



Soldier Quick Start Class Enrollment Guide

General Information

This Step-by-step Class Enrollment Guide includes the following topics to assist you with enrolling in classes through GoArmyEd and requesting Tuition Assistance (TA). Select the name of the instruction to go directly to it. To return to this page, select the  arrow.

- [Requesting TA for a Class Through GoArmyEd](#)
- [How to Print an Army Tuition Assistance Authorization form](#)
- [What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?](#)

You will need the following:

- Internet access
- User name and password for GoArmyEd

Prerequisites: You should have completed the **Soldier Quick Start Training**.

Business Policies

- The enrollment window is open a maximum of two months before a class start date.
- Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.
- There are two ways to request TA in GoArmyEd. Depending on your school, you will automatically be routed to one of the following processes:
 - **Register for a class directly in GoArmyEd:** Some schools upload classes and tuition costs to an online class schedule in GoArmyEd, enabling Soldiers to search and register for the class through GoArmyEd without requiring Army Education Counselor review and approval, and without requiring a Soldier to register for the class at the school.
 - **Process a TA Request form in GoArmyEd:** Some schools do not upload classes and tuition costs to GoArmyEd. Soldiers must enter the class and tuition cost information on a TA Request form in GoArmyEd and receive Army Education Counselor approval for the request. Documentation of the cost of tuition and fees must be attached to the TA Request in order to submit the form. After providing the school the approved Army Tuition Assistance Authorization form, Soldiers then register for the class directly with the school.
- A *quarterly online* TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. You will not be permitted to use TA until you complete that step.
- You must submit an *annual* TA SOU to your Army Education Counselor with your Commander's signature. The GoArmyEd portal will prompt you to do that annually. (SFC and above may sign for the commander)
- Depending on your tuition ceiling, semester-hour cap, or other Army TA policies, you may be responsible for all or a portion of the cost of the class. If payment is required, self-pay the balance not covered by TA directly to your school.

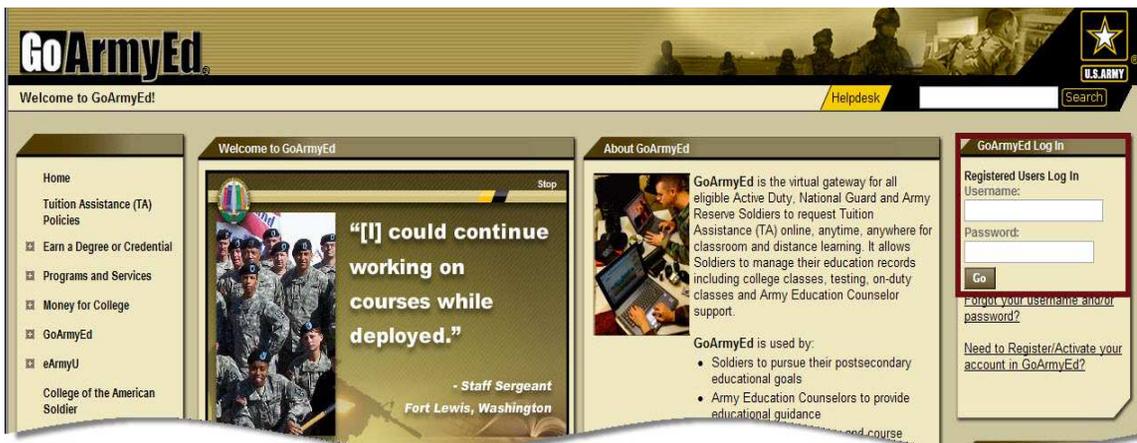


Step-by-step Instructions-Requesting TA for a Class Through GoArmyEd

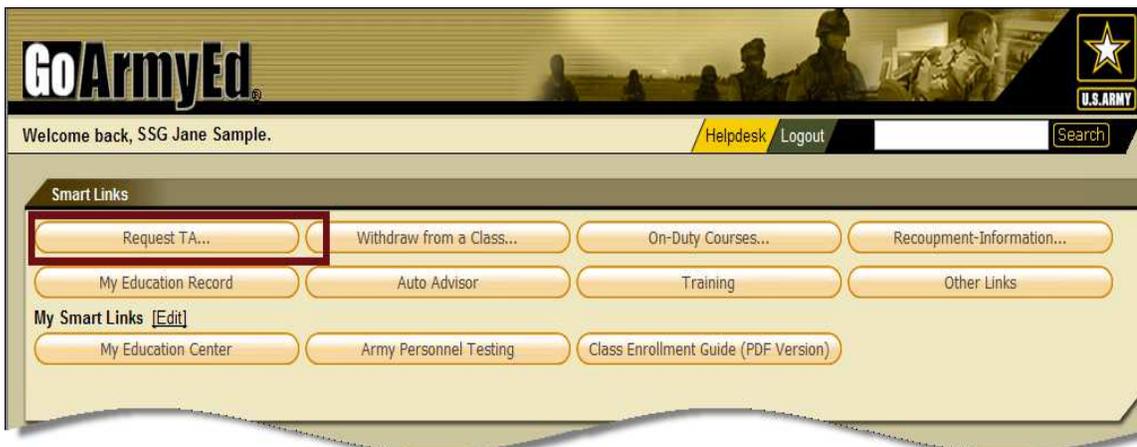
Use the following steps to process a TA request for a class from your GoArmyEd homepage.

Note: Screen images in this document may vary slightly from the current GoArmyEd view.

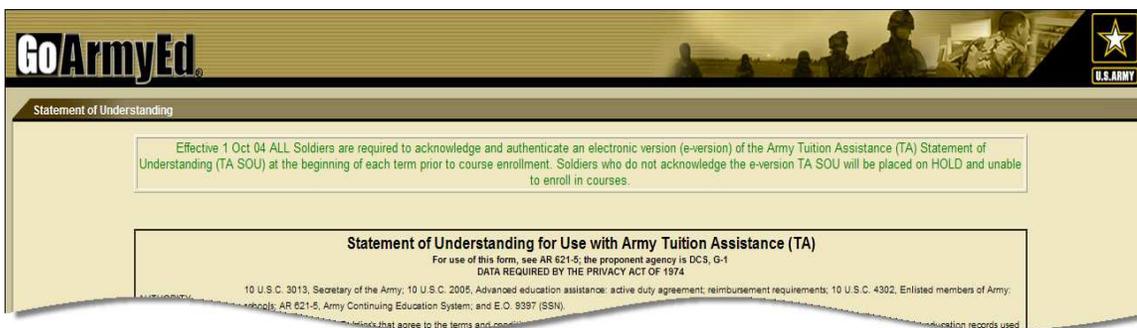
1. Log in to GoArmyEd at www.goarmyed.com with your user name and password.



2. From your GoArmyEd homepage, select the **“Request TA”** button in the Smart Links section.



3. A quarterly TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. When this screen appears, carefully read the document.



Step-by-step Instructions-Requesting TA for a Class Through GoArmyEd

Select the **“Yes”** radio button to acknowledge that you agree to the terms of the TA SOU. Enter your password in the **“Password”** field. Next select the **“Submit”** button. You will not be permitted to use TA until you complete that step.

Appropriate Officer Personnel Management... to reimburse the amount of...
 ADSO/RDSO. For ADSO reimbursement of TA with... Division approval of request for voluntary separation

7. NON-LOI SCHOOL TA REQUEST:
 I understand that I must request Non-LOI Tuition Assistance through the GoArmyEd Portal and provide course and cost verification data to the Army, and upload supporting documentation to eFile. Once I receive course approval notification, I will print and take all copies of the TA request form to my school to complete the enrollment process. Failure to request Tuition Assistance via the GoArmyEd portal prior to the start of the class or the school's late registration period will result in the denial of TA IAW AR 621-5. It is my responsibility to process class enrollments, drops and withdrawals both with my school and in the GoArmyEd portal.

I agree to the terms of the Army Tuition Assistance Statement of Understanding and agree to the conditions for the use of tuition assistance as verified by my authentication.

Yes
 No

Please enter your password below.
 Password:

Step-by-step Instructions-Requesting TA for a Class Through GoArmyEd

There are two ways to request TA in GoArmyEd based on your school choice. Please follow the instructions below to request TA for a class.

The Select Classes to Add screen appears. **If only the “School” field is marked with an asterisk (*),** the school uploads classes and tuition costs to GoArmyEd. Continue with steps on **pages 4–9** to search for a class that meets your criteria.

The Select Classes to Add screen appears. **If ALL the fields are marked with an asterisk (*),** the school does not upload classes and tuition costs in GoArmyEd. The TA Request form must be completed in GoArmyEd. Continue with steps on **pages 10–16**.

GoArmyEd

Jane Sample

Search my class schedule Enroll add

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like a different school, select the magnifying glass icon to search for a different school. You can also use the criteria to narrow your search results and click Next.

***School:** Vincennes University

Subject:

Catalog Number:

Start Date Between: 04/12/2011 and 05/12/2011

GoArmyEd Class Number:

GoArmyEd

Jane Sample

Search my class schedule Enroll add

Add Classes

1. Select classes to add

The system has pre-populated your home school. If you would like a different school, select the magnifying glass icon to search for a different school. You can also use the criteria to narrow your search results and click Next.

***School:** Adams State College

***Subject:** ENG

***Catalog Number:** 100

***Start Date:** 04/26/2011

Apr - Jun 2011 Class Schedule

You are currently viewing classes in this school.

Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

If only the “School” field is marked with an asterisk (*) when the Select Classes to Add screen appears, you register for a class directly in GoArmyEd, since your school uploads classes and tuition costs in the GoArmyEd Class Schedule. Continue with the steps below.

1. The Select Classes to Add page appears.
 - The “**School**” field is pre-populated with your home school.
 - Narrow your search by entering the class subject and catalog number (i.e., Eng 100) in the “**Subject**” and “**Catalog Number**” fields. Leave those fields blank to view all classes available at the school.
 - The “**Start Date Between**” fields are pre-populated with the current date and 30 days in the future. Select the calendar icons to change the dates. Select the “**Next**” button to proceed.

Note: Select the “**Advanced Search**” link to expand your search.

The screenshot shows the 'Add Classes' page in GoArmyEd. At the top, the user is identified as 'Jane Sample'. There are navigation buttons for 'Search', 'Enroll', and 'My Academics', with sub-buttons for 'my class schedule', 'add', and 'drop'. The main section is titled '1. Select classes to add'. Below this, a text box explains that the system pre-populates the home school. The form includes fields for '*School:' (Vincennes University), 'Subject:', 'Catalog Number:', 'Start Date Between:' (03/12/2011 and 05/12/2011), and 'GoArmyEd Class Number:'. A 'Next' button is highlighted in yellow. A callout box points to the 'Next' button, stating: 'Select the "Next" button to proceed.' Another callout box points to the '*School:' field, stating: 'Your home school is pre-populated. If you want to select another school, select the magnifying glass icon.' A third callout box points to the 'Subject:' and 'Catalog Number:' fields, stating: 'Enter the class subject and catalog number. Leave the fields blank to view all available classes.' A fourth callout box points to the 'Start Date Between:' fields, stating: 'The Start Date Between fields are pre-populated with today's date and 30 days in the future. Note: Select the calendar icons to change the dates to expand or narrow your search.' At the bottom, there is a section for 'Apr - Jun 2011 Class Schedule' with a message: 'You are not registered for classes in this term.'



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

2. The Search Results page displays classes that meet your search criteria. Carefully review the details specific to each class. A variety of class types or delivery options may appear.
 - Classroom On-Post (TA) and Classroom Off-Post (TA): Classes taught in a classroom
 - Distance-learning (TA): Classes that are delivered remotely to Soldiers via multimedia channels, including classes by written correspondence, video, CD-ROM, DVD, television, or the Internet

GoArmyEd Home | Add to Favorites | Close Window

Jane Sample

Search my class schedule | Enroll add | My Academics drop

Add Classes 1 2 3

Search Results

The following classes match your search criteria School: **Vincennes Univ.**, Course Subject: **ACCT**, Course Number is exactly '100', Show Open Classes Only: **Yes**, From Start Date: **04/12/2011**, To Start Date: **05/12/2011**

[Return to Add Classes](#) [START A NEW SEARCH](#)

Open Closed

Before requesting a class, please review all of the details including start date, end date, instruction mode, description, and prerequisites. To do so, select the Class Details button for the class.

Select the Request button to enroll.
Class

ACCT 100 - Basic College Accounting

Class Sections First 1 of 1 Last

Class Nbr	Subject	Catalog	Section	Description	Semester Hours	Start Date	End Date	Avail
1727	ACCT	100	D74	Basic College Accounting	3	04/25/2011	10/25/2011	30
School		Class Type		Instruction Mode	Instructor Name		Class Details	
Vincennes Univ		TA		DL - Online	L Nash		Prerequisites	
In-State Cost / Unit		In State Total Cost		Out-of-State Cost / Unit		Out-of-State Total Cost		
\$165.28		\$495.84		\$205.00		\$615.00		
TA Eligible Fees				Soldier Funded Fees		Open Registration Date		
None				None		02/25/2011		
Last Day to Drop for Full Refund:						Close Registration Date		
05/01/2011						04/14/2011		

Request Class

[Return to Add Classes](#) [START A NEW SEARCH](#)

Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

- The Confirm Classes page appears. Review the class cost information to view the cost covered by TA (in the “GoArmyEd Amount” field) and any class cost you must self-pay (in the “Student Amount” field).

GoArmyEd Home | Add to Favorites | Close Window

Jane Sample

Search my class schedule | Enroll add | My Academics drop

2. Confirm classes

Review the "GoArmyEd" field to view the amount TA will cover and whether you are responsible for a portion of the class cost before completing the enrollment.

Class Nbr	School	Subject/Catalog Number	Title	Start/End Date	Semester Hours	Status
1727	Vincennes University	ACCT 100	Basic College Accounting	04/25/2011 - 10/25/2011	3.00	Open

Cost per Semester Hour:	165.28
TA Eligible Fees:	0.00
Soldier Funded Fees:	0.00
Total Amount:	495.84

Student Amount: 0.00
GoArmyEd Amount: 495.84

PROCESS REQUEST | CANCEL REQUEST

[Click here for an explanation of tuition calculation.](#) ⓘ
[Click here for current Financial and Residency Information.](#) ⓘ

Select the “Process Request” button to proceed with the TA request and class enrollment.

PROCESS REQUEST

Important: If you must pay for any or all cost of the class, several statements, including the following warning, appear stating you must pay.

WARNING: YOU MUST PAY!

YOU MUST PAY 495.84
TA will pay 0.00

I AGREE TO PAY | CANCEL REQUEST

If you must pay for part or all of a class, several statements appear informing you of this. Payment is paid to your school.

You must select the "I Agree To Pay" button to process the class enrollment.

You MUST choose "Cancel Request" if you do not agree to pay the amount in red above. TA will not pay this amount. No exceptions will be granted. If you think that there is an error, contact your Education Counselor. You may need a course override.

[Click here for an explanation of tuition calculation.](#) ⓘ
[Click here for current Financial and Residency Information.](#) ⓘ

Payment Information
Payment for your portion of this course must be made to the school.



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

- The Account Information screen appears. Review your mailing and contact information to ensure that all fields are updated to reflect your current location.

GoArmyEd Home Add to Favorites Close Window

Account Information

Please update your contact information if there has been any change.

Note: Fields marked with an asterisk (*) are required.

Mailing Address

If you are using an APO address, make sure you have selected APO in the City field and USA in the Country field. Any address containing a PO Box number must also include a valid street address. This restriction does not apply to individuals using the APO mail system.

Please do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses () in your mailing address.

Full Name
Jane Sample

***Address:**
123 Star Drive

***City** RADCLIFF ***State** KY ***Zip** 40160 ***Country** USA

Contact Information

Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

***Primary Telephone Number** 270-334-5656 **Phone 1** **Phone 2**

Preferred Email jane.sample@efutureed.com **Alternate Email** jane.sample@efutureed.com

Select the “**Account Information Verified**” button.

Account Information Verified

- The View Results page appears. Review your schedule to ensure that the class you selected is listed. A message appears stating the class has been added to your schedule and a green checkmark appears in the Status column. Your enrollment is submitted successfully for registration, pending final approval from the school. You will receive an email confirming that the enrollment request is successful.

Note: If the request is *not* accepted by your school, you will receive a follow-up email.



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

The screenshot shows the GoArmyEd interface for a user named Jane Sample. At the top, there are navigation links for Home, Add to Favorites, and Close Window. Below the user name, there are three main sections: Search (with a sub-link for my class schedule), Enroll (with a sub-link for add), and My Academics (with a sub-link for drop). The main content area is titled "Add Classes" and shows "3. View results". A message states: "View the following status report for enrollment confirmations and errors. Be sure to print a copy for your records." Below this is a summary bar with a green checkmark for "Success: enrolled" and a red X for "Error: unable to add class". A table displays the enrollment details:

Class Number	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Message	Status
1727	Vincennes University	ACCT 100	Basic College Accounting	04/25/2011 - 10/25/2011	3.00	Success: This class has been added to your schedule. Class added on 04/12/2011 at 03:06pm EST.	✓

Below the table are buttons for PRINT PAGE, MY CLASS SCHEDULE, and ADD ANOTHER CLASS. At the bottom, there are links for Search, Enroll, My Academics, My Class Schedule, Add, and Drop.

Select the **“My Schedule”** button to view the classes you have elected to take. Select the **“Add Another Class”** button to enroll in additional classes.

Two buttons are shown: "MY CLASS SCHEDULE" and "ADD ANOTHER CLASS".

8. Select the **“Close Window”** link to return to your GoArmyEd homepage.

The screenshot shows the GoArmyEd interface with a red box highlighting the "Close Window" link in the top right corner. The word "Submit Date" is partially visible below the main content area.



Step-by-step Instructions–Requesting TA for a Class Through GoArmyEd

If ALL the fields are marked with an asterisk (*) when the Select Classes to Add screen appears, the school does not upload classes and tuition costs in GoArmyEd. The TA Request form must be completed in GoArmyEd.

Important: You are required to provide documentation of the cost of your tuition and fees in order to submit a TA Request form for approval. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, a current invoice from the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.

Note: Screen images in this document may vary slightly from the current GoArmyEd portal.

1. The Select Classes to Add screen appears.

- The **“School”** field is pre-populated with your home school. If you want to select a new school, select the magnifying glass icon.
- Enter the class subject (i.e., Eng) in the **“Subject”** field.
- Enter the catalog number (i.e., 100) in the **“Catalog Number”** field.
- Select the calendar icon for the **“Start Date”** field to configure the class start date correctly.
- Select the **“Next”** button to proceed.

The screenshot shows the GoArmyEd 'Add Classes' interface. At the top, the GoArmyEd logo is on the left, and navigation links for Home, Add to Favorites, and Close Window are on the right. Below the logo, the user's name 'John Doe' is displayed. A navigation bar contains buttons for Search, my class schedule, Enroll, add, My Academics, and drop. The main heading is 'Add Classes' with a sub-heading '1. Select classes to add'. A paragraph explains that the system pre-populates the home school and provides instructions on how to search for a different school. The form fields are: *School: Adams State College (with a magnifying glass icon), *Subject: ART (with an example), *Catalog Number: 100 (with an example), and *Start Date: (with a calendar icon). A yellow 'Next' button is visible. A 'View Historical TA Request' link is also present. At the bottom, there are links for Search, Enroll, My Academics, My Class Schedule, Add, and Drop. A 'You are not registered' message is shown. A calendar window is open for April 2012, with the 2nd highlighted. Several red callout boxes provide instructions: one points to the School field saying 'The "School" field is pre-populated with your home school.', another points to the Subject field saying 'Enter the class subject in the "Subject" field.', a third points to the Catalog Number field saying 'Enter the school's catalog number in the "Catalog Number" field.', and a fourth points to the Start Date field saying 'Enter the start date of the class by selecting the calendar icon.'. A fifth callout points to the Next button saying 'Select the "Next" button to proceed.'



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

- The TA Request screen appears. Read the instructions carefully.

GoArmyEd Home Add to Favorites Close Windc

TA Request

Upon entering the class information below, press the 'Submit' button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.

Once approved, the 'Print TA Request Form' button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the 'Save a Copy' button on the PDF to save this form. Please be advised: if you are using a shared computer, save the PDF to a disk to ensure privacy.

NOTE:
To drop this enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.

To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the 'Back' button on your browser.

To generate a new TA request, click the 'Add' button at the bottom of the page.

Student Information Section: Your personal information is prepopulated

Student Information

EmpID:	00001234	Soldier Status:	Guard
Name:	Doe, John		
Rank:	SSG	SSN:	-0022
Phone:	270-123-4567	Email:	jdoe@efutureed.com
Current PA Type:	Traditional eCourse	Original PA Type:	Traditional eCourse
PA Migration Date:	08/22/2011		
UIC Title / Code:	TC CO DET 1 / WPKSA1		
Geo Ed Center:	NG-Texas Education Services Office		
Army Location:	BAGHDAD		

Soldier Mailing Address

123 Moon Drive
KILLEEN, TX 76549

School Information Section: The school's information is pre-populated.

School Information

School:	ASC02 Adams State College		
Degree Name:	Information Tech (AAS-CSIT) [-e]		
Address:	208 Edgemont Boulevard Alamosa, CO 811022373	SDN:	ATA2ADAMSSTCXN
School Primary URL:	www.adams.edu	School Secondary URL:	www.adams.edu
POC Name:	Judy Phillips		
POC Phone:	7195877671		
POC Email:	jlphilli@efutureed.com		



Step-by-step Instructions–Requesting TA for a Class Through GoArmyEd

Class Information Section: Carefully review the populated "**Subject,**" "**Start Date,**" and "**Catalog Number**" fields for accuracy and update if necessary. Complete each required field marked with an asterisk (*). Enter "**End Date**" and "**Class Title**" and select the "**Instruction Mode.**"

Class Information Section: Review the populated "**Subject, Start Date and Catalog Nbr**" fields for accuracy and update if necessary.

Enter the "**End Date,**" "**Class Title**" and select the "**Instruction Mode.**"

*Subject:	ART	EX: HIST	*Start Date:	04/02/2012	Fiscal Year:	FY12
*Catalog Nbr:	100	EX: 225	*End Date:		Control Number:	
*Class Title:						
*Instruction Mode:						Degree Plan

Cost of tuition and fees **must be attached to the TA Request** in order to submit the form. This can be done in one of two ways:

- Upload the document that has been saved on a computer and attach to this TA Request or;
- Upload the document in eFile first and select the transaction type, **Cost and/or Course Enrollment Verification**, so it will appear when you select the "**Search eFile**" button to attach to this TA Request.
 - Multiple documents can be attached to the TA Request by selecting the radio button next to the documents and then selecting the "**Attach File**" button.

GoArmyEd

Select eFile

Title	Description	Last Updated By	Last Update Date/Time
<input checked="" type="checkbox"/> Course Cost Verification	Course Cost Verification pg3	Online, Sergeant	09/05/2012 1:10:52PM
<input checked="" type="checkbox"/> Course Cost Verification	Course Cost Verification	Online, Sergeant	09/05/2012 1:09:35PM
<input checked="" type="checkbox"/> Course Cost Verification	Course Cost Verification	Online, Sergeant	09/05/2012 1:10:20PM

Cancel Attach File

Note: Detailed steps on how to upload a document in eFile are available. Access the reference document titled "**Using eFile**" by selecting the yellow "**Helpdesk**" button located on the top right on any screen when logged into your GoArmyEd account.



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

Upload Cost and/or Course Enrollment Verification Information Section: Enter the title and description of the document associated with this class.

Upload Cost and/or Course Enrollment Verification Information

*Title

*Description

Enter a Title and Description and select 'Add Attachment' to upload cost and/or course enrollment verification documents. File size is limited to 4096 KB. Reduce the file size or zip the file.

Cost of tuition and fees **must be attached to the TA Request** in order to submit the form. This can be done in one of two ways: add an attachment from a computer or upload in eFile first in order for it to appear as file you can attach.

Class Cost Section: Complete each required field marked with an asterisk (*). Select the Unit Type your school uses (semester hours, quarter-hours or clock hours). Next, complete the “Unit” and “Unit Cost” fields and, if applicable, “Additional TA-eligible Fees” and “Additional Soldier Fees” fields.

Select the “Calculate Cost” button.

Class Cost Section: Select the Unit Type your school uses (semester hours, quarter hours or clock hours.) Next, enter the "Unit" and "Unit Cost" fields and if applicable, "Additional TA-eligible Fees" and "Additional Soldier Fees" fields. Select the "Calculate Cost" button. **Note:** The "Total Class Cost", "Original Army Cost" and if applicable the "Original Soldier Cost" fields will populate.

Class Cost

Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the "i".

Unit Type Semester Hour	Unit 0.00	Unit Cost \$0.00	SH 0.00	SH Cost \$0.00
Total Class Cost \$0.00		Original Army Cost \$0.00	Original Soldier Cost \$0.00	Calculate Cost

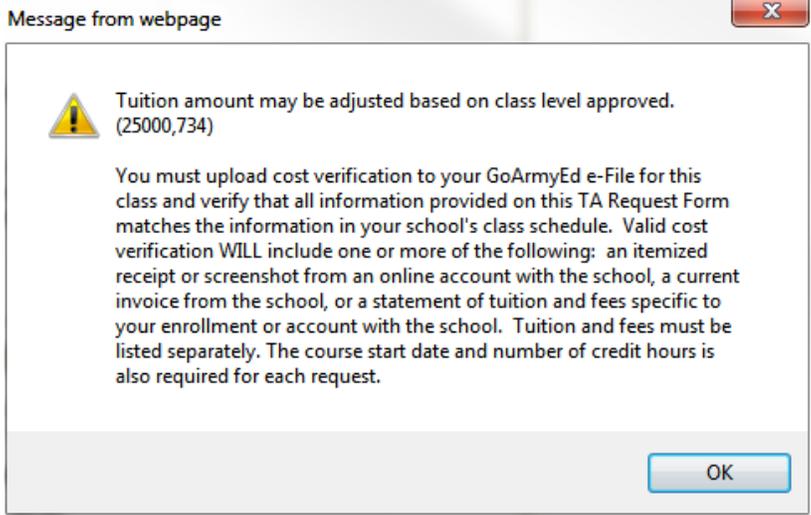
After selecting the “Calculate Cost” button, the following message appears stating the TA amount may be adjusted based on the approved class level.

IMPORTANT: Remember to upload the required cost verification information to eFile in your Student Record.

Select the “OK” button.



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd



Additionally in the Class Cost section, if applicable, review State/Outside Funding and Chapter 33 (Post 9/11) information and select what applies to you. If you will receive external funds outside of federal TA, enter the applicable amounts in the **"State TA Funding," "Outside Funding,"** or **"Chapter 33 (Post 9/11)"** fields.

Class Cost

Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the "i".

Unit Type	Unit	Unit Cost	SH	SH Cost
Semester Hour	\$0.00	\$0.00	0.00	\$0.00

Additional TA-eligible Fees	Additional Soldier Fees
\$0.00	\$0.00

Total Class Cost	Original Army Cost	Original Soldier Cost
\$0.00	\$0.00	\$0.00

I intend to use State/Outside Funding
 I intend to use Chapter 33 (Post 9/11)

The fields below are for any external funds that Soldiers receive outside of Federal example may be state or VA benefits.

State TA Funding	Outside Funding	Chapter 33 (Post 9/11)
\$0.00	\$0.00	\$0.00

Comments

If you intend to use the following funds, check the box for **State/Outside Funding** or **Chapter 33 (Post 9/11)** and enter the amounts in the corresponding fields.



Step-by-step Instructions–Requesting TA for a Class Through GoArmyEd

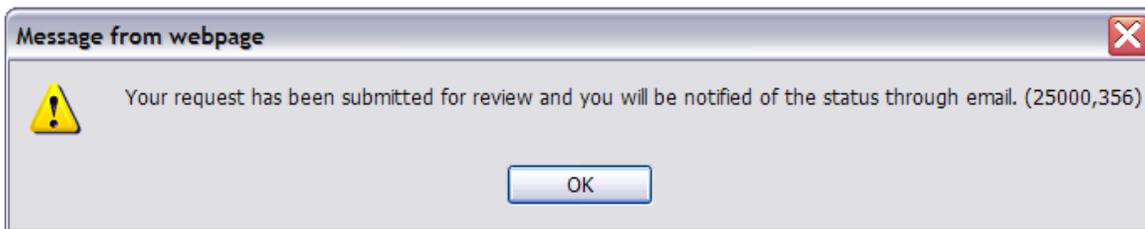
Select the **“Submit”** button.

	Updated By	Installation/School
Submission:	03/17/2012 Doe, John	NG-Texas Education Services Office
Rejection:	_____	
Approval:	_____	
Grade:	_____	
Drop:	_____	

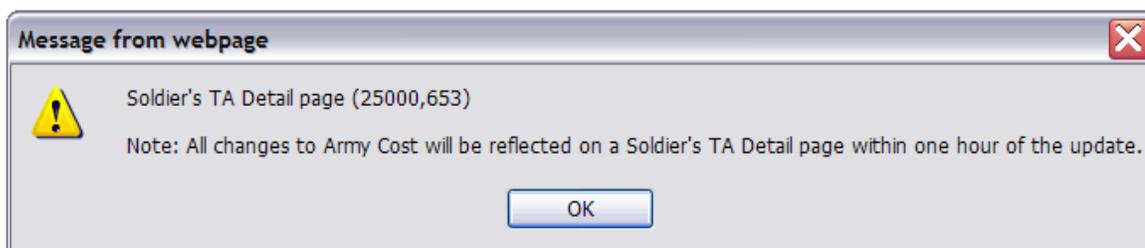
3. A message appears stating your request has been submitted. You will receive an automated email alert from GoArmyEd telling you whether the TA Request form was approved or denied. Select the **“OK”** button.



Step-by-step Instructions–Requesting TA for a Class Through GoArmyEd



4. The next message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour of the update. Select the “**OK**” button.



5. The Select Classes to Add screen appears. The TA request for the class you processed appears in the Class Schedule section.

IMPORTANT NEXT STEPS:

- An Army Education Counselor will review your TA request.
- If the TA request is approved, view the steps on pages 17-20 on how to print the Army Tuition Assistance Authorization form.
- You will need to provide the school the approved Army Tuition Assistance Authorization form and then register for the class directly with the school.

To submit a TA request for another class, follow steps on pages 10-15. The “**School**” field will populate with the same school as the previous school for which you processed a TA Request form.



Step-by-step Instructions—Requesting TA for a Class Through GoArmyEd

John Doe

Search Enroll My Academics
 my class schedule add drop

Add Classes

1. Select classes to add

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 click Next.

*School:

*Subject:

*Catalog Number:

*Start Date:

Next

[View TA Request Authorization Forms](#)

Jan - Mar 2012 Class Schedule

Enrolled Dropped

School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
Adams State College	ART 100	Art History	04/02/2012 - 07/18/2012	3.0	

6. Select the “Close Window” link to return to your GoArmyEd homepage.

GoArmyEd Home Add to Favorites **Close Window**

Submit Date



Step-by-Step Instructions—How to Print an Army Tuition Assistance Authorization form

If your TA request is approved, you are ready to enroll in your class directly with your selected school.

Note: If the TA Request is rejected, please view the steps on page 21 to review the TA Request form.

You can access the Army Tuition Assistance Authorization form by selecting the **“Request TA”** button or selecting the **“Other Links”** button in the Smart Links section.

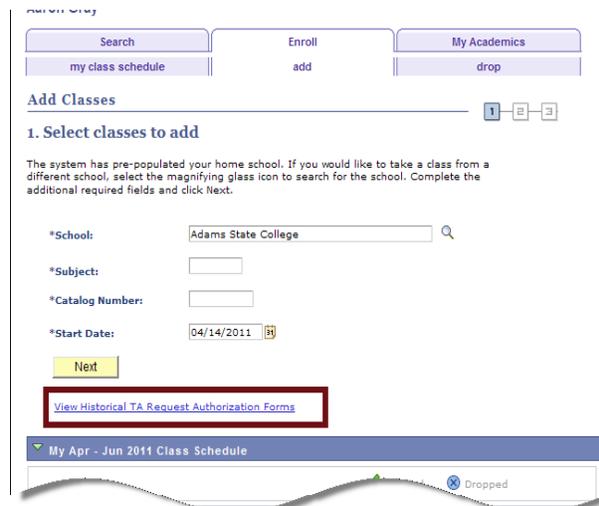
From your GoArmyEd homepage, select the **“Request TA”** button in the Smart Links section.



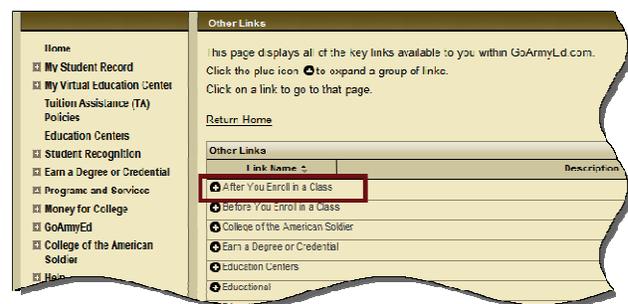
From your GoArmyEd homepage, select the **“Other Links”** button in the Smart Links section.



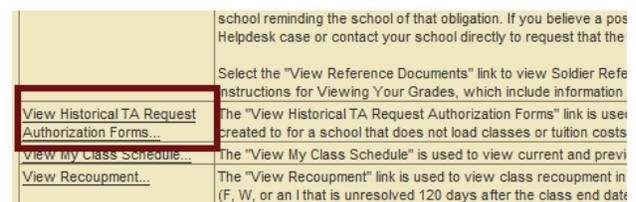
The Select Classes to Add screen appears. Select the **“View Historical TA Request Authorization Forms”** link.



Select the plus sign (+) next to **“After You Enroll in a Class”** link on the Other Links screen.



Select the **“View Historical TA Request Authorization Forms”** link.



Step-by-Step Instructions—How to Print an Army Tuition Assistance Authorization form

- The TA Request Search screen appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Class Title,” “Geo Ed Center,” “Submit Date,” or “Fiscal Year” field. Select the “Search” button.

Hint: You can view all your TA requests by leaving all fields blank and selecting the “Search” button.

GoArmyEd Home | Add to Favorites | Close Window

TA Request Search

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:

Subject Code: *EX: BIO*

Catalog Nbr: *EX: 225*

Start Date:

Class Title:

Geo Ed Center:

Submit Date:

Fiscal Year:

Search **Clear**

- The TA Request Search screen appears. Select the title of the approved class you wish to print.

GoArmyEd Home | Add to I

TA Request Search

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:

Subject Code: *EX: BIO*

Catalog Nbr: *EX: 225*

Start Date:

Class Title:

Geo Ed Center:

Submit Date:

Fiscal Year:

Search **Clear**

Customize | Find | View All | First 1 of 1 Last

Name	Geo Ed Center	School	School Name	Subject	Catalog	Start Date	Status	Title
Doe, John	<u>NG-Texas Education Services Of</u>	ASC02	Adams State College	ART	100	04/2/2012	Approved	<u>Art History</u>



Step-by-Step Instructions—How to Print an Army Tuition Assistance Authorization form

3. The TA Requests by Submit Date screen appears with all the TA requests submitted on the same day.
 - TA requests submitted for more than one school or for classes starting in different fiscal years and submitted on the same date can be printed in one PDF and will be separated by school and fiscal year.
 - Any approved TA request submitted on different days for the same school will appear in a separate PDF file.

To print approved TA Request forms to submit to the school, select the box next to the class in the Print Select column. A checkmark appears for the selected classes. Select the **“Print TA Form”** button.

GoArmyEd Home | Add to Favorites

TA Request By Submit Date

The information on this page provides a summary of your TA requests that have been submitted for Army Education Counselor approval within the same day (Eastern Time) and the class status for each request. A class status may either be Pending (for TA requests that have not yet been approved by a Counselor), Rejected (for TA requests that were not approved by a Counselor), Approved (for TA requests that were approved by a Counselor), or Dropped (for approved TA requests that have been dropped).

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR, your expiration date will be updated within 24 hours in GoArmyEd.

Student information

EmpID: 00001234 [Current Degree Plan](#)
 Name: Doe, John
 Rank: SSG SSN: -0022
 Phone: 270-123-4567 Email: jdoe@efutureed.com
 Current PA Type: Traditional eCourse Original PA Type: Traditional eCourse
 PA Migration Date: 08/22/2011 Home School: Adams State University
 UIC Title / Code: TC CO DET 1 / WPKSA1
 Geo Ed Center: NG-Texas Education Services Office
 Army Location: BAGHDAD Submission Date: 03/17/2012

Soldier Mailing Address
 123 Moon Drive
 KILLEEN, TX 76549

Print Select	TA Request Details	School Name	Class Status	*Class Level	Subject	Catalog Nbr	Class Title
1 <input checked="" type="checkbox"/>	Details	Adams State College	Approved	Undergraduate Lower Division	ART	100	Art History

Print TA Form [Return to Search](#)

4. A message appears stating the report is running.

Report is running. Please wait. A link will be displayed when the report is done.



Step-by-Step Instructions—How to Print an Army Tuition Assistance Authorization form

5. Select the **“Click here to view the report”** link when it appears.

[Click here to view the report](#)

6. The Army Tuition Assistance Authorization form appears. Instructions are provided on the Army Tuition Assistance Authorization form pertaining to actions you are required to complete. You are responsible for providing your school with the approved Army Tuition Assistance Authorization form and registering for approved classes at the school.

Note: You must process all drops and withdrawals at the school and in GoArmyEd.

Page 1

ARMY TUITION ASSISTANCE AUTHORIZATION			
1. APPLICANT DATA			
<u>A. Name (Last, First, M.I.)</u>	<u>B. SSN (Last Four)</u>	<u>C. Rank</u>	<u>SDN Number:</u> AT2ADAMSSTCXN
Doe, John	-0022	39G	<u>D. Home School:</u> Adams State University
<u>E. Soldier Mailing Address:</u>	<u>F. Phone Number:</u>	<u>G. Email:</u>	<u>H. USC Title / Code:</u>
123 WOOD DRIVE KILLEEN, TX 76549	270-223-4587	jdoo@efusured.com	TC CO DET 1/WPKSAI
2. SCHOOL SECTION			
<u>A. School / Degree Name:</u>	<u>B. Address:</u>	<u>C. School Primary POC:</u>	
Adams State College Information Tech (AAS-CSIT) [-e]	208 Edgemont Boulevard Alamosa, CO 811022373 USA	Name: Judy Phillips Phone: 7195877671 Email: jphilli@efusured.com	
3. CLASS DATA			
	<u>Class 1</u>		
<u>A. Class Number:</u>	ART100		
<u>B. Class Title:</u>	Art History		
<u>C. Instruction Mode:</u>	DL - Online		
<u>D. Number of Semester Hours:</u>	3.00		
<u>E. Cost Per Semester Hour:</u>	\$150.00		
<u>F. Additional TA-Eligible Fees:</u>	\$0.00		
<u>G. Additional Soldier Fees:</u>	\$0.00		
<u>H. Soldier Intends to use State/Outside Funding:</u>	N		
<u>I. Soldier Intends to use Chapter 33 (Post 9/11):</u>	N		
<u>J. Total Class Cost:</u>	\$450.00		
<u>K. Soldier Cost:</u>	\$0.00		
<u>L. Army Cost:</u>	\$450.00		
	Guard		
	04/02/2012		

Page 2

<u>Name (Last, First, M.I.)</u>	<u>School</u>	<u>SDN Number</u>
Doe, John	Adams State College	AT2ADAMSSTCXN
5. SOLDIER WARNING		
Further Action Required - You must take all pages of this form to your school to complete registration.		
Failure to request tuition assistance via GoArmyEd prior to the start of your class, or the school's late registration period, will result in the denial of tuition assistance IAW AR 621-5.		
It is your responsibility to process class enrollment, drops, and withdrawals both with your school and in GoArmyEd.		
6. SOLDIER SIGNATURE AND DATE		
I have completed and reviewed this TA request form.		
<u>A. Soldier Name (Signature on File) and Date:</u>	Doe, John	03/23/2012
CONSENT: By signing this form, I authorize the release of any grade reports and withdrawal information from my school to the Army Continuing Education System (ACES) in accordance with the terms listed in Sections 5 and 8 of this form.		



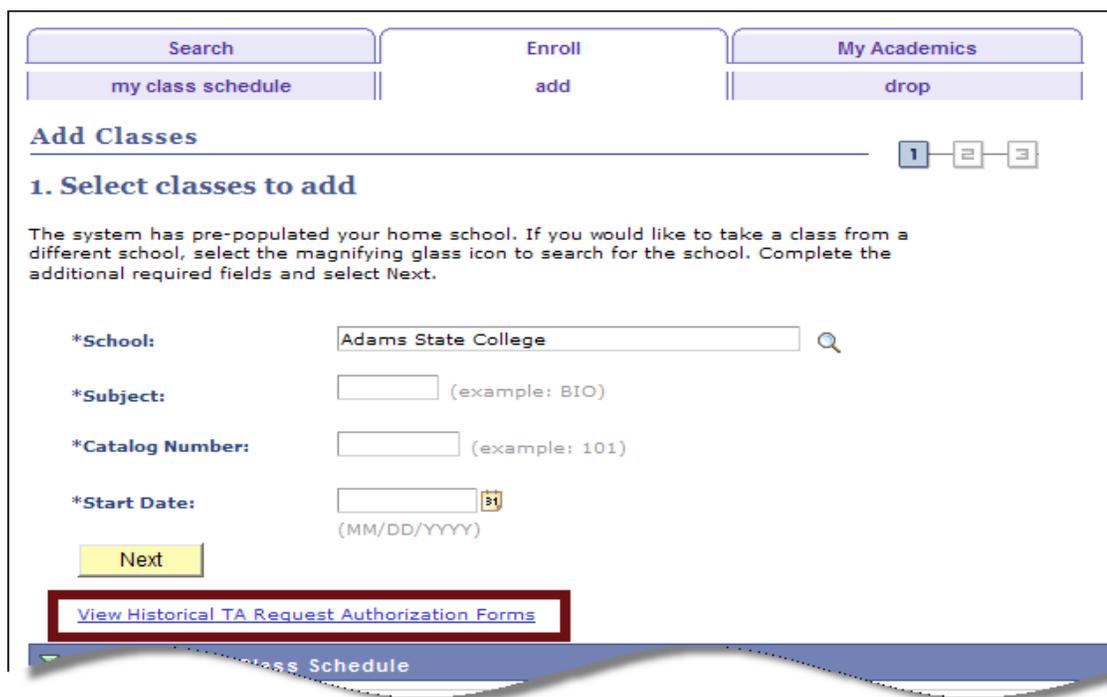
How to Resolve a TA Request form Rejection

If your TA Request is rejected, you will receive an email stating the reason. If you resolve the issue within seven days after the class start date, you can resubmit the same TA Request form. If you have any questions, please contact your Army Education Counselor.

- From your GoArmyEd homepage, select the **“Request TA”** Smart Links on your homepage.



- The Select Classes to Add screen appears. Select the **“View Historical TA Request Authorization Forms”** link.



How to Resolve a TA Request form Rejection

- The TA Request Search screen appears. Search by “School,” “Subject Code,” “Catalog Number,” “Start Date,” “Class Title,” Geo Ed Center,” “Submit Date,” or “Fiscal Year” field. Select the “Search” button.

Hint: You can view all your TA requests by leaving all fields blank and selecting the “Search” button.

GoArmyEd Home | Add to Favorites | Close Window

TA Request Search

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:

Subject Code: *EX: BIO*

Catalog Nbr: *EX: 225*

Start Date:

Class Title:

Geo Ed Center:

Submit Date:

Fiscal Year:

Search **Clear**

- The TA Request Search screen appears. Select the title of the rejected class you wish to view.

GoArmyEd Home | Add to Favorites | Close Window

TA Request Search

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:

Subject Code: *EX: BIO*

Catalog Nbr: *EX: 225*

Start Date:

Class Title:

Geo Ed Center:

Submit Date:

Fiscal Year:

Search **Clear**

Customize | Find | View All | First | 1 of 1 | Last

Name	Geo Ed Center	School	School Name	Subject	Catalog	Start Date	Status	Title
Jefferson Antonio Tramine	NG-Texas Education Services Of	ASC02	Adams State College	ART	100	04/2/2012	Rejected	Art History



How to Resolve a TA Request form Rejection

- The TA Request By Submit Date screen appears. Select the “**Details**” button to access the TA Request for the rejected class.

GoArmyEd Home Add to

TA Request By Submit Date

The information on this page provides a summary of your TA requests that have been submitted for Army Education Counselor approval within the same day (Eastern Time) and the class status for each request. A class status may either be Pending (for TA requests that have not yet been approved by a Counselor), Rejected (for TA requests that were not approved by a Counselor), Approved (for TA requests that were approved by a Counselor), or Dropped (for approved TA requests that have been dropped).

Place a checkmark in the box under the Print column for TA Requests that are in approved status that you wish to print on a single TA Request Report for your own records or to provide to a school. Please note that if you select Print for TA Requests offered by more than one school or fiscal year, a separate report will print for each school and only list the classes offered by that school. To drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR, your expiration date will be updated within 24 hours in GoArmyEd.

Student Information

EmpID: 00001234 [Current Degree Plan](#)
Name: Doe, John
Rank: SSG **SSN:** -0022
Phone: 270-123-4567 **Email:** jdoe@efutureed.com
Current PA Type: Traditional eCourse **Original PA Type:** Traditional eCourse
PA Migration Date: 08/22/2011 **Home School:** Adams State University
UIC Title / Code: TC CO DET 1 / WPKSA1
Geo Ed Center: NG-Texas Education Services Office
Army Location: BAGHDAD **Submission Date:** 03/17/2012

Soldier Mailing Address

123 Moon Drive
KILLEEN, TX 76549

<u>Print Select</u>	<u>TA Request Details</u>	<u>School Name</u>	<u>Class Status</u>	<u>*Class Level</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Class Title</u>	<u>Start</u>
1 <input type="checkbox"/>	Details	Adams State College	Rejected		ART	100	Art History	04/02/

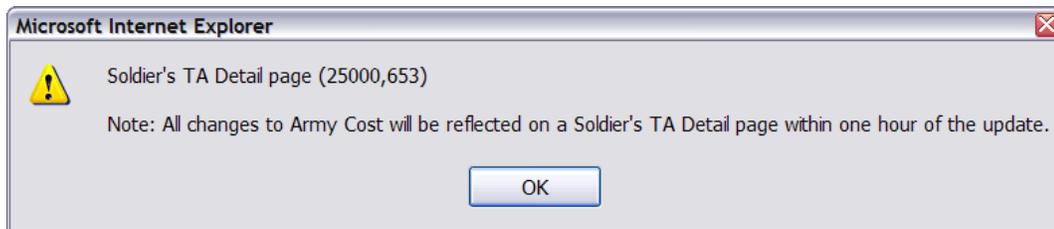


How to Resolve a TA Request form Rejection

- The TA Request form appears for the rejected class. Select the pull-down arrow in the “**Class Status**” field and select “**Pending**” to resubmit the TA Request form. Select the “**Submit**” button.

The screenshot shows the GoArmyEd website interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Close Window' links. Below this is the 'TA Request' section. A message explains that upon entering course information, the user should press the 'Submit' button to submit the data as an enrollment request. It also notes that once approved, the 'Print TA Request Form' button will become active. The main form area is titled 'TA Request Status' and contains a '*Class Status:' field with a dropdown menu currently set to 'Rejected'. A red box highlights the dropdown arrow. Below this is a 'Reject Reason:' field with a dropdown menu set to 'Rejected'. A note states: 'Note: If there are additional comments please include them in the text box below.' Below the note is a text input field containing the text: 'Cost verification not provided in the Student Record in eFile. Please provide and change status to Pending to resubmit.' At the bottom of the form, there are two buttons: 'Submit' and 'Print TA Form'. The 'Submit' button is highlighted with a red box. Below the form is a 'Grade Information' section with instructions to enter an official grade and a 'Print TA Form' button. At the very bottom, there is a 'Dates' section with a 'Submitted By' field.

- A message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour of the update. Select the “**OK**” button.



- Select the “**Close Window**” link to return to your GoArmyEd homepage.



What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

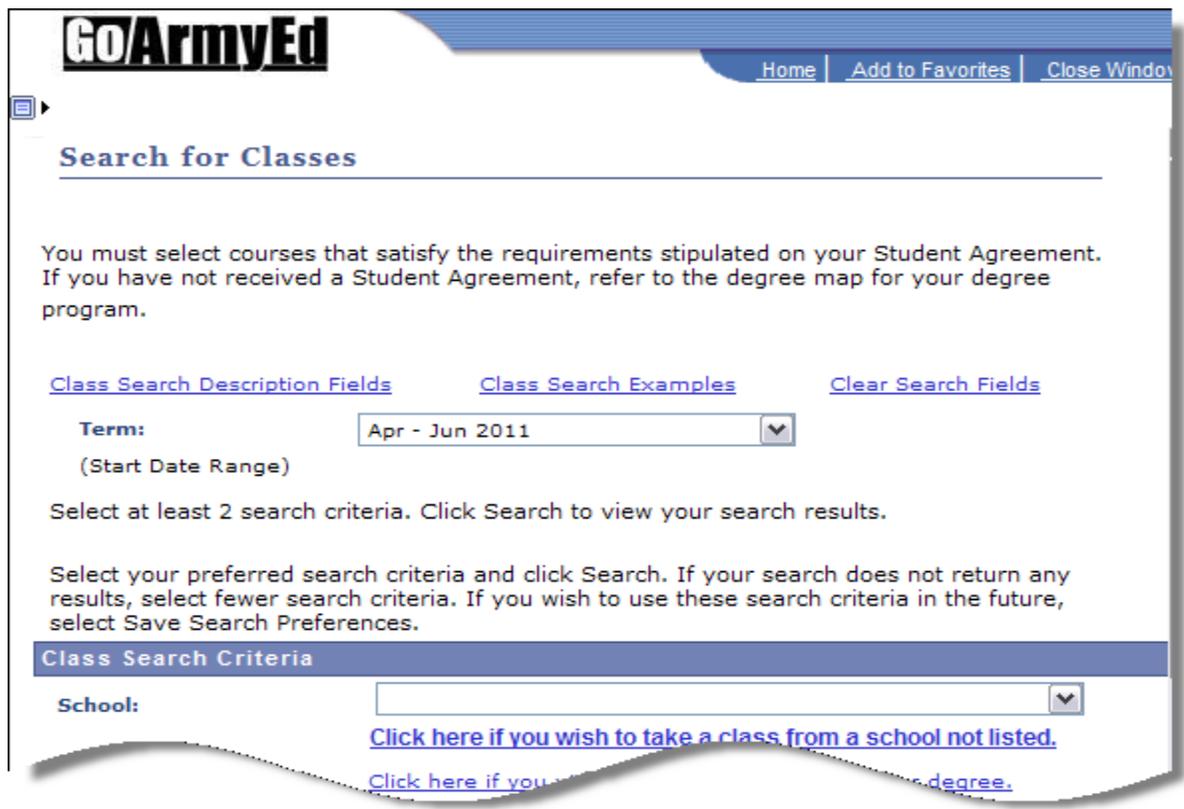
The following steps are to request a class be added to the Class Schedule if your school uploads classes and tuition costs to an online class schedule in GoArmyEd.

Note: Screen images in this document may vary slightly from the current GoArmyEd portal.

1. Schools that upload classes and tuition costs to an online Class Schedule in GoArmyEd can do so within two months of a class start date. If the class you want to take does not start within the next two months, you must wait before you can enroll in the class.

Check to see that the class you decide to take is still available. Classes may close when seats have been filled.

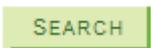
- Select the **“Other Links”** Smart Link on your homepage.
- The Other Links screen appears. Select the Earn a Degree or Credential plus (+) icon to expand the section to view more links.
- Select the **“Class Schedule”** link.
- The Class Schedule screen appears. Select the **“Class Schedule”** link.
- The Search for Classes screen appears.



What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

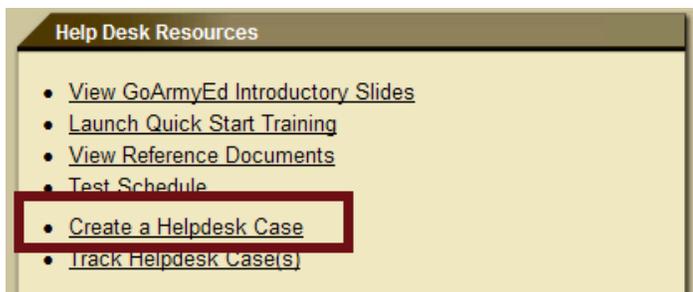
- On the Search for Classes screen, select your chosen school from the drop-down list in the “**School**” field to view all classes offered for the term. Next, select the drop-down arrow in the “**Class Registration Status**” field to verify class availability, and then select **All (Open/Closed/Future)**.

- Select the “**Search**” button on the Search for Classes screen.



What do I do if my school is listed in the Class Schedule but a specific class is not available through GoArmyEd?

4. Create a GoArmyEd Helpdesk case from your homepage to request that your school add a missing class to the Class Schedule. Specify the school name, the class title, the class section number, and the start and end dates of the requested class.



The school will add the class to the GoArmyEd class schedule, if appropriate. When the class is added to the Class Schedule, you will be able to enroll through GoArmyEd using the steps described in this guide.

Key Points to Remember

- The enrollment window is opened two months before a class start date.
- Base your search on your degree map criteria to ensure you select classes that fulfill your degree requirements.
- If your school is not listed in GoArmyEd, create a helpdesk case with the subject “School Not in Portal”. Headquarters ACES will determine if the school is accredited and will advise you appropriately. Soldiers will not be able to request TA at the school until the school sets up an account in GoArmyEd.
- If you must complete the TA Request form, documentation of the cost of tuition and fees must be attached to the TA Request in order to submit the form. Valid cost verification WILL include one or more of the following: an itemized receipt or screenshot from an online account with the school, a current invoice from the school, or a statement of tuition and fees specific to your enrollment or account with the school. Tuition and fees must be listed separately. The course start date and number of credit hours is also required for each request.
- A quarterly TA Statement of Understanding (TA SOU) must be acknowledged prior to enrolling in a class. You will not be permitted to use TA until you complete that step.
- You must submit an Annual TA SOU to your Army Education Counselor with your Commander’s signature. The GoArmyEd portal will prompt you to do that annually.

