



NEW STUDENTS Instructions:

Soldiers must have one year of service after completion of Initial Entry Training (IET), graduation from Advanced Individual Training (AIT) or Basic Officer Leaders Course (BOLC) to receive FTA for undergraduate and must complete ten (10) years of service prior to working on a graduate degree if FTA was used to pay for any portion of an undergraduate degree.

Soldiers may receive up to \$250.00 per semester hour and up to **16 Semester Hours of FTA** per fiscal year for Tuition subject to availability of funds. FTA does not cover a course rendering continuing education units (CEUs). FTA does not cover any fees. School must be in GoArmyEd to receive FTA.

Soldiers are not eligible for FTA if flagged under provisions of AR600-8-2 or attending schooling under provisions of AR621-1, Reserve Officers Training Corps (ROTC) scholarship recipient nor in the Green to Gold Programs.

1. Go to www.goarmyed.com, Select the "Student" radio button in the Create/Activate GoArmyEd Account section. **Enter an email address as your preferred email that you can access daily (we DONOT recommend .mil email addresses). ** Completing the required information will result in the creation of your GAE user name and password. The base role account will allow you access to instructional videos and training, helpdesk support. To request FTA-level access to register for college classes, the following steps must be completed.
2. Log in to www.goarmyed.com using your user name and password.
 - Select the "Request TA Access" Smart Link where you will be presented with the following links.
 - Verification of TA Eligibility
 - Review of Training
 - Selection of HOME School and degree plan (IE Univ of Arkansas, Bachelors in Business)
 - Complete ALL steps of the Common Application
 - Submission of your FTA Statement of Understanding
3. After you complete the steps previously listed, your Army Education Counselor will review your application, and pending approval, activate your GoArmyEd account. You will receive an email when your application has been approved and you have access to request FTA.
4. FTA Requests MUST be APPROVED before the class Starts (TA can be submitted as early as 60 days before class starts but No later than 10 days before class starts in order for Education personnel to approve). Soldiers who request TA later then the 10 day window cut off may not have their FTA approved and will not be granted an Exception to Policy. Soldiers must upload to Efile (Education Record Tab) a personalized receipt

from the school showing breakdown of charges (tuition and fees separate) to Efile and a personalized schedule with Start and End dates.

5. If your FTA is Approved or Rejected you will receive an email from GoArmyEd stating your FTA is approved or rejected. If approved print a copy of your FTA and take to your school business office (where you pay for classes). If your FTA is rejected the email will tell you why it was rejected and how to correct. Once you have corrected the information change your FTA back to pending. **YOU DONOT HAVE TO CREATE A NEW FTA FORM unless specifically told to do so.**
6. During the semester you must request a Degree Plan or Audit or Evaluation (after using 6 SH of FTA or more). The School must provide you with this document. A degree plan must include: Schools Name, Student's Name, Degree Student is Seeking (IE Bachelors in Psychology), list all courses required for the Degree by Course Subject, Number and Title and credit hours (IE ENG101,Composition, 3sh). The Degree Plan should also include all courses completed and transferred in, all courses the student still needs to complete and be signed by School Advisor or School Official. Upload to Efile. If you Degree Plan or Evaluation or Audit is more than one page you must upload all pages as ONE file. We recommend uploading as a PDF.
7. After your First semester (once you have completed 6 semester hours using FTA) you will need your Degree Plan to submit Your Course Planner. You will be PROMPTED to fill out a Course Planner. If you are not PROMPTED to fill out the Course Planner then you don't have to fill one out at this time. Your degree plan must be uploaded to your Course Planner. Submit how many hours remaining to Graduate (should be on your degree plan). You may select Training Resources on the right hand side for instructions on how to fill out the course planner. List all courses by course subject, number and title, level, usage, unit type and how many units. Some schools have uploaded this information for the students. If not you will have to do this manually. Once you have all your courses in check the SELECT box next to the course on the left hand side and select SUBMIT. You will receive an email from GoArmyEd when your course planner has been reviewed (approved or rejected). Once approved you may submit TA for your classes.
8. Please Note: Students may submit FTA requests as early as 60 days before classes (semester) starts but No Later than 10 days before classes start.