

GoArmyEd Process Guide for Soldiers

Tuition Assistance

1. What you need to get started

- User name and password for GoArmyEd (Create an account if you don't have one)
- Class schedule (Must contain: Course's name, number, credits, and beginning/ending dates)
- Itemized Bill (Must contain: A breakdown of tuition and fees)
- Degree Audit/Student Agreement (Must contain: Your name and a personalized list of all classes you've completed and need to complete to graduate with your degree)
- Current Statement of Understanding (Located on your homepage and must contain your signature and your Commander's signature and the date, except for E7 ranks and above)

2. Upload Needed Documents

- Click on "My Student Record" (A drop down menu will appear)
- Click on "Account Information" (A new screen will appear)
- Click on the tab at the top labeled "eFile"
- Upload all documents listed under "What you need to get started"
(Make sure to properly label your documents and upload separately)

3. Prep for Requesting Tuition Assistance

- Click on "My Virtual Education" (A drop down menu will appear)
- Click on "Before you Enroll in Courses"
- Complete the checklist
(All documents should be in e-file before entering classes.)

4. Request Tuition Assistance

- Click on "My Virtual Education Center" (A drop down menu will appear)
- Click on "Enroll or Drop/Withdrawal from a Course" (A new screen will appear)
- Click on "Request TA and Enroll in a Course"
- If you need detailed instructions, please refer to the Enrollment Guides
- If you have properly requested Tuition Assistance you should be able to view each course listed under your "Personnel" tab, under education.

5. Application Response

- Once your application has been reviewed you will receive an email to your primary account listed in GoArmyEd
- Print your Approved Tuition Assistance
 - Click on "My Virtual Education" (A drop down menu will appear)
 - Click on "After you Enroll in a Course" (A new screen will appear)
 - Click on "View TA Request" (A new browser will appear)
 - Find the appropriate approval; **PRINT & BRING TO YOUR SCHOOL**

QUESTIONS

- ❖ If you have a question regarding: eFile document reviews, holds, account activations, recoupments, home college & degree changes, or payments PLEASE CREATE A HELPDESK CASE by calling, 1-800-817-9990 or clicking on "Helpdesk Case Creation" under your Related Links on the right-hand side of your homepage.
- ❖ If you have questions regarding the 5 step process listed above please contact your Education Center