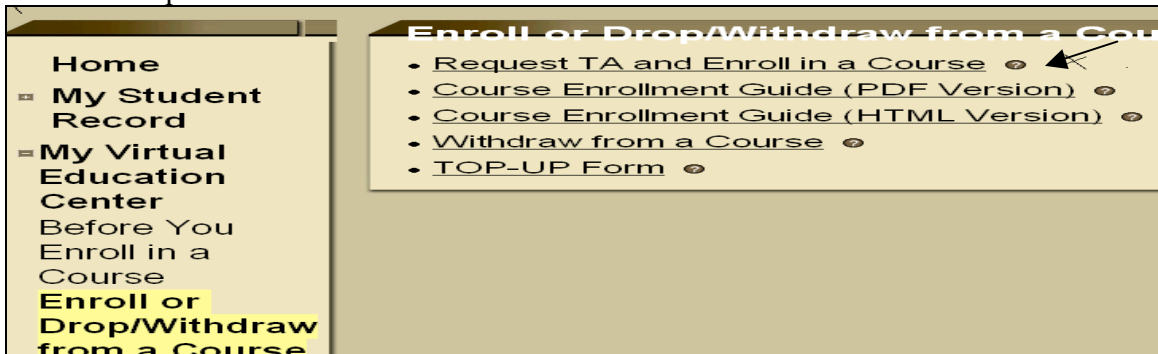
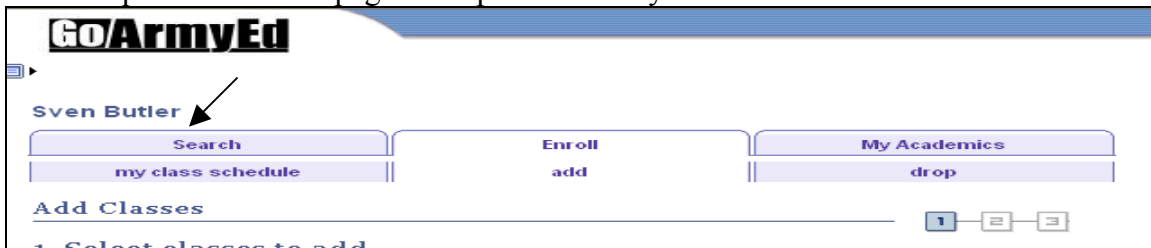


How to Enroll in Classes with Non-LOI School***

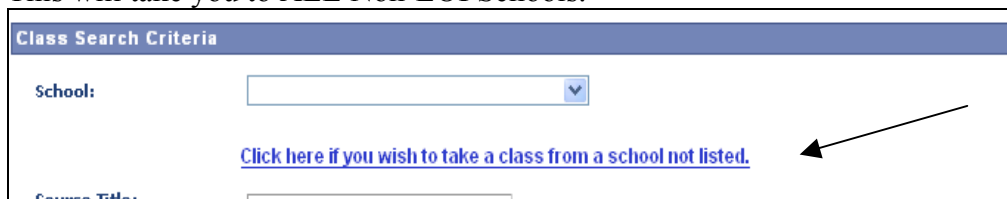
1. Log into Go Army Ed with User Name and Password: www.goarmyed.com
2. Select “My Virtual Education Center”
3. Select “Enroll or Drop/Withdraw...”—you may be asked to verify your application data.
4. Select “Request TA and Enroll in a Course”



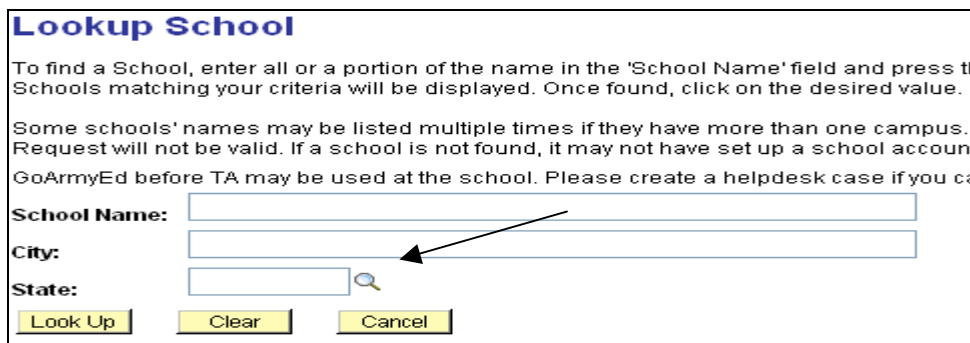
5. A “People Soft” screen page will open and then you will select “Search” button.



6. Next screen opens and click on “Click here if you wish to take class from school not listed.” This will take you to ALL Non-LOI Schools.



7. The next screen page to open gives you option to search for your school. If you do not know the “school ID Code” the best method to search is by ‘State’—click on magnifying glass to get State list and choose the State your school is located. UTAH was selected as example and “Univ of Utah” as school.



8. Remember the School Code for easier access next time you are searching for something in GAE. Likewise, remember your “EmpID#” as this is Student Number GAE assigned specifically to you.

9. Once school is chosen and clicked on, the next page opens to allow you to add the course:

School: Univ of Utah
Subject Code: *EX: BIO*
Catalog Nbr: *EX: 225*
Start Date: ←

[View Non-LOI TA Requests](#)

Here is where you list the Subject, Number and Start date of Course, Example---you are enrolled in ENG 1010, English Composition. 3 semester hours, Mon, Wed, Fri, 0800-0900. And term started 11 January 2010 and ends 30 April 2010. So you would enter: ENG, 1010, and click on calendar and chose 11 January as Start Date. Then click: NEXT” button.

10. And on next page that appears all remaining Course information can be input—End Date, Course Title, Mode, Hours, cost per hour, fees specific for class and/or mandatory fees TA covers*. Here is example of completed course data input—

Course Information				
Subject:	ENG	<i>EX: HIST</i>	Start Date:	01/11/2010
Catalog Nbr:	1010	<i>EX: 225</i>	*End Date:	04/30/2010
*Course Title:	<input type="text" value="English Composition"/>			
*Instruction Mode:	<input type="text" value="Classroom Off-Post"/>			Degree Plan
Classroom Information				
Start Time:	<input type="text" value="8:00AM"/>	End Time:	<input type="text" value="9:00AM"/>	
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday
	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday		
Course Cost				
If your school uses Quarter/Clock Hours click on the button below to obtain instructions on converting Quarter/Clock Hours to Semester Hours (SH). All units and unit price entered must be in SH. Place the appropriate SH on your Non-LOI TA Request Form.				
<input type="button" value="Qtr-Sem Hour Conversion"/>	Units	Unit Price	Additional TA-eligible Fees	Additional Soldier Fees
	<input type="text" value="3.00"/>	<input type="text" value="\$250.00"/>	<input type="text" value="\$25.00"/>	<input type="text" value="\$50.00"/>
Total Class Cost	Original Army Cost	Original Soldier Cost		
\$825.00	\$750.00	\$75.00		
Reduction Amount	Reduction Reason			
\$0.00				
Final Adjusted Class Cost	Final Army Cost	Final Soldier Cost		
\$825.00	\$750.00	\$75.00		

11. Once all done for this class, click “Submit” button—a note will pop up telling you “Request has been submitted for review...”

12. And also ask if you have additional classes to enter for TA request. If yes, click ‘YES’, if you are done, click “NO”. If you click YES, you are taken back to screen to input course data as in #9 above, and input remainder of classes.

13. Once done with all your classes you can click on: ‘View Non-LOI TA Requests’:

14. After all is said and done, you will receive email when ESS office reviews and processes Request, and if approved you can Print TA form to give to school. If “Rejected” you have 7 days to correct and resubmit.

- **GAE does not compute dollar figures per hour/credit—you must do this. Also, you can add any specific class fee and mandatory fees per class. You calculate these numbers based off the Tuition bill scanned into eFile.**
- **If you are taking more than 12 SH you will need an “Override” granted by ESS office.**

***** You must have already completed Common Application, Quick Start Training, and uploaded required documents into eFile.**