

# GoArmyEd Process for Non-LOI Schools

## 1. What you need to get started:

- Go to <https://www.goarmyed.com>
- Username and password to GoArmyEd (Create an account if you do not have one)
- Class Schedule
- Account Summary / Itemized Bill
- Degree Plan (Also referred to as a Student Agreement)
- Statement of Understanding (Located on your main page once you've logged in)

## 2. Click on, "My Virtual Education Center"

- A drop down menu will appear. Click on, "Before you Enroll in Courses"
- Complete the checklist of tasks

## 3. Click on, "My Student Record"

- A drop down menu will appear. Click on, "Account Information"
- A new screen will appear. Click on the tab at the top, "eFile"

## 4. Upload all Documents in your eFile

- Documents that need to be uploaded are as follows: Class schedule, Itemized Bill, Degree Plan, and the Statement of Understanding
- Please make sure to properly label and upload documents separately

## 5. Request Tuition Assistance

- Click on, "My Virtual Education Center" and a drop down menu will appear
- Click on, "Enroll or Drop/Withdrawal from a Course"
- A new screen will appear. Click on, "Request TA and Enroll in a Course"
- If you need detailed instructions, please refer to the Enrollment Guides
- If you have properly requested Tuition Assistance you should be able to view each course listed under your "Personnel" tab, under education.

## 6. Wait for an Application Response

- Once your Application has been reviewed you will receive an email to your primary account listed for GoArmyEd

## 7. Print your Approved Tuition Assistance

- Once you've logged in on your homepage, click on, "My Virtual Education Center"
- A drop down menu will appear. Click on, "After you Enroll in a Course"
- A new screen will appear. Click on, "View TA Request"
- A new browser will appear. Find the appropriate approval and print

## 8. Bring Approved TA form to your School

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### Important Notes

#### eFile Reviews:

If GoArmyEd is prompting you to have a document reviewed in your eFile, create a Help Desk Ticket online -You can find the Help Desk Creation tab under your, "Related Links" (right hand side of your Student Information page once you've logged in)

#### Holds:

If you have a hold on your account, contact your Army Personnel Center to have the hold removed. -Create a help desk ticket if you need your hold deferred due to a related error in GoArmyEd

**If you have questions regarding the 8 step process above please contact your local Education Office**