

**ARMYIGNITED** 



## **Create Credentialing Assistance Request (CAR) - Soldier**

3/18/2026

ArmyIgnitED Tutorials


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# 1 Credentialing Assistance Request (CAR) Process Overview

To submit a CAR, the Soldier must have an approved Education Goal.

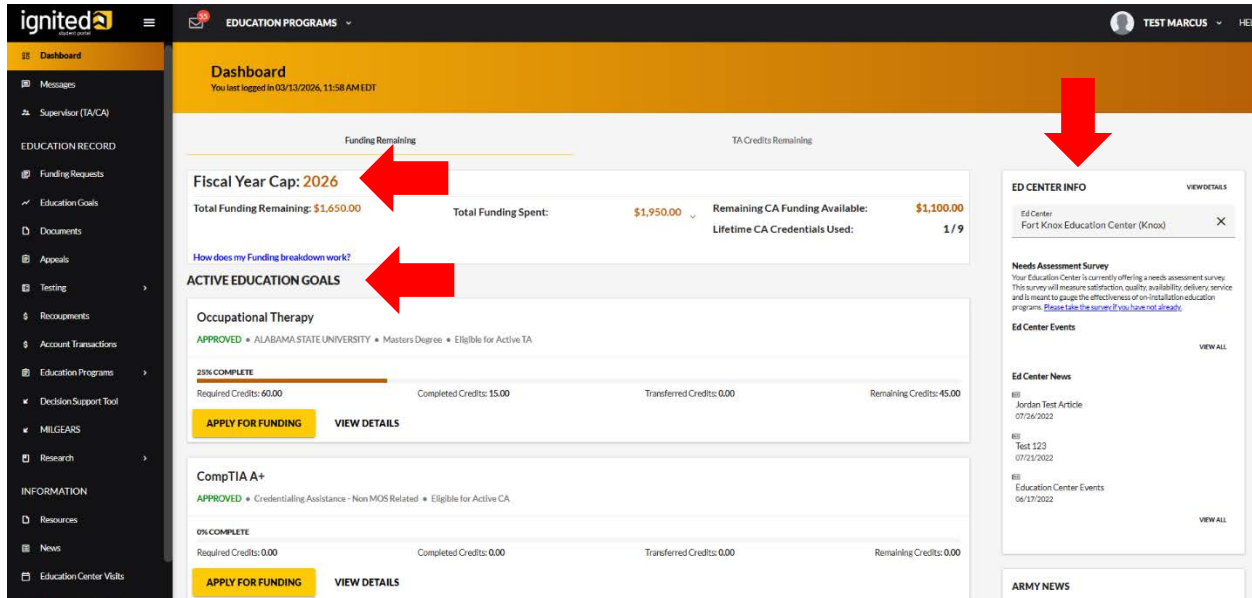
- The Soldier selects 'Apply for Funding' on an approved Education Goal.
- The Soldier's Supervisor's Information is validated or entered for the first time.
- Soldier's Contact Information is validated.
- The Soldier acknowledges the User Agreement and Terms and Conditions.
- The Soldier identifies if applying for funding from a deployed location.
- The Vendor and Campus are selected.
- The Start and End Dates are entered.
- The Soldier selects the applicable Funding Request type (Training, Exam, Books and Materials).
- Funding Request specifics are added (e.g., Title, Cost, Description).
- The Vendor Quote and other Documentation are uploaded.
- The Soldier submits the CAR which is routed to the previously identified Supervisor.
- The Supervisor reviews the CAR and Approves or Disapproves the request. The Supervisor can also indicate they do not supervise the Soldier. If the Supervisor selects 'I Do Not Supervise This Person', the Soldier receives an ArmyIgnitED message that the CAR is deleted and they will have to change their Supervisor in ArmyIgnitED and resubmit a new CAR.
- If Disapproved by the Supervisor, the CAR is deleted.
- If Approved, the CAR is forwarded to ACAPO for their review.
- If Disapproved by ACAPO, the CAR is deleted.
- If Approved, the CAR is forwarded to Finance for payment.

 **Please Note:** If the Soldier has never used CA before, they must complete MilGears and contact the CA Virtual Counseling Cell to schedule an appointment.

## 2 Student Dashboard and Adding a Supervisor

### 2.1 Dashboard Orientation

Upon logging in to ArmyIgnitED’s Student Portal, the Soldier first sees their Dashboard. The Dashboard displays their Fiscal Year Cap (to include available funding) and Active Education Goals.



It also contains the assigned Education Center.

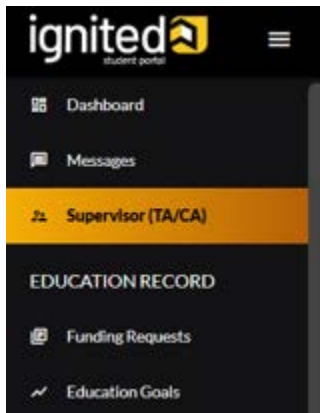
### 2.2 Adding a Supervisor

Soldiers must enter in their Supervisor’s information, as the Supervisor is part of the CAR approval process.

A CAR **CANNOT** be submitted if the Supervisor’s information is not entered.

In the left navigation, click the ‘**Supervisor (TA/CA)**’ menu item.

**⚠ Please Note:** Dual CAC Soldier’s will also see a ‘Supervisor (Civ Training)’ menu item. The Supervisor for TA/CA may be different from the Civ Training Supervisor.



The Supervisor (TA/CA) page will open.

Information specifying what constitutes a Supervisor and how having someone other than an approved individual approve your funding requests will be considered fraudulent appears at the top of the page.

Complete the required fields (First Name, Last Name, and Primary Email).

Provide an Alternate Email and Phone Number, if known, as this helps ensure the Supervisor receives notifications.

Click **'Update'**.

## 3 Creating a CAR

### 3.1 Apply for Funding

Soldiers have two methods to apply for funding.

The first is directly from the Dashboard.

The screenshot displays the 'ignited' dashboard for 'EDUCATION PROGRAMS'. The user is 'TEST MARCUS'. The dashboard shows funding status: 'Funding Remaining: \$1,650.00', 'Total Funding Spent: \$1,950.00', and 'Remaining CA Funding Available: \$1,100.00'. It also shows 'Lifetime CA Credentials Used: 1/9'. Under 'ACTIVE EDUCATION GOALS', there are two entries: 'Occupational Therapy' (25% COMPLETE) and 'CompTIA A+' (0% COMPLETE). Both entries have an 'APPLY FOR FUNDING' button. Red arrows point to the 'Education Goals' menu item in the left navigation and the 'APPLY FOR FUNDING' button for the 'CompTIA A+' goal.

Locate the Education Goal under which the CAR will reside and click **'Apply for Funding'**.

The second method is from the Education Goal page. Click the **'Education Goal'** menu item from the left navigation.

On the Education Goal page, locate the Education Goal under which the CAR will reside and click **'Apply for Funding'**.

Both methods begin the CAR creation process.

### 3.2 Verify Supervisor and Personal Contact Information

The first step is to verify the Supervisor's contact information.

On the same page, verify the Soldier's contact information.

Click on any of the "Pencil" icons to edit a section.

When all the information is correct, click **'Verify and Proceed'**.



'I Agree, Continue' is not available until all boxes have been selected.


### 3.4 Identify if Applying from a Deployed Location

Identify if applying from a deployed location.

Click **'Next'** to proceed.

Are you applying for funding from a deployed location?

Yes  No

**NEXT** **CANCEL** 

### 3.5 Identify the Vendor and Campus

Identify the Vendor and Campus.

Click **'Next'** to proceed.


Click **'Back'** to return to the previous page.

Select your Vendor:

If you are attempting to locate a Vendor not listed, please forward information to the Army Credentialing Assistance Program Office via ArmyIgnited messaging and provide the following information: Vendor Name, Vendor URL, Vendor Email, and Vendor Phone Number.

COMPTIA

COMPTIA - MAIN CAMPUS

**BACK** **NEXT** **CANCEL** 

### 3.6 Enter Start and End Dates


Use the Calendar Icon or type in the Start and End dates.


Click **'Next'** to proceed.

Click **'Back'** to return to the previous page.

What are your exact start and end dates?

You may select up to 365 days to complete your training or exam. If you do not complete the training or exam in the timeframe you request, you will be required to reimburse the government for the costs associated to your training or exam, and the associated book(s), material(s), and/or fees.

5/15/2026 

7/2/2026 

**BACK** **NEXT** **CANCEL**

If the dates do not comply with established rules, a message will appear in red.

Credentialing Assistance requests must be submitted no earlier than 90 days and no later than 45 days prior to the start date of the training, exam, or books and materials.

### 3.7 Select a Funding Request Type

Select the item you need funding for.

When you select one of the options, ArmyIgnitED automatically loads the next page.

**⚠ Please Note:** Books and Materials will only appear if a Training or Exam CAR already exists for the Education Goal.

Please select the applicable funding request; (Training, Exam, Books and Materials)  
Selecting an incorrect type will result in your request being disapproved. Thereby requiring a new submission.

What do you need funding for?

ADD EXAM

ADD BOOKS AND MATERIALS

ADD TRAINING

### 3.8 Add Funding Request Specifics

There are two methods for adding CAR specifics.

Click **'Select'** for the required Training/Exam or click **'Add Manually'**.

The screenshot shows a multi-step process for adding a funding request. The steps are: Demographic, Vendor, Dates, Training/Exam (highlighted in yellow), and Supporting Documentation. The 'Add Training' form is displayed with the following fields: 'A+' for the grade and a 'Description:' field. A red arrow points to the 'SELECT' button. At the bottom left, there are two buttons: 'ADD MANUALLY' and 'BACK', with a red arrow pointing to 'ADD MANUALLY'. On the right side, a box displays 'Remaining Funding' for Fiscal Year 2026 as \$1,100.00, with a red arrow pointing to it. The bottom right corner shows 'Items per page: 10 1 of 1'.

This page also provides valuable Fiscal Year Cap information on the right side.


Click **'Select'** to proceed.

Add Training

A+ \$ 200

Description\*  
A+ Training

11 / 1000

**ADD TRAINING** **BACK** 

Training, Exam, and Books and Materials all have specific data fields that must be entered and verified.

Complete all required fields and click **'Add Training'** to proceed.

Click **'Back'** to return to the previous page.

Demographic Vendor Dates **4** Training/Exam Supporting Documentation

**TRAINING - A+** x


Government Cost	Student Cost
\$200.00	\$0.00

**ADD FEE**

**Costs**

Total Costs	Government Costs	Student Costs
\$200.00	\$200.00	\$0.00

**Remaining Funding**  
Fiscal Year: 2026  
**\$900.00**

**BACK** **NEXT** **CANCEL** 

Verify the information on the next page and click **'Next'** to proceed.

Click **'Back'** to return to the previous page to make changes.

### 3.9 Adding Required Documentation

Download the required CUI training, review it, and select the box in order to upload documents.

You must upload a custom price quote, provided by your vendor, for each Credentialing Assistance (CA) request you submit. Each custom quote must include the cost for each item on your CA request to include administrative application and/or shipping fee(s). Bundling is not authorized. The Army Credentialing Assistance Program Office (ACAPO) will not approve CA requests without the custom price quote uploaded to this request or if the quote is bundled. If you submit an incorrect quote, you can upload the correct one to your existing CA Request (while in "Pending ACAPO Review" Status). If the quote is incorrect when ACAPO reviews your CA Request, it will be rejected, and you will have to submit a new CA request with new start and end dates. ACAPO cannot revert a rejected CA Request to the original submission.

The quote must come from the vendor, and it MUST match what is listed in the CA request (exceptions- Pearson Vue, CompTIA, IBSC).  
Supporting documentation file(s) must be under 4MBs and one of the following file types: pdf, xls,xlsx, doc, docx.

You are required to open and review the CUI Marking Training document before uploading any files.

**DOWNLOAD TRAINING** 

I have reviewed the CUI Marking Training and have appropriately marked my documents prior to uploading them into ArmyIgnitED. 

A Custom Quote from the Vendor is required to continue with the process.

Other documentation can be uploaded, as applicable.


### 3.10 Submitting a CAR

From the document upload page, when all required actions are completed, click **'Submit'**.

Click **'Back'** to return to the previous page.

The confirmation page will appear and provide the CAR ID and **'next steps'**.

Credentiaing Assistance Request Application: Application Submitted



**Congratulations your credentialing assistance request has been submitted!**  
Your credentialing assistance request ID is 4584645

Here are the next steps

- 1 Your Credentialing Assistance (CA) request must be approved and paid by CA Finance before you can start your training or exam.
- 2 As a reminder, ensure you have uploaded your custom quote from the vendor in your Supporting Documents located at Education Record > Education Goals > VIEW DETAILS (in your CA Goal) > Supporting Documents. Failure to provide will result in rejection of your CA request.
- 3 You can view your Credentialing Assistance Requests section under your Education Record to check the status and details of your applications.

**FINISHED**

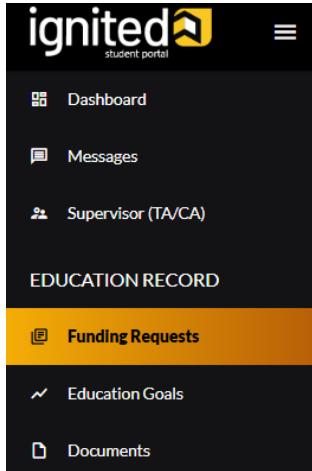
**▲Please Note:** This confirmation page does not mean the CAR is approved. It only indicates the Soldier portion is complete. The TAR must still be reviewed by the Supervisor, ACAPO, and receive final approval.

Click **'Finished'** to exit the CAR creation process.

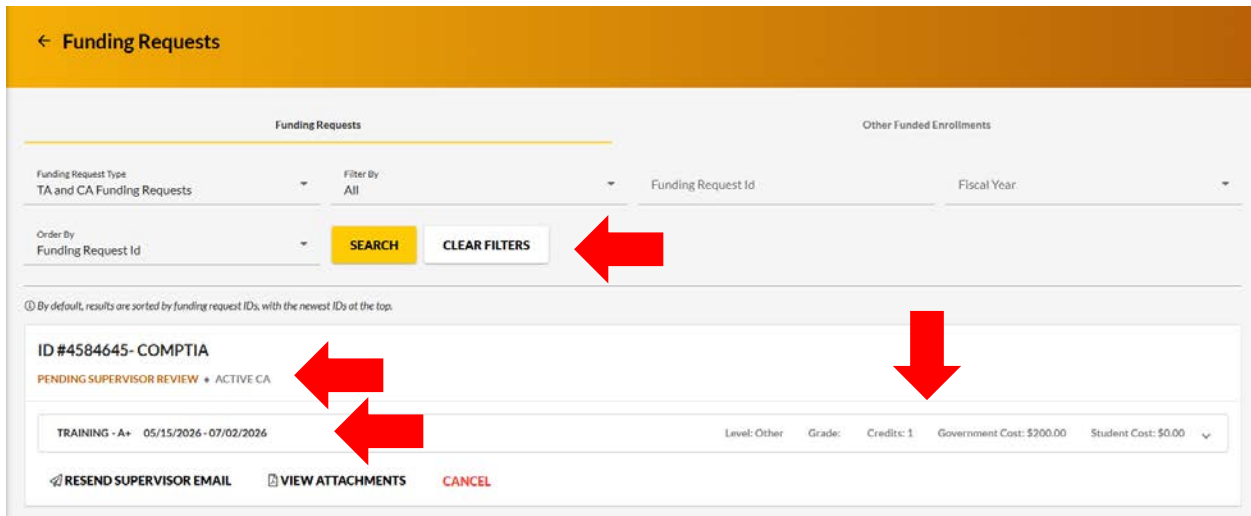
**▲Please Note:** Completing a CAR does not enroll a Soldier in the Training or Exam with the Vendor.

## 4 Viewing CARs

CARs can be viewed from the 'Funding Requests' menu item in the left navigation.



The Funding Requests page provides search filters to quickly locate the desired CAR.



It also contains details about the CAR, including the status, dates, grade, and costs.