



Educate to Win!

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Educational Institution (EI) Way Forward

Welcome valued partner of the ACCESS, ArmyU Tuition Assistance (TA) program. The purposes of this power point is to provide you with guidance regarding ArmyIgnitED and the Tuition Assistance program way forward.

We realized that the release of ArmyIgnitED has been challenging for all. And we appreciate your patience, cooperation, and understanding as we continue to field the ArmyIgnitED website.

Together, we will succeed.



What is ArmyIgnitED, and why is it important?

The ArmyIgnitED is a website designed to allow Soldiers to request Tuition Assistance (TA) funds. Similar to the older GoArmyEd website (which the ArmyIgnitED website has officially replaced), the Tuition Assistance program allows Soldiers the opportunity to take college / university classes while they serve as a member of the United State Army. Bottom line: Army Tuition Assistance is a source of funding opportunity that is unique to Soldiers while they serve in the Army.

The Exception to Policy for TA usage is still in effect for Soldiers, however Els will need to upload the course enrollment files in order for the ETP process to work correctly.

The Way Forward

As of 1 May 2021, all EI partners are authorized to fully interact with the ArmyIgnitED website. At this time, all EI partners should be logging into ArmyIgnitED and working to generate the files necessary to support Soldier's Tuition Assistance requests.



What should EIs focus on first?

All EI partners should focus on learning how to generate files that are necessary for ArmyIgnitED's new business processes.

The following slides is ACCESS's recommendation for getting started. However, EIs should feel free to learn how to interact with the new business processes in any way that best suits your needs.

EIs should refer to the Getting Started, Interactive Training Guides, Release Updates, and How To Guides whenever possible. All of these documents can be found under the "Support" tab -> "Training Materials" link within ArmyIgnitED.



First: How to generate the “Degree Upload” file first and foremost. This is important because it will allow Soldiers to establish their Education Paths within ArmyIgnitED. (The Education Path allows the Soldier to tell the Army “This is my home school, and this is the degree that I want to pursue.”) Without the Degree Upload file, Soldiers won’t be able to establish their Education Path, and won’t be able to access Tuition Assistance functionality. This information did not migrate from legacy GoArmyED and will need to be loaded (this information was in VIA)

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> How To Guides:

Helpful Documents located in ArmyIgnitED:

- "TA EI - ArmyIgnitED EI Interface Summary_CCBApproved_vAPR2021.pdf"
- "TA EI – Flat File Interface QA Document.pdf"
- "Inbound and Outbound Data Exchanges.pdf"



Second: How to review and approve the Education Path for Soldiers.

(Reminder: the Education Path allows a Soldier to tell the Army which home school and degree plan they are pursuing.)

Within ArmyIgnitED, under the “Queue” tab, the “Pending Education Path Requests” page allows schools to approve (or reject) a Soldier’s Education Path. EI’s are given the opportunity to review and approve (or reject) a Soldier’s Education Path, so that EI’s can ensure that the Soldier has correctly identified which degree they are pursuing. (If the degree title is wrong, EI’s can reject the Education Path, and have the Soldier submit their Education Path a second or subsequent time.)

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> Getting Started:

Helpful Documents:

- "TA EI - Navigate EI Dashboard.pdf"



Third: How to generate the “Enrollment” file. The enrollment file, (also know as the course enrollment file) is critical for ArmyIgnitED to function correctly. Without the Enrollment file, Soldiers will not be able to request Tuition Assistance at your school / institution.

Please note: under the new business processes for ArmyIgnitED, the Soldier starts at the EI, and signs up for course(s). The EI then generates the Enrollment file and submits the Enrollment file to ArmyIgnitED. The system processes the file overnight. The following day the Soldier is able to log into ArmyIgnitED and is able to request Tuition Assistance for their class(es), based on the information that the school provided via the Enrollment file.

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> How To Guides:

Helpful Documents:

- "TA EI - ArmyIgnitED EI Interface Summary_CCBAApproved_vAPR2021.pdf"
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Fourth: How to generate the “Grades” file. The Grades file allows EIs to tell the Army which classes were successful and which classes were not.

Note: it is possible to post grades by going into each Soldier’s record and manually inputting data by hand, if you are an EI with multiple course enrollments, submitted the Grades file is a time saving feature that prevents EIs from having to manually submit each grade within ArmyIgnitED by hand.

Additional Note: all EI’s must post grades within 45 days of a class end date. If no grades are posted, the Soldier’s record will go on hold until a grade is posted by the EI.

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> How To Guides:

Helpful Documents (for submitted a Grade file to ArmyIgnitED):

- "TA EI - ArmyIgnitED EI Interface Summary_CCBAApproved_vAPR2021.pdf"
- "TA EI – Flat File Interface QA Document.pdf"
- "Inbound and Outbound Data Exchanges.pdf"



Fifth: How to generate the “Student Degree Plan” file. The Student Degree Plan file allows the ArmyIgnitED system to automate the approval of Tuition Assistance requests. All Soldiers must have a Student Degree Plan on file after the completion of six, or more, credit hours with their degree. If a Student Degree Plan is not on file after six semester hours, a hold will automatically be placed on the Soldier’s account, until a Student Degree Plan is posted by the Soldier’s EI.

Please note: Soldiers are *not* able to post a Student Degree Plan themselves. EI’s *must* submit the Student Degree Plan to ArmyIgnitED.

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> How To Guides:

Helpful Documents:

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Sixth: How to generate the “Graduation” file. The Graduation file allows the ArmyIgnitED system to report to ‘Big Army’ which Soldiers were successful in their Academic pursuits. In turn, Big Army uses the graduations as justification for Congress to continue the Tuition Assistance program. ACCESS asks that all EI partners submit their Soldier’s graduations whenever possible, because this also enables policy enforcement within ArmyIgnitED, which allows our Soldiers to continue on with their academic journey.

Note: similar to the Grade file, a Graduation can be manually posted within a Soldier’s ArmyIgnitED record. However, the Graduation file automates the process for EIs with a large number of graduations.

Location of Guides to help you get started:

Log into ArmyIgnitED -> Support -> Training Materials -> “Choose a Category” = “Education Institutions – Tuition Assistance” -> How To Guides:

Helpful Documents (for submitted a Graduation file to ArmyIgnitED):

- "TA EI - ArmyIgnitED EI Interface Summary_CCBAApproved_vAPR2021.pdf"
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Enrollment Question: Migrated students will exist in ArmyIgnitED. If the students you are submitting, existed in GoArmyEd, they will appear in ArmyIgnitED once the historical data has been fully migrated. If the students do not show up they may not have had a historical profile or they may not have an iTAPDB profile which is required for Soldier accounts. Please reach out to your students to make sure they have an active ArmyIgnitED Ed Path before including their enrollments in the file.

Validate Question: What are EI supposed to see? The validation step that tells EI they have no errors is what they should use to assume their files will be accepted into the system. That validation step tells them if they have errors in formatting or data structure. If the validation is accepted, the files are good. EI should check the following day to confirm the files were processed as expected. EI will not see the Degree Upload file, an email will be sent if errors occurred on this file.



ACCESS ArmyU appreciates all of the efforts, dedication and hard work in making this program a success. We value our EI Partners dedication to helping our Soldiers pursue their Academic Goals.

ACCESS, ArmyU