



## Create Tuition Assistance Request (TAR) - Soldier

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# 1 Tuition Assistance Request (TAR) Process Overview

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

- The Soldier or an Administrator 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 Education Center, Deployment Status, and Academic Institution data is validated.
- The Course Dates, Title, and other pertinent details are entered.
- Additional Courses can be added to the same TAR if necessary.
- If created by the Soldier, they submit the TAR which is routed to the Supervisor previously identified.
- If created by an Administrator, the TAR is routed to the Soldier to acknowledge the Terms and Conditions and submit.
- The Supervisor reviews the TAR 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 TAR is deleted and they will have to change their Supervisor in ArmyIgnitED and resubmit a new TAR.
- The Supervisor must approve TAR 5 calendar days prior to the Term Start Date or the TAR will be deleted.
- The TAR is automatically approved unless flagged to require a Quality Check.

**⚠ Please Note:** If the Soldier has never used TA before, contact the Education Center for Eligibility Criteria.

**⚠ Please Note:** Soldiers can only request TA 60-7 days prior to the Term Start Date; however, it is recommended to apply early since the Supervisor, and potentially the Education Center, must review the TAR before TA is authorized.

**⚠ Please Note:** Soldiers will receive a reminder ArmyIgnitED message 10 days prior to the Term Start Date if their Supervisor has not actioned the TAR.

**⚠ Please Note:** If the Supervisor has not Approved the TAR 5 days prior to the Term Start Date, the TAR will be automatically Disapproved, and TA funding is not authorized.

## 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.

The screenshot shows the ArmyIgnitED Student Dashboard. The top navigation bar includes the ArmyIgnitED logo, a menu icon, 'EDUCATION PROGRAMS', and a user profile for 'TEST RESERVETA'. The left sidebar contains navigation items: Dashboard, Messages, Supervisor (TA/CA), EDUCATION RECORD, Funding Requests, Education Goals, Documents, Appeals, Testing, Recoupments, Account Transactions, Education Programs, Decision Support Tool, MILGEARS, Research, INFORMATION, Resources, and News. The main content area is titled 'Dashboard' and shows 'You last logged in 02/19/2026, 11:38 AM EST'. It features two columns: 'Funding Remaining' and 'TA Credits Remaining'. The 'Funding Remaining' section displays 'Fiscal Year Cap: 2026', 'Total Funding Remaining: \$1,796.00', 'Total Funding Spent: \$4.00', 'Remaining CA Funding Available: \$0.00', and 'Lifetime CA Credentials Used: 1 / 9'. Below this is a link 'How does my Funding breakdown work?'. The 'ACTIVE EDUCATION GOALS' section lists two goals: 'Bachelor of Arts in Business' (APPROVED • AMERICAN MILITARY UNIVERSITY (AMU) • Bachelors Degree • Eligible for Reserve TA) and 'Biology' (APPROVED • ALABAMA STATE UNIVERSITY • Bachelors Degree • Eligible for Reserve TA). Each goal shows progress bars for '0% COMPLETE' and '2% COMPLETE' respectively, with details for Required, Completed, Transferred, and Remaining Credits. The right sidebar contains 'ED CENTER INFO' (Fort Knox Education Center (Knox)), 'Needs Assessment Survey', 'Ed Center Events', and 'Ed Center News'.

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 TAR approval process.

A TAR **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.

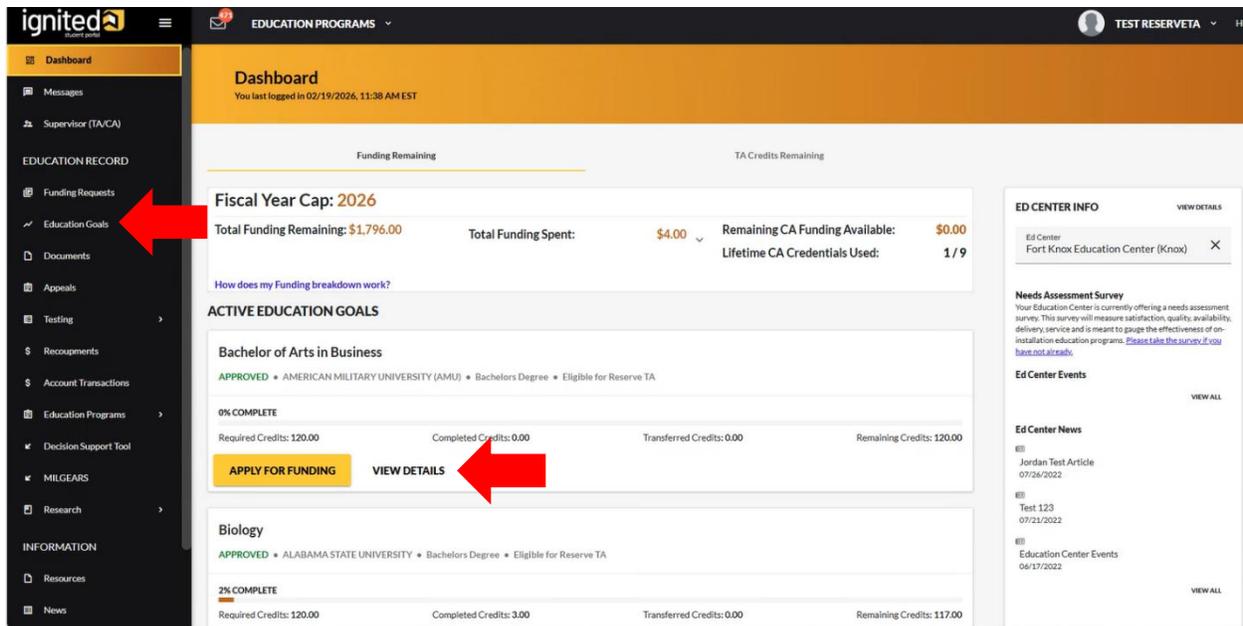
Click 'Update'.

### 3 Creating a TAR

#### 3.1 Apply for Funding

Soldiers have two methods to apply for funding.

The first is directly from the Dashboard.



Locate the Education Goal under which the TAR 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 TAR will reside and click ‘**Apply for Funding**’.

Both methods begin the TAR 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**’.

< Create Tuition Assistance Request

Supervisor Information

Supervisor information is required for approval of most tuition assistance request types. Having someone other than your supervisor approve your tuition assistance request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your tuition assistance request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander).

First Name Britney	Last Name Tankersley
Email benison.p.square1lo.ctr@army.mil	Alternate Email benison.p.square1lo.ctr@army.mil
Phone Number 1234567899	

Contact Information

Verify that the contact information is accurate. Your funding request cannot proceed if certain fields are missing.

Email  
patrick.g.cunningham.ctr@email.mil

Personal Email  
patrick.g.cunningham.ctr@email.mil

Work Phone  
(160) 751-0755

Mobile Phone  
(734) 804-4756

Address

Verify that the address is accurate. Your funding request cannot proceed if certain fields are missing. Zip Codes must have 5 digits with an optional - and 4 more digits. Ex: 12345 or 12345-1234

Street 1  
13723 CALCASIEU AVE

Street 2

City  
Hamburg

State  
KY

Zip  
52206

VERIFY AND PROCEED CANCEL

**Please Note:** In the Address section, only use a 5-Digit Zip Code.

Each step contains a 'Cancel' button should it be needed. Selecting 'Cancel' does not save any previously entered information.

### 3.3 Complete the User Agreement

Read the User Agreement in totality, check all boxes to Acknowledge the Terms and Conditions, and click 'I Agree, Continue', to go to the next step.

**Please Note:** This image does not reflect the complete list of Terms and Conditions.

User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your tuition assistance request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost per credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.
- Ensure your personal data is up-to-date on your education record. This is crucial in making sure your tuition assistance request flows properly.

You must agree to all conditions in order to submit this application for approval:

FINANCIAL

- I agree that no changes will be made in the above courses) or dollar amounts. I agree it is my responsibility to sign any Tuition Assistance (TA) request that has been requested or modified by an Army Education Counselor, and failure to do so will result in the school not receiving funds for my request.
- I understand that my supervisor MUST approve my TAR 5 calendar days prior to the term start date or my TAR will be deleted, and TA funding will not be authorized.
- I agree that I am responsible for submitting timely, accurate, and complete TA Requests and will be held liable for costs incurred because of inaccuracies, errors, or omissions on my part.
- I understand that I must submit a completed appeal within 60 days of receiving the notification of my 12-month suspension and that I will not be able to submit an appeal after 60 days from the notification.
- I understand that this application does not guarantee that funds are available, and that the US Army has no obligation to fund this application until it has been approved.
- I understand that TA for courses) starting in the next FY or Continuing Resolution (CR) is conditional until approval of Federal Appropriations and receipt of TA funds.

ACADEMIC

- I understand that it is my responsibility to ensure my grades are updated in ArmyIgnited. Grades that are 60 days past term end date are considered overdue and will prevent me from applying for TA and will result in recoupment of TA.
- I authorize the release of academic information by the above institution to the Army (PL P2-546). I grant permission for the Army to share my academic information as needed with Army Civilians and Army Contractors only for their responsibilities and contracts for education services/programs. All policies and conditions in AR 621-5 apply.

PRIVACY ACT STATEMENT:

AUTHORITY: 10 USC 2007; Payment of Tuition for Off-Duty Training or Education; AR 621-5; Army Continuing Education System.  
 PRINCIPAL PURPOSE: To process an individual's request for Army Tuition Assistance (TA). For additional information see the System of Records Notice A0621-1-AHRC, https://eodp.defense.gov/Privacy/SORN/index?ODD-wide-SORN-Article/View/Article/57009240621-1-ahrc.aspx  
 ROUTINE USES: Information will be released to Army Continuing Education System personnel or academic institutions who have a need for it in the performance of their duties. In addition, this information is subject to proper and necessary routine uses identified in the system of records notice(s) specified in the principal purpose statement above.  
 DISCLOSURE: Voluntary; however, failure to provide the information may result in denial of Army Tuition Assistance (TA).

PENALTY STATEMENT:

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent applications and for requesting federal funding that duplicates course costs funded elsewhere.

I AGREE, CONTINUE CANCEL

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

### 3.4 Verify the Education Center

The Soldier's Servicing Education Center will appear on the screen. It cannot be changed.

**⚠ Please Note:** If the Education Center is not correct, please contact the assigned Education Center to update the information.

Identify if applying from a deployed location.

Click '**Next**' to proceed.

1 Demographic 2 Institution

What is your Servicing Education Center?

Selecting the wrong Army Education Center may result in your tuition assistance request application being delayed or disapproved.

Location\*  
Fort Knox Education Center (Knox)

Are you applying for funding from a deployed location?

Yes  No

NEXT CANCEL

### 3.5 Confirm Institution

Verify the Academic Institution. If incorrect, contact the assigned Education Center for assistance in changing it.

Select a Campus and enter the Institution Student ID.

Click '**Next**' to proceed.

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

Demographic 2 Institution

What is your Institution?

If you would like to enroll for a course(s) at an institution that is not assigned to your education goal, please contact your servicing Education Center.

ALABAMA STATE UNIVERSITY

ALABAMA STATE UNIVERSITY MONTGOMERY- MAIN CAMPUS

123456

BACK NEXT CANCEL 

### 3.6 Enter Course Start and End Dates

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

Click 'Next' to proceed.

Click 'Back' to return to the previous page.

Demographic Institution 3 Term Dates 4 Courses

What are your exact start and end dates?

Soldiers are solely responsible for submitting timely, accurate, and complete TA Requests and will be held responsible for costs incurred because of inaccuracies, errors, or omissions on the Soldier's part. This includes selecting incorrect term dates for your course(s). These term dates are set by your academic institution and include your entire term.

3/20/2026 

5/20/2026 

BACK NEXT CANCEL 

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

You may not apply for tuition for courses that start within the next 7 days. Please contact your servicing education center for assistance.

### 3.7 Add a Course

When adding a Course, ArmyIgnitED identifies the number of credits remaining on the Education goal.

You have 45.00 remaining semester hour credits to apply towards this goal.



ADD COURSE ⓘ

BACK SUBMIT CANCEL

Click, 'Add Course' to proceed.

There are two methods for adding a Course.

Select the + icon to the left of the desired Course or enter the Course manually.

Two search fields are provided at the top to help filter to the desired Course.

**▲Please Note:** It is recommended that Soldiers select their course from the provided list and NOT add Courses manually. If a desired Course is not in the list, please contact the Academic Institution for assistance.

Code - Title	Level	Credits	Credit Type
+ Fundamentals of Financial Accounting	Undergraduate	3	Semester Hour
+ ACTG211 - Managerial Accounting	Undergraduate	3	Semester Hour
+ ACTG320 - Intermediate Accounting I	Undergraduate	3	Semester Hour
+ ACTG321 - Intermediate Accounting II	Undergraduate	3	Semester Hour
+ ACTG322 - Cost Accounting I	Undergraduate	3	Semester Hour
+ AGTC223 - ALL CAPS	Undergraduate	3	Semester Hour

**Remaining Funding**  
Fiscal Year: 2026  
**\$1,850.00**  
Fiscal Year Credits  
**3.00**

**Remaining Credits**  
Undergraduate Credit Cap  
**130.00**  
Graduate Credit Cap  
**24.00**

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

Select the + icon to proceed to the next page.

Code* ACTG210	Title* Fundamentals of Financial Accounting		
Level* Undergraduate	Location* Off Installation	Number of Credits* 3	Credit Type* SH

Cost Per Credit

\$347 - Undergraduate In State Cost  
 \$694 - Undergraduate Out of State  
 \$250 - Traditional Undergrad

Verify the information on the screen is accurate.

A 'Location' and a 'Cost Per Credit' are required before 'Add Course' is available to select.

If the 'Level' does not match the Education Goal, a message will appear in red.

- The level of your course does not match your education goal. You must contact your education center (Career Management Directorate team) for assistance.

Click 'Add Course' to proceed.

Click 'Back' to return to the previous page.

### 3.8 Adding Additional Courses to the TAR

If there are additional Courses to be added, click 'Add Course' and repeat the above step.

Demographic Institution Term Dates Courses

You have 4200 remaining semester hour credits to apply towards this goal.

ART219 - Drawing I				<b>Remaining Funding</b> Fiscal Year: 2026 <b>\$1,100.00</b> Fiscal Year Credits <b>0.00</b>
Credits 3	Credit Cost \$412.00	Government Cost \$750.00	Student Cost \$486.00	

<b>Costs</b>		<b>VA TOP UP</b>		<b>Remaining Credits</b> Undergraduate Credit Cap <b>130.00</b> Graduate Credit Cap <b>21.00</b>
Total Costs \$1,236.00	Government Costs \$750.00	Student Costs \$486.00	Use VA TOP UP? Yes No	

**▲Please Note:** As Soldiers add Courses, the Fiscal Year Cap information on the right side of the screen changes.

### 3.9 Submitting a TAR

When all Courses have been added, click 'Submit'.

You have 42.00 remaining semester hour credits to apply towards this goal.

ART219 - Drawing I			
Credits	Credit Cost	Government Cost	Student Cost
3	\$412.00	\$750.00	\$486.00

**Remaining Funding**

Fiscal Year: 2026

**\$1,100.00**

Fiscal Year Credits

0.00

**Remaining Credits**

Undergraduate Credit Cap

**130.00**

Graduate Credit Cap

**21.00**

Costs		
Total Costs	Government Costs	Student Costs
<b>\$1,236.00</b>	<b>\$750.00</b>	<b>\$486.00</b>

**VA TOP UP**

Use VA TOP UP?  Yes  No

BACK SUBMIT CANCEL

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

Tuition Assistance Request Application: Application Submitted

**Congratulations your tuition assistance request has been approved!**

Your tuition assistance request ID is 4584858

**Here are the next steps**

- 1 Go to your institution's website and register with your institution. Make sure you are enrolled in the correct courses on your institution's website. If your school requests your tuition assistance document you can print that here using the button below. You can view your Tuition Assistance Requests section under your Education Record to check the status and details of your applications.

PRINT TA REQUEST FINISHED

**▲Please Note:** This confirmation page does not mean the TAR is approved. It only indicates the Soldier portion is complete. The TAR must still be reviewed by the Supervisor and receive final approval either by the Education Center or via automated approval.

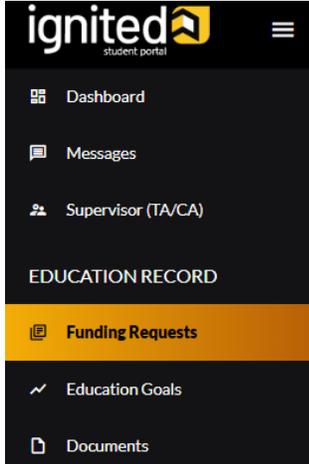
The confirmation page can be printed.

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

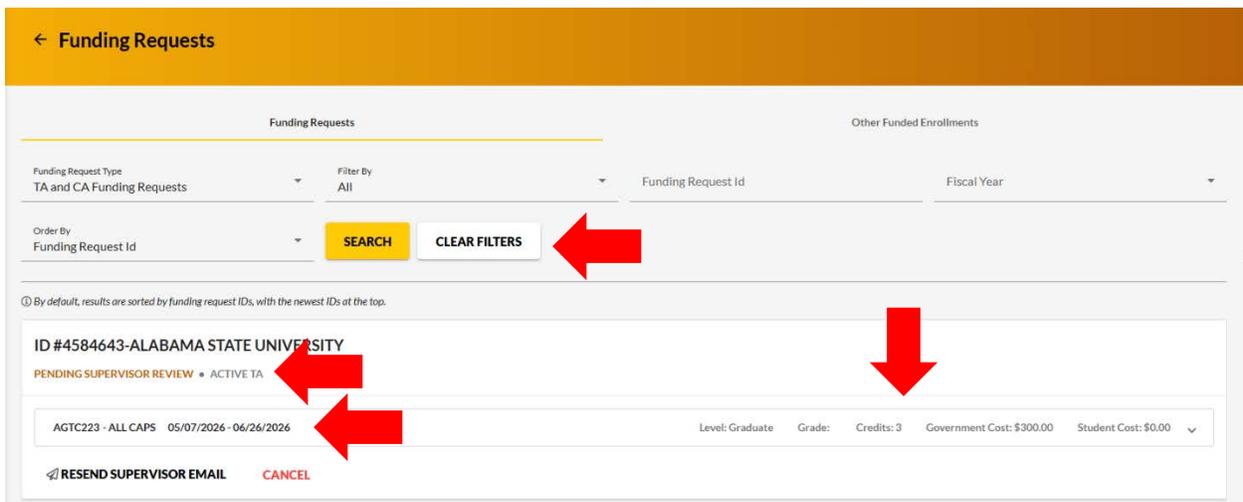
▲ **Please Note:** Completing a TAR does not enroll a Soldier in the Course with the Academic Institution.

## 4 Viewing TARs

TARs 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 TAR.



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