

Creating Tuition Assistance Request (TAR):

ArmyIgnitED (Service Member)
MUST have an approved education goal.

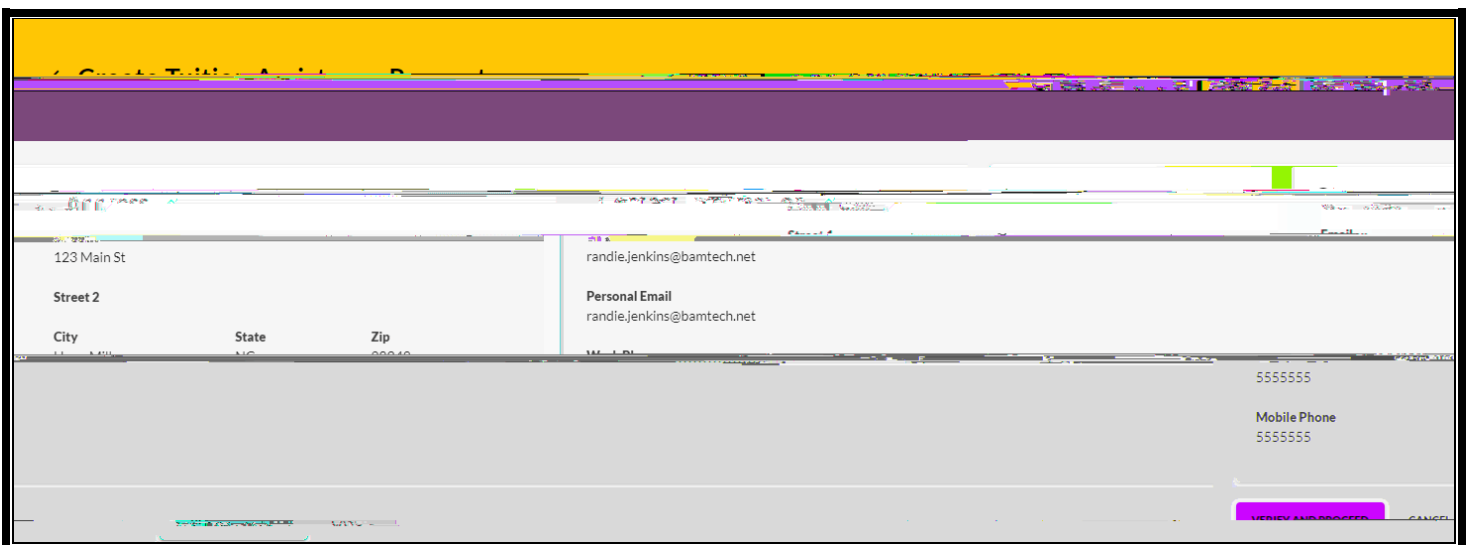
From ArmyIgnitED Dashboard, locate 'Active Education Goals' and then select 'Apply for Funding':



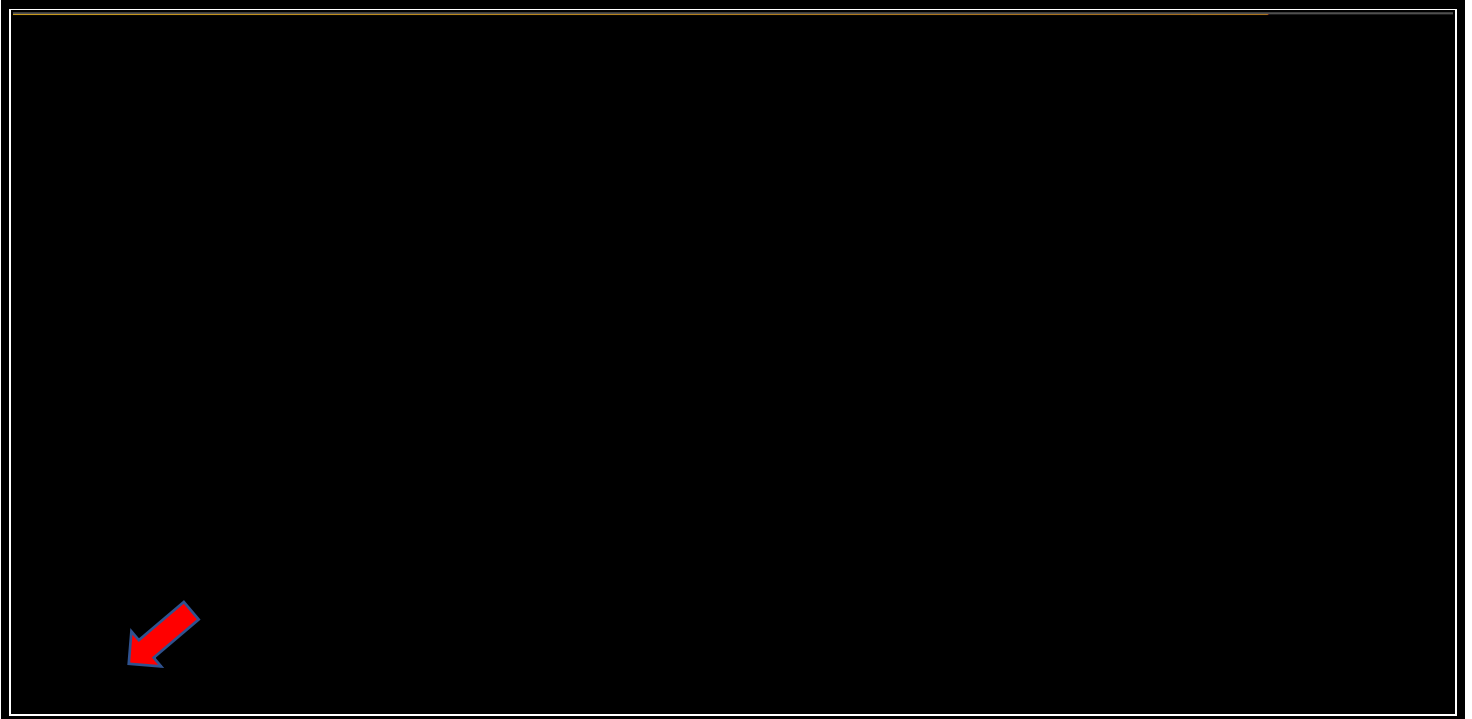
Verify 'Contact Information':

If information needs to be **updated**, select '**yellow pencil icon**' next to the designated area.

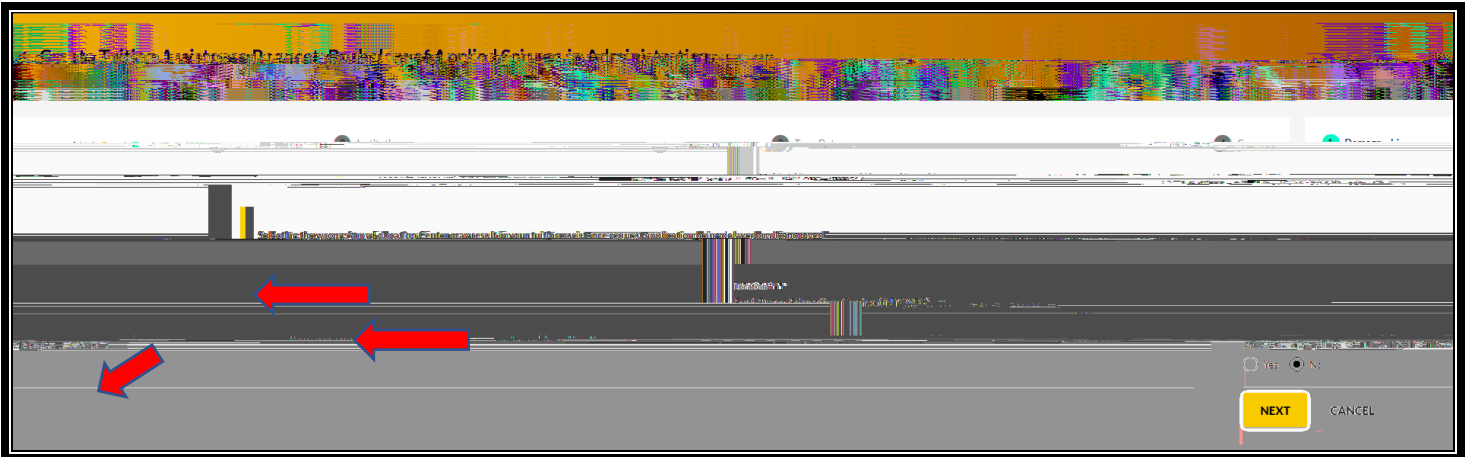
If all information is **correct**, click '**Verify and Proceed**'



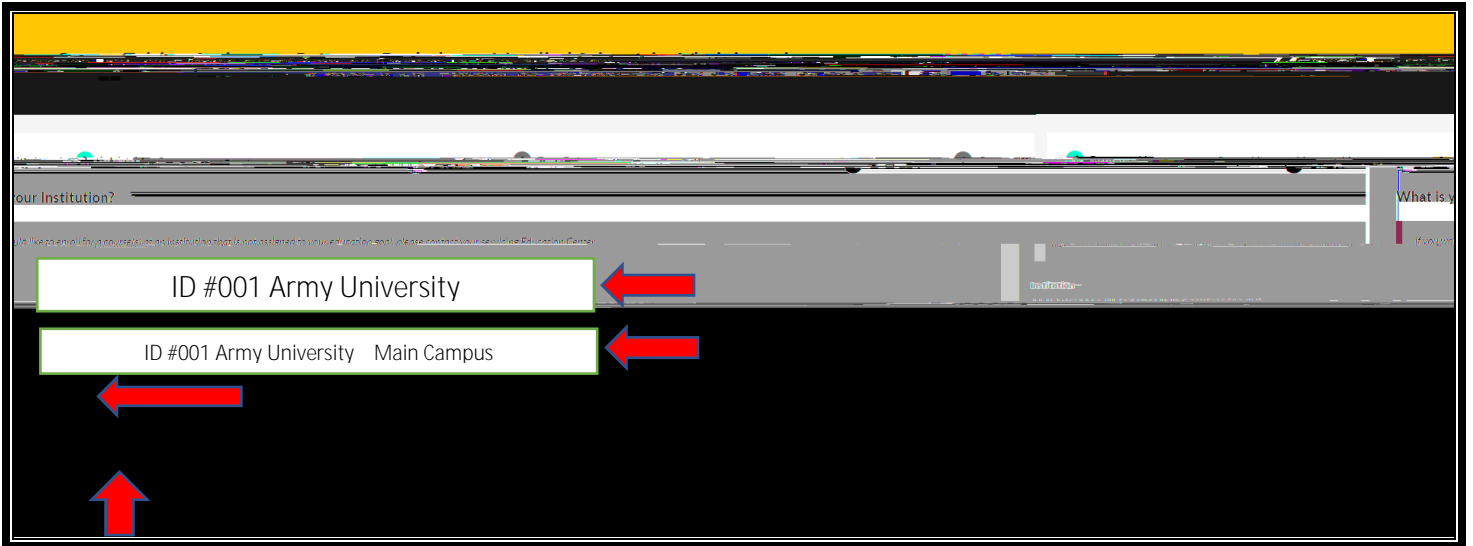
Acknowledge the 'User Agreement' – Read fully, check **ALL** boxes to agree to the conditions and then click 'I Agree Continue':



Verify current 'Education Center', identify if 'deployed' then select 'Next':



Verify 'Education Institution' is correct; ensure correct 'Campus' is selected; input 'Institutional Student ID' then click 'Next':



A screenshot of a web form with a yellow header bar. The form contains several input fields. The first field is labeled "Your Institution?" and contains the text "ID #001 Army University". A red arrow points to this field from the right. Below it is another field containing "ID #001 Army University Main Campus", with a red arrow pointing to it from the right. A third red arrow points to the left of the second field. A fourth red arrow points upwards from the bottom left corner of the form area.

Select correct 'Start and End Dates':



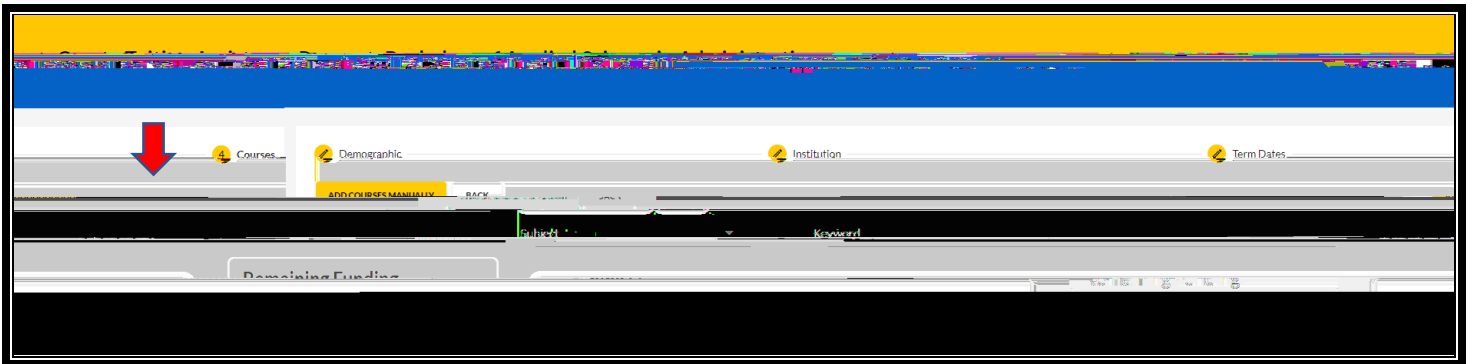
A screenshot of a web form with a yellow header bar and a blue navigation bar. The form contains several input fields. A red arrow points to a date field in the middle of the form. A second red arrow points upwards from the bottom left corner of the form area.

Select your desired course by clicking on the '+'.

NOTE: If your institution has added courses into ArmyIgnitED, the courses will be displayed on your screen. Courses can be filtered by 'Code - Title' and / or by 'Keyword'.



NOTE: If your desired course is not listed, click on 'Add Course Manually':



Input ALL

You will then receive a confirmation that your TA request has been submitted. Please note your '**TA Request ID**' and click '**Finish**': (option to 'Print TA Request')