How to apply for Federal Tuition Assistance in GoArmyEd
Completing Your Common Application and Registering with GoArmyEd
Go to www.goarmyed.com

First click on the New User Button
New User Information

Enter your full SSN and Date of Birth
Enter your personal and contact information into all fields.
**Personal Information Cont.**

<table>
<thead>
<tr>
<th>Personal and Military Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Security Number:</strong> XXX-XX-XXXX</td>
</tr>
<tr>
<td><strong>First Name:</strong> Sarge</td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong> Soldier</td>
</tr>
</tbody>
</table>

**Address:**
- **Address Line 1:** 20 12th Street West
- **City:** St. Paul
- **State:** MN
- **Zip Code:** 55155
- **Country:** USA

**Contact Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Social Security Number</td>
<td>XXX-XX-XXXX</td>
</tr>
<tr>
<td>* First Name</td>
<td>Sarge</td>
</tr>
<tr>
<td>* Last Name</td>
<td>Soldier</td>
</tr>
<tr>
<td>* Address Line 1</td>
<td>20 12th Street West</td>
</tr>
<tr>
<td>* State</td>
<td>MN</td>
</tr>
<tr>
<td>* Zip Code</td>
<td>55155</td>
</tr>
<tr>
<td>* Country</td>
<td>USA</td>
</tr>
</tbody>
</table>

- **Phone Numbers:**
  - 651–282–4589
- **Emails:**
  - ngmneducation@ng.army.mil
  - ngmneducation@ng.army.mil
  - ngmneducation@ng.army.mil

- **Preferred Email:**
  - ngmneducation@ng.army.mil

*Make sure you provide a phone number and email you check regularly as notifications will be directed to these.*

Once complete click Save and Continue
Your Username for logging in is shown here. Make sure to write it down and save a copy somewhere you will not lose it. ACES will send you a confirmation email also.
Password must contain at least two uppercase letters, two lowercase letters, two numbers, two special characters and be at least 14 characters long.

Once complete click Save and Continue.
Step 1: TA Benefits Verification

To request access to Army Tuition Assistance, complete the following steps:

1. This Wizard has six steps and takes approximately 30 minutes to complete. You can save your work from within the Wizard and resume work at a future time by selecting the Request TA Access Link from your GoArmyEd homepage.
2. Once you've completed your request and submitted it, you will be able to Request TA Benefits and enroll in classes in GoArmyEd.
3. For additional information about who is eligible for TA and TA Policies or to start your TA Account Request Wizard, please select from the following links:
   - TA Eligibility Overview
   - TA Rates and Fees
   - Your record was found in the Army's Personnel Record Database.
   - Records indicate your highest degree earned to date is Test-Based Equivalency Diploma.
   - Congratulations! You may be eligible for TA benefits.

Click Save and Continue
Choose Video to launch a 4 minute training video or Presentation to read through 16 slides.

This button must be selected after completing training.

OR

Click Save and Continue
You must download or print an Annual TA SOU.

You must fill out the SOU and have your Commander sign it.

You will then scan the document to your computer and upload.

Once uploaded, Click Save and Continue.

**If this screen does not appear, proceed to next slide.

When you complete this step, continue to slide 12.
Statement of Understanding

Verify you read the SOU and enter your password.

Click Save and Continue
From this screen you will select your home school. If you attend multiple schools select the school you attend the most and will receive your degree from.
Schools may be searched by name and location by clicking the “Link to Search Schools” University Wisconsin River Falls River Falls WI
Once your school appears you may add it as your home school by clicking the “ADD” button.
Select the level of education you wish to achieve and the title of your degree program. If you are unsure just put down a general goal or what you have down for your Major with UWRF. Click Save and Continue.
Verify your contact information is correct and add any previous maiden names or name changes.

Click Save and Continue
Demographic Information

Fill out your demographic information. You must select yes or no for the Hispanic or Latino question. Race information is optional but you must select “Prefer Not to Respond” if you do not wish to reveal this information.
Note this question is about your **PARENT’S** education level

Click Save and Continue
Prior Education

Enter your High School Information
High Schools may be searched, similar to the previous college input.
Enter the information for any colleges you have attended. If you attended more than five enter them in the box below.

Click Save and Continue
Fill out any additional requested information.
Tell our Education Counselors why you wish to attend your selected school. Please include information relating to the degree you wish to achieve, campus location, and why you selected your major. This may be filled out in a narrative format and may include stories. This information will assist in determining your approval eligibility for the selected campus.
Pre-Audit

If you missed any information on previous pages you will receive this red error message. You must complete these before moving to the next step.

Click Save and Continue
Submit Request

If you missed any information on previous pages you will not see green check marks. You must complete Step 1 through 5 before moving on to the next step.
You have competed the registration portion of the GOARMYED Tuition Assistance request. At this point you must wait until your education counselor activates your GoArmyEd Account.

You still need to complete additional steps before you can receive any funding.
Uploading documents into the GoArmyEd eFile
GoArmyEd

Welcome back, SGT Soldier

Smart Links
- Request TA...
- Withdraw from a Class...
- On-Duty Courses...
- Recoupment Information...
- Auto Advisor
- My Education Record
- Training
- Other Links

My Smart Links [Edit]
You may select additional Smart Links. Select the "Edit" link to personalize your Smart Links.

Help Desk Resources
- View GoArmyEd Introductory Slides
- Launch Quick Start Training
- View Reference Documents
- Test Schedule
- Create a Helpdesk Case
- Track Helpdesk Case(s)

System Status
GoArmyEd Scheduled Downtime - 17 December 2011 from 8:00 a.m. to 2:00 p.m. Eastern Time
GoArmyEd will be down from 8:00 a.m. to 2:00 p.m. Eastern Time, 17 Dec.

Tip of the Day
Click “eFile”
You are required to upload four documents to the eFile:
1. TA Annual SOU (if not uploaded already)
2. Student agreement AKA Degree Plan
3. Course Schedule
4. Billing statement for the term you are applying for

Any uploaded documents will be shown here.
Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.

Type in “Class Schedule” or “Tuition and Fees” for Title

Type in “Class Schedule term” or “Tuition and Fees term” for Description

Choose “Other” for “Class Schedule” or “Tuition and Fees” documents
Please upload all pages as 1 document. Documents must be in .pdf, .doc, .tiff, or .jpeg format. NO LINKS TO WEBSITES.

Type in “Degree Plan” for Title

Type in “Degree Plan” for Description

Choose “SOCAD Student Agreement/Documented Degree Plan” for Degree Plans
Completing a Tuition Assistance Application in GoArmyEd

Non-LOI School
Request Tuition Assistance

Click Request TA...
Complete all lines with asterisk *

Click Next Button
Requesting Tuition Assistance

TA Request

Upon entering the class information below, press the 'Submit' button to submit this data as an enrollment request. You will receive notification of approval or rejection of this request either via email or by returning to this page and viewing the Class Status. If you do not wish to submit this request, close the window without clicking the 'Submit' button below.

Once approved, the 'Print TA Request Form' button will become active allowing you to create a PDF request form. If you are unable to print the request form immediately after the PDF is created, you may click the 'Save a Copy' button on the PDF to save this form. Please be advised: If you are using a shared computer, save the PDF to a disk to ensure privacy.

NOTE:
To drop this enrollment, update the Class Status to 'Dropped' and click the 'Submit' button.

To retrieve an existing request, click the 'Return to Search' button at the bottom of the page. Please do NOT press the 'Back' button on your browser.

To generate a new TA request, click the 'Add' button at the bottom of the page.

Student Information

E-mail: SGT Soldier
Name: Soldier Status: Guard
Rank: SSN: -0039
Phone:
Current PA Type: Traditional eCourse
PA Migration Date: 06/11/2011
UIC Title / Code: TITLE UNKNOWN / WPXTHD
Geo Ed Center: NG-Texas Education Services Office
Army Location:

Soldier Mailing Address:

School Information:
Enter Course Information

If your school uses quarter hours or clock hours, change drop down to reflect. (Most schools use Semester Hours.)

Enter number of credits the class is.

Enter the cost per credit hour. “UWRF is SEMESTER go to your ESIS account to get this information”

*For schools that bill by the semester, take the tuition divided by the number of credits your are taking. Example: $3,204 per semester / 12 credits = $267 per credit hour

If applicable, enter fees that are associated with class only.

DO NOT select either of these!
Submit Tuition Assistance Request

Click Submit
*Make sure you upload your: Statement of Tuition and Fees, Class Schedule, and Degree Plan into your eFile. Without these documents your application will be rejected. You can find all of this information in your UWRF ESIS account online.*
Review your account information and click Account Information Verified.

*Screen will only appear once per day.
Click Yes to add another class. If adding another class, return back to slide 36 and repeat process.

Click No if you are finished adding classes.

After all courses have been entered you have completed your Tuition Assistance application. You must wait for your approval email before you can generate the approval form you must provide to your school.
How to Generate Your Tuition Assistance Approval Form
Soldier receives approval email from GoArmyEd

Log onto your GoArmyEd account
Select Request TA
Select “View Historical TA Request Authorization Forms”
1. Type in information needed for search, you can search by Subject code and Catalog Number.

2. Select “Search”
TA Search Request Cont.

![Image of TA Request Search interface]

**TA Request Search**

To search for an existing TA request, enter search criteria and press the 'Search' button.

To look up the School, please click on the magnifying glass to the right of the School field and select one of the available values.

<table>
<thead>
<tr>
<th>School:</th>
<th>WP002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Code:</td>
<td>MBL</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>516</td>
</tr>
</tbody>
</table>

**School of Army**

*EX: BIO*

*EX: 225*

Click any blue hyperlink
1. Select “Print Select” Box

2. Select “Print TA Form”
Occasionally this page will appear.

Select “Click here to view the report”
All information should be validated by the soldier. The soldier can either save this document to the desk top and email the form to the School’s Primary POC or print the form off and turn it into the Primary POC.

For UWRF, you may send forms to:
Sharon Seidl Veterans Service Coordinator
220 South Hall
UWRF office: 715–425–3699
Email to: sharon.seidl@uwrf.edu
Dropping/Withdrawing from a Course

Please note that if you drop or withdraw from a UWRF course, YOU must report your actions to Go Army Ed.

Instructions for dropping/withdrawing from a course can be found at:

https://www.goarmyed.com/docs/pdf/Withdrawing_from_a_Class.pdf