

# 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 GoArmvEd
- 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. ٠
- 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 GoArmvEd. 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 0 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.





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.

| I understand that I must i                           | REQUEST:<br>quest Non-LOI Tuition Assistance through the GoArmvEd Portal and provide course and cost verification data to the Armv, and upload supporting documentation  |
|--|--|
| to eFile. Once I receive c                           | urse 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 GoArr<br>enrollments, drops and w | yEd portal prior to the start of the class or the school's late registration period will result in the denial of IA IAW AR 621-5. It is my responsibility to process cla<br>hdrawals both with my school and in the GoArmyEd portal. |
|  |  |
| I agree to the terms of the                          | Army luition Assistance Statement of Understanding and agree to the conditions for the use of tuition assistance as verified by my authentication.   |
| • Yes  |  |
| O No   |  |
| Please enter your passw                              | rd below.  |
| Password   |  |
| i assivita.  |  |
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# 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**.

| Go/ArmyEd   | GOArmyEd  |
|---|---|
|   |   |
| Jane Sample   | Jane Sample   |
| Search Enroll   | Search Enroll   |
| my class schedule add   | my class schedule add   |
| Add Classes   | Add Classes   |
| 1 Select classes to add   | 1. Select classes to add  |
| The system has pre-populated your home school. If you wou<br>different school, select the magnifying glass icon to search for<br>criteria to narrow your search results and click Next. | The system has pre-populated your home school. If you would like<br>different school, select the magnifying glass icon to search for the sc<br>additional required fields and click Next. |
| *School: Vincennes University   | *School: Adams State College  |
| Subject:  | *Subject: ENG   |
| Catalog Number:   | *Catalog Number: 100  |
| Start Date Between: 04/12/2011 and 05/1   | *Start Date: 04/26/2011   |
| GoArmyEd Class Number:  | Next  |
| Next<br>L Search  | ✓ Apr - Jun 2011 Class Schedule<br>You are p for classes in this to   |



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.

| Search  | Enroll  | i jje   | My Academics  |
|---|---|---|---|
| my class schedule   | add   |   | drop  |
| Add Classes   |   |   |   |
| 1. Select classes to a<br>The system has pre-populate<br>different school, select the m<br>criteria to narrow your search | dd<br>d your home school. If you<br>agnifying glass icon to sear<br>results and click Next. | ı would like to take<br>ıch for the school, S                                   | a class from<br>elect addition<br>select another school,<br>select the magnifying   |
| *School:  | Vincennes University  |   | glass icon.   |
| Subject:<br>Catalog Number:   | Enter<br>catalo<br>the fie<br>availa  | the class subject<br>og number. Leav<br>elds blank to view<br>able classes.     | and<br>e<br>v all   |
| Start Date Between:   | 03/12/2011 3 and  | 05/12/2011  |   |
| GoArmyEd Class Number   | the button  | The Start Date<br>with today's da<br><i>Note:</i> Select the<br>dates to expand | Between fields are pre-populated<br>te and 30 days in the future.<br>e calendar icons to change the<br>d or narrow your search. |

Note: Select the "Advanced Search" link to expand your search.

| annear  | e details sp   | ecific to each c  | lass. A variety   | of class t  | types or deliv  | ery options  |
|---|--|---|---|---|---|--|
| - Clas  | sroom On-F   | Post (TA) and (   | Classroom Off-I   | Post (TA)   | : Classes tau   | ight in a  |
| class   | room   |   |   |   |   |  |
| - Dista<br>multi<br>DVD   | nce-learnin<br>media char<br>television,   | ig (TA): Classe<br>inels, including<br>or the Internet  | classes by wri  | tten corre  | espondence, v   | video, CD-   |
| CO/A  | rmvFd  |   |   |   |   |  |
|   | <u></u>  |   |   |   | Home _  | Add to Favorites   |
| Jane San  | iple   |   |   |   |   |  |
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| my  | class schedule   |   | add   | dı  | rop   |  |
| Add Cla   | sses   |   |   |   |   |  |
| Search  | Results  |   |   | 1   |   |  |
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| <i>.</i> 0    | elect the "Glass Details" button before enrolling in a class to review additional class  |  |
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| C             | ass Sections First 🖞 1 of 1 🕨 Last   |  |
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| rr<br>pi<br>S | node, instructional mode, start and end dates, tuition cost, class description, rerequisites, if applicable, and the school offering the class. elect the <b>"Request Class"</b> button to enroll in the class.  |  |
| A             | CCT 100 - D74 Basic College Accounting   |  |
| E             | VIEW SEARCH RESULTS  |  |
|               | Select the Request button to enroll.   |  |
|               | Class  |  |
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|               | Semester<br>Hours       Class Type       School         1727       ACCT       100       D74       Basic College Accounting       3       TA       Vincennes Univ         Mode of Instruction<br>DL - Online       Course Level       Course ID       Class Status       Subject Group         Maximum Seats       Seats Available       Start Date       End Date       Proctored Exams       Program Community<br>Business         Joint       Open Registration Date       Close Registration Date       In-State Cost / Unit       In-State Total Cost         Just       Vincempus.vinu.edu/       Out-of-State Cost/Unit       Out-of-State Total Cost       \$205.00   |  |
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|               | Semester<br>Hours Class Type School         Yequest Class<br>Hours Class Type School         1227 ACCT 100 D74 Basic College Accounting<br>3 TA Vincennes Univ         Mode of Instruction       Course Level<br>1st 8. 2nd Year       Course ID<br>059347       Class Status       Subject Group<br>Active         DL - Online       1st 8. 2nd Year       059347       Active       Accounting         Maximum Seats       Seats Available       Start Date       End Date       Proctored Exams       Pregram Community<br>Business         30       04/25/2011       10/25/2011       10/25/2011       Business       Business         1 Nash       02/25/2011       04/14/2011       \$165.28       \$495.84         Out-of-State Cost/Unit       Out-of-State Total Cost<br>\$205.00       \$615.00         Syllabus URL       http://ecampus.vinu.edu/       Its course in the fundamentals of accounting practices. Emphasis is on journalizing: posting: preparing financial statements:<br>reconcilion.hank statements: and understanding elements of payroli. The course is ancerifically designed for students with little or no<br>bubble/sequence and who are enclored to be accounting only on e accounting<br>prior to encolliment.         This course in the GoArmyEd portal must be done before midnight Eastern Standard Time (EST) on or before the date<br>listed in the 'usat Day to Drop for a Full Refund' field located on the class datails page.         Last Day to Drop for Pull Refund<br>prior to anolliment.       D  |  |



#### Step-by-step Instructions-Requesting TA for a Class Through GoArmyEd 5. 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). GO/ArmyEd Home Add to Favorites Close Window Jane Sample My Academics Search Enroll my class schedule add drop Add Classes Review the "GoArmyEd" field to view the amount TA will cover and whether you are responsible for a portion of the class 2. Confirm classes cost before completing the enrollment. 00 O Closed Semester Status Subject/Catalog Start/End Class Nbr School Title Number Date Basic College Accounting 04/25/2011 -10/25/2011 0 1727 Vincennes University ACCT 100 3.00 Cost per Semester Hour: 165.28 Student Amount 0.00 TA Eligible Fees: 0.00 GoArmyEd Amount Soldier Funded Fees: 0.00 495.84 Total Amount: 495.84 PROCESS REQUEST CANCEL REQUEST Click here for an explanation of tuition calculation 60 Click here for current Financial and Residency

Select the "**Process Request**" button to proceed with the TA request and class enrollment.

Information

## 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.

| WAR   | NING:  | YOU N  | IUST   | PAY!  |  |  |
|---|--|--|--|---|--|--|
|   |  |  | Ope  | n Ø Close   | d  |  |
| Class Nbr   | School   | Subject/Catalog<br>Number                    | Title  | Start/End<br>Date   | Semester<br>Hours  | Status   |
| 1728  | Vincennes University   | ACCT 201                                     | Principles Of<br>Accounting I  | 04/25/2011 -<br>10/25/2011  | 3.00   | •  |
| Cost per Se<br>TA Eligible<br>Soldier Fur<br>Total Amo          | emester Hour:<br>Fees:<br>Ided Fees:<br>unt:   | 165.28 Y<br>0.00<br>0.00 7<br>495.84         | OU MUST PA<br>TA will pay  | Y   | 495.84<br>0.0  | 00   |
| If you n<br>class, s<br>informi<br>paid to<br>You mu<br>Pay" bu | nust pay for part or a<br>everal statements ap<br>ng you of this. Payn<br>your school.<br>Inst select the "I Agree<br>utton to process the o | Il of a<br>ppear<br>nent is<br>e To<br>class | I AGREE<br>MUST choose "Ca<br>amount in red abo<br>ptions will be gran<br>act your Education<br>ride.<br>re for an explana | ancel Request' if y<br>ve. TA will not pay<br>nted. If you think th<br>o Counselor. You n<br>tion of tuition celo | ou do not ag<br>this amoun<br>hat there is a<br>may need a ( | UEST<br>pree to pa<br>t. No<br>in error,<br>course |



6

|                 | GO'ArmvEd   |
|-----------------|---|
|                 | <u>Home</u> <u>Add to Favorites</u> <u>Close Wi</u>   |
| Acco            | ount Information  |
| Plez            | ase update your contact information if there has been any change  |
| Note            | e. Fields marked with an asterisk (*) are required  |
| Mai             | iling Address   |
| lf<br>fie<br>ne | you are using an APO address, make sure you have selected APO in the City field and USA in the Country eld. Any address containing a PO Box number must also include a valid street address. This restriction does of apply to individuals using the APO mail system. |
| yc              | lease do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses ( ) in<br>our mailing address.  |
|                 | Full Name   |
|                 | Jane Sample   |
|                 | *Address:   |
|                 | 123 Star Drive  |
|                 |   |
|                 |   |
|                 |   |
|                 | *City *State *Zip *Country  |
|                 |   |
| Cor             | ntact Information   |
|                 | lote: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.  |
|                 | *Primary Telephone Number Phone 1 Phone 2   |
|                 | Preferred Email Alternate Email   |
|                 | jane.sample@efutureed.com   |



|  |  |                                   |  |   |                          | <u>Add to Pavonites</u>  |
|--|--|-----------------------------------|--|---|--------------------------|--|
| Jane S   | Sample   |                                   |  |   |                          |  |
|  | Search   |                                   | Enroll                                     | My Aca  | ademics                  |  |
| 1  | my class schedule  |                                   | add  | d   | rop                      |  |
| Add C  | lasses   |                                   |  |   | 5 5                      |  |
| 3. Vie   | w results  |                                   |  |   |                          | 2  |
|  | .*   | Success: enrolled                 |  | Errori unable to a                                | dd class                 |  |
| Class<br>Number  | r School   | Subject/Catalog<br>Number/Section | Title                                      | Start/End<br>Date                                 | Semester<br>Hours        | Message  |
| 1727   | Vincennes University   | ACCT 100                          | Basic College<br>Accounting                | 04/25/2011 -<br>10/25/2011                        | 3,00                     | Success: This class has been added to your<br>schedule. Class added on 04/12/2011 at 03:06pr<br>EST. |
|  |  | PRINT PAGE                        | MY CLASS                                   | SCHEDULE ADD A                                    | NOTHER CI                | ASS  |
|  |  |                                   |  |   |                          |  |
|  |  |                                   |  |   |                          |  |
| Search<br>My Class                                       | Enroll My Academics  |                                   |  |   |                          |  |
| Search<br>My Class                                       | Enroll My Academics  |                                   |  |   |                          |  |
| Select   | Enroll My Academics<br>Schedule Add Drop<br>the "My Sc<br>dd Another                               | hedule" b<br>Class" b             | outton to vie                              | ew the clas                                       | sses y                   | ou have elected to take. S   |
| Select<br>the "A   | Enroll My Academics<br>Schedule Add Drop<br>the "My Sc<br>dd Another                               | hedule" b<br>Class" b             | outton to vie<br>utton to en               | ew the clas<br>roll in addi                       | sses y<br>tional         | ou have elected to take. S<br>classes.   |
| Select<br>the "A   | Enroll My Academics<br>Schedule Add Drop<br>the "My Sc<br>Add Another                              | hedule" b<br>Class" b             | outton to vie<br>utton to en               | ew the clas<br>roll in addi                       | sses y<br>tional         | ou have elected to take. S<br>classes.   |
| Select<br>the "A<br>My Class                             | Enroll My Academics<br>Schedule Add Drop<br>the "My Sc<br>Add Another<br>LASS SCHEDU<br>the "Close | hedule" b<br>Class" b             | outton to vie<br>utton to en               | ew the clas<br>roll in addi                       | sses y<br>tional<br>GoAr | ou have elected to take. S<br>classes.<br>myEd homepage.   |
| Select<br>My Class<br>Select<br>the "A<br>My C<br>Select | Enroll My Academics<br>Schedule Add Drop<br>the "My Sc<br>add Another<br>LASS SCHEDU<br>the "Close | hedule" b<br>Class" b             | Dutton to vie<br>utton to en<br>ANOTHER CL | ew the clas<br>roll in addi<br>ASS<br>urn to your | sses y<br>tional<br>GoAr | rou have elected to take. S<br>classes.<br>myEd homepage.  |



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.

| my class schedule                       | add                                     | drop  |
|---|---|---|
| Add Classes                             |   |   |
|   |   |   |
| 1. Select classes to add                |   |   |
| *Subject: ART (<br>*Catalog Number: 100 | Enter the cla<br>Enter the sch<br>(exam | ass subject in the "Subject" field.<br>hool's catalog number in the<br>mber" field. |
| *Start Date:                            | )))                                     |   |
| Next<br>View Hil pricel TA R            | April 20<br>S M T W T                   | 112 M<br>F S  |
| Select the calendar icon.               | 1 2 3 4 5                               | 6 7   |
| Select the                              | 8 9 10 11 12                            | 13 14   |



| <u>Go/Army</u>  | Ed   |   | Homo Add to Equaritat  |
|---|--|---|--|
|   |  |   |  |
|   |  |   |  |
| TA Request  |  |   |  |
| Upon entering the class<br>receive notification of a<br>Status. If you do not wi                          | Information below, press the 'S<br>approval or rejection of this reque<br>sh to submit this request, close t   | Submit' button to submit this da<br>est either via email or by returni<br>the window without clicking the | ata as an enrollment request. You will<br>ing to this page and viewing the Class<br>?'Submit' button below.    |
| Once approved, the 'Pi<br>unable to print the req<br>save this form. Please                               | rint TA Request Form' button will<br>uest form immediately after the P<br>e be advised: if you are using a sh  | become active allowing you to<br>'DF is created, you may click th<br>nared computer, save the PDF         | create a PDF request form. If you are<br>le 'Save a Copy' button on the PDF to<br>to a disk to ensure privacy. |
| NOTE:   |  |   |  |
| To drop this enrollmer  | nt, update the Class Status to 'Dro  | opped' and click the 'Submit' bi  | utton.   |
| To retrieve an existing   | request, click the 'Return to Sear   | ch' button at the bottom of the p   | page. Please do NOT press the 'Back'   |
| button on your browse   | r.   |   |  |
| To generate a new TA  | request, click the 'Add' button at t   | the bottom of the page.   |  |
|   |  |   |  |
| Student Information   | Student Inform   | ation Section: Your pe  | ersonal information is prepopulated  |
| EmplID:   | 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 Add   | ress   |   |  |
| 123 Moon Drive<br>KILLEEN, TX 7654  | 19   |   |  |
|   |  |   |  |
|   | School Informa   | tion Section: The scho  | ool's information is pre-populated.  |
| School Information  |  | ate College   |  |
| School Information  | ASC02 Adams Sta  |   |  |
| School Information<br>School:<br>Degree Name:   | ASC02 Adams Sta  | )[-e]   |  |
| School Information<br>School:<br>Degree Name:<br>Address:   | ASC02 Adams Sta<br>Information Tech (AAS-CSIT)<br>208 Edgemont Boulevard   | `)[-e]  |  |
| School Information<br>School:<br>Degree Name:<br>Address:   | ASC02 Adams Sta<br>Information Tech (AAS-CSIT)<br>208 Edgemont Boulevard<br>Alamosa, CO 811022373  | )[-e]   | SDN: ATA2ADAMSSTCXN  |
| School Information<br>School:<br>Degree Name:<br>Address:<br>School Primary UR                            | ASC02 Adams Sta<br>Information Tech (AAS-CSIT,<br>208 Edgemont Boulevard<br>Alamosa, CO 811022373<br>L: www.adams.edu                                | )[-e]<br>School S   | SDN: ATA2ADAMSSTCXN<br>Secondary URL: www.adams.edu  |
| School Information<br>School:<br>Degree Name:<br>Address:<br>School Primary UR<br>POC Name:               | ASC02 Adams Sta<br>Information Tech (AAS-CSIT,<br>208 Edgemont Boulevard<br>Alamosa, CO 811022373<br>L: www.adams.edu<br>Judy Phillips               | )[-e]<br>School S   | SDN: ATA2ADAMSSTCXN<br>Secondary URL: www.adams.edu  |
| School Information<br>School:<br>Degree Name:<br>Address:<br>School Primary UR<br>POC Name:<br>POC Phone: | ASC02 Adams Sta<br>Information Tech (AAS-CSIT,<br>208 Edgemont Boulevard<br>Alamosa, CO 811022373<br>L: www.adams.edu<br>Judy Phillips<br>7195877671 | )[-e]<br>School S   | SDN: ATA2ADAMSSTCXN<br>Secondary URL: www.adams.edu  |

|   |  |   | Wree-  |   |
|---|--|---|--|---|
|   | Class Info<br>and Cata   | ormation Section: Review for accuracy   | the populated <b>"Subject,</b><br>and update if necessary.   | Start Date  |
| Class Information   | Enter the  | "End Date", "Class Title" a   | and select the "Instruction  | on Mode."   |
| *Subject:<br>*Catalog Nbr:  | ART EX:<br>100 EX:   | HIST         *Start Date:         04/02/2012           225         *End Date:   | Fiscal Year: FY1   | 2   |
| *Class Title:<br>*Instruction Mode:                                       |  | <b>v</b>  |  | Degree Plan   |
| cost of tuition<br>orm. This car<br>• Up<br>TA<br>• Up<br>and<br>"Se      | and fees <b>mu</b><br>n be done in d<br>load the docu<br>Request or;<br>load the docu<br><b>d/or Course</b><br><b>earch eFile</b> "  | st be attached to the<br>one of two ways:<br>ument that has been sa<br>ument in eFile first and<br>Enrollment Verification<br>button to attach to this<br>uments can be attached                          | TA Request in ord<br>aved on a computer<br>select the transact<br>on, so it will appear<br>TA Request.<br>d to the TA Reque                        | ler to submit t<br>r and attach tr<br>ion type <b>, Cos</b><br>r when you se<br><u>st by selectin</u>   |
| Cost of tuition<br>orm. This can<br>• Up<br>TA<br>• Up<br>and<br>"So<br>o | and fees <b>mu</b><br>n be done in d<br>load the docu<br>Request or;<br>load the docu<br><b>d/or Course</b><br><b>earch eFile</b> "<br><u>Multiple docu</u><br><u>radio button</u><br><u>button.</u> | st be attached to the<br>one of two ways:<br>ument that has been sa<br>ument in eFile first and<br>Enrollment Verification<br>button to attach to this<br>uments can be attached<br>next to the documents | TA Request in ord<br>aved on a computer<br>select the transact<br>on, so it will appear<br>TA Request.<br>ed to the TA Reque<br>and then selecting | ler to submit t<br>r and attach tr<br>ion type <b>, Cos</b><br>r when you se<br><u>st by selectin</u><br>the " <b>Attach</b>  |
| Cost of tuition<br>orm. This car<br>• Up<br>TA<br>• Up<br>and<br>"So<br>o | and fees <b>mu</b><br>n be done in d<br>load the docu<br>Request or;<br>load the docu<br><b>d/or Course</b><br><b>earch eFile</b> "<br><u>Multiple docu</u><br><u>radio button</u><br><u>button.</u> | st be attached to the<br>one of two ways:<br>ument that has been sa<br>ument in eFile first and<br>Enrollment Verification<br>button to attach to this<br>uments can be attached<br>next to the documents | TA Request in ord<br>aved on a computer<br>select the transact<br>on, so it will appear<br>TA Request.<br>ed to the TA Reque<br>and then selecting | ler to submit i<br>r and attach to<br>ion type, <b>Cos</b><br>r when you se<br><u>st by selectin</u><br>the <b>"Attach</b>  |
| Cost of tuition<br>orm. This can<br>• Up<br>TA<br>• Up<br>and<br>"So<br>o | and fees mu<br>n be done in d<br>load the docu<br>Request or;<br>load the docu<br>d/or Course l<br>earch eFile"<br><u>Multiple docu</u><br>radio button<br>button.                                   | st be attached to the<br>one of two ways:<br>ument that has been sa<br>ument in eFile first and<br>Enrollment Verification<br>button to attach to this<br>uments can be attached<br>next to the documents | TA Request in ord<br>aved on a computer<br>select the transact<br>on, so it will appear<br>TA Request.<br>ed to the TA Reque<br>and then selecting | ler to submit to<br>r and attach to<br>ion type, <b>Cos</b><br>r when you se<br><u>st by selecting</u><br>the <b>"Attach</b><br><u>by Selecting</u><br>the <b>"Attach</b> |



|  | Upload Cost and/or Course Enrollment<br>Verification Information Section: Enter the title and  |
|--|--|
| Upload Cost and/or Course Enrollment Verification Informa *Title   | ation description of the document associated with this class.  |
| *Description   |  |
|  |  |
| Add Attachment   | Search eFile   |
| Enter a Title and Description and select 'Add Attachment' to<br>documents. File size is limited to 4096 KB. Reduce the file s  | upload cost and/or course enrollment verification<br>size or zip the file.   |
| Cost of tuition and fees <b>must be attache</b><br>form. This can be done in one of two way<br>upload in eFile first in order for it to appe   | ed to the TA Request in order to submit the<br>ys: add an attachment from a computer or<br>ar as file you can attach.  |
|  |  |
| as Cost Section: Complete each   | ch required field marked with an asterisk (*). Sel   |
| ne unit rype your school uses (sen   | nester nours, quarter-nours or clock nours). Nex to find the sand if applicable "Additional TA-oligit  |
| ees" and "Additional Soldier Fee   | ends and, in applicable, Additional TA-englies? fields.  |
|  |  |
| elect the "Calculate Cost" button  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Class Cost Section: Selection Select | t the Unit Type your school uses (semester hours, quarter<br>enter the "Unit" and "Unit Cost" fields and if applicable   |
| "Additional TA-eligible Fe   | es" and "Additional Soldier Fees" fields. Select the   |
| "Calculate Cost" button. N   | Note: The "Total Class Cost", Original Army Cost" and  |
| il applicable the Original a   | soldier Cost fileids will populate.  |
| class cost   |  |
| Select the Unit Type your school uses (semester hours  | 3, quarter hours, or clock hours). Enter Unit and Unit<br>algulation formula collect the ""  |
| Select the Unit Type your school uses (semester hours<br>Cost and select the calculate cost button. To view the c  | s, quarter hours, or clock hours). Enter Unit and Unit<br>alculation formula select the "i".   |
| Select the Unit Type your school uses (semester hours<br>Cost and select the calculate cost button. To view the c<br>Unit Type Unit Unit C<br>Semester Hour 0.00 \$0.00  | s, quarter hours, or clock hours). Enter Unit and Unit<br>salculation formula select the "i".<br>ost   SH SH Cost<br>0.00 \$0.00   |
| Select the Unit Type your school uses (semester hours<br>Cost and select the calculate cost button. To view the c<br>Unit Type Unit Unit C<br>Semester Hour 0.00 \$0.00  | s, quarter hours, or clock hours). Enter Unit and Unit<br>alculation formula select the "!".<br>ost 3H SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees Additional Soldier Fees   |
| Select the Unit Type your school uses (semester hours<br>Cost and select the calculate cost button. To view the c<br>Unit Type Unit Unit C<br>Semester Hour 0.00 \$0.00  | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "i".<br>ost SH SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees Additional Soldier Fees<br>\$0.00 \$0.00  |
| Class Cost         Select the Unit Type your school uses (semester hours         Cost and select the calculate cost button. To view the c         Unit         Unit         Unit         Unit         Semester Hour         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost button. To view the c         Image: Cost of the calculate cost of the ca  | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "!".<br>ost SH SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees<br>\$0.00<br>Original Soldier Cost<br>\$0.00<br>Calculate Cost  |
| Class Cost         Select the Unit Type your school uses (semester hours         Cost and select the calculate cost button. To view the c         Unit         Unit         Unit         Unit         Unit         One         Semester Hour       0.00       \$0.00         Total Class Cost       Original Army Cost       \$0.00         \$0.00       \$0.00       \$0.00   | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "i".<br>ost  SH SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees Additional Soldier Fees<br>\$0.00 \$0.00<br>Original Soldier Cost<br>\$0.00 Calculate Cost   |
| Class Cost         Select the Unit Type your school uses (semester hours         Unit         Unit         Unit Type       Unit       Unit         Semester Hour       0.00       \$0.00         Total Class Cost       Original Army Cost       \$0.00         \$0.00       \$0.00       \$0.00   | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "i".<br>SH SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees<br>\$0.00<br>Original Soldier Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>" button, the following message appears stating   |
| Class Cost         Select the Unit Type your school uses (semester hours         Cost and select the calculate cost button. To view the c         Unit       Unit         Unit       Unit         Semester Hour         Image: Cost       Original Army Cost         Solo       \$0.00       \$0.00         Set       Senset       Senset         Image: Cost       Original Army Cost       \$0.00         Solo       \$0.00       \$0.00         After selecting the "Calculate Cost"         Total Class Cost         \$0.00       \$0.00   | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "i".<br>ost  |
| Select the Unit Type your school uses (semester hours<br>Cost and select the calculate cost button. To view the c<br>Unit Type Unit Unit C<br>Semester Hour O.00 \$0.00<br>Total Class Cost Original Army Cost<br>\$0.00 \$0.00<br>After selecting the "Calculate Cost"<br>TA amount may be adjusted based of  | s, quarter hours, or clock hours). Enter Unit and Unit<br>(alculation formula select the ")".<br>ost SH SH Cost<br>0.00 \$0.00<br>Additional TA-eligible Fees Additional Soldier Fees<br>\$0.00<br>Original Soldier Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Cost<br>\$0.00<br>Calculate Cost<br>\$0.00<br>Soldier Fees<br>\$0.00<br>Soldier Fees<br>\$0.00 |
| Class Cost         Select the Unit Type your school uses (semester hours         Cost and select the calculate cost button. To view the c         Unit         Unit         Unit         Unit         Semester Hour         Original Army Cost         \$0.00         Total Class Cost         Original Army Cost         \$0.00       \$0.00         After selecting the "Calculate Cost"         A amount may be adjusted based         WPORTANT: Remember to uploa  | s, quarter hours, or clock hours). Enter Unit and Unit<br>acculation formula select the "!".<br>ost  |



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.

| Unit                                   | Unit Cost  | 0  | SH   | SH Cost   |  |
|--|--|--|--|---|--|
| \$0.00                                 | \$0.00   |  | 0.00   | \$0.00  |  |
|  |  | Additional \$0.  | T <b>A-eligibl</b><br>00   | e Fees  | Additional Soldier Fees<br>\$0.00  |
| iginal Army Co                         | ost (  | Driginal Sol   | dier Cost  | t.  | Calculate Cost   |
| al funds that S<br>its.<br>ide Funding | oldiers rece<br>Chap   | ive outside<br>oter 33 (Pos  | of Federa  | Fun<br>chec<br>and<br>corre   | ck the box for State/Outside<br>ding or Chapter 33 (Post 9/11)<br>enter the amounts in the<br>esponding fields.  |
| \$0.00                                 | 1  | \$0.00   |  |   | 1  |
|  | \$0.00<br>riginal Army Co<br>\$0.00<br>Funding<br>bat 9/11)<br>nal funds that S<br>fits. | \$0.00 \$0.00<br>riginal Army Cost (<br>\$0.00<br>Funding<br>ost 9/11)<br>hal funds that Soldiers rece<br>fits.<br>side Funding Chap | \$0.00       \$0.00         Additional       \$0.0         riginal Army Cost       Original Sol         \$0.00       \$0.00         \$0.00       \$0.00         Funding       \$0.00         \$0.11)       \$0.00         hal funds that Soldiers receive outside         fits.       \$0.00         \$0.00       \$0.00 | \$0.00     \$0.00     0.00       Additional TA-eligible     \$0.00       signal Army Cost     Original Soldier Cost       \$0.00     \$0.00       Funding     \$0.00       \$0.11)     \$100       al funds that Soldiers receive outside of Federatists.       side Funding     Chapter 33 (Post 9/11) | \$0.00       \$0.00       \$0.00       \$0.00         Additional TA-eligible Fees       \$0.00         riginal Army Cost       Original Soldier Cost         \$0.00       \$0.00         Funding       \$0.00         pst 9/11)       If you check         rigital funds that Soldiers receive outside of Federa       Funding         side Funding       Chapter 33 (Post 9/11) |



| Invoice Details   | Invoice Details Section: The school will complete this section.   |
|---|---|
| This enrollment ha  | s not yet been invoiced or, it was dropped/rejected prior to invoicing.   |
|   | TA Pequest Status Section: After the request is reviewed the status will appear   |
| TA Request Status   | in this section.  |
| *Class Status:  | Pending   |
| Reject Reason:  |   |
| Note: If there are add  | tional comments please include them in the text box below.  |
|   |   |
|   | Submit Print TA Form  |
| Grad  |   |
|   | Search drane blogs  |
| Select the "Su  | bmit" button.   |
|   | mit 1A Form   |
| Grade Information   | Grade Information Section: Your school will enter a grade in this section   |
| Enter an official grad  |   |
| dron-down reason or   | e. If the form comments   |
| drop-down reason or   | e. If sector comments.  |
| drop-down reason of   | e. If   |
| drop-down reason of Official Grade:   | e. If   |
| Official Grade:   | e. If   |
| Dates Submission: 03/17   | e. If   |
| Dates Submission: 03/17   | e. If Content of the section comments.  Dates Section: View action dates documented on this form.  Updated By Installation/School  /2012 Doe, John NG-Texas Education Services Office |
| Dates Submission: 03/17   | e. If Content of the section comments.  Dates Section: View action dates documented on this form.  Updated By Installation/School  /2012 Doe, John NG-Texas Education Services Office |
| Dates Submission: 03/17 Rejection:  | e. If Content of the section comments.  Dates Section: View action dates documented on this form.  Updated By Installation/School  /2012 Doe, John NG-Texas Education Services Office |
| Dates Submission: 03/17 Rejection:  | e. If Content of the section comments.  |
| Dates Submission: 03/17 Rejection: Approval:  | e. If Content of the section comments.  |
| Dates Dates Submission: 03/17 Rejection: Approval: Grade:   | e. If Center free-form comments.  Dates Section: View action dates documented on this form.  Updated By Installation/School  /2012 Doe, John NG-Texas Education Services Office       |
| Dates Dates Submission: 03/17 Rejection: Approval: Grade: Drop:   | e. If Center free-form comments.  |
| Criter an onical grad<br>drop-down reason of<br>Official Grade:<br>Dates<br>Submission: 03/17<br>Rejection:<br>Approval:<br>Grade:<br>Drop: | e. If Center free-form comments.  |
| Dates Dates Submission: 03/17 Rejection: Approval: Grade: Drop:   | e. If Center free-form comments.  |
| Dates Dates Submission: 03/17 Rejection: Approval: Grade: Drop: Return to Add Class   | e. If   |



|    | Step-by-step Instructions−Requesting TA for a Class Through GoArmyEd  |
|----|---|
|    | Message from webpage  |
|    | Your request has been submitted for review and you will be notified of the status through email. (25000,356)  |
|    | ОК  |
| 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 <b>"OK"</b> button.                                       |
|    | Message from webpage  |
|    | Soldier's TA Detail page (25000,653)  |
|    | • Note: All changes to Army Cost will be reflected on a Soldier's TA Detail page within one hour of the update.   |
|    | ОК  |
| 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.  |
|    | <ul> <li>If the TA request is approved, view the steps on pages 17-20 on how to print the<br/>Army Tuition Assistance Authorization form.</li> </ul>  |
|    | <ul> <li>You will need to provide the school the approved Army Tuition Assistance<br/>Authorization form and then register for the class directly with the school.</li> </ul>                         |
|    | To submit a TA request for another class, follow steps on pages 10-15. The <b>"School"</b> field will populate with the same school as the previous school for which you processed a TA Request form. |



|  |  | Enroll  | My Acad                                     | emics             |       |
|--|--|---|---|-------------------|-------|
| my class sched   | dule   | add   | dro   | P                 |       |
| Add Classes  |  |   |   |                   | r.    |
| 1. Select classes  | to add   |   |   |                   | 1     |
| The system has pre-po<br>different school, select<br>additional required field | pulated your home so<br>the magnifying glass<br>ds and click Next. | chool. If you would like to<br>icon to search for the sci | o take a class from a<br>hool. Complete the |                   |       |
| *School:   | Adams State  | College   | Q   |                   |       |
| *Subject:  |  |   |   |                   |       |
| *Catalog Number:   |  |   |   |                   |       |
| *Start Date:   |  | (FI   |   |                   |       |
|  | t  |   |   |                   |       |
| Next   |  |   |   |                   |       |
| View TA Request A  | uthorization Forms   |   |   |                   |       |
| V Ian - Mar 2012 (   | Class Schedule   |   |   |                   |       |
| 5011 - Mul 2012 (  | ciusa seliculie  | ~   | Enrolled 🛞 Droom                            | ed                |       |
|  |  |   | endinge Copp                                | 12.22             |       |
|  | Subject/Catalog  | 200   | Start/End                                   | Semester          |       |
| School   | Subject/Catalog<br>Number/Section                                  | Title   | Start/End<br>Dates                          | Semester<br>Hours | State |







| ç  | Step-by-Step Instructions–How to Print an Army Tuition Assistance<br>Authorization form   |
|----|---|
| 1. | The TA Request Search screen appears. Search by <b>"School," "Subject Code,"</b><br>"Catalog Number," "Start Date," "Class Title," Geo Ed Center," "Submit Date,"<br>or "Fiscal Year" field. Select the "Search" button.  |
|    | Hint: You can view all your TA requests by leaving all fields blank and selecting the<br>"Search" button.   |
|    | GO/ArmyEd   |
|    | 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:   Geo Ed Center:   Submit Date:   Image: Start Date: Start Date:   Image: Start Date: |
| 2. | The TA Request Search screen appears. Select the title of the approved class you wish to print.   |



|    | Step-by-Step Instructions–How to Print an Army Tuition Assistance<br>Authorization form  |
|----|--|
| 3. | The TA Requests by Submit Date screen appears with all the TA requests submitted on the same day.  |
|    | <ul> <li>TA requests submitted for more than one school or for classes starting in<br/>different fiscal years and submitted on the same date can be printed in one<br/>PDF and will be separated by school and fiscal year.</li> </ul>   |
|    | <ul> <li>Any approved TA request submitted on different days for the same school will<br/>appear in a separate PDF file.</li> </ul>  |
|    | 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 " <b>Print TA Form</b> " button.   |
|    | GD/ArmyEd Home Add to Favor  |
|    | TA Request By Submit Date<br>The information on this page provides a summary of your TA requests that have been submitted for Army Education Counselor<br>approval within the same day (Eastern Time) and the class status for each request. A class status may either be Pending (for TA<br>requests that have not yet been approved by a Counselor), Rejected (for TA requests that were not approved by a Counselor),<br>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<br>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<br>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<br>drop or modify a TA Request, select the "Details" button for the TA Request you wish to change and make the change on the<br>detailed TA Request Form with an active CAGE Code number for your school. If you choose to renew your CAGE Code with CCR,<br>your expiration date will be updated within 24 hours in GoArmyEd. |
|    | Student Information EmpliD: 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  |
|    | Soldier Mailing Address     123 Moon Drive       KILLEEN, TX 76549   |
|    | Print TA Request<br>Select Details School Name Class Status *Class Level Subject Class Title   |
|    | Details         Adams State College         Approved         Undergraduate<br>Lower Division         ART         100         Art History   |
|    | Print TA Form QReturn 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 Select the "Click here to view the report" link when it appears. 5. 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 SDN Number: ATA2ADAMSSTCXN A. Name (Last, First, M.I.) B. SSN (Last Four) C. Rank D. Home School Dec. John -0022 33G Adams State University F. Phone Number E Soldier Mailing Address G Email H LIC Tide / Code TC CO DET I / WPKSAI 123 BOOD DRIVE idee@efusureed.com 270-123-4587 KILLEEN, TX 76549 2. SCHOOL SECTION A. School / Degree Name B. Address C. School Primary PCC 208 Edgemont Boalevard Adams State College Name: Judy Phillips Information Tech (AAS-CSIT) [-4] Alamosa, CO 811022375 Phone: 7195877671 USA Email jiphilligefutured.com 3. CLASS DATA Class 1 A. Class Number ART100 Art History B. Class Title DL - Online C. Instruction Mode D. Number of Semester Hours 3.00 E. Cost Per Semester Hour \$150.00 F. Additional TA-Eligible Fees \$0.00 G. Additional Soldier Fors \$0.00 H. Soldier Intends to use State/Octside Fund L Soldier Intends to use Chapter 33 (Post 9/11) J. Total Class Cost \$450.00 \$9.00 K. Soldier Cost \$450.00 Anny Cost Guard 04/02/2012 Page 2 Name (Last, Fost, M.I.) SDN Number School Adams State College ATAZADAMSSTCXN Doe, John 5. SOLDIER WARNING Further Action Required - You must take all pages of this form to your school to comp Failure to request tuition assistance via GnArmyEd prior to the start of your class, or the school's late regist period, will result in the denial of tuition assistance IAW AR 621-5. It is your responsibility to process class enrollments, drops, and withdrawals both with your school and in GoArmyZd. 4. SOLDIER SIGNATURE AND DATE I have completed and reviewed this TA request form. A Soldier Name (Signature on File) and Date 03/23/2012 Doe, John CONSENT. By signing this form, I authorize the release of my 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 R   | esolve a TA Request form  | Rejection   |
|-------------------------------------|--|---|---|
| If your 1<br>issue wit<br>If you ha | <b>A Request is rejected</b> ,<br>thin seven days after the<br>ave any questions, pleas        | you will receive an email stating<br>class start date, you can resub<br>e contact your Army Education   | g the reason. If you resolve the<br>mit the same TA Request form.<br>Counselor. |
| 1.                                  | From your GoArmyEd h homepage.   | nomepage, select the <b>"Request</b>  | <b>TA</b> " Smart Links on your   |
|                                     | GO/ArmyEd.<br>Welcome back, SSG John Doe   | A constant of the later of the | esk Logout  |
|                                     | Smart Links Request TA On-Duty Courses Student Agreement/Degree Progress Rep                   | Course Planner Course Planner Recoupment-Information Coorts Other Links   | Withdraw from a Class<br>My Education Record                                    |
|                                     | My Smart Links [Edit]<br>You may select additional Smart Links. Se<br>My Education Center      | elect the "Edit" link to personalize your Smart Links. Schools and Programs   | GI Bill   |
| 2.                                  | The Select Classes to A Authorization Forms"   | Add screen appears. Select the link.  | "View Historical TA Request   |
|                                     | Search   | Enroll  | My Academics  |
|                                     | my class schedule  | add   | drop  |
|                                     | Add Classes  |   |   |
|                                     | 1. Select classes to a   | add   |   |
|                                     | The system has pre-populat<br>different school, select the n<br>additional required fields and | ed your home school. If you would like to<br>nagnifying glass icon to search for the sch<br>d select Next.  | take a class from a<br>ool. Complete the  |
|                                     | *School:   | Adams State College   | Q.  |
|                                     | *Subject:  | (example: BIO)  |   |
|                                     | *Catalog Number:   | (example: 101)  |   |
|                                     | *Start Date:   | (MM/DD/YYYY)  |   |
|                                     | Next   |   |   |
|                                     | View Historical TA Requi   | est Authorization Forms<br>Schedule   |   |
|                                     |  |   |   |

| "Catalog N<br>or "Fiscal Y  | uest Search screen appears. Search by <b>"School," "Subject Code,"</b><br>umber," "Start Date," "Class Title," Geo Ed Center," "Submit Date<br>[ear" field. Select the "Search" button.  |
|---|--|
| Hint: You o<br>"Search" b   | an view all your TA requests by leaving all fields blank and selecting th<br>utton.  |
| <b>Go/Arm</b>   | Home Add to Favorites Close Window   |
| TA Request<br>To search for an e  | t <b>Search</b><br>xisting TA request, enter search criteria and press the 'Search' button.<br>ool. please click on the magnifying glass to the right of the School field and select one of the available values.  |
| Cohooh  |  |
| School:   |  |
| Subject Code:   | EX: 810  |
| Start Dato:   |  |
| Class Title   |  |
| Geo Ed Center   |  |
| Submit Date:  |  |
| Fiscal Year:  |  |
| Search  | ilear  |
| The TA Req<br>wish to view  | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view  | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>Control<br>To search for an e   | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COArm<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•<br>•  | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>Control<br>To Search for an e<br>To look up the Sch<br>School:  | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COArm<br>><br>TA Reques<br>To search for an e<br>To look up the Sch<br>School:<br>Subject Code:   | uest Search screen appears. Select the title of the rejected class you            UED         Home         t Search         xisting TA request, enter search criteria and press the 'Search' button.         hool, please click on the magnifying glass to the right of the School field and select one of the available values.         EX: BIO   |
| The TA Req<br>wish to view<br>Control<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:   | uest Search screen appears. Select the title of the rejected class you         Image:                    |
| The TA Req<br>wish to view<br>COArm<br>TA Reques<br>To search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:   | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COAM<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:   | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COArm<br>To CoArm<br>To CoArm<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:                            | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COAM<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:<br>Submit Date:                                     | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>COArm<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:<br>Submit Date:<br>Fiscal Year:                    | uest Search screen appears. Select the title of the rejected class you     Image: I |
| The TA Req<br>wish to view<br>COAME<br>To Search for an e<br>To look up the School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:<br>Submit Date:<br>Fiscal Year:<br>Search                 | uest Search screen appears. Select the title of the rejected class you     Image: The search screen appears is the search of the select one of the available values.     Image: The search screen appears is the search of the school field and select one of the available values.     Image: The search screen appears is the search of the school field and select one of the available values.     Image: The search screen appears is the school field and select one of the available values.     Image: The search screen appears is the school field and select one of the available values.     Image: The search screen appears is the school field and select one of the available values.     Image: The search screen appears is the school field and select one of the available values.   |
| The TA Req<br>wish to view<br>To Search for an e<br>To look up the Sch<br>School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:<br>Submit Date:<br>Fiscal Year:<br>Search                   | uest Search screen appears. Select the title of the rejected class you   |
| The TA Req<br>wish to view<br>To search for an e<br>To look up the School:<br>Subject Code:<br>Catalog Nbr:<br>Start Date:<br>Class Title:<br>Geo Ed Center:<br>Submit Date:<br>Fiscal Year:<br>Search Customize   Find<br>Name | uest Search screen appears. Select the title of the rejected class you         Image:                    |

| Ho  | ow to Resolve a   | a TA Rec  | uest for   | m Re   | jection  |  |                |
|---|---|---|--|--|--|--|----------------|
| The TA Reques<br>access the TA I  | t By Submit Date<br>Request for the re  | e screen a<br>ejected cla   | ppears. S<br>iss.  | Select   | the " <b>Deta</b>  | ails" butto  | n to           |
| Go/ArmvE  | d   |   |  |  | _  |  | _              |
|   |   |   |  |  |  | <u>Home</u>  | Add to i       |
| TA Request By   | Submit Date   |   |  |  |  |  | 1              |
| The information on this<br>approval within the sam<br>requests that have not<br>Approved (for TA reques   | page provides a summary of<br>ne day (Eastern Time) and the<br>yet been approved by a Couns<br>sts that were approved by a C  | i your TA request:<br>e class status for<br>selor), Rejected (<br>ounselor), or Dro                                 | s that have been<br>each request. A<br>for TA requests t<br>opped (for approv                          | submitted<br>class stat<br>hat were n<br>ved TA req                    | for Army Educat<br>tus may either be<br>not approved by a<br>uests that have b                     | ion Counselor<br>e Pending (for TA<br>a Counselor),<br>been dropped).                          |                |
| Place a checkmark in th<br>TA Request Report for<br>more than one school of<br>drop or modify a TA Red<br>detailed TA Request Fo<br>your expiration date will | ne box under the Print column<br>your own records or to provide<br>or fiscal year, a separate repo<br>quest, select the "Details" but<br>yrm with an active CAGE Code<br>be updated within 24 hours i | for TA Requests<br>to a school. Pl<br>rt will print for ea<br>ton for the TA Re<br>e number for your<br>n GoArmyEd. | that are in appro<br>ease note that if y<br>ch school and or<br>quest you wish to<br>school. If you cl | oved status<br>you select<br>hly list the<br>o change a<br>hoose to re | s that you wish to<br>Print for TA Requ<br>classes offered b<br>and make the cha<br>enew your CAGE | o print on a single<br>uests offered by<br>by that school. To<br>ange on the<br>Code with CCR, |                |
| Student Information   |   |   |  |  |  |  |                |
| EmplID:   | 00001234  |   |  | Current D  | egree Plan   |  |                |
| Name:   | Doe, John   |   |  |  |  |  | - L            |
| Rank:   | SSG   |   |  | SSN: -(  | 0022   |  | · · · ·        |
| Phone:  | 270-123-4567  |   | E  | E <b>mail:</b> jd  | loe@efutureed.c  | com  | <b>\</b>       |
| Current PA Type:  | Traditional eCourse   |   | Original PA  | Туре: Ті   | raditional eCours  | se   |                |
| PA Migration Date:  | 08/22/2011  |   | Home Sc  | hool: A  | dams State Uni   | iversity   | 1              |
| UIC Title / Code:   | TC CO DET 1 / WPKSA1  |   |  |  |  |  | !              |
| Geo Ed Center:  | NG-Texas Education Servi  | ces Office  |  |  |  |  |                |
| Army Location:  | BAGHDAD   |   | Submission   | Date: 0  | 3/17/2012  |  |                |
| Soldier Mailing Addr  | ess   |   |  |  |  |  |                |
| 123 Moon Drive<br>KILLEEN, TX 765   | 49  |   |  |  |  |  |                |
|   |   |   |  |  |  |  |                |
| Print TA Reque<br>Select Details  | st <u>School Name</u>   | Class Status  | *Class Level   | Subject  | <u>t</u> <u>Nbr</u>  | <u>Class Title</u>   | <u>Start I</u> |
| 1 Details   | Adams State College   | Rejected  |  | ART  | 100  | Art History  | 04/02/         |
| Print TA Form   |   | Q Return to S   | arch   |  |  |  |                |
|   |   |   |  |  |  |  |                |



|    | How to Resolve a TA Request form Rejection  |
|----|---|
| 6. | The TA Request form appears for the rejected class. Select the pull-down arrow in the " <b>Class Status</b> " field and select " <b>Pending</b> " to resubmit the TA Request form. Select the " <b>Submit</b> " button.   |
|    |   |
|    |   |
|    | TA Request  |
|    | Upon entering the course 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 Course 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 priot the request form immediately after the PDF is created, you may block the 'Save a Copy' button on the PDF to consure privacy.   |
|    |   |
|    |   |
|    | TA Request Status   |
|    | *Class Status: Rejected Pending   |
|    | Reject Reason:<br>Rejected  |
|    | Cost verification of a continents prease include them in the text box below.  |
|    | Cost vermicationnot provided in the Student record in erne. Thease provide and change status for ending to resubmit.  |
|    | Submit Print TA Form  |
|    | Grade Information   |
|    | Enter an official grade. If entering a non-standard grade, please specify grade type. If rejecting a TA request, select a<br>drop-down reason or enter free-form comments.  |
|    | Official Grade:   |
|    |   |
|    |   |
|    | Dates   |
| 7. | A message appears stating changes to Army Cost will be reflected on your TA Details screen within one hour of the update. Select the " <b>OK</b> " button.  |
|    | Microsoft Internet Explorer   |
|    | Soldier's TA Detail page (25000,653)  |
|    | Note: All changes to Army Cost will be reflected on a Soldier's TA Detail page within one hour of the update.   |
|    | ОК  |
|    |   |
| 8. | Select the "Close Window" link to return to your GoArmyEd homepage.   |
|    | GOArmyEd  |
|    | Home Add to Favorites Close Window  |
|    | bmit Date   |

| What do I do if my school is listed in the Class Schedule but a specific class is not<br>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.  |
| <ol> <li>Schools that upload classes and tuition costs to an online Class Schedule in GoArmyEd<br/>can do so within two months of a class start date. If the class you want to take does not<br/>start within the next two months, you must wait before you can enroll in the class.</li> </ol>   |
| Check to see that the class you decide to take is still available. Classes may close when seats have been filled.   |
| <ul> <li>Select the "Other Links" Smart Link on your homepage.</li> </ul>   |
| <ul> <li>The Other Links screen appears. Select the Earn a Degree or Credential plus (+)<br/>icon to expand the section to view more links.</li> </ul>  |
| Select the "Class Schedule" link.   |
| • The Class Schedule screen appears. Select the "Class Schedule" link.  |
| The Search for Classes screen appears.  |
|   |
| GOArmyEd<br>Home Add to Favorites Close Windov<br>Search for Classes  |
| Home       Add to Favorites       Close Window         Image: Close Vindow       Image: Close Vindow         Image: Close Vindow       Image: Close   |
| Example Construction       Home       Add to Favorites       Close Window         Image: Search for Classes       Search for Classes         You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.         Class Search Description Fields       Class Search Examples       Clear Search Fields   |
| Home Add to Favorites Close Windot   Image: Add to Favorites   Close Windot   Search for Classes   You must select courses that satisfy the requirements stipulated on your Student Agreement.   If you have not received a Student Agreement, refer to the degree map for your degree program.   Class Search Description Fields   Class Search Description Fields   Class Search Description Fields   Class Search Examples   Clear Search Fields   Term:   Apr - Jun 2011  |
| Home Add to Favorites Close Windot     Image: Add to Favorites Close Windot     Image: Add to Favorites Close Windot     Image: Search for Classes     You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.     Class Search Description Fields Class Search Examples   Class Search Description Fields Class Search Examples   Class Search Description Fields Class Search Examples   Image: Class Search Class Search Examples Clear Search Fields     Select at least 2 search criteria, Click Search to view your search results.  |
| Nome       Add to Favorites       Close Window         Image: Add to Favorites       Close Window         Image: Search for Classes       Search for Classes         You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.         Class Search Description Fields       Class Search Examples       Clear Search Fields         Term:       Apr - Jun 2011       Image: Apr - Jun 2011       Image: Apr - Jun 2011         Select at least 2 search criteria. Click Search to view your search results.       Select your preferred search criteria and click Search. If your search does not return any results, select fewer search criteria. If you wish to use these search criteria in the future, select Save Search Preferences.   |
| Home       Add to Favorites       Close Window         Image: Add to Favorites       Close Window         Image: Add to Favorites       Close Window         Image: Search for Classes       Search for Classes         You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.         Class Search Description Fields       Class Search Examples       Clear Search Fields         Term:       Apr - Jun 2011       Image: Apr - Jun 2011       Image: Apr - Jun 2011         Select at least 2 search criteria. Click Search to view your search results.       Select at least 2 search criteria. Click Search to view your search does not return any results, select fewer search criteria. If you wish to use these search criteria in the future, select Save Search Preferences.         Class Search Criteria       Class Search Criteria   |
| Mome       Add to Favorites       Close Windo         Image: Add to Favorites       Close Windo         Image: Add to Favorites       Close Windo         Image: Search for Classes       Search for Classes         Mome       Add to Favorites       Close Windo         You must select courses that satisfy the requirements stipulated on your Student Agreement. If you have not received a Student Agreement, refer to the degree map for your degree program.         Class Search Description Fields       Class Search Examples       Clear Search Fields         Term:       Apr - Jun 2011       Image:         Select at least 2 search criteria. Click Search to view your search results.       Select at least 2 search criteria. If you wish to use these search criteria in the future, select Seave Search Preferences.         Class Search Criteria       If you wish to use these search criteria in the future, select Seave Search Preferences.         Class Search Criteria       Image: |
| Mome       Add to Favorites       Close Windot         Image: Add to Favorites       Close State         Image: Add to Favorites       Close Windot         Image: Add to Favorites </td  |



| Search for Classes   | Home Add to Favorites Close Windo   |
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|  |   |
| You must select courses that a<br>If you have not received a Sto<br>program. | atisfy the requirements stipulated on your Student Agreement.<br>Ident Agreement, refer to the degree map for your degree |
| Class Search Description Field   | Class Search Examples Clear Search Fields   |
| Term: A  | pr - Jun 2011   |
| Select at least 2 search criter  | ia. Click Search to view vour search results.   |
| select Save Search Preferenc<br>Class Search Criteria                        | es.   |
| School:  |   |
| <u> </u>   | lick here if you wish to search for classes in your degree.   |
| Subjects   | select subject (example: BIO)   |
| Catalog Number:  | (example: 101)  |
| GoArmyEd Class Number:   | (example: 1136)   |
| Start Date On or After:  | (MM/DD/YYYY)  |
| End Date On or Before:   | (MM/DD/YYYY)  |
| Class Mode:  | ✓   |
| Class Type:  |   |
| Instruction Mode:  |   |
| Class Details: First Sele  | ct "Classroom" in Class Mode  |
| Course Title:  |   |
| Course Level:  |   |
| Subject Group:   |   |
| Program Community:   | <b>v</b>  |
|  | Open Only   |
| Class Registration Status:   |   |
| Class Registration Status:   | All (Open/Closed/Future)  |



# 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.

