ArmyIgnitED



# Create Tuition Assistance Request (TAR) - Soldier

3/16/2026

ArmyIgnitED Tutorials

# Contents

1 Tuition Assistance Request (TAR) Process Overview ..... 3
2 Student Dashboard and Adding a Supervisor ..... 4
2.1 Dashboard Orientation ..... 4
2.2 Adding a Supervisor ..... 4
3 Creating a TAR ..... 6
3.1 Apply for Funding ..... 6
3.2 Verify Supervisor and Personal Contact Information ..... 6
3.3 Complete the User Agreement ..... 7
3.4 Verify the Education Center ..... 8
3.5 Confirm Institution ..... 8
3.6 Enter Course Start and End Dates ..... 9
3.7 Add a Course ..... 9
3.8 Adding Additional Courses to the TAR ..... 11
3.9 Submitting a TAR ..... 12
4 Viewing TARs ..... 14

# 1 Tuition Assistance Request (TAR) Process Overview

To submit a TAR, the Soldier must have an approved Education Goal.

- The Soldier or an Administrator selects 'Apply for Funding' on an approved Education Goal.
- The Soldier's Supervisor's Information is validated or entered for the first time.
- Soldier's Contact Information is validated.
- The Soldier acknowledges the User Agreement and Terms and Conditions.
- The Education Center, Deployment Status, and Academic Institution data is validated.
- The Course Dates, Title, and other pertinent details are entered.
- Additional Courses can be added to the same TAR if necessary.
- If created by the Soldier, they submit the TAR which is routed to the Supervisor previously identified.
- If created by an Administrator, the TAR is routed to the Soldier to acknowledge the Terms and Conditions and submit.
- The Supervisor reviews the TAR and Approves or Disapproves the request. The Supervisor can also indicate they do not supervise the Soldier. If the Supervisor selects 'I Do Not Supervise This Person', the Soldier receives an ArmyIgnitED message that the TAR is deleted and they will have to change their Supervisor in ArmyIgnitED and resubmit a new TAR.
- The Supervisor must approve TAR 5 calendar days prior to the Term Start Date or the TAR will be deleted.
- The TAR is automatically approved unless flagged to require a Quality Check.

⚠ **Please Note**: If the Soldier has never used TA before, contact the Education Center for Eligibility Criteria at ng.oh.oharng.list.g1-education@army.mil or register to attend the OHARNG Monthly Education Briefing Online using this link https://forms.osi.apps.mil/r/xMH6sEruNM?origin=lprLink

⚠ **Please Note**: Soldiers can only request TA 60-7 days prior to the Term Start Date; however, it is recommended to apply early since the Supervisor, and potentially the Education Center, must review the TAR before TA is authorized.

⚠ **Please Note:** Soldiers will receive a reminder ArmyIgnitED message 10 days prior to the Term Start Date if their Supervisor has not actioned the TAR.

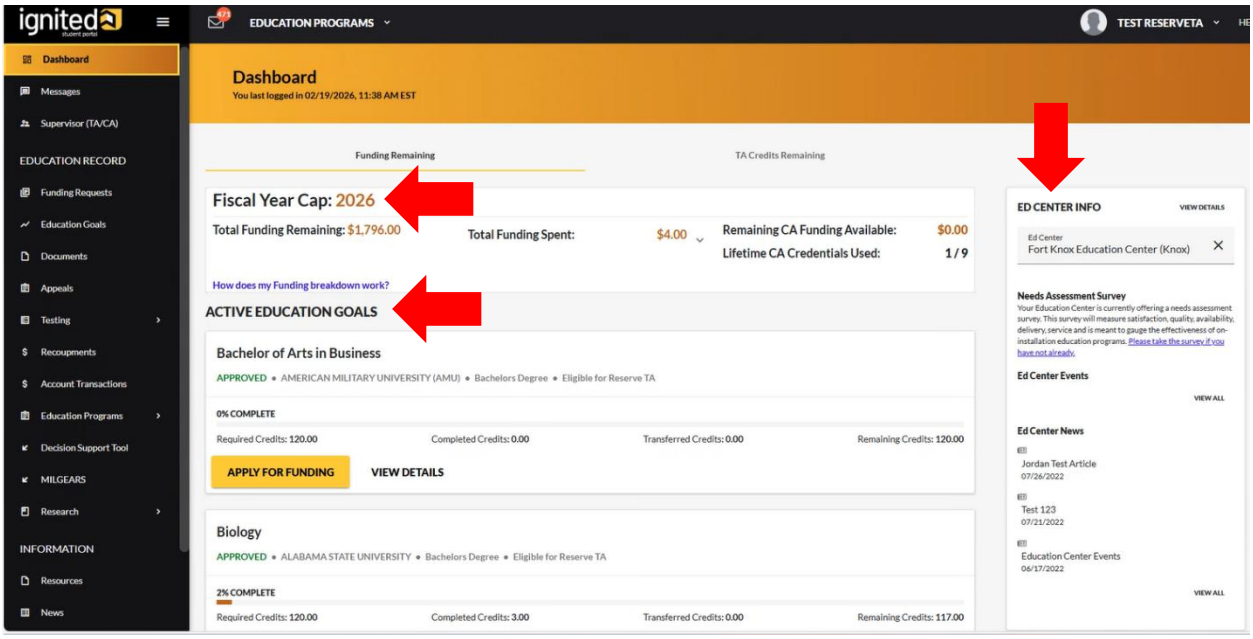
⚠ **Please Note:** If the Supervisor has not Approved the TAR 5 days prior to the Term Start Date, the TAR will be automatically Disapproved, and TA funding is not authorized.

# 2 Student Dashboard and Adding a Supervisor

## 2.1 Dashboard Orientation

Upon logging in to ArmyIgnitED's Student Portal, the Soldier first sees their Dashboard.

The Dashboard displays their Fiscal Year Cap (to include available funding) and Active Education Goals.




It also contains the assigned Education Center.

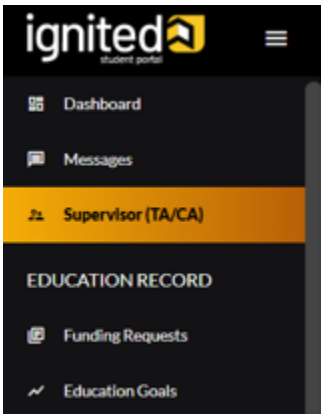
## 2.2 Adding a Supervisor

Soldiers must enter in their Supervisor's information, as the Supervisor is part of the TAR approval process.

A TAR **CANNOT** be submitted if the Supervisor's information is not entered.

In the left navigation, click the '**Supervisor (TA/CA)**' menu item.

⚠ **Please Note**: Dual CAC Soldier's will also see a 'Supervisor (Civ Training)' menu item. The Supervisor for TA/CA may be different from the Civ Training Supervisor.

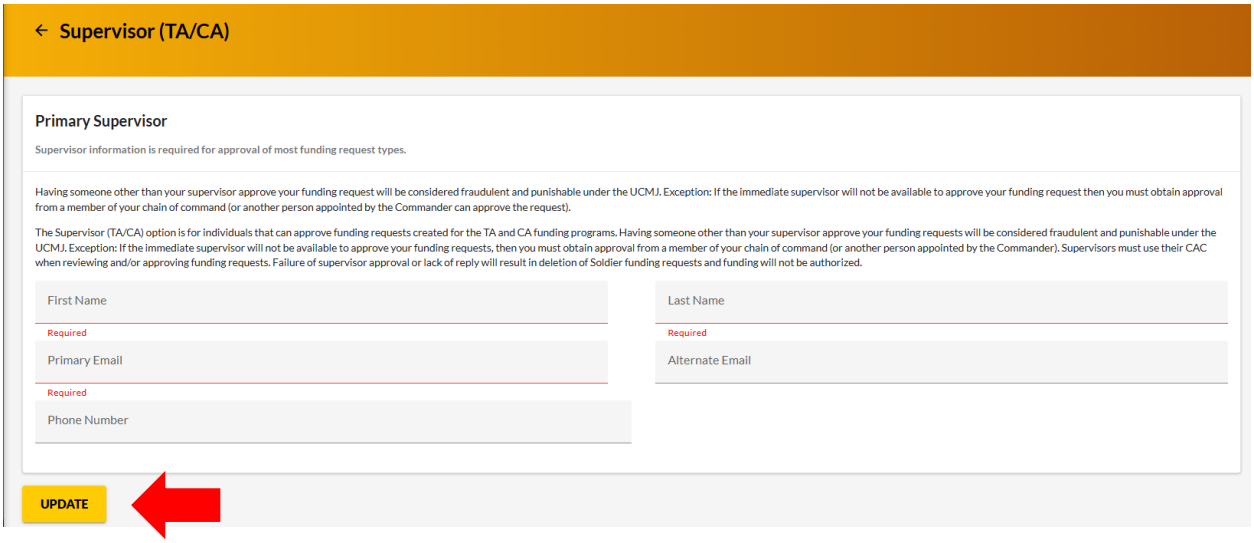



The Supervisor (TA/CA) page will open.

Information specifying what constitutes a Supervisor and how having someone other than an approved individual approve your funding requests will be considered fraudulent appears at the top of the page.

Complete the required fields (First Name, Last Name, and Primary Email).

Provide an Alternate Email and Phone Number, if known, as this helps ensure the Supervisor receives notifications.



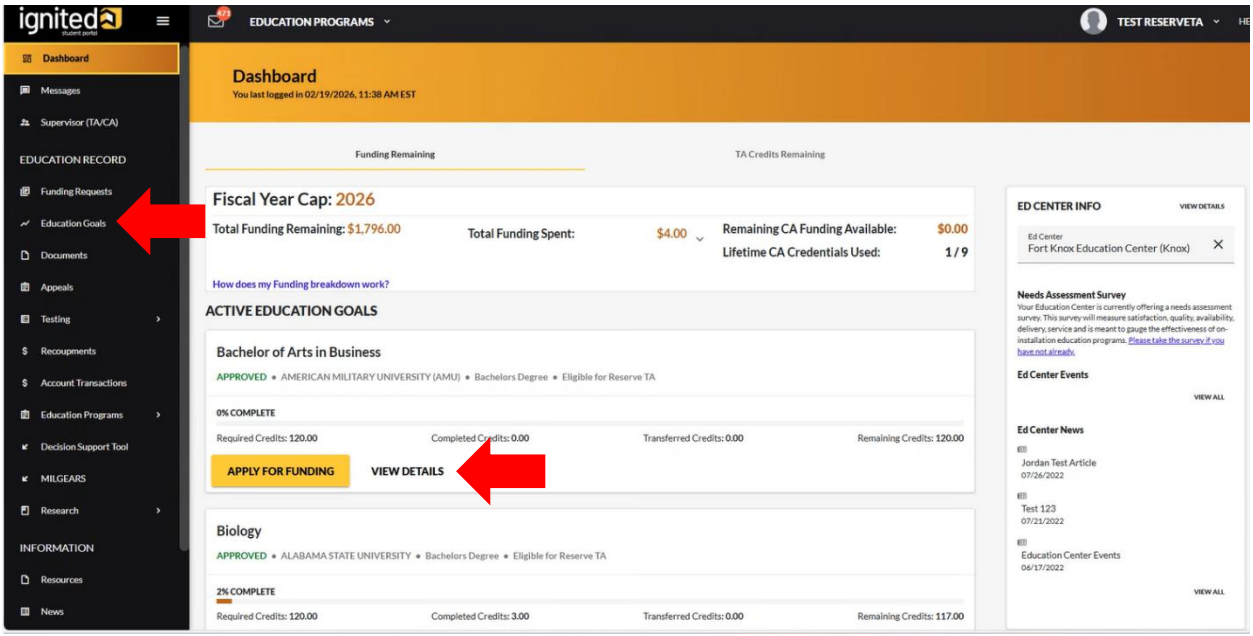

Click '**Update**'.

# 3 Creating a TAR

## 3.1 Apply for Funding

Soldiers have two methods to apply for funding.

The first is directly from the Dashboard.




Locate the Education Goal under which the TAR will reside and click '**Apply for Funding**'.

The second method is from the Education Goal page. Click the '**Education Goal**' menu item from the left navigation.

On the Education Goal page, locate the Education Goal under which the TAR will reside and click '**Apply for Funding**'.

Both methods begin the TAR creation process.

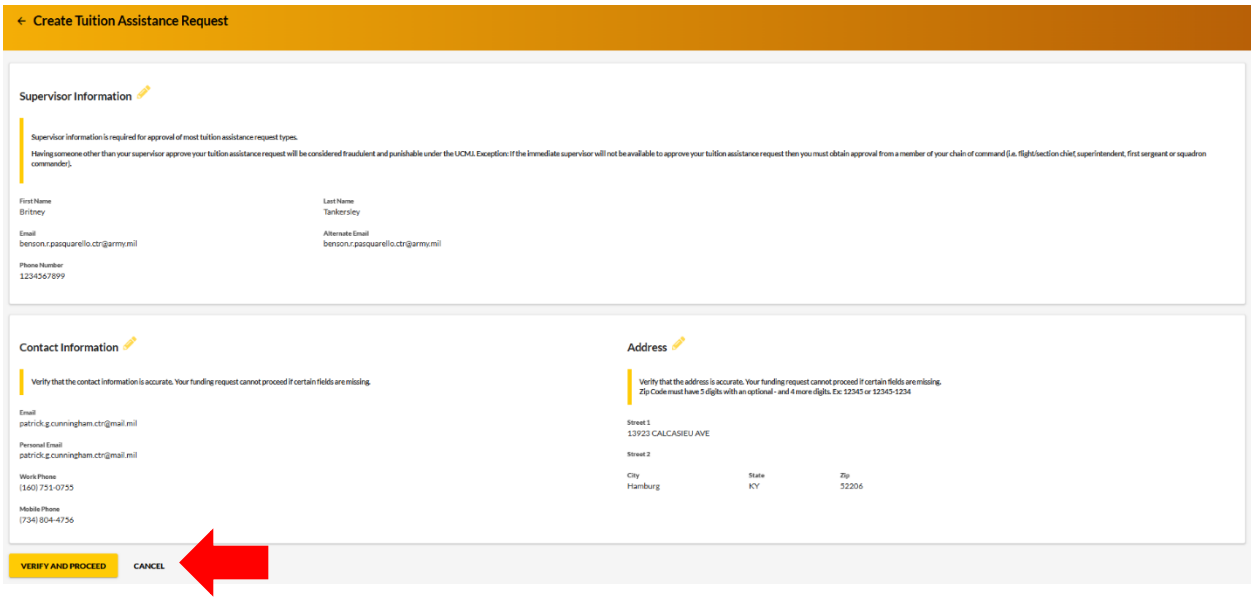
## 3.2 Verify Supervisor and Personal Contact Information

The first step is to verify the Supervisor's contact information.

On the same page, verify the Soldier's contact information.

Click on any of the "Pencil" icons to edit a section.

When all the information is correct, click '**Verify and Proceed**'.



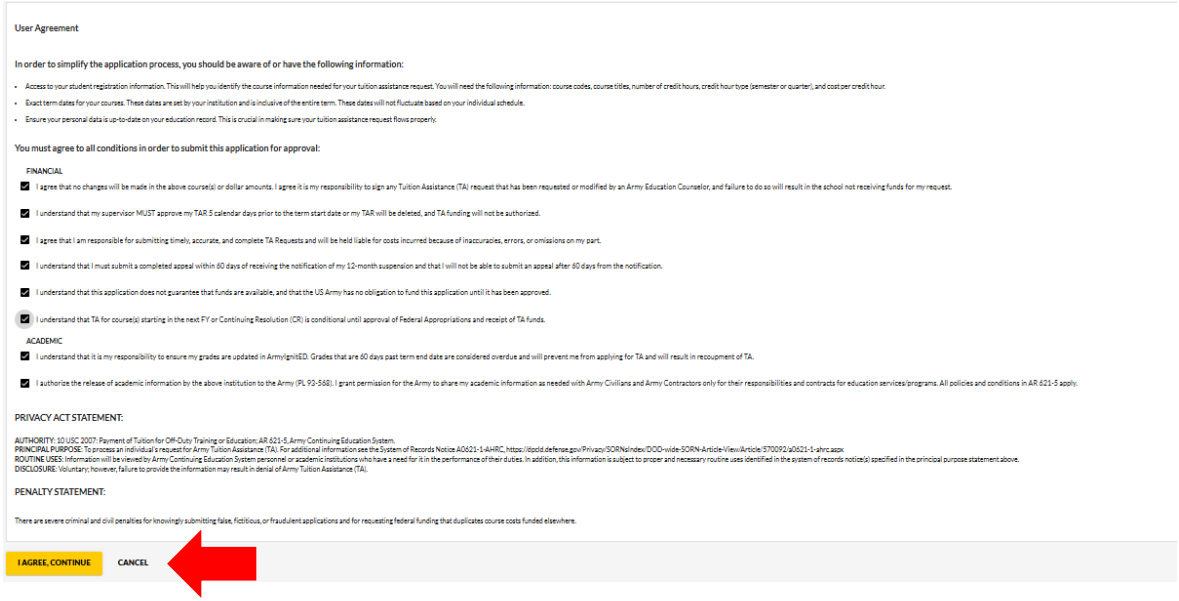

⚠ **Please Note**: In the Address section, only use a 5-Digit Zip Code.

Each step contains a ‘Cancel’ button should it be needed. Selecting ‘Cancel’ does not save any previously entered information.

## 3.3 Complete the User Agreement

Read the User Agreement in totality, check all boxes to Acknowledge the Terms and Conditions, and click ‘**I Agree, Continue**’, to go to the next step.

⚠ **Please Note**: This image does not reflect the complete list of Terms and Conditions.



'I Agree, Continue' is not available until all boxes have been selected.

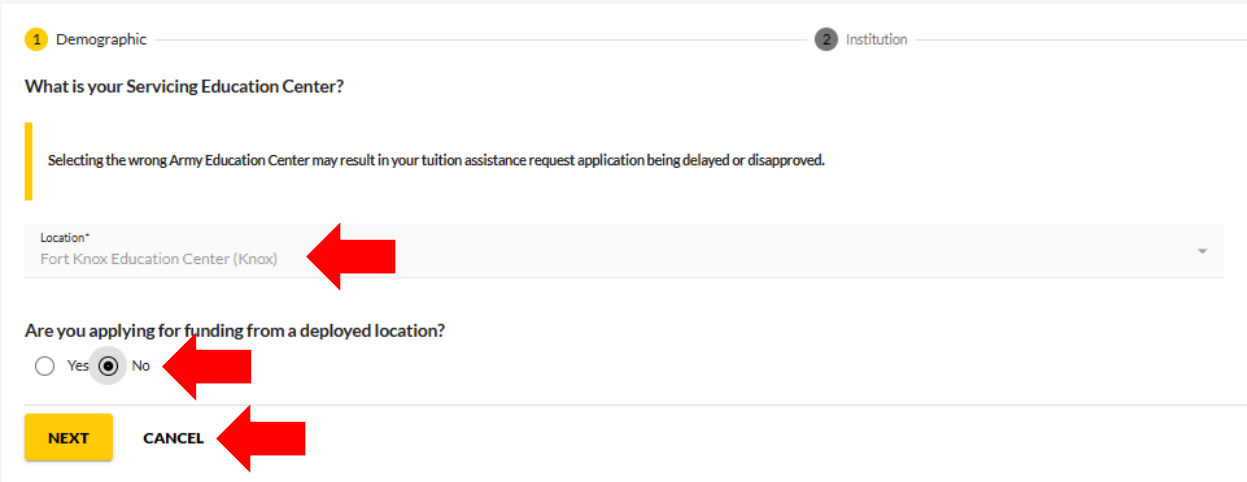
## 3.4 Verify the Education Center

The Soldier's Servicing Education Center will appear on the screen. It cannot be changed.

⚠ Please Note: If the Education Center is not correct, please contact the assigned Education Center to update the information.

Identify if applying from a deployed location.

Click '**Next**' to proceed.



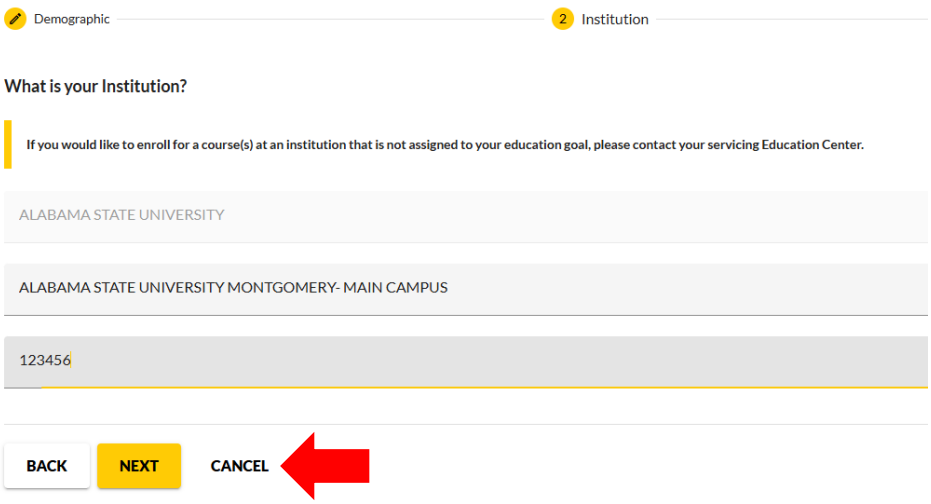

## 3.5 Confirm Institution

Verify the Academic Institution. If incorrect, contact the assigned Education Center for assistance in changing it.

Select a Campus and enter the Institution Student ID.

Click '**Next'** to proceed.

Click '**Back'** to return to the previous page.

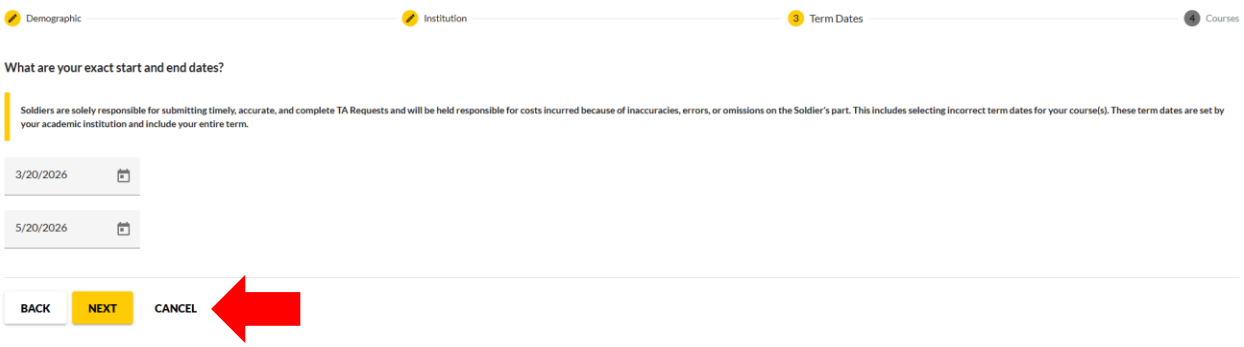



## 3.6 Enter Course Start and End Dates

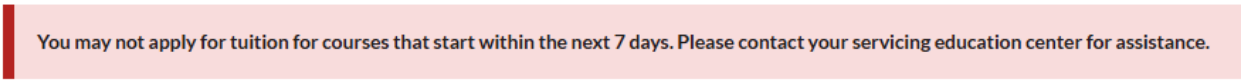
Use the Calendar Icon or type in the Course Start and Course End dates.

Click '**Next**' to proceed.

Click '**Back**' to return to the previous page.

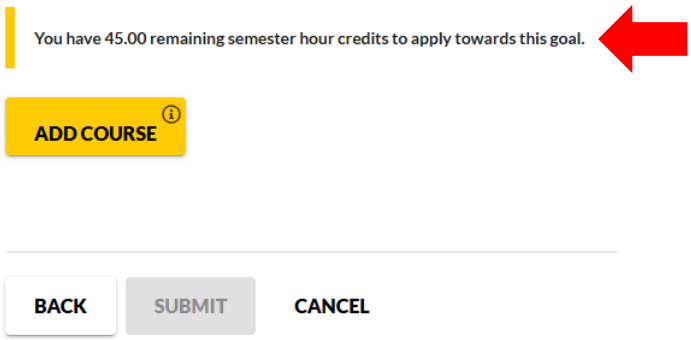



If the dates do not comply with established rules, a message will appear in red.




## 3.7 Add a Course

When adding a Course, ArmyIgnitED identifies the number of credits remaining on the Education goal.



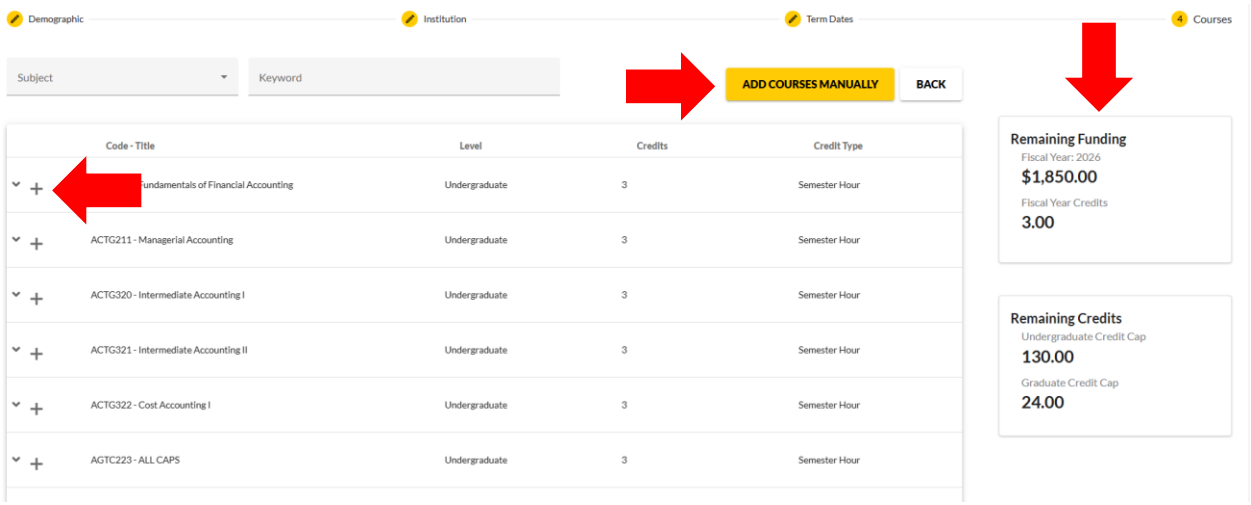

Click, **'Add Course**' to proceed.

There are two methods for adding a Course.

Select the **+** icon to the left of the desired Course or enter the Course manually.

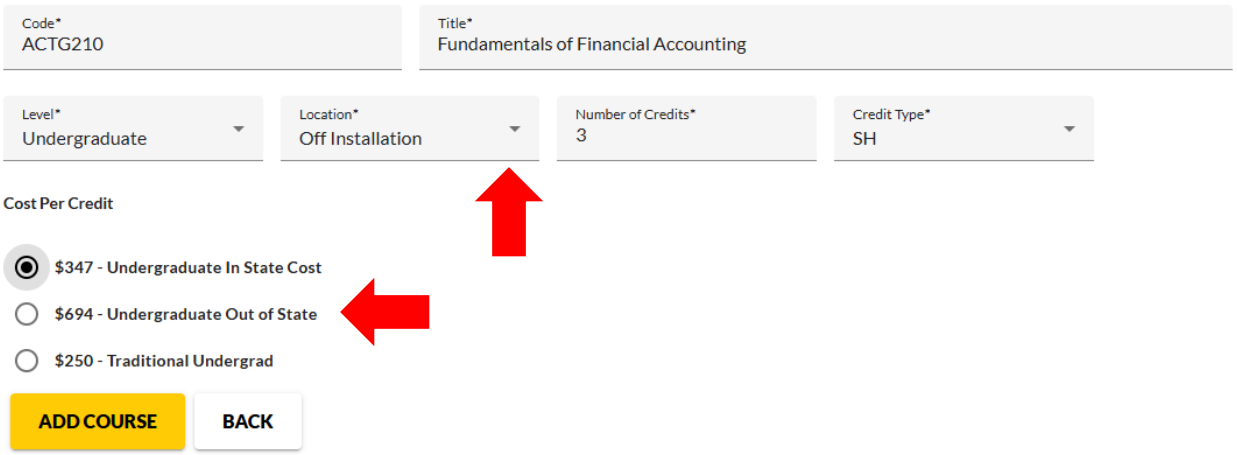
Two search fields are provided at the top to help filter to the desired Course.

⚠**Please Note**: It is recommended that Soldiers select their course from the provided list and NOT add Courses manually. If a desired Course is not in the list, please contact the Academic Institution for assistance.




This page also provides valuable Fiscal Year Cap information on the right side.

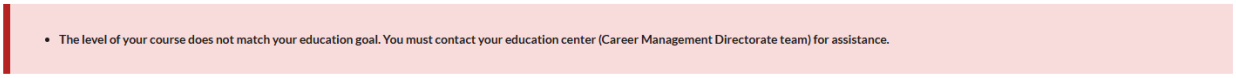
Select the **+** icon to proceed to the next page.




Verify the information on the screen is accurate.

A 'Location' and a 'Cost Per Credit' are required before 'Add Course' is available to select.

If the 'Level' does not match the Education Goal, a message will appear in red.

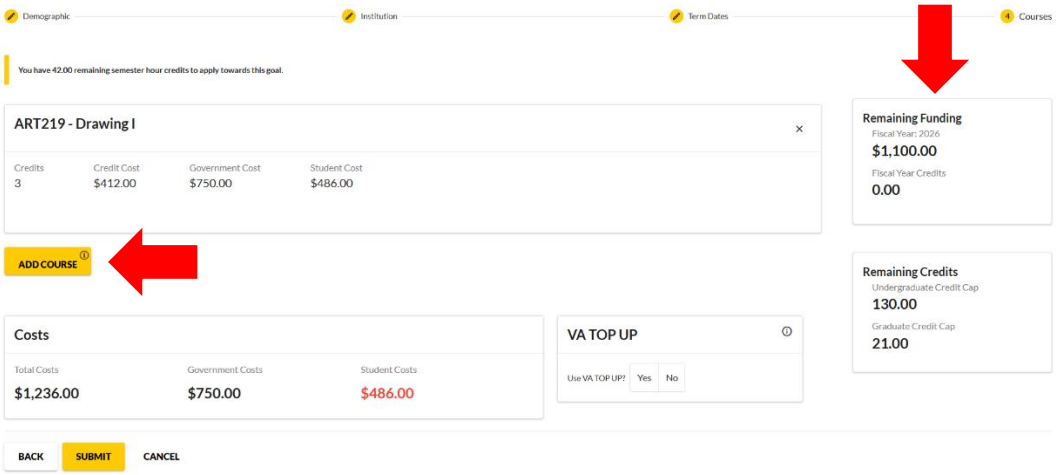



Click '**Add Course'** to proceed.

Click '**Back'** to return to the previous page.

## 3.8 Adding Additional Courses to the TAR

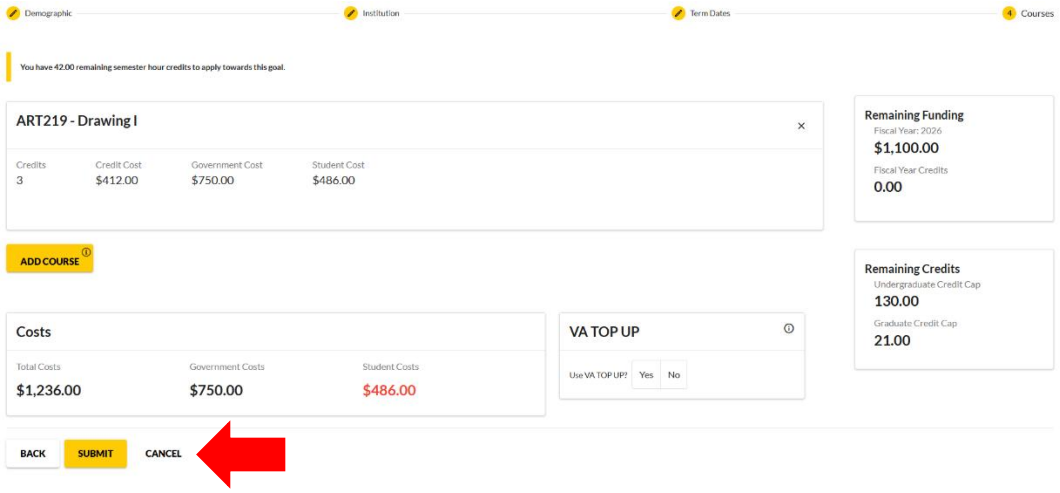
If there are additional Courses to be added, click '**Add Course**' and repeat the above step.



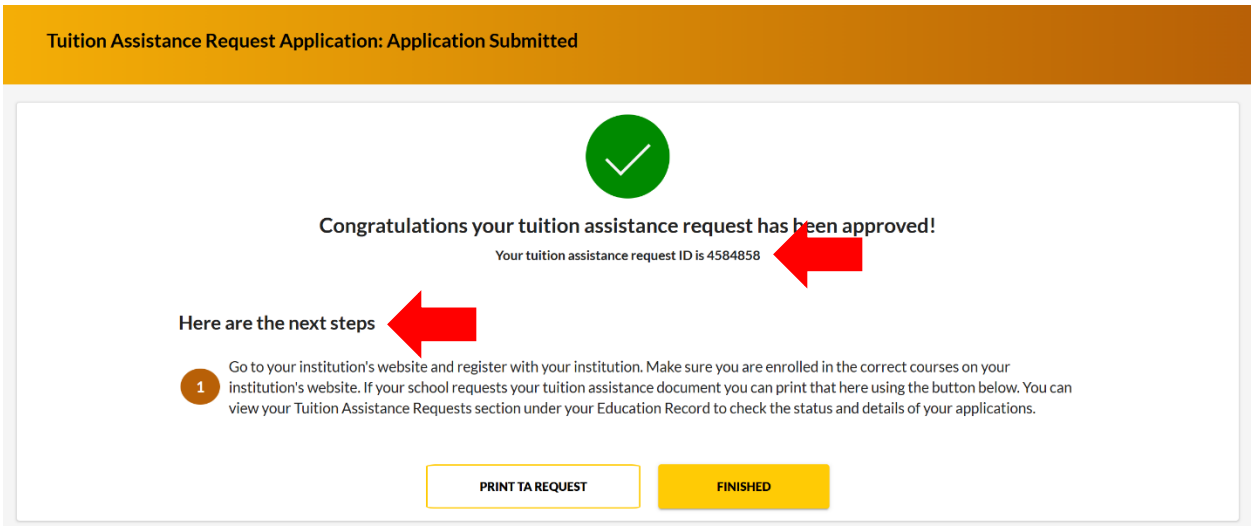
⚠**Please Note**: As Soldiers add Courses, the Fiscal Year Cap information on the right side of the screen changes.

## 3.9 Submitting a TAR

When all Courses have been added, click '**Submit'**.




The confirmation page will appear and provide the TAR ID and '**next steps**'.




⚠**Please Note**: This confirmation page does not mean the TAR is approved. It only indicates the Soldier portion is complete. The TAR must still be reviewed by the Supervisor and receive final approval either by the Education Center or via automated approval.

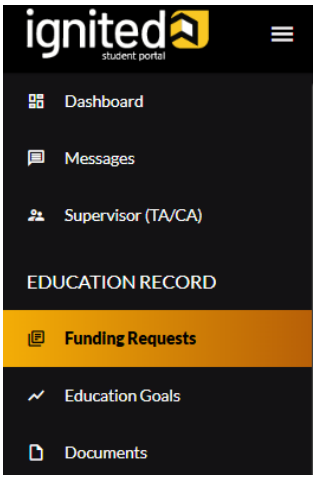
The confirmation page can be printed.

Click '**Finished'** to exit the TAR creation process.

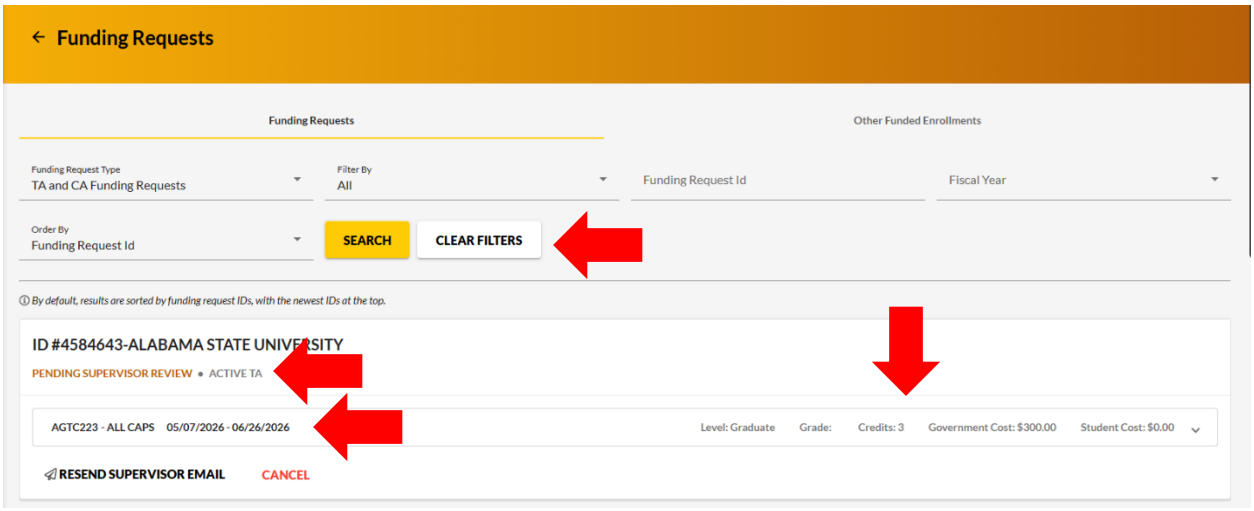
⚠**Please Note**: Completing a TAR does not enroll a Soldier in the Course with the Academic Institution.

# 4 Viewing TARs

TARs can be viewed from the ‘Funding Requests’ menu item in the left navigation.




The Funding Requests page provides search filters to quickly locate the desired TAR.




It also contains details about the TAR, including the status, course dates, grade, and costs.