

ARMYIGNITED PORTAL STEPS

1. Visit the ArmyIgnitED website, www.armyignited.army.mil, and click on “Login.” This will register your CAC.
2. Submit an education goal using the following steps:
 - a. Click on “Education Goals” on the left side menu or “Create New Goal” near the bottom of the home page.
 - b. Select your education goal type. If you see *N/A* by the goal you are trying to create, you are ineligible for that degree level. Soldiers can hover over the goal, and they will see the reason why they are ineligible.
 - c. Select your academic institution. Enter your academic institution name and select from the drop-down list. **NOTE: The University of Arizona Global Campus may appear as “Ashford University” in the portal.** You may need to enter your Academic Institution Student ID if known. Click “Next”.
 - d. Select your degree program from the drop-down list.
 - e. 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”.
Note: 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 form to your Education Center and have it added to your account to continue using tuition assistance after completing two classes.
 - f. Enter the total required credits for your degree level if not already loaded.
 - g. Submit your education goal for approval. Once approved or disapproved by your education center, you will receive a message in your student message section. Once your education goal is approved, you may apply for tuition assistance.
3. Apply for TA in the portal no earlier than 60 days and no later than seven (7) days prior to the class start date.
4. E-mail approved TA Vouchers to MilitaryTA@uagc.edu. If the approved TA Voucher is not received prior to your course start date, you will automatically be dropped from the course.

For questions regarding the ArmyIgnitED portal please reach out to your education center.

Should you have any questions regarding the use of your TA benefits at UAGC, reach out to our TA Specialists who are ready to help at MilitaryTA@UAGC.edu.