are free of charge

Login at: https://jst.doded.mil/

Joint Services Transcript (JST)



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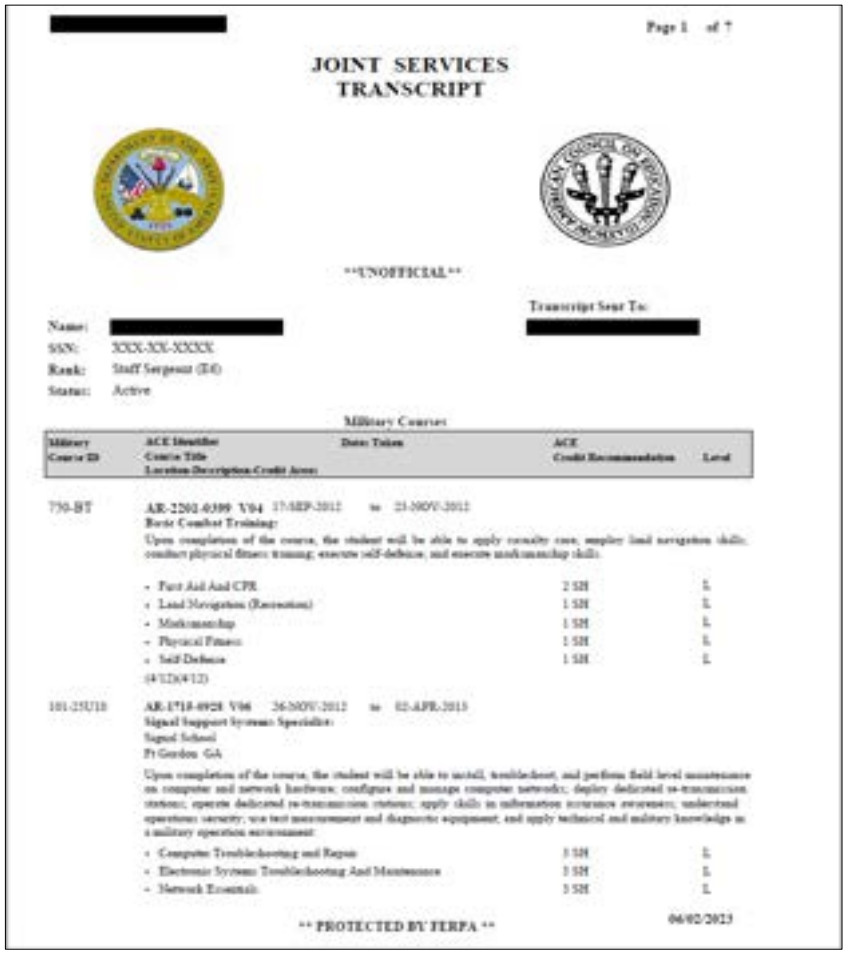

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Page 1 of 7

JOINT SERVICES TRANSCRIPT

UNOFFICIAL

Transcript Sent To: [redacted]

Name: [redacted]
SSN: XXX-XX-XXXX
Rank: Staff Sergeant (E6)
Status: Active

Military Courses

Military Course ID	ACE Identifier / Course Title / Location Description Credit Acres	Dates Taken	ACE Credit Recommendation	Level
750-BT	AR-2202-0300 V04 17-SEP-2012 to 23-NOV-2012 Basic Combat Training: Upon completion of the course, the student will be able to apply casualty care, employ land navigation skills, conduct physical fitness training, execute self-defense, and execute marksmanship skills.			
	• First Aid And CPR		2 SH	L
	• Land Navigation (Recreation)		1 SH	L
	• Marksmanship		1 SH	L
	• Physical Fitness		1 SH	L
	• Self-Defense		1 SH	L
	(4/12)(4/12)			
101-25U10	AR-1710-0928 V06 26-NOV-2012 to 02-APR-2013 Signal Support Systems Specialist Signal School Ft Gordon GA Upon completion of the course, the student will be able to install, troubleshoot, and perform field level maintenance on computer and network hardware; configure and manage computer networks; deploy dedicated re-transmission systems; operate dedicated re-transmission systems; apply skills in information assurance awareness; understand operations security; use test measurement and diagnostic equipment; and apply technical and military knowledge in a military operation environment.			
	• Computer Troubleshooting and Repair		1 SH	L
	• Electronic Systems Troubleshooting And Maintenance		1 SH	L
	• Network Essentials		1 SH	L

** PROTECTED BY FERPA **

04/02/2023

Save time and money!

Submit your JST to your school to find out how much college credit you may already have!



Tips for Submitting a TA Request (TAR)

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- See tutorials in ArmyIgnitED or ask your assigned Education Services Specialist or Education Services Officer
- Submit one course at a time (that way if there is an error, not all TA requests will be deleted)
- Do not click on 'VA Top Up' if using the MGIB-SR (Ch 1606)
- Once your TARs are approved, print off the authorization forms (pdf) to provide to your AI as proof of payment
- Log back in to ArmyIgnitED and double-check that all your course information is correct and your courses have been approved PRIOR to the start date



Wave 2 Changes 19Mar2026

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***New* FTA Changes that went into effect upon the publication of the updated AR 621-5 on 19 March 2026**

1. Command approval required for all TA/CA funding requests
   - Soldiers must submit their FTA requests early in ArmyIgnitED, to give both their commanders/supervisors and their education center staff ample time to approve requests (at least 8-60 days before the start date!)

2. Soldiers with 2 unsuccessful grades in the same fiscal year will be suspended from both the FTA & CA programs for 12 months
   - This can include any combination of: 2 FTA courses, 2 CA events (training or exam) or 1 FTA course and 1 CA event
   - A suspension can be appealed within 60 days (please see your education center for further information/instructions)



Next Steps

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- ✓ Go to ArmyIgnitED, click on 'Messages', create a new message, copy the statement listed below, and send it to your assigned state Education Office and/or Education Counselor:
  - ✓ **"I reviewed the ArmyIgnitED 101 slide presentation and completed my required training on [day/month/year]"**
- ✓ Contact your assigned Education Services Specialist (ESS) and/or Education Services Officer (ESO): www.nationalguard.com/select-your-state
  - ✓ Discuss your education pathway, goal, and available state and federal education benefits
- ✓ Submit your TA request and start your education journey!



Visit us on the Web!

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- For more information go to: www.nationalguard.com/education or https://www.nationalguard.mil/About-the-Guard/Army-National-Guard/Education/
- Learn about all the education benefits and services available
- Download flyers, briefings, and our comprehensive education benefits handbook for detailed information on all ARNG education benefits
- See what benefits your state offers and the POCs in your state education office at: www.nationalguard.com/select-your-state

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Stay In Touch!



https://www.facebook.com/groups/arngeducation

ARNG Education Support Center (ESC):

- **Email: arng.edu@army.mil**
- **Phone: 1-866-276-4338 (ARNG-EDU)**