



# **Army IgnitED Student Information Packet**

This information packet is designed to help guide you through the ArmyIgnitED process, inform you of the steps that may be required to receive Tuition Assistance and provide a resource to assist in successfully completing your academic endeavors.

## **ARMYIGNITED STUDENT INFORMATIONAL PACKET**

The University of North Texas Student Veterans Services – Benefits Team is here to assist students who are utilizing the Federal Tuition Assistance benefit as they apply for the benefit through the ArmyIgnitED portal.

Connect with our Team:

Website: [UNT Military Tuition Assistance \(TA\)](#) Email:

[SA-VeteranBenefits@ad.unt.edu](mailto:SA-VeteranBenefits@ad.unt.edu)

Phone: 940-369-8021

We look forward to supporting you as you  
accomplish your academic endeavors.

### **Things to Know Before Getting Started**

- All soldiers **must** create a new [ArmyIgnitED](#) login ID profile to request Tuition Assistance (TA). A Common Access Card (CAC) is required to log in. Please use Chrome, Edge or Firefox browsers when accessing your account.  
NOTE: you may experience issues accessing the portal from a government computer.
- Soldiers will need to add their UNT Student ID to their ArmyIgnitED profile so that information can be easily discovered.
- An Evaluated Degree Plan (EDP) is required. You will need to get your EDP from your Academic Advisor. At the top of your Academic Plan, please find the **Download Degree Plan** link and save this document to upload to ArmyIgnitED. Once your Army Education Counselor has approved of your Education Path, you will be able to request Tuition Assistance (TA) for courses outlined on your EDP. **Please Note:** Your Transfer Credit Evaluation (TCE) should be completed **prior** to uploading your EDP.
- All requests for Federal Tuition Assistance must be made in ArmyIgnitED ***no earlier than 60 days and no later than 7 days before the course start date.*** Approvals for TA may be processed within **7 days** of the course start, but your request to use TA for the ***course must be in place*** in ArmyIgnitED ***7 days prior to the course start.***
- Please be sure to enroll at UNT in the course you wish to request TA prior to **7 days** before the course starts and make sure the dates on your class schedule match the dates in ArmyIgnitED.
- Army students will be prevented from selecting TA as a payment option if attempting to register less than 7 days prior to a course start date.
- Army TA is capped at 16 credit hours or \$4,500 per Fiscal Year (1 October – 30 September).
- UNT will invoice the Army after the last sessions census date.

- Approved Federal Tuition Assistance does not constitute a payment being received; TA approvals are only a promise for the Army to pay. Upon receipt of an invoice, the service branch can take 30 – 90 days to perform payment of fiscal funds to a university.
- All changes to course enrollments (Drops or Withdrawals) must occur within UNT.
- Students must indicate that they are currently active members of the US Military and are serving in the US Army (Active Duty, National Guard or Reservist) in their student profile for AMU.
- Once your TA has been approved by your Army Education Counselor, you will need to submit a [UNT Tuition Assistance Enrollment Form](#), along with your Funding Request (TAR).
- Your official grade report will be posted after the end of the semester, once grades become official to the School Certifying Officials. This may take up to a week after the semester is completed.  
Soldiers should review the “Explore My Options” section on the ArmyIgnitED dashboard to search degree programs, academic institutions, and explore careers using the Career Path Decide tool.

### **Step One: Create an ArmyIgnitED Student User Account**

The first step to using the ArmyIgnitED portal is to establish an ArmyIgnitED student account. Before you start, you must have access to your military email, a CAC Card Reader and reliable internet. If you do not have access to your military email and/or reliable internet, you may have difficulty creating your ArmyIgnitED profile. Once you have a profile established, you will need to create an educational goal.

### **Step Two: Create an Education Goal**

Your Education Goal should be your **current major** (degree goal) at UNT. Please select your current degree level goal, your institution name (University of North Texas) and the degree program you are currently attending. All the degree programs for UNT have been uploaded into the ArmyIgnitED portal, so please select only the program that you are currently enrolled in. Prior to completing this step, please ensure that you have downloaded and saved a copy of your UNT Degree Plan document, as you will need to upload it during this step. **Please Note:** Your Transfer Credit Evaluation (TCE) should be completed *prior* to uploading your EDP.

**Click “Education Goals”**

**Click “Create New Goal”**

**Please Note:** If the desired education goal is listed as N/A, you must have this goal updated by an Army Education Counselor.

**Complete University of North Texas for “Institution” and “Institution Student ID (UNT Student ID)” then click “Next”**

**Search for your Current Degree Program**

**Select your Current Degree Program**

**Select “Next”**

Now you are all set to upload your Evaluated Degree Plan that you received from your Academic Advisor.

**Select “Upload Degree Plan” and select “Next”**

**Please Note:** You can only upload an Evaluated Degree Plan (EDP) during the Education Goal creation. After completing two courses, the EDP will be required before you can continue to request TA. If you are experiencing issues with uploading the EDP or if you wait to upload the EDP, you will need to contact your Army Education Counselor for further assistance.

**Fill in requested information, if applicable, and “Submit Education Goal”**

**Congratulations! Your Education Goal has been submitted to your Army Education Counselor for review.**

### **Step Three: Create an ArmyIgnitED Tuition Assistance Request**

Once your Education Goal has been approved by the Army Education Counselor, it is time to create a Tuition Assistance Request (TAR)! Please note, when you enroll in a course with UNT that you would like to use TA funding to cover, you must select Military TA as the primary payment type. Please be sure to complete your registration for the course at UNT prior to submitting a TAR, as the registration confirmation page for your course(s) will contain all the necessary information you will need to successfully complete a TAR. Please note, only courses that are within the 60-day TA request window will be eligible to request TA. Please remember to return to ArmyIgnitED once you are within this window to complete your TA request.

**Please Note:** If more than 6 semester hours are requested on the same TAR, the request will require Army Education Counselor approval.

### **Important Notes:**

- Submitting a TA request does not enroll you in the course. You must register for the course at UNT.
- Soldiers must apply for tuition assistance in the system **60 days to 7 days prior to class start date.**
- ***All TA must be approved 7 days prior to the start date of the course.***
- Soldiers will be solely responsible for all tuition, mandatory fees or other fees without TA approval.
- TA is approved on a course-by-course basis and only for the specific course(s) and class dates that a Soldier requests.
- If the Army has not approved the funding, then the Soldier will be solely responsible for all tuition and fees costs.

After your TA approval is submitted to UNT, the TA will be reviewed and course access granted if there are no further issues with the TA request. Please note, all TA requests must be submitted for approval in ArmyIgnitED at least **7 days** prior to the course start date.

From your 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 the “**Education Institution**” is correct; ensure the correct “**Campus**” is selected, input “**Institutional Student ID**” then click “**Next**”

Select correct ‘**Start and End Dates**’

**Please Note:** please refer to your Registration Confirmation Page to ensure that you are selecting the dates of the correct term. ***You must select the term dates of your actual course registration in order to be granted course access. If incorrect course dates are selected, your funding request will be denied by the School Certifying Officials and you will need to resubmit a new request with the correct dates for approval.***

Add your enrolled course by clicking on “**Add Course**”.

Select your desired course by clicking on the “**+**”

UNT has uploaded courses into ArmyIgnitED. The courses will be displayed on your screen. Courses can be filtered by “**Code – Title**” and/or by “**Keyword**”.

Input ALL course information. Ensure that the course information matches your institution. Then click “**Add Course**”

**Please Note:** The Military TA rate should always be selected when using TA.

Click ‘**Submit**’. **DO NOT** select “Add Course”. You should submit a separate TAR for each course or session you are enrolled in.

You will then receive confirmation that your TA request has been submitted. Please note your **TA Request ID** and click “**Finish**”: (Note: you have the option to ‘Print TA Request’ for your own reference. You will need this to submit with your UNT Tuition Assistance Enrollment Form.

#### **Step Four: Viewing an ArmyIgnitED Tuition Assistance Request**

Once the TA request has been submitted for review, you can check on the status of your request(s) in the ArmyIgnitED Portal. Please review the following steps to access your submitted TAR’s.

Click on “**Tuition Assistance Requests**”

If TA has been approved, then **APPROVED** will be listed under the course.

If TA is still in a pending status, then **PENDING APPROVAL** will be listed under the course. You also

have the option to “**cancel**” a TA request as well as view/print a PDF of the TA Request Form if

“**cancel**” is selected.

**Please Note:** Once “**YES**” is selected, the operation CANNOT be undone. A resubmission will need to be completed.

## FAQs

- Type in the description for what you are searching for

## Support Tickets

Scroll through the different categories to ensure that your question / concern gets submitted in the correct category

- Education Goal or Tuition Assistance Requests
- Credentialing Assistance
- Personal Data
- Institutions
- Submit a Complaint Against an Institution
- Technical Issues

## Education Goal or Tuition Assistance Requests

- Click "Submit Message"

## Personal Data

- Click "Submit Message"

Click "**Submit Message**" -> select the appropriate "**Category**" -> type the "**Subject**" -> type the message into the body of the message -> upload any documents (if applicable) -> click "**Send**"

## Institutions

- Reach out to your Educational Institution directly for ANY questions pertaining to the items listed below

## Technical Issues

- Click "**Submit Ticket**"

Fill in the appropriate areas with the appropriate information

- Category
- Sub-Category
- Priority
- Description
- Attachments (if applicable)

Click "**Submit**"

## Viewing 'Help Desk Tickets'

Going back to the main **Help Desk** section, if a **Support Ticket** was submitted, the **ticket** will be reflected. This is where you would check the status of your **Support Ticket**.

## Viewing messages from 'Support Tickets'

### NOTE THE FOLLOWING:

- ✓ = the reply from the Education Counselor has **RESOLVED** this **Support Ticket** and NO replies are allowed
- ! = the reply from the Education Counselor has placed a **FLAGGED** notification on the message and replies are allowed

### Withdrawing ArmyIgnitED Tuition Assistance Request

**Please note:** When dropping or withdrawing from a course, UNT is the system of record for ensuring our course is dropped or withdrawn on a specific date. All course changes will need to occur within the myUNT student portal.

When you drop a course in your myUNT student portal before the end of week one, you will need to report the drop to the Army. If all courses on the TAR are dropped, then the drop will be reported to the Army approximately 4 weeks after the start date. If you requested TA for multiple courses on the same TAR, we may not be able to report the drop until the invoice cycle, which would delay funds from being re-allocated for future use.