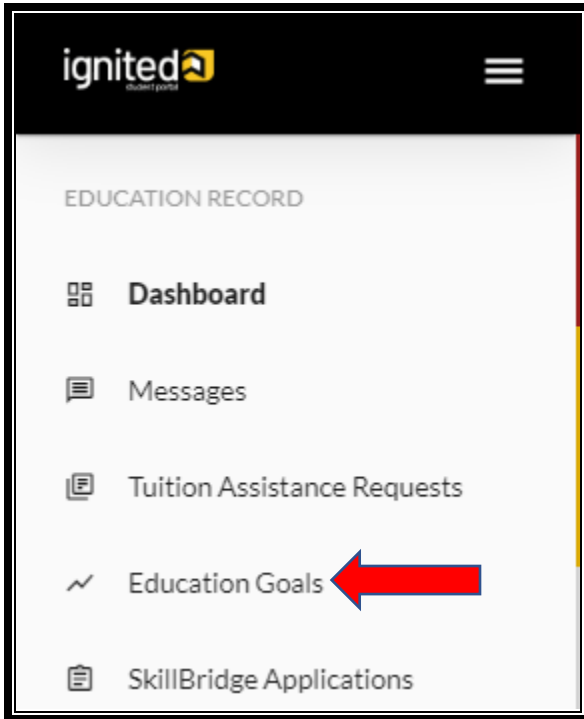


Creating an Education Goal:

ArmyIgnitED - Service Member

Click 'Education Goals':



Click 'Create New Goal':



See if the desired education goal can be requested – click on **N/A** and satisfy the alert: (this particular alert requires SM to go to the Education Center for the Education Counselor to update their ‘Education Level’) ****UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO****

Create a New Goal

First, Choose an Education Goal

Associates Degree **N/A**

- You are not eligible to submit a Associates goal because you do not have an education level.

Bachelors Degree **N/A**

Masters Degree **N/A**

Once updated by the Education Counselor, the update automatically updates on SM record -> now click on desired ‘Education Goal’

Create a New Goal

First, Choose an Education Goal

Associates Degree

Bachelors Degree

Masters Degree **N/A**

Complete 'Institution', 'Institutional Student ID', click 'Next':

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What Institution will you be attending?

Enter the name of the institution you will attend

Institution *
UNIVERSITY OF MARYLAND GLOBAL CAMPUS

What is your Institution Student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID
123456

☐ No Institution Student ID

NEXT CANCEL GOAL

Choose desired degree program -> can either scroll to locate OR type in keywords (identify if a Science, Technology, Engineering & Math – STEM program):

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your education center.

Program Keyword

Program

STEM

Associate of Applied Science in Administration
60 credits

Associate of Applied Science in Culinary and Foodservice Management
60 credits

Associate of Applied Science in Health Sciences
60 credits

Associate of Applied Science in Technical Management
60 credits

Associate of Arts in Business Administration

Select the desired **‘Program’**:

← Create a New Goal: Associates Degree

1 Institution

2 Degree Program

3 Degree Plan File

4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Program Keyword

Criminal Justice

STEM

Program

Criminal Justice

60 credits

STEM

1 total

PREVIOUS STEP

NEXT

CANCEL GOAL

Click **‘Next’**:

← Create a New Goal: Associates Degree

1 Institution

2 Degree Program

3 Degree Plan File

4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Degree Program

Criminal Justice

↻

PREVIOUS STEP

NEXT

CANCEL GOAL

Upload 'Degree Plan' or click 'No Degree Plan File' -> 'Next':

The screenshot shows a web form titled "Create a New Goal: Associates Degree". It has a progress bar at the top with four steps: 1. Institution, 2. Degree Program, 3. Degree Plan File (active), and 4. Credits. The main content area says "Please upload your degree plan file." and provides instructions: "Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Contact your education center for additional information. You must provide a degree plan from your academic institution that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls,.xlsx, doc, docx." Below this is a section for "Supporting Documentation (Optional)" with a "CHOOSE FILE" button and a "Drop files here" area. A red arrow points to the "CHOOSE FILE" button. Another red arrow points to the "Drop files here" area. Below the drop area, it says "Supported file types are: .xlsx, .xls, .doc, .docx, .pdf". At the bottom, there is a checkbox labeled "No Degree Plan File" which is checked. A red arrow points to this checkbox. At the very bottom are three buttons: "PREVIOUS STEP", "NEXT" (highlighted in yellow), and "CANCEL GOAL".

NOTE:

The Soldier may upload a generic non-evaluated degree plan or an official Evaluated Degree Plan and/or drop/drag the file. The Soldier can only upload the Evaluated Degree Plan during Education Goal creation. After the Soldier has completed 2 courses, the official Evaluated Degree Plan will be required before the Soldier can continue to request TA. If the Evaluated Degree Plan is not uploaded during the Education Goal creation, the Soldier will have to send it to the Education Center for upload.

Fill in requested information if applicable (previous college credits; if institution uses Quarter Hours INSTEAD of Semester Hours) -> 'Submit Goal' -> 'Yes':

The screenshot shows the same web form, but now at the "Credits" step. The progress bar shows steps 1 through 4, with "Credits" being the active step. The main content area has two sections: "How many credits are required for your degree?" with a text input field containing "60", and "How many credits have you previously completed towards your degree?" with a text input field. Below the first section, it says "Required Credits * 60". Below the second section, it says "Are the credits you entered Quarter Hours?" with a checkbox labeled "Yes". At the bottom are three buttons: "PREVIOUS STEP", "SUBMIT GOAL" (highlighted in yellow), and "CANCEL GOAL". A red arrow points from the "SUBMIT GOAL" button to a white modal dialog box titled "Submit Education Goal". The dialog box contains the text "Are you sure you want to submit this goal?" and two buttons: "YES" (highlighted in yellow) and "NO".

Education reflects ‘**SUBMITTED FOR REVIEW**’:

← Education Goals

CREATE NEW GOAL

Criminal Justice

SUBMITTED FOR REVIEW • UNIVERSITY OF MARYLAND GLOBAL CAMPUS • Associates Degree • Eligible for Active TA

0% COMPLETE

Required Credits: 60.00

Completed Credits: 0.00

Transferred Credits: 0.00

Remaining Credits: 60.00

Issues Blocking Tuition

• Your goal must be approved in order to apply for tuition.

APPLY FOR TUITION

VIEW DETAILS

The requested ‘Education Goal’ has been sent to the assigned Education Center for processing.