How To Guide

Navigate Student Dashboard (1 of 9)

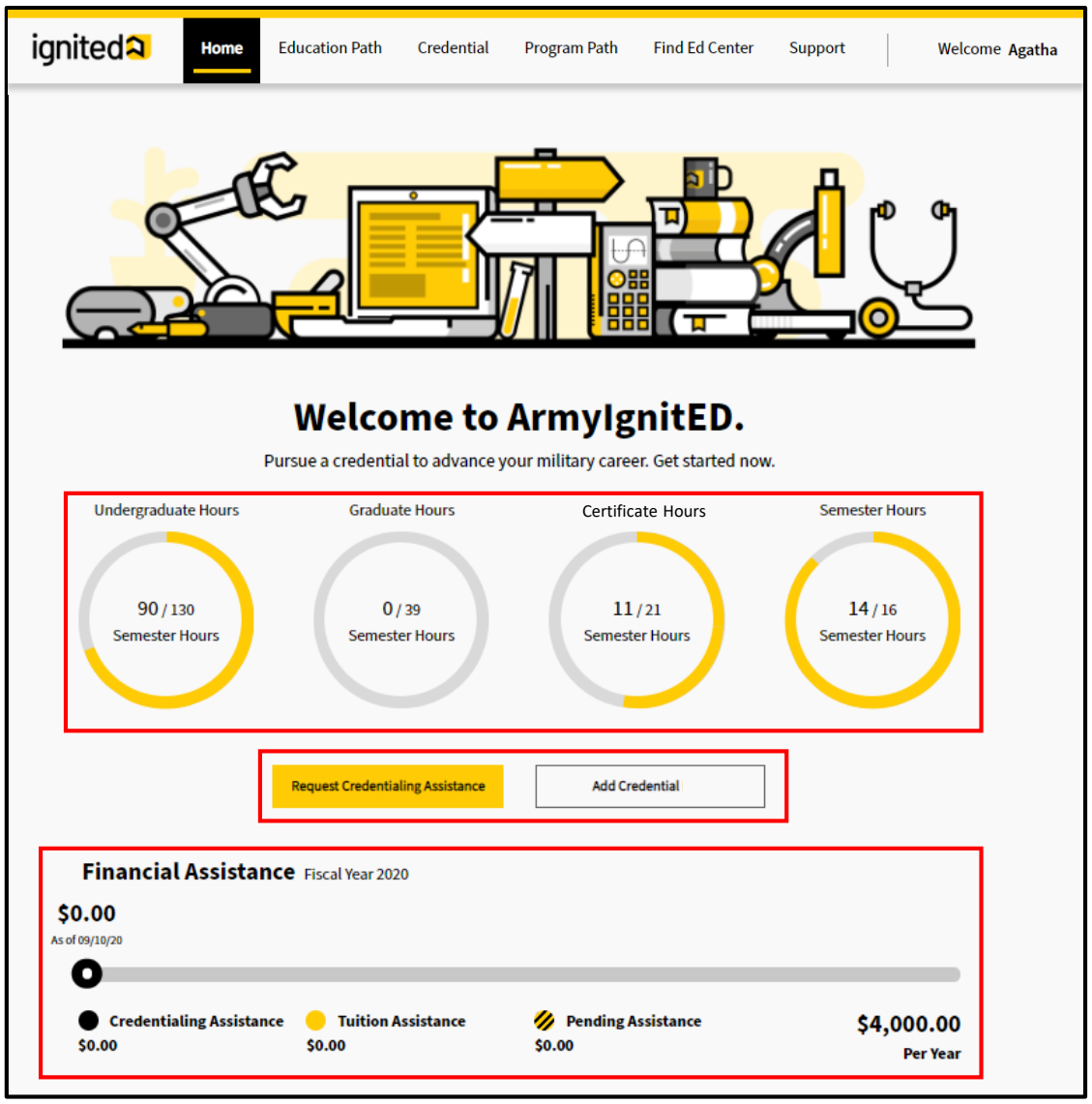
Purpose

This guide provides an overview on navigating the Student's dashboard. The functions available to the Student are: Home, Education Path, Credential Path, Program Path, Find Ed Center, Account, Document Repository, Help Center, and Sign Out. The Student can follow the steps below to access each function. **Note: This guide provides a high-level overview of the Student Dashboard.**

Steps to Navigate Student Dashboard – Student Homepage

The initial landing page is the Student Homepage. Here, you're able to view the following:

- Undergraduate Semester Hours
- Graduate Semester Hours
- Certificate Hours
- Semester Hours
- Total Amount of Financial Assistance
- Credentialing Assistance Used
- Tuition Assistance Used
- Pending Assistance



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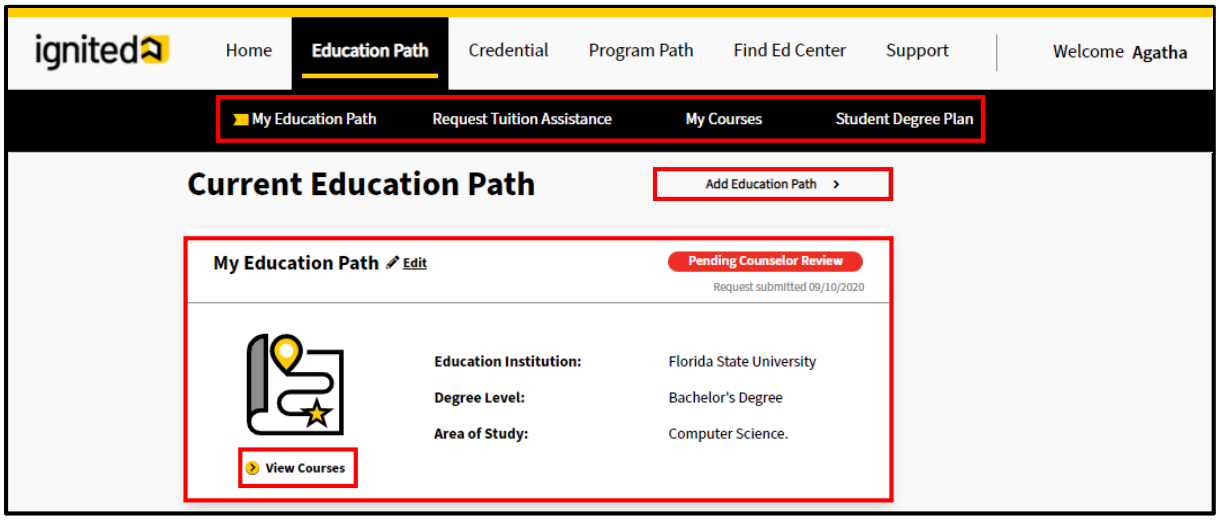
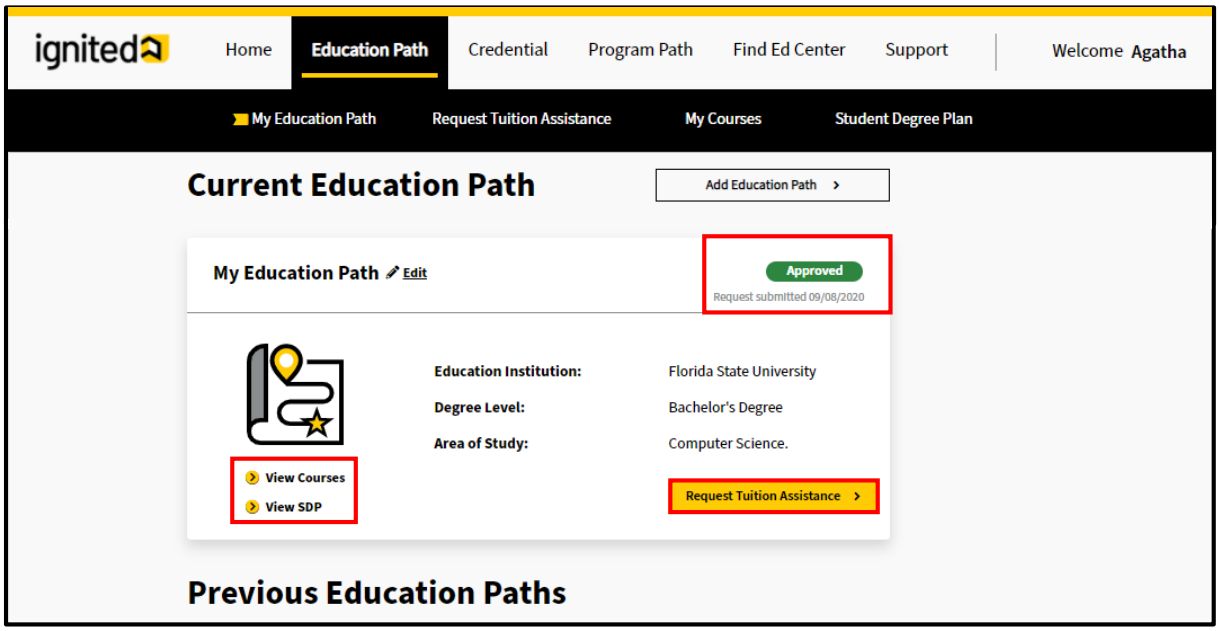
Steps to Navigate Student Dashboard – Education Path

On the **Education Path** tab you're able to view the following sections:

- **My Education Path**
  - Add and Edit Education Paths
  - View Current and Previous Education Paths
  - View Status of Education Path Requests
- **Request Tuition Assistance**
  - Request Tuition Assistance for Courses within Education Paths
- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
  - View Student Degree Plan

Note: Clicking **View** will allow you to download and view each training document.





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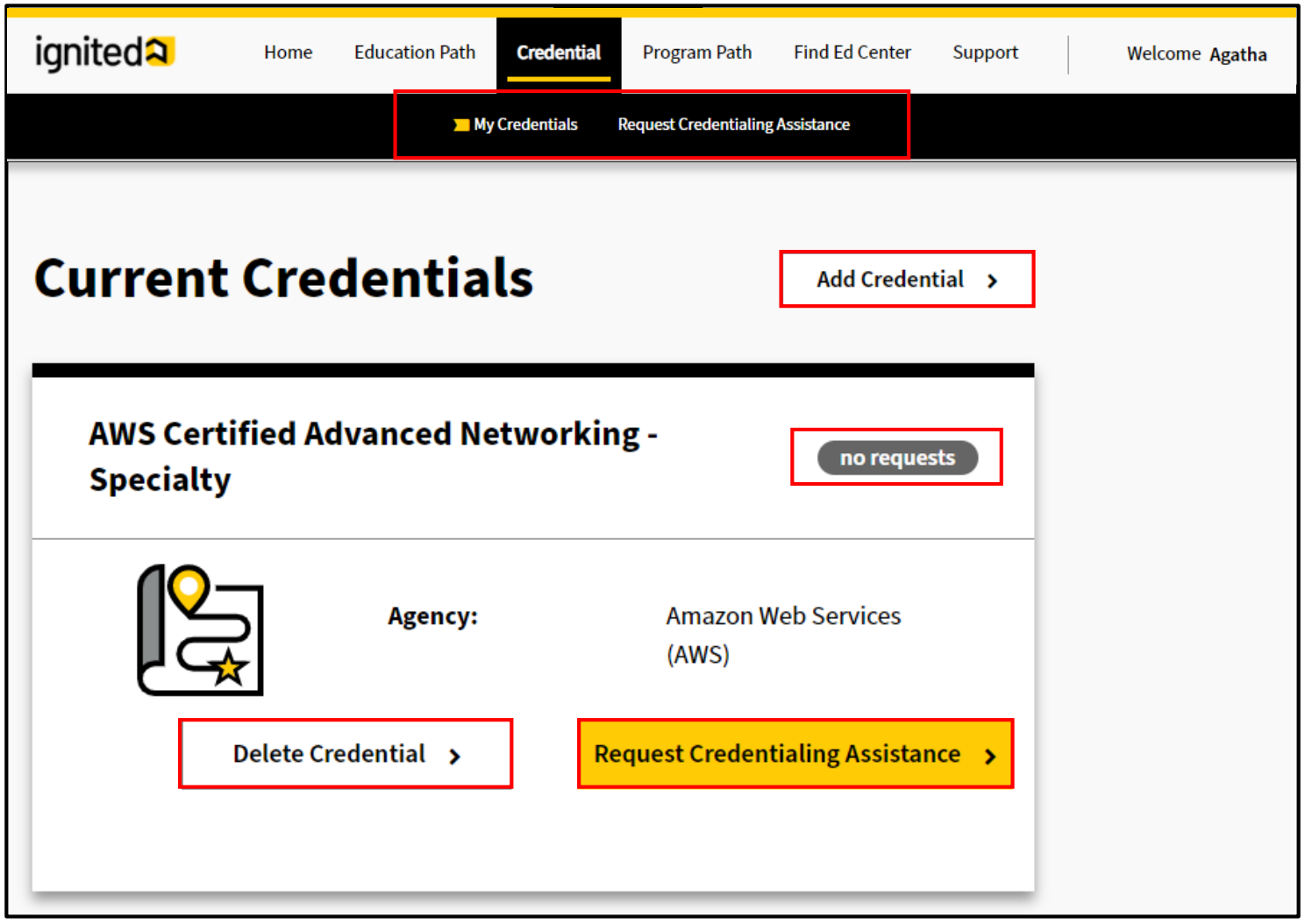
Steps to Navigate Student Dashboard – Credential

On the **Credential** tab you're able to:

- **My Credentials**
  - Add Credentials
  - View Current and Previous Credentials
  - View Status of Credentialing Assistance Requests
  - Mark Credentials as Complete
- **Request Credentialing Assistance**
  - Request Credentialing Assistance for Credentials
  - View Status of Credentialing Assistance Requests
  - Withdraw Credentialing Assistance Requests



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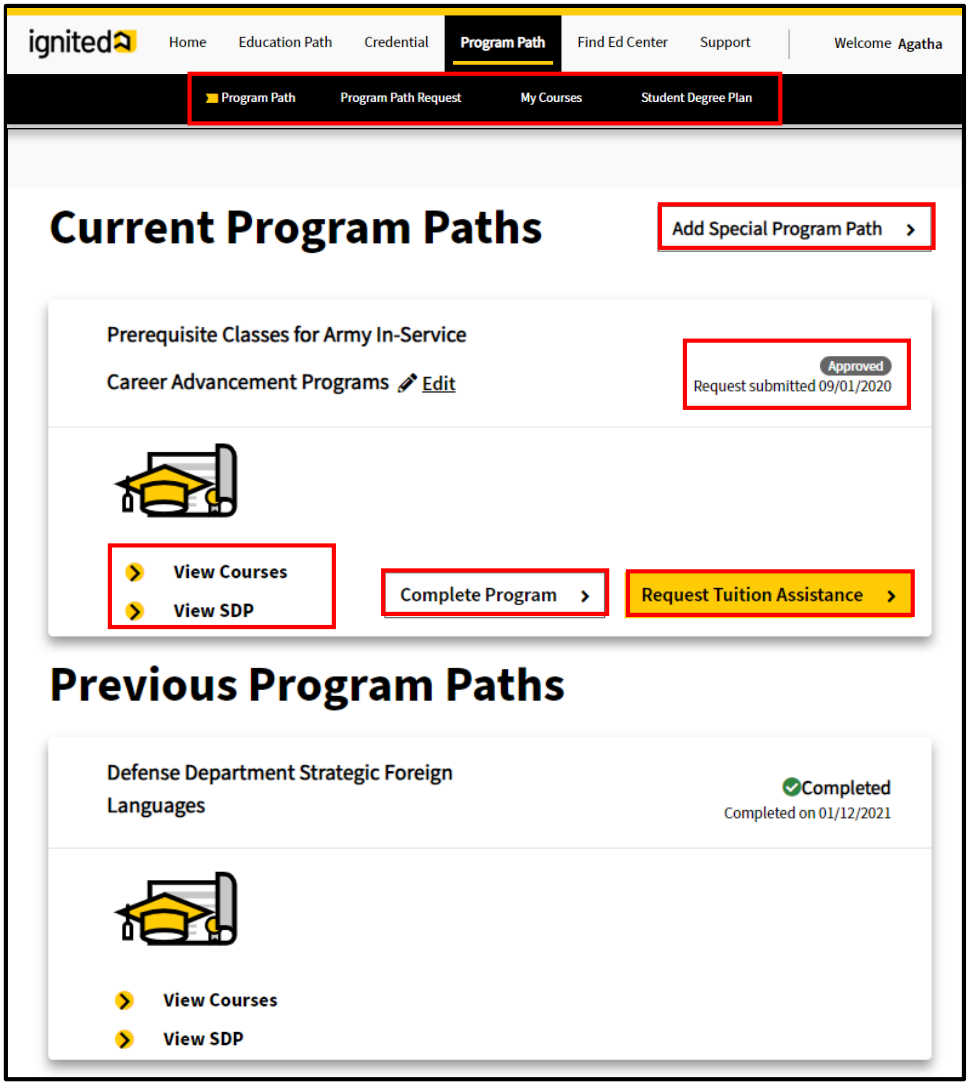
Steps to Navigate Student Dashboard – Program Path

The **Program Path** tab provides the following features:

- **Program Path**
  - Add Special Program Paths
  - View Current and Previous Program Paths
  - View Status of Program Path Requests
- **Program Path Request**
  - Request Tuition Assistance for Special Program Paths
  - View Status of Tuition Assistance Requests
- **My Courses**
  - View Current and Previous Courses
  - View Cumulative Army Tuition Assistance Grade Point Average (GPA)
- **Student Degree Plan**
  - View Student Degree Plan



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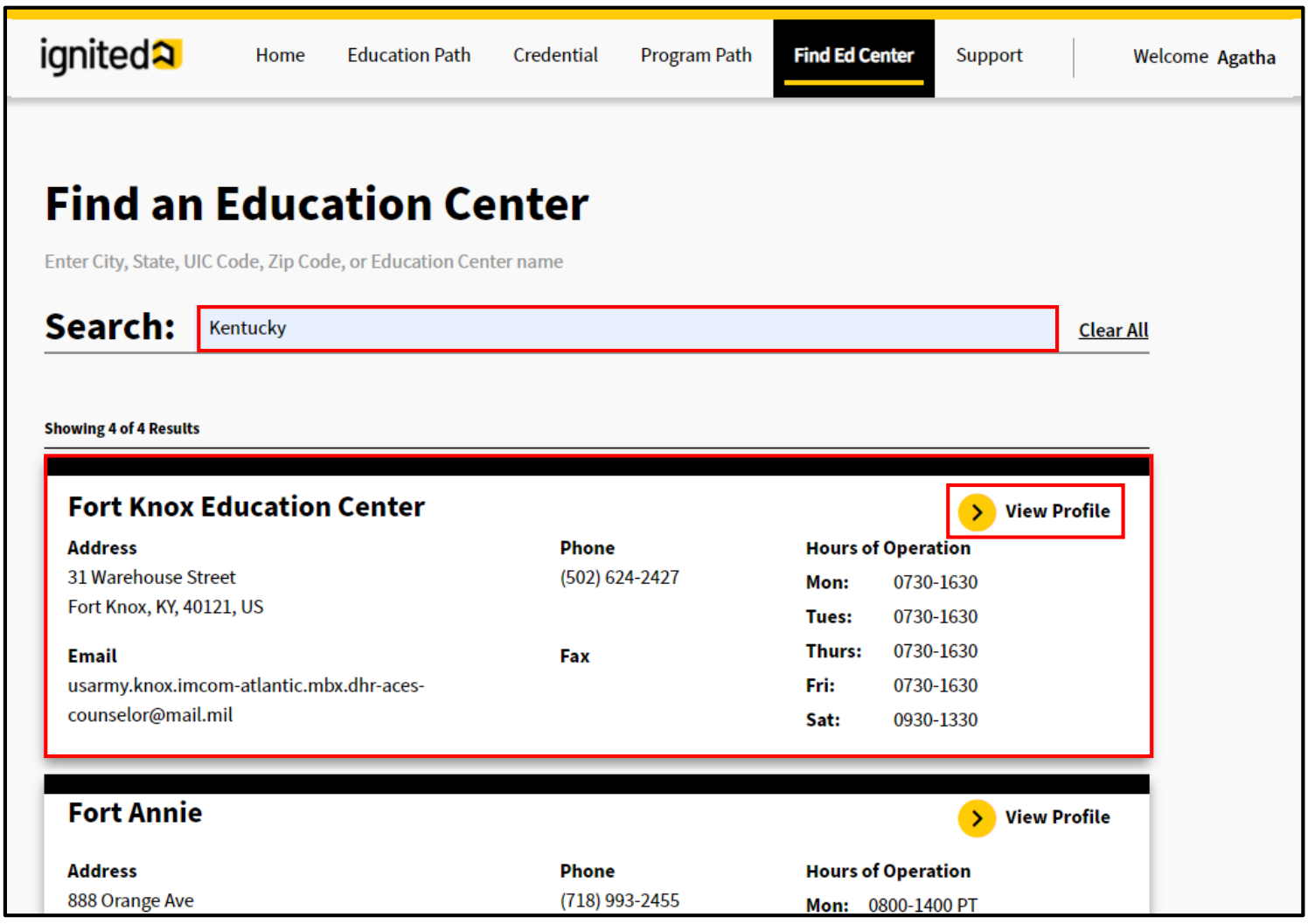
Steps to Navigate Student Dashboard – Find Ed Center

The **Find Ed Center** tab allows you to search for an Education Center and view its profile. Enter one of the following into the search bar to find an Education Center:

- City
- State
- UIC Code
- Zip Code
- Education Center Name

Note: Clicking **View Profile** on a search will allow you to view additional information about the Education Center you selected.



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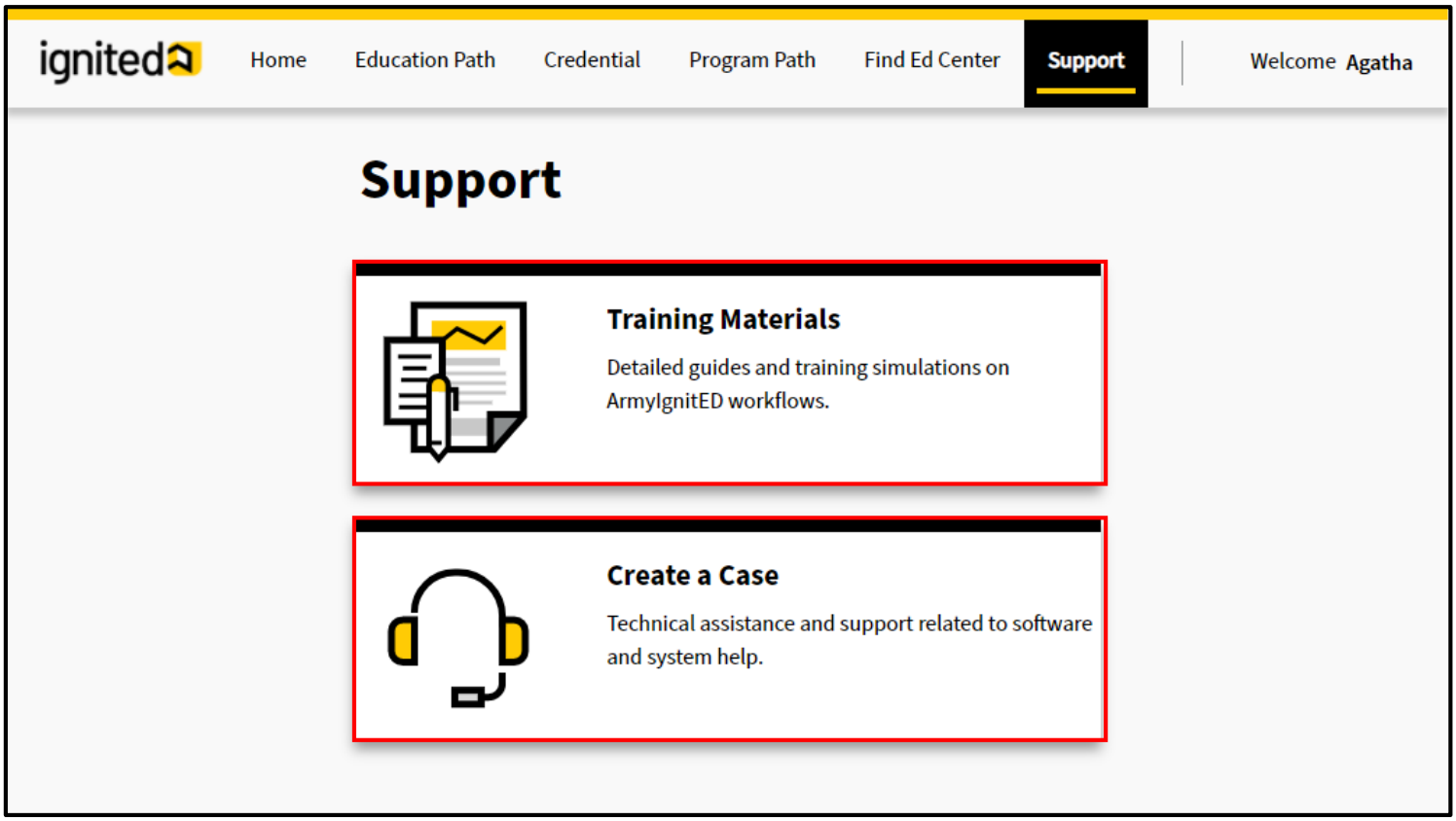
Steps to Navigate Student Dashboard – Support

The Support tab provides access to the following:

- **Training Materials -** Detailed guides and training simulations on ArmyIgnitED workflows.
- **Create a Case -** Technical assistance and support related to software and system help.

Note: For more information related to creating a case in ServiceNow, refer to the **Create a Case** How to Guide



Note: This guide provides a high-level overview of the Student Dashboard.

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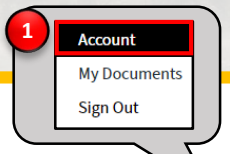


Steps to Navigate Student Dashboard – Student Profile

1. Click **your name** in the top right corner and select **Account.**

Your Student Profile displays. Information in your Student Profile is auto-populated from the Integrated Total Army Personnel database (ITAP). The **Student Profile** shows you the following information:

Use the **Left Panel** to:
- View Military Information
- View and/or Edit Contact Information
- View and/or Edit Mailing Information
- View ArmyIgnitED Messages

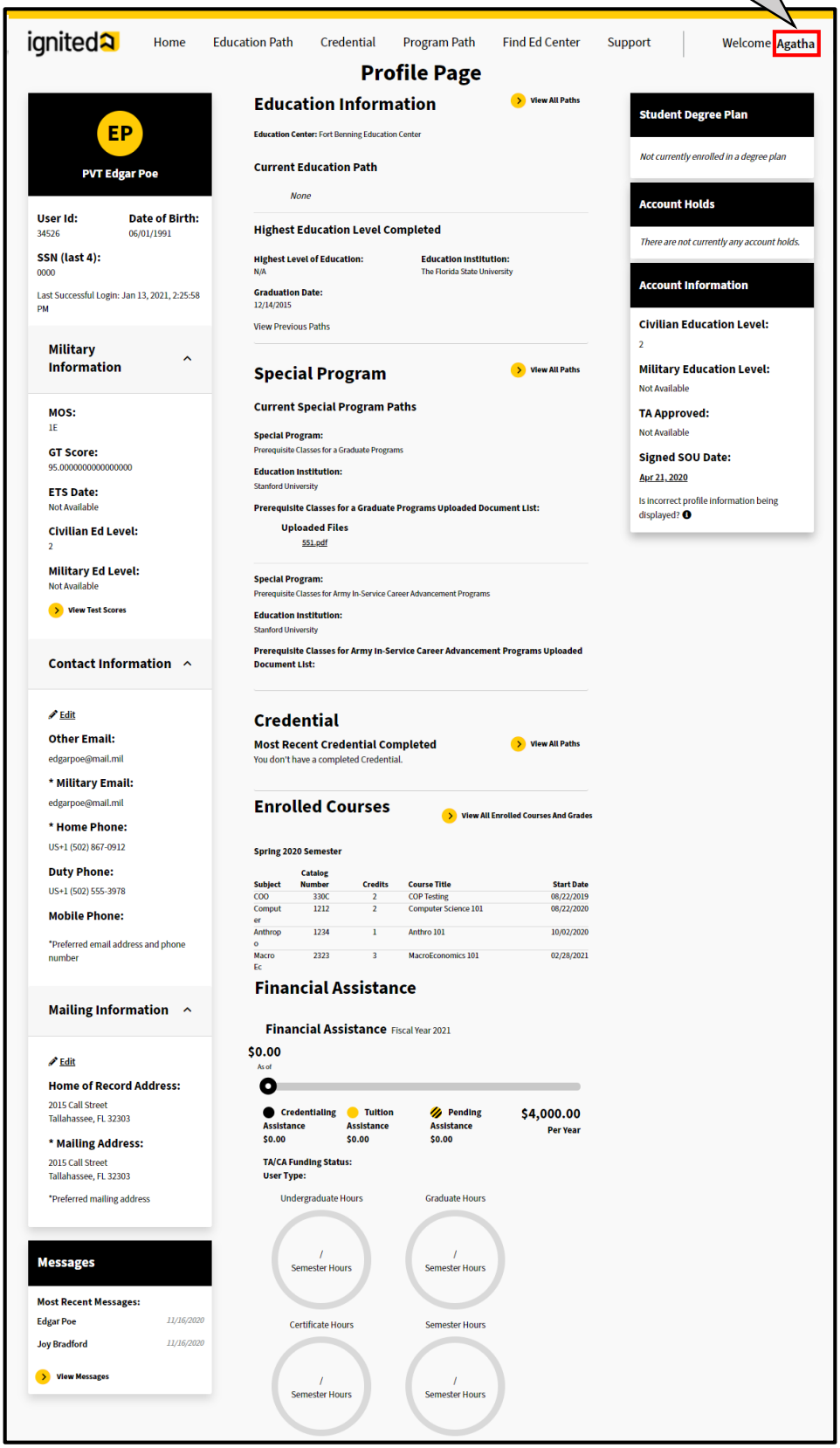
Use the **Right Panel** to view:
- Student Degree Plan
- Account Holds
- Account Information:
  - Civilian Education Level
  - Military Education Level
  - Tuition Assistance Approved
  - Signed SOU Date

Use the **Education Information** section to view:
- Education Center
- Current Education Path Details
- Highest Education Level Completed Details

Use the **Special Program** section to:
- View Special Program Paths

Use the **Credential** section to:
- View Most Recent Credential Completed
- View all Credentials

Use the **Financial Assistance** section to:
- View Tuition Assistance and Credentialing Assistance Funding Status



Note: This guide provides a high-level overview of the Student Dashboard.

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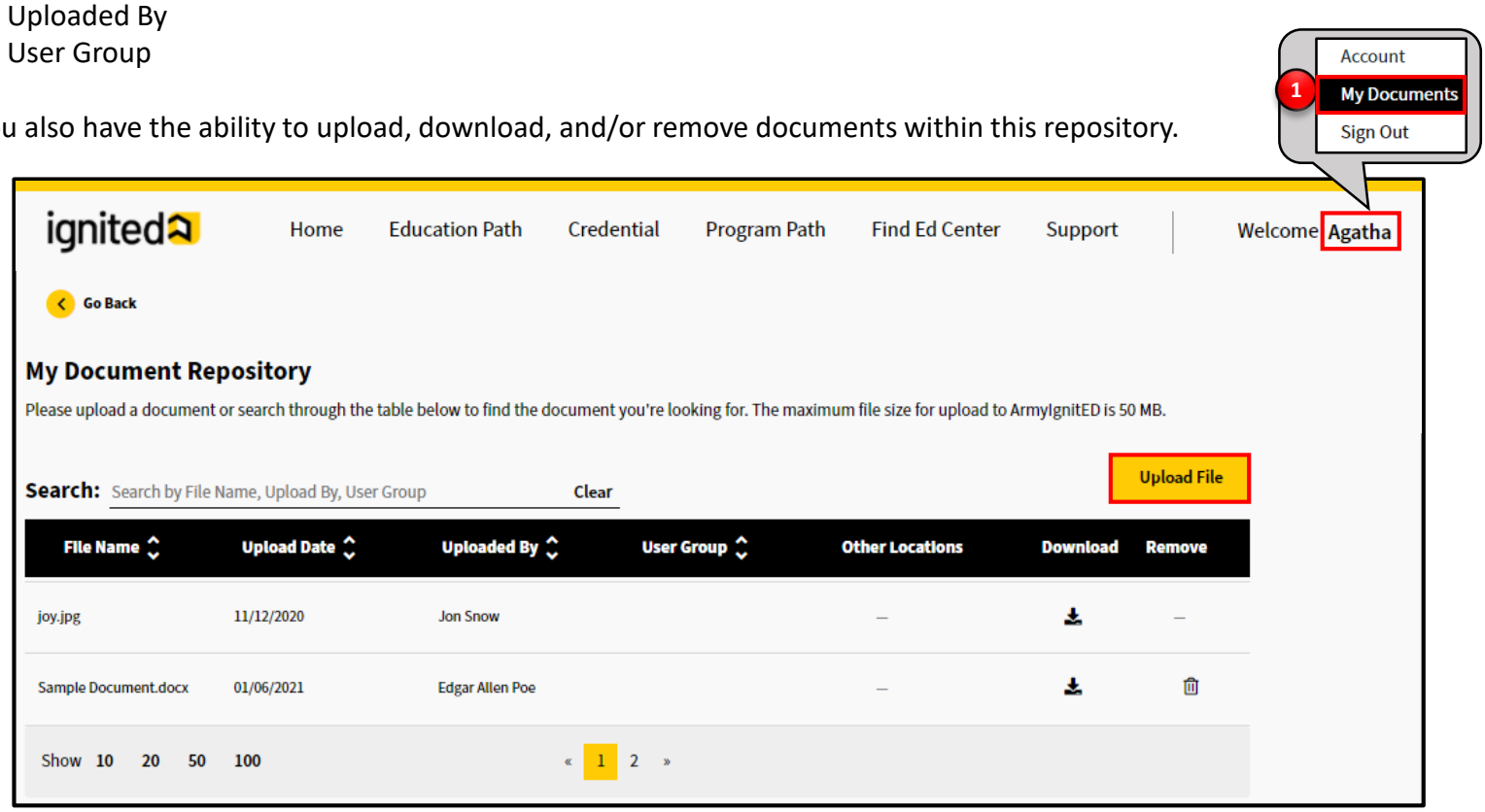
Steps to Navigate Student Dashboard – My Document Repository

1. Click **your name** in the top right corner and select **My Documents**.

My Document Repository provides you with a space to upload documents that you may need in ArmyIgnitED. These documents can be sorted by:

- File Name
- Upload Date
- Uploaded By
- User Group

You also have the ability to upload, download, and/or remove documents within this repository.



Note: Clicking the **Download** icon will allow you to download and view each training document.

Note: This guide provides a high-level overview of the Student Dashboard.

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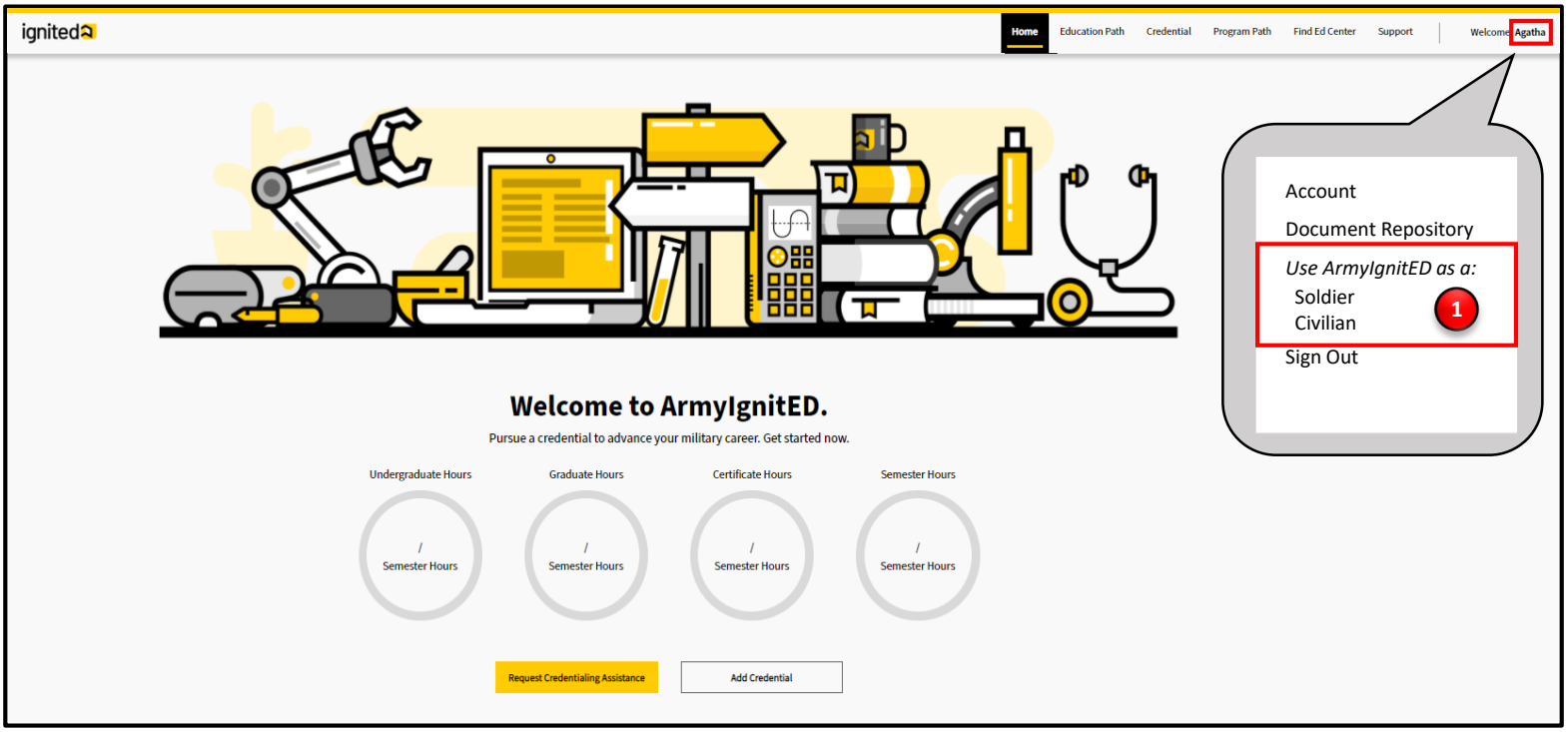
Optional: Steps to Navigate Student Dashboard – Switch User Roles

Users who have multiple roles within ArmyIgnitED can switch between their roles to complete tasks in each respective role. Once assigned a role in Liferay, the role will be added to the username dropdown in ArmyIgnitED.

1. Click **your name** in the top right corner and select the role you would like to ***Use ArmyIgnitED as a:***

Note: Users with multiple roles will have the option to select from their multiple roles.

Note: A confirmation pop up will appear indicating that you have switched roles. You are now using ArmyIgnitED with the permissions of the role you selected.