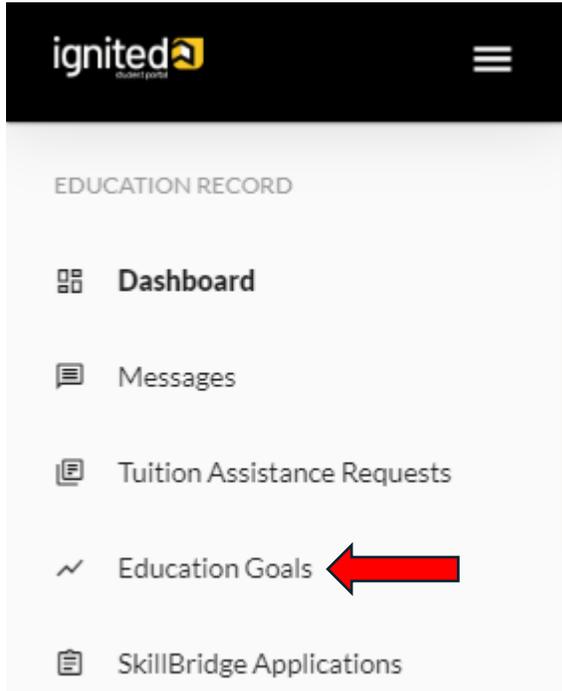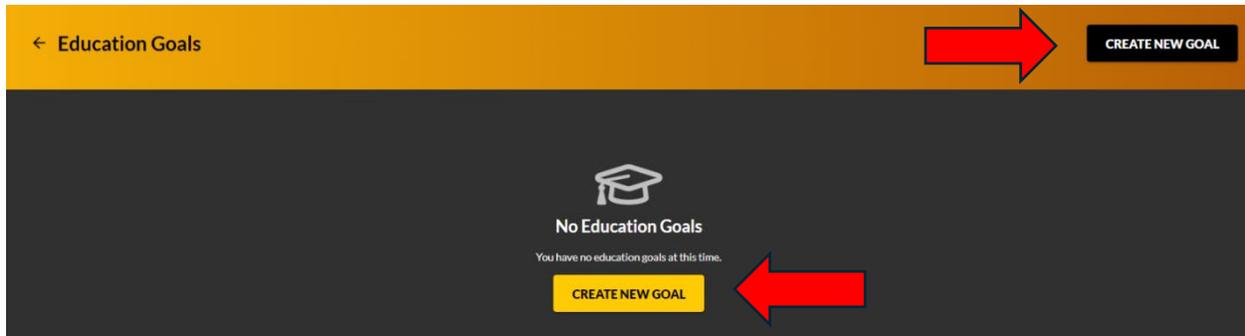# Creating an Education Goal:

**ArmyIgnitED - Service Member**

Click **'Education Goals'**:
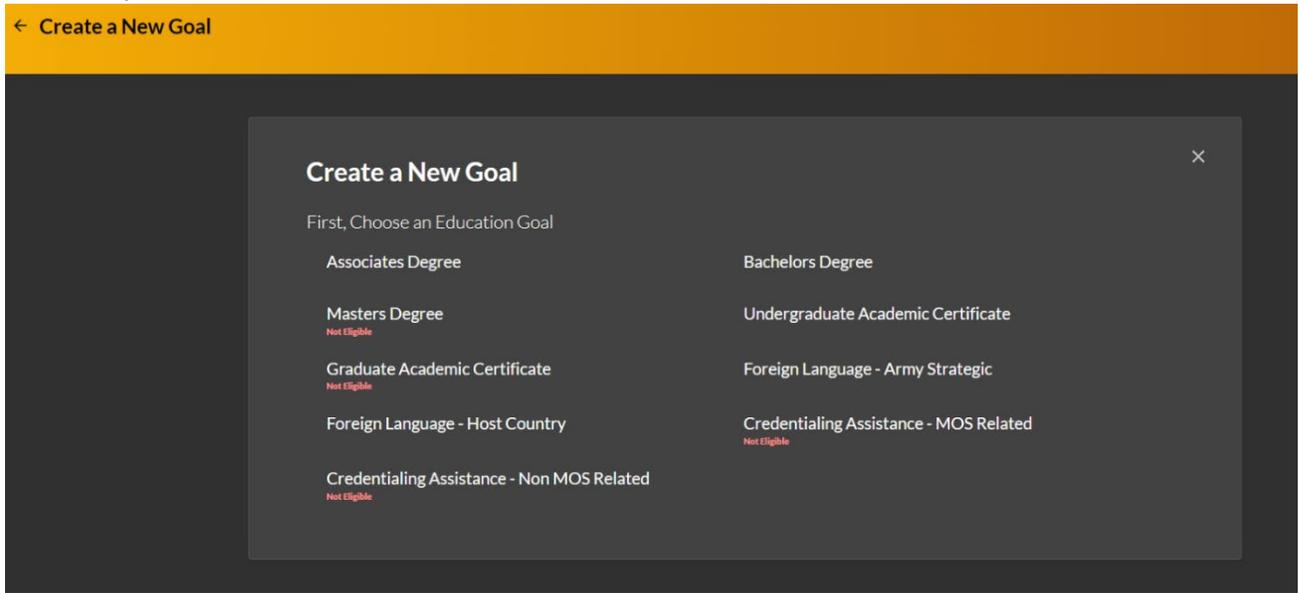

Click **'Create New Goal'**:

See if the desired education goal can be requested – click on **Not Eligible** and satisfy the alert:

- SMs who have ***NEVER*** used TA before:
  - You must use the Career Path Decide (CPD) tool and obtain a CPD document **before** you can create an ed goal. See Career Path Decide (CPD) Tutorial.
  - You must contact your education center to have ArmyIgnitED 101 Training noted on your student record (before or after the education goal is created).
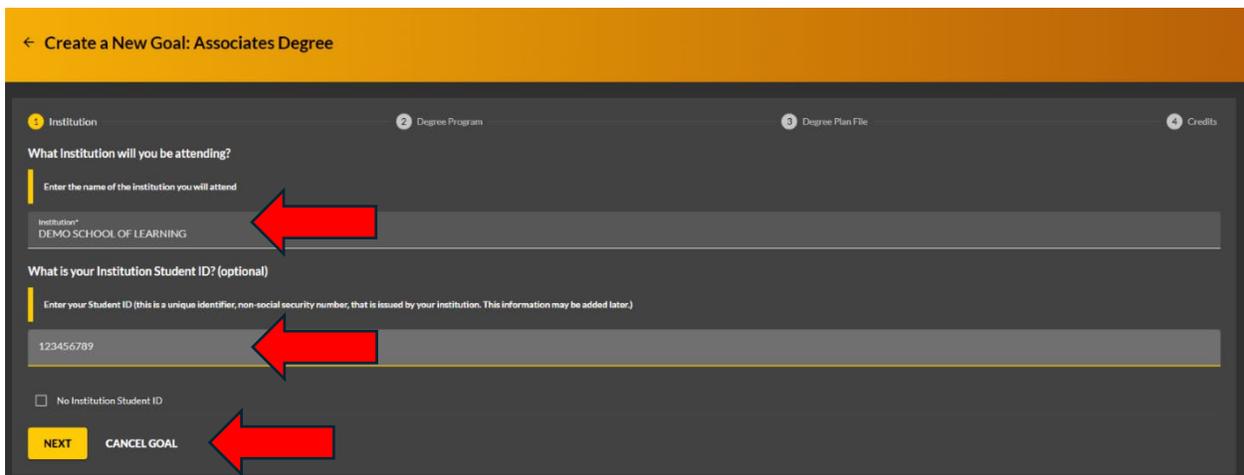
UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO
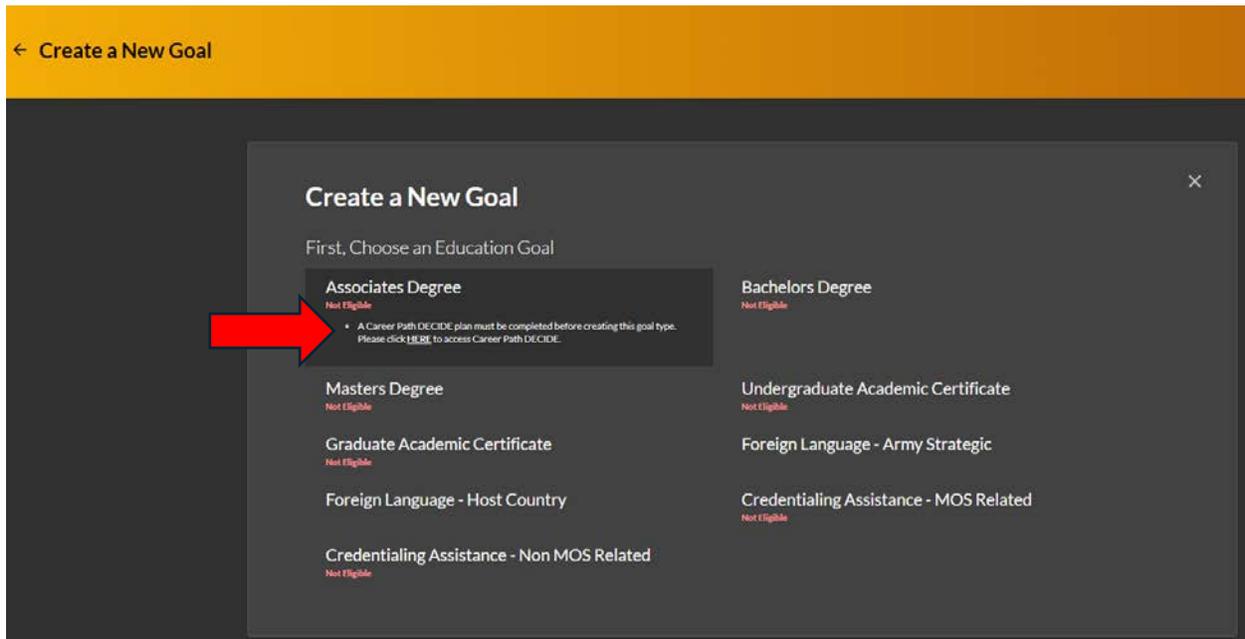
Once requirement has been satisfied, click on desired **'Education Goal'**

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

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

Select the desired **'Program'**:

Click **'Next'**:

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

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'**:

Education reflects **'SUBMITTED FOR REVIEW'**:
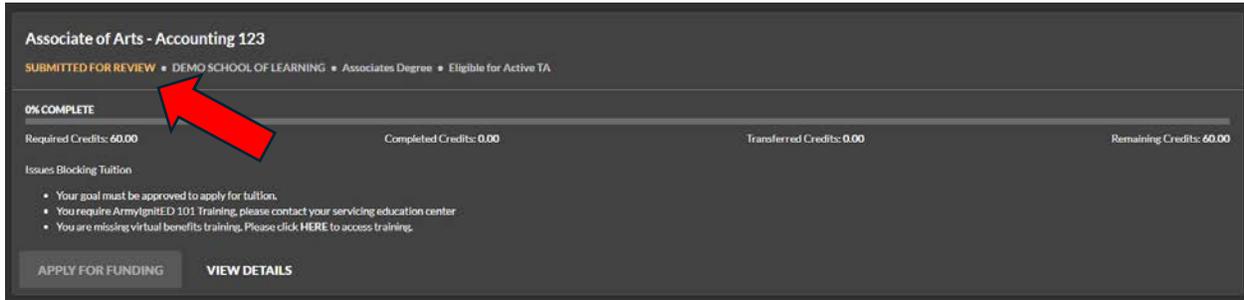
The requested 'Education Goal' has been sent to the assigned Education Center for processing.

SMs who have **_NEVER_** used TA before must contact your education center to have ArmyIgnitED 101 Training noted on your student record before creating a TA Request.