

How-To Guide

Create a Special Program Path (1 of 10)

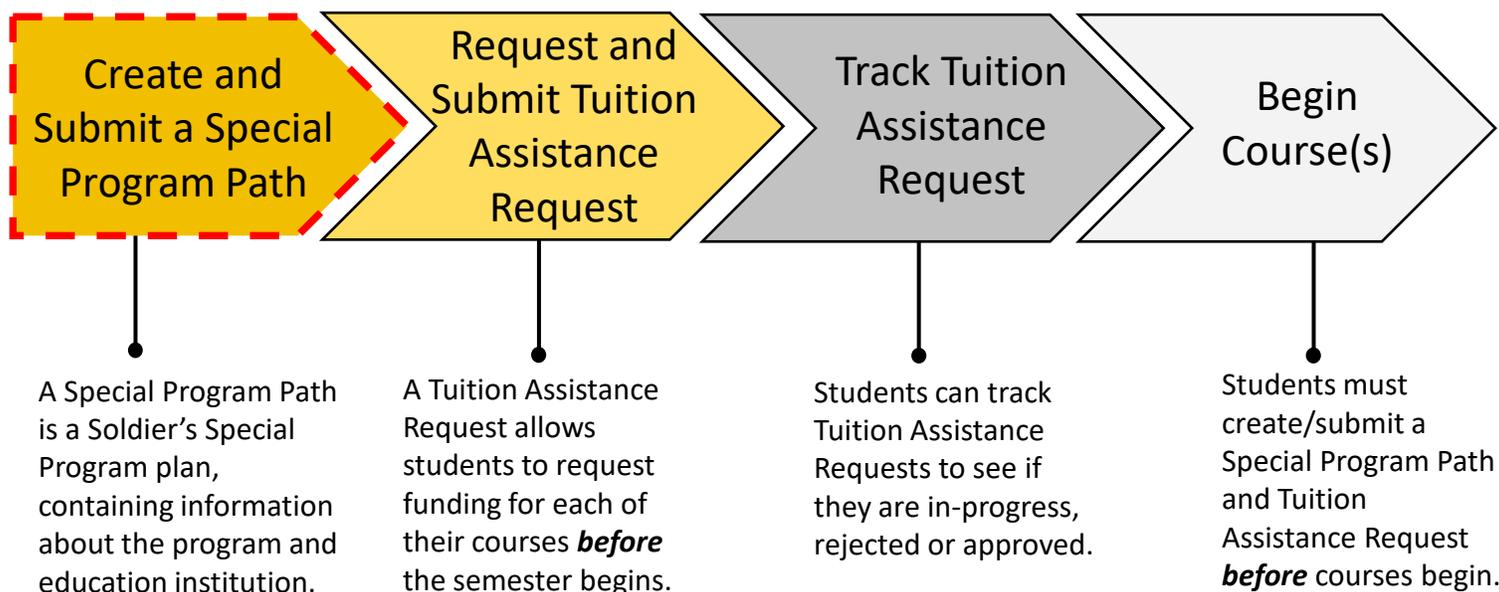
Purpose

This guide describes how to create a Special Program Path through ArmyIgnitED which provides Soldiers with opportunities to focus on a particular subject or skillset. Soldiers must have a Special Program Path prior to requesting Tuition Assistance. This How To Guide refers to the first part of the process highlighted below.

Note: In accordance with AR 621-5, Soldiers should consult with their servicing Education Center or Office for Current Eligibility and Semester Hour Authorizations, and must obtain Army Education Counselor approval, before requesting Tuition Assistance for Special Programs.

Note: Instructions for creating an Education Path and requesting Tuition Assistance are provided in the **Create an Education Path** and **Requesting Tuition Assistance** How-to Guide in Training Materials, under the Support Tab.

Process Overview



Important Reminders

- **Tuition Assistance (TA) Requests must be submitted and approved prior to the start date of a class.** Tuition Assistance Requests submitted less than 5 business days before the start date of a class that are not approved prior to class start date will not be considered for exception to policy (ETP) TA funding for any reason.
- An individual Student Degree Plan (SDP) is required to request Tuition Assistance for more than six semester hours. Soldiers must have an approved official degree plan outlining the specific classes required to meet their educational goal to continue using TA. Please contact your Education Institution to upload your SDP into ArmyIgnitED.
- Eligible Soldiers may use up to 16 semester hours of TA each fiscal year at the rate of up to \$250 a semester hour, for a total of \$4,000 in funding.

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Steps for Accessing the Program Path Screen

There are two ways to get to the Special Program Path Screen:

Option 1:

1. Log in to ArmyIgnitED. From the Home Page, click **Program Path**.

Option 2:

1b. Log in to ArmyIgnitED. From the Home Page, click your **Account Name**.

2b. Click **Account**. This will direct you to your Profile Page.

3b. Click **View All Paths**.

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Steps for Creating a Special Program Path

1. Click **Add Special Program Path**.

Note: You will create a Special Program Path by completing four steps in order: Review Information, Choose Program, Choose Institution and Upload Documents.

2. On the Review Information step, **Confirm** that your Personal Information, Contact Information, and Education Information is accurate. This information is outlined in the red rectangle below.

3. Click the yellow **Next Arrow**.

Note: Clicking the **Edit Pencil** allows you to edit select Contact Information.

Note: Clicking the **Is incorrect information being displayed?** button will give you a pop-up explaining which resource to reach out to in order to update your records.

To update your records (such as your Civilian Education Level), please reach out to:

- Active Duty Enlisted – S1/HR Professionals
- Active Duty Officer (Warrant and Commissioned) – Branch Manager
- National Guard Enlisted – Unit Readiness/Admin NCO
- National Guard Officer – Unit Readiness/Admin NCO
- US Army Reserve Enlisted – Unit Administrator (UA)/ servicing Reserve Personnel Action Center (RPAC)
- US Army Reserve Officer – Unit Administrator (UA) servicing Reserve Personnel Action Center (RPAC)

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Steps for Creating a Special Program Path

On the **Choose Program** step, complete the following:

4. Choose the **Special Program** that you would like to pursue.
5. Click the yellow **Next arrow**.

Review Information Choose Program Choose Institution Upload Documents

Reviewed 2 3 4

Which special program are you interested in pursuing?

Foreign Language, History, and Culture Classes

Commanders may authorize Tuition Assistance for in host-nation language classes, regardless of a Soldier's education level, for Soldiers assigned overseas.

Specialized Chaplain Certificate

Army chaplains possessing a master's degree or higher, or who have reached their certificate or graduate Semester Hour limit, may be authorized additional Tuition Assistance to pursue an academic certificate, program of preparation for certification.

Prerequisite Classes for Army In-Service Career Advancement Programs

Tuition Assistance is authorized for undergraduate or graduate program prerequisite classes required for acceptance into an HQ ACCESS-authorized, in-service Army career advancement program, such as a USAREC-approved AMEDD recruitment program or the United States Military Academy.

High School Completion Program

Tuition Assistance is authorized for Soldiers for 100 percent tuition, but not exceeding the yearly TA limit, of classes leading to a high school diploma (HSD), or the equivalent from accredited education institutions.

Prerequisite Classes for a Graduate Programs

Tuition Assistance is authorized for classes required for admission to a graduate degree program.

Defense Department Strategic Foreign Languages

Use of Tuition Assistance for non-degree oriented language classes is limited to those published by HQDA from the current DOD Strategic Language List.

Teacher Certification or Licensure Coursework

Eligible Soldiers may be authorized Tuition Assistance for professional education classes leading to initial teacher certification and licensure. Tuition Assistance is not authorized for content and subject area classes (for example, math, English, and social science).

College Preparatory and Remedial Exams

Tuition Assistance is authorized for college preparatory and remedial classes when a Soldier is working toward an undergraduate degree. Classes must be credit bearing.

Don't know which special program is right for you?

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Note: Clicking the **drop-down arrows** next to each special program will display the definition.

Note: Clicking **Don't know which special program is right for you?** will redirect you to ServiceNow to create a help desk ticket for further assistance.

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Steps for Creating a Special Program Path

On the **Choose Institution** step, complete the following:

6. Choose the Education Institution you would like to attend by typing either the name of the education institution or the state where it is located.
7. The system will auto-populate with recommendations based on what was entered. Click the suggestion that is relevant to you.
8. Click **Select +** next to the Education Institution of your choice.
9. Click the yellow **Next Arrow**.

Note: Clicking **Don't see your education institution?** will redirect you to ServiceNow to create a help desk ticket for further assistance.

Note: You can also filter by institution type: **Public, Private, or For-Profit.**

Note: Clicking **Remove** will deselect the Education Institution and allow you to select another. You can only select one Education Institution at a time.

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Steps for Creating a Special Program Path

On the **Upload Documents** step, complete the following:

10. Upload documentation by clicking **Upload File**.
11. Click the yellow **Next Arrow**.

Note: You ***must upload*** the specific documentation for the required Army Special Program you are pursuing to receive approval for Tuition Assistance Funding. A list of requirements for each Army Special Program can be found in the AR 621-5. Contact your assigned Army Education Center/Office if you have any questions about Army Special Program requirements.

Review Information (Reviewed) | **Choose Program** (Foreign Language, History, and Culture Classes) | **Choose Institution** (University of Kentucky) | **Upload Documents** (4)

Upload the Army Special Program Required Documentation.

You must upload the specific documentation required for the Army Special Program you are pursuing to receive approval for TA funding. A list of requirements for each Army Special Program can be found in AR 621-5. Contact your assigned Army Education Center/Office if you have questions about Army Special Program documentation requirements.

Provide the Memorandum for Record document.

Upload Supporting Files

Drag a .pdf,.docx,.doc file to upload

10 **Upload File**

Uploaded Files
 ✓ Example Supporting Documents.docx **Trash Can Icon**

Note: After you upload a file, it will show up here with a green check mark if it has been successfully uploaded. You can click on the **Trash Can Icon** to delete the uploaded file.

Download AR 621-5 document

11 **Next Arrow**

Note: Clicking **Download AR 621-5** will download the AR 621-5 document onto your device using your default downloading method. The list of requirements for each Army Special Program can be found in **Section 4-3d** on **Page 19**.

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Steps for Creating a Special Program Path

Once you have uploaded the appropriate documents, you will reach a summary page.

12. Review your Special Program Summary by clicking the yellow check marks to return to previous steps.

13. To submit your Program Path, click the **Submit for Approval button** or the yellow **Next Arrow**.

Please review your Special Program Path summary below. Update any incorrect information before clicking submit. Once you click submit, your Special Program Path will be sent to your Army Education Counselor for approval.

Click on a prior step to edit or review

12 Review Information  Reviewed	Choose Program  Foreign Language, History, and Culture Classes	Choose Institution  University of Kentucky	Upload Documents  Uploaded Document
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Uploaded Document List

Uploaded Files
[Example Supporting Documents.docx](#)

[Having trouble or just want to send a note to your Army Education Counselor?](#)

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Submit for Approval >

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Note: Clicking **Having trouble or want to send a note to your Army Education Counselor?** will redirect you to ServiceNow to create a help desk ticket for further assistance.

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Steps for Creating a Special Program Path

Congratulations! Your Special Program Path request has been successfully submitted to your Army Education Counselor for review.

What happens next?

If your Special Program Path request is approved, you will receive an email from you Army Education Counselor. Upon approval, your Army Education Counselor will automatically send your Special Program Path to the indicated Education Institution. After the Education Institution is notified of your Special Program Path request, they will send you an application to complete for their school. You must then complete and return the application to the Education Institution, which will subsequently notify you of their admissions decision.

14. Click **View your Submission** to continue.



Congratulations!

Your Special Program Path request was submitted to your Army Education Counselor for approval.

1. If your Special Program Path request is approved, you will receive both an email and inbox notification.
2. Upon approval, you can enroll in courses at an Education Institution to begin your Special Program

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[View your Special Program Path](#)

Note: Once your Special Program Path has been approved, you will then be able to request Tuition Assistance. To learn how to request Tuition Assistance, please refer the **Request Tuition Assistance** How-To Guide in Training Materials under the Support Tab.

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Examples of Different Statuses of Special Program Paths

Your **Program Path** page has now been updated to reflect your new Special Program Path. Once the path has been reviewed by your Army Education Counselor, your request will be sent to your Education Institution for approval.

Foreign Language, History, and Culture Classes [Edit](#) Pending
Request submitted 12/14/2021



[View Courses](#)
[View SDP](#)

[Complete Program >](#)

If your Special Program Path is **PENDING**, it means it is waiting to be reviewed by your Army Education Counselor.

College Preparatory and Remedial Exams [Edit](#) Approved
Request submitted 12/14/2021



[View Courses](#)
[View SDP](#)

[Complete Program >](#)
[Request Tuition Assistance >](#)

If your Special Program Path is **APPROVED**, you will be able to create a Tuition Assistance Request on the path.

Specialized Chaplain Certificate [Edit](#) In-Progress
Request submitted 12/14/2021



[View Courses](#)
[View SDP](#)

[Complete Program >](#)
[Request Tuition Assistance >](#)

If your Special Program Path is **In-Progress**, it means your Army Education Counselor approved the submitted path and either your Education Enrollment data matches your Student Degree plan and therefore the status automatically changed to In-Progress **OR** it means the Soldier has submitted a TA Request for the Special Program Path.

Note: You can also use this page to review any previous Special Program Path Requests once they've been completed.

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Examples of Different Statuses of Special Program Paths

Your **Program Path** page has now been updated to reflect your new Special Program Path. Once the path has been reviewed by your Army Education Counselor, your request will be sent to your Education Institution for approval.

High School Completion Program [Edit](#) ✖ **Rejected**
Request submitted 12/14/2021

[View Courses](#)
[View SDP](#)

[Complete Program](#) > [Request Tuition Assistance](#) >

If your Special Program Path is **Rejected**, you will need to revise your Special Program Path based on the instructions provided in the message you receive from your Army Education Counselor.

High School Completion Program [Edit](#) ✔ **Completed**
Request submitted 12/14/2021

[View Courses](#)
[View SDP](#)

[Complete Program](#) > [Request Tuition Assistance](#) >

If your Special Program Path is **Completed**, it means you have completed the Special Program Path.

You are about to mark this Special Program Path as complete.

[Cancel](#) [Continue](#)

Note: You must manually mark a course as complete once you have finished it. To mark a course as complete:

1. Click the **Complete Program** button.
2. Once a pop-up appears, click **Continue**. The status of your Special Program Path will now be changed to completed.