

How To Guide

Navigate Student Dashboard (1 of 9)

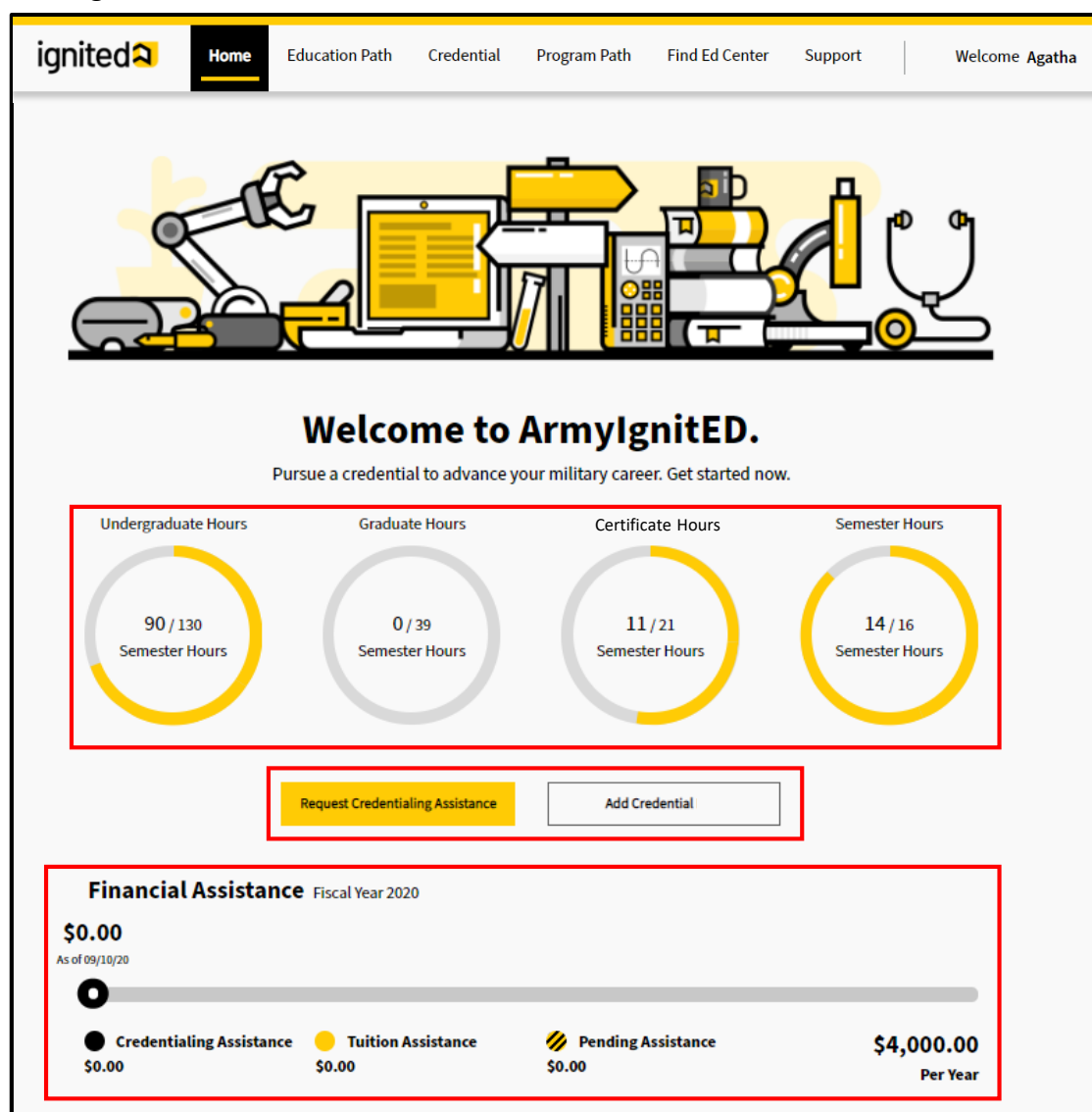
Purpose

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



How To Guide

Navigate Student Dashboard (2 of 9)

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.

The screenshot shows the Ignited Student Dashboard with the 'Education Path' tab selected. The navigation bar includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', 'Support', and 'Welcome Agatha'. Below the navigation bar, there are four tabs: 'My Education Path', 'Request Tuition Assistance', 'My Courses', and 'Student Degree Plan'. The 'Current Education Path' section is highlighted, showing a card for 'My Education Path' with an 'Edit' link. The card displays a map icon, the status 'Pending Counselor Review' (with a red box around it), and the text 'Request submitted 09/10/2020'. Below this, the details for the education path are listed: 'Education Institution: Florida State University', 'Degree Level: Bachelor's Degree', and 'Area of Study: Computer Science.'. A 'View Courses' button is also visible.

The screenshot shows the Ignited Student Dashboard with the 'Education Path' tab selected. The navigation bar includes 'Home', 'Education Path', 'Credential', 'Program Path', 'Find Ed Center', 'Support', and 'Welcome Agatha'. Below the navigation bar, there are four tabs: 'My Education Path', 'Request Tuition Assistance', 'My Courses', and 'Student Degree Plan'. The 'Current Education Path' section is highlighted, showing a card for 'My Education Path' with an 'Edit' link. The card displays a map icon, the status 'Approved' (with a green box around it), and the text 'Request submitted 09/08/2020'. Below this, the details for the education path are listed: 'Education Institution: Florida State University', 'Degree Level: Bachelor's Degree', and 'Area of Study: Computer Science.'. Two buttons are visible: 'View Courses' and 'View SDP' (both with red boxes around them), and a 'Request Tuition Assistance' button.

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

How To Guide

Navigate Student Dashboard (3 of 9)

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

The screenshot shows the Ignited Student Dashboard with the 'Credential' tab selected. The top navigation bar includes links for Home, Education Path, Credential (active), Program Path, Find Ed Center, Support, and a welcome message for Agatha. Below the navigation bar, there are two main sections: 'My Credentials' and 'Request Credentialing Assistance'. The 'My Credentials' section is highlighted with a red box. Under 'Current Credentials', there is a card for 'AWS Certified Advanced Networking - Specialty' by 'Amazon Web Services (AWS)'. This card includes a 'no requests' button, a 'Delete Credential' button, and a 'Request Credentialing Assistance' button. The 'Request Credentialing Assistance' button is highlighted with a red box.

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

How To Guide

Navigate Student Dashboard (4 of 9)

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

The screenshot displays the Ignited Student Dashboard interface. At the top, the navigation bar includes links for Home, Education Path, Credential, **Program Path**, Find Ed Center, and Support. A welcome message for Agatha is on the right. The sidebar on the left highlights the **Program Path** tab, with other options being Program Path Request, My Courses, and Student Degree Plan. The main content area is divided into two sections: 'Current Program Paths' and 'Previous Program Paths'. The 'Current Program Paths' section features a card for 'Prerequisite Classes for Army In-Service Career Advancement Programs' with an 'Edit' link. A red box highlights the 'Add Special Program Path' button. Another red box highlights the 'Approved' status and 'Request submitted 09/01/2020' for a program path request. Below the card, there are buttons for 'View Courses', 'View SDP', 'Complete Program', and 'Request Tuition Assistance'. The 'Previous Program Paths' section shows a card for 'Defense Department Strategic Foreign Languages' with a 'Completed' status and completion date of 01/12/2021. It also includes 'View Courses' and 'View SDP' buttons.

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

How To Guide

Navigate Student Dashboard (5 of 9)

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.

The screenshot shows the Ignited Student Dashboard interface. The top navigation bar includes links for Home, Education Path, Credential, Program Path, Find Ed Center (which is the active tab), Support, and a welcome message for Agatha. The main heading is 'Find an Education Center'. Below this is a search bar with the text 'Kentucky' entered. To the right of the search bar is a 'Clear All' link. Below the search bar, it says 'Showing 4 of 4 Results'. The first result is 'Fort Knox Education Center'. This result is highlighted with a red box. It includes the following information:

Address	Phone	Hours of Operation
31 Warehouse Street Fort Knox, KY, 40121, US	(502) 624-2427	Mon: 0730-1630 Tues: 0730-1630 Thurs: 0730-1630 Fri: 0730-1630 Sat: 0930-1330

Below the table, there is an 'Email' field with the address 'usarmy.knox.imcom-atlantic.mbx.dhr-aces-counselor@mail.mil'. To the right of the table, there is a 'Fax' field. A 'View Profile' button with a right arrow icon is located to the right of the 'Fort Knox Education Center' heading. The second result is 'Fort Annie', which is partially visible at the bottom of the screenshot. It also has a 'View Profile' button.

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

How To Guide

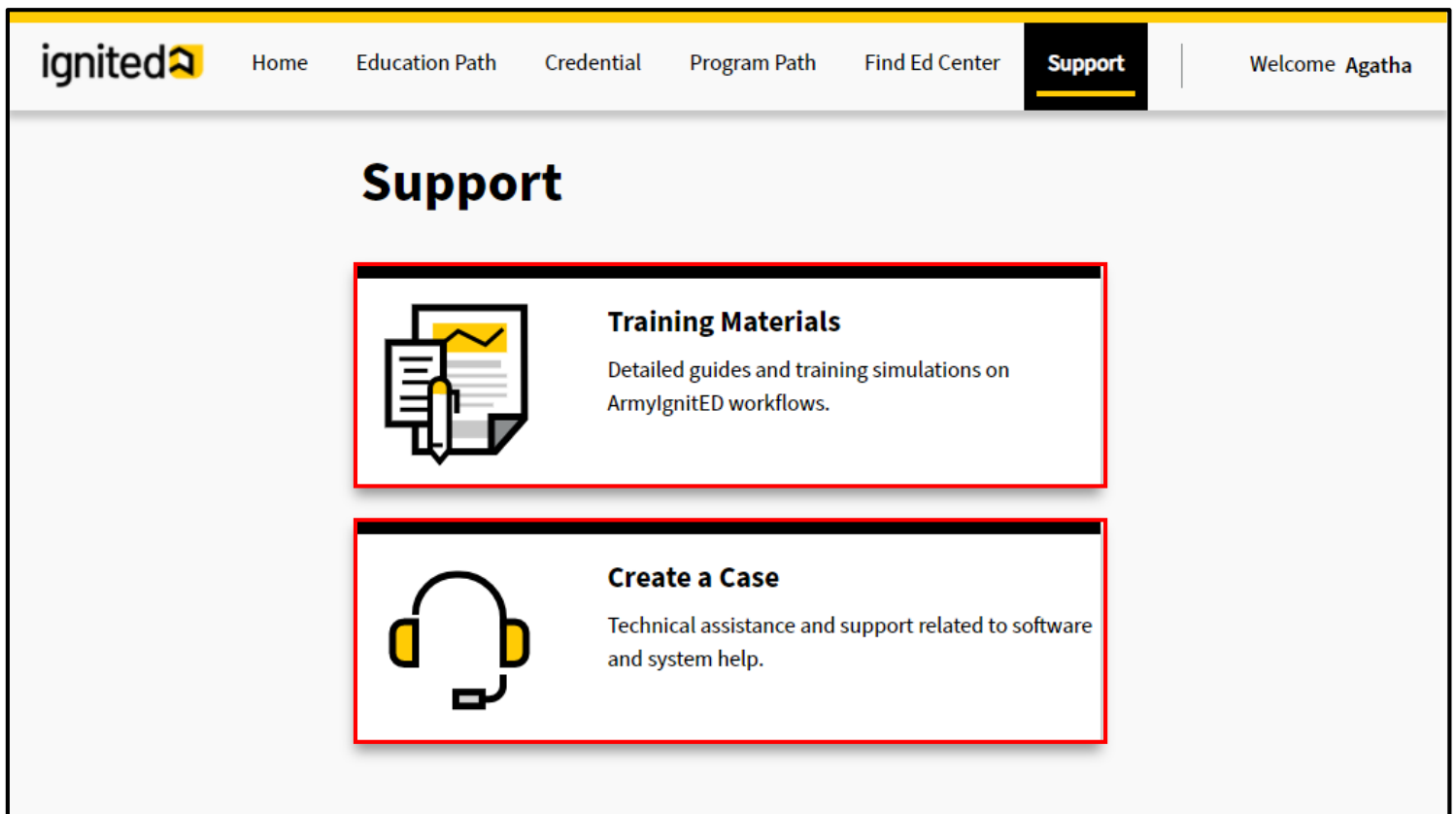
Navigate Student Dashboard (6 of 9)

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.

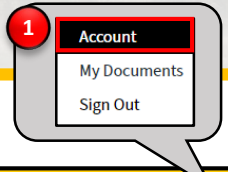
Note: For more information related to creating a case in ServiceNow, refer to the **Create a Case** How to Guide



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

How To Guide

Navigate Student Dashboard (7 of 9)



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

ignited Home Education Path Credential Program Path Find Ed Center Support Welcome **Agatha**

Profile Page

PVT Edgar Poe

User Id: 34526 **Date of Birth:** 06/01/1991

SSN (last 4): 0000

Last Successful Login: Jan 13, 2021, 2:25:58 PM

Military Information

MOS: 1E

GT Score: 95.000000000000000000

ETS Date: Not Available

Civilian Ed Level: 2

Military Ed Level: Not Available

[View Test Scores](#)

Contact Information

[Edit](#)

Other Email: edgarpoe@mail.mil

*** Military Email:** edgarpoe@mail.mil

*** Home Phone:** US+1 (502) 867-0912

Duty Phone: US+1 (502) 555-3978

Mobile Phone:

*Preferred email address and phone number

Mailing Information

[Edit](#)

Home of Record Address: 2015 Call Street Tallahassee, FL 32303

*** Mailing Address:** 2015 Call Street Tallahassee, FL 32303

*Preferred mailing address

Messages

Most Recent Messages:

Edgar Poe 11/16/2020

Joy Bradford 11/16/2020

[View Messages](#)

Education Information [View All Paths](#)

Education Center: Fort Benning Education Center

Current Education Path

None

Highest Education Level Completed

Highest Level of Education: N/A **Education Institution:** The Florida State University

Graduation Date: 12/14/2015

[View Previous Paths](#)

Special Program [View All Paths](#)

Current Special Program Paths

Special Program: Prerequisite Classes for a Graduate Programs

Education Institution: Stanford University

Prerequisite Classes for a Graduate Programs Uploaded Document List:

Uploaded Files

SS1.pdf

Special Program: Prerequisite Classes for Army In-Service Career Advancement Programs

Education Institution: Stanford University

Prerequisite Classes for Army In-Service Career Advancement Programs Uploaded Document List:

Credential

Most Recent Credential Completed [View All Paths](#)

You don't have a completed Credential.

Enrolled Courses [View All Enrolled Courses And Grades](#)

Spring 2020 Semester

Subject	Catalog Number	Credits	Course Title	Start Date
COO	330C	2	COP Testing	08/22/2019
Computer	1212	2	Computer Science 101	08/22/2020
Anthropo	1234	1	Anthro 101	10/02/2020
Macro Ec	2323	3	Macroeconomics 101	02/28/2021

Financial Assistance

Financial Assistance Fiscal Year 2021

\$0.00

As of

● **Credentialing Assistance** \$0.00 ● **Tuition Assistance** \$0.00 ● **Pending Assistance** \$0.00 **\$4,000.00** Per Year

TA/CA Funding Status:

User Type:

Undergraduate Hours Graduate Hours

Semester Hours Semester Hours

Certificate Hours Semester Hours

Semester Hours Semester Hours

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

How To Guide

Navigate Student Dashboard (8 of 9)

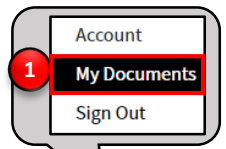
Steps to Navigate Student Dashboard – My Document Repository

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 ArmyIgnitedED. 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.



My Document Repository

Please upload a document or search through the table below to find the document you're looking for. The maximum file size for upload to ArmyIgnitedED is 50 MB.

Search: Search by File Name, Upload By, User Group Clear Upload File

File Name	Upload Date	Uploaded By	User Group	Other Locations	Download	Remove
joy.jpg	11/12/2020	Jon Snow		—		—
Sample Document.docx	01/06/2021	Edgar Allen Poe		—		

Show 10 20 50 100 « 1 2 »

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.

How To Guide

Navigate Student Dashboard (9 of 9)

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.

