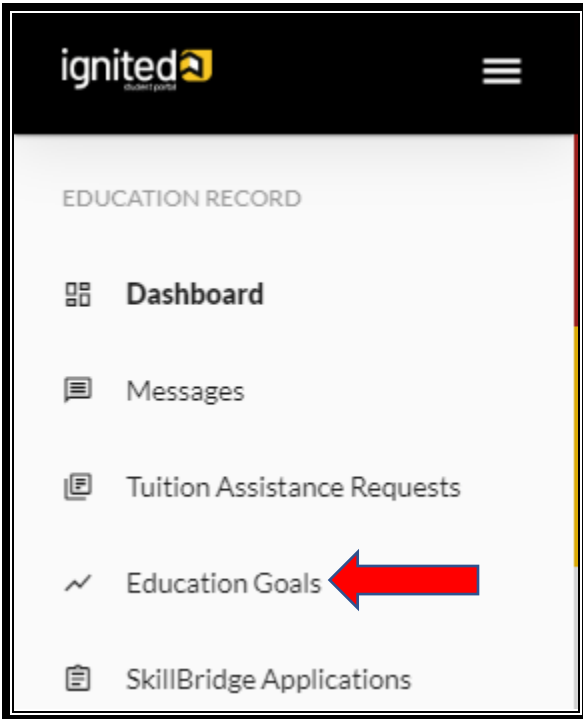


# Creating an Education Goal:

ArmyIgnitED - Service Member

Click 'Education Goals':



Click 'Create New Goal':



See if the desired education goal can be requested – click on **N/A** and satisfy the alert: (this particular alert requires SM to go to the Education Center for the Education Counselor to update their 'Education Level') **\*\*UPDATE CIV ED LEVEL WITH YOUR S-1 ALSO\*\***

## Create a New Goal

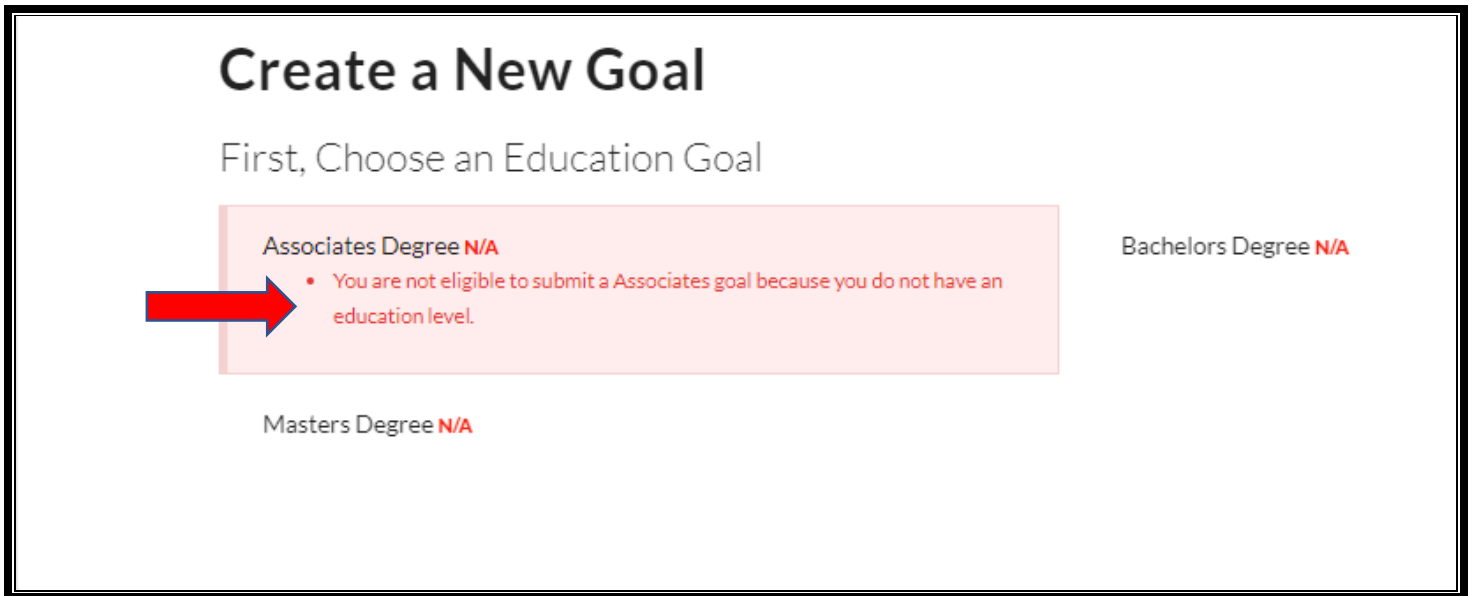
First, Choose an Education Goal

Associates Degree **N/A**

- You are not eligible to submit a Associates goal because you do not have an education level.

Bachelors Degree **N/A**

Masters Degree **N/A**

A screenshot of a web interface titled "Create a New Goal". Below the title is the instruction "First, Choose an Education Goal". There are three options: "Associates Degree N/A", "Bachelors Degree N/A", and "Masters Degree N/A". A red arrow points to the "Associates Degree N/A" option, which is highlighted with a light red background. A red arrow also points to a red error message box that says "You are not eligible to submit a Associates goal because you do not have an education level."

Once updated by the Education Counselor, the update automatically updates on SM record -> now click on desired 'Education Goal'

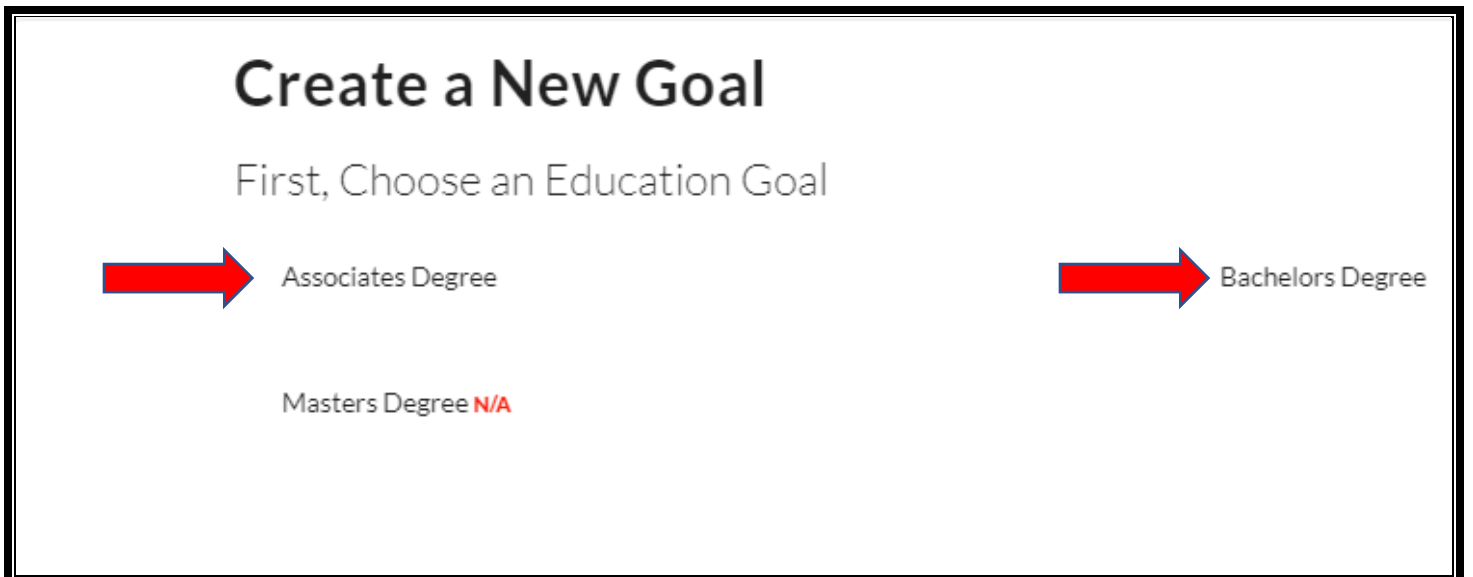
## Create a New Goal

First, Choose an Education Goal

Associates Degree

Bachelors Degree

Masters Degree **N/A**

A screenshot of the same "Create a New Goal" interface. The "Associates Degree" and "Bachelors Degree" options are now selected, indicated by red arrows pointing to them. The "Masters Degree N/A" option remains unselected. The error message box is no longer present.

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

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What Institution will you be attending?

Enter the name of the institution you will attend

Institution \* ID #001 Army University

What is your institution student ID? (optional)

Enter your Student ID (this is a unique identifier, non-social security number, that is issued by your institution. This information may be added later.)

Institution Student ID 123456

No Institution Student ID

**NEXT** CANCEL GOAL

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

← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your education center.

Program Keyword

STEM

Program

Associate of Applied Science in Administration  
60 credits

Associate of Applied Science in Culinary and Foodservice Management  
60 credits

Associate of Applied Science in Health Sciences  
60 credits

Associate of Applied Science in Technical Management  
60 credits

Associate of Arts in Business Administration

## Select the desired 'Program':

← Create a New Goal: Associates Degree


1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Program Keyword  
Criminal Justice  STEM

Program  
Criminal Justice 60 credits 

1 total

PREVIOUS STEP NEXT CANCEL GOAL

## Click 'Next':


← Create a New Goal: Associates Degree

1 Institution 2 Degree Program 3 Degree Plan File 4 Credits

What degree program will you be pursuing?

Enter the name of your degree program. If unsure, you may search education programs.

If you do not see your program listed or if your institution has not provided a list of their programs, please contact your institution for assistance in adding your program. If you need further assistance, please contact your nearest Army Education Center.

Degree Program  
Criminal Justice 

PREVIOUS STEP NEXT CANCEL GOAL

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

← Create a New Goal: Associates Degree

✓ Institution    ✓ Degree Program    3 Degree Plan File    4 Credits

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Contact your education center for additional information.

You must provide a degree plan from your academic institution that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation (Optional)

CHOOSE FILE

Drop files here

Supported file types are: .xlsx, .xls, .doc, .docx, .pdf

No Degree Plan File

PREVIOUS STEP    NEXT    CANCEL GOAL

### 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':

← Create a New Goal: Associates Degree

✓ Institution    ✓ Degree Program    ✓ Degree Plan File    4 Credits

How many credits are required for your degree?

Enter the total amount of credits required to complete your degree, if not already entered. Do not subtract your transfer credit requirement is 120sh to obtain the degree and the institution has accepted 20sh in transfer, input 120sh in this area.

Required Credits \*  
60

How many credits have you previously completed towards your degree?

Enter the number of credits your institution has accepted as transfer credits. If unknown, input 0. This area can be updated at a later time, by your institution.

Submit Education Goal

Are you sure you want to submit this goal?

YES    NO

Are the credits you entered Quarter Hours?  
 Yes

PREVIOUS STEP    SUBMIT GOAL    CANCEL GOAL

Education reflects **'SUBMITTED FOR REVIEW'**:

The screenshot shows a user interface for 'Education Goals'. At the top left is a back arrow and the text 'Education Goals'. At the top right is a button labeled 'CREATE NEW GOAL'. Below this is a card for a goal titled 'Criminal Justice'. A red arrow points to the text 'SUBMITTED FOR REVIEW' next to the goal title. To the right of the title is a green-bordered box containing 'ID #001 Army University', followed by 'Associates Degree' and 'Eligible for Active TA'. Below the title is a progress bar labeled '0% COMPLETE'. The progress bar shows 'Required Credits: 60.00', 'Completed Credits: 0.00', 'Transferred Credits: 0.00', and 'Remaining Credits: 60.00'. Below the progress bar is a section titled 'Issues Blocking Tuition' with a single bullet point: 'Your goal must be approved in order to apply for tuition.' At the bottom left of the card are two buttons: 'APPLY FOR TUITION' and 'VIEW DETAILS'.

The requested 'Education Goal' has been sent to the assigned Education Center for processing.