FTA Process

Create ArmyIgnitED Account
Go to www.ArmyIgnitED.com and click ‘Get Started’ to start the process of creating an account with login.gov
Create ArmyIgnitED Account

- Select ‘Create an account’
- Enter the ‘.mil’ email address, then click ‘Submit’
- Once you receive the email click on ‘Confirm email address’
Create ArmyIgnitED Account

- Click on ‘Add PIV/CAC card’
- Select a certificate
- Click ‘OK’
Create ArmyIgnitED Account

- Click ‘Agree and continue’
- Return to www.armyignited.com and sign-in
Create ArmyIgnitED Account

- Confirm your personal information and click ‘Continue’
- Confirm your Home of Record and click ‘Continue’
- Confirm/edit your email and phone numbers, and click ‘Continue’
Create ArmyIgnitED Account

- Select your preferred contact information
- Click ‘Continue’
- Confirm your education information and click ‘Finish’
FTA Process

Select Education Path
Select Education Path

- Create an Education Path (select education level, school, and degree), click on ‘Education Path’
Select Education Path

- Click on ‘Add Education Path’
- Confirm your personal information (edit if necessary), and click the yellow next arrow

“Education, The Key To Strength and Readiness”
Select Education Path

- Select the education level
  - Clicking on ‘Don’t know which education level is right for you?’ will create an email to contact your assigned education counselor
- Click on the yellow next arrow
- Click ‘Proceed’ on the pop-up window

"Education, The Key To Strength and Readiness"
Select Education Path

- Enter the area of study
- Click the yellow next arrow
- Search for the school/college you want to attend
- Select the school/college from the list by clicking ‘Select’
- Click on the yellow next arrow

"Education, The Key To Strength and Readiness"
Select Education Path

- Click on ‘Submit for Approval’
- Congratulations, you have submitted your education path for review
- Click on ‘View your Submission’ to view the status of the education path

"Education, The Key To Strength and Readiness"
If your education path is approved, you will be able to create a tuition assistance request.

If your education path is rejected, you will need to revise your education path based on the instructions provided in the message you receive from your Army Education Counselor or Education Institution.
FTA Process

Create a Tuition Assistance Request (TAR)
Create a TAR

- Once the Education Path is approved, click on ‘Request Tuition Assistance’ **
- Select the courses
- Click on ‘Add Course’
- Click on ‘Submit Request’, upload any documentation if needed

"Education, The Key To Strength and Readiness"
Create a TAR

- Review the course information and click ‘Confirm’
- Congratulations you submitted a TAR, click ‘Done’
Create a TAR

- Examples of emails sent to Soldiers reflecting the status of their TARs
FTA Process

Withdraw from a Course
Withdraw from a Course

After withdrawing from the course at your school, log in to ArmyIgnitED to withdraw from the course, click on ‘Education Path’**

“Education, The Key To Strength and Readiness”
Withdraw from a Course

- Click on ‘My Courses’
- Select the course you withdrew from
- Click ‘Take Action on Withdrawal’
Withdraw from a Course

- Select withdrawal reason
  - Personal
  - Military - If a military Withdrawal was selected, click on the link to download the DA 7793, Request for TA Recoupment Waiver
- Click ‘Upload File’ to upload the DA 7793 (only for WM)
- Click ‘Submit’
Withdraw from a Course

- Selecting a Repayment Plan: Log into ArmyIgnitED and click on your name, then select ‘Account’
Withdraw from a Course

- Click ‘Choose Repayment Plan’
- Choose a repayment plan
  - Pay a minimum every month
  - Pay full amount now
  - Pay other amount every month
- Click ‘Submit’
- Click ‘OK’
Points of Contact

- ArmyIgnitED website: [www.armyignited.com](http://www.armyignited.com)

- Contact your TN Education Services Specialist:
  
  James N. McClanahan, M.Ed.
  
  National Guard Bureau
  
  3041 Sidco Drive, Room 316
  
  Nashville, TN 37204
  
  PH: 615-313-0604
  
  james.n.mcclanahan.civ@mail.mil

- Find more information on our website: [www.tn.gov/military/programs-benefits/education-incentives](http://www.tn.gov/military/programs-benefits/education-incentives)

- Follow us on Facebook, Instagram, LinkedIn, Twitter: @tnngeducation

"Education, The Key To Strength and Readiness"