How-To Guide

Create a Special Program Path (1 of 10)

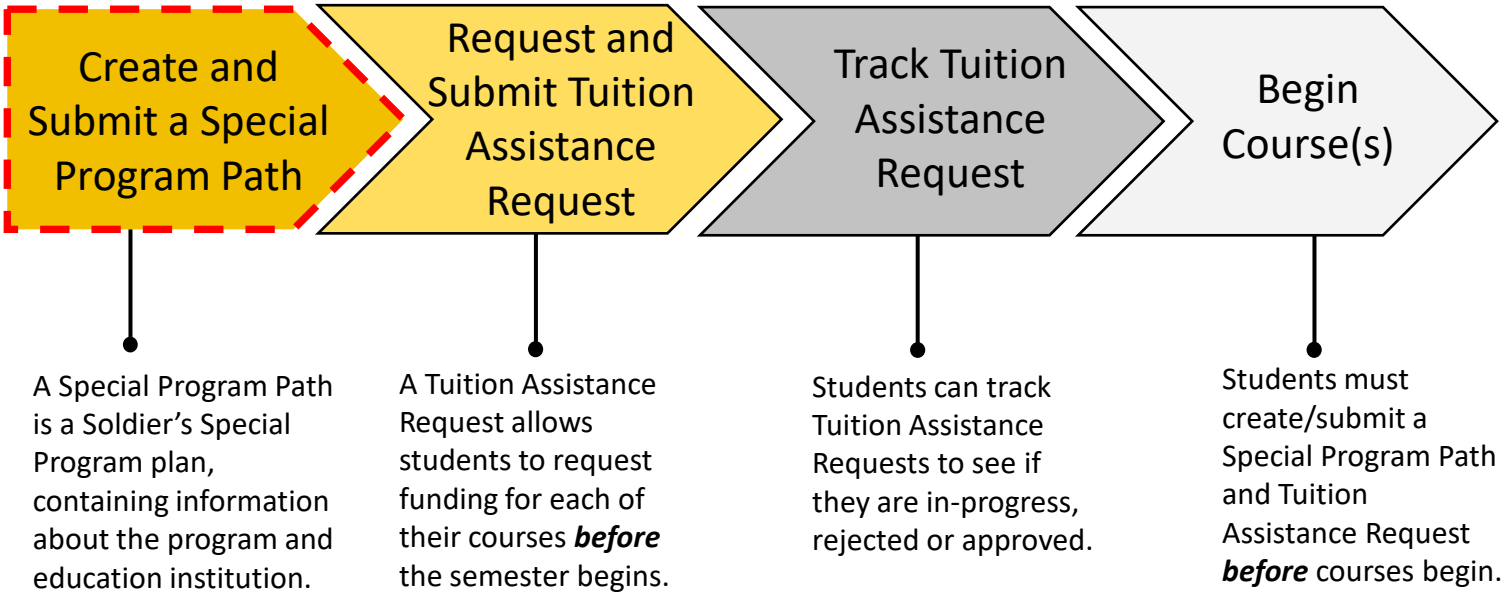
Purpose

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.

How-To Guide

Create a Special Program Path (2 of 10)

Steps for Accessing the Program Path Screen

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

Option 1:

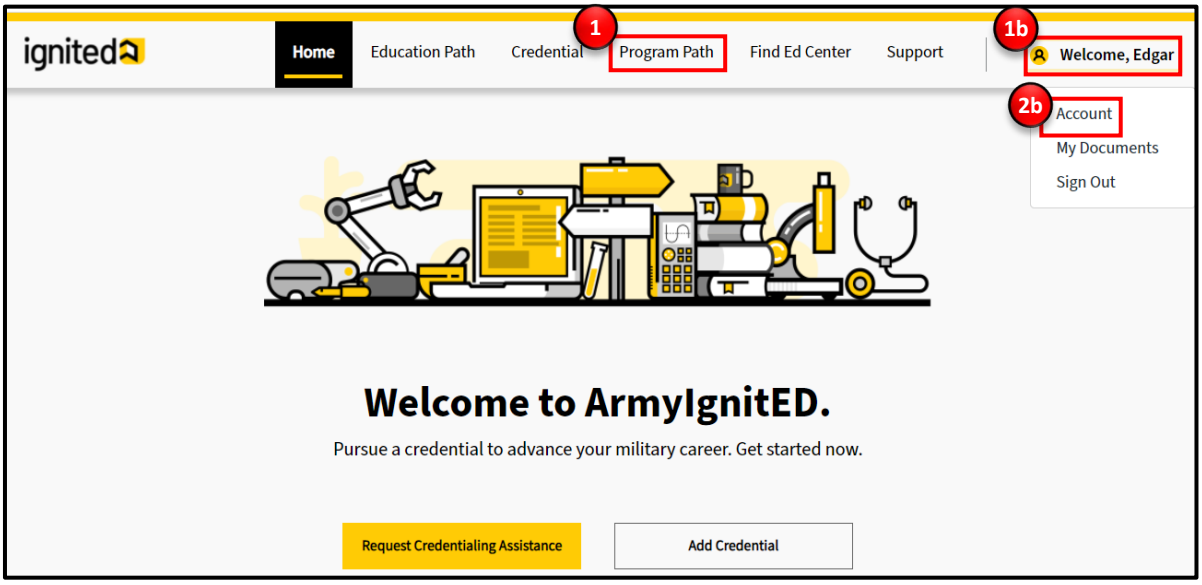
1. Log in to ArmyIgnitED. From the Home Page, click **Program Path**.

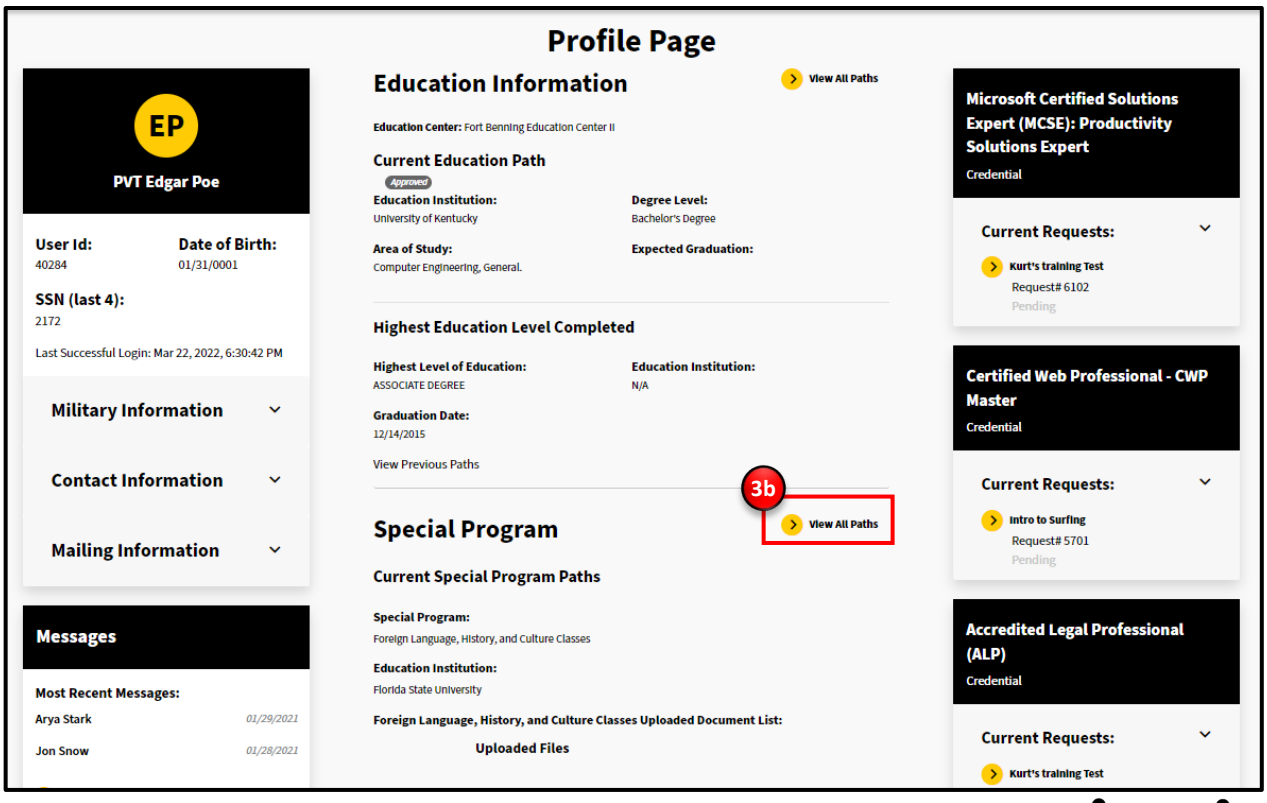
Option 2:

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**.





How-To Guide

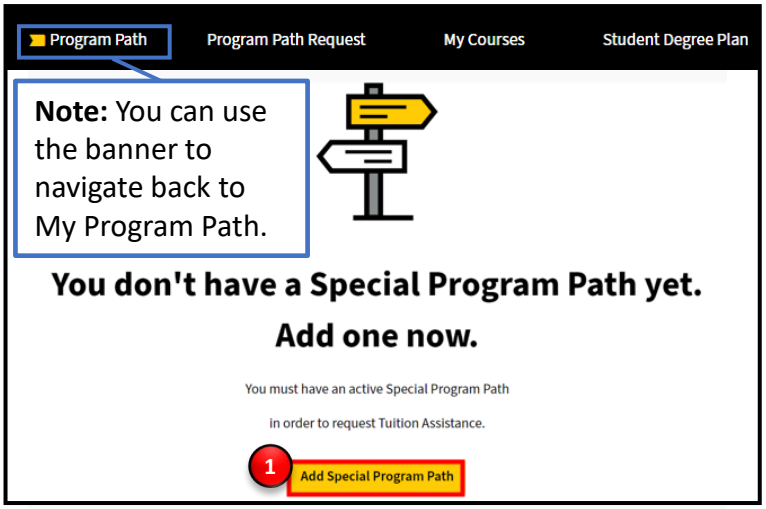
Create a Special Program Path (3 of 10)

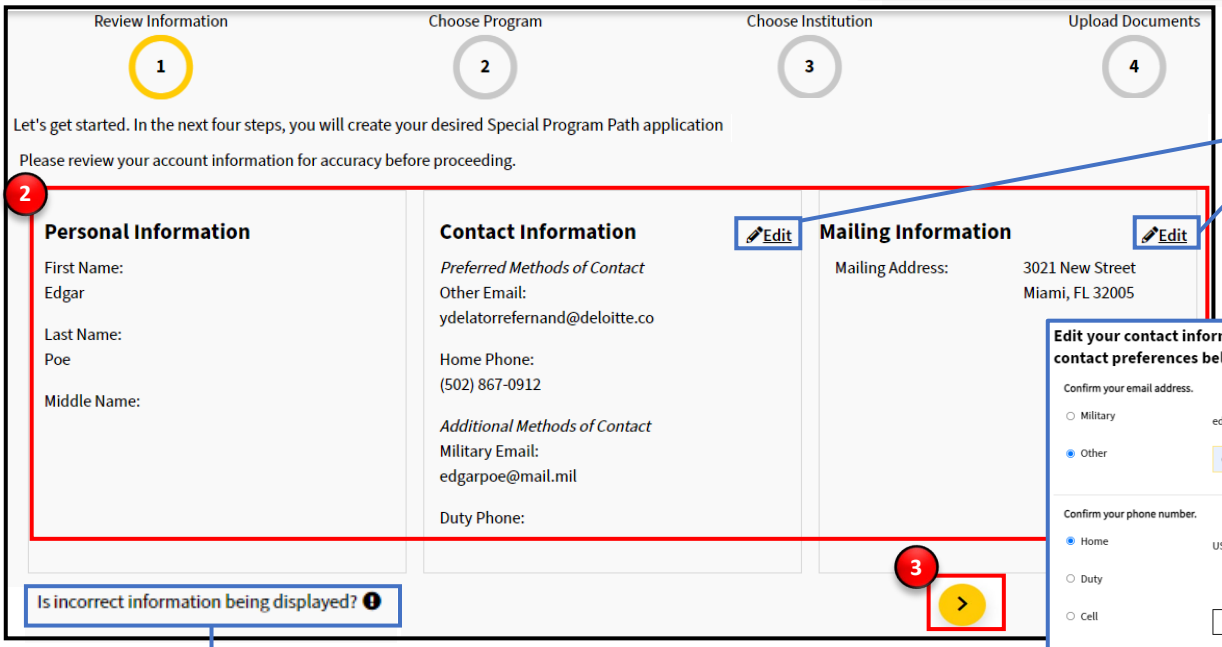
Steps for Creating a Special Program Path

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

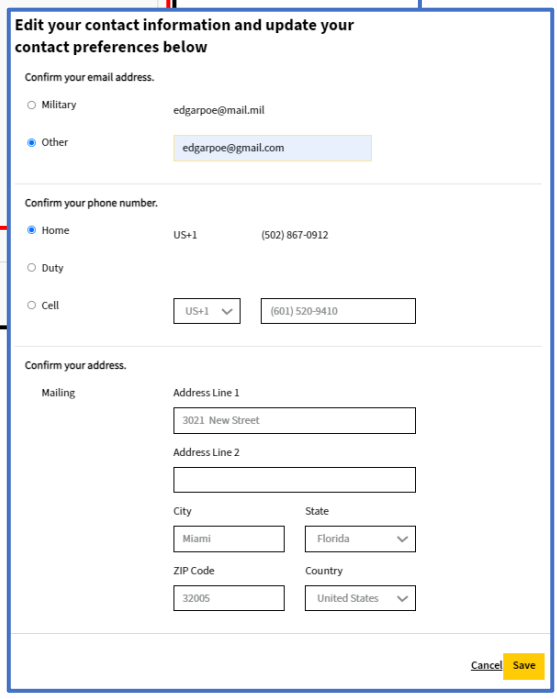
Note: You will create a Special Program Path by completing four steps in order: Review Information, Choose Program, Choose Institution and Upload Documents.

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)

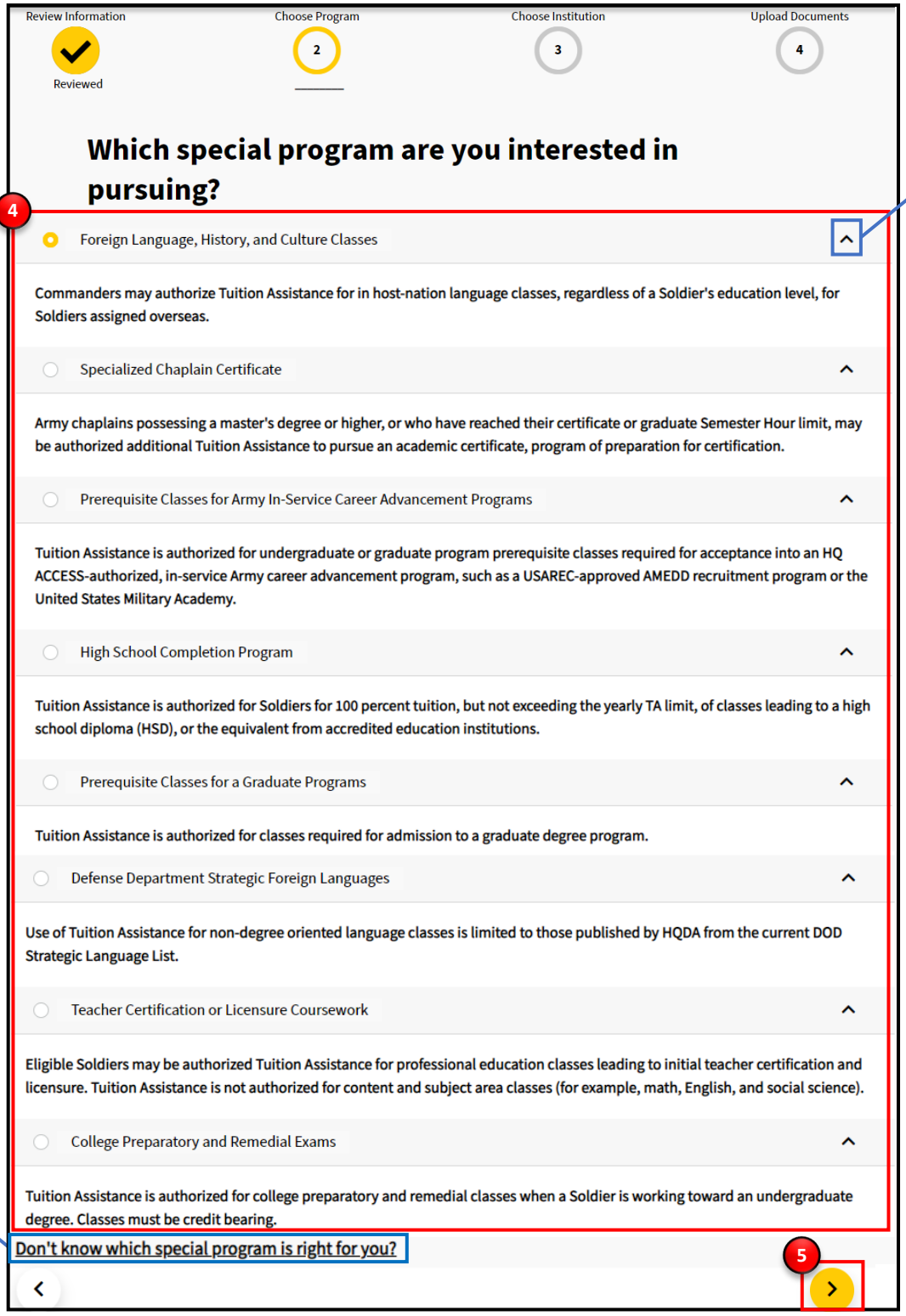
How-To Guide

Create a Special Program Path (4 of 10)

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**.



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.

How-To Guide

Create a Special Program Path (5 of 10)

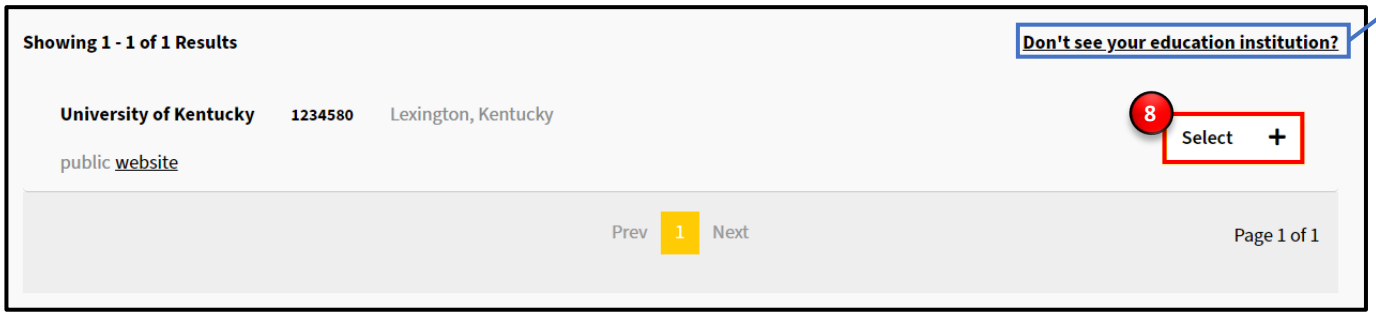
Steps for Creating a Special Program Path

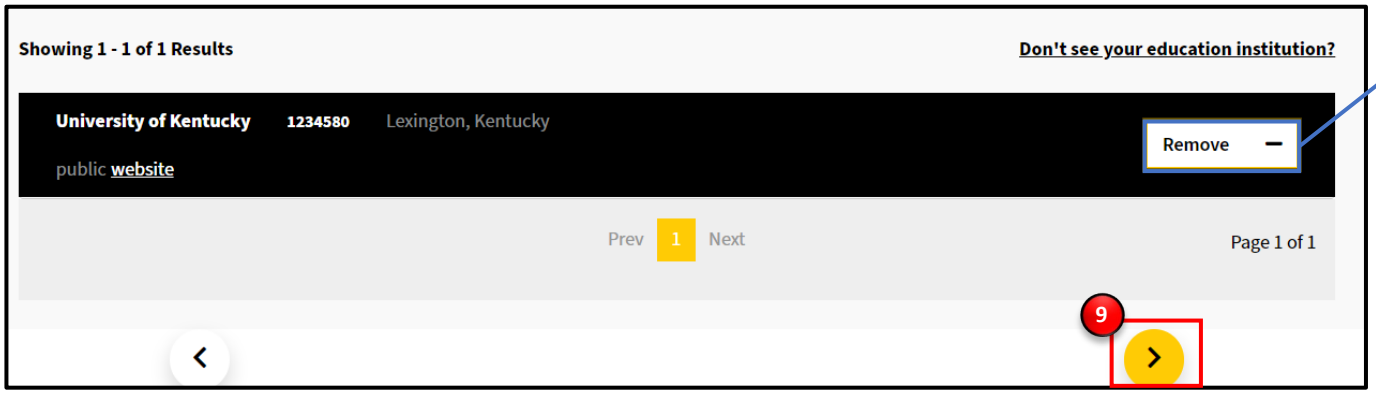
On the **Choose Institution** step, complete the following:

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

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





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

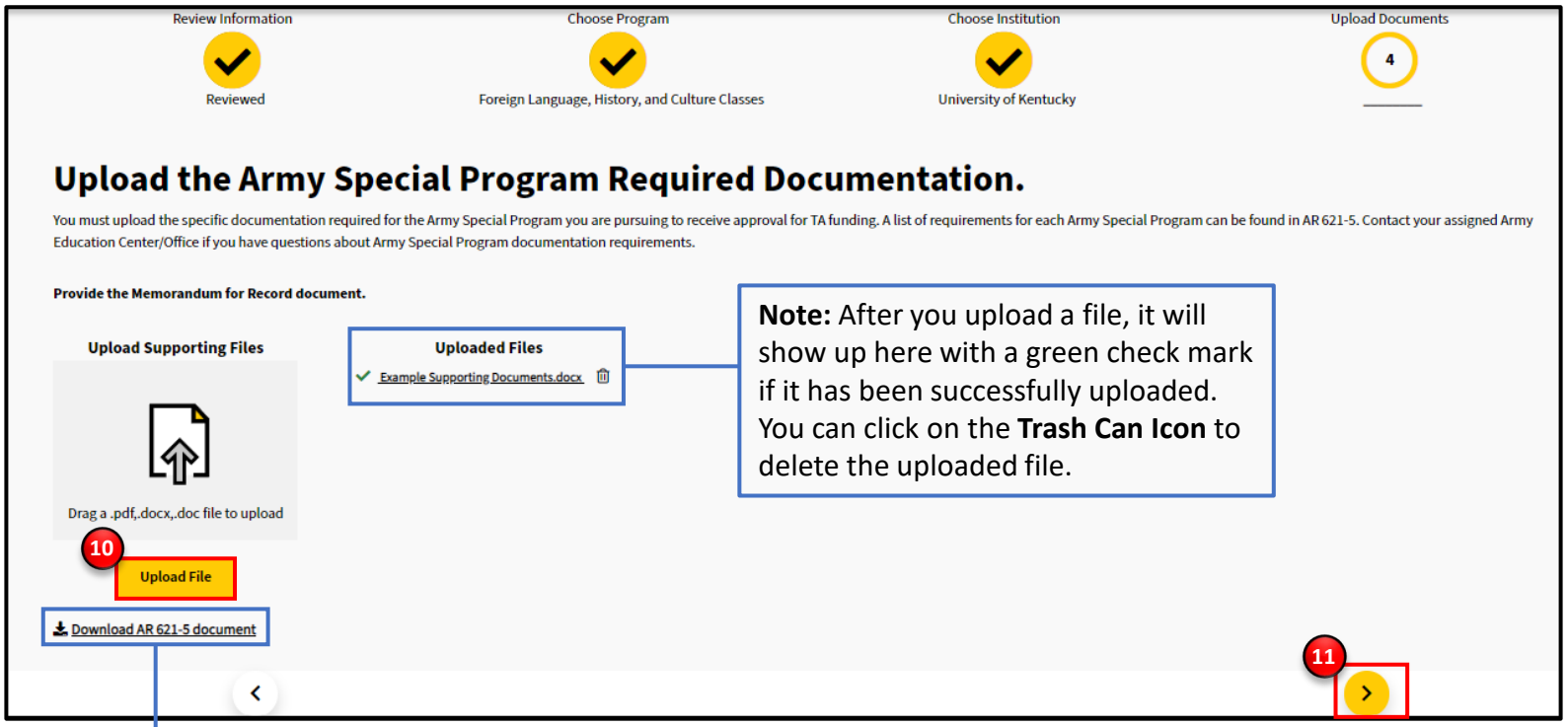
How-To Guide

Create a Special Program Path (6 of 10)

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.



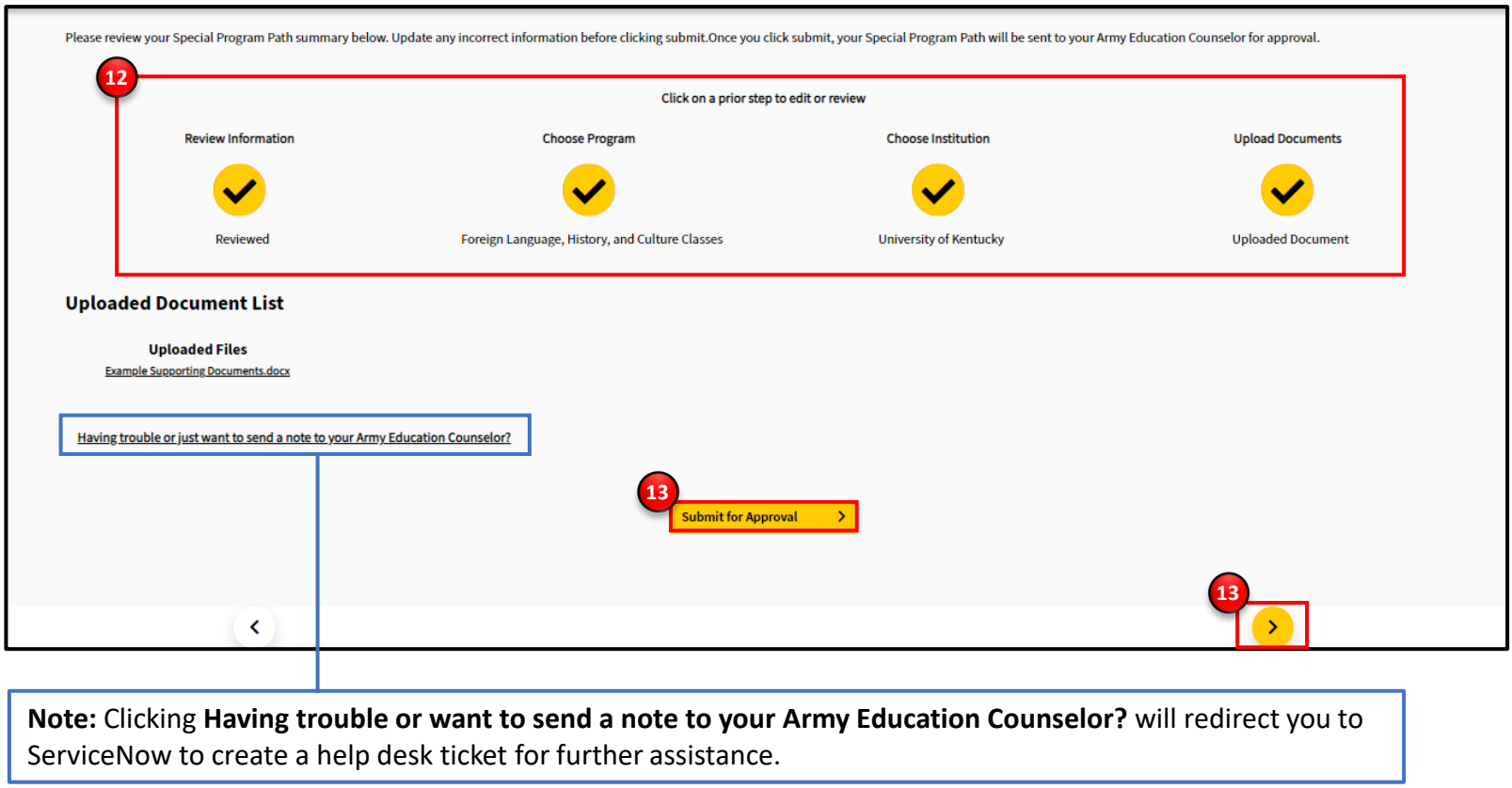
How-To Guide

Create a Special Program Path (7 of 10)

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**.



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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How-To Guide

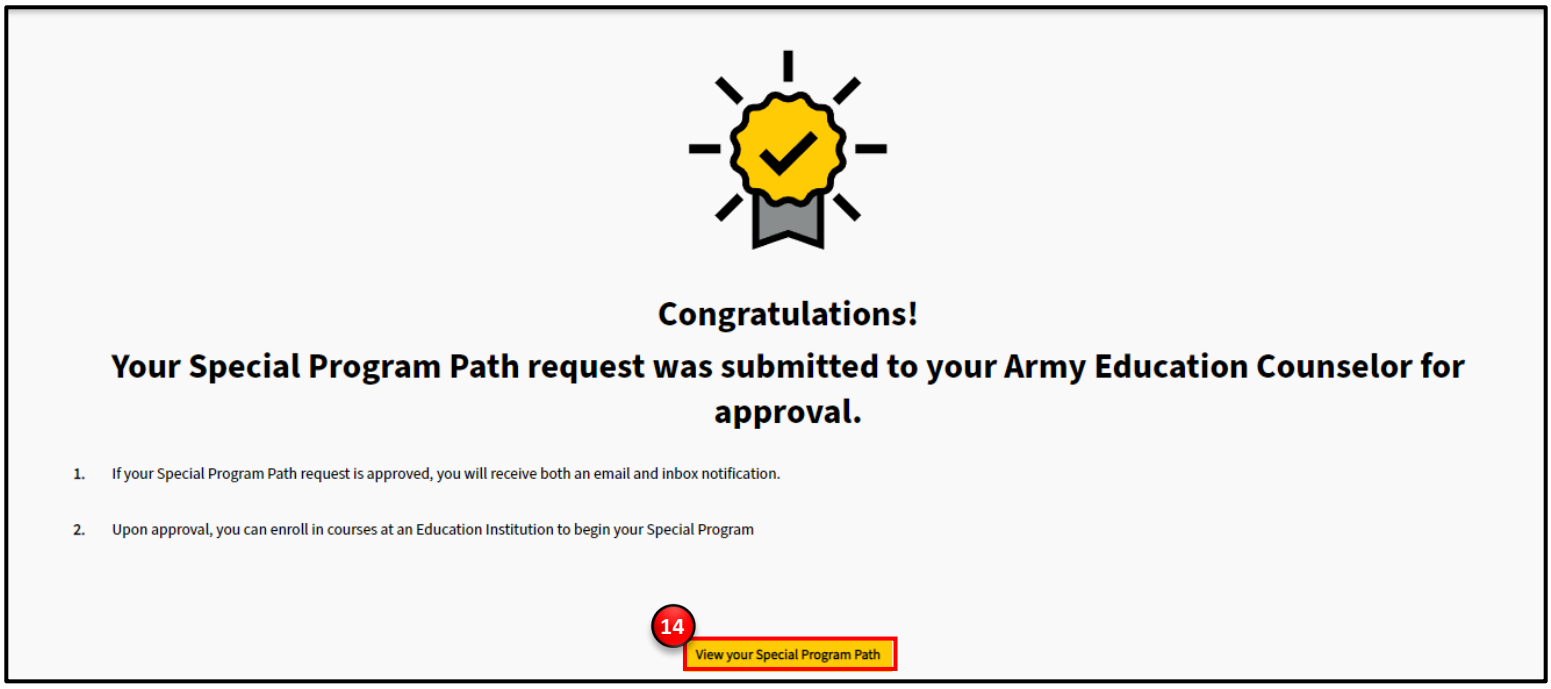
Create a Special Program Path (8 of 10)

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.



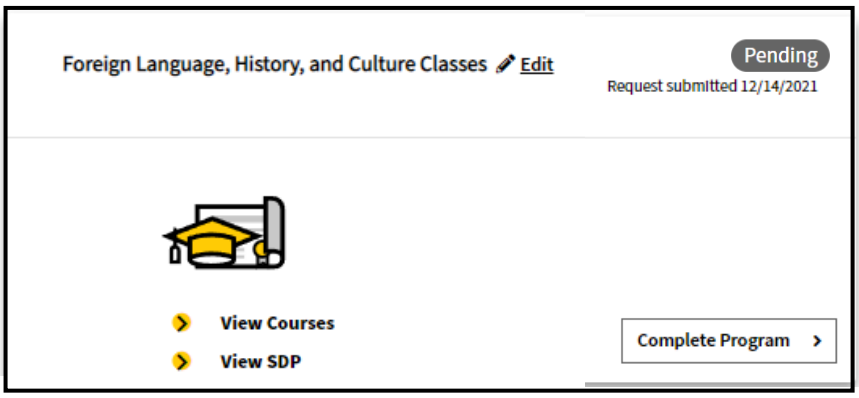
Note: Once your Special Program Path has been approved, you will then be able to request Tuition Assistance. To learn how to request Tuition Assistance, please refer the **Request Tuition Assistance** How-To Guide in Training Materials under the Support Tab.

How-To Guide

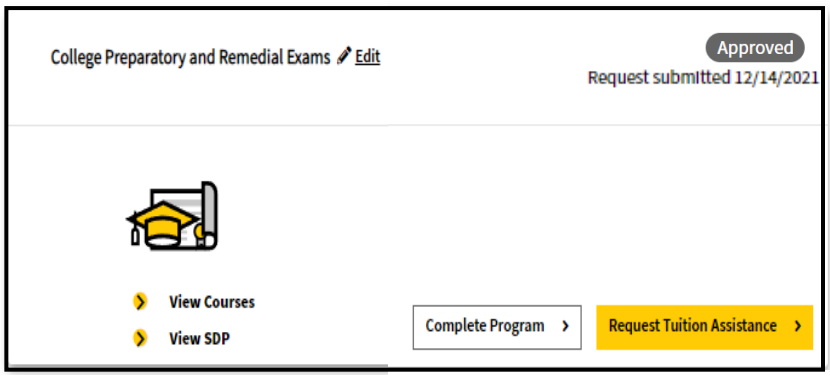
Create a Special Program Path (9 of 10)

Examples of Different Statuses of Special Program Paths

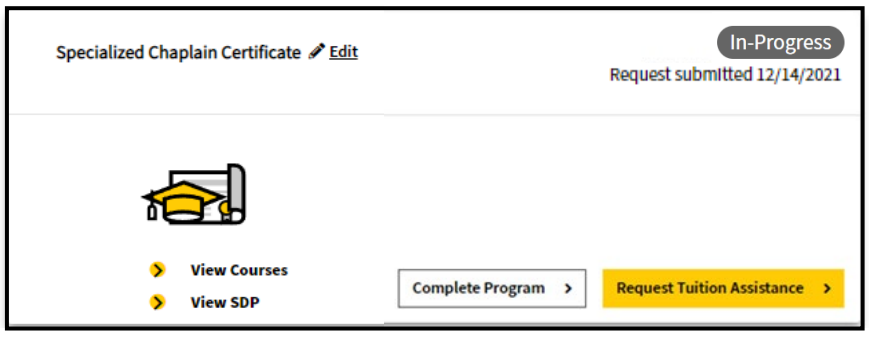
Your **Program Path** page has now been updated to reflect your new Special Program Path. Once the path has been reviewed by your Army Education Counselor, your request will be sent to your Education Institution for approval.



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



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



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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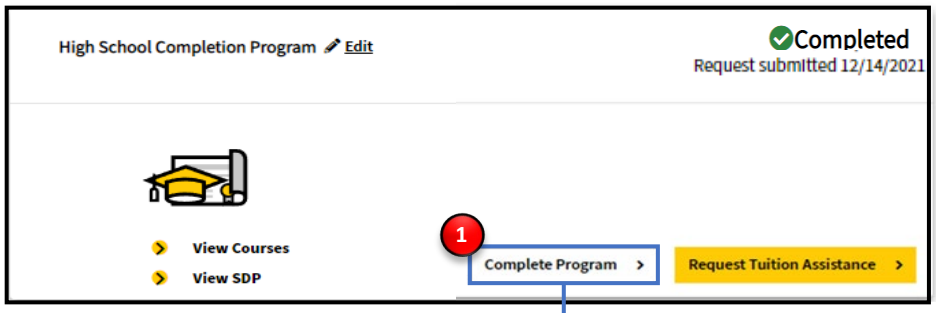
How-To Guide

Create a Special Program Path (10 of 10)

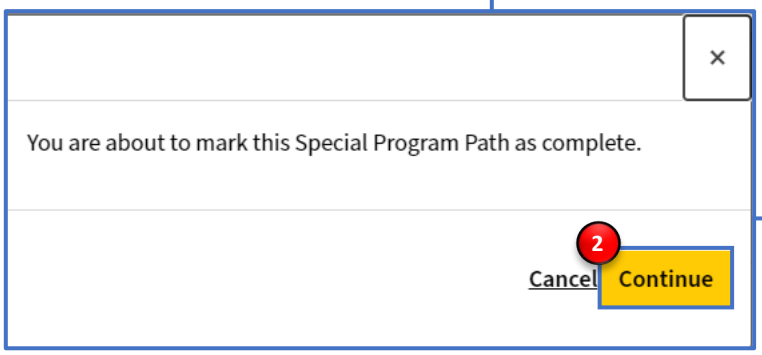
Examples of Different Statuses of Special Program Paths

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.

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.



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



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.

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